

Short Term Mission Planning Guide

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Rejoice Lutheran Church
0N377 N Mill Creek Drive
Geneva, IL 60134
rejoiceinthemission.org

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Faith in Action – The Mission of Missions

Every day, in a million ways, members of the Lutheran Church are making the world a better place. In far reaches of the globe, and right here in our neighborhoods. Lutherans aren't folks who simply talk about their beliefs, we put them into action, whether that's by making meals to share, helping friends through a time of need or maybe serving as part of a mission trip¹.

On a short-term mission trip (STM), you serve as a witness and ambassador for Christ wherever it may be, locally or internationally, in order to share the love of Christ. STMs are about serving and showing God's love for people by meeting practical needs, and thereby gaining an audience for sharing His truth, and leaving the rest up to Him.

Again Jesus said, "... As the Father has sent me, I am sending you." - John 20:21.

From Oswald Chambers²:

A missionary is someone sent by Jesus Christ just as He was sent by God. The great controlling factor is not the needs of people, but the command of Jesus. The source of our inspiration in our service for God is behind us, not ahead of us. The tendency today is to put the inspiration out in front— to sweep everything together in front of us and make it conform to our definition of success. But in the New Testament the inspiration is put behind us, and is the Lord Jesus Himself.

The goal is to be true to Him— to carry out His plans.

Personal attachment to the Lord Jesus and to His perspective is the one thing that must not be overlooked. In missionary work the great danger is that God's call will be replaced by the needs of the people, to the point that human sympathy for those needs will absolutely overwhelm the meaning of being sent by Jesus. The needs are so enormous, and the conditions so difficult, that every power of the mind falters and fails. We tend to forget that the one great reason underneath all missionary work is not primarily the elevation of the people, their education, nor their needs, but is first and foremost the command of Jesus Christ:

Go therefore and make disciples of all the nations . . . - Matthew 28:19.

Everywhere you look, there is good work waiting to be done. Rejoice offers a wide range of opportunities to get involved, get your hands dirty and get to work. There are countless ways, big and small, that you can help share God's love with the world. In doing so, you may be surprised how God blesses your life, too.

A Rejoice STM is the mobilization of Rejoice church staff and members for a short period of time ranging from several days to weeks and months; short-term missions are usually called mission trips and typically involve the missionary in travel away from a home base.

¹ <http://www.elca.org/Our-Faith-In-Action.aspx>

² My Utmost For His Highest <http://utmost.org/what-is-a-missionary/>

Benefits of Short Term Mission trips

THE PERSON GOING

There are some great benefits of travel. Loosely quoting Mark Twain, "Travel is the best antidote to prejudice, bigotry, and ignorance ". Most Christian travelers find that their first mission trip results in some standard benefits: Realizing God's material blessing (recognizing that it is better to give than receive), spiritual growth, renewed faith, and an increased commitment to the great commission,. These things and a new perspective on life are significant benefits of any mission trip.

THE PERSON RECEIVING

Serving the church and spreading God's good news to a needy world is the primary purpose of mission trips. Amazingly, just the presence of an outsider can be a great encouragement to suffering people. Ultimately the goal of all missions work is to spread the good news of the new life available through Jesus Christ. No matter where we serve in the spectrum of Christian service, people will benefit from our willingness to go.

THE PEOPLE SENDING

Short term mission work is good for the health of a church. Self-centeredness and an inward focus can stifle the growth of any church over a period of time. When anyone decides to go, the whole church is able to participate in the work through the training of, giving to, and praying for the one going and the one receiving. When the whole church is focused on being a witness to others, faith is put in action and the whole body grows together.

Short Term Mission Planning Guide

This document is a planning guide. It has been developed to help those who are planning, developing, and leading short-term missions trips (STM) for Rejoice Lutheran Church. It aims to bring together in one place the collected wisdom that has been gathered by various Rejoice mission teams over the years.

Mission Screening and Risk Review

There are a wide variety of opportunities for short-term service. Though missions at one time may have consisted mainly of pioneer evangelism and church planting, there are now countless types of ministries. These include medical missions, construction teams, prayer walks, feeding ministries, among many others.

It is important that each mission trip that Rejoice undertakes is carefully "screened" to ensure that it aligns with the goals of the wider congregation. The screening and review checklists are provided to help make that evaluation.

