Mission Trip Training Manual

Denny Mack
Pastor of Care and Missions

We are here to love the Lord Jesus and lead others to that great love!
Responsibility of Team Leader

The Team Leader meets with the Minister of Missions to:
  To discuss goals and plans for the trip
  To ensure that each trip is part of WABC’s mission strategy
  To discuss any potential problems or issues

The Team Leader coordinates with the Missions Office in:
  Setting Date for trip
  Communication with persons on field
  Church Calendar
  Setting dates for Informational Meeting
  Setting dates for Team Training
  Setting date and service for Team Commissioning
  Setting date for any team fellowship/dinner
  Secure Transportation to/from Airport
  Requesting Interviews for potential team members
  Obtain WABC applications/Deposits/Color Copy of Passport
  Review financial obligations for each team member
  Requesting/discussing scholarships for team members

The Team Leader is the catalyst in enlisting the team
  On the field the Team Leader:
    Officially represents the church to Field Personnel,
    Mission Agencies, and Mission Team

The Team Leader is the final authority on the field!
Types of Trips

Construction
Disaster Relief
Evangelism
Medical/Dental
Orphan Care
Prayer Walking
Revival/ Preaching
Sports Evangelism
VBS
Missionary Support

The Team Leader is to be prepared as a Leader:

Prayer Life
   Personal Life
   Prayer Support
   Personal Bible Study

Church/Small Group Involvement

Physically
Mission Partners

Mission Partner Responsibilities
To have an effective mission trip we rely on our mission partners on the field. We depend on our partners to make preparations for us prior to our arrival, to work along with us while we are on the field, and to continue to work after we leave.

Who are our partners?
Partners
- International Mission Board (IMB)
- North American Mission Board (NAMB)
- Georgia Baptist Convention
- Augusta Association

Other Mission Organizations
- Ambassador Community Organization (ACO)
- Silently Serving (Honduras)
- Cristo Vive (Max Guzman)
- Inspire Church (Canada)
- iCare
- India (Balasingh)
- Maxwell Ministries (Africa)
- Jenks Family (Utah)
- Legacy Church (Grovetown/ Steven Adams)
- Western Africa
- Panama (Canaan Baptist Church)
- Purdue University (Runner family)
- Awana India (Steve Cahoon)
West Acres Baptist Church Mission Trip Application

Application Date ___________  Trip __________________

Date of Birth _______________  Age ____________

PERSONAL INFORMATION
Full Legal Name: (as shown on your passport)
_____________________________________________________________

Passport # _____________________________ Expiration Date ______________

Complete Address __________________________________________________

Address  City  State  Zip Code

Marital Status: Married ___ Single ___ Occupation/Employer _______________

Church Member?  Where? ________________________________

Are you a member of a Bible Study Group? Yes, name of group ___________ No__

Briefly describe any major life changes that you have undergone in the last year:  
(job loss or change, family changes, death of relative or friend, etc.)

_________________________________________________________________

CONTACT INFORMATION
Home Phone:  __________________________
Cell Phone:  __________________________
Email:  ____________________________

MINISTRY INFORMATION
Prior mission trips you have participated in: Location/ Year _______________

_________________________________________________________________

Special Skills _______________________________________________________
Languages you speak ________________________________________________
HEALTH INFORMATION
Do you have any physical/mental handicaps or allergies that we need to be aware of for your participation on this mission trip? No ______ Yes ______

Explain
__________________________________________________________________

Please List all current medications List Allergies

1. ______________________ 1. ______________________
2. ______________________ 2. ______________________
3. ______________________ 3. ______________________
4. ______________________ 4. ______________________
5. ______________________ 5. ______________________

Physicians Name: _______________________ Phone ____________________
Emergency Contact _____________________ Relationship __________________
Contact phone number _______________________

PERSONAL TESTIMONY
Briefly share your experience in coming to know Jesus Christ as your personal Lord and Savior.

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

STATEMENT OF FAITH AND PERSONAL COMMITMENT
I am a believer in Jesus Christ. I understand that service is a way of demonstrating my faith. I understand that group participation is essential to the success of the mission of this team and I take full responsibility for being a part of team meetings, planning, prayer, and devotions. I also understand that I am under authority of the Team Leader and West Acres Baptist Church. (Check all that apply)

Signed ____________________________  Date _____________________

I understand as a participant I am fully responsible for the cost of my trip
I plan to submit necessary paperwork to request an LOFJ scholarship □
I plan to raise support for some of the cost of my trip □
I plan to personally pay for all/some of the cost of trip □
Trip Concept to Trip Completion

Establishing the Need for Trip
- Communication with Missionaries on the Field
- Visioning Trip — Exploring the Need

Checking the Church Calendar
- Church Wide Events
- Other Mission Trips
- Major events like holidays, vacation, etc.
- Scheduling Team Commissioning

