

# Dunns Creek Baptist Church (DCBC)

## Missions Manual

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## **MISSION OF THE MISSIONS MINISTRY**

The Missions Ministry of DCBC exists to reach people with the Gospel of Jesus Christ. The mission of the Missions Ministry is to educate, equip, and engage the body of DCBC to make disciples of all nations. Jesus' final command to his disciples is in Matthew 28:18- 20: "All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, even to the end of the age." Jesus further states in Acts 1:8, "But you will receive power when the Holy Spirit has come upon you; and you shall be My witnesses both in Jerusalem, and in all Judea and Samaria, and even to the remotest part of the earth."

Missions is more than simply sending believers to the mission field; it also includes educating them on the importance of missions and equipping them with the tools needed to be involved in missions such as prayer, culture and language training, personal evangelism training, and discipleship. DCBC desires for all of its members to be engaged in missions on the local, state, national, and/or international levels.

## **MISSIONS DEFINED**

Organized effort to spread Christianity. Good Works with Jesus as the message. James 2:18 "But someone will say, 'You have faith; I have deeds.' Show me your faith without deeds, and I will show you my faith by my deeds." (NIV)

## **MISSION PROPOSAL EVALUATION CRITERIA**

- a. Organization supported is doctrinally sound & aligns with Baptist Faith & Mission Statement and has no false teachings.
- b. Organization has appropriate fiduciary spending controls; leadership track record & operational ethos is sound, ministry focused.
- c. Purpose of mission: Evangelism, Discipleship, Humanitarian Assistance.
- d. Continues existing relationships or builds new ones where we intend within existing priorities.

Project has a sponsor/Lead (who is capable).

## **FORMATION OF THE MISSIONS COMMITTEE**

The Missions Ministry is coordinated by the Missions Committee. The Missions Committee is a standing committee. All standing committees are responsible to the church and are therefore expected to make periodic reports and recommendations to the church as necessary.

## **MISSIONS BUDGET**

The Missions Committee budget is established and approved by the finance committee as 4.5% of the DCBC budget.

## **SHORT-TERM MISSIONS (1-2 Weeks)**

DCBC utilizes short term mission trips as a means for the body of believers to engage in missions for a brief period of time.

### **Purpose of Short-Term Mission Trips**

1. To lead people to the saving knowledge of Jesus Christ
2. To grow disciples
3. To build up the church and local missionaries/workers/pastors
4. To assist DCBC in being obedient to the Great Commission
5. To provide humanitarian aid in appropriate settings

### **Requirements for Mission Team Participants**

1. Faithful follower of Jesus Christ
2. Active Member of DCBC or a church similar to the faith and beliefs of DCBC (Statement of faith available at [dunnscreekbaptist.org](http://dunnscreekbaptist.org) under “About” and “What We Believe”)
3. Great Commission minded
4. Willing to share the Gospel
5. Able to attend most team meetings and/or training sessions prior to departure, unless the team member lives out of town. In that case, he/she should communicate regularly with the team leader via e-mail and/or phone and be able to fulfill any requirements that are deemed necessary by the team leader.
6. Able to financially absorb the entire cost of the mission prior to departure. In the event there is an unpaid balance on a participant’s account prior to departure, the team member will not be able to accompany the team on the trip. For further information, please see the Financial Policy, Part 1, of the Missions Manual.
7. Team members must be 16 and over, unless otherwise indicated by the Team Leader. Team members under the age of 16 must be accompanied by a parent or legal guardian on the trip, unless it is a mission trip designated for students entering 6-12th grades. Parental or guardian permission is required for team members who are under 19 years of age.

Please see Part 3 of this Missions Manual for further information on the requirements and responsibilities of mission team participants.

### **Required Documentation:**

1. Application for Short-Term Missions
2. Personal Testimony Form

3. Criminal Background Check (Background checks are completed annually and the cost is absorbed by the team participant. For updated cost, contact the appropriate team leader or the DCBC Church Office). In the event that an individual has a history of criminal activities, the Missions Committee and the Pastor/Associate Pastor will discuss the matter and will determine whether or not he/she will be allowed to participate in mission endeavors of DCBC.

4. List of 10 Prayer Partners
5. Copy of passport and/or visa for international trips

### **Requirements for Team Leaders**

1. Faithful follower of Jesus Christ
2. Active member of DCBC
3. Great Commission minded
4. A servant leader who is willing to effectively lead his/her team into difficult and unknown situations
5. Shares the Gospel on a regular basis
6. Able to train team members in evangelism, culture, religious beliefs, language, etc.
7. Team leaders must be 21 years of age or older

*Please see Part 2 of this Missions Manual for further information on the requirements and responsibilities of mission team leaders.*

### **Policies for Team Behavior and Attitudes**

Individuals participating on DCBC sponsored mission endeavors are reminded that they are ambassadors of Jesus Christ (II Corinthians 5:20). As teams go on mission they not only represent Him, but DCBC, the United States, and the supporting mission agency (if applicable). For this reason, DCBC requests that each team member seek to be above reproach in his/her actions and attitudes.

1. Team members must submit to the team leader's authority and leadership.
2. Political uncertainty is always of great concern while a mission team of DCBC is serving on the international mission field. Therefore, DCBC requests that team members refrain from expressing political opinions and comments.
3. Refrain from profanity, alcohol, the use of tobacco products, illegal drugs, gambling, immorality and any other activities that do not align with Scripture.
4. All team members must adhere to the behavioral guidelines for each specific team set by the team leader and the missionary agency with consideration toward the culture to which the team is going.

A team leader reserves the right to ask an individual whose behavior is unacceptable in the field to return home. Any cost incurred as a result of this action will solely be the responsibility of the team participant.

## **FINANCES**

Because DCBC believes in the importance of missions and the urgency to send out workers into the field, we strive to eliminate as many obstacles for the participant as possible, including financial obstacles. Although each individual is ultimately responsible for the entire cost of his/her own mission trip, DCBC does provide a small stipend to offset travel costs for its members, along with helpful suggestions for securing funds needed for a mission trip.