SCREENING

Done	Date Y/N	Item
<input type="checkbox"/>		Mission project folder created.
<input type="checkbox"/>		<p>Introduction</p> <ul style="list-style-type: none"> • Include a brief description of the trip and any hosting organization, e.g. Leadership, Charitable status, when established, organization structure. • Include proposed travel dates, the names and contact information for all hosting organizations. • Include references to available literature, websites etc.
<input type="checkbox"/>		References obtained and checked and filed in the mission project folder.
<input type="checkbox"/>		Specialized training needed?
<input type="checkbox"/>		Do the hosting organization(s) provide any training?
<input type="checkbox"/>		Are hosting organization(s) faith based?
<input type="checkbox"/>		Is there time set aside for devotions?
<input type="checkbox"/>		Is devotion time structured?
<input type="checkbox"/>		Is this a repeat of a previous mission trip?
<input type="checkbox"/>		Is a previous missionary available to present to Rejoice leadership teams?
<input type="checkbox"/>		What activities are involved in this mission? <input type="checkbox"/> Evangelism <input type="checkbox"/> Construction <input type="checkbox"/> Homeless <input type="checkbox"/> Medical <input type="checkbox"/> Feeding <input type="checkbox"/> Other
<input type="checkbox"/>		Are there any age limits, gender or physical restrictions?
<input type="checkbox"/>		Accommodations reviewed. For example, "Separate male/female dormitories with bunk beds. Shared bathrooms. Shared common areas for eating, fellowship and other group activities."
<input type="checkbox"/>		Preliminary risk assessment completed? See next section.
<input type="checkbox"/>		Will the team be using public transportation at the destination? If so, will need to assess risk.

Done	Date Y/N	Item
<input type="checkbox"/>		Is there access to clean medical facilities, clinics and hospitals at the destination? If not, will need to assess risk.
<input type="checkbox"/>		What will be the approximate individual cost (time / \$) for each missionary. These costs may include, training, travel, accommodation, shots, passport, visa, etc.
<input type="checkbox"/>		Are there any current CDC Health Alerts relating to the destination? http://wwwnc.cdc.gov/travel/
<input type="checkbox"/>		Are there any current Travel Warnings from the US State Department relating to the destination? http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html
<input type="checkbox"/>		Using the information gathered prepare a Mission Trip Summary (see Appendix A) and submit to the Mission Leadership Team and Church Council for review and approval.

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RISK ASSESSMENT

Destinations are not selected because they are risk free; they are selected based on need, and such areas of need are often located in places where individuals may encounter situations that may put their health and well-being at risk.

So, each person joining the team will need to accept a certain amount of risk as a short term missionary. They know best what level of risk is acceptable to them, and they should prayerfully inform themselves before committing to traveling.

If **any** level of personal risk is unacceptable, then mission trips may not be the appropriate ministry.

This section of the document is to be prepared when the leadership is initially selecting a mission trip and made available to would-be missionaries as needed.

Please rate the likelihood (low, moderate, high) that any of the risk factors identified below will occur either to individual team members or the locations in which they will serve.

Note: Any item marked at a high level will need to be accompanied by a full explanation of the risk, the possible consequences of an event, and a description of how the team intends to manage that risk.

Occurrence	Low	Moderate	High
• Terrorism and or Bombing Attacks			
• Crime – Muggings, Scams, Rapes			
• Conflict – Local Tensions			
• Political – Street Protest, Strikes, Riots, Unrest			
• Kidnap – Ransom - Extortion			
• Contamination of food and water			
• Infection and disease due to sub-standard sanitation, bathrooms and toilets			
• Climate and Natural Disaster. Tornado, Hurricane, Earthquake, etc.			
• Infection and diseases from bugs and critters			

Add additional risk factors as needed.

INSURANCE FOR INTERNATIONAL TRIPS

For international trips individual insurance is recommended. It available through Church Mutual, the insurance company of Rejoice, at an approximate cost of \$8 per person, per day. Other insurance companies may offer different coverage / terms. More details are available from the church business office.

COVERAGE WITH MINIMUM RECOMMENDED LIMITS

- Accident and Sickness Medical Expense \$100,000
- Accidental Death and Dismemberment \$25,000
- Emergency Medical Evacuation \$500,000
- Repatriation of Remains \$50,000
- Emergency Family Travel (Optional)

OPTIONAL TRAVEL ASSISTANCE SERVICES

When choosing an insurance package, teams might want to consider whether the following services would be appropriate.