Transportation to/from Airport
- Scheduling bus/vans
- Securing drivers

Planning Work on the Field (what needs to be done)
- Communication with Missionary/Field Pastor/Agency
- Purpose of trip
- Goals to accomplish
- Supplies, equipment, tools needed
- Time involved
- Sightseeing/downtime

Enlisting Team
- Trip Informational Meeting
- Team size
- Feeding Team
- Luggage
Effectiveness
- Keeping everyone busy and useful
- Enough people to do what is planned

Types of Teams
- Purpose of team and Spiritual Giftedness
- Specific skills and talents

Ways to Enlist
- Sunday Morning Bible Study groups
- Home Groups
- Different ministries in church
Example Informational Sheet

Panama 2016

Dates: January 21-January 25, 2016
Where: Panama City, Panama
Cost: $1100.00
Vaccinations: Hepatitis A and B (one time immunization)
Tetanus (good for 10 years)
Typhoid (good for 5 years)
Flu Shot (if desired)
Malaria is NOT needed for this area

Due October 2015: WABC Application, LOFJ Application,
Color Copy of Passport (Check expiration),
$200 deposit
Due December 2015: Half of Trip Balance due
January 10, 2015: Remaining Balance due

Ministry Opportunities:
• Evangelism: Sports Camp
• VBS
• Minor Construction

No prior experience needed!
• On the job training provided
• Typical crafts, snack, teaching in VBS
• Construction skills are easy to learn
West Acres Baptist Church
Mission Trip Budget Form

Trip ______________________
Trip Dates __________________

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Estimated Cost</th>
<th>Actual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td></td>
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<tr>
<td>Extra Baggage</td>
<td></td>
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<tr>
<td>Ground Transportation</td>
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<td>US Transportation</td>
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<td>Visa</td>
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<tr>
<td>Lodging</td>
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<tr>
<td>Meals</td>
<td></td>
<td></td>
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<tr>
<td>T-Shirt</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Training a Team

Team Building
Guiding the team to know everyone on the trip
More than just knowing names—build a team

Help Team Understand Purpose
Understanding why WABC participates in mission trips
Understanding the goals of the particular trip
Don’t miss the people for the project

Prayer Support
Lead the team to pray for each other (prayer partners)
Pray for the trip
Pray for the missionaries on the field
Enlisting others to pray for the team and trip
  - Prayer cards
  - Prayer Letters
  - Team on announcements

Prepare the Team
Spiritually
  - Team Prayer Time
  - Personal Prayer Time
Bible Study
Emotionally—make sure they are ‘ready’ for the trip
Educationally—know about people skills in different cultures
Physically—immunizations; First Aid kit
On The Trip

Setting Departure Time
  Travel Time to Airport
  Rest Stop
  Arrival Time at Airport
    2 hours prior for international
    1 hour for domestic

Checking In
  Check In with Trip Leader upon arrival at WABC before handling
  Luggage
  Passports
    The first priority in check in is to show your passport to Leader
  Tickets
    Team Members should receive copy of flight itinerary
  Insurance Card
    Team Members will receive a copy of international insurance.
    Card to be carried with team member at all times
  Luggage
    Weighed In
    Luggage Tags/ Ribbon/ Tape
  Team Photo
  Prayer

Airport
  Have a plan on getting through airport
  Utilize sky cap with Large Groups (tips)
  Ticket Counter (know what bags to check; match bags with team member)
  Security Check (make sure everyone is cleared before leaving for terminal)
  Team should stay together (mission trip starts at the airport)
Money on the field

ATM — Most convenient and inexpensive way to get foreign currency
   Usually provided at most international airports
Currency Exchange — Higher service charge
Cash — USD works in some countries

Taking Care of Team on the Field

- A Team Leader’s main priority is the Safety and Well Being of your team
- Water — Very few countries have water that team can drink — Always have plenty of bottled water
- Lodging — Varies from country to country
   Don’t let it be a surprise to the team
   Make sure you know where everyone’s room is and that they know where your room is located
- Meals — Rely on Missionary for safe food; If you can’t drink water do not eat any fruits or vegetables that are not cooked
- Breaks — Schedule regular breaks
- Transportation
   Type of in country transportation
   Missionary provided
   Rental
   Public transportation
- Translators — if no charge consider love gift
   Local church members or Pastors
   Missionaries or children of missionaries
   Employed translators
- Making Decisions
   Provide Leadership as the Team Leader
   Seek Advice but don’t give up authority
   Problem Solving (drugs; personality conflicts; health problems, etc.)
- Team Meetings and Devotionals
   Evaluate Day
   Worship
   Prayer Time
   Down Time (team needs rest)
Returning Home

Spiritual
   God is honored when we share our testimony of what He has done and accomplished

Logistical
   Be prepared to unload trailers and return baggage and other items to their place

