

# SHORT-TERM MISSIONS

MANUAL



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# PRE FIELD PREP

Need a Travel Planning Coach?  
Have Short Term Missions Trip Questions?

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## **REQUEST TO BE ADDED TO THE STM DROPBOX FOLDER FOR:**

- CUSTOMIZABLE TRIP FORMS
- AN AUTO CALCULATING TRIP BUDGET
- TRAINING POWERPOINTS
- TRIP PLANNING RESOURCES





# TRIP PLANNING CHECK LIST



# ROLES & DUTIES

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**The roles of a knowledgeable team leader, trip coordinator, and missionary facilitator are critical.**

## **Team Leader**

- Initiates the trip and makes contact with the Missionary host to schedule the trip.
- Plans the trip budget
- Sends invites to participants.
- Sets goals for the trip and makes planning choices to reach those goals.
- Plans the daily schedule.
- Plans and leads team meetings
- Pastors and prepare the team for ministry on the field
- Helps team with fundraising (individual support letters and/or team fundraisers)
- Always be “reading the participants” to see how they are processing their experiences and help draw out dialogue and make critical applications.
- Keeps receipts and submits an expense report upon return (may assign task to a team treasurer).

## **Trip Coordinator**

- Provides big picture coordination for all aspects of the trip – coordinating the efforts of the missionary host and team leader, and administrative functions, helping everyone stay on the same page.
- Is in constant dialogue with the missionary host, team leader, and participants on all planning details.
- Establishes the trip budget
- Coordinates all travel logistics.
- Distributes, collects and keeps records of trip paperwork.
- Registers trip with AGWM and pays for insurance coverage.
- Facilitates payments for trip expenses during the planning process and while on the field.

## **Missionary Facilitator**

- Coordinates with the trip coordinator to secure all ground logistics.
- Sets up all ground logistics (hotel, transportation, meals).
- Provides the team leader and trip coordinator with options for potential ministry opportunities.
- Arranges opportunities to site see and experience the local culture.
- Provides the trip coordinator with scheduling options and helps draft the daily schedule.

## **Team Coordination**

The team leader, trip coordinator and missionary facilitator work together to understand, implement and meet the objectives of the trip in the following ways:

- Understand the goals & objectives for the trip.
- Shape the trip's agenda & environment.
- Review ground logistics.
- Learn about the culture & what to expect.



# TRIP PLANNING CHECK LIST

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## Trip Set-Up (6 – 12 months out)

### ESTABLISH TRIP

- Country(ies) Visiting
- Trip Dates are Confirmed
- Host Organization & Missionary Contact Info Is Gathered
- Team Member Contact Info is Gathered

## Financial Logistics (6 – 8 months out)

### TRIP BUDGET

- Establishes the trip budget
- Communicate the trip budget to team leader & host missionary
- Coordinate how trip funds will be facilitated with the host missionary

### HANDLING MONEY

- What is the country currency?
- What is the best way to bring money and pay for team expenses?
- Are credit card's acceptable?
- Are ATMs readily available?
- Is currency exchange available?

## Team Recruiting (6 – 8 months out)

### TEAM RECRUITING

- Get the word out about the trip with location, dates and cost.
- Make trip applications available
- Collect and review trip applications
- Schedule team meetings

## Entry & Exit Requirements (6 – 8 months before departure)

### COUNTRY ENTRY & EXIT REQUIREMENTS | [www.travel.state.gov](http://www.travel.state.gov)

- Fully understand ALL of the entry and exit requirements for each country being visited

### PASSPORT | [www.travel.state.gov](http://www.travel.state.gov)

- All team members must have a valid passport with 6mo validity beyond last day of travel.
- Collect a clear photo copy or clear picture of passport bio page for all team members.

### VISA INFORMATION | [www.traveldocs.com](http://www.traveldocs.com)

- Determine visa requirements that may be needed to enter the country(ies)
- Trip coordinator or team leader facilitate the process of obtaining a visa if it is required.

**FULLY UNDERSTAND YOUR VISA REQUIREMENTS AND ALL NEEDED SUPPORTING DOCUMENTATION.**

## CURRENCY INFORMATION | [www.iatatravelcentre.com](http://www.iatatravelcentre.com)

- Determine if there are any currency rules for entering and exiting the country:
  - Airport tax / security fee / embark tax upon exiting the country
  - Currency import/export rules

## IMMUNIZATIONS | [www.cdc.gov/travel/](http://www.cdc.gov/travel/)

- Determine both required and recommended immunizations

## Trip Registration (3 months before departure)

### TRIP REGISTRATION | [www.wideopenmissions.org](http://www.wideopenmissions.org)

- Register the trip with the host organization
- Visit [www.wideopenmissions.org](http://www.wideopenmissions.org) / Go Short Term / Teams – Read instructions to register your trip/team
- Log into your trip page and enter in required information.

### HOST TRIP FORMS | <https://mapsteams.wideopenmissions.org/default.aspx>

- Collect the AGWM signature page form for each traveler.
- Collect trip travel information form for each traveler.
- Collect a copy of passport ID page for all travelers

## Travel Logistics (3 months before departure)

### FLIGHT INFORMATION

- Purchases flights & distributes the itinerary.
- Thoroughly review flight information. Make note of layovers, departing times etc.
- Arrange a time to meet at airport on day of departure
- What is the baggage allowance for your domestic flight carrier? Are there any fees?
- What is the baggage allowance for your International flight carrier? Are there any fees?
- Plan airport pick up details with host missionary

### INSURANCE & EMERGENCY | <https://mapsteams.wideopenmissions.org/default.aspx>

- Purchases travel insurance for each traveler through your AGWM team processing page online.
- Distribute insurance information to the team found on your AGWM team processing page online.
- Create an emergency contact sheet and distributed to Team Members

## Ground Logistics – ASK YOUR HOST!

### TRANSPORTATION

- Will team use a rental van?
- Will the team use public transportation (taxi, bus, train, boat, charter)
- Will the team need in-country flight?
- Does the team need to pay for any ground transportation in advance?

### HOUSING

- What type of housing will the team stay in? (hotel, host home, missions housing, bible school, other)
- Name of housing/hotel, address and contact info
- Is there air-conditioning?
- Is there a hotel restaurant?
- Is there a complimentary continental breakfast?

### MEALS

- Will the team be eating out most of the time?
- Will the team have any prepared meals?

## ENVIRONMENT & HEALTH

- What is the weather like?
- Are there any environmental cautions or food & water cautions?
- Are there any necessary health items to bring?

## SAFETY

- Are there any significant safety issues or risks to be aware of?
- How can the team avoid potential safety issues?

## MINISTRY

- What ministry activities and projects you will be doing?
- Plan out a detailed daily activity & ministry schedule.
- What ministry items do we need to bring and/or purchase onsite (if any)?

## PLAN DAILY SCHEDULE

- 1. Plan the Day of Arrival. First Day/Night of Arrival is Spent:**
  - Getting everyone settled into the first night of lodging
  - Have a team meeting to make thorough introductions and explanations.
  - Eating an early dinner getting to bed early to rest up for ministry.
- 2. Plan a Daily Team Connection Time (15-20 minutes)**
- 3. Plan Daily Ministry Activities**
- 4. Plan a Fun Day**
- 5. Plan a Final Team Debriefing (2 hours minimum)**
- 6. Plan the Day of Departure. The last day is spent:**
  - Packing (make sure everyone has their passport)
  - Get a list of expenses and all receipts from the host missionary (if they are keeping track)
  - Exchange foreign currency back to U.S. (can do that at airport)
  - Know when you need to be at the airport
  - Check on flight status
  - Arrange transportation to the airport

## DRESS ATTIRE

- What is the dress code for guys & gals for ministry activities, site seeing, and church?

## CULTURAL EXPECTATIONS

- Tell us about the people we will be working with.
- What are the cultural expectations to be aware of? (Dos and Don'ts)
- What are some cultural customs to be aware of?

# Before Departure

## TRIP FUNDS

- Select a team treasurer and obtain a receipt book and receipt ledger to bring on the field.
- Review money & receipting protocol with team leader and team treasurer.
- Distributes trip funds to team treasurer a couple days before departure

## TRIP BINDER

- Place team member medical authorization forms in the trip binder
- Place insurance information in the trip binder
- Place emergency contact list and protocol in the trip binder

## IMMUNIZATIONS

- Get needed immunizations at least 4 weeks before departure

## **PACKING**

- All necessary travel documents are packed
- The proper clothing according to the host missionary's dress code is packed

## **CUSTOMS**

- Trip coordinator will communicate any special customs instructions to the team
- Trip coordinator will prep the team on short truthful statement for purpose of visit (sensitive countries only).

# **Upon Return**

## **AFTER TRIP FOLLOW-UP**

- Send thank you notes to your team and host missionary.
- Turn in expense report, left over money & receipts to the campus ministries office.
- Keep all trip documents on file for 5 years.
- Distribute & collect post trip survey
- Share pictures & video

# TRIP BINDER CHECK-LIST

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## **THE FOLLOWING ITEMS SHOULD GO IN YOUR TRIP BINDER:**

### **CHECK LISTS**

- Trip Planning Check List
- This Trip Binder Check List
- Travel Documents Check List

### **TRAVEL LOGISTICS**

- Flight Itinerary
- Baggage Allowance Information
- Country Entry/Exit Requirements Summary
- Special Customs Info (if applicable)
- Important Notes & Correspondences

### **GROUND LOGISTICS**

- Hotel/Lodging Info
- Transportation Info
- Important Notes & Correspondences

### **SCHEDULE**

- Daily Schedule
- Ministry Prep Information
- Important Notes & Correspondences

### **INSURANCE & SAFETY**

- GTL Insurance Information
- Medical Authorization Forms for Team Members
- Emergency Contact List
- CDC Recommended Health Info
- Other Safety Info (Transportation, Crime, ATMs, Travel Alerts etc – [travel.state.gov](http://travel.state.gov))

### **BUDGET**

- Budget Worksheet
- Daily Meal Plan (if needed, to keep you to track with your budget)
- Record Keeping Instructions
- Receipt Logs
- Small Notepad & Pen
- Large Clasp Envelope to Keep Receipts
- Small Receipt Book

### **TEAM DEBRIEF**

- Team Debriefing Info & Questions



# BUDGET & RECEIPTING



# SETTING THE BUDGET

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## When to Set the Budget

The trip budget should be established typically 6-8 months in advance of travel and before participants are invited.

## Factors that Impact the Budget

A location, number of places traveling to, ground expenses, airfare, visa, group size, and length of trip. If you exceed \$3,000 pp, try reducing the length of the trip, number of places visiting and group size.

## Typical Trip Cost Per Person

|                      |                 |
|----------------------|-----------------|
| <b>Europe</b>        | \$2500 - \$3000 |
| <b>South America</b> | \$2200 - \$2500 |
| <b>Africa</b>        | \$2700 - \$3000 |
| <b>Central Asia</b>  | \$2800 - \$3000 |
| <b>Asia Pacific</b>  | \$2700 - \$3000 |
| <b>Northern Asia</b> | \$3000 - \$3500 |
| <b>Middle East</b>   | \$2500 - \$2700 |

## Where to Find Budget Figures

|                             |  |
|-----------------------------|--|
| Travel Insurance            | Obtained During AGWM Registration Process (\$3pp/day)  |
| Airfare                     | Check with Your Travel Agent   |
| Food Flying To/From Country | Typically \$25pp Is Sufficient   |
| Airport Tax                 | Usually Included in Airfare. Not Always  |
| Country Exit Fee            | <a href="http://www.iatatravelcentre.com">www.iatatravelcentre.com</a>   |
| Visa                        | <a href="http://www.travel.state.gov">www.travel.state.gov</a> or <a href="http://www.traveldocs.com">www.traveldocs.com</a> |
| Meals                       | Work with Missionary Host  |
| Housing                     | Work with Missionary Host  |
| Transportation              | Work with Missionary Host  |



# SAMPLE FORM – TEMPLATE IN SHORT-TERM MISSIONS FILE

## SIMPLE BUDGET WORKSHEET

|                    |  |                       |  |                    |    |
|--------------------|--|-----------------------|--|--------------------|----|
| <b>Country</b>     |  | <b>Arrival Date</b>   |  | <b># of Days</b>   |    |
| <b>Missionary</b>  |  | <b>Departure Date</b> |  | <b># of Nights</b> |    |
| <b>Team Leader</b> |  |                       |  | <b>Team Size</b>   | 15 |

| Item # | Expense   | Amount        | Per Person/Day          | (x) # People       | \$ Line Total |
|--------|---|---------------|-------------------------|--------------------|---------------|
| 1      | Travel Insurance  | \$0.00        | Per Person / Per Day    | 15                 | \$0.00        |
|        |   | 10            | (X) Total # of Days     |                    |               |
|        |   | <b>\$0.00</b> | <b>Total Per Person</b> |                    |               |
| 2      | <b>Airfare</b>  | \$0.00        | Per Person              | 15                 | \$0.00        |
| 3      | <b>Food Flying To/From Country</b>  | \$0.00        | Per Person              | 15                 | \$0.00        |
| 4      | <b>Airport Tax on Arrival/Exit</b>  | \$0.00        | Per Person              | 15                 | \$0.00        |
| 5      | <b>Visa on Arrival [OR]</b>   | \$0.00        | On Arrival Per Person   | 15                 | \$0.00        |
|        | <b>Visa Applied for In Advance</b>  | \$0.00        | Consular Per Person     | 15                 | \$0.00        |
| 6      | Meals   | \$0.00        | Per Person / Per Day    | 15                 | \$0.00        |
|        |   | 10            | (x) Number of Days      |                    |               |
|        |   | <b>\$0.00</b> | <b>Total Per Person</b> |                    |               |
| 7      | Housing   | \$0.00        | Per Person / Per Day    | 15                 | \$0.00        |
|        |   | 10            | (x) Number of Days      |                    |               |
|        |   | <b>\$0.00</b> | <b>Total Per Person</b> |                    |               |
| 8      | Rented Transportation   | \$0.00        | Per Person / Per Day    | 15                 | \$0.00        |
|        |   | 10            | Number of Days          |                    |               |
|        |   | <b>\$0.00</b> | <b>Total Per Person</b> |                    |               |
| 9      | Public Transportation<br>Bus, Taxi, Boat, Train, Tours,<br>Charters, Inter-Continental Flight | \$0.00        | Per Person / Per Day    | 15                 | \$0.00        |
|        |   | 10            | (x) Number of Days      |                    |               |
|        |   | <b>\$0.00</b> | <b>Total Per Person</b> |                    |               |
| 10     | <b>Other:</b>   | \$0.00        | Per Person              | 15                 | \$0.00        |
| 11     | <b>Other:</b>   | \$0.00        | Per Person              | 15                 | \$0.00        |
| 12     | <b>Other:</b>   | \$0.00        | Per Person              | 15                 | \$0.00        |
| 13     | <b>Other:</b>   | \$0.00        | Per Person              | 15                 | \$0.00        |
| 14     | <b>TOTAL TRIP COST PER PERSON</b>   | <b>\$0.00</b> |                         | <b>TRIP TOTAL:</b> | <b>\$0.00</b> |

# RECEIPTING PROTOCOL

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## Get Prepared

- Obtain an **anti-theft bag** and money belt to carry all loose bills and change.
- Obtain a **zipper pouch** or secure envelope(s) to keep all receipts.
- Obtain a **small notebook** to journal team expenses while “on the go.”
- Small generic **receipt book** to hand write receipts if vendor does not give one
- Obtain a **calculator** to calculate your expenses and cash on hand.

## Get a Valid Receipt

### Always get a valid transaction receipt!!!

- Vendor Name & Address
- Date of Purchase
- Description of Each Item Purchase (include the quantity)
- Total Amount Paid
- Method of Payment

## Helpful Receipt Tips

### Credit Card Slips

These are not a valid receipt unless all five items listed above are included.

### Debit Card ATM Withdraw Receipt

Withdraw in small amounts as you need it. Obtain a transaction receipt. If no receipt, make an entry for the withdraw and note the date and amount withdrawn (if in a foreign language, do your best to write down the figures displayed on the screen)

### Money Exchange Receipts

Keep the receipt the clerk gives you for the money exchange transaction. Enter this receipt into your receipt log by 1.) Making a debit entry for the amount of old currency you exchanged, 2.) Make an entry for a credit and the amount of the new currency you received.

### If Partial Receipt or No is Given, or Lost Receipt

Handwrite the details as listed above. If you don't know the address just record the city and country.

## Using Your Small Note Pad

### Always have a small note pad handy while on the go.

Write down every time money is spent or received in a notebook in order to remember odd or complicated transactions while on the go. Noting the details will help you log your receipt entry's later.

## Making Notes on Receipts

Receipts in foreign languages will be difficult to translate later. If the receipt is not readable, note the following on each receipt: VENDOR, PURPOSE, DATE, CITY & COUNTRY.

## Money Exchange Tips

On average you will lose at least 5-10% of the value of the cash by the time you exchange from dollars to a different currency and back to dollars. You can bargain for higher exchange rates, especially if you are giving them \$100 notes or exchanging several thousand dollars at a time. Research exchange rate before exchange funds. Knowing the rate can help you bargain for a better rate and save you potentially hundreds of dollars.

## Make a Separate Log for EACH Currency Used

**BEGINNING BALANCE:** Write the full amount of U.S. dollars you received from Campus Ministries.

**CREDIT COLUMN:** This is where you log how much is received (coming in)

**DEBIT COLUMN:** This is where you write how much is spent (going out)

**BALANCE:** This is where you add or subtract your debits & credits to track your cash on hand.

**ENDING BALANCE:** This is the ending figure after adding & subtracting your expenses and is located at the end of the last column. Your ending balance should match the amount of actual cash you have on hand. If it is different you have a discrepancy somewhere.

| <b>CURRENCY: U.S. DOLLARS</b> |                |  |              |                   |                   |
|-------------------------------|----------------|--|--------------|-------------------|-------------------|
| Receipt #                     | Date           | Vendor & What Was Purchased                | Credit ( + ) | Debit ( - )       | Balance           |
|                               |                | <b>BEGINNING BALANCE</b>                   |              |                   | <b>\$5,850.00</b> |
| 1                             | 5/22/13        | McDonalds – Lunch for Team at airport      |              | \$86.46           | \$5,763.54        |
| 2                             | 5/22/13        | Joe's Crab Shack – Dinner for Team airport |              | \$75.43           | \$5,688.11        |
| <b>3</b>                      | <b>5/23/13</b> | <b>Exchange \$5,000 U.S. to Euros</b>      |              | <b>\$5,000.00</b> | <b>\$688.11</b>   |
|                               |                |  |              |                   |                   |

| <b>CURRENCY: EUROS</b> |                |   |                |             |                |
|------------------------|----------------|---|----------------|-------------|----------------|
| Receipt #              | Date           | Vendor & What Was Purchased             | Credit ( + )   | Debit ( - ) | Balance        |
| <b>3</b>               | <b>5/23/13</b> | <b>Exchange \$1000.00 U.S. to Euros</b> | <b>5684.50</b> |             | <b>5684.50</b> |
| 4                      | 5/24/13        | Taxi Service                            |                | 30.00       |                |
| 5                      | 5/24/13        | Lunch & Dinner Supplies for Boat Ride   |                | 186.96      |                |
| 6                      | 5/25/13        | Charter Boat                            |                | 500.00      |                |
| 7                      | 5/26/13        | Vanassio's Restaurant - Breakfast       |                | 138.30      |                |

# Entering Receipts in the Log

## 1. Each Day, Enter all Receipts in the Correct Currency Log.

Don't skip a day!!! It will make it extremely difficult to keep accurate records.

**Enter All Expenses Going Out**

**Enter All Money Received Coming In**

**Calculate the Total Remaining Each Day to Get Your Ending Balance**

## 2. Money Exchange Transactions Are a Double Entry!!

Let's say you want to exchange \$1,000 U.S. currency for Euros.

### 1. Write an outgoing expense in the U.S. CURRENCY log as "Exchanged \$1,000 U.S. to Euros" and enter amount in the debit column.

- You will give the exchange clerk \$1,000.
- The exchange clerk will process an exchange receipt showing the exchange information and will give you the new amount in foreign currency.

### 2. Write the foreign amount you received in the FORIENG receipt log as a CREDIT. In the description write the same: "Exchanged \$1,000 U.S. to Euros".

## 3. Enter Receipts in the Log in Chronological Order.

## 4. Number Receipts in Chronological Order by Date

## 5. Bundle Receipts by Each Day & Paper Clip Together.

**Keep Receipts in Chronological Order!**

# Checking Your Cash on Hand

After entering all receipts, your ending balance should be the amount of actual cash on hand at the end of the day.

## 1. Count the remaining trip money in US Dollars

Make certain that the amount of U.S. cash you have left equals the ending daily balance in the U.S. Money Receipt Log.

## 2. Count the remaining trip money in the foreign currency

Make certain that the amount of FOREIGN cash you have left equals the ending daily balance in the Foreign Money Receipt Log.

- **If it does not balance**, that means you did not enter at least one or more expenses into the ledger or you recorded an expense incorrectly. Think back through the day to figure out which receipt might be missing or improperly recorded.
- **Calculating the difference** between the cash on hand and the amount of cash you should have will help you estimate roughly the total of the missing receipts.

# If Missing a Receipt, Hand Write One & Sign It

If you cannot find the receipt, create a receipt and sign it and have one witness sign it who can verify the details on the receipt.

# Make a Separate Receipt Log for a Credit Card

**NOTE: For credit card transactions, you MUST keep a separate log of each currency the credit transactions took place with. Example:**

| CREDIT CARD Receipt Log |  |            |                  |         |
|-------------------------|--|------------|------------------|---------|
| Date                    | Description of Transaction                 | Credit (+) | Debit (-)        | Balance |
|                         | <b>CHARGES IN U.S. DOLLARS</b>             |            |                  |         |
| 5/21/13                 | Starbucks – Coffee for team                |            | 100.70           |         |
|                         | Taxi Service – For Team                    |            | 58.00            |         |
|                         | <b>Total Charges in US Currency</b>        |            | <b>158.70</b>    |         |
|                         | <b>CHARGES IN BRAZILIAN REAIS</b>          |            |                  |         |
| 5/24/13                 | Rancho Bufalo – Team Dinner                |            | 815.00           |         |
| 5/25/13                 | Mercure Hotel Manaus                       |            | 9,938.00         |         |
|                         | <b>Total Charges in Brazilian Reais</b>    |            | <b>10,753.00</b> |         |
|                         | <b>Exchange at 2.158604 = \$49981.46US</b> |            |                  |         |

## Exchange Foreign to U.S. Before Returning

***ALL FOREIGN CURRENCY MUST BE EXCHANGED BACK TO U.S. DOLLARS BEFORE EXITING THE FOREIGN COUNTRY.***

## Turn in Receipts, Logs & Remaining Funds

After the trip, the team leader is to turn in all receipts, logs and remaining funds to the Campus Ministries office **WITHIN 1 WEEK OF RETURNING.**

- 1.) All receipts (both obtained by vendor and hand written)
- 2.) Unspent funds in U.S. dollars and foreign
- 3.) U.S. & Foreign receipt logs

## Submitting Expense Report

The Campus Ministries office will review the receipt logs and make sure they are reconciled properly before submitting them to accounting.

The following items are to be turned into accounting:

- Expense Report
- Photo copies of all receipts
- Receipt logs
- Unspent funds



# SAMPLE FORM – TEMPLATE IN SHORT-TERM MISSIONS FILE

## SAMPEL TRIP EXPENSE REPORT

Today's Date: \_\_\_\_\_

Team Leaders: \_\_\_\_\_

Trip Location: \_\_\_\_\_ Trip Dates: \_\_\_\_\_

Team Leader(s): \_\_\_\_\_

### Summary of Expenses

#### U.S. RECEIPT LOG EXPENSES

|   |                   |                      |
|---|-------------------|----------------------|
| Amount Received / Beginning Balance:          | <u>\$6,670.00</u> |                      |
| Total Expenses:                               | <u>\$6670.00</u>  |                      |
| Total Credits:                                | <u>\$1556.00</u>  |                      |
| Ending Balance (Cash on Hand):                | <u>\$1556.00</u>  | <b>CASH RETURNED</b> |
| Actual Cash on Hand (If different ending bal) | <u>\$</u>         |                      |
| Unaccounted Difference:                       | <u>\$0.00</u>     |                      |

#### #1 FORIENG CURRENCY EXPENSES

|                                 |                          |                                  |
|---------------------------------|--------------------------|----------------------------------|
| Currency:                       | <u>INDONESIAN RUPIAH</u> |                                  |
| Beginning Balance:              | <u>Rp47,287,200.00</u>   |                                  |
| Total Expenses:                 | <u>Rp1,424,521.74</u>    |                                  |
| Total Credits:                  | <u>Rp1,347,000.00</u>    |                                  |
| Ending Balance (should be "0"): | <u>Rp15,870,200.00</u>   |                                  |
| Actual Cash on Hand:            | <u>Rp16,438,215.00</u>   |                                  |
| Unaccounted Difference:         | <u>Rp568,015.00</u>      | <b>OVER (Approx. \$43.50USD)</b> |

#### #2 FORIENG CURRENCY EXPENSES

|                                 |                     |                                   |
|---------------------------------|---------------------|-----------------------------------|
| Currency:                       | <u>THAI BAHT</u>    |                                   |
| Beginning Balance:              | <u>TH100,473.80</u> |                                   |
| Total Expenses:                 | <u>TH95,424.80</u>  |                                   |
| Total Credits:                  | <u>TH8,500.00</u>   |                                   |
| Ending Balance (should be "0"): | <u>TH13,549.00</u>  |                                   |
| Actual Cash on Hand:            | <u>TH11,970.00</u>  |                                   |
| Unaccounted Difference:         | <u>TH1,579.00</u>   | <b>SHORT (Approx. \$47.08USD)</b> |

#### CREDIT CARD RECEIPT LOG EXPENSES

|   |                              |  |
|---|------------------------------|--|
| Currency:                               | <u>TAIWAN</u>                |  |
| Total Expenses:                         | <u>NT\$1,695.00</u>          |  |
| Conversion to U.S. (Converted 10/28/16) | <u>\$53.60 USD (Approx.)</u> |  |

|   |                                 |  |
|---|---------------------------------|--|
| Currency:                               | <u>INDONESIAN RUPIAH</u>        |  |
| Total Expenses:                         | <u>Rp43,150,148.00</u>          |  |
| Conversion to U.S. (Converted 10/28/16) | <u>\$3,287.00 USD (Approx.)</u> |  |

|   |                                 |  |
|---|---------------------------------|--|
| Currency:                               | <u>THAI BAHT</u>                |  |
| Total Expenses:                         | <u>TH52,085.00</u>              |  |
| Conversion to U.S. (Converted 10/28/16) | <u>\$1,486.87 USD (Approx.)</u> |  |

**TOTAL CREDIT CARD EXPENSES IN USD: \$4,827.47 (Approx.)**







# TRIP REGISTRATION & TEAM FORMS



# TRIP FORMS CHECK-LIST

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All team members must turn in the following trip forms and documents to travel abroad.