Medical Assistance: Referral to English speaking doctors, advance payment of medical expenses, guarantee of hospitalization fee, medical evaluation, medical case monitoring, and medical records and medication shipment.

Pre-departure Services: Multilingual travel assistants available to help you get information on immunization requirements; appropriate medical exams and treatments; passport and visa requirements; weather and travel hazards.

In-Route Services: Lost/stolen luggage and personal effects assistance, lost/stolen travel documents/tickets assistance; emergency cash transfer, trip interruption assistance, and insurance/claims coordination.

Legal Assistance: Referral to local attorney.

FUNDRAISING

MISSION GRANTS

Grants may be available to partially fund needy individuals who are distressed or suffering as a result of low income or lack of financial resources but nevertheless feel called to serve in God's name.

For more information contact the Mission Support Team.

CONTRIBUTIONS AND THE IRS

The IRS holds the church council accountable for operating under the regulations and limitations of Section 501(c) of the Internal Revenue Code. This means that we are responsible for ensuring that our programs are (and continue to be) operated for exclusively tax-exempt purposes.

Rejoice Lutheran's Contribution Policy (CR-2013-4) and Missions Trip Contributions Policy (CR-2013-5) provides donors with guidance as to general rules governing the tax treatment of their contributions. For ministry leaders involved in fund raising for approved mission trips it is important that the following information is included with every solicitation for funds whether as a group or by individuals.

Any changes to this form must be approved by the Rejoice business office.

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MISSION TEAM CONTRIBUTIONS – EXAMPLE TO BE INCLUDED WITH SOLICITATIONS

I would like to support the Mission Team which will perform missionary work sponsored by Rejoice Lutheran Church:

- Prayer Partner. I will pray regularly for the team as a whole as well as for individual team members.
- Financial Partner. I would like to give \$ _____ to help pay for the mission. If possible, I prefer that these funds are used to defray expenses and fees associated with the mission and incurred by:

Please enclose a check for the full amount - payable to Rejoice Lutheran Church. (Optional. You can also make your contribution online by going to url, where you will find an online version of this form.)

All or part of your gift may be tax deductible as a charitable contribution. Please check with your tax advisor. **DO NOT ENTER ANYTHING** on the memo line of checks.

For tax purposes we will send a contribution statement to you at year-end at the address you provide below:

Name:

Address:

City: State: ZIP:

Email address:

Please note that Rejoice Lutheran Church maintains full discretion over how your donation will be used for mission work.

Contributions made with a preference for team members who cancel their participation or who become disqualified will be redirected to other missionaries and mission work at the discretion of Rejoice Lutheran Church.

Once you have completed this form, please return it along with your contribution to:

Rejoice Lutheran Church, Attn: Mission
0N377 North Mill Creek Drive
Geneva, Il, 60134

Team Leader Checklists

Key milestones along with the activities to be completed. Note: every mission planning process will have its own mojo and the timing may well vary from that suggested below.

MISSION IDENTIFIED AND APPROVED

(at least 6 months before the trip and preferably 12 months):

Done	Date	Activities
<input type="checkbox"/>		Mission approved by church leadership. Use the checklist “ Mission Screening and Risk Review ” in earlier sections to prepare a Mission Trip Summary (see Appendix A for example) for approval.
<input type="checkbox"/>		Destination identified.
<input type="checkbox"/>		Team leader and training needs identified.
<input type="checkbox"/>		Dates selected and provisional reservations made for lodging and ground transportation. When making reservations the organizer must: <ul style="list-style-type: none"> • Understand any cancellation policies. Any deposits required at this stage will require approval by the church business office. • Confirm dates with church calendar. • Is pastor required to join trip? If so, coordinate calendars.
<input type="checkbox"/>		Description of the ministry and tasks to be performed prepared. Includes overview of skills required. For example: <i>We will serve alongside local church members in the evangelism ministry. We will plan to help construct a new church building. We would like to have several persons with experience in construction to be a part of this team.</i>
<input type="checkbox"/>		Description of the overall vision of the mission as it relates to the whole congregation prepared. For example: <i>Discover how God is working through the Christians in the Baja Region of Mexico. Encourage and learn from our missionaries and sisters and brothers in Mexico. Encourage our church family back home to pray for and support missions.</i>
<input type="checkbox"/>		Preliminary budget created and approx. cost per participant calculated.
<input type="checkbox"/>		Budget reviewed by church business office and appropriate adjustments made.

