

2017

Ready, Set, Go!
(Preparation Manual for Short-term Teams)



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IMPORTANT DATES (REQUIRED ATTENDANCE)

	DATE	TIME	LOCATION
Deposit Due	<u>4/20/2017</u>	<u>6 PM</u>	<u>To Missions Office</u>
Team Picture Day	<u> </u>	<u> </u>	<u> </u>
Document Day	<u>5/06/2017</u>	<u>10 AM-12 PM</u>	<u>Commons</u>
Evangelism Workshop	<u> </u>	<u> </u>	<u> </u>
Commissioning	<u>6/04/2017</u>	<u>6 PM</u>	<u> </u>
Packing Party	<u> </u>	<u> </u>	<u> </u>
Departure Date	<u> </u>	<u> </u>	<u> </u>
Return Date	<u> </u>	<u> </u>	<u> </u>
Post-Trip Report Service	<u>8/20/2017</u>	<u>6 PM</u>	<u> </u>

TEAM MEETINGS

Getting to Know You (social/prayer)	<u> </u>	<u> </u>	<u> </u>
#1 Study & Planning	<u> </u>	<u> </u>	<u> </u>
#2 Study & Planning	<u> </u>	<u> </u>	<u> </u>
#3 Study & Planning	<u> </u>	<u> </u>	<u> </u>
#4 Study & Planning	<u> </u>	<u> </u>	<u> </u>
Team Fun Night	<u> </u>	<u> </u>	<u> </u>
#5 Study & Planning	<u> </u>	<u> </u>	<u> </u>
#6 Study & Planning	<u> </u>	<u> </u>	<u> </u>
#7 Prayer Meeting	<u> </u>	<u> </u>	<u> </u>
#8 Study & Planning	<u> </u>	<u> </u>	<u> </u>
#9 Study & Planning	<u> </u>	<u> </u>	<u> </u>
One-month follow-up	<u> </u>	<u> </u>	<u> </u>
Six-month follow-up	<u> </u>	<u> </u>	<u> </u>

Welcome to the team! As you prepare for your trip, keep in mind the purpose and goals of short-term teams.

Ministry Philosophy

We believe that those who participate in a cross-cultural or domestic ministry experience—adults and youth alike—begin to develop a greater Christian maturity and become not only more committed to ministry and global missions but also more effective church members who actively engage in praying, going and/or sending.

Purpose—Missions Teams

The purpose of the College Church short-term missions teams is to foster greater awareness and understanding of missions within the congregation of College Church by providing opportunities for adults and youth to participate in cross-cultural ministry. Short-term teams are sent in response to a request for assistance from a College Church missionary and/or national partner.

Purpose—Student Ministry Teams

Student ministry teams give high school students opportunities to meet the spiritual and physical needs of people in the United States in the name of Jesus Christ. Teams are sent in response to a request for assistance. Trips are designed to expose students to ministries and people who are intentionally proclaiming the good news of Christ, loving their neighbors, living as “salt” and “light” in the world (sustaining and improving living conditions and showing the world the glory of God by their patterns of living) and working for justice, peace and the common good in their neighborhoods.

Each team meeting will follow a similar format to give team members an opportunity to build community, study God’s Word and tackle the planning and logistics for the trip.

Teams will study the biblical rationale for our short-term goals: Serve, Learn, Grow, Continue. Two team meetings will also focus on witness and prayer. As we explore these topics, you will gain a better vision of the “what” and “why” of your trip.

If you have questions related to your trip, contact your team leader or the Missions Office, (630) 668-0878, ext. 191.

Team Meeting #1 - Goals

INTRODUCE TEAM LEADERS

My team leader(s) is/are:

_____ Phone _____ Email: _____

GET STARTED!

Meeting Starters, Appendix A.

GOALS OF A SHORT-TERM TEAM

1. **SERVE** our partners and the lost. Each team's primary objective is service. We serve our missionaries and national partners in response to their request for help. Our service is designed to propel their ministries forward through our assistance. We serve the lost by being a witness to the power and the beauty of the gospel. We introduce people to Jesus.
2. **LEARN** about the world. Every team member will learn about the culture and language of their host country, the state of the national church and the nature of cross-cultural work. These trips also foster closer relationships between members of College Church and our colleagues worldwide.
3. **GROW** in Christ. Team members are challenged to grow in their faith in Christ, in their confidence to share the gospel and in their awareness of how God is establishing and strengthening his church worldwide.
4. **CONTINUE** in missions. Serving on a missions team is another step in a lifetime of missions involvement. After your trip, continue to explore ways that you can be involved in missions that maximize your gifts, skills and interests. Continue to pray for the people you met and served during your trip.

TRIP OBJECTIVES

- Who are we serving?

- What will we be doing?

- What is our purpose in serving at this specific site?
- How do I fit onto the team? What skills and interests do I bring?
- How can I grow through this experience? As an individual? As a team member? In my relationship with Christ?
- Suggested reading on host country or the area in which you will be serving.

TESTIMONIES – TEAM LEADER(S)

NEED TO KNOW

Next team meeting: Date _____ Time _____ Location _____

TEAM MEETING ACTIVITIES

- Schedule event dates on the IMPORTANT DATES WORKSHEET.
- Take a team picture.

BEFORE MY NEXT MEETING, I NEED TO:

1. Complete the Digging Deeper Bible Study *Serve Our Partners* in preparation for Team Meeting #2. This study is found under Team Meeting #2 – SERVE.
2. Starting working on immunizations, if applicable, as recommended by the Missions Office. *It is recommended that ALL team members be current with routine vaccinations (*). (See Frequently Asked Questions.)*

I need these immunizations (check only those that apply to your trip):

- | | |
|---|--|
| <input type="checkbox"/> Tetanus (TD or Tdap)* | <input type="checkbox"/> Hepatitis A |
| <input type="checkbox"/> MMR* | <input type="checkbox"/> Hepatitis B |
| <input type="checkbox"/> Polio booster* | <input type="checkbox"/> Typhoid fever |
| <input type="checkbox"/> Chicken pox (varicella)* | <input type="checkbox"/> Malaria |

3. If traveling internationally, find and/or apply for your passport. Airlines require passenger passport names to book flights, so the earlier passports are available, the earlier flights can be secured. Don't wait until the last minute to start this process. See www.traveldocs.com to verify for your host country or ask your team leader. Here are some passport guidelines:

- ✓ Check the expiration date on your current passport. Many countries require that passports be valid at least three or six months past the date of your entry into your host country.
- ✓ Your passport photo must have been taken within six months of your application date and needs to reflect your current appearance. You must directly face the camera and your expression should be neutral. You should not wear a uniform or anything that resembles a uniform. As of November 1, 2016, applicants for new/renewed passports must remove eye glasses for the passport picture. Those who now hold valid passports should have no problem with current photos.
- ✓ If you have undergone any significant physical changes, i.e., facial changes or trauma, weight loss/gain, tattoos, piercings, you may need to renew your current passport with a recent photo.
- ✓ Some countries require that you have at least three blank pages in your passport. If you travel frequently, be sure that your passport complies with this requirement.
- ✓ When you mail your documents, it is recommended that you use a Tyvek envelope to protect your application and passport documents from the wear and tear of shipping and handling. (Tyvek envelopes feature a special material that is durable and strong. It also resists water and has fibers that are difficult to tear.)

4. Write your testimony and be prepared to share it at one of your team meetings. Your story should include:

- What you believe. The gospel is about God, us, Jesus and our response. See gospel summaries in Appendix C.
- Why *you* believe. The reasons you believe God is our Creator, Jesus rose from the dead and God cares about your life today.
- How you've been changed. Specific illustrations about the changes Christ made and continues to make in your life. How you relate to God today.

Helpful Hints

- Write the way you speak; make the testimony yours.
- Practice this over and over until it becomes natural.
- Shoot for short—three (3) minutes. At that length, it's easily something you can put into a conversation without it becoming a monologue.

5. Bring names and addresses of possible supporters from outside the College Church member/attender community (15 for Justice & Compassion trips; 20 for international trips).

CLOSE IN PRAYER

Meeting #2 - SERVE

TESTIMONIES (1-2 TEAM MEMBERS)

GET STARTED!

Think About It

Circle below anything that you think might personally challenge you about your trip. (Some may not fit your setting.)

- Bunking with other people
- Working hard and dripping sweat
- Needing to follow cultural do's and don'ts
- Doing jobs that don't seem fair or fun
- Getting along with others
- Lack of privacy
- Heat or cold
- No hot water
- Altitude
- Working with teammates
- Putting up with other people's attitudes
- Having to share everything all the time
- Strange, boring or less-than-appealing food
- Racial and social prejudice
- Shared bathrooms
- Lack of phone access or contact with your family and friends
- Pickpockets, theft, vandalism, violence
- Lack of building materials or tools
- Lack of access to stores, groceries and snacks-on-demand
- Lack of access to the Internet
- Experiencing conflict with teammates and leaders
- Lack of dependable electricity, water or communications¹

DIGGING DEEPER BIBLE STUDY: *SERVE our partners.*

Each team's primary objective is service. We serve our missionaries and national partners in response to their request for help. Our service is designed to propel their ministries forward through our assistance. We serve the lost by being a witness to the power and the beauty of the gospel. We introduce people to Jesus.

Mark 10:45 tells us that Jesus “came not to be served but to serve, and to give his life as a ransom for many.” He demonstrates his servant leadership in John 13 when he washes the disciples’s feet.

Effective ministry with this team and our host partner and culture will require putting aside our own opinions, food and clothing preferences and attitudes influenced by our cultural norms (society, church and home). It will require following the counsel of our hosts and seeking to demonstrate the example of Christ. This opportunity is not about us, but rather about the One we serve.