**ALL TRIP FORMS ARE TO BE KEPT ON FILE FOR A MINIMUM OF 5 YEARS.**

## Trip Forms to Be Collected by the Team Leader

### GENERAL FORMS (Found In Short Term Missions Resource File)

**Team Member Travel Info Form**

*This collects necessary travel information for each team member*

**Medical Consent & Release of Information**

*In case of an emergency this form authorizes a person to be treated overseas and authorizes the release of medical information to the authorized persons listed in the form.*

### AGWM FORMS (Found on AGWM Online Application Page – Need Log-In Authorization)

**AGWM Signature Form**

*AGWM requires each traveler to sign this form. It is a record that each traveler has read the Assumption of Risk and Code of Conduct policies that are enclosed with this form. Only the signature page needs to be collected and retained on file for 5 years. The assumption of risk and code of conduct are to be given to each team member for their personal records. The team leader will also log the information obtained in the signature form on their online application page when they register the trip with AGWM.*

**If Under 18, AGWM Minor Parental Consent Form**

*AGWM requires this form to be completed by all minors traveling overseas as an acknowledgment that parent/guardian has consented to their travel.*

**GTL Insurance HIPPA Authorization Form**

*This form should be completed by all travelers. It authorizes Guaranteed Life Trust to process a claim for benefits should a traveler need to submit a claim after returning from the trip.*

### TRAVEL DOCUMENTS (A stateside contact for the team should have a copy on file)

**Copy of Passport ID Page**

**If Not a U.S. Citizen, Copy of U.S. Visa or Green Card or other Travel Document**

# TRIP APPLICATION

**Application Deadline is \_\_\_\_\_ and Trip Fee is Due \_\_\_\_\_**

## Team Member's Full Legal Name

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Date of Birth (MM/DD/YY) \_\_\_\_\_ Age \_\_\_\_\_

T-Shirt Size \_\_\_\_\_

## Personal & Contact Information

Permanent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Primary Email \_\_\_\_\_

Can You Receive Text Messages?  Yes  No      Are you married?  Yes  No

Do you hold ministerial credentials?  Yes  No    If yes, what organization? \_\_\_\_\_

## Citizenship Status

Are you a legal citizen of the United States?  Yes  No

If not a U.S. citizen, what is your country of citizenship? \_\_\_\_\_

If not a U.S. citizen, what is the status of your visa or green card? \_\_\_\_\_

Do you have a valid passport? (it must have 6 months of validity beyond dates of travel before it expires)

Yes  No, I Need to Apply  No, I Need to Renew

Passport Number \_\_\_\_\_ Expiration \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



**To apply for or renew a passport online go to: [www.travel.state.gov](http://www.travel.state.gov).** Follow instructions carefully. All first time passport applicants must submit their passport application in person to an authorized passport processing center. Expect up to 4-8 weeks to process.

## Health Status

Do you have any chronic health issues or diseases that would hinder you from carrying out all duties involved in your participation and/or traveling overseas?  Yes  No

If yes, please list: \_\_\_\_\_

## Insurance Beneficiary

Benefits payable for loss of life are payable to the first surviving classes of the covered person: spouse; children; parent; siblings; or estate, unless otherwise indicated below:

Name of Beneficiary \_\_\_\_\_ Relation to Insured \_\_\_\_\_

*First, Middle Initial, Last*

Mailing Address \_\_\_\_\_

## Background Check

The following is required to verify your identity. It will remain secure and confidential.

Driver's License# \_\_\_\_\_ State of Issue \_\_\_\_\_ Other Names Used \_\_\_\_\_

## Emergency Contact Information – PRINT LEGIBLY!!!

Name \_\_\_\_\_ Relation \_\_\_\_\_

Primary Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alternate Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email (REQUIRED FIELD) \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_

Primary Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alternate Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email (REQUIRED FIELD) \_\_\_\_\_

## Release of Information

Yes  No I give consent to the church sponsoring this trip to provide important information regarding my participation in this trip to my parent/guardian listed below:

Name \_\_\_\_\_ Relation \_\_\_\_\_

Primary Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alternate Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email (REQUIRED FIELD) \_\_\_\_\_

Yes  No I give consent to the church sponsoring this trip to use the information provided in this application and collected during the planning process to register with the host missions organization, secure travel insurance, airline tickets, lodging, meals, and transportation and to plan ministry activities on my behalf.

Yes  No I give consent to the church sponsoring this trip to run a background check. I understand that if I choose not to give my consent that I may not be able to participate in this trip.

## Spiritual Life

It is our desire to support you in your spiritual journey. Please describe your spiritual walk with Christ. This question does not qualify or disqualify applicants from participating on a trip.

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# FINANCIAL AGREEMENT

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Trip Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Cost of Trip: \$ \_\_\_\_\_

## Cost of Trip Covers:

Airfare, airport tax, housing, food, training and debriefing, transportation in and other activity and program expenses.

## The Following are Not Included in the Cost of the Trip: (this is not all-inclusive)

Copies

Spending Money

Personal Food Money

Medical deductible, any medical costs, any additional emergency cost

In the case of an emergency, the cost incurred will be your responsibility

## Payment Schedule

### DUE DATE

### AMOUNT

First Payment: \_\_\_\_\_ \$ \_\_\_\_\_

Second Payment: \_\_\_\_\_ \$ \_\_\_\_\_

Third Payment: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

## What if I do not raise the necessary money by the due date

You may be requested to complete a payment authorization form providing a form of payment that will provide the remaining necessary to cover your trip expenses.

## Refund and Cancellation Policy

I understand that if I am not able to make my payments according to the payment schedule, it may result in not participating in the trip.

I understand that payments will not be collected if I have provided in writing that I will not be attending this trip.

In the event of such change in plans, I agree to send my written notice to the church sponsoring this trip.

I further agree that if I should drop out of the trip, all payments that have been made on my behalf up to the date the written notice is received by the church sponsoring this trip, shall not be refunded.

I understand that I am responsible to pay for any outstanding expenses that the church sponsoring this trip may have fronted on my behalf prior to my funds being turned in and prior to my written withdraw.

If airfare has been purchased, trip participants are free to negotiate the use of their ticket with the airline for another date and occasion. In most cases a change fee will apply.

I acknowledge receipt of this financial document and that I have read this document.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Signature of Parent (if participant is under 18)

Date: \_\_\_\_\_

# STATEMENT OF COMMITMENT

**Please initial each statement to show your commitment:**

## **I Will...**

- \_\_\_\_\_ Yes I will abide by the lifestyle standards and code of conduct of the church and host organization sponsoring this trip.
- \_\_\_\_\_ Yes I will not use alcohol or other life altering substance.
- \_\_\_\_\_ Yes I will not hinder the witness of Christ or
- \_\_\_\_\_ Yes I will not compromise the ethical standards of the church sponsoring this trip.
- \_\_\_\_\_ Yes I will attend scheduled team meetings.
- \_\_\_\_\_ Yes I will be responsible for fundraising my trip and helping my team fundraise.
- \_\_\_\_\_ Yes I will participate in recommended and required events throughout the year.
- \_\_\_\_\_ Yes I will not forfeit my commitments to the team and my required duties.

## **I Will Not...**

- \_\_\_\_\_ Yes I will not start or engage in a romantic relationship on a missions trip.
- \_\_\_\_\_ Yes I will not make promises to the local people.
- \_\_\_\_\_ Yes I will not participate in extreme sports/activities during the trip.
- \_\_\_\_\_ Yes I will not be disrespectful to the missionary host or my team members.
- \_\_\_\_\_ Yes I will not be irresponsible with team funds.
- \_\_\_\_\_ Yes I will not be late to meetings.
- \_\_\_\_\_ Yes I will not procrastinate with appropriate paperwork or travel documents.
- \_\_\_\_\_ Yes I will not lose sight of my responsibilities.

## **Statement of Integrity**

\_\_\_\_\_ Yes The information provided on this application is 100% accurate to the best of my knowledge. I understand that if I do not satisfactorily comply with the statement above and my leadership has attempted to resolve the matter with me it may result in withdraw from participating in the trip and/or being sent home at my own expense.

- Yes  No I have read the above trip application, statement of commitment, accompanying trip documents and financial policy and fully understand my obligations for this trip.
- Yes  No I have shared this information with my parent / guardian.
- Yes  No I have a financial plan for paying the trip which should be paid in full by the scheduled due date(s).

Signature \_\_\_\_\_ Date \_\_\_\_\_



# MEDICAL AUTHORIZATION

**Print Name:** \_\_\_\_\_ **Destination:** \_\_\_\_\_

The Health Insurance Portability and Accountability Act, also known as HIPAA, was created in 1996 by the US Congress to protect the privacy of your health information. The act prohibits your health care providers from releasing your health care information unless you have provided your health care provider with a HIPAA release form. Unless you have provided a signed release form, your health care providers are prohibited from discussing any aspect of your medical information with anyone who is not directly involved in your care.

Personal Insurance Company: \_\_\_\_\_

Group # \_\_\_\_\_ ID# \_\_\_\_\_

Chronic Health Problems \_\_\_\_\_

Allergies & Medication Allergies \_\_\_\_\_

Prescription Medications & Doses \_\_\_\_\_

## HIPPA Release of Medical Information to Authorized Persons

I authorize the release of my personal health information to those persons listed below including the diagnosis, treatment, records, examination rendered to me, claims payment, and healthcare services provided or to be provided to me and which identifies my name, address, social security number, and member ID number for the purpose of helping me resolve claims and health benefit coverage issues. I understand that any personal health information or other information released to the persons listed below may no longer be protected by applicable federal and state privacy laws.

### Check all that apply:

Spouse: \_\_\_\_\_

Relative: \_\_\_\_\_ Relation: \_\_\_\_\_

Child(ren): \_\_\_\_\_

Other: \_\_\_\_\_

**This Release of Information will Remain in Effect Until (check one):**  Terminated by me in writing,

The following date: \_\_\_\_\_,  Information is not to be released to anyone.

## Medical Treatment Authorization

I authorize the calling of a doctor and the providing of necessary medical services in the event I am injured or become ill. I authorize any leader participating on this trip or any AGWM missionary to make emergency medical care decisions on my behalf, if required by law or a health care provider. I understand that \_\_\_\_\_ church, Northwest Ministry Network, Assemblies of God World Missions, or any of their agents, employees, or volunteers, will not be responsible for medical expenses incurred on the basis of this authorization. I agree to notify the \_\_\_\_\_ church sponsoring this trip in the event of any health changes which would restrict my participation in any activities. I also understand that my church leadership reserve the right to restrict me from any activity that they do not feel is within my physical capabilities.

## Signature

I understand that this authorization is effective upon signing and is voluntary. I also understand that I may refuse to sign this authorization and my refusal to sign will not affect my eligibility for benefits or enrollment or payment for or coverage of services.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# PARENTAL CONCENT FOR MINORS

Minor's Full Name (First, Middle, Last): \_\_\_\_\_

**NOTE: Please submit a photo copy of either parent's/legal guardian's driver's license.**

## Signatures of Parent(s) or Legal Guardian(s)

As the legal parent(s)/guardian of \_\_\_\_\_, I grant permission for my child to travel internationally and domestically with or without my accompaniment.

### Father / Guardian

|                         |  |
|-------------------------|--|
| <b>Print Full Name:</b> |  |
| <b>Signature:</b>       |  |
| <b>Date:</b>            |  |

### Mother / Guardian

|                         |  |
|-------------------------|--|
| <b>Print Full Name:</b> |  |
| <b>Signature:</b>       |  |
| <b>Date:</b>            |  |

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I hereby certify that \_\_\_\_\_ (printed name)

who is personally know to me; and/or  who has produced a driver license number

\_\_\_\_\_ as identification, did sign above Consent to

Travel Form in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

(SEAL)

My commission expires: \_\_\_\_\_.

# AGWM TEAM REGISTRATION

ASSEMBLIES OF GOD



## TEAM PROCESSING CHECKLIST

*AGWM Personnel and Member Care*

All teams working with an AGWM missionary are required to process through AGWM Personnel & Member Care MAPS office for approval. Upon receiving an official invitation from a missionary, it is important for teams to register right away. This will allow adequate time to finish processing before the official deadline, which is 1 month prior to departure.

### Step 1 – Team Leader/Coordinator Packet

Go to [www.wideopenmissions.org](http://www.wideopenmissions.org). Click on “Go Short Term” and select “Teams”. Read all info. Scroll down to TEAM PROCESSING. Submit a **Team Leader/Coordinator Packet** by email to [mapsteams@ag.org](mailto:mapsteams@ag.org) or fax to 417-869-6280. **After the Team Leader/Coordinator Packet is Submitted**, AGWM conducts a background check for the TL & requests a log-in account for the Team Coordinator to access the Online Team Application.

- **Designate a Team Coordinator** – the person responsible for the team’s paperwork and completing the registration process with AGWM
- **Designate a Team Leader** – the person leading the team on the field (may or may not be the same person as the Team Coordinator.)

### Step 2 – Set Up Password

**Set up your password** – You will receive an email with your user name and link from AG Passport to set your password. Once your password is set up, exit the AG Passport site and follow Step 3.

**SAVE YOUR LOG-IN INFO. YOU WILL USE THIS ACCOUNT TO REGISTER ALL FUTURE TRIPS.**

### Step 3 – Log-In, Create a Trip, Add Info, Pay Insurance

1. **Log-in** to the Online Team Application porthole.
2. **Click on “Create a Trip”** to start. After creating a trip, your Trip ID number (with your destination and dates) will appear on the left-hand side of the screen. Click this link to continue with your application.
3. **Complete the Trip Page:**

- Add Your Trip Host Missionary**
- Add Your Church/Organization Info** (Search by name, acct. #, city, state)
- Add Team Members Names & Contact Info**
- Distribute AGWM Forms** – Download and disperse the following team member forms. The Team Member forms are listed on the left side of the screen on the Online Team Application.

**ALWAYS DOWNLOAD THE MOST CURRENT FORMS FROM YOUR AGWM ONLINE REGISTRATION PAGE**

**Adult Registration Packet – INCLUDES:**

- Assumption of Risk – Team Members Read and Keep
- Code of Conduct – Team Members Read and Keep

- AGWM Signature Form – Team Members Sign and Give to Trip Coordinator to File

**Insurance Packet – INCLUDES:**

- Contact Information – For Trip Coordinator to Keep
- Insurance Cards – Give to Team Members
- Insurance Summary – Give to Team Members
- Brochure – Give to Team Members
- Insurance Claim Form – Team Members Sign HIPPA Form & Give to Trip Coordinator

**Collect Forms & Enter Data.** Collect forms and/or Volunteer Cards. Volunteer cards are given to individuals who have traveled with AGWM before and who already have forms on file. Enter Team Member information to the application page provided in the forms.

**AGWM Documents to Collect**

- Collect AGWM Signature Form
- Collect GTL HIPPA Release Form
- Collect AGWM Volunteer Cards from Team Members Who Have One

**Other Documents to Collect**

- Collect a Copy of Passport ID Page for All Travelers
- Collect a Copy of Driver's License for All Travelers
- Collect a Copy of Green Card or U.S. Visa for Non-U.S. Citizens

**THESE FORMS ARE TO BE KEPT ON FILE BY THE CHURCH/ORGANIZATION FOR A MINIMUM OF FIVE YEARS. THEY ARE NO LONGER SENT TO AGWM.**

**Edit Member Processing & Screen Team Members**

- Screen adult members through [www.nsopw.gov](http://www.nsopw.gov) or a National Criminal File background check
- Verify team member forms are complete and on file; keep forms for minimum of 5 years.
- There is no need to submit team member forms to AGWM.

**Add Insurance Payment**

Double check team member's travel dates and submit payment online.

**When to Pay For Insurance**

It is recommended that you make your payment approximately 2 weeks prior to departure or once your roster is finalized (the last day to make a payment will be 1 day prior to departure). The payment of \$4.50/person/day will be calculated based on each member's travel dates. Please double check these dates before making your payment.

**Dropping and/or Adding a New Team Member**

If you already made your payment and need to drop/delete a member, you will receive a refund. This could take a couple of days to show up on your card. If you are adding a member in place of the person dropping, you will need to make a new payment for that person.

**Add Construction Funds (If Applicable)**

Submit pre-trip construction project funds via credit card online.

**Add Church Expense Report (Optional)**

Submit report within one month of return to request AG Total Giving Credit

**After these steps are completed and your Team Application Specialist has requested and received all necessary approvals from the mission field, your trip will be approved.**



**TEAM LEADER/COORDINATOR APPLICATION**  
*AGWM Personnel and Member Care*

*For office use only*

RRQ \_\_\_\_\_

RRC \_\_\_\_\_

TLBC \_\_\_\_\_

RACC \_\_\_\_\_

**NOTE: This form only needs to be completed once to receive a log in account.**

**Team Leader - Person leading the team while on the mission field.**

\_\_\_\_\_

Full Legal Name

\_\_\_\_\_

E-mail Address

\_\_\_\_\_

Phone

\_\_\_\_\_

Street Address (Personal/Home)

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

**Trip Information:**

\_\_\_\_\_

Country of Destination

\_\_\_\_\_

Travel Dates

\_\_\_\_\_

AG Missionary

\_\_\_\_\_

Team Size

**Team Coordinator - Person responsible for handling the team's paperwork.**

\_\_\_\_\_

Full Legal Name

\_\_\_\_\_

E-mail Address

\_\_\_\_\_

Phone

\_\_\_\_\_

Street Address (Personal/Home)

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

**Church/Organization**

\_\_\_\_\_

Church/Organization Name

\_\_\_\_\_

Phone

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

\_\_\_\_\_

Lead Pastor/Director Name

\_\_\_\_\_

Lead Pastor/Director E-mail Address

\_\_\_\_\_

Missions Pastor Name

\_\_\_\_\_

Missions Pastor E-mail Address

**Confidentiality**

I will only use Confidential Information as it relates to leading missions teams. I will not disclose any of the Confidential Information made available to me; I will store all Confidential Information in a safe, secure location as long as they are in my possession. I will not use any Confidential Information for my own self-interest, or for the interest of others, during or after the missions trip. I understand there are missionaries in sensitive countries of the world and I will not do anything to compromise their security.

Team Coordinator Signature (Person handling the team's paperwork): \_\_\_\_\_

**Return this form to [mapsteams@ag.org](mailto:mapsteams@ag.org) or fax to 417-869-6280.**



**BACKGROUND CHECK RELEASE**  
**for Team Leader**  
*(Person leading the team while on the mission field)*

*I authorize AGWM to run a background check by providing the information below and signing this form.*

**Team Leader Information**

**NAME:**     
First Middle Last

**SOCIAL SECURITY #:**   
*The entire SSN is required to run the background check.*

**BIRTH DATE:**   
Month/Day/Year

Team Leader Signature Date

**Current Address** *(No P.O. Boxes)*

Street:   
City:  State:  Zip Code:   
Country:

**Previous Address**

Street:   
City:  State:  Zip Code:   
Country:

**Return this form to [mapsteams@ag.org](mailto:mapsteams@ag.org) or fax to 417-869-6280.**

# SAMPLE – OBTAIN FROM AGWM ONLINE APPLICATION PAGE



## TEAM MEMBER SIGNATURE FORM

AGWM Personnel and Member Care

**Team members that hold a volunteer card do not need to complete this form.**

### TEAM MEMBER CONTACT INFORMATION

|                      |                           |   |                      |
|----------------------|---------------------------|---|----------------------|
| <input type="text"/> | <input type="text"/>      | <input type="text"/>                                      | <input type="text"/> |
| First Name           | Middle Name               | Last Name   | Confirmation #       |
| <input type="text"/> | <input type="text"/>      | <input type="text"/>                                      | <input type="text"/> |
| Mailing Address      | City                      | State   | Zip                  |
| <input type="text"/> | <input type="text"/>      | <input type="text"/>                                      |                      |
| Date of Birth        | Phone (include area code) | Email (Your volunteer card will be sent to this address.) |                      |
| <input type="text"/> | <input type="text"/>      | <input type="text"/>                                      |                      |

Have you been on a missions trip since October 2009?  Yes  No  Not sure

### EMERGENCY CONTACT INFORMATION (Must be someone NOT going on trip.)

|                                  |                                |                                |
|----------------------------------|--------------------------------|--------------------------------|
| <input type="text"/>             | <input type="text"/>           |                                |
| Name of Emergency Contact Person | Relationship to Team Member    |                                |
| <input type="text"/>             | <input type="text"/>           |                                |
| Home Phone (include area code)   | Cell Phone (include area code) | Work Phone (include area code) |
| <input type="text"/>             | <input type="text"/>           | <input type="text"/>           |

**Team members under the age of 18 do not need to complete the sections below.**

### GTL INSURANCE BENEFICIARY DESIGNATION

Benefits payable for loss of life are payable to the first surviving classes of the covered person: spouse; children; parent; siblings; or estate, unless otherwise indicated below.

Policy Number: 24N-018-001-P

|                                |                      |   |                      |
|--------------------------------|----------------------|---|----------------------|
| <b>Beneficiary Information</b> | <input type="text"/> | <input type="text"/>  | <input type="text"/> |
|                                | First Name           | Middle Name   | Last Name            |
| <input type="text"/>           | <input type="text"/> | <input type="text"/>  | <input type="text"/> |
| Address                        | City                 | State   | Zip                  |
| Relationship to Insured        | <input type="text"/> | If you are 65 or older, do you receive Medicare? <input type="radio"/> Yes <input type="radio"/> No |                      |

### SIGNATURE

**By signing my name below, I hereby state that I have read and agree to the terms and conditions of the Assumption of Risk, Code of Conduct, and the above GTL Insurance Beneficiary Designation.**

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| Signature            | Date                 |

## SAMPLE – OBTAIN FROM AGWM ONLINE APPLICATION PAGE

ASSEMBLIES OF GOD



### CODE OF CONDUCT

AGWM Personnel and Member Care

*"Let us therefore make every effort to do what leads to peace and to mutual edification."*

Romans 14:19 NIV

As a follower of the Lord Jesus, our conduct should be a witness to others of a transformed life. Paul wrote to Titus,

*And show your own self in all respects to be a pattern and **a model of good deeds and works**, teaching what is unadulterated, showing gravity [having the strictest regard for truth and purity of motive], with dignity and seriousness. And let your instruction be sound and fit and wise and wholesome, vigorous and irrefutable and above censure, so that the opponent may be put to shame, finding nothing discrediting or evil to say about us."*  
(Titus 2:7-8, *Amplified Bible*, emphasis added)

As a MAPS team member,

- I realize the important role I serve as an example to those in the United States and abroad. I understand that I represent not only my local church, but also Assemblies of God World Missions, and most importantly, Jesus Christ.
- In respect to this assignment, I will refrain from anything (e.g., alcohol, tobacco, unwholesome speech) that may distract from my Christian testimony, cause division, or demonstrate disrespect to the national church, missionary personnel, my team, or the Assemblies of God.
- I promise to forgo my personal convictions on these subjects in order to maintain unity and to avoid controversy in the body of Christ.
- I affirm that I do not have any criminal convictions or allegations related to sexual misconduct with an adult or minor, nor do I know of any reason I should not be allowed to work with adults or minors as a short-term missions volunteer.

*"It is better not to eat meat or drink wine or to do anything else that will cause your brother or sister to fall."*  
(Romans 14:21, NIV).

*"Therefore I, the prisoner of the Lord, implore you to walk in a manner worthy of the calling with which you have been called, with all humility and gentleness, with patience, showing tolerance for one another in love, being diligent to preserve the unity of the Spirit in the bond of peace."* (Ephesians 4:1-3, NASB).

*"You are witnesses, and so is God, of how holy, righteous and blameless we were among you who believed. For you know that we dealt with each of you as a father deals with his own children, encouraging, comforting and urging you to live lives worthy of God, who calls you into his kingdom and glory."* (1 Thessalonians 2:10-12, NIV).

See also Romans 12:1-2, Titus 2:11-14, John 13:12-17, 1 Corinthians 11:1.



## **SAMPLE – OBTAIN FROM AGWM ONLINE APPLICATION PAGE**



### **ASSUMPTION OF RISK AND INSURANCE AGREEMENT** *AGWM Personnel and Member Care*

In consideration of my acceptance as a short-term volunteer with Assemblies of God World Missions of The General Council of the Assemblies of God U.S.A., I represent and agree that:

1. I am a volunteer worker and acknowledge that I am not an employee of Assemblies of God World Missions or The General Council of the Assemblies of God U.S.A.
2. I am aware of the hazards and risks to my person and property associated with serving in a missions capacity, such hazards and risks including, but not being limited to, injury, increased stress, accident, disease, inadequate medical services and supplies, death, criminal acts— including terrorism—natural disasters, government action, and relocation due to any of the above. I accept my assignment with full awareness of these risks, and subject to the insurance coverage described in the AOG GTL insurance brochure, I voluntarily assume all risks of death, injury, illness, and damage to myself or any member of my family associated with such risks and any damage to my personal property. I further recognize that such risks have always been associated with missionary service (2 Corinthians 11:23-28).
3. I attest and certify that I have no medical conditions that would prevent me from performing my duties.
4. Subject to the insurance coverage described in the AOG GTL insurance brochure, I waive and release any and all claims for damages which I or my heirs or successors may have against Assemblies of God World Missions, The General Council of the Assemblies of God, any district council of the Assemblies of God, the local church sponsoring the trip, or any agent or employee of any of such organizations, arising from my death, injury, or illness, or any property damage or loss occurring during the term of my assignment or as a result of my assignment.
5. In the event I have minor children who will accompany me on my assignment, I, acting both on my own behalf and on their behalf as their parent and legal guardian and subject to the insurance coverage described in the AOG GTL insurance brochure, do hereby assume all risks of death, illness, or injury that they may suffer as a result of said assignment, from those causes described above.
6. I understand and accept the following policy of Assemblies of God World Missions regarding ransom payments:  

The Assemblies of God World Missions Executive Committee has determined that it will not pay ransom nor yield to the demands of anyone who takes one of our missionary family or staff hostage. The Assemblies of God World Missions pledges itself to every effort in prayer and all other appropriate means to obtain the release of one taken hostage, should it ever occur. This policy was made after sufficient study of the policies of other evangelical missionary societies and after considering the advice of the United States State Department.
7. I expressly waive any defense to the enforcement of any provisions of this commitment arising from a claim of lack of consideration and warrant that this commitment constitutes a legal, valid, and binding obligation upon me enforceable against me in accordance with its terms.
8. I expressly agree that this assumption of risk and indemnity agreement is intended to be as broad and inclusive as permitted by law.

# 4

## TRAVEL LOGISTICS

### A Word to the Wise

THERE ARE MANY CRITICAL DETAILS WHEN PLANNING AN OVERSEAS TRIP. ANY NUMBER OF ISSUES CAN OCCURE. MAKE NO ASSUMPTIONS. READ EVERYTHING. PLAN AHEAD.

***Complete all questions in check list!***

### Country Entry/Exit Requirements

Fully understand the entry and exit requirements for each country you are visiting such as:

- Passport Requirements
- Visa Requirements
- Required Immunizations
- Required Documents
- Prohibited Medications
- Exit Tax
- Import & Export Rules

**All of the critical travel information you need can be found at:**

[www.travel.state.gov](http://www.travel.state.gov)



# TRAVEL DOCUMENTS CHECK-LIST

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**ALL TEAM MEMBERS MUST HAVE THE PROPER TRAVEL DOCUMENTS TO TRAVEL ABROAD.**

## **Trip Registration Forms to Complete**

- AGWM Signature Form (Give team members Assumption of Risk & Code of Conduct)
- Team Member Travel Form
- Medical Release Form
- If Under the Age of 18 – Notarized Minor Parental Consent Form
- Complete a (free) Background Check for Each Participant (During AGWM registration process)

## **Travel Documents to Take With You**

- Passport (Must have 6 months of validity beyond the dates of travel)
- If Not a U.S. Citizen – U.S. Visa, Green Card or other approved travel document
- Extra Passport Photo
- Photo Copy of Passport ID Page
- Flight Itinerary and Boarding Pass
- Required Documents to Enter Each Country Visiting (see list below)

## **Documents That May be Required by a Country**

- Visa
  - I Have Applied for a Visa in Advance of My Travel
  - I Will Get a Visa Stamp on Arrival
  - I Have My Visa on Arrival Fee in Cash (Crisp New Bills)
- Certified Birth Certificate
- Proof of U.S. Residency
- Letter of Clearance
- Proof of Return Travel (Official Travel Itinerary)
- Proof of Traveler's Insurance
- Proof of Hotel Booking

## **Fees That May be Required by a Country**

- I Have My Airport Tax in Cash (Crisp New Bills)
- I Have My Exit Fee in Cash (Crisp New Bills)

## **Immunizations That May be Required by a Country**

- Yellow Fever Vaccination Book
- Record of Other Required Immunizations

## **Team Leader Should Bring Team Documents**

- Emergency Contact List
- Medical Release Forms
- Insurance Information
- If Applicable, Visa on Arrival Fee for Team in Exact Cash
- If Applicable, Country Exit Fee for Team in Exact Cash

# ENTRY/EXIT REQUIREMENTS

## COMPLETE THIS FORM!!! YOU MUST FOLLOW THIS FORM OR COULD FACE ENTRY/EXIT ISSUES!

For specific country entry and exit requirements and safety information, visit the U.S. State Department Bureau of Consular Affairs website <http://travel.state.gov/>.