Done	Date	Activities
<input type="checkbox"/>		Fund raising strategy created, as needed.

READY TO PROMOTE

(6 months before the trip):

Done	Date	Activities
<input type="checkbox"/>		Team Leader has completed mission leadership training.
<input type="checkbox"/>		Promotional plan created to get sign ups and volunteers: <ul style="list-style-type: none"> • Sign up sheet created and placed in Narthex • Announcements during church services • e-connection announcement • Schedule and hold information meeting
<input type="checkbox"/>		Confirm provisional bookings for accommodations at mission destination.
<input type="checkbox"/>		Confirm provisional bookings for any needed ground transportation that will be needed at mission destination. Passenger vans, buses, etc.
<input type="checkbox"/>		Refine budget and determine cost per participant, create payment schedule.
<input type="checkbox"/>		Create refund policy that recognizes cash flow and commitments that will be made during the planning and preparation phases. For example: 90 days or less ahead of trip: fully refundable; 30 days or less ahead of trip deposit non-refundable; 7 days or less ahead of trip all fees non-refundable.
<input type="checkbox"/>		Develop a meeting/training plan. Set first team meeting for 1 month out.
<input type="checkbox"/>		Review and recruit assistant team leader(s) as needed.

COMMITMENT - KICK OFF MEETING

(4 months before the trip):

Done	Date	Activities
<input type="checkbox"/>		Receive initial deposits from team members (suggest 25% of total).
<input type="checkbox"/>		Publish payment schedule.
<input type="checkbox"/>		<p>Conduct first team meeting.</p> <ul style="list-style-type: none"> • Start with prayer • Review the Mission Description and Goals • Review financial commitment, cancellation policies • Read this article http://www.unexpected.org/2013/05/10-things-you-need-to-know-before-going-on-a-mission-trip/ also included as Appendix F. • Review any special requirements for trip, passport/visa, shots required. Note: missionaries will need to provide copies of relevant travel documents prior to travel. • Confirm participant information: <ul style="list-style-type: none"> • Name, Address, DOB, phone number (preferably mobile that they will carry while serving), email address • Emergency contact name, phone and email • T-Shirt Size • Health and/or dietary restrictions • Spiritual Gifts (Medical, Construction, Communication, etc.) • Create core teams with leaders discerned (see Appendix B for suggested roles). Note: to what extent does this STM need to be selective with an interview process. <ul style="list-style-type: none"> • Spiritual – Prayer and Devotion • Logistics and Travel – Ground and Air Transportation. If traveling by air create a plan to purchase air tickets (group or individual) • Fund Raising and Congregation (non-travelers) involvement

Done	Date	Activities
		<ul style="list-style-type: none"> • Mission specific leads: e.g. Construction, Homeless, Medical • Create future meeting schedule • Close with prayer
<input type="checkbox"/>		Confirm reservations and make any deposit payments needed

TEAM MEETING #1

3 months before the trip:

Done	Date	Activities
<input type="checkbox"/>		Team member interviews complete as needed.
<input type="checkbox"/>		Finalize the budget.
<input type="checkbox"/>		Make travel arrangements.
<input type="checkbox"/>		Gather the team for a team meeting and/or fun activity. Review a "Day in the Life of a Missionary" to educate, set expectations.
<input type="checkbox"/>		Continue fund-raising.
<input type="checkbox"/>		Invite congregation to pray for the team.
<input type="checkbox"/>		If someone from the congregation has been to the location or culture, invite them to share during this session.]

TEAM MEETING #2

2 months before the trip:

Done	Date	Activities
<input type="checkbox"/>		Continue shopping for airfare/travel and look to purchase tickets.
<input type="checkbox"/>		Gather the team for a team meeting and/or fun activities. <ul style="list-style-type: none"> • Review gift giving policy. • Review local customs, culture of destination location. • Establish alcohol and drug policy.

Done	Date	Activities
		We prefer that tobacco products are left at home. No alcohol or non-prescription drugs.
<input type="checkbox"/>		Confirm insurance coverage provided by church policy. <ul style="list-style-type: none"> • Advise team members of additional insurance needed: Medical, Liability, Vehicle. • Ask all team members to make sure that their medical insurance plans cover them while they are overseas. If they are not covered, encourage them to consider a short-term policy with an insurance agency that will provide coverage.
<input type="checkbox"/>		Ask team members whether they have ordered the pre-field devotional book, Prepare Your Heart ³ . Is this the book that Wendy used in 2011?