### **Financial Policy**

1. Team members are expected to raise 100% of the cost of their mission trip. Final payments are due at least one month prior to the team's departure. All accounts must be paid, in full, prior to departure. In the event that an individual does not pay his/her outstanding balance for the mission trip, he/she will not be able to accompany the team at the time of departure. The individual also forfeits any and all monies that have been given on behalf of his/her trip. Monies will not be able to be used for a trip at a later date, and they cannot be refunded. These monies will remain in the appropriate ministry account and designated accordingly by church staff and/or the Missions Committee.
2. Should an individual receive contributions that exceed the cost of the mission trip through DCBC, those monies will be deposited in the appropriate ministry account and designated accordingly by church staff and/or the Missions Committee.
3. Support for a DCBC mission trip may be raised within and outside of DCBC. Contributions can be given through DCBC.
4. All contributions to DCBC mission trips are non-refundable. For a contribution to be tax deductible:
  - Checks or money orders must be made payable to DCBC. (Please do not write a project or individual's name on the envelope, check, or memo line).
  - Enclose a personal note stating the project and/or individual the contribution is supporting.
  - Members and non-members of DCBC will receive acknowledgment from the church for the contribution. In the event that acknowledgment is not received, it is the responsibility of the individual giver to contact the DCBC Finance Office or keep track of their donation for tax deduction purposes.
  - IRS regulations prohibit the church Finance Office from giving tax credit for donations specifically designated for individuals.

### **Transportation Contribution**

DCBC members who are mission team participants will receive a stipend of up to 20% of the transportation cost if funds are available to help offset the cost of transportation. Distributions will be provided on a first come, first served basis. Monies are only available to team members that are 16 and over. In the event that the mission trip is specifically designated

as a student mission trip, then monies will be available to individuals that are 12 and over. It is a one-time stipend, per person, per year, and can be used for either a national or international mission trip. Stipend amounts vary each year. The Team Leader will contact the DCBC Mission Committee Chair for the most up-to-date information.

## **TRAVEL**

All mission trip travel arrangements are made by the team leader in coordination with the Pastor/Associate Pastor. The team leader will be responsible for making appropriate airline and ground transportation reservations and purchases. The team leader may choose to go through a travel agency or seek an alternate means to purchase tickets. Travel costs are included in the overall cost of the mission trip.

## **Insurance**

All DCBC mission teams participating in international mission travel are required to have travel insurance. Travel insurance is usually purchased through an insurer selected by the DCBC Mission Committee, and is included in the total trip cost for each team participant. The safety and health of each of our team members is important, not only to the team participant but also to his/her family and DCBC. In the event that there is a health emergency while in the field, DCBC wants to make certain that proper care and treatment can be administered immediately and without delay. Granted, anything can happen while serving on the mission field, but we must be proactive and have a plan of response in the event that an emergency occurs.

## **LONG-TERM MISSIONS (3 weeks or longer)**

In the event that an individual/family feels led to serve for an extended period of time on the mission field, he/she will be referred to one of our sister organizations: North Jacksonville Baptist Convention, North American Mission Board ([namb.net](http://namb.net)), and/or the International Mission Board ([imb.org](http://imb.org)). These organizations have additional resources, educational tools, and training that will help equip the individual/family for working on the mission field for an extended period of time.

## **OTHER MISSION TRIPS**

Because DCBC encourages its people to be on mission, there are times when individuals and/or groups will participate in mission endeavors on their own or with another church and/or organization. Although it is not specifically designated as a DCBC mission team, DCBC desires to encourage, support, and pray for these individuals while in the field. Prior to departure, DCBC commissions teams before they go out. The individual and/or group may contact the Pastor/Associate Pastor to schedule a commissioning with the church calendar.



It is important to note that individuals and/or groups that participate in other mission trips not designated as a DCBC mission trip will not be able to receive a transportation contribution (see Finance section) for his/her trip.

## NATURAL DISASTERS AND RELIEF EFFORTS

There is much instability in our world today. Scripture is very clear that there will be wars, rumors of wars, earthquakes and famines as the second coming of Jesus Christ approaches. DCBC stands committed to assist in challenging times such as these. When major natural disasters occur, the Missions Committee and the Pastor/Associate Pastor will be debriefed on the situation. Decisions will be made regarding the best way to respond. DCBC relies heavily on information from the North Jacksonville Baptist Convention, Southern Baptist Convention, North American Mission Board, and the International Mission Board, as well as personnel in the field, and will be in contact with them to discuss relief efforts and how DCBC can be involved. To assist the DCBC church body, updates are made regularly online at [dunnscreekbaptist.org](http://dunnscreekbaptist.org) and on DCBC's Facebook page.

## PARTNERSHIPS AND RESOURCES

DCBC intends to partner with local, state, national, and international agencies to reach people with the Gospel. Through these partnerships, DCBC will be able to develop relationships, minister in unreached areas, and more strategically reach people with the Good News of Jesus Christ. DCBC plans to support our partners through prayer and financial support. Ministry partners will be asked to submit itemized budgets for their respective churches and/or organizations. Budgets will be evaluated by the Missions Committee for the primary purpose of making sure that these churches and/or organizations continue to have the furtherance of the Gospel at the forefront of their ministry.

## Mission Trip Release Form for Dunn's Creek Baptist Church

1425 Starratt Road  
Jacksonville, FL. 32218  
904-757-0343

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_

Sex \_\_\_\_\_ Birthday \_\_\_\_\_ Age \_\_\_\_\_

Home Address \_\_\_\_\_

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

E-mail \_\_\_\_\_

In an emergency, notify:

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_

The undersigned desires to attend and/or participate in a mission trip to \_\_\_\_\_ (leaving on or about \_\_\_\_\_ and returning on or about \_\_\_\_\_) (this mission trip hereinafter referred to as "Activity"), sponsored by, connected with, or related to the Dunn's Creek Baptist Church (hereinafter referred to, collectively, as the "Church").

I understand and agree that, as a participant, I may be photographed or videotaped during the Activity and these photos/videos may be used in promotional materials (i.e. website, etc.).

I understand and acknowledge that the Church will only permit me to participate in the Activity based on my promise to hold the Church harmless from liability arising out of my attendance and/or participation in the Activity listed above. I have investigated—or will do so—all risks involved with my attendance and/or participation in the Activity. Furthermore, I accept—on behalf of myself, my heirs, successors and/or assigns—any and all risks of personal or bodily injury to me or property damages associated with said Activity. Such acceptance of the risk specifically includes, but is not limited to, the risks associated with air and ground travel to and from the destination, as well as travel while in the vicinity of the mission work.

By signing this document, I hereby release and forever discharge the Church, its pastors, officers, directors and employees, agents and any parties volunteering on behalf of the Church from all claims, damages, costs or expenses of any kind arising out of or related to my attendance or participation in the Activity.

**I UNDERSTAND THAT THIS DOCUMENT IS A FULL AND COMPLETE RELEASE OF ALL CLAIMS FOR PERSONAL OR BODILY INJURY AND PROPERTY DAMAGE WHICH I MIGHT SUSTAIN AS THE RESULTS OF MY ATTENDANCE AND/OR PARTICIPATION IN THE ACTIVITY, REGARDLESS OF THE SPECIFIC CAUSE THEREOF.**

I further understand and agree that in the event of such personal or bodily injury to me, or property damage, that I will not seek any type of recovery from, or bring any type of action whatsoever against, the Church or its pastors, officers, directors, employees, or agents.