Country: \_\_\_\_\_

### REQUIRED TRAVEL DOCUMENTS

Visit: [www.travel.state.gov](http://www.travel.state.gov) OR [www.traveldocs.com](http://www.traveldocs.com)

#### Passport

- List the passport expiration date requirements for each country visiting.
- Does the country you are visiting require that the passport be carried with you at all times?
- Does the country you are visiting require that you bring extra passport photos?

- Passengers should be careful to see that their passport is properly stamped AND REFLECT THE ACTUAL DATES OF INTENDED STAY before leaving the immigration counter.
- Always take 2 passport size photos with you when you travel.
- Because of frequency of theft, carry a photo copy and leave originals in a safe place. If possible, carry a photo copy of passport after it receiving the entry visa stamp.
- If lost or stolen, immediately contact the U.S. Embassy or U.S. consulate to replace it and if possible obtain a police report.

#### Visa

- Does the country you are visiting require a tourist visa to enter the country?
- Does the visa need to be obtained in advance or can it be obtained on arrival? (List instructions)
- Are there any non-U.S. citizens on the team? If yes, what are their visa requirements? (they may differ!)

#### Other Documents or Instructions?

- Are there any other entry/exit requirements for U.S. citizens traveling in your group?
- Are there any other entry/exit requirements for non-U.S. citizens traveling in your group?

### REQUIRED IMMUNIZATIONS

Visit: [www.cdc.gov/travel/](http://www.cdc.gov/travel/)

- Does the country you are visiting require an international certificate of yellow fever to enter?
- Does the country you are visiting require any other immunizations to enter?
- Make a list of the recommended immunizations for the country you are visiting.

### CUSTOMS INFORMATION

Visit: [www.iatatravelcentre.com](http://www.iatatravelcentre.com)

- List Any Customs Instructions:
- List Currency Rules:
- List Import Rules:
- List Export Rules:
- Is There an Airport Tax to be Paid Upon Departure?

#### Statement Regarding Purpose of Visit

- Is this a sensitive location that requires a specific statement regarding the purpose of the visit?

## Why a Passport is Needed

A passport is a formal document issued by a government to its citizens officially establishing the bearer's identity and nationality, and authorizing the bearer to travel outside and to return to his/her own country. U.S. citizens need a U.S. passport to depart or to enter the States as well as to enter most foreign countries. Exceptions include short-term travel between U.S. and Canada. For many Caribbean countries, some Pacific islands, etc., a birth certificate or voter registration card is acceptable proof of U.S. citizenship and a passport is not required. However, a valid U.S. passport is the best travel document available, and with appropriate visas, is acceptable to all countries. It is much safer to have a passport for any travel outside the U.S. because one never is able to anticipate what might transpire.

## Signature in the Passport

The passport is not valid until it has been signed by the person to whom it has been issued. Consulates may refuse to issue a visa in an unsigned passport. Parents may sign for small children too young to know how to write yet. If the child can write his own name well, let them sign their own passport. Otherwise a parent may put the child's name on the blank and under it write "by father" or "by mother."

***TAKE NOTE! Do not sign someone else's passport or let someone else sign yours.***

## Validity of the Passport

A passport is valid for those sixteen or over for 10 years. For those fifteen and younger, a passport is valid for 5 years. The expiration date will be the day before the issue date, ten years later. For example, if the passport is issued January 10, 2011, it will expire January 9, 2021.

## Photocopy Passport Pages

It is recommended that you photocopy the important information from your passport and keep this in a different place than your passport. Be sure to copy any amended pages if there have been amendments to your passport. This is particularly important if you need to obtain a visa while overseas or if your passport is lost or stolen. It will make obtaining a new passport far easier!

## Expired Passport

Your expired or expiring passport should accompany your application for a new passport. The agency will write "canceled" or similar wording across the old one and return it to you with the new one. It is best to keep the old one in a safe place where you can easily get to it in case of need. Check the date your passport expires before traveling. As a rule, most countries require at least six months remaining validity to enter the country. If there is not six months remaining on the passport they can refuse entry. Example: when I enter the country and will stay two weeks, the remaining validity of my passport must be six months and two weeks. . If the passport expires while overseas a country may also refuse exit until a passport is renewed. This can delay your departure for several weeks as your passport application along with your expired passport must be sent to the U.S. for processing and the new passport sent back to you.

## How to Apply For a Passport

Go [www.travel.state.gov](http://www.travel.state.gov) for a complete list of instructions, fees, and other important information. You **MUST READ ALL INSTRUCTIONS** carefully before completing your application to be sure you apply correctly.

### **GENERAL INSTRUCTIONS ARE BELOW:**

NOTE: This is a condensed list of instructions and requirements to apply for a passport.

## First Time Applicants

Go to [www.travel.state.gov](http://www.travel.state.gov)

Scroll down on the home page.

Under the Passport Section select the link for "First Time Applicants."

READ **ALL** INSTRUCTIONS BEFORE PROCEEDING TO BE SURE YOU APPLY CORRECTLY!

### General Passport Requirements:

1. Everyone applying for a NEW passport MUST appear in person.
2. Complete Form DS-11 (Passport Application). The application must be signed in person at a local acceptance facility (Usually a court house or post office).
3. Submit Evidence of U.S. Citizenship (certified birth certificate from city, county or state).
4. Present Identification (driver's license)
5. Submit a Photocopy of the Identification Document(s) Presented (Step 4)
6. Provide 2 Passport Photos – 2"X2" in size, identical, recent, full face (Costco does these)
7. Pay the Applicable Fee

### Documents not accepted as ID:

Social Security card

Learner's or temporary driver's license

Any type of credit card

Any temporary or expired identity card or document

Any document which has been altered or changed in any manner.

## Locate a Passport Office

- Search engine for a government passport agency in a capital city near you: [http://www.travel.state.gov/passport/npic/agencies/agencies\\_913.html](http://www.travel.state.gov/passport/npic/agencies/agencies_913.html)
- Search engine for an accepted facility near you: <http://iafdb.travel.state.gov/>
- Seattle, WA Passport Agency: [http://www.travel.state.gov/passport/npic/agencies/agencies\\_901.html](http://www.travel.state.gov/passport/npic/agencies/agencies_901.html)

## Renew a Passport

Go to [www.travel.state.gov](http://www.travel.state.gov)

Scroll down on the home page.

Under the Passport Section select the link for "First Time Applicants."

READ **ALL** INSTRUCTIONS BEFORE PROCEEDING TO BE SURE YOU APPLY CORRECTLY!

### General Requirements:

1. Those applying for a RENEWED passport can do so by MAIL.
2. Complete Form DS-82 (Application to Renew Passport)
3. READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY
4. Submit completed form by mail with the applicable fee to the address provided in instructions.

## Where to Get Passport Photos:

Costco

Walgreens

Wal-Mart

FedEX

Post Office

County Court House

Passport Agency

## Lost or Stolen Passport

Your passport is a valuable document of citizenship and identity which should be carefully safeguarded. Its loss may cause you unnecessary travel complications as well as significant expense. Should your passport be lost or stolen overseas, report the loss immediately to the nearest U.S. embassy or consulate AND to the local police authorities. You must apply for a new passport at the nearest U.S. embassy or consulate. If you can provide the authorities with the information contained in the passport, this will facilitate the issuance of a new passport.

## Affidavit Regarding Loss or Theft

When you report the loss, theft, or misplacement of your passport you must execute an affidavit fully describing the circumstances under which it was lost, stolen. U.S. Department of State form DS-64 may be used for this purpose, or you may simply execute a sworn statement before the consular officer describing what happened.

## Police Report for Loss or Theft

A police report is typically **not** mandatory but may be required when the embassy/consulate believes a problem may exist such as possible fraud. There have been some cases where a consulate required a replacement fee or deposit until the person provided proof that the passport had indeed been stolen. This is to discourage persons from losing their passport through carelessness and saying it is stolen. In this case a police report was helpful. An applicant eligible to receive a passport should not be placed in circumstances to miss a plane or unreasonably delay travel to obtain a police report.

## What Family Back Home Can Do

If in the event of a lost or stolen passport, it may be helpful for a family member or other designated person in the U.S. to contact Overseas Citizens Services, (202) 647-5225 at the U.S. Department of State in Washington, D.C. providing as much information possible about the person who needs passport services abroad. This will assist in trying to verify the person's previous passport, clearing the person's name through the Department Passport Name Check System, and relaying this information to the U.S. embassy or consulate.

## Passport Fraud

Law enforcement records show that U.S. passports are being used for illegal entry into the United States and by criminals abroad seeking to establish another identity. This often causes embarrassment to innocent citizens whose names have been associated with illegal activities. To protect the integrity of the U.S. passport and the security of the person bearing it, the Bureau of Consular Affairs has found it necessary to take special precautions in processing lost passport cases. These precautions may involve some delay before a new passport is issued.

## Main Cause for Losing A Passport

The main cause for losing a passport or having it stolen is carelessness. Travelers should be acutely aware of problems which arise abroad when a U.S. passport is lost or stolen.

- **TAKE NOTE! When flying DO NOT pack your passport in your checked luggage. Carry it with you and place a copy in your carry-on. DO NOT leave it in an empty hotel room. Place it in a safe.**
- **TAKE NOTE! If in a group, one person SHOULD NOT carry all the passports for the group.**
- **PRECAUTION! Coat pockets, handbags, and hip pockets are particularly susceptible to theft.**



## **Preventing Theft**

You can prevent a potential theft from occurring by carrying your belongings in a secure manner. Women should carry shoulder bags tucked under the arm and held securely by the strap. Men should put their wallets in their front pants pockets or use money belts or money socks instead of hip pockets. Be especially cautious in a large crowd – in the subway, marketplace, at a festival, or if surrounded by groups of children. Do not make it easy for thieves to pick your pocket.

## **Most Valuable Document**

Your passport is the most valuable document you will carry abroad. It confirms that you are a U.S. citizen. Guard it carefully. Do not use it as collateral for a loan and do not lend it to anyone. It is your best form of identification when you pick up mail overseas, check into hotels, embassies, and consulates. Keep the number, date, and place of issue in a separate but safe place in case the passport is lost or stolen.

## **Registering at Hotels**

When you enter some countries or register at some hotels, you may be asked to fill out a police card listing your name, passport number, destination, local address, and reason for traveling. They may ask you to leave your passport at the hotel reception desk overnight so it may be checked by local police officials. Though this may be normal procedures required by local laws, you always have a right to your passport. It is best that you kindly request they call the police while you wait for it to be checked. If in the event the hotel does keep your passport overnight and it is not returned the following morning, immediately report the impoundment to local police authorities and the nearest U.S. embassy or consulate.

## **Mutilation of Passport**

If your passport is mutilated or altered in any way (other than changing the address and personal notification data), you may render it invalid, cause yourself much inconvenience, and expose yourself to possible prosecution under the law (section 1543 of Title 22 of the U.S. Code). Should you know about a mutilated or altered passport, turn the information in to a passport agency, authorized postal employees, or U.S. embassy/consulate offices abroad.

## **Amending a Passport**

If you have a name change either through marriage or by a legal process, or if for any other reason you need an amendment to your passport (there will be only a very few people who will need this). Obtain an amendment form from your local passport office or from a passport agency or download the form from [www.travel.state.gov](http://www.travel.state.gov) and follow the instructions. Bring photo copy of amended pages when you travel.

## What is a Visa?

Some countries require a visa and some do not. Some countries will require a tourist card instead of a visa. The visa is what allows you to enter the foreign country issuing it. There are different types of visas and many different ways they work. Whether or not you need a visa, and what type, will depend on:

- Your own country of citizenship (U.S. or other).
- The country to which you are going and the length of time you will stay.
- The government in power at the time you go, and agreements or treaties with the U.S. government, if any.
- Other varying and often unanticipated factors.

The visa states what is permitted and any restrictions. Visas are often in a foreign language. If you are required to have a visa and you obtain one, but cannot read it, then find someone reliable who can translate it for you. You are responsible for knowing what the visa says, and for complying with its provisions and restrictions. Failure to do so may mean delay in going to the country or difficulties at the border when you arrive.

Requirements concerning whether visas are needed or not, what kind, how long one can stay, and other regulations, change constantly. So what is true today may not be true tomorrow. A visa received in the U.S. is usually a stamp which the officials of a foreign government put inside a passport with a rubber stamp. In a few cases it is a separate paper.

## Visitor's Visa or Tourist Visa

These are granted by a number of countries for person staying only a few weeks or a few months. These do not usually take an exceptionally long time to obtain if all the requirements are in order. They usually are issued at the airport upon arrival in the country for a nominal fee in U.S. dollars and are called "visa-on-arrival". It is good to know how much the fee is before traveling so you can bring exact change. Often times they do not have change in U.S. dollars so if the denomination of your bill exceeds the amount required for the visa they will keep it. A visitor's visa or tourist visa may either be a stamp in your passport or a separate card requiring a photo. Check in advance which one it is so that you can bring extra passport photos if needed.

## Tourist Card

Some countries of Latin America permit entry on a tourist card. These are usually obtained at the airport when you board the plane that actually takes you into that Latin American country or at the airport when you arrive in the country. It is best to find out from your travel agent where you will get the tourist card and what is required, such as how many photos (if any), the fee, and what kind of identification may be needed. This way you will be prepared in advance if the country to which you are going does require a tourist card. It is good to know how much the fee is before traveling so you can bring exact change as often times they do not have change in U.S. dollars.

## Entry Visa

Some countries require an entry visa. This visa usually requires the person to provide more documents and information. It may take longer to obtain and it may be referred to the country to which you are going. This means that the officials of that government in the U.S. send a request to the officials of that country in its capital city and ask for approval before they will grant a visa for you. This can take weeks or months, depending on the country.

## **Where to Learn About Specific Country Visa Requirements**

Visas are issued by the embassy of the country you are visiting. Applying for a visa can be a long process so plan enough time before travel to obtain a visa. To learn about visa requirements by country, see the Country Specific Travel Information in the International Travel section of the U.S. State Department Bureau of Consular Affairs website: <http://travel.state.gov> Go to the international travel tab, then "specific country information."

## **Visa Photos (Same as a Passport Photo)**

You may or may not need extra photos, depending on the country you are going to. If you do need a visa or tourist card, you will need visa photos. Visa photos need to be the same sizes as passport photos – 2"X2" facing the camera directly, with white or light background. They may be either in color or black and white but it is best to understand what your visa requires. They should be portrait-type prints taken in normal attire without a hat or glasses. Dark glasses are not acceptable except when worn for medical reasons. Newspaper, magazine, and most vending machine prints are not acceptable for visa photos. Visa photos can be obtained from the same vendor who took your passport photos.

## **Where to Get Visa Photos (Same as a Passport Photo)**

Costco  
Walgreens  
Wal-Mart  
FedEX  
Post Office  
County Court House  
Passport Agency

# BIRTH CERTIFICATES

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A birth certificate or a certified copy of an original birth certificate is becoming increasingly important as a required form of identification. A birth certificate is required for getting a U.S. and is considered valid proof of US citizenship by federal, state and local government agencies.

A certified copy of a birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of the person's date of birth.

## How to Get a Certified Birth Certificate

The federal government does not provide copies of birth certificates, marriage licenses, divorce decrees, death certificates, or any other personal vital records. Copies of birth certificates and other personal vital records can only be obtained from the state or US possession where the documents were originally filed. Most states provide a centralized source from which birth certificates and other vital records can be ordered.

[Each state and US possession](#) has its own set of rules and fees for ordering certified birth certificates on other vital records. Rules, ordering instructions and fees for all 50 states, the District of Columbia and all US possessions can be found on the [Where to Write for Vital Records](#) web page, helpfully maintained by the [US Centers for Disease Control](#).

When ordering, be aware that shortened (abstract) versions of birth certificates offered by some states may not be acceptable for US passport purposes. Be sure to order only the full, certified copy of the original birth certificate bearing the registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office.

## Do Not Have a Proper Birth Certificate

Person's applying for passports or visas who do not have a proper birth certificate may have problems. There are several reasons the Immigration and Naturalization Service recognizes why this may occur:

1. The birth was not recorded at all. It took place before the law was passed requiring all births to be recorded. See the back of the passport application form for items that can be submitted if no birth certificate is available.
2. The birth was recorded, but only by the country in which it occurred and not by the state.
3. The birth was recorded by the country and by the state, but the parents were not given a copy of the actual recorded certificate. Instead they were given only a keepsake certificate. This may be from the hospital.

## Birth Certificate Not Properly Recorded

In the event the person has a birth certificate that has not been properly recorded, he/she will need to send what he/she does have to the proper office to obtain the proper document. To begin obtaining information concerning acquiring proper birth certificates, contact the country courthouse, the country department of health, etc. If the birth certificate has not yet been recorded by the state, it needs to be sent to the Bureau of Vital Statistics at the state capital in which the birth occurred. Ask for a "state certified birth certificate." The post office may have a list of addresses. There is a fee and it varies from state to state. Be sure to check on this.

## Recommended Vaccination

There are some countries that have health problems and where medications are required for good health. Among these are areas that have malaria, hepatitis, typhoid, etc.

## Required Vaccinations for Visas

Vaccination requirements are established by the governments of the various countries. They are subject to change without notice and are mandatory for entry into the country. There are many countries that do not have any vaccination or medication requirements. Some want a doctor's report of good health for the visa application. Some countries require a medical examination as part of the visa process. Requirements for entering a country or for a visa may be different from International Health Organization information given out at the local health office or from your doctor. However, if it is a required vaccination or medication then you must have it regardless of what your doctor recommends. You cannot get into the country without it.

## Yellow Fever Vaccination

1. Most countries in the world today do not require specific immunizations to enter the country or to obtain a visa with the exception of yellow fever. The countries that do require proof of up-to-date yellow fever vaccinations are very few in number. If travel plans include visits to countries where yellow fever vaccination may be required for entry, find the nearest authorized U.S. yellow fever vaccine center to administer this vaccination and record in the *International Certificate of Vaccination* or "yellow shot book."
2. There are countries that do not require yellow fever and or vaccinations if you enter directly from the United States. But if you enter via some other country then you may have to show proof of yellow fever vaccination before you will be allowed to enter the country.
3. When you arrive at the airport in a country that requires a yellow fever vaccination before you can enter and you cannot show proof that you have an up-to-date vaccination, the country can:
  - a. Refuse to let you enter. You have to go to some other country that does not require vaccination to enter or return to the USA.
  - b. Give you a shot at the airport (with possible increased risk of hepatitis from the needle) and let you enter.
  - c. Keep you in quarantine at the airport until they can give you a shot and be sure it takes.
4. There are some countries whose governments do not require yellow fever vaccinations to enter for a visa but which do recommend or even highly recommend one.

## Proof of Vaccination – “Yellow Book”

Vaccinations that are required either to obtain a visa or to enter the country must be entered in a booklet that is approved the U.S. and other governments. The one issued by the World Health Organization (WHO), printed in the United States by the Government Printing Office in Washington, D.C., is accepted by all member of the United Nations. It is available from county health departments or the equivalent thereof. Some travel services may have them. It is a yellow booklet entitled *International Certificate of Vaccination* and commonly called the "yellow shot book" or shot card.

Required vaccinations must be entered in this yellow booklet by the doctor or medical authority giving the shots. The yellow booklet must then be taken to the County Health Department to be validated (to prove that the medical authority giving the vaccinations is legally authorized to do so). Only after this is

done is the yellow booklet ready either to be sent along with application forms for the visa, ready to be taken overseas to show on arrival at the country, or both. If you must have a vaccination recorded in the yellow shot book in order to obtain a visa in the U.S. or to enter the country, or both, you will be asked to provide other items for the visa. You will also need to take the passport and the shot book on the plane with you to show when you leave the airplane overseas to enter the country of your assignment. Do not pack it in your luggage!

Whether or not the yellow shot book must be sent with the passports and visa application forms in the U.S., it must always be taken overseas to show when one arrives at the country if that country requires vaccinations for entry. Sometimes the country officials only spot check, but if the shot or shots are required, one must always take the shot booklet overseas in case it should be asked for.

Be sure to read the instructions inside the yellow shot booklet before you proceed to get the inoculations. The only vaccinations you are required to enter into the yellow shot booklet are those required either for visa or to enter the country or both (probably only yellow fever), depending on the country. However, a place is provided inside the booklet for recording other vaccinations and medications if you desire, such as typhoid, hepatitis, etc. It is handy to have all the medical information together in this one little booklet so you remember when you had each vaccination, what kind of medication you obtained, etc.

You may always ask for one of these little booklets just to record your medications and vaccinations in for reference, even though nothing is required by the government of the destination country. There is also a place to list your eyeglass prescription and a place to list your physicians' name, address, and phone number. This is especially helpful should you become ill en route.

*TAKE NOTE! Keep the yellow "Certificate of Vaccination" with your passport, and do not put either your passport or the vaccination record in your checked baggage. Take this with you on the plane!*

## How Do I Know If I Need Immunizations For My Trip?

For vaccination requirements and medical information needed for your destination country including malaria and typhoid, plus other general information, please contact the following:

**STEP 1** – Visit the Center for Disease Control website [www.cdc.gov/travel/](http://www.cdc.gov/travel/). Click on the *Destinations* link on the left hand side of the screen. Then select your country of destination from the list of countries. Carefully review the recommended vaccinations for your travel destination and read all pertinent health links listed on the page. You may also call the general information line 800.232.463. Alternate sources for this information is the country's U.S based embassy or consulate and/or HealthCare Ministries of the Assemblies of God: (417) 866-6311.

**STEP 2** – Talk to your host missionary who will know in what context you will be staying and ministering in and to what diseases you could be exposed. You will need this info when you get your immunizations.

*TAKE NOTE: Your doctor or health-care provider will determine what you will need, depending on factors such as your current health and immunization history, areas of the country you will be visiting, and planned activities.*

## Where Do I Go To Get The Immunizations?

You must make an appointment with a local "traveler's clinic" or country health department who are set up and equipped to prescribe and administer immunizations. Some local hospitals may also provide this service.

**STEP 1 - Start with Your Doctor to Update Routine Vaccinations** - Be sure your routine vaccinations are up-to-date. Routine vaccines, as they are often called, such as for influenza, chickenpox (or varicella), polio, measles/mumps/rubella (MMR), and diphtheria/pertussis/tetanus (DPT) are given at all stages of life. Often these vaccinations are recommended before travel so having them up to date will get you ahead of the game.

## **STEP 2 - Visit a Travel Medicine Specialist OR Local/County Health Department**

The Center for Disease Control recommends that you see a health-care provider who specializes in Travel Medicine. If you have a medical condition, you should also share your travel plans with any doctors you are currently seeing for other medical reasons. It is highly recommended that travelers with health problems see doctors who specialize in travel medicine. Many local or county health departments provide pre-travel advice and any needed shots or medicines. When attending your immunization appointment, you should plan to bring a copy of the immunizations you have received to date.

## **When Do I Get My Immunizations?**

To have the most benefit, see a health-care provider at least 4–6 weeks before your trip to allow time for your vaccines to take effect. Even if you have less than 4 weeks before you leave, you should still see a health-care provider for needed vaccines and other medications and information about how to protect yourself from illness and injury while traveling.

## **What Can I Expect When I Get My Immunizations?**

You will receive a medical exam and asked about where you will be traveling. Based upon your medical history and the country you are traveling to and the context of where you will be staying, you will be prescribed immunizations for any potential disease you could be exposed to and instructed on how and when to take them. Some clinics will not work with your insurance directly so you may need to pay out of pocket and then submit your receipts to your insurance company for reimbursement. It is always good to check first so you are not surprised.

# WHAT TO PACK

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**NOTE:** Your host missionary may require a certain dress code for where you will be visiting. It will be important to fully adhere to the prescribed dress code.

**Avoid Becoming a Target.** Do not dress in a way that could mark you as an affluent tourist. Expensive-looking jewelry, trendy clothing or electronics can draw the wrong attention.

**Do Not Bring Provocative Attire.** Many countries are very conservative and certain attire can be offensive and hinder your witness. This is NOT an occasion to “look hot” or be trendy. Discuss with your host missionary what clothing to bring. Ladies should not bring low cut shirts, short shorts, too tight of shirts or pants, spaghetti strap tank tops, halter tops, tube tops, belly shirts, super low rise pants, see through garments (double check when the sun shines on them) etc.

**Travel Light!!!** You can move more quickly, less tired and more likely to have a free hand.

## General Items to Pack

### Clothing

Clothing for Work  
Clothing for Play  
Clothing for Church  
Good Walking Shoes

Sandals, Flip-Flops  
Swimsuit & Beach Towel  
Light Coat or Sweater  
Sunglasses

Bandana  
Slip for Girls  
Rain Coat (Rainy Season)

### Articles

Phone & Charger  
Flashlight & Batteries  
Book  
Playing Cards  
Hi/Low Electricity Converter

Travel Alarm Clock  
Camera & Charger  
Glasses and/or Contact  
Lenses  
Country Plug Adapter

Water Bottle  
Bible, Pens, Notebook,  
Journal  
Snack Foods  
Umbrella (Rainy Season)

### Toiletries

Shampoo & Conditioner  
Soap  
Toothbrush & Toothpaste  
Hand Sanitizer  
Travel Toilet Paper  
Wet Wipes  
Deodorant  
Chapstick

Hand Lotion  
Sun Screen  
Shaving Supplies  
Bug Repellent (30%+ Deet)  
Hair Spray  
Towel, Washcloth  
Contact Lens Solution  
Brush/Comb

**Gals:**  
Make Up  
Hair Dryer  
Curling Iron  
Feminine Hygiene Items  
Hair Pins, Bands

### Medicine

Prescribed Travel Meds  
Other Prescribed Meds  
Vitamins

Electrolyte Powder  
Grape Seed Extract (Strong  
Anti-Bacterial)

Band-Aids  
Neosporin

### Work Cloths

Work Boots, Gloves, and Expendable cotton long-sleeved shirt (if working outdoors, it will keep your body temperature down in extreme heat and will protect you from sunburn; getting sunburned will hinder your ability to work hard, so protect yourself; they are easy to find at thrift stores, get a light color)



## Travel Documentation (See Check List)



WHEN ON THE PLANE, HAVE ORIGINALS ON YOUR PERSON & COPIES IN YOUR CARRY-ON. Checked luggage is not necessarily safe. It can be lost, stolen or searched. Once at the hotel, place your passport and copies in a separate but safe place such as the originals in a hotel safe and copies on your person as you are out and about or both originals and copies in the hotel safe. Some countries will require you to carry a copy on you at all times. You must find out if this is the case for your country.

Boarding Pass, Passport, Extra Passport Photos, Yellow Fever Card (if required), Emergency Contacts List, Medical Clearance Letters (if required), Other Documents (if required), Insurance Information

## Anti-Theft Bag/Money Pouch

The safest place to carry valuables is in a pouch or money belt worn under your clothing either around the waist or neck. Carry the minimum number of valuables. Avoid handbags, fanny packs and outside pockets that are easy targets for thieves. Inside pockets and a sturdy cross-body bags are safer.

## Medicine & Prescriptions

Pack any medicines you need in your carry-on luggage (aspirin, vitamins, allergy medicine, prescriptions). To avoid problems when passing through customs, keep medicines in their original, labeled containers. Bring copies of your prescriptions and the generic names for the drugs. If a medication is unusual or contains narcotics, carry a letter from your doctor attesting to your need to take the drug.