GATHER MISSIONARY DOCUMENTS AND CONSENT FORMS

6 weeks before the trip:

Done	Date	Activities
<input type="checkbox"/>		Confirm that team are progressing travel visas (if needed for outreach location).
<input type="checkbox"/>		Refer to the team member roles section later in this document and consider ways to share responsibilities.
<input type="checkbox"/>		Ask team members to complete an “Emergency Medical Information Form” and return it to team leader.
<input type="checkbox"/>		Distribute “Parental Consent Form” to team members under age 18 (if parents are not part of the team) and have forms returned to team leader.

PREPARE LOGISTICS AND ITINERARY

5 weeks before your trip:

Done	Date	Activity

³ Prepare Your Heart: Short-term Mission Preparation Guide by Cindy Judge – 12 Bible studies plus trip journal. (ISBN# 0 - 9712-320-4-0).

Done	Date	Activity
<input type="checkbox"/>		Confirm the maximum weight allowance for baggage on the airline you will be using. Also confirm airport security guidelines and items restricted from carry-on luggage. Ask for the cost of checked-in bags and if it is cheaper to pay for checked-in bags online before the day of the flight.
<input type="checkbox"/>		Ask congregational leadership to give the team an opportunity to share prior to the trip, and to be commissioned.
<input type="checkbox"/>		Request names of prayer supporters from each team member, and designate one of the prayer supporters to be the Prayer Coordinator.
<input type="checkbox"/>		Prepare a trip itinerary and give it to your team members. Provide as much detail as available, including travel plans, day by day, and hour by hour. This schedule will need continuous refinement and should be re-issued at regular intervals in the weeks leading up to departure.
TEAM MEETING #3		
2 weeks before your trip:		
<input type="checkbox"/>		Remind team members to use the "Prepare Your Heart" devotional booklet.
<input type="checkbox"/>		Gather Team for Meeting/Fun Activities <ul style="list-style-type: none"> • Review departure day plans. • Distribute and collect and final documents. • Review any dress code. • Provide packing list to missionaries. • Discuss re-entry.
<input type="checkbox"/>		Take inventory of items going with the team (tools for work project, etc.).
<input type="checkbox"/>		Plan transportation to and from the airport.
<input type="checkbox"/>		Confirm integrity of First Aid Kit – see Appendix D for suggested contents.
<input type="checkbox"/>		Ensure that any monies transferred to the host site have been received.
<input type="checkbox"/>		Photocopy visas, passports, and emergency contact information and medical information forms. <ul style="list-style-type: none"> • Team leader takes copy to outreach. • Give a copy of emergency contact information to each participant and ask that they give to their own emergency contact person.

Done	Date	Activity
<input type="checkbox"/>		Photocopy any material to use on outreach with team members.
<input type="checkbox"/>		Provide team members with personal work schedules.
FINAL PREPARATIONS		
1 week before your trip:		
<input type="checkbox"/>		Obtain the address and phone number of the U.S. Embassy in the host country.
<input type="checkbox"/>		Designate one person who's staying home to be your contact in case of an emergency. Give him or her each team member's emergency contact information, and make sure that he or she knows how to contact all the others.
<input type="checkbox"/>		Host congregational involvement activity, packing party etc.
LAST MINUTE CHECKS		
3 days before departure:		
<input type="checkbox"/>		Confirm flights.
<input type="checkbox"/>		Tag luggage with I.D.

DAY OF DEPARTURE AND DURING THE MISSION		
<input type="checkbox"/>		Ensure that team members have their passports with them.
<input type="checkbox"/>		Ensure team is oriented by hosts: <ul style="list-style-type: none"> • Share hosts mission/vision • Crisis/emergency plans.
<input type="checkbox"/>		Ensure that on-site sessions and teams are in place.
<input type="checkbox"/>		One or two days before you return, begin reflection and debriefing. Prepare for re-entry.
<input type="checkbox"/>		On the eve of the return, present missionaries with a survey and ask them to complete and return to team leader BEFORE they leave. See Appendix C for example survey.
AFTER RETURN		
<input type="checkbox"/>		Ask team members to use the post-trip reflection material.
<input type="checkbox"/>		Gather the team 2-3 times after the trip to debrief, share, and reflect.
<input type="checkbox"/>		Arrange a time for the team to report to the congregation about their experience.