I understand that, in the event I require medical or dental treatment while with the group from the Church and/or engaged in the Activity, I hereby consent and give permission to the Church or any person acting on behalf of the Church with respect to the Activity, as agent for me, to consent to any X-ray examination; injections; anesthesia; medical, dental or surgical diagnosis and treatment; and hospital care and treatment

advised and supervised by a physician, surgeon, or dentist (as appropriate) licensed to practice under the laws of the state where the services are rendered, either as an outpatient or in any hospital. To the best of my knowledge, I have listed above all of my medical allergies, medical information and pertinent information.

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

**Printed Name:** \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Please have this form either:

1) notarized, or 2) witnessed by two (2) individuals over the age of 18

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

( ) Personally known by me ( ) Identification Presented \_\_\_\_\_

Witness #1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Full Name \_\_\_\_\_

Address \_\_\_\_\_

Witness #2 Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Full Name \_\_\_\_\_

Address \_\_\_\_\_

**\* If the person signing this form in a minor (i.e., younger than eighteen (18) years of age at the time of execution), one of the minor's parents and/or legal guardians MUST in the space provided above (directly below the minor's signature). By so signing, such parent and/or legal guardian confirms their acceptance of, and agreement with, the releases and other terms set forth above.**

**Personal Info Sheet**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_

Phone No. \_\_\_\_\_

Primary Care Physician: Name: \_\_\_\_\_

Phone No. \_\_\_\_\_

**Current Medical Conditions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Medications List:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Allergies (Drugs, Food, Environmental):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PERSONAL TESTIMONY

When going on a mission trip, there are many things to consider. The most important of these is always the way in which the mission impacts the kingdom of Christ. By serving as a short term missionary, YOU are representing our Lord and our home church as well. Each missionary should be living in a Christ honoring manner and prepared to share how God has impacted his/her life. Use the below to consider how to write a brief testimony of how you came to trust Jesus Christ as your Lord and savior and pray about how you can present your experience on your mission when the opportunities arise. Your team leader will share his/her testimony and expect each of you to do the same as you begin preparing to execute your mission trip.

Name \_\_\_\_\_

My life before I encountered Christ.

How (where if you remember) I encountered Christ

How your life has changed since encountering Christ.

You may want to have a 30 second “elevator version” as well as a full blown in the weeds testimony in case you’ve only got one quick shot to share it.

## Emergency Medical Kit

Item	Qty
Box Disposable Gloves	1
Bandage Scissors	1
Hemostats	2
Sling	1
Knee Support	1
Ankle Support	2
Pocket Mask (CPR)	1
Box 4x4 Gauze	1
Roll Gauze Wrap	2
Seizure Stick	1
Small Tube Neosporin	1
Box Alcohol Swabs	1
Box Band aides	1
Ace Wraps	2
Bottle Hibiclens	1
Small Box Tampons	1
Small Box Maxi Pads	1
Triple antibiotic	1
Hydrocortisone	1
Aspirin	1
Tylenol	1
Motrin	1

Quick ice pack	1
Q-tips	1
Cotton balls	1



# Short-Term Mission Team Leader's Manual

## INTRODUCTION

Thank you for volunteering to lead a short term mission team from DCBC. It is a big undertaking which will require much planning, hard work, and prayer. The Team Leader Manual is designed to assist and equip you to effectively lead a short-term mission team. The Missions Committee and Pastor/Associate Pastor are available to help and support you as you prepare for your mission trip.

## PURPOSE OF SHORT TERM MISSIONS TRIPS

The purpose of any short term mission trip from DCBC is to obey the Great Commission as stated by Jesus in Matthew 28:19-20: *“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, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”*

In carrying out the Great Commission, DCBC short term mission teams should pursue excellence and strive for the highest Christian purpose. Short term teams can have a positive impact for God's Kingdom as they partner with long-term missionaries and local believers in their ongoing discipleship ministries. Short term teams provide support and encouragement to local believers and missionaries in the field, as well as provide humanitarian assistance in the name of Jesus. They also assist in the development of long-term, strategic relationships throughout the world.

This pursuit of excellence has been developed into an established set of best practices standards known as *The Seven U.S. Standards of Excellence in Short-Term Mission* (<http://www.soe.org/explore/the-7-standards/>), with the vision “to see all STM endeavors committed to God-honoring standards and Christ-like practices for greater kingdom impact among the nations.” Developed by mission networks and over 400 mission leaders, these standards are not intended as a rigid, legalistic system - but rather to encourage, enable, and equip believers, churches, and mission organizations. When striving to reach these standards, DCBC short term mission teams can be effective instruments in carrying out God's redemptive mission throughout His world.

A brief version of The 7 Standards is included below. Additional details can be found in the Manual's Appendix and on the SOE website ([www.soe.org](http://www.soe.org)) which includes Scriptural references and key quality indicators:

### **The Seven U.S. Standards of Excellence (SOE) in Short-Term Mission**

1. **GOD-CENTEREDNESS.** An excellent short-term mission seeks first God's glory and his kingdom, and is expressed through our:
  - Purpose — Centering on God's glory and his ends throughout our entire STM process

- Lives — Sound biblical doctrine, persistent prayer, and godliness in all our thoughts, words, and deeds
  - Methods — Wise, biblical, and culturally-appropriate methods which bear spiritual fruit
2. EMPOWERING PARTNERSHIPS. An excellent short-term mission establishes healthy, interdependent, on-going relationships between sending and receiving partners, and is expressed by:
    - Primary focus on intended receptors
    - Plans which benefit all participants
    - Mutual trust and accountability
  3. MUTUAL DESIGN. An excellent short-term mission collaboratively plans each specific outreach for the benefit of all participants, and is expressed by:
    - In-field methods and activities aligned to long-term strategies of the partnership
    - Goer-guests' ability to implement their part of the plan
    - Host receivers' ability to implement their part of the plan
  4. COMPREHENSIVE ADMINISTRATION. An excellent short-term mission exhibits integrity through reliable set-up and thorough administration for all participants, and is expressed by:
    - Truthfulness in promotion, finances, and reporting results
    - Appropriate risk management
    - Quality program delivery and support logistics
  5. QUALIFIED LEADERSHIP. An excellent short-term mission screens, trains, and develops capable leadership for all participants, and is expressed by:
    - Character — Spiritually mature servant leadership
    - Skills — Prepared, competent, organized, and accountable leadership
    - Values — Empowering and equipping leadership
  6. APPROPRIATE TRAINING. An excellent short-term mission prepares and equips all participants for the mutually designed outreach, and is expressed by:
    - Biblical, appropriate, and timely training
    - On-going training and equipping (pre-field, In-field, post-field)
    - Qualified trainers
  7. THOROUGH FOLLOW-UP: An excellent short-term mission assures debriefing and appropriate follow-up for all participants, and is expressed by:
    - Comprehensive debriefing (pre-field, In-field, post-field)
    - In-field re-entry preparation
    - Post-field follow-up and evaluation