## Money

Bring U.S. money for en route incidentals (food, visa-on-arrival or tourist card fees, tips, taxi and bus fare etc.) and for personal shopping and souvenirs. A good rule of thumb is \$50/week for incidentals in addition to souvenir money. Roughly \$100/week should be sufficient. For many countries bringing large crisp bills is easier to use but still bring some smaller bills and change as some places may not be able to provide change in U.S. dollars.

### **Some fees you may encounter en route to & from your country:**

Extra Baggage Charge (know your carrier's policies in advance)  
Overweight Baggage Charge (know your carrier's policies in advance)  
Visa-on-Arrival Fee (usually \$25 or so – check in advance and bring exact change.)  
Tourist Card Fee  
Disembark Airport Tax

## Money Exchange

In many countries ATMs are not readily accessible and/or there are a limited number of vendors & retailers who accept credit or debit transactions. In this case it will be necessary to exchange U.S. dollars to foreign currency upon arrival and exchange back to U.S. before returning home. Try to avoid exchanging money in the airport as they often charge the highest rate. If possible, work with your host to locate a reputable exchange office locally. Also, please note that many countries prohibit their currency from being exported out of the country so it is wise exchange any remaining foreign currency back to U.S. dollars before leaving the country.

## Using Debit or Credit

Many countries around the world accept debit and credit cards with the international visa or MasterCard logo. Using a debit or credit card can be a much easier purchasing process because your card company determines the exchange rate for you and you don't need to worry about using foreign currency. If you bring a debit or credit card then you MUST do the following:

- Bring only one and credit is the best. In the event it is stolen it can only be charged the established limit and you only have one card to cancel.
- Let your card company know your dates of travel so that they do not cut off your card services when they see an overseas charge appear on your account.
- Know your daily withdrawal or charge limit. Avoid charging over that limit while traveling. Americans have been arrested for innocently exceeding their credit limit.
- Ask your card company how to report the loss of your card from abroad and what number to call. The 1-800 number on the back of the card will NOT work from abroad.

## Luggage Tags

Put your name, address and telephone and email on the INSIDE and OUTSIDE of each piece of luggage. Use covered luggage tags to avoid casual observation of your identity or nationality. Bring a TSA approved luggage lock.

## Cell Phones

Cell and data roaming can be very costly. Without a calling and data plan in place it could cost you hundreds of dollars. Data is usually \$20/per megabyte. It is wise to call your mobile company to understand foreign rates and set up a calling and data plan before you travel. Another alternative is to pay to unlock your phone and purchase a country specific sim chip to access the local rates in the country you will be traveling too. Beware, unlocking your phone may be costly as well!

## Ministry Supplies

If you or your team will be bringing ministry supplies, it may be necessary to pack them in a separate piece of luggage or travel container. Depending on the airline policy, an extra luggage fee may be charged as well as a fee for surpassing a certain size and weight. It is best to plan ahead and inquire about these charges in advance of travel so you are not surprised at the terminal.

## Prohibited Travel Items

Please Review the Transportation & Security Administration Prohibited Items to Bring on an Airplane: <http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm>

## Travel Gear Website – Everything You Need!

[www.walkabouttravel.com](http://www.walkabouttravel.com)

**Safety & Security** - Anti-theft bags, travel safe, locks etc.

**Health & Water** - water purification

**Personal Care** – travel toiletries, towels, washcloths, travel hair dryer, washing cloths etc.

**Sanitation** – biodegradable toilet paper, wipes, portopoties

**Bugs** – bug repellent, permethrin, bug nets

**Electricity** - Converters & Adapters (Specific Country Plugs)

**Sleep Products** – Travel pillows, blankets, clocks, sleep mask etc.

**Language & Money** – Money converter calculator, picture translator, credit card calculator etc.

## Packing Tips

1. Travel as lightly as possible (one bag or duffel and a carry-on).
2. Pack, and then go back and take out all that you don't really need.
3. If your itinerary includes sports and sight-seeing, bring tennis shoes.
4. Bring one lightweight, long-sleeved top and slacks.
5. Put any and all leakable items (shampoo, etc.) in plastic ziplock bags.
6. Check and double-check your packing to avoid leaving anything behind or over-packing.



Pack as much as you can ahead of time, don't wait until the last minute! Ask yourself... "do I REALLY need all this stuff?"

## What to Leave Behind

- Don't bring anything you would hate to lose.
- Expensive electronics
- Valuable or expensive-looking jewelry
- Irreplaceable family objects
- All unnecessary credit cards
- Social Security card, library card, and similar items you may routinely carry in your wallet.
- Electronics (if you don't need them leave them. These make you a higher target for theft)

## Pre-Trip Reminders on Important Details

1. Give phone numbers and itinerary to parents or friends (REACH will provide a parent trip packet)
2. Pray and believe God for great things
3. Do last minute purchasing (clothing, film, etc.)
4. Pack light, light, light
5. Set your "Out of Town/Vacation" alerts on your cell phones/email/work voicemail etc
6. Pay bills in advance, get the pet-sitter, get the neighbor to check your mail, water plants etc
7. Do I have enough medications/supplies for the trip?
8. Do I know the meeting time and place?

## Gifts

**Gifts for the Host Missionary:** It is a very nice gesture to give gifts to the people who hosted you and your team. These can be purchases as a group, or individually. Before giving anything away, find out from your team leader and local leadership where, when and how it is best to distribute gifts. We encourage you to be generous but also wise. Clearly, giving a planned gift to a host family is encouraged. However, random gift giving may create jealousy, envy, quarrels, etc. We want our influence to be positive in spiritual, physical and emotional ways. Also, to show honor and respect to parents, if possible always ask permission before giving any gift to a child.

### Gift Ideas

- a nice box of chocolates/candy for your host family
- Bibles • baseball caps
- small and simple toys for little children
- pens and pencils; stickers
- stationary for letter writing
- photos of you with them
- Christian music CDs or tapes
- nice soaps/shampoos/etc.
- hair accessories for little girls
- friendship bracelets (you make them)

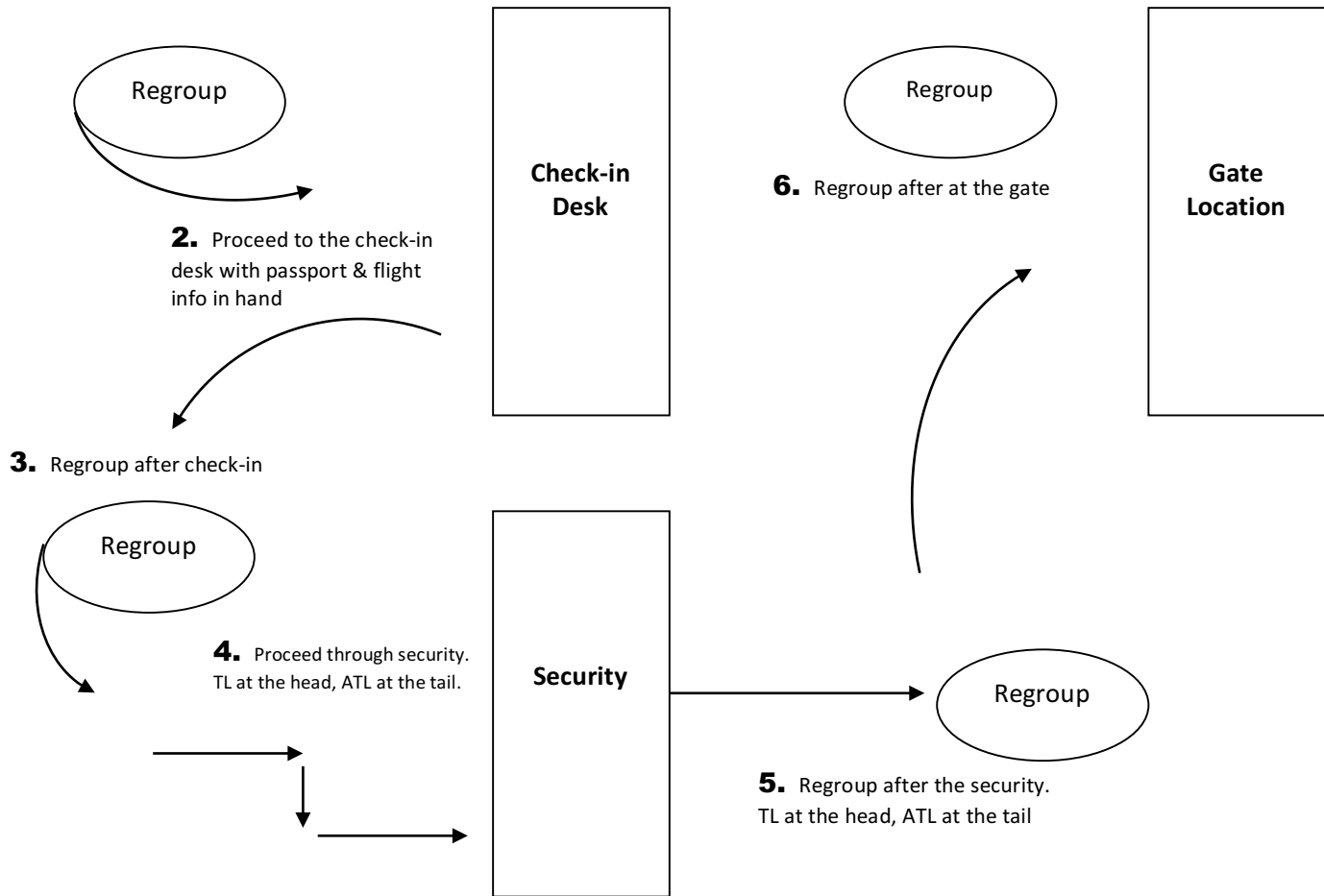
**NEVER Give Money or Gifts Directly to Nationals.** This action often creates a dependency mindset among nationals towards westerners and undermines the missionary's efforts to help and train nationals to be self sufficient, self sustaining and self propagating. If you desire to give a gift or money, you must always ask permission from the host missionary. If the host missionary is agreeable the gift is to be given through the missionary host.

# AIRPORT PROTOCOL

## Airport Check-In

For all international flights, arrive at the airport three hours earlier than the flight is scheduled to leave.

1. Regroup after the transport to the airport. Line up with TL at the head and ATL at the tail.



1. **Regroup after Transport** - Gather all luggage and passengers after arrival at the check-in area. Be certain everyone has their own bags.
2. **Proceed to the Check-in Desk** – Have your passport and flight info on hand. Have your name on your bag and inside your bag before checking it. Hold onto your boarding pass. Keep ALL ticket stubs and luggage claim tickets.
3. **Regroup After Check-In.**
4. **Proceed to Security Area** – Show passport and boarding pass before entering security. Shoes and belt will need to be removed. All metal objects should be removed from pockets. Take off your jacket and remove computer from carry-on. Have all liquids and creams in a one quart Ziploc bag. Nothing in a container over 3 oz. Keep your boarding pass with you.
5. **Regroup After Security.**
6. **Proceed to the Gate as a Group** – Go as a group to the departure gate and then make a plan about any remaining time. Go in groups and watch the time! Be back at the gate at least 15 minutes before a scheduled boarding time. Board as a group.

## Baggage Tips

- Make sure you know your carrier's baggage requirements and fees for both your domestic flight and your international flight to avoid unexpected and costly fees!
- Place a name tag on the inside and outside of each piece of baggage.
- Keep all baggage stubs, making sure you have the right ones.
- Retain your baggage claim receipts for each piece of luggage you initially checked through as you will need to verify that all of your luggage has arrived with you.
- Check your baggage through to your final destination unless you have an overnight layover.
- Make a final check for items when leaving airplanes, cars, taxis, buses, or trains.

## Baggage Requirements

Overweight baggage or extra baggage beyond the baggage limitations specified by the airline can run into the hundreds of dollars. Be sure to check all baggage requirements carefully for EACH airline carrier in your travel itinerary in advance of traveling so you will know when you arrive at the airport how you want the baggage checked through for your flight.

## Overnight En Route

It is usually best to check your baggage all the way through to your final destination. However, if you have an overnight stay, you must take your baggage off the plane with you and recheck it when you re-board the plane. This is for security reasons. You are not permitted by airline regulations to check the baggage all the way through to the final destination if you are not going to accompany it on the flight. If you do take it off the plane, be sure you will not lose benefits that are granted you because you are on a long overseas flight.

If the plane should have some emergency en route that requires you to overnight at the expense of the airline, follow instructions of the airline personnel carefully. You and your baggage may be separated, because the baggage has been checked through and IS STILL IN THE HANDS OF THE AIRLINE. Hopefully, it will catch up with you or arrive at your destination at the same time you do.

Be sure to discuss the baggage check-through with your travel agent so you will know exactly what you will be permitted to do if you have a stopover anywhere en route to your destination. Many times the disadvantages of stopping over are so great it is much better not to do so. For example, if you are on the piece plan and have 70 pounds allowed, and you stop somewhere and have to take your luggage off the plane with you, when you re-board, you may be allowed only 44 pounds and be charged overweight for the difference between 44lb and 70lb.

## Lost Baggage

Make sure all luggage is tagged for its correct destination. Keep all stubs. If a piece of checked luggage does not arrive by the time you do, go immediately to the airline ticket counter or baggage claim office and fill out a claim. Be sure you give instructions as to what to do with the luggage when it is found. Get the name and telephone number and email of the agent you talked to in case further communication is necessary. It is a good idea to have your name on the inside as well as the outside of each piece of luggage.

# CHANGING PLANES

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## **Changing Planes to a Different Airline**

When changing to a different airline, check in immediately at the corresponding ticket desk to determine the gate number, loading time, and to reconfirm your reservation. Sometimes this can be more complicated and make it easier to miss your flight so be sure you waste no time getting to your gate.

## **Changing Planes with Same Airline**

When changing planes on the same airline, you can either check the connecting flight time and information yourself on the monitor or ask any airline agent in the terminal for the correct gate number. Proceed immediately to that gate so you do not miss the check in for the flight. If time is tight between your landing and the connecting flight, you may miss your flight if you do not hurry.

## **Missed Flight – Fault of Airline**

If you miss a connecting flight due to mechanical failure, weather, or other failure on the part of the airline etc., the airline is responsible for getting you to your destination, paying food and housing costs en route, and notifying those waiting for you at your destination. However, you will have to take the initiative to accomplish this. Your check-through baggage will probably remain with the airline and hopefully, it will get to your destination with you or soon thereafter.

## **Missed Flight – Fault of Passenger**

If you miss a connecting flight, even though you were at the terminal on time, but you failed to report to the proper gate to board it, it will be your responsibility to get another flight, pay any costs including those required for staying overnight if needed, and for notifying those who were to meet you.

# ARRIVAL & CUSTOMS

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## Landing Card

As you are nearing the country which you are traveling, you may be given a card or paper by the flight attendant to fill out which must be given to a customs official upon arrival. In order to fill this out properly, you must know the following:

1. **Passport Number/Proof of Citizenship** – If you have a passport, fill in the passport information such as: passport number, issue date, expiration date, and city shown inside the passport where it was issued or a U.S. consulate or embassy if the passport was obtained outside the U.S. If your proof of citizenship is a birth certificate, voter's registration card, or the like, fill in accordingly. B.C. means birth certificate.
2. **Visa status you are entering the country with** - What you put on the card needs to match your visa status if you were required to have a visa. Following are some guidelines:
  - If you are entering as a tourist, and the card asks the purpose of entering the country, enter "tourist" or "tourism." The purpose of the visit is to "to site see and experience the local culture."
  - If you are on a "visitor's visa," then the purpose will be "We are college students here to visit universities for cultural exchange as well as visit churches of our denomination."
  - If on an entry visa, the purpose will be "short-term volunteer missionary." Give the missionary's name and address if the card asks for it.
3. **Visa issuing Agency** – If you are getting a tourist card, the issuing agency is the airline. If you received a visa in advance the issuing agency is the consulate or embassy. If you are getting a visa in arrival the issuing agency is the airport.
4. **Flight number you arrived on and the date**
5. **The Port of disembarkation** – This is the city of your destination. If you are traveling Seattle--Amsterdam--Delhi, the port of disembarkation is Delhi.
6. **Port of embarkation** – This is the last city on your departure from the U.S. If you are traveling Chicago—New York—Dakar, the port of embarkation is New York.
7. **Address of the Place you will be staying in the country** – You should have this information with you on the plane. If you don't, then at least put the city you are staying in.
8. **Items you will be declaring and their value.** - If you are carrying \$10,000 or more in currency you must declare it on the landing card. Each person is allowed \$400 duty-free purchases.
9. **Food items you are brining into the country** – Many countries will be interested in knowing if you are bringing in meat, seeds or fruit. If so, you will need to list food item you are bringing into the country. You may be stopped at customs for someone to review the food items before you are allowed to proceed. If they are disapproved they will throw the food items away.

## Arrival at Destination

1. **Check for Belongings & Disembark the Plane.**
2. **Have Travel Documents Ready**
  - Passport and Visa
  - Landing Card Properly Filled Out (Unless plane personnel collect these)
  - Yellow Vaccination Card (if required)
  - Extra Passport Photos (if required)
  - Any Other Document Required by Country
  - Insurance Information
  - Travel Itinerary to Show Return Travel
  - Money for Tourist Card or Visa on Arrival (if required)
  - Money for Disembark Airport Tax (if required)
  - Names, Addresses and Contact Info of People to Contact Upon Arrival
3. **Go to Baggage Claim and Collect Check Baggage**
  - Have your baggage claim checks or stubs handy if they are needed.
4. **Once You Have Your Baggage, Take All of It to the Customs / Passport Control Area**

## Going Through Customs

1. **Follow Instructions of the Customs Officials** - They may tell you to unlock all your luggage, place it on the counter for inspection, and answer questions that they will ask you. They will want to look in all your carryon luggage, including handbags etc. Patience and courtesy are great virtues in clearing customs!
2. **Some countries do not have customs formalities.** Simply go through the gate marked "nothing to declare."
3. **Show Your Passport & Other Documents** - You will be required, at some point, before you are allowed to leave the terminal, to show your passport and other documents as required by the country. Your passport will be stamped showing the date you actually entered the country. Take note of the date that you must exit the country so you have no surprises. Don't take for granted that they gave you a certain amount of time, but make sure it is what you are supposed to receive or see if you will need to process something further to stay longer.
4. **Be sure to keep all papers given to you!**

## Returning to USA

- **Reconfirm your flight with the airline in advance of your return home.** Many airlines also require a reconfirmation within 72 hours of the actual departure time.
- **Many international airports charge a nominal disembark tax** or airport security fee or customs fee when leaving the country. This is in addition to the price of your ticket.







# TRAVEL INSURANCE SAFETY & EMERGENCY



# TRAVEL INSURANCE

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When traveling it is always wise to find out if your personal property insurance covers you for loss or theft abroad. Even if your health insurance will reimburse you for medical care that you pay for abroad, health insurance usually does not pay for medical evacuation from a remote area or from a country where medical facilities are inadequate. It is always best to purchase a policy designed for travelers that covers short-term health, emergency assistance, as well as medical evacuation in the event of an accident or serious illness.

## Insurance Coverage for Teams Serving with Assemblies of God World Missions



Teams serving with Assemblies of God World Missions are required to register their trip with Assemblies of God World Missions and purchase insurance through AGWM's online interface with their chosen provider – ACE American Insurance Company/Chubb.

### American Insurance Company/Chubb (ACE)

ACE insurance is design specifically for overseas travel and missions groups. Their standard policy covers short-term health and provides emergency assistance and evacuation. ACE insurance coverage is not intended to replace the team member's current coverage but is in addition to their coverage. In case of a medical emergency or accident, the host missionary normally takes care of making the arrangements for medical treatment and/or evacuation with ACE's 24/hour emergency assistance.

#### **Q: When does ACE insurance coverage begin and end?**

Insurance coverage runs from midnight to midnight starting the day you leave the U.S. and ending the day you return, at the completion of your assignment.

#### **Q: What is the cost of ACE insurance?**

The insurance premium is \$4.50 per day per person.

#### **Q: How do you obtain and pay for ACE Insurance?**

Trips that are registered with AGWM will purchase insurance for the team through the online trip application page. An insurance packet with policy numbers can be found here as well.

#### **Q: What if some on the team needs medical treatment while overseas?**

The first response should be to call ACE's 24/hour travel assistance hotline. All services MUST be arranged and deemed medically necessary or a claim could be denied. If a team member needs medical attention they should see a reputable doctor at a safe clinic. The host missionary should recommend one. If there is not a safe clinic nearby, ACE will locate an approved facility nearest you. Do not take chances. Always seek treatment!

#### **Q: How will medical treatment be paid for?**

Someone on the trip such as the team treasure or team leader should bring a credit card to pay for unforeseen medical expenses and obtain a receipt to submit to the ACE claims office for reimbursement upon return to the states. A claims application must be sent in with accompanying receipts. If the clinic does not offer a receipt a handwritten receipt must be written with the date of service, name of the clinic and attending doctor, treatment received and procedures administered and the cost.

**ALL SERVICES MUST BE ARRANGED AND DEEMED MEDICALLY NECESSARY BY ACE/CHUBB.  
IF POSSIBLE, BEFORE OBTAINING MEDICAL AND NON-MEDICAL ASSISTANCE, PLEASE CONTACT ACE/CHUBB  
COLLECT AT:**



**Travel Insurance Program  
Volunteer Travel Insurance**  
Insured by **CHUBB**

**For Medical or Security Assistance:**

Call outside the US +1-202-659-7803  
Within US and Canada 1-800-243-6124  
**Email:** OPS@europassistance-usa.com  
**Policy:** ADDN10846419

**24 HOURS A DAY/7 DAYS A WEEK**

|   | <b>Domestic U.S. Missions</b>  | <b>Foreign Missions</b>   |
|---|--|---|
| <b>Administered by</b>  | <b>AG Financial Insurance</b>  | <b>AG Financial Insurance</b>   |
| <b>Accidental Death &amp; Dismemberment</b>                           | \$100,000  | \$100,000   |
| <b>Accident Permanent Total Disability</b>                            | \$100,000 after 365 waiting period   | \$100,000 after 365 waiting period  |
| <b>Accident Medical Expense Benefit</b>                               | \$50,000 benefit, \$0 deductible   | N/A   |
| <b>Emergency Medical Expense Benefit (Guarantee of payment)</b>       | \$10,000   | \$10,000  |
| <b>Out of Country Medical Expense Benefit (Injury &amp; Sickness)</b> | N/A  | \$100,000 benefit, \$0 deductible   |
| <b>Emergency Medical Evacuation</b>                                   | 100% of covered expenses<br>(Traveler must be at least 100 miles from primary residence) | 100% of covered expenses  |
| <b>Repatriation of Mortal Remains</b>                                 | 100% of covered expenses<br>(Traveler must be at least 100 miles from primary residence) | 100% of covered expenses  |
| <b>Family Coordination / Emergency Medical Reunion</b>                | None   | 100% of covered expenses  |
| <b>Security Evacuation, including natural disaster evacuation</b>     | None   | \$100,000   |
| <b>Foreign General Liability/Auto Liability</b>                       | None   | \$2,000,000 per occurrence/<br>\$5,000,000 aggregate<br>\$2,000,000 Contingent Auto |
| <b>Pre-existing Conditions</b>  | Treated as any other medical condition   | Treated as any other medical condition  |
| <b>War Coverage (AD&amp;D, Medical &amp; Evac)</b>                    | None   | Worldwide   |

Mission Assure™ Travel Insurance Program is for AG short term mission trips no longer than 365 days.

This Description of Coverage is a brief description of the important features of the insurance plan. It is not a contract of insurance. The terms and conditions of coverage are set forth in the Policy issued to the Policyholder. The Policy is subject to the laws of the state in which it is issued. Coverage may not be available in all states or certain terms and conditions may be different if required by state law.

## Insurance Coverage for Teams NOT serving with Assemblies of God

If your team is NOT working with an Assemblies of God missionary, you can purchase travel insurance through your own provider of choice.

### Recommended Options for Travel Insurance:

#### ACE Travel

<http://global.acetravelinsurance.com/>

#### Brotherhood Mutual

[www.brotherhoodmutual.com](http://www.brotherhoodmutual.com)

#### Guaranteed Life Trust

[www.gtlic.com](http://www.gtlic.com)

**Broker:**

Dissinger Reed LLC  
9300 W. 110th Street Suite 145  
Overland Park, Kansas 66210  
913-491-6385 Phone 913-491-0527 Fax  
Attn: Max Biggerstaff  
[mbiggerstaff@dissingerreed.com](mailto:mbiggerstaff@dissingerreed.com)

# WHEN TO INVOLVE OTHERS

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## **Have All Medical Forms at All Times**

The team leader is to have ALL medical information with them at all times. If you are in a sensitive area, it is recommended to have at least the name of the insurance company, policy number, and contact information available. It is also important to have the host missionary's contact information with the Team at all times.

## **When to Involve Others:**

### **When to Get a Doctor Involved**

- Vomiting, diarrhea, high fever (for more than 24 hours)
- Intense pain, dizziness

### **When to Call Your Emergency Response Center**

- Any major illness, trauma or injury
- If you need medical attention
- If you need a medical evacuation
- Missing people, victim of crime or violence

### **When to Get the Police Involved**

- Loss of official documents, missing people, victim of crime or violence

### **When to Get the U.S. Embassy Involved**

- Loss of official documents, missing people, victim of crime or violence

### **When to Get the Missionary Involved**

- All of the above

# IN CASE OF EMERGENCY

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## **Injury, Major Illness or Medical Emergency**

If emergency medical situation has occurred or a medical evacuation is necessary, ACE/CHUBB 24/HOUR EMERGENCY HOTLINE should be your first contact!!! They are available 24 hours a day, 7 days/week, with medical staff and interpreters available, they will determine next steps and quality care facilities for the insured. Even if the situation seems to be under control, ALWAYS contact ACE to open a progress file. This will allow trained medical staff to monitor the situation with you as it unfolds. They will be in a far better position to respond quickly should the situation take a turn for the worst.

### **STEP 1: Notify The Missionary Host**

- The host missionary should be notified immediately and should be involved in making decisions to resolve the matter. The team leaders MUST through the direction and guidance of the missionary host as they will know the situation best.
- Whatever action is taken, the TEAM STAYS TOGETHER. There is no room for individual action.

### **STEP 2: Seek Medical Attention As Needed**

- Locate the ill/injured team member's medical form and review any medical issues such as health conditions, prescription medications and allergy information.
- Pay for any medical expenses out of pocket and keep receipts (if available) to turn into the insurance company purchased for the trip. If no receipt, record the date, type of service, and how much.
- If the area hospitals or clinics in the country are not able or are ill equipped to provide the medical care needed, call your trip insurance provider's emergency response center to speak with a medical professional.
- DO NOT SCHEDULE RETURN FLIGHTS without getting instruction from ACE emergency response center.

### **STEP 3: Call Insurance Emergency Response Center**

- Have your group number, policy number, medical forms and insurance policy information ready.
- ACE will give you specific next step instructions for what you need to do. They will assist you in assessing the situation, finding medical treatment, and arranging transport to the nearest medical facility. If needed, they will contact relatives in the U.S. for you, contact banks, credit card companies, etc. to help you arrange for payment.
- If a medical evacuation is needed they will make those arrangements. ACE will need to consult with the attending on-site physicians. **All evacuation services must be arranged through ACE. They do not pay travel expenses up front.**

### **STEP 4: Contact Your Insurance Specialist**

- Inform them of the situation and what steps have been taken so far.
- File a claim with all itemized statements and receipts for medical expenses with ACE. Expenses incurred for injury or illness will be reimbursed according to ACE policy once claims are filed and deductible is met. Claims must be filed within 90 days of onset of sickness or injury.
- \*Please see complete policy, being mindful of benefits available and general exclusions.

### **STEP 5: Contact Family & Church & Northwest Ministry Network Office**

- Use the ill/injured team member's emergency contact form. The team leader is to work with the missionary host to inform the team member's emergency contact person as well as the Network office contact person to apprise them of the situation.