Resource document: *Maximizing Short-Term Service*, Appendix B

Read: Read John 13:1–17 together.

Individual study

1. Why were Jesus’ actions in this passage so shocking?
2. Can you think of a contemporary situation that would be similarly shocking?
3. In what ways do you see Jesus’ actions and attitude in this passage as instructive to the way that we do missions work and short-term missions in particular?
4. Give an example of how you might go against your natural tendencies and approach an assignment or situation differently based on what this passage describes.

Team discussion

1. Briefly discuss your answers to the questions 1-4.
2. How can your team model what is presented in this passage? List some practical ways that this could play out both among the members of your team and among those you work with on your trip.

Close with prayer using the following passage to guide you.

*Therefore be self-controlled and sober-minded for the sake of your prayers. Above all, keep loving one another earnestly, since love covers a multitude of sins. Show hospitality to one another without grumbling. As each has received a gift, use it to serve one another, as good stewards of God's varied grace: whoever speaks, as one who speaks oracles of God; **whoever serves, as one who serves by the strength that God supplies**—in order that in everything God may be glorified through Jesus Christ. To him belong glory and dominion forever and ever. Amen. (1 Peter 4:9a-11)*

TEAM MEETING ACTIVITIES

- Compare lists of potential donors to ensure that there are no duplications.
- Update on passports and immunizations.
- Take a team picture.
- Highlight upcoming meetings from IMPORTANT DATES WORKSHEET.
- Write notes to people you know who are members or regular attenders at College Church to be included in the congregational letter (if your team is participating in that mailing).

NEED TO KNOW

Next team meeting: Date _____ Time _____ Location _____

Read through Frequently Asked Questions for domestic (page 58) or international flights (page 65).

BEFORE MY NEXT MEETING, I NEED TO:

1. Complete the Dig Deeper Bible Study *Witness to the Lost* in preparation for Team Meeting #3. This study is found under Team Meeting #3 – WITNESS.
2. Submit at least one half of my letters to the Missions Office for mailing.

How do I prepare my letter?

- a) Write the name and address of your potential donor in the center of the #10 envelope (larger of the two you are provided).
 - i. Name
 - ii. Address
 - iii. City, state, zip
- b) Add your return address if you are using a blank envelope. This goes in the upper left corner of the envelope.
- c) Write **your name** on the inside flap of the donor response envelope: "Please let **(your name)** know of my gift to the team."
- d) Write a personal note on your letter. Keep it brief.
- e) Neatly fold the letter accordion-style.
- f) Place the donor response envelope into the fold of the letter.
- g) Stuff contents into #10 envelope.
- h) Drop off your letters at College Church for mailing.

#10 Envelope

Your name Address City, State Zip	Postage
Donor name Address City, State Zip	

¹ Johnson, Kevin. "Doing the Servant Thing." *Missions Trip Prep: A Student Journal for Capturing the Experience*. Grand Rapids: Zondervan House, 2003. 20-21. Print. Youth Specialties. "Doing the Servant Thing" by Kevin Johnson, pg. 20-21, Youth Specialties, 2003.

Meeting #3 - WITNESS

TESTIMONIES (1-2 TEAM MEMBERS)

GET STARTED!

Share one thing that you think keeps believers from sharing the gospel with an unbelieving friend or acquaintance.

DIGGING DEEPER BIBLE STUDY: *WITNESS to the lost.*

How do I proclaim the gospel? What is the core of the message? Why do I believe it? The good news of Jesus Christ is the intentional focus of the Bible. Biblical examples show us time and again that the church only grows where Christ is proclaimed. Biblical proclamation is about our great God and we are to be witnesses to who He is and what he has done.

Resource document: *Evangelism Tools*, Appendix C

Read: Acts 10 together.

Individual study

1. Describe Cornelius's state of belief before he met Peter. If he was "a devout man who feared God" (verse 2), why was it necessary for him to hear what Peter had to say in 34-43?
2. Using Peter as a model, list some attitudes, practices and actions you find in the text that portray the qualities of a good witness. What is the one essential component of witness?
3. How do the prophets "bear witness" if they did not live to see Jesus? (See Isaiah 53, Ezekiel 24:20-24, Daniel 7:9-14, Hosea 11:1-9.)

4. How do we bear witness even though we have not seen Jesus? Is this an advantage? (John 16:7-11; 20:29)

5. Read Acts 22:1-21 and Acts 26: 12-18. How does Paul use his individual story to be a witness of the gospel?

6. Construct your personal story of conversion to share about the transformation Jesus has made in your life. Consider these three suggestions:
 - a. Peter's response to Cornelius's worship in Acts 10:25-26

 - b. John the Baptist's humility in John 3:30

 - c. Romans 3:9-26

Team Discussion

1. Briefly discuss your answers to the questions 1-3.
2. Spend some time getting to know one another by sharing your testimonies. You may want to write down, pray through and refine your testimony more on your own time.

PLAN TO EVANGELIZE

PRAY for people, opportunities and boldness (Acts 4:29; Eph. 6:19-20). Pray for opportunities for spiritual conversations and to share the gospel.

PRACTICE sharing the gospel (1 Peter 3:15). Can you share the essential message of the gospel in 30 seconds? Three minutes? Are you using Christian terminology without explanation (e.g. propitiation, atonement, justification)? Practice verbalizing the gospel with other Christians and ask what was confusing, left out or unhelpful.

PROCLAIM the gospel in word and deed. As you cultivate relationships, seek to serve and love as an outworking and expression of the gospel as you verbally proclaim the source of your hope (1 Peter 2:11-12; Col. 4:3-4).

PERSEVERE in praying, cultivating relationships, having spiritual conversations and sharing the gospel. Remember that our task is to faithfully proclaim the message of Jesus (God alone gives growth; 1 Cor. 3:7), and the gospel is the power of God for salvation to everyone who believes (Rom. 1:16).³

Close with prayer using the following passage to guide you.

*Continue steadfastly in prayer, being watchful in it with thanksgiving. At the same time, pray also for us, that God may open to us a door for the word, to declare the mystery of Christ, on account of which I am in prison—**that I may make it clear, which is how I ought to speak.** Walk in wisdom toward outsiders, making the best use of the time. **Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer each person.** (Col. 4:2-6)*

TEAM MEETING ACTIVITIES

- Update on passports and immunizations.
- Highlight upcoming meetings from IMPORTANT DATES WORKSHEET.
- Talk about curriculum, lesson plans and supply lists for your project and assign team members to each task.
- All support letters should be mailed.

NEED TO KNOW

Next team meeting: Date _____ Time _____ Location _____

Read through Frequently Asked Questions for domestic (page 58) or international flights (page 65).

On-field housing

Type of food

On-site transportation

Will my team require visas? Yes No If yes, I need to provide the following items by:

Passport photos (2"x2") Date: _____ Quantity: _____

Visa application Date: _____

BEFORE MY NEXT MEETING, I NEED TO:

1. Complete the Digging Deeper Bible Study *Learn About the World* in preparation for Team Meeting #4. This study is found under Team Meeting #4 – LEARN.
2. Practice my gospel presentation to share at our next meeting.
3. Work on my assigned team task.
4. Make sure all my personal letters are turned into the Missions Office for mailing.
5. Write thank-you notes to new supporters.

Meeting #4 - LEARN

TESTIMONIES (1-2 TEAM MEMBERS)

GET STARTED!

Take five minutes to share the gospel with a team member. Ready, set, go!

DIGGING DEEPER BIBLE STUDY: *LEARN about the world.*

Every team member on a missions trip will learn about the culture and language of his/her host country, the state of the national church and the nature of cross-cultural work. Ministry trips will expose and challenge team members to consider the poor and disenfranchised in the United States. These trips also foster closer relationships between members of College Church and our local and global partners.

As believers, we are part of Christ's body (Eph. 4:16; Col. 2:19) which extends far beyond our church walls, our city boundaries or our country's borders. The gospel binds us together with brothers and sisters next door as well as around the world. The Book of Revelation refers multiple times to the presence of the nations in heaven (vs. 7:9...*a great multitude that no one could number, from every nation, from all tribes and peoples and languages.*) And so, with humility, we will ask questions; we won't assume we know everything there is to know. We go to learn about our brothers and sisters in Christ with whom we will ultimately worship forever in God's kingdom.

Resource document: *Cross-Cultural Courtesies*, Appendix D

Read: Genesis 39, 41:1-39; Daniel 1-2, Acts 17:16-34

Individual study

1. In what ways do the experiences of Joseph, Daniel and Paul bear similarities?

2. How did Joseph, Daniel and Paul demonstrate an understanding of their host culture? How did they gain an understanding of their host culture?

3. How did Joseph, Daniel and Paul stay true to God's teaching within their host culture? In each case, what was the result of wisely navigating the tension of active participation in their host culture without compromising biblical values?
4. What do you want to learn about your host culture? How can you explain the gospel in a way that makes sense to the culture you are going to encounter?

Team discussion

1. Briefly discuss your answers to the questions 1-4.
2. How can you, as a team, let Scripture have ultimate authority over your life, rather than your culture? Create a plan of accountability for how your team can assess the difference between a cultural assumption and a biblical mandate.

Close with prayer using the following passage to guide you.

*And this is my prayer: **that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless until the day of Christ, filled with the fruit of righteousness that comes through Jesus Christ—to the glory and praise of God. (Phil. 1:9-11)***

TEAM MEETING ACTIVITIES

- Delegate responsibilities for preparations: lesson plans, supplies, communications, etc.
- Update on passports, visas and immunizations.
- Highlight upcoming meetings from IMPORTANT DATES WORKSHEET.