Appendix A

MISSION TRIP SUMMARY

Name of the Mission:

.....

Dates and Place of the Mission:

.....

Overview of the Mission:

.....

.....

Name and Contact Information for the Trip Organizers and Leaders:

.....

.....

IMPORTANT: Please complete the Mission Screening and Risk Review checklists at the beginning of the Missions Document and submit with this summary.

1. Do you feel you received adequate training and preparation prior to going on this trip? If not, what were the areas where you needed more preparation?

.....

.....

.....

3. On a scale of 1 to 3, please rate the following (circle one):

	Poor	Satisfactory	Very Good
Pre-departure Communication	1	2	3
Travel Arrangements	1	2	3
Team Leadership	1	2	3
Program/Activity Schedule	1	2	3
Spiritual Component	1	2	3
Overall Experience	1	2	3

2. What were the greatest lessons you learned during this mission trip? What helped you learn those lessons?

.....
.....
.....

4. How was the balance of work, fellowship, and ministry for you?

.....
.....

5. Which tasks were most fulfilling for you?

.....
.....

6. What is your personal interest in Short-Term Mission trips in light of your experience during this trip?

	Not Likely	Possibly	Definitely
I will do another short-term mission trip	1	2	3
I am going to be a Missionary	1	2	3
I'll be happy to be a leader/organizer for a return to this mission	1	2	3

7. Any general comments?

.....
.....
.....
.....
.....
.....

..... Continue on separate sheet as needed.

Return this summary and the completed Mission Screening and Risk Review checklists to the Rejoice Business Office or email them any member of the Rejoice Mission Leadership Team. See rejoiceinthemission.org for contact information.

Appendix B

SUGGESTED TEAM ROLES

As you form a team and you begin to get to know the other team members, you will want to delegate some specific responsibilities to other team members according to their gifts, interests, and abilities.

Listed below are some ideas you may find helpful as you consider how to involve your team members in specific responsibilities. Use them to the extent that they are helpful to your team.

- **Activity planner** – Helps to organize team-building activities, fundraisers, etc., prior to and after your team's trip.
- **Luggage and/or people counter** – Counts all luggage every time the team is ready to travel. It is helpful to have a count for suitcases, and another count for carry-ons. This person also counts team members to make sure nobody is left behind!
- **Devotional coordinator and/or worship leader** – Coordinates the daily team devotional and/or worship time for the team. See section 6 for team devotional guides.
- **Meal organizer** – Plans meals, organizes meal preparation and cleanup assignments.
- **Treasurer/Bursar** – Carries team money, keeps track of expenses, saves all receipts, and prepares financial report (if needed).
- **Photographer** – Takes pictures on behalf of the team.
- **Journaler** – works with photographer. Writes about team activities and impressions in the team journal (journaling can be spread around team members); distributes copies of the journal to all team members upon return to the U.S.
- **First Aider** – The team leader will be responsible for all group first aid and medical decisions. A First Aider puts together and carries a team first-aid kit. The first-aider should also be aware of any special medical needs of team members.
- **Gift coordinator** – Purchases small gifts ahead of time to be given to the hosts.
- **Thank you note person** – Keeps track of names and addresses of all hosts, churches, host families, etc., and asks team members to write the thank you notes.
- **Translator** – Someone fluent (or at least somewhat knowledgeable) in the local language who can translate for the team.

Appendix C

EXAMPLE SURVEY

With the aim of continually improving our mission trips in order to balance the needs of those sending, the needs of those going, and the needs of those being served your survey response is VERY IMPORTANT.

Please be frank and honest about your experience and feelings, and try to provide the leadership teams with ideas about how we can improve.

1. Name:
(if you prefer to remain anonymous you can mail your response to: address)

On a scale of 1 (poor) to 5 (stellar!!) please rank the following and add any comments you feel are significant.

2. Overall experience:
.....

3. Balance of structured vs. unstructured time:
.....

4. Accommodations:
.....

5. Bonding/connection time with others:
.....

6. Devotions/prayer time:
.....

7. Price affordability for your family:
.....

8. Length of the trip:
.....

9. Experience at Habitat for Humanity:

.....

10. Experience at Loaves and Fishes:

.....

11. Experience at CCC/Other:

.....

12. Fundraising efforts:

.....

13. Church support/team support of activities leading up to departure:

.....