# EMERGENCY CONTACTS

## Emergency Contact List

Every team member should have an emergency contact list with them at ALL times. The list should contain all pertinent names, telephone numbers, addresses and other key information that will assist in an emergency situation. **Each Team Members Should Take a Hotel Business Card** or write down the address and phone number. They need to keep it with them just in case you are separated from the team. You can get a taxi and return to the hotel.

## Travel Insurance & Emergency Response Center

### ACE/CHUBB Travel Insurance 24/hour Assistance

Calling From Outside US: +1-202-659-7803

Calling From Within US: 1-800-243-6124

Email: [OPS@europassistance-usa.com](mailto:OPS@europassistance-usa.com)

Policy: ADDN10846419

### AGWM Insurance Specialist (For Assemblies of God Teams Only)

Levi Costello | [lcostello@ag.org](mailto:lcostello@ag.org)

417-862-2781 ext. 3136 | Fax: 417-862-5977

***If emergency medical evacuation is necessary, ACE should be your first contact!!! 24/7 Service, professional medical staff and interpreters available. They will determine next steps and quality care facilities. ACE will want to speak with attending physician to determine & recommend evacuation Insurance specialist should be contacted so that they can confirm insurance coverage if evacuation is needed.***

## U.S. State Department

Main Switchboard: 1-202-647-4000

Hotline for American Travelers: 1-888-407-4747

Passport Information: 1-877-487-2778

### State Department Role in a Crisis

For information on what the Department of State can and cannot do to help during a crisis, please visit:

[http://travel.state.gov/travel/tips/emergencies/emergencies\\_1212.html](http://travel.state.gov/travel/tips/emergencies/emergencies_1212.html)

### U.S. State Department Travel Alerts & Info | [www.travel.state.gov](http://www.travel.state.gov)

For information about travel safety, entry/exit requirements, local customs etc.

## Overseas Citizens Services:

While Overseas During Business Hours 1-202-501-4444

While Overseas During Non-Business Hours 1-202-647-4000

From within the U.S. 1-888-407-4747

(ask for the duty officer)

## Find an Embassy or Consulate

The U.S. Embassy will always be in the capital city. The embassy can tell you if there is a U.S. consulate nearer to you than the embassy. **To Locate U.S. Embassies and Consulates Abroad** Visit

<http://www.usembassy.gov/> OR [http://www.travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://www.travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html)

# SENSITIVE COUNTRY PROTOCOL

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**DO NOT INCLUDE THIS IN THE TRIP BINDER OR TAKE ON THE TRIP!**

## In General

Sensitive countries are considered closed to the gospel. Spreading the gospel is restricted. Proselytization is not acceptable by authorities or people.

## E-mail Protocol for Missionaries in Sensitive Locations:

### What NOT to Communicate

- Do not use religious terms such as *Christian, missionary, evangelism, or conversion*, etc.
- Do not make any "religious" association with a missionaries' name on any website or Facebook wall.
- Do not upload any document or add any content to any website or Facebook containing information about a missionary located in a sensitive area such as their name, photo, location and ministry description. This includes a church or business website!
- Do not ask "religious" questions!!
- Do not post or share e-mails of a missionary in a sensitive location on the Internet.

### What You CAN Communicate

- To talk about your ministry activities using terms such as "work", "field work", "assignment", "field assignment", "activities" etc.
- When referring to missionary personnel use terms such as "field worker", "field personnel", "cross-cultural personnel" etc.
- Feel free to ask the missionary host about daily life (their language, culture, friends, and neighbors).

## Statement Regarding Purpose of Your Visit

- Once in country, your visa will be a tourist visa, so that is your identity as to why you are here.
- The way you are connected to all the people you will meet with is through the workers you are "friends with". They are from your home, you all wanted to come see the great sites of these countries, and decided to come visit.
- When asked why you are here, explain you are coming for tourism and education. Even when posting on social media, talk in terms of being a tourist. You are on a tour trip or a vision trip, or an educational trip but not a "missions trip."

## Don't Hide Your Faith

- No one needs to hide the fact that they are Christians. The nationals will expect that all Westerners are "Christian." Your faith is okay as long as it is your personal faith.
- The main thing is not using the M words... as long as everyone is careful with this, you will be fine.

## Avoid Politics

- ALWAYS AVOID POLITICS!! Evade by saying, "sorry I don't pay much attention politics."
- If U.S. Foreign Politics comes up, AVOID THE TOPIC OF ISRAEL.
- NEVER Say anything bad about their political leaders or heads of state

## Do Not Say the "M" Word!

Do not say "missionary"

Do not say "missions" "ministry" or "missionary"

Do not say "AGWM" or "AG"

Do not say "church planting"

Do not say "evangelism"

Do not say "convert"

Do not say "Israel"

say "worker" or "cross-cultural worker"

say "work", "assignment" "activities"

say "the company"

say "CP"

say "EV"

say "Follower"

say "Palestine"

## Contingency Statement on the Field - Short Truthful Statement

In case of being questioned or in case of an emergency situation when you must interact with national officials, make sure you have a pre-planned platform to describe the reason for your visit in the country without using religious terms. A good answer is one that is already prepared in advance and rehearsed so you can easily share this information when asked without faltering. Act like you know what you are doing! See "Purpose of Visit." This is your short but truthful statement (STS)

## For More Information on Sensitive Country Security training Please Contact:

Bob Friesen at [bfriesen@ag.org](mailto:bfriesen@ag.org) or [rfortunato@ag.org](mailto:rfortunato@ag.org)

# SOCIAL MEDIA GUIDELINES WHEN SERVING IN A SENSITIVE COUNTRY

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## **THESE SOCIAL MEDIA GUIDLINES ARE IS FOR SERVING IN SENSITIVE COUNTRIES OR LOCATIONS ONLY**

- DO NOT post religious terms such as *Christian, missionary, evangelism, or conversion*, etc.
- DO NOT make any “religious” association with a missionaries’ name on any website or Facebook wall.
- DO NOT post about any gospel activities or post the names of any worker on the field on the internet or on any social media.
- DO NOT upload any document or add any content to any website or Facebook containing information about a missionary located in a sensitive area such as their name, photo, location and ministry description. This includes a church or business website!
- DO NOT ask “religious” questions to your host on social media.

## **YOU CAN POST ABOUT TOURISTIC OR EDUCATIONAL ASPECTS OF YOUR TRIP**

### **When Serving in a Sensitive Country or Location, Do Not Post Information Online That “Closes the Loop”**

Think of your Missionary assignment as three-fold in a circle.

- (1) Your Name
- (2) Your Country of Assignment
- (3) Your Work Assignment. You do not want

**You can say any two combinations but not all 3 thus closing the loop.**

YOU NEVER WANT TO “CLOSE THE LOOP.” **Do NOT** use more than two of these three things on any form of social media. If you use all three, this is called “closing the loop.” This will reveal too much information and compromise your ministry and safety. You may use 2 of the items listed above online or with social media. But once you choose which two you will use, stick with it or you could accidentally “close the loop.”

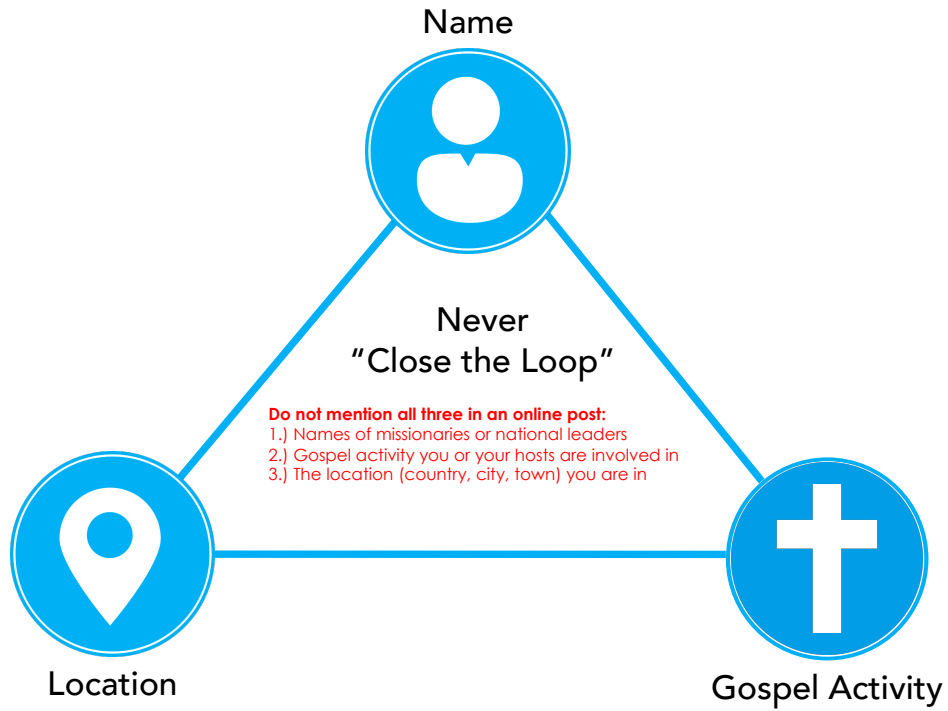
#### **Here is a BAD Example of a Status Update (This “closes the loop”):**

John Smith: “excited to spend the next two weeks doing ministry in Cairo, Egypt with Don and Amy Smith.”

#### **Here is a GOOD Example of a Status Update (This does NOT “close the loop”):**

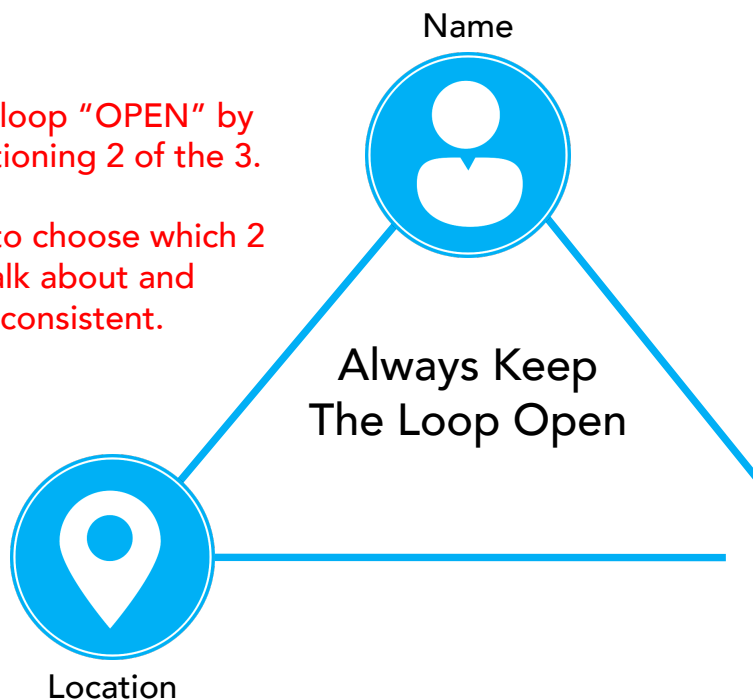
John Smith: “excited to spend the next two weeks in Cairo, Egypt with some friends learning about the culture”

# When Serving in a Sensitive Country or Location.....Never Close the Loop



Keep the loop "OPEN" by only mentioning 2 of the 3.

It is best to choose which 2 you will talk about and then stay consistent.



# PERSONAL SECURITY

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## Barriers to Safety Preparation

You already practice personal safety every day:

- Homes: doors, windows, lights and other deterrents
- Cars: doors, valuables
- Purses/Wallets: safeguard in public areas
- Private Information: SSN #, credit card numbers, cell phones, laptops etc.
- Walking in Public Areas: evening/night, questionable areas, body language, **awareness**

"Nothing bad is going to happen."

"Whatever happens, I'll be okay."

"God will protect me because I'm on His mission."

"Bad things don't happen to good people."

"People won't hurt Americans."

Personal beliefs are our greatest barriers. Our beliefs affect our attitudes and behavior.

## Personal Things that Can Happen

Missions involves risk and personal things can happen such as:

- Sickness
- Illness back home or family emergency
- Someone gets hurt
- Using the insurance
- Someone gets lost
- Loss of personal documents (Passport, travel documents, credit cards, traveler's checks, money, belongings etc.)

## Personal Security

- **Don't publicize your travel plans** to anyone other than your missionary host and designated persons stateside, Leave contact numbers with appropriate mission personnel.
- **Stay in groups** or in twos at all times and never go off alone! Check with locals or host about unsafe areas, things to be aware of, and what to do if one gets lost.
- **Do not go out at night** without people you know.
- **Purchase anti-theft accessories** or special clothing to hide your passport, money, or credit cards.
- **Keep valuables out of sight** and luggage close at hand. If carrying a handbag, keep it in front of you, closed, with the fastening toward your body. Keep a wallet in your front pants pocket.
- **Don't wear excess jewelry**. Reduce wallet and purse contents.
- **Be very careful when using calling cards and ATMs**. Look for people observing your card or your fingers as you dial your code. Avoid being heard giving the number to local telephone operators. It is good to stand at ATM machines with another team member facing the people around while the other one gets money. Don't make it obvious what money you are getting out or where you are putting it on you.

## Personal Security in Hotels

- **Do not entertain strangers in your hotel room.** Meet visitors in the lobby.
- **Be alert to overly friendly locals** who may have criminal intentions. They may offer to take you to a "special" restaurant. Their ruse may be to offer drugged refreshments.
- **Never leave valuables** in your hotel room exposed or unattended, even in a locked suitcase.
- **Place valuables in a hotel safe** or deposit box--money, jewelry, airplane tickets, credit cards, passport etc.
- **Familiarize yourself with escape routes** in case of fire or other catastrophe.
- **Lock your door** and use the door chain or bolt lock whenever you are in your room. Use the door viewer (peephole) before opening the door to visitors.
- **Do not discuss your room number** while standing in the lobby or leave your room key on restaurant table.
- **Keep your room neat** so you will notice disturbed or missing items quickly.
- **Do not get on an elevator** if there is a suspicious-looking person inside.

## Safety on the Street

- **Always be alert and observant!**
- **Never go anywhere alone!** Avoid if possible areas where you may be more easily victimized.
- **Avoid public demonstrations** and civil disturbances. Keep a low profile and avoid loud conversations or arguments.
- **Avoid scam artists** by being wary of strangers who approach you and offer to be your guide or sell you something at bargain prices.
- **Beware of pickpockets.** Keep money out of sight. Never lay anything down. Don't put valuables in your back pocket. They often have an accomplice who will:
  - jostle you,
  - ask you for directions or the time,
  - point to something spilled on your clothing,
  - or distract you by creating a disturbance.
- **Beware of groups of vagrant children** who could create a distraction to pick your pocket. Also be careful giving money to beggars as you could end up with a big crowd demanding something from you.
- **Wear the shoulder strap** of your bag across your chest and walk with the bag away from the curb to avoid drive-by purse-snatchers. Let go if your bag is snatched.
- **While some shop** others should watch.
- **Make a note of emergency telephone numbers** you may need: police, fire, your hotel, and the nearest U.S. embassy or consulate.
- **If you are confronted,** don't fight back -- give up your valuables.

## Safety on Public Transportation

- **Only take taxis clearly identified with official markings.** Beware of unmarked cabs.
- **Stay together while waiting** as well as when boarding and exiting. TL at head, ATL at tail.
- **Do not place your belongings** or bag under your seat. Keep it in your lap or with your hand on it.
- **If you see your way being blocked** by a stranger and another person is very close to you from behind, move away. This can happen in the corridor of the train or on the platform or station.
- **Do not accept food or drink from strangers.** Criminals have been known to drug food or drink offered to passengers.
- **Do not be afraid to alert authorities** if you feel threatened in any way. Extra police are often assigned to ride trains on routes where crime is a serious problem.

## Safety Handling Money

- **Avoid carrying large amounts of cash.** If you are using traveler's checks change your checks only as you need currency. Countersign travelers' checks only in front of the person who will cash them.
- **Do not flash large amounts of money** when paying a bill. Make sure your credit card is returned to you after each transaction.
- **Deal only with authorized agents** when you exchange money.
- **Avoid acquiring large amounts of foreign currency.** A small percentage is often lost in exchanging.

## Lost or Stolen Possessions

If your possessions are lost or stolen, report the loss immediately to the local police. Keep a copy of the police report for insurance claims and as an explanation of what happened. After reporting missing items to the police, report the loss or theft of:

- Travelers' checks to the nearest agent of the issuing company
- ATM or Credit cards to the issuing company
- Airline tickets to the airline or travel agent
- Passport to the nearest U.S. embassy or consulate

## Avoiding Legal Difficulties

- Make sure all prescription medication you bring is in their original bottle. Do not purchase any prescription drugs in large quantities.
- Do not take photos of security-related institutions, such as police and military installations, government buildings, border areas and transportation facilities. If you are in doubt, ask permission before taking photographs



## Vaccinations

### Recommended Vaccines for Adults – All Destinations

- Tetanus-Diphtheria Vaccine (all adults, every 10 years)
- Influenza (Flu) Vaccine (adults 50 and older)
- Pneumococcal Vaccine (adults 65 and older)
- Hepatitis B Vaccine
- Measles-Mumps-Rubella (MMR) Vaccine (susceptible adults)
- Varicella (chickenpox) Vaccine (susceptible adults)

### Country Specific Vaccines That May be Recommended

- Hepatitis A
- Meningococcal
- Typhoid
- Rabies
- Japanese Encephalitis
- Yellow Fever

### Malaria Prevention

Check for which type of anti-malaria medication you need: [www.cdc.gov.travel](http://www.cdc.gov.travel). The most common drugs are Chloroquine, Malarone, Mefloquine, and Doxycycline.

## Environmental Hazards

### Sun Exposure

- Use sun screen with at least 15spf (30-50 is recommended)
- Wear hats to keep sun off face
- Cover exposed skin in extreme heat
- Use sun glasses to prevent eye damage
- Stay hydrated

### Cold Exposure

- Take adequate cloths and shoes
- Keeping the head warm saves body heat
- First aid for frost bite:
  - ✓ Slow Warming
  - ✓ Put affected area in warm water not hot water
  - ✓ If not water, layer in coverings
  - ✓ Do not rub with snow or other cold objects

### Mosquitoes, Ticks, Insects

Dusk to dawn is the most common time for malaria bearing mosquitoes. Use screens and nets soaked in permethrin. Use insect repellent on exposed parts of the body with at least 30% Deet. Cover exposed parts when outside. Wear long pants and high shoes in wooded or weedy areas. Do tick check on "partner"!

### Protect Feet

Creatures like to get into feet. Wear closed shoes to prevent parasites and jiggers. Treat blisters and sores immediately. Take flip flops to wear in the shower rather than enter bathrooms with bare feet especially if in housing with families or public places.

## Swimming

Be wary of where you swim. Local bodies of water often contain harmful parasites which enter your body through the skin. Deadly snakes are often there too! Also, remember, what you recreate in, others may defecate in!

## Animals

Consider any animal on the loose, rabid. Cats transmit more rabies than dogs. Bites can transmit other diseases besides rabies. Monkeys are dangerous. Don't pet them! Beware of rodents.

## Food & Water

### Drinking Water

Provide for pure drinking water. This can be by boiling, filters, or chemical. Freezing doesn't kill all parasites. Don't use ice that isn't made with filtered water. In most places bottled water is readily available and a good way to have safe water. Stay hydrated!

### Safe Food

Whenever possible eat what has been given to you. Do not refuse simply because you don't like it. Be courteous. Eat safe food. Keep food hot, keep it cold, but don't keep it long. If you are eating in outdoor places and not sure about the cleanliness try to use food has been boiled before receiving it or that is very hot.

### DO NOT EAT:

- Creamy desserts left out of the fridge.
- Meat or fish undercooked
- Fruits you can't peel
- Raw vegetables you can't disinfect
- Strawberries
- Melons sold by weight

### Poultry

Also cautious of poultry. Avoid direct contact with poultry, including chickens, ducks, or geese that appear to be well – farms, markets. Avoid touching surfaces contaminated with poultry feces or fluids. Wash your hands frequently or use alcohol hand sanitizers. Do not eat undercooked eggs or poultry that is pink.

## Health Precaution Information

For information on health precautions while traveling abroad, please visit the following websites:

- **World Health Organization:**  
Info on outbreaks of infectious diseases abroad: <http://www.who.int/en>
- **The Centers for Disease Control and Prevention:**  
For information on vaccinations and other health precautions: <http://www.cdc.gov/travel>
- **Further health information for travelers is available at** <http://www.who.int/ith>





# TEAM MEETINGS & FUNDRAISING

## FACEBOOK GROUP

**C**reate an online community before trip. Set up a Facebook group to facilitate trip details, build camaraderie and draw out questions, perspectives before the trip.

**TRIP DETAILS:** Give a thorough explanation of the trip and communicate the travel itinerary, travel requirements such as passports, visa, and immunizations, ministry venues, weather possibilities, accommodation descriptions, voltage, dietary situation, what bring and wear etc. and URL's to relevant pages.

## TEAM MEETINGS

**G**etting the team together for pre-trip team meetings is critical to the team's preparation and the trip's overall success.

# TEAM MEETINGS CHECK-LIST

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## Facebook Group

PURPOSE: To Facilitate Trip Details & General Communications

### TRIP DETAILS TO COMMUNICATE

- Countries & Missionaries Visiting
- Trip Forms & Travel Documents
- Country Entry/Exit Requirements
- Daily Schedule & What to Expect on the Ground
- What to Pack & Dress Attire
- Money
- Cultural Context & Customs
- Flight Itinerary & Airport Info
- Immunizations
- Travel Insurance
- Emergency Contact Info
- Reading Material

## Team Meetings

Team meetings are for the purpose of preparing for overseas travel and ministry, executing fundraisers, cultivating spiritual readiness, fellowship, bonding, and prayer.

## Get Organized

- Keep team leader binder (this will be your trip binder too!)
- Be sure team members know the team meeting dates
- Have your team member contact info (cell & email)
- Set team goals and keep track of progress
- Follow-up on team assignments

## Set Up a Facebook Group

PURPOSE: To Facilitate Trip Details & General Communications

### TRIP DETAILS TO COMMUNICATE

- Countries & Missionaries Visiting
- Trip Forms & Travel Documents
- Country Entry/Exit Requirements
- Daily Schedule & What to Expect on the Ground
- What to Pack & Dress Attire
- How to Handle Money
- Cultural Context & Customs
- Flight Itinerary & Airport Info
- Immunizations
- Travel Insurance
- Emergency Contact Info

## Planning Your Team Meetings

1. **Make a Meeting Calendar** - map out agenda items to cover in each meeting.
2. **Write an Agenda for Each Meeting** – follow the sample below.
3. **Give Notice of Meetings** – remind your team of team meetings.
4. **Manage Your Time** – stay on track with your agenda items.
5. **Take Notes** – This helps keep track of items to do, doing & done.
6. **List Action Items** – List action items & review progress in next meeting.
7. **Follow Up** – Delegate assignments and follow up!

## Important Reminders

- Don't be all business
- Take interest in team members
- Stay focused on important topics
- Make handouts if needed

## Team Meeting Topics

### Orientation

Introduction of Trip  
Trip Forms & Travel Documents  
Travel & Safety Handbook  
Fundraising  
Policies, Expectations, Team Meeting Times

### Fundraising

Collect Trip Forms & Copies of Travel Docs  
Fundraising Strategies & Resources

### Cultural Sensitivity

Review Trip Logistics  
Discuss Cultural Sensitivity Issues (& Reading Material if Applicable)  
Broken Squares Activity

### Travel Logistics

Trip Forms  
Travel Documents & Country Entry/Exit Requirements (passport, visa, immunizations, other)  
Travel Logistics (Flight itinerary, airport info, baggage allowance, daily schedule)  
What to Pack

### Ministry Preparation

Ministry Tool Kit  
How to Tell Your Testimony

### Safety & Health

Safety & Emergency Info (travel insurance, emergency contact sheet & protocol)  
Review Health Issues

### Departure Details

Review What to Pack  
Review Travel Documents & Country Entry/Exit Requirements (passport, visa, immunizations, other)  
Review Flight itinerary, airport info, baggage allowance, daily schedule

# SAMPLE MEETING AGENDA

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DATE: \_\_\_\_\_

List Who Is Present:

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List Who Is Absent:

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1. **Quick Greeting (10min)**
  - How is everyone doing?
  - Take note of who is there and who is not there
  - Announcements / Praise Reports
2. **Devotional / Prayer Time (10min)**
3. **Give Progress Reports**
4. **Delegations / Assignments (5-10min)**
  - What needs to be done?
  - Who needs to do what?
  - What needs to be turned in?
  - When does it need to be done by?
5. **Discuss Theme for the Week (20-30 minutes) (See Themes Listed Above)**
6. **Other**
7. **Close in prayer**

## Items to Add to the Agenda As Needed:

### Fundraising

- How is personal fundraising going for everyone?
- What can we do for group fundraisers?

### Spiritual Dynamic

- How to prepare team spiritually and emotionally?
- Preparing for ministry

### Team Dynamic

- How to build team unity
- Team building exercises (fellowship, games, outings etc)



# FUNDRAISING IS PEOPLE RAISING

*People Raising: A Practical Guide to Raising Funds – William Dillon*

## Why Raise Support?

### 1. Raising Financial Support Attracts a Base of Prayer Support!

### 2. Raising Financial Support Stretches Your Faith! It is a Spiritual Journey.

There are several aspects of it that can be fun such as connecting with friends and family in a meaningful way by sharing your heart and vision and receiving the joy they express as well as the gratitude you give in return. We rarely grow and mature by doing what is easy. When friends or family you expect to give do not, or when days go by and you don't see the money come in...it is easy to question your call.

### 3. Raising Support Stimulates and Encourages Vision in the Body of Christ!

The missionary must interface with other believers. As you share Christ's vision, his call and how your call fits into his, your enthusiasm and passion and dedication will stimulate and encourage others to become interested in or involved in extending God's kingdom also. Support raising is NOT begging for money but a vital ministry to others design by God. The missionary who raises support as accomplishing three goals:

GOAL 1: The Missionary Is a Model for Missions

GOAL 2: The Missionary Becomes Mobilizer for Kingdom Work

GOAL 3: The Missionary Serves as a Minister for Missions and Ministry

### 4. Raising Support Develops You as a Person!

## The Biblical Basis for Fundraising

### OT Pattern for Support

#### God's Provision Through the Miraculous

- God fed Israel in the desert with quail & manna (Exodus 16:13-17; Joshua 5:12).
- God provided food for Elijah by sending ravens with bread & meat (1 Kings 17:1-6).

#### God's Provision Through Divinely Ordered Structure

- God commanded Israel to give a tithe to support their "full-time" spiritual leaders (Numbers 18:21-24; Deut 14:22-29; 2 Chron. 31:4). God kept this plan throughout the OT (Malachi 3:8)
- God called Israel to provide for the creation of the Tabernacle (Ex. 25-31, 35-40) and for the building of the temple (1 Chron. 29; 2 Chron. 2; 2 Chron. 4:4-22; Ezra 1).

### New Testament Pattern for Support

#### The pattern of support is illustrated in Jesus' ministry (Luke 8:1-3)

- Jesus allowed others to minister to him physically and materially.
- He was not embarrassed to receive help as they gave to him goods, possessions and property.
- Jesus and his disciples gave themselves fully to ministering to people. They did not work and did not take food, money or operating expenses. They depended upon God's plan for provision through other people (Matt. 10:5-15).

#### God's Plan Calls for Christian Workers to Share Their Needs

- The disciples were instructed to seek hospitality of others and inquire who in the city as worthy of God's blessing (Matt. 10:11)
- Paul expected fellow Christians to help him finances his travels to preach the gospel (Rom. 15:24; 2 Cor. 1:15-16; 1 Cor. 16:6; Phil. 4:10-20).
- God blesses those who give to his work through you AND he gives them credit for your fruit (Phil 4:17-19).