NEED TO KNOW

Next team meeting: Date _____ Time _____ Location _____

BEFORE MY NEXT MEETING, I NEED TO:

1. Complete the Digging Deeper Bible Study *Grow in Christ* in preparation for Team Meeting #5. This study is found under Team Meeting #5 – GROW.
2. Write thank-you notes to new supporters.

Meeting #5 - GROW

TESTIMONIES (1-2 TEAM MEMBERS)

GET STARTED!

Meeting Starters, Appendix A

DIGGING DEEPER BIBLE STUDY: *GROW in Christ*.

Team members are challenged to grow in their faith in Christ, their confidence in sharing the gospel and their awareness of how God is establishing and strengthening his church worldwide.

As we rely on the Holy Spirit, he alone in his power brings about change in our lives. The Bible is clear that as we walk in step with the Spirit, we walk as children of light and abide in the goodness and faithfulness of Christ.

Read: Read 1 Thessalonians 1:1–10 together.

Individual Study

1. In what ways does this passage give evidence of the believing community learning and growing from each other?
2. How would you summarize the manner in which the gospel spread and grew, based specifically on what is described in this passage?
3. Based on this passage, what characteristics of the Thessalonians, or of Paul, would you hope to model on your upcoming missions trip? Answer this question in relation to each of the following categories.
 - a. Your personal decisions and interactions with individuals

b. Your team's interactions among one another

c. Your team's interactions with your hosts

Team Discussion

1. Briefly discuss your answers to the questions 1-3.
2. *Take-away:* Have one team member summarize his/her understanding of the message of this passage and discuss as a team how to apply it to your own situation.

Close with prayer using the following passage to guide you.

*I do not cease to give thanks for you, remembering you in my prayers, that the God of our Lord Jesus Christ, the Father of glory, may give you **the Spirit of wisdom and of revelation in the knowledge of him, having the eyes of your hearts enlightened**, that you may know what is the hope to which he has called you, what are the riches of his glorious inheritance in the saints, and what is the immeasurable greatness of his power toward us who believe.*

(Eph. 1:16-19a)

TEAM MEETING ACTIVITIES

- Highlight upcoming meetings from IMPORTANT DATES WORKSHEET.
- Rehearse/review planned on-field activities.

NEED TO KNOW

Next team meeting: Date _____ Time _____ Location _____

BEFORE MY NEXT MEETING, I NEED TO:

1. Complete the Digging Deeper Bible Study *Pray for Our Partners* in preparation for Team Meeting #6. This study is found under Team Meeting #6 – PRAY.
2. Write thank-you notes to new supporters.

Meeting #6 - PRAY

TESTIMONIES (1-2 TEAM MEMBERS)

GETTING STARTED!

Open in prayer for your region of the world using *What to Pray for the Global Church*, Appendix E.

DIGGING DEEPER BIBLE STUDY: *PRAY for our partners.*

Nothing happens without prayer. No detail comes together without God's divine intervention. We pray for unity among team members, for logistics to fall into place, for safety in travels, for health, for God to use us in bringing about his kingdom purposes, for hearts ready to hear his message. He orchestrates every detail of preparation and of ministry. We don't go out in our power, but in full reliance on the Lord.

Read: Read Colossians 1:3–14 together.

Individual Study

1. What can you expect God to do in answer to prayer through your team? Use specific evidence from the passage you read to support your answer.

2. What can you expect God to do in your life in answer to prayer? Again, use specific evidence from the passage you read to support your answer.

3. Read John 14:12–14. List requests that you can ask God, in Jesus's name, to do for you and your team, thinking specifically of things that are for the purpose of God's glory and consistent with his will.

Team Discussion

4. Briefly discuss your answers to the questions 1-3.
5. *Take-away:* What are some practical ways that your team will make prayer a priority, both before and after your trip?

Close with prayer using the following passage to guide you. Pray for those with whom you will serve. Pray for your host missionaries, their family, their host country and their ministry.

*For this reason I bow my knees before the Father, from whom every family in heaven and on earth is named, that according to the riches of his glory he may grant you to be **strengthened with power through his Spirit** in your inner being, so that Christ may dwell in your hearts through faith—that you, being rooted and grounded in love, may have strength to comprehend with all the saints what is the breadth and length and height and depth, and to know the love of Christ that surpasses knowledge, that you may be filled with all the fullness of God.*

*Now to him who is able to do far more abundantly than all that we ask or think, according to **the power at work within us**, to him be glory in the church and in Christ Jesus throughout all generations, forever and ever. Amen. (Eph. 3:14-21)*

TEAM MEETING ACTIVITIES

- Highlight upcoming meetings from IMPORTANT DATES WORKSHEET.
- Discuss dress codes for the area in which your team will serve.
- Review airline bag allowances.
- Review the suggested packing list.

NEED TO KNOW

Next team meeting: Date _____ Time _____ Location _____

Team members who require prescription medications should make sure to have an ample supply for travel. (These medications should be transported in the original prescription containers.)

BEFORE MY NEXT MEETING, I NEED TO:

1. Complete the Digging Deeper Bible Study *Continue in Missions and Ministry* in preparation for Team Meeting #7. This study is found under Team Meeting #7 – CONTINUE.
2. Write thank-you notes to new supporters.

Meeting #7 - CONTINUE

TESTIMONIES (1-2 TEAM MEMBERS)

GET STARTED!

How can you continue in missions opportunities after your trip? Read through *Continue in Missions*, Appendix F.

DIGGING DEEPER BIBLE STUDY: *CONTINUE in missions and ministry.*

Serving on a missions/ministry team is another step in a lifetime of outreach and missions involvement. After a trip, we encourage participants to continue exploring ways that they can be involved in outreach that maximizes their gifts, skills and interests.

Everyone involved, everywhere there's a need, every way possible. We all have a part to play in the gospel story. We're commanded to "make disciples of all nations" (Matt. 28:19). When you return from your trip, what will your part be? How will you get involved? How has God gifted you? How can you use what God has given you to make an impact for the gospel?

Assign and read the following passages as a group:

Genesis 22:13-19

Exodus 9:13-17

1 Kings 8:54-61

Psalms 67

Isaiah 66:15-18

Matthew 28:16-20

Philippians 2:10-11

Revelation 7:9-12

1. What are some of your observations about the scope and breadth of God's plan for the nations? What do your observations from the passages say about the importance of the gospel going to all nations?

2. Is your role to participate in God's plan for the nations an invitation or a commandment? What does active participation look like? (See Matthew 28:19-20, Romans 10:14.)

TEAM MEETING ACTIVITIES

- Talk about travel insurance (see international FAQs, #5)
- Review health precautions, Appendix H.
- Give information about departure location, times and dates.
- Review flight information for international teams.
- Highlight upcoming meetings from IMPORTANT DATES WORKSHEET.

NEED TO KNOW

Next team meeting: Date _____ Time _____ Location _____

BEFORE MY NEXT MEETING, I NEED TO:

Complete the Digging Deeper Bible Study *Justice and Compassion* in preparation for Team Meeting #8. This study is found under Team Meeting # 8 – JUSTICE AND COMPASSION.

Check with your stateside medical insurance company to investigate international coverages for medical expenses and evacuation.

Write thank-you notes to new supporters.

Meeting #8 – BIBLICAL JUSTICE AND COMPASSION

TESTIMONIES (1-2 TEAM MEMBERS)

GET STARTED!

Key ideas

- God is perfectly holy, just and loving. (Isaiah 6:1-4, Rev. 4:8, Romans 3:23-26, 1 John 4:8-10)
- God showed us mercy and compassion through the cross as Jesus took the just punishment that we deserved for our sin. (Romans 3:23-26, Romans 5:8, 2 Corinthians 5:21, Galatians 3:13)
- As God's people, we are called to grow in holiness and love and reflect God's character to the world. (1 Peter 1:16, Ephesians 5:1-2, John 13:34-35)
- As God's people, we are called to live a life of word and deed, action and proclamation, to care for all suffering, especially eternal suffering. (1 John 3:16-24, James 2:14-26, Colossians 4:2-6, 1 Peter 2:12, Romans 10:8-15)

Key definitions

- Justice: making right decisions according to God's moral law (ESV Study Bible).
- Compassion: sympathy for the suffering of others with a desire to help; showing mercy to someone

DIGGING DEEPER

Resource documents

- Piper Sermon (20 min)
<http://conversation.lausanne.org/en/conversations/detail/11490#.VNvd-nF98E>
- Keller, Timothy, "Generous Justice" Chapter 1
<http://conversation.lausanne.org/en/conversations/detail/11490#.VNvd-nF98E>
- Litfin: Word vs. Deed Interview
<http://www.thegospelcoalition.org/blogs/justintaylor/2012/04/17/an-interview-with-duane-litfin-on-word-vs-deed/>

DIGGING DEEPER BIBLE STUDY: Justice and Compassion

1. Why is "justice and compassion" a captivating/popular statement, even for your non-Christian friends?

2. In what ways can justice and compassion be misinterpreted?

3. Read the following passages: Deuteronomy 32:4, Psalm 146:5-9, Deuteronomy 10:17-20, Romans 3:23-26, Romans 12:19, Titus 3:3-7, Ephesians 2:4-6.
 - a. What does it mean that God is just?

 - b. What does it mean that God is compassionate?

 - c. How can God be both completely just and perfectly compassionate?

4. As people who have been shown mercy and grace by God, what effect should that have on our lives? Use these verses to help guide: 1 Peter 1:16, Ephesians 5:1-2, John 13:34-35, 1 Peter 2:21-23.