## REQUIREMENTS FOR TEAM LEADERS

1. Faithful follower of Jesus Christ
2. Active member of DCBC
3. Great Commission minded
4. A servant leader who is willing to effectively lead his/her team into difficult and unknown situations
5. Shares the Gospel on a regular basis
6. Able to train team members in evangelism, culture, religious beliefs, language, etc.
7. Team leaders must be 21 years of age or older

## **RESPONSIBILITIES OF TEAM LEADERS**

### **Trip planning:**

- a. Pray and seek God's direction on where He wants you to lead a team. If possible, partner with long-term missionaries/mission organizations who have experience with utilizing short-term teams and have solid community development programs in place (particularly in poverty-stricken areas of the world).
- b. For short term mission teams to be considered for funding from the annual church budget, prospective team leaders are required to submit an Application for Team Leader on or before September 30 of each year. Applications are available online at [dunnscreekbaptist.org](http://dunnscreekbaptist.org) and in the Church Office. Applications are reviewed and approved or denied by the Missions Committee and the mission trip calendar is established for the subsequent year.
- c. In the event that an individual desires to lead a mission team from DCBC and misses the September 30 deadline, he/she may request a meeting with the Missions Committee and submit an Application. However, it is important to note that although approval may be granted by the Missions Committee to lead a team, there may not be budgeted monies available to help offset the cost of transportation. In that case, the entire cost of the trip will be absorbed by the team.
- d. Schedule an informational meeting 4-6 months prior to trip departure. The meeting should be advertised in the weekly worship guide and via other internal church media for at least one month prior to the meeting date. Printed information must be received by the church office by Monday at noon, in order to be printed in the worship guide for the subsequent Sunday.

### **Team selection:**

- a. The team leader and Pastor/Associate Pastor will collaborate to select the team members, after each prospective member has filled out an Application for Short Term Missions.

- b. Team members must be professing believers in Jesus Christ and meet the criteria set forth in the Missions Team Member section of this manual. If an individual has a significant medical problem or a criminal background, the team leader will meet with the Pastor/Associate Pastor and/or Missions Committee to determine if the applicant will be allowed to be part of the team.
- c. A non-refundable deposit, as designated by the team leader, guarantees the team member a place on the team.
- d. Each mission team has a maximum number of allowed members, as determined by the team leader and the Missions Committee.
- e. Once a team has reached maximum capacity, a waiting list may be established.

#### **Team preparation:**

- a. Team meetings: schedule regular meetings and lead them effectively. Suggested number of meetings prior to trip: 4-6. In general, a team should meet approximately once a month for several months prior to trip departure.
- b. Schedule other events, including the team Commissioning Service which is normally held during a Sunday evening worship service prior to trip departure. Team leaders are responsible for reserving rooms for meetings as well as requesting transportation (such as to and from the airport) through the DCBC Mission Committee Chair. Requests (meeting room reservations, vans for transportation, etc.) should be submitted to the DCBC Mission Committee Chair /Vice Chair, or in their absence, the Pastor/Associate Pastor.
- c. Assign/delegate responsibilities to team members
- d. Encourage team members in their walk with Jesus; share Scripture and devotions in meetings and via e-mail prior to trip.

#### **Communication:**

- a. With partner ministry organization or missionary in the field to determine local ministry needs,
- b. The DCBC Pastor/Associate Pastor, Mission Committee and
- c. Mission team members.

#### **Trip preparation:**

- a. Communicate with the local missionary/missions organization about their specific needs; plan to work with the missionaries and local believers, utilizing their knowledge and experience. Plan carefully, particularly before any poverty alleviation efforts (i.e. relief, recovery or development) in materially

poor areas. For more information, see *When Helping Hurts* by Steve Corbett and Brian Fikkert.

- b. Coordinate purchasing, organizing and packing supplies necessary for the trip such as school or VBS supplies, medications and supplies for medical teams.
- c. Ensure that all team paperwork has been submitted to the Pastor/Associate Pastor in a timely manner, and that all payments have been submitted to the Finance Office of DCBC.
- d. Prepare for emergencies: bring the team emergency medical kit, emergency phone numbers and emergency information for each person on the team.
- e. Review travel details with the Pastor/Associate Pastor, and coordinate transportation to and from the airport.

#### **Mission Trip Responsibilities:**

- a. Deliver monies due for trip (for food, lodging, interpreters, transportation) to the host missionary or organization if necessary. Prior to the trip, coordinate with your field representative the best way to transport team monies.
- b. Work with host missionary/missions organization to coordinate ministry efforts. Remember that you are under the umbrella of their ministry. Your team is going to assist them; do not have a separate ministry agenda.
- c. Facilitate daily devotions and reflection times. Devotions may be delegated to other team members, but the team leader should give at least one devotion.
- d. Handle any conflicts or emergencies that may arise and communicate with the Pastor/Associate Pastor as needed. A team emergency medical kit is available, and should be taken on international trips and available to the team at all times. Team leaders need to be familiar with what it contains (inventory list is in the kit). Only qualified healthcare professionals should administer IVs and injectable medications.

#### **Post Trip:**

- a. Hold a post-trip debriefing party or meeting. This is an informal meeting and an opportunity to celebrate what went well and discuss any trip challenges.
- b. Coordinate the team report to the church, which includes scheduling a time for the team to report back to the church. Reports are normally given on a Sunday evening and must be scheduled and approved by the church staff. Preparation includes asking 2-3 team members to speak and creating a team slide show. This can be delegated to other team members if appropriate. Team reports are

usually allotted 15 minutes, which includes any audiovisual presentations. Consider ways to keep the audience's attention!

- c. Other suggested post-trip activities: share team photos and videos online (Shutterfly, Snapfish, Facebook), send thank you cards to individuals who donated towards the trip (include photos if possible).
- d. Consider planning other meetings and service activities after the mission trip to engage team members in local service and discipleship opportunities.

## *TEAM TRAINING*

Leading a short-term mission team into a different culture and environment requires a good deal of planning and preparation. Meetings and team training sessions are a critical part of preparing your team to effectively minister and share the Gospel. Be sure to include a time of prayer during each meeting.