Please answer the following (**write as much as you would like and continue on separate sheets as needed**).

14. What did you most like about the trip ?

.....
.....
.....

15. What could use the most improvement?

.....
.....
.....

16. Please write down a thought or comment about the weekend

.....
.....
.....

17. Who won the snoring contest, men or women?

18. May we use your first name attached to this quote?

Appendix D

FIRST AID KIT

There follows a list of suggested items for a first aid kit. All missionaries should ensure that they have an adequate supply of personal prescription medications.

- First aid manual
- Non-prescription pain killer
- Cough drops
- Decongestant
- Ace bandages
- Sunblock
- Antacid tablets
- pepto Bismol or immodium AD
- 3" x 4" mole skin strips
- Anti-itch cream for bug bites
- Rubbing alcohol
- Hydrogen peroxide
- Neosporin
- First aid wipes
- Cotton
- Thermometer
- Eye wash
- Bar soap
- Sanitary pads
- Band-aids (assorted)
- 2¼" x 3½ Adhesive pads (4)
- 3" x 4" Adhesive pads (4)
- 3" x 3" Adhesive pads (4)
- 2" x 3" Adhesive pads (4)
- 40" triangular bandage
- 2" x 126" Flex gauge
- 2" x 2" 8-ply sponge
- Adhesive tape
- Scissors
- tweezers
- Safety pins
- Ziploc bags
- First aid spray
- Ice pack
- Bee sting kit
- First aid ointment
- Insect repellent
- Matches
- Laxatives

Appendix E

FUNDRAISING IDEAS

Appendix F

10 THINGS YOU NEED TO KNOW BEFORE GOING ON A MISSION TRIP

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Summer is approaching and we're heading into Mission Trip Season. I've been on some, I've lead a few, and if I could sit down with you over a pot of fair trade Ethiopian coffee while you take a break from packing your duffle bag, here's what I'd tell you.

First, great job rolling your clothes instead of folding them. You don't want to be that girl with the hugest bag on the trip. Pack everything you think you'll need, then mull it over, ditch half of it, and start over.

Try everything. Eat everything. What an amazing opportunity to soak up a piece of another culture. I invite everyone on my teams to Uganda to eat the tilapia eyeballs.

Seriously, so excited for you. If I may share what I've learned along the way, here are 10 things you need to know before going on a mission trip.

(1) Avoid poverty tourism. Search your heart. If you're going on this trip to have a "great experience" or to help yourself feel grateful for all that you have back home or to take photos of hurting people, please don't go. You are part of a larger story, and it's not about your week.

(2) Don't be an elephant. Here's an excerpt from one of my favorite books about poverty alleviation, [When Helping Hurts](#). ...mission expert Miriam Adeney relates a story told to her by an African Christian friend:

Elephant and Mouse were best friends. One day Elephant said, "Mouse, let's have a party!" Animals gathered from far and near. They ate. They drank. They sang. And they danced. And nobody celebrated more and danced harder than Elephant. After the party was over, Elephant exclaimed, "Mouse, did you ever go to a better party? What a blast!" But Mouse did not answer. "Mouse, where are you?" Elephant called. He looked around for his friend, and then shrank back in horror. There at Elephant's feet lay Mouse. His little body was ground into the dirt. He had been smashed by the big feet of his exuberant friend, Elephant. "Sometimes, that is what it's like to do mission with you Americans," the African storyteller commented. "It is like dancing with an Elephant."

Whether you're going on a mission trip or serving here at home, I encourage you to read [When Helping Hurts](#), which offers practical guidance for how we can truly help the materially poor and not hurt them. The book also outlines the different kinds of poverty, and how those of us in the west have

our own spiritual and relational poverty. This book is required reading for our teams and helps us get on the same page about why we're going and what we're doing.

(3) Look people in the eye. Learn their names. Stop and listen to their stories. Say to them, "You matter to me and to God. I am invested in your future and I will not abandon you." And mean it.

(4) Ask before you click. On my first trip to Uganda, I was told to take photos when we were passing out care packages to the elderly, sick, and child-headed homes. At one home, I lifted my camera to snap a photo of an elderly couple sitting in the dirt and felt sick to my soul. That photo never saw the light of day. I wanted to fling myself at them and ask their forgiveness for stripping them of their dignity. If children are smiling and dancing and asking you to take their photo, then bless them with that. Otherwise, ask first and trust your gut if it's telling you to stop. Don't turn your camera into a weapon.