5. “For Christ’s sake, we Christians care about **all** suffering, especially **eternal** suffering...*If a tension rises in you against the phrase “especially eternal suffering,” then you have a defective view of hell. If a tension rises in you against the phrase “care about all suffering now,” then you have a defective heart.*” (John Piper) Why do we need to hear both parts, **ALL** and **ETERNAL**? What happens when we just have one and not the other?

Team discussion

1. Read the following verses about acting justly and with mercy: Zechariah 7:8-10, Micah 6:8, Luke 11:42-43, Romans 12:19-21. What is our ultimate purpose in acting in these ways?

2. What must happen for the greatest spiritual need to be met in someone's life?

3. If we are to reflect God's character of justice and compassion to the world, what does this mean practically in business? Law? Politics? Athletics? Medicine?

4. What does pursuing biblical justice not mean?

Close with prayer using the following passages to guide you.

*He has told you, O man, what is good; and what does the Lord require of you but to do **justice**, and to love **kindness**, and to walk humbly with your God? (Micah 6:8)*

*And the word of the Lord came to Zechariah, saying, "Thus says the Lord of hosts, Render true judgments, **show kindness and mercy** to one another, do not oppress the widow, the fatherless, the sojourner, or the poor, and let none of you devise evil against another in your heart." (Zechariah 7:8-10)*

TEAM MEETING ACTIVITIES:

Review on-field itinerary.

Final rehearsal/review for on-field program (skits, lesson plans, supply inventories, etc.).

NEED TO KNOW

Next team meeting: Date _____ Time _____ Location _____

What time are we meeting for departure?

Where are we meeting?

How are we getting to our destination? How are we getting to the airport, if applicable?

BEFORE OUR DEPARTURE, I NEED TO:

Make sure I know where my passport is located, if traveling internationally.

Make arrangements to get to our meeting place. *(Note: Do not plan to leave your car in the Church parking lot during your trip. It could be towed. It's best to have someone drop you off.)*

Pack my bags.

Write final thank-you notes to new supporters.

POST-TRIP EXPECTATIONS

Debrief form

These should be completed at your on-field team debrief and turned into your team leader prior to landing in your U.S. city of entry.

Thank you notes

You should send thank you/follow-up notes or letters to any donors who have not yet heard from you. You may wish to use the postcard-sized prayer cards to mail as thank you notes. Check with your team leader or the Missions Office to obtain these.

Praise and thanksgiving service

All team members are expected to attend the post-season “praise and thanksgiving” service. Dates will be announced.

Trip follow-up meetings

Plan team meetings at the one-month mark and six-month mark as follow-up to the trip.

Two Truths and a Lie

Have each person introduce himself by giving three statements: two true statements and one false statement. The group guesses which of the three statements is false. As time allows, have fun sharing brief stories about the true statements.

One Word (10-15 minutes)¹

(This ice breaker helps the group explore their preconceived ideas of a short-term trip and will provide a snapshot into the current thinking of the group about their upcoming experience.)

1. Distribute a small piece of paper to each person.
2. Without discussing answers, each person should write down one word she feels best describes a short-term mission trip. Choices can be funny or serious.
3. Ask each participant to share the one word they choose and explain why they choose it. Discuss the various responses.

The following activities are found in *The Big Book of Conflict Resolution Games* available for review/checkout from the Missions Office.

Five and Five²

Time: 15-20 minutes

OBJECTIVES:

- To get to know each other better
- To understand the ways in which we are alike and different

Common Uncommon³

Time: 10 to 20 minutes

OBJECTIVES:

- To discover the ways in which we are similar to and different from other team members.
- To begin the process of building trust within the team.

Build a Word⁴

Time: 20-30 minutes

OBJECTIVES:

- To collaborate to accomplish a goal
- To deal with frustrations and persevere when things get shaken up

¹Adapted. Heathfield, Susan M. "My Most Effective One Word Ice Breaker."
<http://humanresources.about.com/>. About.com, n.d. Web. 13 Feb. 2015.

²Scannell, Mary. *Conflict Resolution Games: Quick, Effective Activities to Improve Communication, Trust and Empathy*. McGraw-Hill Companies, The, 2010. 129. Print.

³Scannell, Mary. *Conflict Resolution Games: Quick, Effective Activities to Improve Communication, Trust and Empathy*. McGraw-Hill Companies, The, 2010. 105-06. Print.

⁴Scannell, Mary. *Conflict Resolution Games: Quick, Effective Activities to Improve Communication, Trust and Empathy*. McGraw-Hill Companies, The, 2010. 217-18. Print.

APPENDIX B

Maximizing Short-Term Service

Think Broadly

- Short-termers serve not only the career missionary, but also the national church, local non-believers and each other.
- Keep all of these parties in mind because you will serve each differently.

First Things First

- This is not primarily about you.
- Isaiah 26:8, “your name and renown are the desire of our hearts.”
- This is about Jesus – his name, his glory, his salvation being declared by word and deed to all the earth.
- This is about living Psalm 96:3, “Declare his glory among the nations, his marvelous deeds among all peoples.”
- From Genesis 12 through Revelation 7, missions is the golden thread woven throughout Scripture. You have the opportunity to be part of fulfilling a 4,000-year-old promise that through Abraham all the families on earth shall be blessed. (Gen 12:3)
- Keeping this perspective will make you a terrific blessing in your area of service because you will be all about putting Jesus’ priorities first.

Go to Serve

- Mark 10:45, “For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many.”
- An attitude of service is a huge encouragement to your hosts.
- Missionaries or the national church invited you to come because they think that your service can propel their ministry forward.
- Daily keep this goal in mind: I am here to serve!
- You can serve *non-believers* by gently introducing them to the gospel. Through relationships you can help break down cultural and spiritual barriers of isolation and misunderstanding. A godly life, a gentle correction of false perceptions or a clear explanation of a short-termer’s relationship with Christ can all be a vital steps in bringing a non-believer closer to Christ.
- You can serve *the local church* by praying with church members, listening to the testimonies and experiences of national Christians, sharing your testimony in small and large group settings, organizing and leading English-speaking Bible studies, coordinating activities and camps for Christian youth, and upon your return to your home country, gathering prayer support for the church.
- You can serve *the missionaries* by listening to their stories, praying for them, joyfully engaging in the tasks they’ve assigned, providing administrative help (data entry, filing, computer assistance, etc.)

Go to Learn

- Go eager to learn and ready to invest hours in discussions with nationals and missionaries.
- Go to learn about:
 - Culture
 - Language
 - The history of the church
 - The basic tenets of Islam, Hinduism, Buddhism – whatever the dominant religion.
 - Team strategy
 - The arts and life-cycle traditions

- Medical system
 - Education system
 - Local sports
 - The implications of bi-vocationalism
- Find an area that interests you and focus on it. Write a one page summary at the end of your time.
 - Ask questions. Don't make assumptions! What you perceive to be reality from what you see and hear may not be reality.
 - Learn with humility.
 - Don't think that because you made this trip, you are now an expert in the country.
 - Don't generalize. Don't say, " _____ (fill in name of host country) are like this." Do you say that about Americans? Don't you want to be treated as a unique individual and not put in a box? Don't be simplistic and do that to your hosts.
 - In a spirit of humility, don't be afraid to ask probing questions.
 - Missionaries want to be humbly challenged by short-termers
 - Go ahead and ask their rationale for what they are doing.
 - Ask about contextualization.
 - Make them think and explain why and what they are doing.
 - Make them give a Biblical rationale for their ministry.
 - That is iron sharpening iron.
 - Do it with an attitude of humility.

Go Prepared and Focused

- Can you imagine if a college basketball team went into the Final Four without scouting its competition? Can you imagine how disappointed the team's supporters would be if they knew their team blew off their pre-tournament preparation?
- The eternal destiny of men and women is at stake during your trip. It's life and death. You need to be prepared and focused for this intense challenge.
- Your hosts are expecting you to come prepared. "But in your hearts set apart Christ as Lord. Always **be prepared** to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect..." 1 Peter 3:15. Know how to boldly, gently and respectfully explain the core of the gospel.
- Be able to articulate why you believe in Jesus Christ and why you love and obey him.
- Read a book about the country where you are going.
- Do some online research.
- Start reading your host missionary's prayer letters before you go.

GOSPEL SUMMARY

The Gospel is about God, us, Jesus and our response.

God exists and he is totally loving and holy. God created us to love him and obey him and enjoy an intimate relationship with him.

We have a problem.

- Some people don't believe that God exists.
- Some people believe that God exists but don't want to obey him.
- Some people believe that God exists and think they can obey and love a totally holy God by their own efforts.
- These are the problems of disbelief, disobedience and self-righteousness (arrogance).

All these problems are called sin. They have ruined our relationship with a loving God and must be punished by a holy God. That punishment is eternal separation from God – it's hell.

God initiated a solution to our problem.

He came to earth as the man, Jesus Christ, and modeled a life of complete love and obedience. He received the punishment we deserve for our sins by his death on the cross. He rose from the dead to prove that he really is God and that he has power over death.

We have a choice.

Continue to disbelieve, disobey and rely on ourselves....and face eternal punishment. Or, believe that God exists, love and obey him with our whole lives and trust that his solution to our problem is the only way to be forgiven and restore our relationship with him.

We can live apart from God – now and forever. Or, we can live in relationship with God – now and forever. The choice is ours.