### *Main Topics to Cover for Team Training*

1. General trip information (location, length, travel, costs, team deadlines)
2. Goals and objectives of the trip. The primary goal is always to share Jesus and to make disciples. Teams do this in various ways: medical missions, building projects, Vacation Bible School, working in orphanages, etc.
3. Roles and responsibilities of the team leader and team members
4. Culture and religion training
5. Evangelism training: preparing a testimony and sharing the Gospel
6. Passports, Visas (if necessary), vaccinations
7. Team paperwork
8. Intercessory prayer
9. Logistics/special needs (food allergies, hotel i.e. no bath tub shower only...etc.)

### *SUGGESTED MEETING OUTLINES*

#### *Meeting #1 (3-4 months prior to departure)*

The first meeting is a time to get acquainted with your prospective team members. It is important that all team members understand that they will be representing Christ and DCBC on the trip, and that their primary objective is to share the Gospel.

1. Discuss the primary purpose of the trip and any applicable Scriptures.
2. Spend time in prayer and encourage team members to spend individual time with God in prayer and in the Word on a daily basis.
3. Discuss basic details of the trip: where you will be traveling, climate, environment, basic safety concerns.
4. Discuss length of trip

5. Detail cost of the missions trip and provide a basic break down of costs if possible. Discuss payment for the trip and encourage team members to send out support letters early in the trip preparation process.
6. Team paperwork: have all prospective team members fill out the Application for Short Term Missions and turn it in at the first meeting if possible.
7. Passport and/or Visa: strongly encourage all prospective team members to apply for a passport and/or visa immediately if necessary. These documents may take weeks to arrive.
8. Discuss vaccinations and prophylactic medications if applicable: country-specific recommendations available at [www.cdc.gov](http://www.cdc.gov).
9. Distribute the DCBC Team Member Manual to each person and encourage them to read through it prior to the next meeting.
10. Inform team members of established time frame for turning in paperwork and trip payments.
11. Discuss other things such as team t-shirts

#### Meeting #2 (2-3 months prior to departure)

Meeting 2 should include more in-depth information on the place where the team will be traveling and ministering. Discuss important cultural things such as acceptable dress and language/greetings since this varies widely throughout the U.S. and the world. If you have never traveled to the country of interest, communicate with the missionary in the field and/or someone who has recently traveled to that country. If you have not traveled there recently, update yourself on any recent political or environmental changes that may have occurred (elections, political unrest, natural disasters). If some of your team members have never traveled internationally, particularly to a third world country, it is important to prepare them for what they will experience.

#### Suggested topics for discussion:

1. Country/region history: a basic understanding of a country's history will help team members understand why certain conditions exist such as political unrest, dictatorships, poverty, etc.
2. Culture/language training: customs, acceptable dress and greetings, basic words to know
3. Religious beliefs
4. Show photos and/or slide show of prior mission trips to that country, if possible
5. Specific ministry plans for your trip (i.e. construction, VBS, evangelism, medical work)



6. Delegate tasks to team members where appropriate. If any team members are gifted musically, consider asking them to prepare some worship songs for the trip (chord charts, lyric sheets, etc.). Some of the team members will be asked to lead team devotions during the trip.
7. Finalize the team roster for flights and insurance
8. Provide a packing list for the team
9. ALL necessary paperwork should be turned in by this meeting
10. Review time frame for turning in payments

### Meeting #3 (6-8 weeks prior to departure)

A big focus of this meeting should be training your team members to share the Gospel. Some team members will be very comfortable with sharing, while others may be new at sharing their faith. Encourage them to develop their own testimony: how they came to saving faith in Jesus Christ and how God has worked in their life since that time.

1. Evangelism Training. Review basics of how to share the Gospel (Romans Road, etc). Below is a simple way to explain salvation with supporting Scripture references: All human beings are God's creation but are born alienated from God. Only God is perfect and our wrongdoing (sin) separates us from God (Romans 3:23). Because God is just, he must punish sin. However, He demonstrated His great love for humankind by sending His Son Jesus Christ to die and pay the penalty (death) that justice demands (Romans 5:8). God loves His creation and does not wish for anyone to be separated eternally from Him, but wants all people to repent and believe in Him (John 3:16, 2 Peter 3:9). Salvation is possible only through faith in Jesus Christ, not by any works or good deeds (Ephesians 2:8-9, Romans 6:23). Jesus stated in John 14:6: "I am the Way, the Truth, and the Life. No one comes to the Father except through Me." Unfortunately, those who reject Jesus and His gift of salvation will be separated from God forever (John 3:18).
2. Professions of Faith. Scripture says, "Do not grow weary in doing well for at the proper time you will reap a harvest..." (Gal 6:9). Discuss with team members that many individuals do not accept Christ as Savior the first time that they hear the gospel. Often, it takes many individuals "sowing" and "watering" in a person's life before God's Spirit leads them to genuine faith in Jesus Christ.
3. Team members share their personal testimonies. By sharing your personal testimony, it can help deepen relationships among team members. Attempt to keep testimonies 2-3 minutes in length. Obviously there are many starting points to sharing your personal testimony, but one suggestion, "I had a life

changing experience when...” Include statements regarding your life before Christ and your life once a relationship was established with Him. Finally, include information as to how your life is now after journeying with Christ for a period of time.

4. Review passport/visa and vaccination information.

Continue plans for ministry, dividing responsibilities and delegating tasks if applicable.

#### Meeting #4 (2-4 weeks prior to departure)

Meeting 4 is a good time to finalize and discuss trip details: ministry plans, trip logistics such as departure time, driver to and from airport, etc.

1. Discuss trip logistics: travel, food, lodging, communication with family while on the trip.
2. Finalize ministry plans. Make sure that all necessary supplies have been purchased or ordered.
3. Make sure that all team members have their passports/visas and have turned in all necessary paperwork.
4. Discuss culture shock as well as any suggested/required reading material.
5. Spend extra time in prayer for your trip.

#### Meeting #5 (1-2 weeks prior to departure)

Meetings 4 and 5 can be combined if needed. It is a time for confirming last-minute details with the team, packing team supplies, and answering any last-minute questions.

1. Pack team supplies.
2. Remind team members to fill prescriptions for prophylactic medications.
3. Make sure that final payments have been made. Team members may not depart for the trip until their entire balance is paid in full. For more details, please see the Missions Manual Financial Policy.
4. Review travel itinerary.