## Why We Ask for Money

### BIG IDEA: It is a Miraculous Way to Function

- You are carrying out God's work.
- You have financial needs in order to carry out God's work.
- God will send you chosen servants who are capable of giving.
- They need to be asked, and that is the role you play.
- **Principle 1:** We look to God for the provision of our needs. It is a miraculous way to function. There is no human guarantee from any source. But God supplies.
- **Principle 2:** We inform God's people of the needs. We do this because God meets his need through his people. People are his ordained channels of provision for extending his work.
- **Principle 3:** As recipients of support, we are responsible to have integrity in how we use it.

**Was Jesus a Beggar?** The biggest hang up for Christian young people who are thinking of missions is MONEY. They don't want to be perceived as a beggar.

- Jesus could have turned stones into bread when he was hungry.
- He could multiplied loaves and fish but lived off the gifts of his friends during his ministry.
- He instructed his followers to leave their means of support. Fishermen left their nets. Tax collector left his tax collecting. The tent maker left his tent making.
- He instructed his followers to "carry neither purse, nor script, nor shoes but accept the hospitality of others (Lk. 10:4-7).

**A Good Model for Fundraising:** Pray, Inform, Ask, Let the Lord Provide As He Wills

## Confronting the Fear Factor

### BIG IDEA: Fear of Asking Will Probably Not Go Away but That Doesn't Stop Us

- The fear is real. It will probably never go away completely but it can be significantly reduced.
- Raising support through relationships is designed to reduce that fear.
- We must battle discouragement and cultivate confidence.
- It is a process of placing our faith in God....and again, placing our faith in God....

## It's Really Not About You

### BIG IDEA: It is Not a Financial Transaction but a Spiritual One

**Donors have a greater need to give than you have to receive.** Scott Morton with the Navigators, says, "We must remember we are inviting supporters to advance the kingdom, not merely to meet our personal needs." You are merely an agent called of God to engage His people in His program – Not your program, your needs, your budget.

- **God Does the Work:** God is in the business of translating His agenda into the hearts of people! If you are truly called you have been given an assignment and a vision to accomplish. He will bring the support.
- **It's Not About You:** You are not asking for funds for yourself! You are asking for funds to allow you to accomplish God's vision through you.
- **You Provide an Opportunity:** You are giving people an opportunity to partner in God's eternal program.

## The Number One Enemy of Fundraising

### BIG IDEA: Negative Thinking Can Lead You Down A Road Of No Return.

**Most often the number one enemy of fundraising is me.**

- Negative thinking produces negative thoughts.
- Negative thinking produces negative actions.
- Negative thinking produces negative results.
- Negative thinking can impact how you do or don't ask potential supporters.

- Negative thinking can impair needed follow through and follow up.
- If you find yourself getting in your own way in fundraising, it is time to regroup and refocus.

## Cultivating the Skills to Raise Funds

### BIG IDEA: Develop a Fundraising Strategy

**Key Principle 1: Build Relationships!** People give to people. People give to who they know. People give to people they know and trust. People give to people they know trust and care for.

**Key Principle 2: Personal & Practical!** The key to fundraising successfully is to personally contact people you know in the most personal and practical way possible.

**Most Effective Way to Fundraise:** The Harvard Business Review studied the forms of communication and ranked them according to effectiveness in the following order: Since the time of their study, new forms of communication have been created such as email, Facebook, and other social media.

1. On-on-one
2. Small group discussion
3. Large group discussion
4. Telephone
5. Handwritten letter
6. Typed letter
7. Mass letter
8. Newsletter
9. Brochure
10. News item
11. Advertisement
12. Handout

## Fundraising Check List

**Step 1: Begin with Your Home Church**

**Step 2: Determine to Whom You Will Go for Funds**

- Make a list of as many potential supporters as you can and gather contact info

**Step 3: Record, Catalog, and Prioritize Your Prospects**

- A Group – Most Likely to Support You
- B Group – May Support You If Encouraged
- C Group – May Possibly Support You But Not Sure

**Put supporters in the following categories:**

- First Line Connection – You Know Them Personally
- Second Line Connection – A Friend, Relative or Co Worker Knows Them Personally

**Step 4: Get the Word Out. This is Critical.**

- Send Support Letter
- Set Up a Facebook Page or Group
- Inform, Inspire and Invite Your Potential Donors to Join Your Support Team

**Step 5: Make Appointments with Your Top Potential Supporters**

**Step 6: When a Visit is Not Practical Conduct a Phone Appointment**

**Step 7: Conduct the Visit and Make the Ask**

**Step 8: Track Your Funds (REACH does this for you)**

**Step 9: Always Say Thank You**

# How to Ask

## Casual Greetings

- Start with small talk, SMILE, and look the person in the eyes.

## What to Talk About

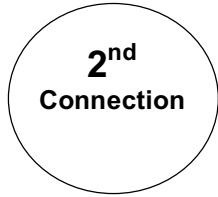
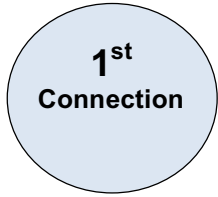
- 1. Explain the missions opportunity you have with Northwest University**
  - Country and ministry location
  - Host organization and missionary
  - The people you will be serving
  - What you will be doing
  - When you will be leaving
- 2. Explain how God is leading you to serve on this team**
- 3. Share your personal vision and excitement. What do you want to see happen?**
  - Emotions to convey: Excitement, Conviction, Sincerity and Confidence
- 4. Talk about how much you need to raise and your**
  - How much do you need to raise?
  - How much you raised so far
  - How much you still need
  - How much are you asking them to give
  - The deadline you need to receive funds

## When Making the Ask

- 1. What you say and how you say it is critical. Don't rush or race through this part.**
- 2. Before you ask:**
  - Slow your pace and pause
  - Make eye contact and smile!
  - Speak with sincerity
- 3. When you ask:**
  - Convey importance.
  - Be specific about what you are asking for. Ask for a concrete amount.
- 4. After you ask:**
  - Close your mouth and pause. Let them respond. Don't be tempted to break the silence.
  - NEVER apologize.
  - Be gracious, whatever the response.
  - Thank them.

# YOUR POTENTIAL SUPPORT TEAM

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# FUNDRAISING GOALS WORKSHEET

## List Your Financial Need

Full amount you need to raise \$ \_\_\_\_\_

How much you have raised so far \$ \_\_\_\_\_

How much you still need \$ \_\_\_\_\_

**Explain WHY you need it** (You will need to be able to explain this well with your potential supporters)

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## Networking & Fundraising Goals

What is the number of contacts you will make each week? \_\_\_\_\_

**Stage 1 Months:** \_\_\_\_\_ - \_\_\_\_\_

**\$ Goal to Raise:** I will raise \$ \_\_\_\_\_ in cash by: \_\_\_\_\_ (date)

**Initial Contacts:** I will make # \_\_\_\_\_ contacts by: \_\_\_\_\_ (date)

**Appeals:** I will make # \_\_\_\_\_ of appeals for support by: \_\_\_\_\_ (date)

**Stage 2 Months:** \_\_\_\_\_ - \_\_\_\_\_

**\$ Goal to Raise:** I will raise \$ \_\_\_\_\_ in cash by: \_\_\_\_\_ (date)

**Initial Contacts:** I will make # \_\_\_\_\_ contacts by: \_\_\_\_\_ (date)

**Appeals:** I will make # \_\_\_\_\_ of appeals for support by: \_\_\_\_\_ (date)

**Stage 3 Months:** \_\_\_\_\_ - \_\_\_\_\_

**\$ Goal to Raise:** I will raise \$ \_\_\_\_\_ in cash by: \_\_\_\_\_ (date)

**Initial Contacts:** I will make # \_\_\_\_\_ contacts by: \_\_\_\_\_ (date)

**Appeals:** I will make # \_\_\_\_\_ of appeals for support by: \_\_\_\_\_ (date)

# FUNDRAISING WEBSITES & APPS

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## Apps

### [icangowithout.com](http://icangowithout.com)

An app that encourages users to pledge to make lifestyle changes (such as giving up a cup a coffee each week) and then enables users to donate the money not spent to nonprofits.

- Available on the App Store

### [microsoft.com/helpbridge](http://microsoft.com/helpbridge)

An app that enables users to donate via text, send messages to emergency contacts, and browse volunteer opportunities during crisis situations.

- Windows Phone
- Available on the App Store
- Android App on Google Play

### [google.com/onetoday](http://google.com/onetoday)

An app that enables users to donate \$1 a day to their favorite nonprofits.

- Android App on Google Play

### [checkinforgood.com](http://checkinforgood.com)

An app that enables users to check-in to participating retail locations to generate micro-donations to nonprofits.

- Available on the App Store
- Android App on Google Play

### [charitymiles.org](http://charitymiles.org)

An app that enables users to earn money for charity when they walk, run, or bike.

- Available on the App Store
- Android App on Google Play

## Websites

[razoo.com](http://razoo.com) - Create an online fundraiser

### [YouCaring.com](http://YouCaring.com)

YouCaring is a well established fundraising site and the only free website on the list. The users will pay a credit card fee from WePay or PayPal of 2.9%, but as far as website fees - there are none. YouCaring has a well-diversified fundraising platform, offering fundraising in multiple categories and even providing a fundraising widget for its users which can be integrated into their personal sites. The site is visually appealing and user friendly.

### [Pledge.com](http://Pledge.com)

Pledge has been around for years. It is more basic than some of the other sites listed. They charge 3.0% of every donation to help maintain the site, and also offers a very wide range of fundraising opportunities. Pledge has a fundraising badge which can be shared on supporters personal pages. If you're looking for something very simple, Pledge could be just right for you.

### [Indegogo.com](http://Indegogo.com)

Indegogo is among one of the more unique fundraising sites. They charge a 4% fee and a 3% third-party fee, but you do get what you pay for. Indegogo is easy to use and very visually appealing as well. If you are looking for a more creative fundraising platform and don't mind paying a little more, check out Indegogo.com.

### [Fundly.com](http://Fundly.com)

Fundly has been around for a while. They a many price structures - the most basic being 7.5%, and has a very similar feel to Facebook. Fundly pages seem to be the most user friendly when it comes to customization, and also allow for more interaction. If pictures mean a lot to you, you may want to look into Fundly.

### [gofundme.com](http://gofundme.com)

Gofundme is one of the larger fundraising sites, it is very well established and has all of the basic fundraising tools. There is a 5% fee (plus the credit card fee) on every donation made through gofundme. If you're looking for the classic fundraising site, gofundme might be just right for you.

# ON FIELD PREP





# OVERVIEW OF TREAM TRAINING ACTIVITES

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## RECOMMENDED READING

### Team:

- Elmer, Duane. *Cross-cultural servanthood: serving the world in Christ like humility*. Downers Grove, Ill: IVP Books, 2006. – HIGHLY RECOMMEND.
- Corbett, Steve, and Brian Fikkert. *When helping hurts: how to alleviate poverty without hurting the poor-- and yourself*. Chicago, IL: Moody Publishers, 2012.
- Geisler, David. *Conversational evangelism: connecting with people to share Jesus*. Eugene, Or: Harvest House Pub, 2014.

### Leaders:

- Livermore, David. *Serving with Eyes Wide Open*. Grand Rapids: Baker Books, 2006
- Coleman, Robert. *The master plan of evangelism*. Grand Rapids, Mich: Revell, 2006.
- Alma, Carissa. *Thriving in cross cultural ministry*. Lexington, KY: Pavilion Books, 2011.
- Dillon, William. *People raising: a practical guide to raising support*. Chicago: Moody Press, 1993.
- Lencioni, Patrick. *The five dysfunctions of a team: a leadership fable*. San Francisco: Jossey-Bass, 2002.

## TEAM DYNAMCIS TRAINING

- Exercise 1      Creating Team Work Study
- Exercise 2      Create a Team Covenant Using the Sample Enclosed as a Guide
- Exercise 3      Penny Logo Team Building Exercise

## SPIRITUAL READINESS TRAINING

- Exercise 1      Spiritual Readiness Scriptures

## CULTURAL SENSITIVITY TRAINING

- Exercise 1      Cultural Sensitivity Study
- Exercise 2      Cultural Differences Study
- Exercise 3      Cultural DOs and DON'T's
- Exercise 4      Cross Cultural Devotional
- Exercise 5      Sparklers & Rockets Cultural Exercise (Requires 90 minutes)

## MINISTRY PREP & WITNESS TRAINING

- Exercise 1      Write Your Personal Testimony Using the Enclosed Instructions
- Exercise 2      Share Your Personal Testimony in Small Groups
- Exercise 3      Evangelism Role Play





# TEAM DYNAMICS



# CREATING TEAM WORK

*Written by Wayde Goodall D.Min; Dean, College of Ministry Northwest University*

## **T – Trust**

***Trust is the emotional glue that binds teams together.***

### **Three Elements of Trust:**

1. **Consistency** – time after time they see you respond in a consistent way.
2. **Loyalty** – Defend members of your team, check the facts, and assume the best until there is evidence that is contrary.
3. **Delegation** – Give tasks and ministry away. This say's "I trust you."

## **E – Economy of Energy**

***You can't run at full speed all the time.***

### **How to Save Energy:**

1. Anticipate energy drains: personal, seasonal, emergency etc.
2. Allow for flexibility whenever it is possible.
3. Take time to do some "fun" relational things. "A relaxed attitude lengthens a man's life" Prov. 14:30

## **A – Affirmation**

***Everyone needs affirmation so give it away as often as you can!***

### **Ways to Give Affirmation:**

1. Value other people's ideas
2. Appreciate uniqueness that people bring to the team
3. Commend team member's efforts
4. Praise team member's loyalty and commitment

## **M – Management of Mistakes**

***Mistakes happen and they must be managed well.***

### **Constructive Ways to Manage Mistakes:**

1. Bad attitudes must be corrected
2. Lack of participation and follow through must be addressed
3. Correct in private.
4. Confront in a way that is constructive and ask how you can help them.
5. Always give grace but lovingly be firm in what is right for the health of the team.

## **W – Weekly Team Meetings**

***Check in weekly to get progress reports and stay on track with common goals.***

### **Things to Check in On:**

1. What assignments are we currently working on?
2. How have we made progress?
3. In what areas are we having difficulties? How can we overcome those challenges?
4. What area are we having success in? What are we thankful for?
5. Who have you met with and what was the outcome?
6. Where do we need to make decisions?
7. What new assignments do we need to start on?

## **O – Open Report**

***Open communication is the cornerstone of great team work.***

### **Things that Destroy Good Communication:**

1. **Presumption** – False assumptions can be fatal to a team.
2. **Impatience** – Don't be more interested in what you want. Listen first. Then lead. Leadership Begins with Listening.
3. **Pride** – When you think you know it all – all you are is defensive.

“Reliable communication permits progress” Proverbs.

## **R – Recognition & Reward**

***The more credit you give to others the more you develop a team spirit.***

“Give honor and respect to all those to who honor and respect is due.” Romans 13:7

## **K – Keep Learning!**

***All leaders are learners. The moment you stop learning that's when you stop being a leader.***

### **Things to Remember about Leadership:**

1. You don't have to know it all to be a good leader.
2. Lean into the collective wisdom of the team.
3. Collaborate together and learn from each other.
4. Ask for help if you don't know something or go find it out.

“The intelligent man is always open to new ideas and he looks for them.” Proverbs 18:15

Leadership is a journey. It is about taking responsibility for the vision, equipping the team with what they need to accomplish tasks and meet goals (information, knowledge, encouragement etc.), getting people involved in the process and having fun along the way!

## **Team Work is Something We Do Together!**

“For as the body is one, and has many members, and all the members of that one body, being many, are one body: so also is Christ.” 1 Corinthians 12:12

It is possible to do a job alone

It is possible to do missions and ministry alone

But doing it alone limits the work from growing. It only guarantees smallness.

Doing the job alone will wear you out. Delegation, empowerment & accountability is the key to growth.

- The TEAM needs to say goodbye to doing things in an independent way and learn and work at being integrated into the greater whole.
- The TEAM becomes single focused – not different people and different agendas, doing their own thing.
- The TEAM has many different talents cultures, backgrounds, educational training – but are united in what they do.
- UNITY does not mean that everyone agrees all the time.
- UNITY means that the TEAM (body) is united in action – and in passion for a common cause.

# SAMPLE TEAM COVENANT

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**This sample was based off of a team covenant from Spanish River Church, Boca Raton, FL.**

This sample was selected because of the breadth of topics it covered as well as its use of biblical references in crafting statements.

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The most common reason that short-term mission teams experience difficulty is interpersonal conflict within the team. In order to function as a unified team, it is important to agree on a policy of acceptable attitude and behavior prior to going to the mission field. The following Team Covenant is an agreement between each team member, one to another, and the team leaders:

## **PURPOSE STATEMENT:**

Our purpose is to allow God to work through us as a team to glorify Himself, and demonstrate His love to others.

## **FLEXIBILITY:**

**I Corinthians 9:19 states, "Though I am free and belong to no man, I make myself a slave to everyone, to win as many as possible."**

We agree as a team to be flexible in our attitudes, actions and circumstances as we allow Christ's purposes to be carried out through us. "To the weak I became weak, to win the weak. I have become all things to all men, so that I may by all possible means I might save some." I Corinthians 9:22.

## **ACCOUNTABILITY:**

**Philippians 2:3 states "Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves."**

In all our actions on this mission trip, we are individually accountable to God first of all. We agree to be accountable to the team leaders, supervisors and other members of our team. We also agree to encourage each other to be faithful servants of God. Hebrews 10:24 states, "And let us consider how we may spur one another on toward love and good deeds."

## **RESPONSIBILITY:**

**Philippians 2:4 states, "Each of you should look not only to your own interests, but also to the interests of others."**

As team members, we pledge to carry out our tasks in a responsible and timely manner. We will handle all ministry equipment and assignments as tools and gifts in which God has entrusted to us. "And whatever you do, do it heartily, as to the Lord, and not unto men." Colossians 3:23.

## **TIME/PUNCTUALITY:**

**Philippians 2:3 states, "Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves."**

We agree to exhibit respect to team members and others by arriving on time and carrying out tasks on time. If a situation arises which causes one to be late, we agree to inform leaders and/or team members right away. We agree that time is given to us for God to accomplish His purposes and being punctual is an outward display of using God-given time wisely.



## **CULTURE:**

As a team, we realize that we are entering other cultures as guests. We will, to the best of our ability, refrain from passing judgment on customs that are foreign to us because they are simply different. We realize that we answer first and foremost to God, therefore we will refrain from any activities that violate God's Word. If this occurs, we will be sensitive as to how we approach this, explaining to the best of our ability the reason for our inability to participate in whatever activity is presenting itself. As a team, we will strive to show respect to those who are native to the country we are ministering by learning their customs and culture as well as living as they do. We hope that we may gain credibility as people with a genuine love for them as we labor to present the news of Christ to them.

## **ALCOHOL AND TOBACCO:**

**I Corinthians 9:22 states, "...I have become all things to all men so that by all possible means I might save some."**

In order to express the best image for Christ as possible, and in light of the alcohol-related problems so rampant in many countries, we will abstain from drinking alcoholic beverages and using narcotics. It is also recommended that everyone abstain from using tobacco products, allowing God the opportunity to work in this area of someone's life. If someone needs to smoke, he or she will be extremely sensitive to other teammates and those who are watching our Christian witness by not smoking in hotel rooms, the bus or with the group.

## **TRAVEL:**

Before planning any trips outside of our pre-scheduled group itinerary, we will discuss it with the team leader, nor will we travel anywhere without another team member. We agree to stay together in a group wherever we may go, unless given permission to be apart from the group.

## **CONFLICT RESOLUTION:**

As a team, we agree that when we have conflicts and differences among ourselves, we will, first through prayer and time in the Word, examine ourselves for selfish motives and unrealistic expectations of the other person. We will take responsibility to approach or confront the other person if it is appropriate. We will do this in love, for the purpose of restoring unity. We will forgive one another and pray together. We will not discuss the matter with other members of the team, causing them to become involved in the conflict. "In your anger, do not sin. Do not let the sun go down while you are still angry, and do not give the devil a foothold." Ephesians 4:26-27. If a conflict cannot be settled among the two parties, they will then seek council from the group leader.

## **TEAM UNITY:**

We agree that being united as a team means that as in Philippians 2:1-2, we must be "like minded, having the same love, being one in spirit and purpose."

We will accomplish this as outlined in Philippians 2:3-8: We will do nothing out of selfish ambition or vain conceit, but in humility, consider others better than ourselves. We will look not only to our own interests, but also to the interest of others. We realize that each team member is vital and has something unique to contribute; he or she should be encouraged and given opportunity to develop and utilize his/her spiritual gifts. Romans 12:4-6 states, "

Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others. We have different gifts, according to the grace given us."

## **GOSSIP:**

As a team we agree to speak only words to and about each other that will serve to build up and encourage. We will refrain from remarks that would hurt or tear down. "With the tongue we praise our Lord and Father, and with it we curse men, who have been made in God's likeness. Out of the same mouth come praise and cursing. My brothers, this should not be. Can both fresh water and salt water flow from the same spring?" James 3:9-11.

## **EMERGENCY OR CONTINGENCY PLAN:**

If an emergency or crisis develops, the team will follow the following principles:

1. Whatever action is taken, the TEAM STAYS TOGETHER. There is no room for individual action. If a team member is away from the group at the time of the event, he or she will immediately return to the group and contact the group leader.
2. Once the team leader is contacted, he will assess the situation and make further contingency plans. If necessary, he will contact a supervisor from Spanish River Church, who will be a communication link to our families.
3. A decision to leave an area will be made in conjunction with the team leader, the Spanish River Church supervisor and national leaders in country. The team leader or team members will not seek to make a decision without consultation with local national leaders. They know the situation best and know the best way to leave the area.

## **RELATIONSHIP WITH GOD:**

**Luke 10:27 states "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind; and, 'Love your neighbor as yourself.'"**

As team members, we agree to seek out an ever-increasing dependence and deepening relationship with God through Christ by setting personal devotions as a priority and humility before God in all communication and circumstances.

## **RELATIONSHIPS WITH OTHERS:**

**Proverbs 3:34 states, " God opposes the proud and gives grace to the humble."**

We also seek to place other team member's needs ahead of our own and seek out understanding in all relationships. We will respect each other by submitting to one another out of reverence to Christ. Ephesians 5:21 states, "Submit to one another out of reverence for Christ." This includes listening to each other's opinions, ideas and needs, and respecting time, property, and sleep.

## **RELATIONSHIPS WITH NATIONALS:**

In our relationships with nationals we will be obedient to the absolute truth of God and be women and men of integrity in our behaviors and motives. We will respect any cultural differences we may encounter. In all circumstances, we will seek to glorify God. We will demonstrate our love for God and others to the community, educational leaders and interpreters by respecting their opinions and differences. We will support their endeavors by coming alongside of them with servant hearts and teachable spirits. I Peter 4:8-10 states, "Above all, love each other deeply, because love covers over a multitude of sins. Offer hospitality to one another without grumbling. Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms.

## **RELATIONSHIPS WITH THE OPPOSITE SEX:**

We will uphold the directives of Spanish River Church by maintaining relationships with other team members as brothers and sisters in Christ and friendship. We will not engage in dating relationships with each other or nationals. We will also respect other cultural values of relationships with the opposite sex.

## **RELATIONSHIPS WITH TEAM LEADERS:**

**In light of Romans 13:1, "Everyone must submit himself to the governing authorities,"**

We will respect our God-given leadership by understanding their responsibility, accepting their decisions, and praying before we approach them with our disagreements. While submitting to and obeying their authority, we will treat them as friends and give them privacy at the proper times.

## **SHORT TERM MISSION POLICIES:**

As a short-term missionary participating with Spanish River short-term missions, we are reminded that we are ambassadors of the Lord Jesus Christ. As we go to minister, we do not only represent Him but the United States and Spanish River Church. This is a tremendous responsibility; consequently we confess our dependence on the Holy Spirit that we will be above reproach in our actions and attitudes as stated in the above Team Covenant.

## **AGREEMENT TO TEAM COVENANT**

I, \_\_\_\_\_, as a team member of a short term mission trip with Spanish River Church, have read this Team Covenant and promise before God and this team to abide by all of the policies and statements contained therein by the grace of God. If at any time in my service on this short-term mission, my behavior constitutes a problem, my team leaders and/or church leaders reserves the right and authority to return me home. Any additional costs incurred as a result of this action will be at my expense.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PENNY LOGO TEAM BUILDING EXERCISE

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Begin by asking everyone to empty their pockets, purses, or wallets for any coins they may have and put them on the table in front of them. Have a bowl of spare coins just in case someone doesn't have any on them (or have others share coins).

The task is for everyone to create their own personal logo using their coins in just two minutes. If you're feeling generous you can also get them to use other materials available to them, such as: pens, workbooks, wallets etc.

If you're working with large groups, then think about breaking them up into smaller teams of around 3-5 people and instruct them to create a logo that represents the team or the whole room or how they feel about a subject? (such as a logo to represent the vision and values of the mission trip.)

After this is done, get each person or team to discuss their logo and what led them to their creation and the meaning of it.

# PASTORING YOUR TEAM

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**Team leaders must lead their team spiritually!** Pastor your team beyond team meetings, devotions and pep talks.

**Team leaders must place discipleship as the top priority.** You may get the team into the nation; but will they be ready spiritually for the demands and spiritual attacks that are coming their way? Make an intentional effort to grow your team spiritually.

## Discipling Your Team

### 1. You must lead in prayer

This may seem obvious. But if you forget this one thing, your team will not be ready spiritually to handle a mission trip.

### 2. You must lead in personal preparation

If you aren't constantly in the Word and growing yourself, you will be unprepared to lead your team in spiritual growth.

### 3. You must lead in communicating what God is doing

You must clearly communicate what God is showing you in the Word.

#### Practical Advice:

- Go through the Bible (topical or book by book)
- Pray for your team
- Pray with your team
- Share with them what God is doing
- Leave time for testimonies in your meeting
- Attend weekly prayer meetings
- Lead them in devotions
- Hear their problems
- Counsel small issues
- Understand their needs

### 4. You must lead in spirit empowered ministry

- Practice hearing how God may be speaking
- Pray for and step out in the spiritual gifts
- Memorize key scripture verses to use during ministry
- Believe God for all things!

# Keeping Your Team on Mission

## Team Building

- Find creative ways to foster community before the trip
- Spend time together & have fun!
- Find ways to foster community while on the trip
- Always be at the work of encouraging & connecting!

## Maintaining Unity

- Keep your team focused on the spiritual. Pray together.
- Keep your team focused on the ministry / mission of God
- Keep your team focused on unity with each other. Establish fair principles acceptable to all.
- Deal with distraction right away
- Take turns talking and listening respectfully to teammates.
- Address conflict right away. Apply God's Word concerning conflict resolution – Matt. 18
- Address inappropriate conduct and attire right away

## Positive Delegation

Delegation is your friend in many ways: less stress, more inclusion, happier members, and stronger results.

- Be aware of the gifts and capacities of your team members
- Be aware of preferences, needs, limits, reservations, personality etc.
- You don't always get to do what you prefer
- Everybody should get involved and help
- Express appreciation and gratitude!!!

## Caring for Your Team

### Stay attuned and aware of the condition of your team

- Spiritual condition
- Physical condition
- Conflict among team members
- Complaining
- Distracted team members
- Inappropriate conduct

### Be watching for:

- Change in Behavior
- Undue fatigue
- Withdrawal
- Ministry hesitation
- Over familiarity with nationals
- Not eating
- Frequent bathroom visits

### Minister to your team:

- Encourage, empower and nurture your team
- Everyone helps everyone succeed!

# LEADING A QUALITY DEBRIEFING

By Steve Moore | [www.shorttermmission.com](http://www.shorttermmission.com)

## Introduction

Experienced short-term mission leaders know what God does in the hearts of team members is just as important as what He does through them. Every team leader wants the members of the team to come home changed, to have a vision for the world and to act out the next steps God has shown them. A quality debriefing experience is the key that unlocks the potential of long-term life change for most team members. As a team leader, planning and executing the debriefing sessions is like putting the key in the lock. It is up to the team members to "turn the key" as they engage in the process with you and open their hearts to God's next steps. Here are ten proven principles that will help you prepare for a quality debriefing experience.