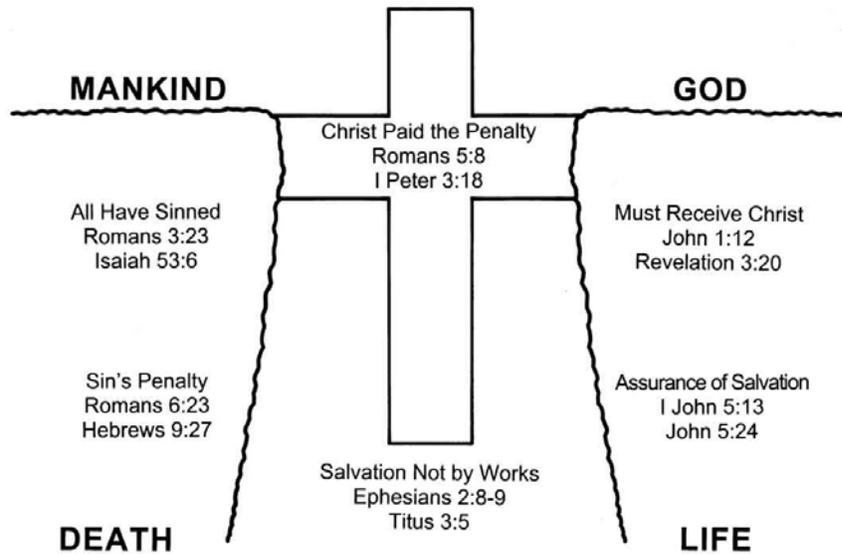
GOD | MAN | CHRIST | RESPONSE

- God is holy (1 Jn. 1:5). He is the creator of all things (Gen. 1:1).
- All people are sinners who deserve God's righteous, eternal wrath (Rom. 3:10-19, Mark 9:48, Rev. 14:11).
- Jesus Christ, who is fully God and fully man, lived a sinless life, died on the cross to bear God's wrath in the place of all who would believe in him and rose from the grave in order to give his people eternal life (John 1:1, 1 Tim. 2:5, Heb. 7:26, Rom. 3:21-26, 2 Cor. 5:21, 1 Cor. 15:20-22).
- The only way to be saved from eternal punishment and be reconciled to God is to repent of sin and trust in Jesus Christ for salvation (Mark 1:15, Acts 20:21).

ROMANS ROAD OF SALVATION

- Everyone needs salvation because we have all sinned. (Rom. 3:10-12, 23)
- The price (or consequence) of sin is death. (Rom. 6:23)
- Jesus Christ died for our sins. He paid the price for our death. (Rom. 5:8)
- We receive salvation and eternal life through faith in Jesus Christ. (Rom. 10:9-10, 13)
- Salvation through Jesus Christ brings us into a relationship of peace with God. (Rom. 5:1 ; 8:1, 38-39)

THE BRIDGE ILLUSTRATION



APPENDIX D

Cross-Cultural Courtesies

If your team is going into a cross-cultural setting, exciting things are awaiting you. *Cross culture* simply means that a person is leaving the things that are familiar to them (customs, language, music) and going into a culture that is unfamiliar.

In L. Robert Kohls's book, *Survival Kit for Overseas Living* (Yarmouth, Maine: Intercultural Press, Inc., 1984), the author lists some of the common stereotypes of Americans held by people from other countries. Americans are:

- Outgoing, friendly
- Informal
- Loud, rude, boastful, immature
- Hard working
- Extravagant, wasteful
- Confident, they have all the answers
- Lacking class consciousness
- Disrespectful of authority
- Racially prejudiced
- Ignorant of other countries
- Wealthy
- Generous
- Always in a hurry

It is widely believed that all American women are promiscuous.

Most of us would consider five or six of the fourteen points listed above to be positive. To Americans, being outgoing and friendly and lacking in class consciousness is considered a positive virtue. Yet, the reserved Brit who finds his seatmate on the airplane to be an outgoing, back-slapping American, may have quite a different opinion.

This brings us to a fundamental point, that is, throughout the world, there are different ways of doing things, most of which are intrinsically neither better nor worse than our own. They are simply different.

Three anthropologists studying cross-cultural adaptation, developed the helpful chart on the next page. Which one of these orientations do you think exemplifies your culture?

ORIENTATION	BELIEFS and BEHAVIORS		
HUMAN NATURE →	BASICALLY EVIL	MIXTURE OF GOOD AND EVIL	BASICALLY GOOD
RELATIONSHIP OF MAN TO NATURE →	MAN SUBJUGATED BY NATURE	MAN IN HARMONY WITH NATURE	MAN THE MASTER OF NATURE
SENSE OF TIME →	PAST-ORIENTED	PRESENT-ORIENTED	FUTURE ORIENTED
ACTIVITY →	BEING (Stress on who you are)	GROWING (Stress on self-development)	DOING (Stress on action)
SOCIAL RELATIONSHIPS →	AUTHORITARIAN	GROUP-ORIENTED	INDIVIDUALISTIC

Remember: Just because something is different doesn't mean there is something intrinsically wrong.

Therefore, as you adjust to your cross-cultural experience, remember:

- When you go into another culture, **you** are the strange one. You are the one with the unusual perspective, the funny accent and the weird clothing. It is important that you remember that you are the guest in another person's world. You must respect others by not criticizing or laughing at them.
- Remember that they have a stereotypical view of Americans. They have probably watched American TV and have certainly watched some American movies, and therefore, those common stereotypes listed earlier may be crossing their minds the first time they see you or hear you speak.
- Be careful of using American idioms. Here is a list of American proverbs and the values they seem to be teaching:
 - Cleanliness is next to godliness. (*cleanliness*)
 - Time is money. (*thriftiness*)
 - Don't cry over spilled milk. (*practicality*)

- God helps those who help themselves. (*initiative*)
- It's not whether you win or lose, but how you play the game. (*good sportsmanship*)
- Don't count your chickens before they're hatched. (*practicality*)
- There's more than one way to skin a cat. (*originality or determination*)
- A man's home is his castle. (*privacy, value of personal property*)

Any time you use phrases like these, you are talking about your cultural values. You are also presupposing that the person listening to those values and phrases knows what they mean and potentially shares the same values. If, for example, you say that British countries "drive on the wrong side of the road," what are you saying to them? Do you, by inference, mean that we drive on the correct side and they obviously have it all backwards? Watch your Americanisms and what you are communicating by using them.

- Secondly, remember that when you are in a foreign country, they also have their own "value phrases." Thus, when a person from Britain, for example, calls you a "bloody fool," he is really saying something strong.
- Watch your body language. We communicate a lot through our faces, including disapproval, judgment and pleasure. Body language is important and so when someone asks you if you liked the food and you grimace and then say "yes," they understand that you really did not like the food. Your facial expressions will speak for you.
- Remember the words of Paul in Philippians 2:3, "Do nothing out of selfish ambition or vain conceit, but in humility, consider others better than yourself." Paul then continues to illustrate this through the incarnation of Christ.
- How does one become culturally sensitive? Recognizing that we have all been, to one degree or another, molded by our culture, how do we adapt to another culture?
 - **Expect differences.** Many would argue that one of the harmful things happening in American society is that we are losing all of our cultural differences. You can stop at Kmart in Louisiana or Maine and find the aisles stocked with exactly the same goods. If you step into any large center, you could just as well be in your local environment. One of the great things about being overseas is that it does allow you to see different things and experience a different culture. In order to get the most enjoyment and profit out of your trip, don't recoil from those differences, but, rather, expect them.
 - **Be a learner.** Go eager to learn and ready to invest hours in discussions with nationals and missionaries. Are needs met differently than the way they are at home? In stores, what goods are displayed most prominently? What does that tell you? What buildings stand out? How do you get a taxi? Find an area of culture that interests you and focus on it.
 - **Talk to people.** Identify friendly English speakers and develop an acquaintance with them. Don't be afraid to ask questions. Most people are very eager to tell people about their country. Make it your purpose to understand how the culture you are visiting actually works.

- **Don't be afraid to ask "why?"** Ask, for example, "Why is everything, including meat, sold in the open market?" "Why are families larger in this country than they are in America?" "Why don't they pick up the litter?"

You must be careful about asking these questions. Your goal is to understand, not to correct a society. Sometimes the "why" questions are better asked internally than of your host because they may feel threatened by the question.

- Withhold quick judgments. Hold off on making quick judgments about your host culture and your host missionaries. There is a lot that you do not understand when you are new to a culture. It's not helpful to compare your host culture with your home culture in every area. It creates a judgmental attitude which your hosts can sense. It makes you critical and bitter. *Often we take the best of our culture and compare it with the worst of theirs.* Just because a custom or way of thought is different from ours, does not mean that it is inferior.
- Don't make assumptions! What you perceive to be reality from what you see and hear may not be reality. You may be interpreting your host culture based on your assumptions of how and why people do things in your home culture. Those assumptions may not be valid in your host culture. Ask non-judgmental questions to gain understanding of the values and realities that motivate and guide the actions of your hosts.
- Don't generalize. Don't say, "_____ (fill in name of host country) are like this." Would you say that about Americans? Don't you want to be treated as a unique individual and not put in a box? Don't be simplistic and do that to your hosts.
- Don't think that because you made this trip, you are now an expert in the country. Be humble. You have only experienced a sliver of your host country. Be eager to keep learning about your host country even after you return to the States.
- Be adventurous. Don't always stay with two or three other team members, but be willing to enter into the culture. Also, don't be afraid or ashamed to answer questions about America. You may even want to talk about some of the stereotypes that they may have about America.
- Joyfully serve your hosts and help propel their ministry forward. Your presence in your host country is not neutral. Through your words and actions, you will either help or harm the ministry of your hosts. Do not minimize the help or harm you may do.
- Lastly, begin to learn basic names and phrases that appear on signs, the names of food and other common terms. Learn the monetary system.