### **MEDICAL MISSIONS**

Many international trips will include healthcare professionals. There are huge needs for medical services in most developing countries and medical missions are a wonderful way to minister and

share the Gospel. Please be sure that only licensed, qualified healthcare professionals (registered nurses, nurse practitioners, physician assistants, physicians) administer prescription medications. Medications can do great harm (particularly to children) if administered for the wrong condition and in the wrong doses. Lay persons (without formal medical training) can still help by administering over-the-counter medications according to package directions and assisting with basic wound care under the supervision of a qualified and licensed medical professional. A good resource is the book, *Where There is No Doctor* by David Werner, Jane Maxwell, and Carol Thuman. Often, friends and family want to help by donating medications and medical supplies for mission trips. Donations should only be made at the request of the team leader. Below are some guidelines for medication donations. DCBC will only collect and transport medicines that are approved for entry into the country of the mission, have instructions in the language of the mission country, and when an appropriately credentialed health care professional is leading the mission and is willing/able to verify the medicines.

## SUMMARY

Leading a mission team is a significant responsibility which requires much preparation and prayer.

A successful mission trip is only possible through the power of the Holy Spirit. DCBC, the DCBC Pastor/Associate Pastor, and the Missions Committee are ready to support and assist you as you work to fulfill the Great Commission.

### Suggested Reading:

- *Introduction to Evangelism*, by Alvin Reid, B&H Academic, 1998.
- *Radical Together*, by David Platt, Multnomah Books, 2011.
- *Radical: Taking Back Your Faith From the American Dream*, by David Platt, Multnomah Books, 2010
- *Reentry: Making the Transition from Missions to Life at Home*, by Peter Jordan, YWAM Publishers, 1992.
- *Serving with Eyes Wide Open: Doing Short-Term Missions with Cultural Intelligence*, by David Livermore, Baker Books, 2006.
- *The Hole in Our Gospel*, by Richard Stearns, Thomas Nelson, 2009
- *When Helping Hurts: How to Alleviate Poverty Without Hurting the Poor and Yourself*, by Steve Corbett and Brian Fikkert, Moody Publishers, 2009

# Short Term Missions (STM) Team Member Manual

## INTRODUCTION

Thank you for volunteering to go on a short term mission team from DCBC (DCBC). The Team Member Manual is designed to provide you with all the information needed to participate in a DCBC mission endeavor. It will hopefully answer any questions that you might have concerning the mission, travel, financial resources, etc. The DCBC Missions Committee and Pastor/Associate Pastor are always available to assist you as you prepare for your short-term mission adventure.

### Purpose of Short Term Missions Trips

The purpose of all DCBC mission trips is to obey the Great Commission as stated by Jesus in Matthew 28:19-20: *“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, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”*

In carrying out the Great Commission, mission teams should pursue excellence and strive for the highest Christian purpose. Short term mission teams can have a positive impact for God’s Kingdom as they partner with long-term missionaries and local believers in their ongoing discipleship ministries. Short term teams provide support and encouragement to local believers and missionaries in the field, as well as provide humanitarian assistance in the name of Jesus. They also assist in the development of long-term, strategic relationships throughout the world.

The pursuit of excellence has been developed into an established set of best practices standards known as *The Seven U.S. Standards of Excellence in Short-Term Mission* (<http://www.soe.org/explore/the-7-standards/>). A brief version of The 7 Standards is included below, and a more detailed one can be found in the manual’s appendix and on the SOE website ([www.soe.org](http://www.soe.org)) that includes Scriptural references and key quality indicators:

### The Seven U.S. Standards of Excellence (SOE) in Short-Term Mission

1. **GOD-CENTEREDNESS.** An excellent short-term mission seeks first God’s glory and his kingdom, and is expressed through our:
  - Purpose — Centering on God’s glory and his ends throughout our entire STM process
  - Lives — Sound biblical doctrine, persistent prayer, and godliness in all our thoughts, words, and deeds
  - Methods — Wise, biblical, and culturally-appropriate methods which bear spiritual fruit
2. **EMPOWERING PARTNERSHIPS.** An excellent short-term mission establishes healthy, interdependent, on-going relationships between sending and receiving partners, and is expressed by:
  - Primary focus on intended receptors
  - Plans which benefit all participants

- Mutual trust and accountability
3. MUTUAL DESIGN. An excellent short-term mission collaboratively plans each specific outreach for the benefit of all participants, and is expressed by:
    - In-field methods and activities aligned to long-term strategies of the partnership
    - Goer-guests' ability to implement their part of the plan
    - Host receivers' ability to implement their part of the plan
  4. COMPREHENSIVE ADMINISTRATION. An excellent short-term mission exhibits integrity through reliable set-up and thorough administration for all participants, and is expressed by:
    - Truthfulness in promotion, finances, and reporting results
    - Appropriate risk management
    - Quality program delivery and support logistics
  5. QUALIFIED LEADERSHIP. An excellent short-term mission screens, trains, and develops capable leadership for all participants, and is expressed by:
    - Character — Spiritually mature servant leadership
    - Skills — Prepared, competent, organized, and accountable leadership
    - Values — Empowering and equipping leadership
  6. APPROPRIATE TRAINING. An excellent short-term mission prepares and equips all participants for the mutually designed outreach, and is expressed by:
    - Biblical, appropriate, and timely training
    - On-going training and equipping (pre-field, In-field, post-field)
    - Qualified trainers
  7. THOROUGH FOLLOW-UP

### Requirements for Mission Team Participants

1. Faithful follower of Jesus Christ
2. Active Member of DCBC or a church similar to the faith and beliefs of DCBC (Statement of faith available at [dunnscreekbaptist.org](http://dunnscreekbaptist.org) under “About Us” and “What We Believe”)
3. Great Commission minded
4. Willing to share the Gospel
5. Able to attend most team meetings and/or training sessions prior to departure, unless the team member lives out of town. In that case, he/she should communicate regularly with the team leader via e-mail and/or phone and be able to fulfill any requirements that are deemed necessary by the team leader.
6. Able to financially absorb the entire cost of the mission prior to departure. In the event there is an unpaid balance on a participant’s account prior to departure, the team member will not be able to accompany the team on the trip. For further information, please see the Financial Policy section of the Missions Manual.
7. Team members must be 16 and over, unless otherwise indicated by the Team Leader. Team members under the age of 16 must be accompanied by a parent or

legal guardian on the trip, unless it is a mission trip designated for students entering 6-12th grades. Parental or guardian permission is required for team members who are under 19 years of age.