Financial
   Follow Up with any team member who has not paid in full

Photos
   The communication office will create a Dropbox account for each of your team members to upload photos. These photos are used to create team videos and for display in the church

Trip Evaluations
   WABC trip evaluations are sent out to team members to complete so we can adequately evaluate the effectiveness of West Acres mission trips
Mission Trip Evaluation

Name of Mission Trip ______________________________
Name ___________________________ (optional)
Date ___________________

1. What was the main emphasis of this mission trip? (check all that apply)
   ___ Construction   ___ Evangelism   ___ Sports Evangelism
   ___ Medical   ___ Children’s Ministry   ___ Other (Specify)

2. Would you recommend this trip to others?  __ Yes  __ No
   If no, why?  ________________________________________________
   ____________________________________________________________
   ____________________________________________________________

3. Was proper attention given to safety and wellbeing of team?  __ Yes  __ No

4. Were all issues handled in a Christ-like manner?  ___ Yes  ___ No
   If no, explain _______________________________________________
   ____________________________________________________________
   ____________________________________________________________

5. Did the team have all the supplies they needed?  ___ Yes  ___ No

6. Were there problems on the trip?  __ Yes  __ No
   If yes, please describe ________________________________________
   ____________________________________________________________
   ____________________________________________________________

7. Were there any health issues on the trip?  __ Yes  __ No
   Was it handled correctly? (explain) _____________________________
   ____________________________________________________________
   ____________________________________________________________

8. Was prayer a part of team preparation and used during the trip?  __ Yes  __ No

9. Was the Gospel shared?  ___ Yes  ___ No
   How was it received?  _________________________________________

10. List suggestions for this type of trip in the future.
    ____________________________________________________________
    ____________________________________________________________

11. How was God glorified?  _____________________________________
    ____________________________________________________________
    ____________________________________________________________
Mission Trip Expense Guidelines

Expenses

Expenditure Approval
Denny Mack MUST approve all expenditures prior to the expense being incurred.

All expenditures MUST have receipts, invoices, etc.

Cash Advances
The Team Leader coordinates with the Missions Office the amount of the cash advance to be requested and completed 2 weeks prior to departure.

The Team Leader is responsible for the cash supplied by WABC.

These funds are for specific expense approved by the Missions Minister prior to departure such as tips, lodging, fuel, and transportation needs. The Missions Office realizes that some receipts may not be obtained in other countries.

Any remaining funds that cannot be accounted for is the Team Leaders responsibility to return to the church at the end of the trip.
Mission Trip Fundraising Guidelines

Mission Team Contributions

Contributions
Funds must be processed by the church. In order to be a valid deduction, the contribution must be to/for the benefit of the church (not an individual).

Funds must NOT be solely designated for a participant. In other words, they cannot put an individual’s name on the memo line of the check. They need to put the mission trip name in the memo line.

Raising Support
All requests for raising support should contain the following:

“The church may use the contribution for other participants, other mission trip expenses, or even future mission trips in the event the selected participant receives excess designated funds or the indicated participant does not go on the trip.”

Fundraising Activities
The Missions Office must approve all fundraising activities.

All fundraising proceeds must be allocated to the entire group participating in the trip, NOT just the individuals participating in the fundraising activity.
Contributions and Prayer Letter Guidelines

For a person raising support for their trip:

- We have a Contribution letter available for individuals to copy and mail out.
  We have a sample prayer letter for team members to use as a guide.

- This Contribution letter explains in detail what each individual needs to do.
  They should mail out contribution/prayer letters at least 8-10 weeks in advance as it usually takes 2-3 weeks for their contributions to start arriving.

- All contributions should be made out to West Acres Baptist Church.
  *Attach a contribution form and place the name of the Trip and the name of the person they are contributing to and turn into the missions office.*
  *Please, Do not write the team members name on the check, only the mission trip name.*

- Contributions should not be mailed to individual persons or to their home.

- If a person goes over the total amount due for the trip, the difference can be placed in the general team fund. The church may use the donation for other participants, other mission trip expenses, or even future mission trips in the event the selected participant receives excess designated funds or the person does not go on the trip.

- We do not give out a list of contributors for each person.
  *We ask that each individual keep a list of those they send letters and write thank you notes to all of them.*
Designated Mission Trip Contributions

West Acres Baptist Church is fully committed to sharing the Gospel of Christ throughout the world. Every member of our church is encouraged to participate in mission opportunities provided by the church. Many times a mission participant will write family and friends for support for the trip. This be in the way of prayer support and/or financial contributions. Here are a few guidelines:

Financial record-keeping for mission contributions should be sent through the Mission Office and will be channeled through the business office of the church. This will help with applying the contribution to the correct mission trip and also with giving the contributor proper tax credit from the church.