The cross-cultural church experience

- Expect the service to be different.
- Expect the church to be smaller than College Church. There are probably less than 500 churches in America that have a ministry as extensive as College Church. Don't brag about College Church or talk about all the missionaries we support. Recognize that big is not better. Big is just different.

- If possible, ask your host about the church and the worship service before you visit there on Sunday. This will allow you to know a little bit about what their expectations are and what you might be experiencing. Ask them about appropriate clothing.
- When you enter the church, consider your actions. Generally, people from another culture expect Americans to be friendly and happy. This is probably the way you ought to act. However, don't be boisterous or too outgoing. Try to learn people's names and especially be outgoing, friendly and appreciative to the pastor. Your goal should be to give him as much esteem as you possibly can so that he knows you appreciate his ministry and that you are supportive of that which he is doing.
- Even if you don't know the words to the hymns, but you recognize the tune, try to sing along as best as you can. Don't just stand there with your mouth closed, looking grim.
- Be prepared to give a greeting or a word of praise. As a guest in the service, you may be asked to come and speak in front of the entire church.

Some cultural cautions

- Generally it is best for you not to travel alone in a city until you are sure of your own safety. Never take a taxi alone at night.
- Women, it is generally best for you not to be "too friendly" with men in another culture. Remember that one of the stereotypes of American women is that they are promiscuous. Do not wear revealing clothing. Be conservative and prudent.
- Never be alone with the opposite sex, either North American or other. Rumors get started concerning your Christian witness and your testimony can be compromised. If you must visit someone from the opposite sex, make sure you do it in public. Until you understand the culture, try never to be alone with a person of the opposite sex in a closed off room.
- Be very careful of gestures that may have a different meaning in another culture. For example, in Latin America, if you point a finger at someone, it is always accusatory. It is more appropriate to tip your chin toward the object to which you're pointing. Also, in parts of Latin America and parts of Asia, if you summon a person with an upward hand gesture (fingers pointing toward the sky), that would be an unacceptable gesture or the way a prostitute is called.

Final comments

Don't be overly frightened by the aspects of a cross-cultural experience. It can broaden you and make you a better and more complete global Christian. Keep your sense of humor, lower your goal and task orientation. Give yourself the ability to fail and you will come away from your trip a better person.

APPENDIX E

What to Pray for the Global Church

Witness. Ask God for the witness of local believers to shine as a light in the midst of darkness.

Truth. Ask God to help Christians maintain the truth of the uniqueness of Christ in the midst of growing religious pluralism.

Bible-centered. Ask the Lord to help the church sustain the centrality of the Scriptures in today's world, when many Christians are becoming uncertain in their convictions or compromised on the authority and inerrancy of the Word of God.

Love. Ask God to transform the lives of local believers so that love is their distinguishing quality.

Maturity. Ask God to shape the worldview and lifestyle of believers to reflect biblical truths and form growing, mature followers of Christ.

Revival. Ask the Lord to give believers a longing for the Holy Spirit to be active in their spiritual lives and in the life of the church.

Clarity. Ask God to help regional pastors to clearly preach God's word.

Training. Ask God to provide the means to multiply well-trained, godly, effective leaders.

Leaders. Ask the Lord to provide people grounded in Scripture who are willing to suffer the burdens and responsibilities of leadership for the sake of Christ.

Workers. Pray earnestly for more national believers to be sent by local churches as missionaries around the world.

Integration. Pray that the church would engage society on all levels to bring gospel transformation to individuals, entire communities and societies.

Theology. Ask the Lord to keep the church from straying into false theology, such as prosperity theology—which is a central issue for the church to address everywhere.

Courage. Ask God to help believers to stand firm despite persecution.

Deliverance. Pray for those in prison, as if you were there yourself, and ask the Lord to free them quickly.

Peace. Pray that the Lord of peace himself would give his children peace at all times in every way.

Opportunity. Pray that believers would make the most of every opportunity to share the gospel and be wise in how they act towards others.

Discipleship. Ask God to provide mature Christians to disciple new believers and teach them the Word and the Christian walk.

Service. Pray that believers would use their gifts to serve one another and to be good stewards of what God has given them.

Evangelism. Pray for all Christians to become vibrant witnesses for the Lord.

Steadfastness. Ask God to protect believers from the temptations and pressures of the world.

Unity. Ask the Lord for unity in the churches and the body of Christ, and to make the church one, as God the Father and His Son Jesus Christ are one.

APPENDIX F

Continue in Missions

You've served on a STAMP or World Impact team, now what? Here are some ways you can continue to engage with God's mission to reach the nations with the gospel.

Reach international students. More than 17,000 students from some of the least reached countries of the world live in Chicago—students from Iran, India, China, Vietnam and many other countries! You can meet regularly with an international student through our Cultural Connections program or you could host an international student in your home.

Pray specifically for a missionary. Whether you've just returned from a short-term trip or have an interest in a specific missionary, commit to praying for them and their family. Ask the missionary to add you to his/her mailing list so you can keep current with needs on the field.

Reach your foreign-born neighbor. The ethnic and socio-economic landscape of DuPage County is quickly changing as more immigrants and refugees settle into our area. Some refugees are Christians fleeing persecution. Some immigrants are highly educated professionals from Hindu and Muslim backgrounds. Perhaps God has providentially placed you near an immigrant or refugee so that you can serve them in love and introduce them to Christ.

Go again. You've been on one short-term team. Perhaps you should go again! Consider joining a future short-term missions team as a team member or a team leader. There is great value in developing long-term relationships with the missionaries and national workers who host our teams. Watch for information for next year's teams on the website at www.college-church.org/shorttermmissions.php.

Invite a missionary to join your small group. Missionaries need a place to connect when they are home on furlough and while they serve on the field. Skype, Facebook, email and texting make it possible to stay connected with your group from anywhere in the world. Missionary members of small groups engage with the group through prayer and relational support and can add a global perspective to the group's discussions.

Serve with a mission agency for two weeks to three years. If you're not quite ready for career missions, why not commit to a shorter term? Options include short- and mid-term opportunities with various missions agencies, summer internships, one-year study teams and two-year teacher teams to Indonesia. Call the Missions Office at ext. 191 to discuss possible options.

Join a Missions Prayer Fellowship (MPF) group. MPF groups meet once a month to hear from a missionary and to pray for those in service. There are prayer groups just for women and for both men and women. For more information, contact the Missions Office at ext. 119.

Write an encouraging note to a missionary. You never know how far an encouraging word can go! Contact the Missions Office at missions@college-church.org to write an email or send a card to one of our missionaries.

Join the Missionary Preparation Program. This program is designed for anyone who wants to grow as a global Christian, especially for those considering short-term or career missions. Participants work through five dimensions of growth and preparation in the context of a mentoring relationship. Log on to the missions website for an application at www.college-church.org/shorttermmissions.php.

Study abroad for a semester or a year. Studying abroad is a perfect way for collegians and high school students to learn about life overseas. Check out programs through your school or contact the Missions Office.

APPENDIX G

Packing List

You will need to adapt this list to your particular ministry site, but here are some general ideas:

FOR PERSONAL AND TEAM TIME

- Bible
- Notebook, journal
- Prep book
- Pen or pencil
- Games/activities appropriate for group interaction

PERSONAL HYGIENE/HEALTH

- Bedding, as required
- Contact lens supplies
- Insect repellent
- Kleenex
- Over-the-counter medications (pain reliever, Pepto-Bismol and/or Imodium in original packaging)
- Prescription medications (ample supply to cover length of stay overseas and transported in *original* containers)
- Personal toiletry items
- Sun block
- Towel(s)
- Waterless hand sanitizer
- Weather-appropriate clothing (rain gear, cold weather, extreme heat)
- Wet wipes

CLOTHING (MODEST IS THE NAME OF THE GAME)

- Hat for sun protection
- Nice outfit for more formal occasions (church, dinners, meetings with national dignitaries)
- Enough work clothes to last between washings
- Work gloves, if appropriate for project activities
- Appropriate shoes for expected activities
- Flip-flops for shower/bathroom
- Swim suit, if needed (swim trunks for men/boys—no Speedos; and one-piece or long tankinis for the women—no bikinis!)

MISCELLANEOUS

- Alarm clock
- Batteries
- Business cards with name, address and e-mail for your new friends
- Cash (crisp, new \$20 bills are the easiest to exchange internationally)
- Camera
- Copy of insurance contact information
- Emergency contact information
- Extra pair of prescription glasses
- Flashlight

- Luggage clearly labeled and easily identifiable. *You may want to tie a ribbon of the same color on all team luggage or have common luggage tags.*
- Photos (personal and others to show/give to your new friends overseas)
- Snack items you just can't live without for night-time munchies (depending on where you are serving, pack these in air tight containers or in plastic bags to avoid attracting bugs or animals.)
- Sun glasses
- Watch

International travelers: Current security guidelines will determine what you can bring with you and how/where you pack these belongings, i.e., carry-on versus checked baggage. The Transportation Security Administration website will give you up-to-date information at www.tsa.gov; access the Travel Assistant for a full list of items and regulations. In addition to the items listed above, be sure to pack these as well.

- Passport
- Plug adapters
- Pocket knife or multi-purpose tool (pack in checked luggage only)
- Toilet paper (travel-size packets)

Leave expensive jewelry and electronic devices at home, items that might be a distraction to your team's objectives, could get stolen and/or send a clear message of "wealthy American" to those with whom you will be ministering. A light suitcase or backpack makes traveling much more enjoyable!