### **Steps to Participating on a Short Term Mission Team**

1. Pray and read God's Word. If you feel that God may be calling you to be part of a short term mission team, begin exploring the possibility by asking God in prayer. Read God's Word for affirmation of your call.
2. Attend an informational meeting. Each team leader schedules an informational meeting 4- 6 months prior to the trip. Plan to attend this meeting if possible. It does not obligate you to the trip. The meeting is simply a way to learn more about the trip and the people you may be serving. It is also an excellent time to meet the team leader and ask any questions that you may have regarding the trip. Informational meetings are promoted in the Sunday Worship Guide. Mission calendar information is also available online at [dunnscreekbaptist.org](http://dunnscreekbaptist.org), or you can contact the DCBC Church Office for additional information at (904)-757-0343
3. Continue to pray and read God's Word, and consider fasting. Enlist fellow believers to pray for you as you seek God's leading.
4. When you feel God's leading to go forward with the trip, commit. A nonrefundable deposit guarantees your place on the team.

All team members are required to submit the following information:

1. Application for Short-Term Missions. If a team member has a diagnosed major medical problem, he/she must obtain a note from his/her healthcare provider stating that he/she is in stable health, able to travel and to participate in team activities.
2. Personal Testimony Form.
3. Criminal background check. Background checks are completed annually and the cost is absorbed by the team participant. In the event that an individual has a history of criminal activities, the Missions Committee and the Pastor/Associate Pastor will discuss the matter and will determine whether or not he/she will be allowed to participate in mission endeavors of DCBC.
4. Enlist 10 prayer partners.
5. Provide 2 copies of your passport and/or visa for international mission trips which will be safeguarded and returned after the trip. This is to assist in the event of a lost passport while on the mission trip.

All documentation must be fully completed and submitted, and a non-refundable deposit must be made in order for you to be placed on a team. Documents can be downloaded from the mission downloads page at [dunnscreekbaptist.org](http://dunnscreekbaptist.org) or picked up from the Church Office. Documentation can be submitted in writing or via email to the appropriate team leader.

Individuals that desire to participate in one or more mission trips per year will be required to submit this documentation each time. After completion of a mission trip, documentation will be discarded appropriately.

Information on the Application for Short Term Missions and the criminal background check is considered confidential information and will not be released to the general public. The Missions Committee and staff of DCBC will be the only individuals to review this documentation. Background checks are renewed annually. The cost to DCBC to conduct a background check is approximately \$15.00 which is included in the cost of each participant's mission trip. The cost may change without prior written notice.

A non-refundable deposit commits an individual to going on a mission trip. Each team leader will designate a specific deposit amount and a deadline for it to be turned into the DCBC Finance Office.

### **Policies for Team Behavior and Attitudes**

Individuals participating on DCBC sponsored mission endeavors are reminded that they are ambassadors of Jesus Christ (II Corinthians 5:20). As teams go on mission they not only represent Him, but DCBC, the United States, and the supporting mission agency (if applicable). For this reason, DCBC requests that each team member seek to be above reproach in his/her actions and attitudes.

1. Team members must submit to the team leader's authority and leadership.
2. Political uncertainty is always of great concern while a mission team of DCBC is serving on the international mission field. Therefore, DCBC requests that team members refrain from expressing political opinions and comments.
3. Refrain from profanity, alcohol, the use of tobacco products, illegal drugs, gambling, immorality, and any other activities that do not align themselves with scripture.
4. All team members must adhere to the behavioral guidelines for each specific team set by the team leader and the missionary agency with consideration toward the culture to which the team is going.
5. A team leader reserves the right to ask an individual whose behavior is unacceptable in the field to return home. Any cost incurred as a result of this action will solely be the responsibility of the team participant.

### **RESPONSIBILITIES OF TEAM MEMBERS**

#### **Trip preparation:**

1. Passport/Visa. If you do not have a passport/visa, you should apply for one immediately. It can take several months to obtain a passport or visa once the application has been submitted. You may find current information at [www.travel.state.gov](http://www.travel.state.gov). You can download the necessary forms, find current passport fees as well as locations for applying for your passport. Upon receiving

- your passport, please make two color copies of the front page (with your picture) and give them to your team leader.
2. Finances. Each team member is responsible for their own trip expenses. DCBC may provide a stipend for church members, to cover part of their travel expenses. This amount may vary year to year, so please check with your team leader or the Pastor/Associate Pastor for the current amount.
  3. Raising Support: Many team members are able to raise financial support from family and friends. Not everyone is able to go on a mission trip and individuals are often happy to support those who do. A sample letter is included in the Appendix at the end of this Manual.
    - a. Compose your own letter. Make it your letter and make it personal. Although sample letters are a good tool to peruse, the last thing a donor wants to receive is a preprinted letter with your signature.
    - b. Include information such as country; culture; the sending organization (church or agency); cost; trip details; how the donor can be involved; and how to give (make checks payable to DCBC, etc.).
    - c. Keep the letter brief and limit it to a one page document.
    - d. Mail the letter and include a return self-addressed, stamped envelope.

### *Immunizations and Medications:*

Your team leader will provide you with information on any necessary vaccinations or prophylactic (preventive) medications. Although many areas do not require any vaccinations, it is important to have your regular shots (particularly tetanus vaccine) up to date. You can obtain additional information about recommended vaccines and medications from [www.cdc.gov](http://www.cdc.gov) or your local health department's travel clinic.

### *Spiritual Preparation:*

Spiritual preparation is one the most important parts of getting ready for your trip. Make time to spend in God's Word and in prayer every day. Pray that God will prepare your heart, the hearts of your team members, and those that you will be ministering to while in the field. Consider the spiritual discipline of fasting. Seek God's guidance as you prepare.

### *Personal Testimony:*

You will be asked to provide a short written testimony. Your testimony is more than just filling out paperwork, it is your story. It is a story of how God opened your mind and heart, saved you by His amazing grace, and changed your life. If you do not have a story, be sure to discuss this in further detail with your team leader. Take time to think and pray before writing



your testimony. Praise God for what He has done in your life. Let this inspire you to share your story of God's grace with others. If you have any questions, contact your team leader.

### *Packing:*

Plan to pack light. You will have to carry what you pack. On most trips, some checked luggage will be utilized for carrying ministry supplies. See the suggested packing list and packing tips in the Appendix. Check with your team leader about any needed team supplies such as medications, VBS materials, etc. before gathering supplies or soliciting donations.

### *Communication/Meetings:*

Each team member is expected to communicate with their team leader (respond to phone calls and e-mails) in a timely manner. Local team members are expected to attend team meetings, unless precluded by work, illness, or emergency. Team preparation is critical to the cohesiveness and effectiveness of the team. It is also important to prepare for the cross-cultural challenges that you might experience.