(5) Take trips that represent an ongoing relationship. I tell the members of my teams that we represent a larger sponsorship community back home. We are partners with the people of Adacar who are doing the daily work at the CarePoint. We are there to support our peers who work tirelessly for the children and to love the kids and let them know that their sponsors love them, pray for them, and root for them. When the team leaves, the relationship doesn't end. We are in this for the long haul. We are standing in the gap to support them as they heal from generations of violence and disease. We will be here until they don't need us anymore, and we are working with them to work ourselves out of a job. When that happens, when they no longer need our support, we will still have each other, because we are friends. We'll still have the relationship.

(6) Multiply yourself. If you have a particular skill that you're using while in the field, take the opportunity to equip those who are there long-term, if possible. For instance, we took a midwife last year who performed sixty prenatal exams in one day. When we found out that she'd be accompanying us, I contacted the leadership there, who organized a midwife training. Midwives from the entire region came, and our midwife was able to start a dialogue between the traditional midwives and the clinically-trained midwives. The work done on that day was much more far-reaching than simply one visitor performing some exams.

(7) Receive the incredible blessings they offer. People around the world are generous. They are more generous than we're sometimes used to here in America. When I lived in the Balkans for a summer, I regularly had college students drop their studies, invite me in, make Turkish coffee on a hot plate in their room, and spend hours talking about everything from what they're studying to whether or not they believe in God.

On my husband's last trip to Uganda, one of our sponsor daughters gave him her prized chicken. Alex is the most generous man on the planet and he could not stand to relieve her of her most valuable possession. He humbly gestured, "No, you keep it." Our Esther was undone. She was devastated that he refused her generosity.

After many, many tears and many, many translated apologies, Alex came home and told me, "When you go this summer, TAKE THE CHICKEN!" And we did. Each sponsor on our team had the privilege of visiting his or her sponsored child at home. By the end of that day, our bus was filled with clucking,

pooping chickens, which may or may not have been dinner later that week.

(8) Be a story-gatherer and a storyteller. Ask thoughtful questions. Take notes. Tell their stories with respect and gentleness.

(9) Give yourself. Don't give what they don't need and don't ask for. Listen. Be a learner. I've brought less on each trip to Uganda. Give your arms and hugs and your lap and your dancing and singing. On the first trip, I arrived with duffles stuffed with crafts and candy and toothbrushes. I didn't understand the need. I pictured sitting down with groups of kids, stringing beaded necklaces, coloring pictures. I was greeted with 500 children who knew they needed to scramble if they didn't want to be left out. Desperate children stretching out hands for a few beads. Unneeded toothbrushes for children with pristine, white teeth. Brawling, pushing, stealing. I created that. It was my fault.

With each trip, we've brought less and listened more. We've focused on meeting needs through the CarePoint, not getting off the bus like it's Santa's sleigh and we've come with our bag of presents. We give hugs. We give encouragement. Through the program, we give food, discipleship, education, and medical care. We give love. We give Jesus. We don't give the West. We don't give America.

(10) You are not the savior of the world. On one of my trips to Africa, there was a large group of missionaries all wearing brightly colored teeshirts emblazoned with SAVE AFRICA. They seemed very sweet, and very sincere, but I couldn't help wondering what the plane filled with Africans thought about the shirts. As Westerners, it's common to get swept up into the mentality that we need to save people. I'm not the savior of the world. I know only one Savior of the world, and his name is Jesus. My work in Africa is simply to support the awesome work that they're already doing on the ground.

The friends that I've made in Uganda and Ethiopia, the incredible people who are working daily in their communities to bring hope and healing to their neighbors and children, they have taught me so much about faith, about waiting, about serving, and about community. They're the reason I'm learning more about our own foster system here. Their example to me is leading me to want to do more in my own community, to be more like them.

Short-term missions have been abused. We have gotten it wrong so many times, but there is a place for short-term missions, especially within the context of a long-term relationship. I always want to evaluate my trips, listen, and learn how to be a better life-long friend.

"Listen, my dear brothers and sisters: Has not God chosen those who are poor in the eyes of the world to be rich in faith and to inherit the kingdom he promised those who love him?" James 2:5.

"If anyone has material possessions and sees his brother in need but has no pity on him, how can the love of God be in him? Dear children, let us not love with words or tongue but with actions and in truth" 1 John 3:17-18.