APPENDIX H

Health Precautions

After arriving at your destination, your hosts/local missionaries will give you guidance concerning food, beverages, water, etc. But here are some general tips, which you should keep in mind while traveling and which are likely to apply on your assignment.

Unless you are sure the water is safe, try to limit your consumption of liquids to:

- Beverages made with boiled water such as tea and coffee.
- Bottled or canned beverages, including carbonated bottled water and soft drinks.

Remember that ice and containers for drinking should also be suspect. Unless advised otherwise by your host, ice should not be placed in beverages. If ice has been in contact with glasses or other drinking containers, the containers should be cleaned after the ice has been discarded.

If a glass or cup is questionable, drink directly from a can or bottle, after wiping the surface area clean that will be in contact with the mouth. Remember that even brushing your teeth with unsafe water can make you sick. If there is no available source of safe water, tap water that is uncomfortably hot to touch is usually safe. Allow it to cool to room temperature in a clean container, and it can be used for both drinking and brushing teeth.

Food

Food should be selected with care. Any raw food could be contaminated, particularly in areas of poor sanitation. Foods of particular concern include salads, uncooked vegetables and fruit, unpasteurized milk and milk products, raw meat and shellfish. If you peel fruit yourself, it is generally safe. Food that has been cooked and is still hot is generally safe.

Infants younger than six months should either be breast-fed or be given powdered commercial formula prepared with boiled water.

Some fish are not guaranteed to be safe even when cooked because of the presence of toxins in their flesh. Tropical reef fish, red snapper, amberjack, grouper and sea bass can occasionally be toxic at unpredictable times if they are caught on tropical reefs rather than in the open ocean. The barracuda and puffer fish are often toxic and should generally not be eaten.

Traveler's Health Tips

- Always wash your hands before eating.
- Drink bottled water and hot drinks that have been boiled. Avoid local beverages and ice that may be made from impure water.
- Avoid drinking or eating from dishes and utensils which have not been thoroughly dried.
- Order drinks without ice. Freezing does not kill off harmful organisms.
- Eat cooked vegetables or fruit that you have peeled.
- Milk is often unpasteurized. Avoid all dairy products except for yogurt.
- Do not eat raw seafood or rare meat.

- Avoid salads with mayonnaise, custards, cream fillings and anything else that may have been prepared a long time in advance.
- Bring your own supply of prescription drugs including a wide spectrum of antibiotic and anti-diarrhea medication. Pepto-Bismal may produce unpleasant, though harmless, side effects, but can be used daily to ward off intestinal distress.
- When living in a foreign country, realize that pasteurization, refrigeration and sanitary practices are suspect. Avoid unpasteurized milk and milk products such as cream, butter, cheese and ice cream.
- Avoid rare (and raw) meat and fish, street vendor food, unpasteurized milk or derivatives, raw leafy vegetables and foods made with cream, mayonnaise and the like.
- Food that has been adequately cooked is usually safe, especially if it is still hot.
- Eat your meat well done, even if you usually like it rare.
- Hard-boiled eggs are a good choice, if you can crack and peel them yourself.
- Unless advised otherwise by your host missionary, use bottled water to brush your teeth.
- Avoid ice cubes, fresh salads (where they probably washed the lettuce in tap water) and any fresh fruit you did not peel yourself.

Traveler's Diarrhea

“Delhi Belly,” “Montezuma’s Revenge” and “Mummy Tummy” are some of the names given to a very common ailment that assails travelers. If you find yourself with diarrhea, sometimes accompanied by abdominal cramping either during your travels or shortly after your arrival overseas, you have probably fallen prey to it. Don’t be overly concerned, but do remember these suggestions. Canned juices, hot tea or carbonated beverages can help replace lost fluids and salts. It would be wise to have some Imodium® or Pepto-Bismol® tablets with you, in case diarrhea occurs while you are still traveling.

While diarrhea is present, do not force yourself to eat. Avoid fruit and vegetables temporarily, although bananas and orange juice are acceptable. They will provide your body with potassium. If you are in a situation where you can suggest what you would like to eat when the diarrhea subsides, remember these foods: boiled rice, cooked cereals, boiled or poached eggs, etc. Sometimes diarrhea is followed by constipation (or sometimes travelers have constipation instead of diarrhea). If the constipation follows diarrhea, do not take a laxative. This is the way the body allows the intestines to regain normal rhythm.

What treatment measures are effective for travelers’ diarrhea?

Travelers’ diarrhea usually is a self-limited disorder and often resolves without specific treatment; however, oral rehydration is often beneficial to replace lost fluids and electrolytes. Clear liquids are routinely recommended for adults. Travelers who develop three or more loose stools in an eight-hour period, especially if associated with nausea, vomiting, abdominal cramps, fever, or blood in stools, may benefit from antimicrobial therapy.

Antibiotics usually are given for three to five days. Currently, fluoroquinolones are the drugs of choice. Commonly prescribed regimens are 500 mg of ciprofloxacin twice a day or 400 mg of norfloxacin twice a day for 3-5 days. Trimethoprim sulfamethoxazole and doxycycline are no longer recommended because of the high level of resistance to these agents. Bismuth subsalicylate also may be used as treatment: 1 fluid ounce or two 262 mg tablets every 30 minutes for up to eight doses in a 24-hour period, which can be repeated on a second day. If diarrhea persists despite therapy, travelers should be evaluated by a doctor and treated for possible parasitic infection. (*Information from the National Center for Infectious Diseases*)

MALARIA

It may surprise you to learn that malaria is the most common infectious cause of disease and death in the world. It is very common in many world areas. There are several types of malaria, and some are more dangerous than others.

Sometimes malaria simply feels like a case of flu. Other times it is much more severe, characterized by sudden severe attacks of chills, fever and sweating. It is followed by weakness, which results from the destruction of red blood cells. There is no inoculation that you can take to prevent malaria. However, there is oral medication that you take on a regular weekly basis as long as you are in an area where malaria is prevalent. You need to begin taking the malaria medication a week or two before leaving your home and continue for up to six weeks after your return.

What are the signs and symptoms of malaria?

Symptoms of malaria include fever and flu-like illness including shaking chills, headache, muscle aches and tiredness. Nausea, vomiting and diarrhea may also occur. Malaria may cause anemia and jaundice (yellow coloring of the skin and eyes) because of the loss of red blood cells. Infection with one type of malaria, *P. falciparum*, if not promptly treated, may cause kidney failure, seizures, mental confusion, coma and death.

How soon will a person feel sick after being bitten by an infected mosquito?

For most people, symptoms begin ten days to four weeks after infection, although a person may feel ill as early as eight days or up to one year later.

Two kinds of malaria, *P. vivax* and *P. ovale*, can relapse; some parasites can rest in the liver for several months up to four years after a person is bitten by an infected mosquito. When these parasites come out of hibernation and begin invading red blood cells, the person will become sick.

How is malaria diagnosed?

Malaria is diagnosed by looking for the parasites in a drop of blood. Blood will be put onto a microscope slide and stained so that the parasites will be visible under a microscope.

Any traveler who becomes ill with a fever or flu-like illness while traveling and up to one year after returning home should immediately seek professional medical care. You should tell your health care provider that you have been traveling in a malaria-risk area.

Who is at risk for malaria?

Persons living in and travelers to any area of the world where malaria is transmitted may become infected.

How can malaria and other travel-related illnesses be prevented?

- Visit your health care provider four to six weeks before foreign travel for any necessary vaccinations and a prescription for an antimalarial drug. Take your antimalarial drug exactly on schedule without missing doses.

- Prevent mosquito and other insect bites. Use DEET insect repellent on exposed skin and flying insect spray in the room where you sleep.
- Wear long pants and long-sleeved shirts, especially from dusk to dawn when infected mosquitoes are most active.
- After sunset, wear light colored clothing. Dark colors attract mosquitoes more than light colors.
- Sleep under a mosquito net that has been dipped in permethrin insecticide if you are not living in screened or air-conditioned housing.
- Avoid perfume, scented soaps, aftershave lotion, etc., as these attract mosquitoes.

Sun

In some areas of the world, the sun will be more intense than what we are accustomed to in North America. Be sure to use sunscreen and wear a hat; sunglasses provide additional protection for your eyes. Antibiotics make you more sensitive to the sun. Remember to keep hydrated with lots of bottled water. Sunburn or a heat stroke can knock you out of team activities for several days.

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Questions about short-term projects

If you have questions concerning any aspect of your short-term opportunity, contact your team leader first. In the case of STAMP and World Impact, questions may be directed to your team's liaison from the STAMP or World committee. If a question remains unanswered, contact the coordinator for short-term missions initiatives in the Missions Office.

1. Immunizations

Routine vaccines (polio booster, tetanus/diphtheria and MMR) are recommended for all teams, especially tetanus if the team will be involved in any kind of construction or work project. Check with your preferred health provider for the administration of these vaccines. Individual team members are responsible for the cost of routine U.S. immunizations as these vaccinations should be already current.

IMPORTANT! We believe these immunizations are very important; however, you may choose to opt out of these recommended immunizations. All participants must submit an *Acknowledgement of Recommended Immunizations* form on which participants indicate recommended vaccines and how/if they will proceed with the vaccines. This document must be **notarized**.

2. Raising support

J&C team support will be raised using a combination of efforts.