### *Missions Trip Responsibilities:*

1. Flexibility is one of the most important qualities to develop. On the mission field, there is a schedule but things may change at a moment's notice. Plan to be flexible and support the team leaders' decisions.
2. Speaking through an interpreter. Communication is always a challenge in a foreign country. Interpreters are usually available to help. Remember to speak slowly and carefully while maintaining eye contact with your intended listener.
3. Avoid paternalism. Allow others to do for themselves. Aim to work WITH those around you, particularly local believers, instead of doing "to" and "for" them.
4. Some team members may be asked to facilitate a devotion one day of the trip. Prepare in advance for this opportunity.
5. Keep a trip journal. Even though this is not a requirement, it is a wonderful thing to document all that God does in and through you during your mission trip.

### *Post Trip:*

1. Some mission team members may find it difficult to adjust to life after returning home from a long term mission trip. They may have difficulty expressing their feelings to others who have not experienced similar things. Talk about these feelings with your team leader, team members, family and/or close friends. Journal and pray through your emotions as you share them with other believers

that you trust. Suggested reading: *Re-Entry: Making the Transition from Missions to Life at Home* by Peter Jordan.

2. Participate in the team report to the church. Reports are normally given during a Sunday evening service. Your team leader will notify you of the date in advance. Preparation includes asking 2-3 team members to speak and putting together a team slide show. The team leader may delegate this to you if appropriate. Be brief, and captivate your audience – Less is more!
3. Write thank you notes or letters to those who supported your trip financially and/or through prayer. Include pictures if possible, as well as stories of how you saw God at work during your trip.
4. Hopefully, your perspective on missions and disciple-making will be broadened and changed as a result of your trip. Seek God and ask Him how He wants for you to be involved in personal disciple-making, local ministries and future national/international mission trips.

## **SUMMARY**

Serving on a short term mission team can be a life-changing experience. It requires spiritual preparation beforehand and hard work during the trip. DCBC, the Pastor/Associate Pastor, and the Missions Committee are ready to support and assist you as you work to fulfill the Great Commission.

## APPENDIX 1 Sample Support Letter

Current Date

*RE: Haiti Mission, June 2012*

Dear Family and Friends,

I hope that you and your family are doing well! God has recently provided an amazing opportunity to join a team from my church, DCBC (DCBC), on a mission trip to Haiti.

Haiti is a country of natural beauty and beautiful people who have unfortunately suffered the ravages of years of brutal dictators, natural disasters, poverty, and disease. However, God is bring beauty from the ashes in places like Jubilee Blanc where homes are being built, children are attending school, malnourished kids are being fed, and hope is being restored.

DCBC will be sending its first team this year to Gonaives, Haiti on June 2-9, 2012. We will be ministering in Gonaives as well as Jubilee Blanc, its impoverished suburb. I will be assisting a medical team as well as helping local children through a daily feeding program and other ministries. We look forward to building friendships and serving God in Jubilee.

The total cost per team member for our mission trip is \$1500 (due March 27th). Would you prayerfully consider donating to help offset the cost of this trip? If you cannot give, I would greatly appreciate your prayer support. Prayer is so important, and we appreciate everyone who is willing to pray on our behalf. You can send a tax-deductible donation in any amount to\_

Make the check payable to DCBC and enclose a note with my name and "Haiti 1" written on it. Please do not write this on the memo section of the check.

I am looking forward to serving the people of Gonaives and Jubilee, but more importantly, having the opportunity to share the hope of Jesus. Thank you so much for your support and prayers!

For His Glory,

*John Johnson*

Enclosure

## APPENDIX 2 Suggested packing list

(specific items may vary based on location of the trip):

1. Alarm clock, small	22. Pajamas, lightweight
2. Bandanas (2-4)	23. Pants
3. Bible	24. Passport and copy of passport
4. Bug spray	25. Pens
5. Camera and charger	26. Personal hygiene items such as deodorant, toothbrush, toothpaste, nail clippers, shampoo, conditioner, soap
6. Chap stick	27. Poncho or lightweight rain jacket
7. Ear plugs	28. Scrubs (for medical personnel)
8. Eye drops, lubricating. Contact lens supplies if applicable.	29. Shirts, lightweight
9. Fan, small portable with batteries	30. Shorts (for wearing at the mission house)
10. Febreeze, travel size	31. Skirt s (for women)
11. Flashlight, small (and batteries)	32. Snacks (trail mix, power bars, cheese or peanut butter crackers, peanut M&Ms, no chocolate as this will often melt)
12 Flip flops (for wearing around house and in shower)	33. Socks
13. Gold bond powder (travel size)	34. Sunglasses
14. Hat	35. Sunscreen
15. Hand sanitizer	36. Swimsuit
16. Hand wipes	37. Trash bags (for dirty laundry)
17. Journal, small	38. Travel toilet paper and/or travel sized packs of Kleenex
18. Medications, including malaria prophylaxis (Chloroquine or Doxycycline), Cipro, Tylenol, Advil, Tylenol PM, Immodium, Pepto Bismol, cold and/or nausea med etc.	39. Underwear
19. Money (\$100 cash is usually sufficient)	40. Visa, if needed

20. Off Clip On Bug Repellant fan and refills (if mosquitoes are prevalent)	41. Walking shoes and/or tennis shoes
21. Packs of Powerade, Gatorade, Propel mix	42. Water bottle, refillable
	43. Wet wipes (travel size)

## Packing Tips

1. Pack light! Only one piece of carry-on luggage is usually allowed and each person is responsible for carrying his/her own luggage.
2. Expect the airline to lose one team member's luggage so everyone should have 3 days of underwear, socks, & t-shirts in their hand carry.
3. Luggage should be in good condition for travel. It should have wheels that roll freely along with an easy pull handle. Do take into consideration that luggage can be damaged during travel, and therefore, it is important to not take your best luggage.
4. Make sure that all important items such as glasses, contact lenses, prescription medications, and at least one change of clothing are in your carry-on luggage.
5. Tightly secure any liquid items that might come open while traveling. Carry on liquids/gels must be in 3 ounce (or smaller) containers. Consider placing them in ziplock bags. For current information on air travel, see [http://www.faa.gov/passengers/prepare\\_fly/](http://www.faa.gov/passengers/prepare_fly/)
6. Leave any valuable jewelry or keepsakes at home.
7. Consider leaving a little room for souvenirs.
8. Consider bringing a small gift for the host missionary and/or family. Below are suggested gift ideas:
  - a. Children: apparel/clothing, arts/crafts, children's books, hair accessories, hats, small games, movies, pajamas, puzzles, stickers
  - b. Adults: apparel/clothing, Bible study resources, chocolate, coffee, hats, lotion, tools, stationary