## Ten Proven Principles

### **PRIORITY: Make it a priority from the start and guard it as sacred time.**

You can't wait until your ministry is over, bags are packed and the team is standing in the airport waiting for the flight number to be called to think about debriefing and expect it to be productive. Decide in advance that you are going to provide your team with a designated time to process the whirlwind of events and activities they have experienced together.

### **IN COUNTRY: Hold your debriefing session in your host country.**

Most short-term team members have an internal switch that goes off as soon as your plane touches the ground back home (for some it's just being in our airspace that does it!). Team members tend to become preoccupied, focused on reconnecting with their friends, family members and favorite fast food meal upon returning home. There is a measure of honesty, vulnerability and team chemistry that is nearly impossible to recreate outside of your host country.

### **PLAN IT IN: Schedule your debriefing session with your in-country contact during your logistical planning stage.**

Your host contact will want to get every minute of ministry and service out of your team. And so will you. Make sure you tell your contact in your advance correspondence that you will need up to six hours of time for debriefing two days before you depart for home. It is always easier to carve out time for debriefing before you arrive in the host country than afterwards. If you wait until you arrive to bring it up you may discover they have your team scheduled by the minute until you depart. Don't take a chance with what you have determined is a non-negotiable.

### **TALK IT UP: Emphasize the importance of debriefing throughout the trip.**

Team members will develop their perspective on debriefing by observing the way it is profiled by the team leader. If it seems important to you, it will be important to them. Seize opportunities during the trip to highlight the fact you will be addressing important issues during this strategic time.

### **LOCATION: Select the location for your debriefing session carefully.**

Often in-country contacts suggest you combine a visit to a tourist area with the debriefing sessions. If this seems to be the best use of time, make sure you go to a secluded area away from potential distractions to hold your debriefing sessions. Be sure to instruct your team members in advance that priority one is debriefing and priority two is free time at the tourist site.

**TAKE TIME: Be realistic with your time allotment. Don't Rush. Take several hours.**

Quality debriefing sessions cannot be rushed. This material will digest better if prepared in a "relational crock pot" than in a quick fryer. And every team member will add a unique flavoring of their own. Be inclusive. You may be surprised to discover some very sensitive issues surface as team members begin to process the experiences of the trip. Team members will be reluctant to open up and address more than superficial concerns if they know you have planned to do the entire debriefing in one hour. You should tell them to plan on four to six hours to be safe. Plan to make a day of it.

**ISSUES: Emphasize the priority issues.**

A good debriefing session goes beyond getting your team members to talk to you. You will need to direct their attention to priority subjects that go deeper than their felt needs. Most teams need to discuss issues such as misconceptions about missions (making sure the team sees the big picture), exaggerating team experiences and disillusionment upon returning home. Team members should also be empowered to learn the priority lessons God has for them and how they can communicate these lessons with others.

**PROCESS: Make sure the team is ready to strike while the iron is hot.**

Team members will encounter the most strategic opportunities to share about their trip within the first 48 hours after they return home. Team members who decide to wait until they get home and rest up to rehearse what they will say about the trip will likely miss out on the best opportunities God has prepared for them. Push your team members to process the information before they arrive home.

## Optional Steps

**EVAL: Use a team member evaluation form & next steps commitment card.**

Some team members simply will not verbalize issues they are facing. Purposefully solicit feedback from your team by way of a written evaluation form. Challenge team members to begin thinking about their next steps by way of a next steps commitment card. It is usually best to have team members return the commitment card after they return home. Too often the emotion of the moment distorts the perspective of a team member with regard to next steps.

**ONE-ON-ONE: Meet one-on-one with each team member**

In addition to group debriefing sessions, you should plan to meet with every team member before you return home for a personal appointment. Review the evaluation form in preparation for your meeting and think through the ways the team member has contributed to the efforts of the group. Give them an opportunity to share issues they were uncomfortable sharing in front of the group. Speak words of affirmation, encouragement and correction into each team member's life.

## Application Questions

1. Why is debriefing a non-negotiable element of your short-term mission plan?
2. Read Luke 17:7-10. How could this passage be used to shape the perspective of your team members in preparation for the trip home?
3. Will your team members be given opportunities to share their experience with others upon their return? What responsibility do you have as the team leader to help them prepare?



# TEAM DEBRIEFING QUESTIONS

By Steve Moore | [www.shorttermmission.com](http://www.shorttermmission.com)

The following debrief and re-entry questions can be done as an entire team, or in small groups, or in writing:

## General Debriefing Questions

How has God stretched you during this trip?

What have you learned personally?

What did you learn about missions and missionaries?

What surprises did you find that caused you to make adjustments?

What were you expecting that didn't happen? What happened that you didn't expect?

What was the hardest thing about being in the nation in which you served?

What will you always remember from your time in the nation in which you served?

What would you have eliminated to make your time better?

What would you have added to make your time even better?

Where and how is the Spirit of God at work in the nation in which you served?

What were some of the most significant signs of hope that you saw?

## Questions Regarding Re-Entry into America

How has your world view been altered by this short-term experience?

What would your prayers include now that you are back home?

What rearrangement(s) are needed in your present commitments in order to make missions more prominent in your life?

What did God show you that you do not want to forget for the rest of your life?

What did God do that you will tell others about?

Why do you feel others should go on a short-term missions experience?

How will you nourish this new desire to know God beyond your limited American setting?

Will this experience cause you to make changes in your budget or spending habits?

## A Note to Team Leaders

1. Remember to thank your team for all of their effort in preparing and ministering.
2. Challenge students to share their experiences with others and encourage others to go on a mission trip next summer.
3. Challenge team members to consider a longer and more in-depth cross cultural ministry experience.

**For information on serving 1-2 year missions assignments with the Assemblies of God students can download the Wide Open Mission Guide from [wideopenmission.org](http://wideopenmission.org) under the resources tab.**



# SPIRITUAL READINESS



# SPIRITUAL READINESS

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## WHY WE STAND AGAINST SPIRITUAL WARFARE:

### John 10:10

*The thief enters only to steal, kill, and destroy. I came so that they could have life—indeed, so that they could live life to the fullest.*

### 1 Peter 5:8-9

*Be clearheaded. Keep alert. Your accuser, the devil, is on the prowl like a roaring lion, seeking someone to devour. 9 Resist him, standing firm in the faith. Do so in the knowledge that your fellow believers are enduring the same suffering throughout the world.*

## HOW TO STAND AGAINST SPIRITUAL WARFARE & WALK IN SPIRITUAL VICTORY:

### SPIRITUAL WEAPONS

#### Using Spiritual Weapons | 2 Cor 10:3-5

*3 Although we live in the world, we don't fight our battles with human methods. 4 Our weapons that we fight with aren't human, but instead they are powered by God for the destruction of fortresses. They destroy arguments, 5 and every defense that is raised up to oppose the knowledge of God. They capture every thought to make it obedient to Christ.*

#### Putting on The Armor of God | Eph 6:10-18

### THE WORD OF GOD

#### The Written Word is Life | Matthew 4:4

*Jesus replied, "It's written, People won't live only by bread, but by every word spoken by God."*

#### The Written Word Reveals the Heart | The Hebrews 4:12-13

*12 because God's word is living, active, and sharper than any two-edged sword. It penetrates to the point that it separates the soul from the spirit and the joints from the marrow. It's able to judge the heart's thoughts and intentions. 13 No creature is hidden from it, but rather everything is naked and exposed to the eyes of the one to whom we have to give an answer.*

#### The Spoken Word | Luke 4:12

*Jesus answered, "It's been said, Don't test the Lord your God."*

#### The Prophetic Word | 1 Timothy 1:18

*Timothy, my child, I'm giving you these instructions based on the prophecies that were once made about you. So if you follow them, you can wage a good war*

## **CLEAN HEART & REPENTANCE**

### **Psalms 24:4-6**

*Who may ascend the mountain of the Lord? Who may stand in his holy place?*

*4 The one who has clean hands and a pure heart, who does not trust in an idol or swear by a false god.*

*5 They will receive blessing from the Lord and vindication from God their Savior.*

*6 Such is the generation of those who seek him, who seek your face, God of Jacob.*

### **2 Corinthians 7:10**

*Godly sorrow brings repentance that leads to salvation and leaves no regret, but worldly sorrow brings death.*

## **SUBMISSION & HUMILITY**

### **James 4:6-8**

*6 But he gives us more grace. This is why it says, God stands against the proud, but favors the humble.*

*7 Therefore, submit to God. Resist the devil, and he will run away from you. 8 Come near to God, and he will come near to you...10 Humble yourselves before the Lord, and he will lift you up.*

## **OBEDIENCE**

### **Deuteronomy 10:12**

*[Fear the Lord] And now, Israel, what does the Lord your God ask of you but to fear the Lord your God, to walk in obedience to him, to love him, to serve the Lord your God with all your heart and with all your soul,*

### **John 14:23**

*Jesus replied, "Anyone who loves me will obey my teaching. My Father will love them, and we will come to them and make our home with them.*

### **2 John 1:6**

*And this is love: that we walk in obedience to his commands. As you have heard from the beginning, his command is that you walk in love.*

## **FAITH**

### **1 John 5:4**

*because everyone who is born from God defeats the world. And this is the victory that has defeated the world: our faith.*

## **WALKING IN THE SPIRIT**

### **Galatians 5:16**

*16 I say be guided by the Spirit and you won't carry out your selfish desires.*

## WALKING IN THE LIGHT

### Ephesians 5:8-11

8 For you were once darkness, but now you are light in the Lord. Live as children of light 9 (for the fruit of the light consists in all goodness, righteousness and truth) 10 and find out what pleases the Lord. 11 Have nothing to do with the fruitless deeds of darkness, but rather expose them.

## UNITY

### Unity of the Body of Christ & Unity of Giftings | Ephesians 4:1-7

4 Therefore, as a prisoner for the Lord, I encourage you to live as people worthy of the call you received from God. 2 Conduct yourselves with all humility, gentleness, and patience. Accept each other with love, 3 and make an effort to preserve the unity of the Spirit with the peace that ties you together. 4 You are one body and one spirit, just as God also called you in one hope. 5 There is one Lord, one faith, one baptism, 6 and one God and Father of all, who is over all, through all, and in all. 7 God has given his grace to each one of us measured out by the gift that is given by Christ.

## LOVE

### Love One Another as Bond of Unity | Colossians 3:12-17

12 Therefore, as God's choice, holy and loved, put on compassion, kindness, humility, gentleness, and patience. 13 Be tolerant with each other and, if someone has a complaint against anyone, forgive each other. As the Lord forgave you, so also forgive each other. 14 And over all these things put on love, which is the perfect bond of unity. 15 The peace of Christ must control your hearts—a peace into which you were called in one body. And be thankful people. 16 The word of Christ must live in you richly. Teach and warn each other with all wisdom by singing psalms, hymns, and spiritual songs. Sing to God with gratitude in your hearts. 17 Whatever you do, whether in speech or action, do it all in the name of the Lord Jesus and give thanks to God the Father through him.

## MINISTRY

### The Anointing of God | Isaiah 61:1-2

The Lord God's spirit is upon me, because the Lord has anointed me. He has sent me to bring good news to the poor, to bind up the brokenhearted, to proclaim release for captives, and liberation for prisoners, 2 to proclaim the year of the Lord's favor and a day of vindication for our God, to comfort all who mourn,

### Resting in Jesus' Authority | Matthew 28:18-20

18 Jesus came near and spoke to them, "I've received all authority in heaven and on earth. 19 Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, 20 teaching them to obey everything that I've commanded you. Look, I myself will be with you every day until the end of this present age."

## YOUR TESTIMONY

### Revelation 12:11

They triumphed over him by the blood of the Lamb and by the word of their testimony; they did not love their lives so much as to shrink from death.

## **PRAYER**

### **Ephesians 6:18**

*And pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind, be alert and always keep on praying for all the Lord's people.*

### **Colossians 4:2**

*Devote yourselves to prayer, being watchful and thankful.*

### **Pray in the Spirit to Build Yourselves Up | Jude 20**

*But you, dear friends, by building yourselves up in your most holy faith and praying in the Holy Spirit*

### **Pray In the Spirit When You Don't Know What to Pray | Romans 8:26-27**

*26 In the same way, the Spirit helps us in our weakness. We do not know what we ought to pray for, but the Spirit himself intercedes for us through wordless groans. 27 And he who searches our hearts knows the mind of the Spirit, because the Spirit intercedes for God's people in accordance with the will of God.*

## **PRAISE & WORSHIP**

### **Worship, Psalms 149**

### **Praise, Isaiah 61:3**



# CULURAL READINESS





# CULTURAL SENSITIVITY

*Written by Dr. David Thomas, Northwest University*

These principles will have a local and team-specific application particular to the context for each group of which your host missionary will brief you on.

## 1. Globalization & Global Shift in Christianity

### IT'S A SMALLER WORLD TODAY

Trade, Travel & Communication: These factors lead to more awareness, exposure. Paradoxically can increase interest and sense of connection and also lower the "awe" factor.

### GLOBAL SHIFT IN THE CHURCH

Around 20 years ago the "center" of the Global Church (in terms of population and activity) shifted South and East. This means more Christians are empowered, active, and leading (both as thinkers and missional practitioners) in what was previously considered "Third World" and mission field territory.

### TREAT LOCAL CHRISTIANS W/ RESPECT

- We are their guests.
- We are increasingly in the minority globally.
- Local Christians have things to teach us. Humility is in order.
- We DO NOT go to impart superior knowledge but to listen and serve.

## 2. Conflicts & Assumptions Regarding Short-Term Missions

### COMMON ASSUMPTIONS

#### Our Assumptions:

This trip is a season in our life—perhaps an emotional and spiritual high combined with a time to see and experience new things. "Quasi-tourism."

#### Their Assumptions:

You coming is a statement, a promise, a snapshot of who we always are.

### WATCH WHAT YOU DO & SAY

**What you do and say can have a nearly permanent impact** upon the effectiveness of the trip and upon them in the future.

**Be careful of giving AND receiving gifts** - Sometimes gifts can be seen as a promise (according to local culture), and receiving one may obligate you in a way you hadn't intended.

**Be careful regarding expressions of admiration**—of people or possessions.

**Be careful of expressions of affection** and love, especially between the sexes.

**Be careful of making any promises of contact**, correspondence, etc.

### 3. Always Be Sensible!

**Submit to your host! This will save you, them and the nationals a lot of trouble.**

**You are there to further the missionary's permanent work.**

**Abandon self-interest & self-determination that goes with being a tourist.**

If you have a tourist mentality you risk losing enjoyment as either a tourist or a missionary. If you have a submitted, sensible missionary attitude you likely will enjoy some things as a tourist along the way.

**Other Cultures Are Often More Conservative & Sensitive. These Can Draw the Wrong Attention:**

Loners

Rebels

Big Talkers (i.e., boastful, crude, loud)

Bantering and Excessive Joking

Flashy or Immodest

Dressers

Big Spenders

**The Only Way You Want to Stand Out Is**

Be a Submitted & Cooperative Servant

Be concerned About God's Glory

Be Supportive of the Host Missionary's Mission

Be Supportive of Your Team Mates

Be Concerned About Reaching the Nationals

– AND IN THIS ORDER!

# CULTURAL DIFFERENCES

## WHAT IS CULTURE?

Shared norms, behaviors, artifacts, personal and cultural values and beliefs

**Much of culture is what lies beneath the surface of a society**

## SOCIAL / BEHAVIOR DIFFERENCES

|                          | "Warm" Culture               | "Cold" Culture            |
|--------------------------|------------------------------|---------------------------|
| <b>RELATIONAL</b>        | Relational Oriented          | Task Oriented             |
| <b>COMMUNICATION</b>     | Indirect                     | Direct                    |
| <b>TIME</b>              | Event & Spontaneous Oriented | Time & Structure Oriented |
| <b>COMMUNITY</b>         | Collectivist                 | Individualist             |
| <b>SOCIAL / JUDICIAL</b> | Shame Based                  | Guilt Based               |

## COMMUNICATION DIFFERENCES

**Direct Communication** – Explicit communication. A "yes" means "yes."

**Linear Communication** – Use outline style and clear verbal transitions. They usually make the main point first with supporting explanations and details following.

**Indirect Communication** – Indirect people are high-context by nature. In order to understand them you have to read between the lines. "Yes" may mean "maybe" or even "no."

**Circular Communication** - Often described as storytelling style. The speaker may take the listener to the main point but not explicitly verbalize it. They may even jump between storylines or points.

**Comprehensive Communication** – Addresses many or all points that are related to the topic, usually simultaneously. They may jump between points without verbal transitions.

**Non-Verbal Communication:** Space, touch, body language, tone

## CULTURAL DIFFERENCES

Foods, Eating, Sanitation, Bathroom Situation, Dress Attire, Grocery Shopping, Transportation, Etc. Etc.

## CULTURAL MISINTERPRETATION

It is easy to misunderstand because of different cultural rules such as: Rules for Communication, Learning, Greetings, Friendship, Gift Giving, Money, Hospitality, Time, Gender Relationships, Making Mistakes, Giving Correction Etc. Etc.

## INTERCULTURAL COMPETENCE

|                       |                      |
|-----------------------|----------------------|
| A Mind Set ----->     | KNOWLEDGE            |
| A Skill Set ----->    | ABILITIES            |
| A Attitude Set -----> | ATTITUDE & CHARACTER |

# “Hot Climate” Cultures vs “Cold Climate” Cultures

From the book *Foreign to Familiar* by Sarah A. Lanier. This chart shows common cultural differences between relationship-based and task oriented cultures using the metaphor of “hot-climate” / “cold-climate”.

| <b>“Warm” Culture</b>    |   | <b>“Cold” Culture</b>   |
|--------------------------|---|---|
| <b>RELATIONAL</b>        | <b>Relational Oriented</b>  | <b>Task Oriented</b>  |
|                          | <p>Communication must provide a “feel good” atmosphere</p> <p>The person takes priority over time and efficiency</p> <p>Problem solving happens is a relational and communal process</p>  | <p>Communication must provide accurate and useful information</p> <p>Efficiency and time are high priorities</p> <p>Quick to define the problem and give a solution</p>   |
| <b>COMMUNICATION</b>     | <b>Indirect</b>   | <b>Direct</b>   |
|                          | <p>It is all about being friendly</p> <p>Out of curtesy wait to express their mind</p> <p>Every question must be phrased in such a way as to not offend by its directness</p> <p>Use a third party for accurate information</p> <p>A “yes” may not be an answer to your question</p> <p>Avoid embarrassing people</p> <p>Nonlinear learning based on storytelling</p> | <p>Short, direct questions show respect for the person’s time</p> <p>Quick to express our mind</p> <p>A “yes” is a “yes” and a “no” is a “no” – there are no hidden meanings</p> <p>An honest, direct answer is information only. It doesn’t reflect on how person feels about you</p> <p>You can say what you think (nicely) and it will usually not be taken personally</p> <p>Linear learning with facts &amp; bullet points</p> |
| <b>TIME</b>              | <b>Event &amp; Spontaneous Oriented</b>   | <b>Time &amp; Structure Oriented</b>  |
|                          | <p>Not as oriented toward the clock as cold-climate cultures</p> <p>Spontaneous &amp; flexible in approach to life</p> <p>Respond to what life brings</p>   | <p>Expect the event to begin at the time announced</p> <p>Try to plan their day, and saving time is a value structured in their approach to life</p>  |
| <b>COMMUNITY</b>         | <b>Collectivist</b>   | <b>Individualist</b>  |
|                          | <p>I belong, therefore I am</p> <p>My identity is tied to the group (family, tribe,)</p> <p>The group protects and provides for me</p> <p>Taking initiative within a group can be greatly determined by my role</p> <p>I do not expect to have to stand alone</p> <p>My behavior reflects on the whole group</p> <p>Team members expect direction from the leader</p> | <p>I am a self-standing person, with my own identity</p> <p>Every individual should have an opinion and can speak for him or herself</p> <p>Taking initiative within a group is good and expected</p> <p>One must know how to make one’s own decisions</p> <p>My behavior reflects on me, not on the group</p>  |
| <b>SOCIAL / JUDICIAL</b> | <b>Shame Based</b>  | <b>Punishment Based</b>   |
|                          | <p>Indirect correction</p> <p>Punishment fits the situation</p> <p>Use of shame to correct/discourage unacceptable behaviors &amp; visa versa</p>   | <p>Direct correction</p> <p>Punishment fits the crime</p> <p>Use of punishment to correct/discourage unacceptable behaviors</p>   |

## HIDDEN SUPERIOIRTY VS. CROSS CUTLURAL SERVANTHOOD

Why are people who intend to serve are perceived as having attitudes of superiority, paternalism or neocolonialism – all opposites of servanthood?

- Superiority is hardwired deep into the North American subconscious.
- Most of what we do and say and how we behave is done unconsciously
- Superiority is evasive and hard to identify. It seeps out unnoticed but us, but noticed by them.

**Superiority is often cloaked in subtle actions & attitudes that disguise as virtues:**

| Cloaked Virtues  | Perceived As...  |
|--|--|
| "I need to correct their error"                              | "I have superior knowledge"  |
| "My education has equipped me to know what is best for you"  | "Let me do most of the talking while you do most of the listening and changing." |
| "I am here to "help" you"                                    | "So you should do what I say"  |
| "I can be your spiritual mentor"                             | "So I am your role model"  |
| Let me disciple you, equip you, train you                    | "Let me make you into a clone of me."  |
| <b>We come off as "I know what is good and best for you"</b> |  |

## GIFTIVE MISSIONS (TOWEL MISSIONS)

*"Perhaps it is the inability to "wear" this cultural face of humility that has prompted many in the world to charge North Americans with superiority or arrogance in spite of our declared efforts to "serve the nationals." - Cross-Cultural Servanthood by Duane Elmer*

**THE NUMBER 1 GOAL OF SHORT TERM MISSIONS IS: To Do No Harm**

We are not entitled to anything. We don't go to "do our ministry" but to humbly and gratefully serve the work and efforts of the host missionary who have invited us as his/her guests. Remember, you are a short term guest that will leave in two week and they live there.

We don't go to "get people saved" but to share our faith and how Jesus has changed us.

We don't go to "fix problems," people or situations but to serve and bless.

We don't go to "help" the poor and needy but to experience life with them. Not all poor are "needy poor."

We don't go to "give" money, gifts or other tangible things as these are not always a blessing.

We don't go to "teach" anyone our superior knowledge but to share and learn together.

We don't go to "correct" erroneous ways or thinking. We have no right to say what is "correct" as short term guests in a culture that is not our own.

We Go To **Love**. To **Receive**. To **Learn**. To **Serve**.....In that Order.

# HOW DO WE SERVE ANOTHER CULTURE?

- The bible calls believers everywhere to humility but the way humility is expressed takes on a cultural face.
- Servanthood is culturally defined. How does servanthood look in their culture?
- We can only minister from our own cultural context. We can't serve someone you don't understand.
- Good intentions are not enough. Others can't see your motives, only your actions
- Divesting yourself of your own culture in order to serve another culture is an intention process



# CULTRUAL DOs & DON'Ts

From the Book Cross-Cultural Servanthood by Duane Elmer

## OPENNESS

### Key Principles

- Openness with people different from yourself requires that you are willing to step out of your comfort zone to initiate and sustain relationship in a world of cultural differences.
- *Openness is the ability to welcome people into your presence and make them feel safe.*
- *Openness is directed towards people – others like us, and more importantly, others who are not like us*
- *Openness must be expressed in culturally appropriate ways so others feel welcomed and safe in your presence.*

### DON'TS

- Don't PROFANE others by dishonoring them with inappropriate "American" talk, actions, and behaviors.
- Don't JUDGE people, things, and cultural practices that are different, confusing or that you don't prefer.
- Don't CATEGORIZE people based upon their appearance, dress, and cultural practices.
- Don't equate DIFFERENT as NEGATIVE.
- Don't think in BLACK & WHITE. There are lots of shades of grey in every culture.

### DO's

- HONOR **all** people who are in your presence (who are in ear shot and eye shot) at all times.
- Be HOSPITABLE in all things and at all times. Smile. Be kind, friendly, inviting, open, sharing etc.
- Be GRACIOUS in all things and at all times.
- Be a gracious RECIEVER as the first posture you take. Giving comes second!!!
- SUSPEND JUDGMNET by not coming to quick and negative conclusion. Just observe and process.
- Have TOLERANCE FOR AMBIGUITY. Be open and flexible in times and in matters you don't understand.
- Practice finding POSITIVE ATTRIBUTES about the people and their culture. Assume the best.

## ACCEPTANCE

### Key Principle

- Before you can communicate acceptance, people must experience your openness – your ability to welcome them into your presence.
- *Acceptance is the ability to communicate value, worth and esteem to another person.*

### DON'TS

- Don't CATEGORIZE people. Example: She is not a "prostitute" but a person in prostitution.
- Don't reduce everyone as "NEEDY" and "POOR." Most people don't view themselves that way.
- Don't PITTY people.
- Don't SEPARATE yourself from their culture. Participation shows acceptance.
- Don't be IMPATIENT with other cultures.
- Don't have a NARROW view of "right", "wrong", "different", "inferior", "superior."
- Don't be DOGMATICALLY RIDGID (rigidity of beliefs, cultural traditions, personal preferences.)
- Avoid using EVALUATIVE LANGUAGE ("that's weird", "their roads are bad", "this food smells")
- At all costs DON'T COMPARE things to how things are back home!!!

### DO's

- Be ACCEPTING of all people and all things you are presented with.
- PROTECT PEOPLE'S DIGNATY at all costs.
- View all people in all circumstances as people of VALUE & WORTH.
- Make an effort to LEARN THEIR LANGUAGE, even if it basic words and phrases.



## TRUST

### Key Principles

- *To build trust others must know that you accept and value them as people.*
- *Trust is the ability to build confidence in a relationship so that both parties believe the other will not intentionally hurt them but will act in their best interest.*
- *True trust takes time and develops in small incremental steps.*
- *Trust must be built from the other person's perspective.*
- *Trust must be nurtured.*

**DON'TS:** Don't assume the ways American's build trust is the same in other cultures.

**DO's:** Ask your host missionary what the people in this culture do to build and maintain trust.

## LEARNING

### Key Principles

- *You can't learn important information from someone until there is trust in the relationship.*
- *Learning is the ability to glean relevant information about, from, and with other people.*
- *Learning about a culture does not mean we know a culture.*
- *Learning from people of other cultures is the greatest honor we can give.*
- *The best learning is done in interdependent relationships with others.*

### DON'TS

- Don't assume you have the RIGHT ANSWER(s).
- Don't view people of other cultures (in any situation) as having NOTHING TO TEACH YOU.
- Don't view people as HAVING LESS (educated, spiritual, economic, hygiene, infrastructure, housing, knowledge)
- Don't TALK TOO MUCH, and too loud.
- Don't TELL people of other cultures HOW TO DO IT.
- Don't speak on things with FINALITY and AUTHORITY. This does not allow for discussion.
- Don't assume you KNOW A CULTURE just because you studied about them.
- Don't REFUSE TO BE A LEARNER!
- Don't cause someone to LOSE FACE. Don't embarrass people of other cultures.

### DO's

- ASK LOTS OF QUESTIONS!! Ask, ask, ask, ask. Be inquisitive of their culture. Always be learning.
- Talk less and LISTEN MORE. LISTEN FIRST.
- View all people you interact with as having something to TEACH YOU!
- Make all your interactions and ministry, DISCUSSION ORIENTED, not lectures.
- Always BUILD FACE & SAVE FACE.