While contributions given directly to the team member can be applied to the mission trip, only gifts received payable to the church will receive contribution tax credit. **Persons wishing to receive contribution credit from the church must make the check payable to “West Acres Baptist Church” and list the particular trip in the memo line of the check. DO NOT write the team members name on the check. Either enclose the form below or add a note with the check with the team members name on it.**

If a person has to withdraw from a trip for any reason, the money will be used to help with the cost incurred by the rest of the team and cannot be refunded to the contributor.

Thank you,
Missions Department
WABC

———

Please place this form with your check in an envelope addressed to: West Acres Baptist Church
555 Gibbs Road
Evans, GA 30809

C/O Missions Department
Contribution Form

Name of Contributor: ____________________________
Mailing Address: ________________________________
Amount of Gift: ________________________________
Person & Trip Applied to: ________________________
Dear Family and Friends,

I have some exciting news to share with you that you may or may not already know. The Lord Jesus has worked on my heart over the past several months and led me to sign up for a mission trip with my church, West Acres Baptist Church. For the 3rd year, our church is taking Vacation Bible School to Panama City, Panama. We will work with children from the community and teach them about the love that God has for them. We will also be doing some prayer walking around the community.

I am writing to you to seek your prayers and support for the trip. Would you be willing to pray for me in the following ways: that the Lord would prepare my heart ahead of time; for safety in travel; for patience and wisdom; for good health; and finally that we would all bring the love of Jesus to these children and families.

I thank you so much for doing this for me and the team. Prayer support is an absolute necessity for a successful trip.

Because of Him,

PS— Our commissioning will take place on Sunday morning, January 25 if you would like to attend. If you desire to make a financial contribution, I would greatly appreciate it. The cost of the trip is $1200.00. Donations may be made to: West Acres Baptist Church, 555 Gibbs Road, Evans, GA 30809. Please specify Panama on the comment line of the check. To receive a tax donation credit, please do not put my name on the check. You may enclose the contribution form enclosed in this letter. May God bless you.
LOFJ scholarships are provided for mission participants based on financial need and availability of funds. Any person requesting LOFJ support should make an initial contact with the Team Leader of their trip to apply for LOFJ funds.

The Team Leader will provide the person with an LOFJ application. The completed form is to be returned to the Team Leader or Mission Office. On the completion of the application, the Mission Committee will schedule a meeting with the Missions Pastor to discuss all scholarship requests for the trip.

The Mission Committee will take into consideration:

- The total cost of the trip
- The effort the applicant has made or is making to raise funds or personally pay towards the cost of the trip.
- Their involvement in ministries and small groups at West Acres

LOFJ guidelines state that the maximum amount to be awarded is up to half of the total cost of the trip or $1000.00, whichever is less. This amount is dependant upon available funds in LOFJ.
West Acres Baptist Church
Love Offering For Jesus (LOFJ) Application

Today’s Date __________________________

Printed Name ________________________________________________

Previous Mission Trips __________________________________________

Current Mission Trip: __________________________________________

Mission Trip Date: _____________________________________________

Trip Cost: $ ___________________________

Amount you anticipate to raise $ ___________________________

Amount you will be able to pay $ ___________________________

Amount of LOFJ funds requested $ ___________________________

Applicant’s Signature: __________________________________________

Trip Team Leader: _____________________________________________

Action of Mission Committee: _____Approved _____Denied

Amount of LOFJ funds Approved: $ ___________________________

Signed: _____________________________________________________

Chairman, Missions Committee

Signed: _____________________________________________________

Missions Pastor
Safety Checklist for Short-term Volunteer Travelers

Travel Research
Research the airports/routes you will be traveling
Dialing 911 doesn’t function the same overseas
Know the equivalent emergency number on how to contact help

Legal Affairs
Have a Power of Attorney document and keep it where a friend or family member can access if needed.
Draft your will and keep it within access to appropriate family members.

Medicines/ Health
Take extra (written or filled) prescriptions
Pack medicines in their original bottles
Take a double supply of essential medicines when possible
If you wear glasses, take an extra pair.
If you wear contact lenses, bring glasses.

Insurance Options
West Acres Baptist Church will provide travel insurance for each team member.
Find out if your medical insurance provides coverage for you while you are overseas.

What to pack
Take only what you can manage by yourself
Put critical need items in your carry-on luggage
Pack clothing that respects the culture
Safety Checklist for Short-term Volunteer Travelers

General Safety Tips

Always be aware of your surroundings

Listen to Missionary or local pastors on safety issues

Always carry your passport with you

Always carry a color copy of your passport in your luggage

Put identification tags on ALL bags

Carry the hotel information with you

Don’t carry large sums of money. If you have large sums divide it between a few trusted team members.

Don’t wear flashy jewelry

Don’t carry a purse

Don’t go anywhere alone and avoid being out at night