## UNDERSTANDING

### Key Principles

- *You can understand others until you have learned about them, from them and with them.*
- *Understanding is the ability to see how the patterns and pieces of another culture fit together in a way that makes sense to THEM and you.*
- *There is usually always a reason why they do the things they do and think the way they think.*

### DON'TS:

- Don't assume just because you don't understand another cultures thinking or practices THAT IT IS RANDOM, ignorance, stupid, illogical or uneducated.
- Avoid ETHNOCENTRISM at all costs! (my culture is the best, we do it the best)
- Avoid EGOCENTISM at all costs! (my way is the right way)
- Avoid PATERNALISM at all costs! (let me show you how to best do it)

### DO's:

- Ask your host missionary what THE LARGE FRAMEWORK is for a cultures way of thinking and doing certain things.
- Again, DON'T COMPARE things to how they are back home (roads, sanitation, dress, punctuality, living conditions, workmanship, labor, food, driving patterns, smells, church services, leadership styles, decision making, conflict management, relationships, recreation, phone service, organization etc. etc.
- SEEK TO UNDERSTAND their PERSPECTIVE.

## SERVING

### Key Principles

- *You can't serve someone you do not understand.*
- *Serving is the ability to relate to people in such a way that their dignity as human beings is affirmed and they are more empowered to live God-glorifying lives.*

**DO's: Follow the steps above: Openness, Acceptance, Trust, Learning, Understanding**

## WATCHING TALK & BEHAVIOR

The nationals are ALWAYS WATCHING you. Watch what you SAY and TALK ABOUT.

The nationals are ALWAYS HEARING YOU. Watch your VOLUME.

The nationals are ALWAYS INTERPRETING YOUR ACTIONS & BEHAVIOR

Your talk, dress, actions, attitudes, behaviors will "TYPAFY ALL AMERICANS."

You talk, dress, actions, attitudes, behaviors will "TYPAFY AMERICAN CHRISTIANITY."

**Most cultures are far more CONSERVATIVE than Americans.**

- Dress conservatively
- Talk conservatively
- Don't be BOASTFUL
- Don't be CRUDE
- Avoid INSIDER conversations
- Don't be LOUD
- Don't DRAW ATTENTION

**Bring Glory to Christ in All You Say and Do at All Times**  
(Even During Rest Times When You Think They are Not Watching You!)

# CROSS CULTURAL SERVANTHOOD DEVOTIONAL

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## TEXT: 1 Corinthians 9:19-23 & 2 Corinthians 8:9

**1. Paul had a goal, the same goal Jesus had:**

Win people to Christ to make them “rich.” Everything else must be submitted and secondary to that goal.

**2. Reaching that goal requires us to relinquish our rights.**

The highest knowledge is not to understand & exercise our rights, even our rights in Christ, but to give them up. This is the context of 1 Cor. 9:8-10.

- Americans are culturally pre-disposed to stand on their own rights, and to assume without question that their own right to action and (above all) speech takes precedence above everything else.
- I want to gently but firmly inform you that the highest expression of your faith, of imitating Jesus, is to renounce the very rights that even Jesus paid for you to have.
- Jesus paid with His blood for you to be rich. Now you are volunteering to become poor for a time to win some, so they would be rich.
- THE GOOD YOU DO IS QUICKLY NULLIFIED IF YOU TURN AND REFUSE TO LAY DOWN YOUR RIGHTS IN THE NEXT MOMENT WHEN IT COUNTS THE MOST.

**3. The goal of reaching people and the willingness to surrender rights** and serve must have the “feet” of practical (and sometimes uncomfortable) application. It wasn’t comfortable for Jesus to leave the riches of heaven and be born in a stable, walk around and be maligned, then die on a cross. But He did it to become like us, to breach a divide and serve in a way we could receive, so He might win us.

**4. It wasn’t comfortable for Paul to “become all things to all men”—**but he did it to save those he could, knowing he couldn’t save them all.

**5. Again, your trips will be short. The best way to address this is attitude.**

If you go in doing this as an adventure to broaden your own educational experience or whatever else, you go in at a disadvantage. No one is a successful servant of Christ by accident. You have to be intentional.

**6. If, however, you go in doing these things as an expression of love and devotion to Christ,** and you keep a submitted spirit to your host missionary, team leader and coach IN SPITE OF IMPERFECTIONS, God will be able to use you.

# SPARKLERS & ROCKETS CULTURAL EXERCISE

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## INSTRUCTIONS:

### Time Required

90 minutes total:

- 15 minutes to learn cultural rules
- 10 minutes for visits and small-group debriefing
- 15 minutes to play together
- 15 minutes to describe the other culture; 35 minutes for large-group sharing and debriefing.

### Objectives

1. To identify the different aspects of culture: values and behaviors.
2. To explore the influence of culture on our interpretation of other's behaviors.
3. To demonstrate the influence of cultural values on our own behaviors.

### Materials

- Copies of the Sparkler's Cultural Rules Handout and the Rocket's Cultural Rules Handout for each member of the assigned cultures.
- Paper clips (10 per person)
- A pad of sticky notes
- 1 pen or sharpie
- A break out room for one of the cultures (to separate into another room).

### Process

This activity offers participants firsthand experience with a "cultural encounter."

### Setting Up the Exercise

1. Each group is to go into their own separate room. Appoint an exercise moderator to facilitate this exercise in each group.
2. After dividing the group in half, distribute the "Sparklers' Cultural Rules" handout to each member of one group and the Rockets' Cultural Rules" handout to each participant in the other group.
3. This activity offers participants firsthand experience with a "cultural encounter." After dividing the group in half, distribute the "Sparklers' Cultural Rules" handout to each member of one group and the Rockets' Cultural Rules" handout to each participant in the other group.
4. FOR BOTH ROCKETS & SPARKLERS: 10 paper clips are given to each person.
5. SPARKLERS ONLY: Each person is to have the same number of sticky notes posted on their shirt as the number of paper clips they received (10.)
6. ROCKETS ONLY: Each person is to have 1 sticky note on their shirt with a random number written on it. Numbers can range between 15 – 80.

## How to Conduct the Exercise

### 1. EACH GROUPS SELECTS SCOUTS:

The Sparklers are to select 2-3 of its members to be "scouts" and the Rocket group is to select 2-3 of its members to be "scouts."

### 2. PRACTICE RUN OF PAPER CLIP GAME USING CULTURAL RULES:

Give each group approximately 10 minutes to read over the characteristics of their culture and to practice the "Paper Clip Game," using their cultural rules to do so. Instructions are outlined in each culture's "Cultural Rules Handout." When the practice round is done it is time to play. Except for the scouts, the groups should continue to play the "Paper Clip Game" (using their cultural rules) with each other.

### 3. SEND SCOUTS OUT TO OBSERVE OTHER CULTURE:

The moderators are to ask each group to send 2-3 scouts into the other culture to observe their interactions. They are not to participate in the culture; they should only observe. These scouts spend approximately 5 minutes in the other culture. Upon returning to their home culture, they share what they have seen and describe what they believe to be the rules and values of the other culture.

### 4. BOTH GROUPS COME TOGETHER TO PLAY PAPER CLIP GAME:

After the scouts have briefed their own culture group on what they have observed about the other culture, moderators are to ask both cultural groups to meet in the same room and give them approximately 15 minutes to play the "Paper Clip Game" all together, each group following their own cultural rules to do so.

### 5. SEPARATE GROUPS AGAIN AND PREPARE A DESCRIPTION OF THE OTHER CULTURE:

After 15 minutes of play, separate the two group again and give each culture 15 minutes with their group to prepare a description of the other culture (what they think their cultural rules are), which will be asked to share once they are together again. Specifically, each group is to respond to the following:

- a. What behaviors did your scouts observe? What cultural values or rules did your scouts determine from these observations?
- b. When you were first together as a total group and playing the game, what observations did you make? How accurate did you feel the scouts had been in describing what they saw? Were there differences in what the scouts described and your own experience?
- c. Using descriptive words, how would you portray the other culture?

### 6. BRING BOTH GROUPS TOGETHER TO SHARE OBSERVATIONS:

After 15 minutes of discussing a description is done, bring the two groups together again. Ask the Sparklers to share their descriptions of the Rockets' culture with the Rockets. Do not allow the Rockets to talk during this time – they are only to listen. When the Sparklers are finished, allow the Rockets to share their conclusions about the Sparklers. Do not allow the Sparklers to talk during this time – they are only to listen.

## Debriefing Questions (Whole Group Together)

1. How similar or different was each culture from the assumptions the other culture made about them? What might arise from these perceptions? *(Note: Look for both resources each group might bring and conflicts that might occur.)*
2. How did you feel about being in your own "culture"? Why?
3. If you were a scout, how did you feel about the behaviors of the other culture when you played in the large group together? Why?
4. What personal values do you hold that made either of these cultures comfortable or uncomfortable?
5. Did you agree with the other culture's description of you? If not, what was your reaction?
6. What did you learn from this experience?
7. How can you apply what you learned to everyday life? Are there groups or people around you that might misperceive each other in the way the Sparklers and Rockets did? Why?

## Conclusions

### WORLD VIEW / EVALUATING

- We perceive and evaluate others from our own cultural perspective
- We tend to interpret or evaluate other's behaviors rather than describe them.
- And the interpretation/evaluation is from our own cultural perspective.
- This can interfere with our ability to learn about another culture.

### INTERPRETING CULTURAL RULES

- Individuals within a culture may interpret cultural rules differently, leading to individual differences in behavior.

### STEREOTYPING

- If we are too ridged (stereotyping) in our expectations of another culture, we may miss individual differences and be less effective in our interactions with individuals from that culture.

### PERSONAL VALUES

- Our personal values may lead us to be more or less comfortable with the behavior of others.

# Rocket Cultural Rules Handout

## **Rockets highly value relationships the most.**

- Rockets love each other!!
- They love to laugh, talk and tell stories
- They like to stand close to the person they are speaking to and touch each other on the arm as a form of greeting.
- They sigh loudly to signal their approval and great contentment of the conversation.
- Do this BEFORE and AFTER each game.

## **Accumulating wealth is not highly valued.**

- In fact, displaying wealth is not appropriate.
- Rockets are never greedy or pushy and don't care about winning.
- The game is just a reason to get together and have relationship.

## **Age is an important criterion for respect and authority.**

- Rockets wear a sticker with their age written clearly.
- When Rockets talk with their elders they bow at the BEGINNING of the conversation starts.

# Sparkler's Cultural Rules Handout

## **The most important goal in life is to accumulate wealth.**

- All Sparklers receive an equal number of paper clips at birth and have an equal opportunity to gain more.
- Sparklers wear the same number of stickers as the paper clips he/she has.

## **Sparklers with the most paper clips are the most highly respected in Sparkler society.**

- When Sparklers exchange paper clips with those who have more paper clips than him/her, they must bow deeply at the beginning of the game.

## **Sparklers do not spend much time together unless they are engaged in exchange of paper clips.**

- They like to keep a "safe" distance of approximately 2-3 feet during paper clip exchanges.
- They are uncomfortable with people who stand too close and touch their body.

## **It's important for Sparklers to constantly fold and unfold their arms while focusing on their game strategy.**





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# MINISTRY PREP & WITNESS



## Youth & Children Ministry

### Kids VBS Program

One option for your team may be to hold a mini Vacation Bible School program. Your Missionary will let you know if this is a ministry you should be prepared for. If you, you should also bring all your supplies with you to ensure that the VBS program is a success. Use an established or well-crafted curriculum. (Determined by missionary).

### Children & Youth Ministry

It's helpful to bring some sort of children's ministry tool, such as balloons, games, music, object lessons, short ministry programs, puppets, clowns or bracelets. This will help you overcome language barriers and connect with children on a personal level.

### Ministry Ideas

- Meaningful & Memorable Crafts & Art Projects
- Skits / Dramas / Human Videos
- Music & Worship
- Sports & Games
- Learning Clinics. Teach them How! (Music/Worship Songs, Sports, Art or Handy Craft, Drama/Human Video)

## Small Groups

### Small Group Activities

- Group Games
- Team Building Exercises
- Spiritual Reflection Exercises (Get in Groups)
- Fun Get to Know You Icebreaker Questions for Small Groups
- Short Story / Illustration Discussion & Reflection Time

## Prayer Ministry

### Prayer Walks

Prayer walks may not seem as glamorous or even as effective as other types of ministry. But prayer is the most **powerful** tool we have on the mission field. Prayer walks give your team an opportunity to call God with one voice to move in a particular area or against a particular prevalent issue. Encourage team members to press into God and cry out for the people in your host country. You may lead them through topical prayers or have them pray a particular verse. Your team may not see the results right away, but God is faithful to answer prayer. This is a great ministry to practice in your home town prior to the trip so you team is comfortable with it on the field.

## Service Projects

### Work Crews

Work crews are another important aspect of a mission trip. Teams can be a tremendous resource to missionaries and nationals. It can create opportunities for connections during work, but also creates facilities the missionaries will use for future ministry.

- Cleaning, Picking up Trash, Building, Painting, Odd Jobs

### Medical Care

Some of trips include assisting in holding medical clinics. You may be asked to do a variety of things that may be mundane or out of your team member's comfort zone. Encourage your team to meet people's physical need while also taking any opportunity to pray for them.

- Teeth Cleaning / Home Care / Lice Treatments

## Visitation & Conversation Ministry

**Personal Visits Can Be Very Meaningful! You Can Visit:**

**Homes**  
**Hospital**  
**Orphanage**  
**Coffee Shop**  
**University or School**  
**Ministry Sites**  
**On the Street**

The idea here is to extend genuine compassion and care and to cultivate good conversations that center on meaningful dialogue. Listening is the key to asking good questions that open up the conversation and allow the other person to share their story, what is important to them, what they value, how they see the world, what they believe etc. For this ministry to be effective you can't push the conversation or have an agenda. Simply listen and ask good questions!

## Door-to-Door Prayer Ministry

Door to door ministry can be both uncomfortable and powerful. Your team will step into people's homes and ask to pray for them.

- Before the team members disperse, give them instructions to ask the people they encounter if they can come in. Tell them not to express pity or to cry if they encounter difficult living conditions or situations.
- Treat them and their home with respect.
- Have the team ask the host questions and smile.
- Ask them if there is anything you can pray for them for.
- Tell the team not to force anyone to pray. If the person looks uncomfortable, keep it brief and depart with thanks.
- Have team members avoid talking about themselves or preaching a sermon. This is about the person you are praying for.
- Have participants pray with their eye on the leader while being sensitive to Holy Spirit.

## Distribution Ministry

- Food and Clothing Distribution / Health and Toiletries Distribution

## Church Service, School Assembly, or Street Rally

**Street Rallies or School Assemblies:**

In most cases, these have been set up by the missionaries with whom we are working. A program should not exceed 40 minutes. Three or four rallies may be conducted in one location with a 30-minute break between each.

**Rally/Assembly Format**

The most important aspects of a program are length, communication and ministry. Rallies and assemblies should not be thrown together. The ministries presented should be conducted with trained participants and with excellence.

**Sample order of service for a street outreach:**

- **Music:** Have lively music playing to draw a crowd while your team is out promoting the rally.
- **Introduction:** Have a national introduce your team and your purpose.
- **Icebreakers:** Have your team perform one or two funny dramas to engage the crowd. You could also play a game here or sing a song.
- **Human video or serious drama:** Pick a drama with a message.
- **Testimony:** Have someone from your team give their testimony.

- **Human video or serious drama:** Perform a second serious drama. This should be your best drama with the most powerful message.
- **Wrap up:** Have a national give a short wrap up and refer people to a local church or ministry.
- **Altar call or prayer:** Offer the crowd a chance to accept Christ or to have your team members pray for them.

## Sharing Testimony & Preaching Ministry

### Testimonies

It is important to train your team on giving their testimonies before your trip. Make sure they are concise and to the point. Have your team members practice telling their stories.

### Preaching OR Short Devotional

Preaching on the mission field is different than preaching to a church. Keep in mind that you are often addressing unbelievers who may know little about God. Avoid Christian jargon and preach on one basic thought. Make sure the examples and illustrations are those that the locals can relate to. Do not come across political or as though you are pushing American ideas or philosophy. Never attack another denomination or religion. Topics to consider when presenting the Gospel include: the issue of death, and the three questions of life (where did I come from, why am I here, where do I go when I die). Other topics include: peace and joy, or God's creation of you and purpose for each of our lives.

### Altar Call

An altar call is your team's chance to ask anyone in attendance if they're ready to accept Christ. It's also a great way to have your team to reach out and pray for people. During dramas, other ministry camps, etc, instruct team members to pray and scan the crowd for individuals whose hearts seem to be open. During the altar call, have team members go out and pray with those who responded. Team members often need a little encouragement to step out, but once they do, it makes an impact on both them and the people they pray for.

### Follow-Up

If at all possible, try and have material ready to distribute to those who gave their hearts to Christ. You can receive this material from the missionaries or local church. If printed material is not available, refer people to the missionary's church or an area church they can connect with.

## A Final Word:

**Keep in mind that the ministry on the field will likely constantly shift and change.**

Your job is to be prepared for anything while keeping in mind that you may end up doing something different than you expected. If an event falls through, make ministry happen.

There are hundreds of ways and methods to minister. Above all, please keep in mind that we are there to assist the missionary in their ministry without our own agenda. Do whatever will help them, even if it means cleaning toilets.

**Encourage your team to step into ministry with a servant's heart and a willingness to take risks.**

# HOW TO WRITE YOUR TESTIMONY

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Adapted from *Campus Crusade for Christ*  
<http://www.cru.org/training-and-growth/how-to-tell-your-story-worksheet.htm>

## Beginning

### **Talk About Before You Accepted Christ (or gave Him complete control)**

1. What was my life like that will relate most to the non-Christian?
2. What did my life revolve around the most? What did I get my security or happiness from?
3. How did those areas begin to let me down?

## Middle

### **Talk About How You Received Christ (or gave Him complete control)**

1. When was the first time I heard the gospel? (Or when was I exposed to dynamic Christianity)
2. What were my initial reactions?
3. When did my attitude begin to turn around? Why?
4. What were the final struggles that went through my mind just before I accepted Christ?
5. Why did I go ahead and accept Christ?

## Conclusion

### **Talk About After You Accepted Christ (or gave Him complete control)**

1. Specific changes and illustrations about the changes Christ has made:
2. Why am I motivated differently?
3. Share an applicable scripture verse that means something to you.

## Helpful Hints

1. Write the way you speak; make the testimony yours.
2. Practice this over and over until it becomes natural.
3. Shoot for short -- 3 minutes. At that length, it's easily something you can put into a conversation without it becoming a monologue.

# 10 TIPS IN SHARING YOUR TESTIMONY

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By David Peach on June 4, 2011

<http://www.whatchristianswanttoknow.com/how-to-write-your-christian-testimony-10-great-tips/>

**Pray Before you begin** - Take time to talk with the Lord about writing out or speaking your testimony. Each opportunity is a witnessing tool that God can use to touch a life. Allow Him to guide your words.

**Explain the Problem – Sin** - Tell your readers or listeners what brought you to the realization of your need of a Savior. You don't need to give a laundry list of your sins, but you should tell how you were brought to conviction. The Bible tells us that God's law is what brings us to a knowledge of our need of salvation (Galatians 3:24). Sharing with the audience what God says about sin is an important element of your Christian testimony. You can do this by sharing various parts of the Ten Commandments and how they were convicting to you personally. Your audience needs to know that the reason they should consider Jesus Christ is not because He can make them happy, but because they are sinners and He can forgive them.

**Share the Solution – Jesus Christ** - When you are done with your testimony everyone should know that Jesus is the answer to their problem of sin. Your salvation is not what you were able to accomplish on your own, but it was purchased by Jesus on the cross (Titus 3:5-7). Focus your testimony on pointing people to Jesus.

**Avoid Church Words** - Be careful about using words that unsaved audience members won't know. The longer you are saved, and the more time you spend in church, the harder it is to remember that people outside the church don't understand all of our vocabulary. Also remember that other religious groups use the same words we do in Christian churches, but have a different meaning to their vocabulary. The more you can give your testimony using common words, the clearer your communication will be.

**Stay Focused** - Try to give the important elements of your testimony clearly and succinctly. If you have time or space you can give more information that will help illustrate your points. But don't waste precious time telling stories that won't help people know about how the Lord drew you to Himself.

**Be Honest** - Share your testimony in an honest way. There is no reason to sensationalize or lie about the events in your life. Just because other people may have been saved out of a horrible background and you haven't, doesn't mean you are any less saved. There will be people in the audience who can relate to your real story, even if it sounds boring compared to someone else's testimony. When you are honest God can use your words to reach others.

**Give Specific Examples** - Give your readers and listeners specific examples of how God worked in your life. Again, you don't need to share the details of your sin. However, the more examples of real events you can give, the more the audience will relate. Those who are not saved will see more credibility in your testimony if you tell the real ways God has changed you.

**Share your Current Situation** - What is God doing in your life today? It is great to hear what He did last year (or 30 years ago) in saving you, but your audience will want to know that God is still at work in your life today.

**Watch Your Time** - If you are told you have 3 minutes to give your testimony, then you need to stay within that time limit. This shows respect to your hearers and those speaking after you. If the listeners know you only have 3 minutes and you speak for 7 then it can be seen as boastful on your part. Make sure you honor God the one who saved you when you share your testimony with others. The beauty of writing your testimony is that you can say exactly what you want to say in the space limitation you have.

**Why Your Testimony is Important?** - Events and testimonies in the Bible are examples for us today. The Bible says in the New Testament that the things written in the Old Testament are there to serve as examples and encouragement for us today (1 Corinthians 10:11). Your testimony can be the exact same thing for others who will read it in the future. Do you have something you think is important that should be mentioned to other readers concerning sharing their testimony? Leave a comment and let us know.



# HOW TO SHARE YOUR FAITH

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## **You Are Where You Are for a Reason**

The Lord has commissioned all believers to be his ambassadors of reconciliation. This ministry can happen anywhere you are! You don't have to go overseas or even down the street to find people who are longing, searching, and craving something more satisfying in their life. Trust that God has you where you are for a reason – to shine his love and light into the lives of those around you. Don't let fear hold you back from living as an incarnational expression of Jesus in front of others. Your actions, behaviors, verbal expressions, and good works are the loudest witness to who God is.

## **Be Ready with an Answer, a Scripture, or a Word of Encouragement**

The best way to be ready in any moment in any place is to be in the routine habit of filling yourself with God's living Word through bible reading and meditation, bible study and scripture memorization. It is never too late to step up your game. Start small and build on that. Even if you feel you are far from where you want to be, trust that God will bless even the little bit you have put inside you. All of God's word is living and active and sharper than any double-edge sword. He can and will use it!

## **Discern What May be Lying Beneath the Surface**

As you go about your daily be observant of the people you interact with and what is going on around you. Do they reveal any clues as to what might be lying beneath the surface? – Maybe something important that is weighing on their mind, fears, longings, stresses or burdens – even aspirations, dreams and hopes. Perhaps they say something that reveals an aspect of what they are going through. These are all opportunities to lend encouragement and share what you believe and how the Lord has helped you through similar situations or feelings.

## **Wait for the Right Timing**

Timing is everything. Again, be discerning of where you are, the setting you are in and what is going on around you. Are there distractions? Is the time or environment appropriate? If you are in an office setting and about to go into a meeting or someone walks into your office needing something, it's best to wait. But if the moment is casual, undistracted, and time is somewhat flexible, it may be a good opportunity to share.

## **Share Your Faith on the Front Foot**

Have you noticed that we tend to do evangelism on the back foot? – waiting two years in the friendship (exaggeration to make a point) for that perfect moment to sheepishly share our faith? If Christ is the savior, he is not just our savior but the savior of the whole world. That it is good news even if many are not ready to hear it. If people are heading towards an eternity without Christ, we should not be ashamed of the gospel that can give them hope, life and freedom. In short term missions we don't have the luxury to wait. Our time of to share about Christ is short. Therefore take the most of every opportunity to share your faith with sensitivity, with love, and with boldness.

## **Spiritual Conversation Openers to “Make the Turn” to Spiritual Things**

Evangelism is about sharing the good news of the gospel, but how do we turn friendly conversations towards spiritual things? One of the main reasons we do not share our faith is because we just flat out have a hard time making the turn from an everyday conversation to our faith in Jesus. Here are several common questions that you can ask to start spiritual conversations:

### **General Questions About, Meaning, Faith & Spirituality**

Do you think much about spiritual things?\*

What gives most meaning to your life?

What, or who, are your sources of strength in your day-to-day living?

Are spiritual values, faith or God important to you? In what ways? If not, is there any particular reason why not?

Where would you say you are in your spiritual journey?\*

When you have problems or crises, how do you manage to get through them?

Wouldn't you like to have faith in something?

How do you think someone becomes a Christian?\*

Do you ever think about God or spiritual things?

What do you think it means to be a Christian?

### **Questions About God**

What is your concept/view of God or Jesus? Do you view him positively or negatively?\*

What does believing in God mean to you?\*

What do you imagine that God is like?

Does God (or a Higher Power) seem personal to you?

Do you feel close to or far away from God?

Can you point to things that God has done for you?

How is God working in your life right now?

Are you comfortable with what you understand to be God's guidelines and laws for living?

Do you feel there are barriers of some type separating you from God?

Have you ever been mad or upset with God?

Have you ever done something for which you feel God could not forgive you?

If you could know God personally, would you want to?

Do you understand the way to forgiveness and what it means?

Do you think God has a plan for each person's life?

What would it take for you to live up to what God expects of you?

### **Questions Related to Challenging Circumstances**

I deal with that a lot myself. Can I share with you how I have begun to handle the situation?

How has this experience affected the way you look at God or your religious faith?\*

You have talked about this need you have. I've learned how God helps in that area. Can I tell you about it?

How do you feel about suffering?

Do you trust God with your future?

When I'm faced with these feelings (or this situation) I pray and feel strengthened and a peace. Can I pray for you?

### **Questions to Share Your Personal Testimony**

I'd like to tell you how I established a personal relationship with God. (share your testimony)\*

Can I share the thing I've found most important to me?

Could I share with you what I have learned about knowing God personally?

Can I share the thing I've found most important to me?

### **Questions About Devotional life and practice**

What kinds of religious material do you like to read?

Have you read much of the Bible?

Do you understand the Bible when you read it?

Does Bible reading help in living? How?

Is prayer a meaningful part of your devotional life?

Do you feel there is spiritual growth going on right now in your life?

\* by Worldwide Challenge <http://www.worldwidechallenge.org>.

## **How to Share Your Faith App for iPhone, iPad and Android**

<http://shareyourfaithapp.com/>



# POST FIELD FOLLOW UP





# REENTRY JOURNAL EXERCISE

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by Lisa Espineli Chinn | [www.shorttermmissions.com](http://www.shorttermmissions.com)

## Coming Home

### Debriefing Journal Exercises to Help You Process Reentry Shock

You have changed! You are not the same person who left the United States a couple weeks (or months) ago! In the weeks ahead, you may well find yourself responding to everyday events in ways you never responded before. Common things may provoke an uncommon response or at least a very different set of thoughts and feelings. These are moments that reveal ways you have changed, where you may now feel a degree of “reentry shock.”

**To help you see how you view life and the world differently now, complete the following sentences and discuss with your group or process them in your journal:**

#### Journal Exercise 1: Coming Home

**(To journal immediately after returning home)**

As I return to the United States, I feel ...  
I will be going back to ...  
Going back will enable me to ...  
Regarding money, I will be ...  
I think the hardest part of going back for me will be ...  
I think the easiest part of going back will be ...  
I cannot wait to ...  
I think the return home will be ...  
I expect the reception from my family will be ...  
I anticipate my church to be ...  
I picture my friends to be ...  
I expect my family to ...  
I hope my church will ...  
I think my friends will be ...  
I am looking forward to ...

#### Journal Exercise 2: Settling In

**(To journal 1-2 months after returning home)**

Now that I am back home, I feel ...  
I now find it easy to ...  
I now find it hard to ...  
I wish ...  
The people who I feel understand me are ...  
I like being with ...  
I enjoy (name an activity) ...  
My spouse/family says I ...  
My friends think I am ...  
My pastor has asked me to ...  
I need help in ...  
I need someone who ...