- \$50 deposit. The Missions Office encourages students to personally give toward their trips. We encourage students to pay the deposit themselves and, if possible, to give a gift over and beyond the deposit. A general rule of thumb: Don't ask supporters to give money to a trip that you aren't willing to fund yourself. *(If financial hardship exists, the individual should notify the Missions Office of the need and request consideration for a trip subsidy. However, the participant will still be expected to contribute something toward his/her support.)*
- Each team member will mail 10-15 prayer letters to potential prayer partners.
- Teams will plan fundraisers at which all team members are expected to participate.
- In years where costs are increased due to program fees associated with a particular ministry or a trip requiring greater traveling distances, the committee will assess the need to raise funds through support and/or congregational letters.

3. Support letters

Deadlines. All letters must be submitted to the Church Office for mailing. Failure to submit letters by designated deadlines may result in removal from the team.

The letter. Sample letters are included in the leader manual. It is suggested that one letter be composed for the team by a team leader. Letters should be no more than one page and include the who, what, where, when and why of your trip, how and where to give, a team picture and a J&C logo. Students should plan to write a personal note on each letter sent. Send an electronic copy to Marilyn at mpapierski@college-church.org with quantities needed.

Supplies. The Missions Office will provide you with all supplies needed for mailing team support letters to include donor response envelopes, envelopes and mailing labels. These expenses will be charged to your team account. Team members may request additional supplies at any time, allowing a minimum of 24 hours to prepare them.

Quantity. Each J&C team members is asked to send 15 support letters. If your team needs to raise more or less support, the team leader may need to adjust the number of letters appropriately.

Processing. Each team member should write his/her name on donor response envelopes before mailing them out. Letters must be mailed from the Church Office and expenses will be charged to the team account.

4. Prayer cards

We have a template for our prayer cards. Send a photo (already edited) with information about your destination, dates of service, blog address and a team "motto"/verse (optional) to the short-term missions coordinator (studentteams@college-church.org). We will print them at the church with at least a week's notice. You can then distribute the prayer cards to your supporters as thank you cards or for any other occasion that allows you to share about your trip.

5. Thank you notes/acknowledgements

Each team member should send out thank-you notes to donors as he/she receives updates from the team leader. The team leader is responsible for thanking (or delegating the responsibility for) any donors on the undesignated tab of the financial report. Names and addresses will be included in the financial updates for use when writing letters. Team prayer/post cards serve as great thank-you notes. Get in touch with the team leader/coordinator to process these cards.

6. Reimbursements

Per IRS guidelines, the Accounting Office will only reimburse from receipts bearing dates within 60 days of purchase. Submit receipts to Marilyn Papierski who will process the expenses through the Accounting Office.

Persons making project purchases in Illinois should request a College Church tax letter that exempts you from paying Illinois state sales tax. (Fast food restaurants usually do not accept nor process the tax exemption.) *Those who choose not to use this letter should be aware that receipts will be reimbursed for the amount of the purchase only.*

Reimbursements will be issued to those team members (or their family members) who have sent all required support letters and/or have raised at least 50% of his/her target support.

7. Handling expenses

Team leaders may request checks to pre-pay expenses, request a cash advance, or if preferred, may make purchases with personal credit cards/cash to be reimbursed with the presentation of valid receipts. A cash advance may be deposited into a personal bank account allowing for the use of an ATM card.

Team leaders will receive expense report envelopes, which allow you to collect and record receipts. Record your expenses using the envelope or locate an online tool for tracking receipts/expenses. (The *BizXpens Trkr* app is excellent and can be downloaded to Apple devices.) Record all receipts by writing down the date, payee, description, currency exchange and amount of each transaction. It is suggested that you record receipts on a daily basis.

Make sure you keep and turn in as many receipts as you possibly can get! This is important for IRS regulations. If you are unable to obtain an official receipt and the expense is under \$20, i.e., taxi, bus, small business, complete a cash receipt form provided by the Missions Office (with vendor's signature, if possible) and submit it. Keep in mind that this should be the exception, not the rule for receipting.

At the conclusion of the trip, submit expenses on a legible, computer-generated report. Submit the report reconciling the expenditures to the receipts and write a check to College Church for any money that you did not spend or request a reimbursement from Marilyn for any personal cash spent on behalf of the team.

NOTE:

- Items without receipts may be charged to you as a personal expense and not covered by team funds.
- *Fund advances must be closed out within two weeks of your return.* Failure to do so could result in the issuance of a 1099 and be reported as income for you in the next tax year.
- Any expenses outside the dates of your trip will be considered personal.
- The submission of multiple “unofficial” receipts totaling a large sum of money will be reviewed closely.

The organization with which you are working may also request reimbursement for expenses incurred while you were serving. This would require a summary statement of expenses that bears an authorized signature (on official letterhead, if possible) to the Missions Office for payment.

8. Cash allowances

Each team may bring some cash on the trip to cover unexpected travel expenses. For security reasons, a team may not carry more than \$500 cash from team funds per team leader. Please request a cash advance from team funds at least two weeks prior to your departure.

9. Covered expenses

- Support letter supplies and postage
- Prayer cards
- Donor response envelopes
- Team supplies for trip
- Team preparation guides
- Background checks (\$10 each) for all team members who will be working with children/youth, are not already in the College Church system as an approved ministry worker and for whom the church does not have background report.
- Airport meals (see below)

These items are calculated into your budget. *Note that airport meals at departure from/arrival to Chicago, team t-shirts, team meeting expenses and host gifts are not covered by team funds.*

10. Team t-shirts

The team may purchase t-shirts at personal expense. This will not be covered by team funds. There are many vendors in the area who can assist with t-shirt purchases; one online vendor used by some teams is *ministrygear.com*.

T-shirts for participants of your ministry may be purchased with team funds, *if budgeted and funds allow.*

We ask that you use discretion in wearing team t-shirts. There may be ministry circumstances in which we do not want to call attention to the team.

11. Tracking donations

Donor updates are provided electronically to the team leader on a regular basis. The team leader is to distribute the information in hard copy or electronic format to each individual team member. If preferred, team leaders may pick up copies of the updates from the Missions Office to hand out at team meetings. Call Marilyn Papierski to make these arrangements.

12. Post-trip funds

The budgets for all J&C teams are averaged to determine a per person cost for support raising purposes. As such, all teams' expenses are covered by the World Impact fund into which the funds are deposited. Special projects may be considered at the recommendation of the World Impact Committee, but will be subject to availability of funds, review by the Missions Pastor, consideration for anticipated financial needs for the subsequent year's trips and approval from the Board of Missions.

13. Transportation

All forms of transporting **minor** program participants with drivers other than family members mandate that drivers be approved. This requires proof of insurance and a Moving Violation Report (MVR) obtained from the Department of Motor Vehicles (DMV). Drivers must complete the State of Illinois form at http://www.cyberdriveillinois.com/publications/pdf_publications/dsd_dc164.pdf, print and submit it with the fee to any DMV location. Team funds will cover the expense with a receipt issued by the DMV.

NOTE: If a parent chooses to send a minor student with an unapproved driver, a consent form must be on file with the Missions Office prior to departure.

STARS BUS. The STARS bus may be available to your team for transportation, if driven by a church-approved driver who has been trained in its use. Do not use the lift, unless you have a person who has a disability who needs it, and again, the driver must be trained how to use it. The Q-Straints are intended to be used as wheelchair tie-downs; refrain from using them otherwise.

Contact Jack Swanson at jack.swanson@wheaton.edu to schedule the bus. If using the bus, the driver must record the mileage and ministry on the log sheet. Mileage will be reported to the Accounting Office and charged out to your team. If the bus is low on gas, the driver should notify the STARS admin assistant and/or Jack Swanson immediately upon returning the vehicle.

RENTAL VANS. The Church has a rental agreement with Enterprise; arrangements may be made to drop off and pick up the vehicles. A similar agreement is in place with Payless Rental Car in Elmhurst although rental fees do tend to be more expensive. Contact the Church Office for more information.

PERSONAL VEHICLES. Use of a personal vehicle may be reimbursed for fuel expenses according to the following:

- Actual mileage: IRS currently allows for up to 53.5¢/mile (subject to change per IRS announcements); actual start/end odometer readings are required for reimbursement.

- *If minors are being transported in the personal vehicles of non-approved drivers, a release form must be obtained from a parent granting permission for the student to be transported by the non-approved driver. This form may be found in the Forms/Travel chapters of the leader handbook.*

USE OF CHURCH PARKING LOT. Team members are **not permitted to leave** their cars for the duration of the trip in the Church parking lot. **Unidentified vehicles will be towed.** This consumes much needed spaces for Sunday morning services. Please make arrangements to be dropped off if your team is meeting at the Church for departure.

14. Commissioning and post-trip report services

All teams will be commissioned prior to their departures. Likewise, teams will have opportunity to share after their trips. Dates for these services will be announced to team leaders as soon as arrangements are made. The whole team should plan to attend both services.

15. Trip evaluation

Evaluations should be completed prior to the final team meeting on the field and used as a tool to prompt discussion for the final team debrief. Team leaders should submit these forms to the Missions Office within one month of returning from the trip.

16. Emergency protocol

ILLNESS/INJURY

Seek medical help as needed. Consult with your host ministry partner for hospitals, clinics or doctors that can manage the needed care. If the participant is under 18, notify the parents/guardians of the situation to make them aware of the child's medical condition regardless of the gravity of the injury. If the participant is over 18, still living at home with family and the illness/injury relatively minor, ask him if he would like you to make a courtesy call to notify those with whom they live or those listed as emergency contacts. Regardless of age, if the participant is unconscious or in a life-threatening situation, a call should be placed to the emergency contact(s). ***If in doubt, make the call.***

DISASTER, POLITICAL UPRISINGS, DEATH, ETC.

Consult your ministry hosts regarding all significant decisions and follow their directions if you are serving in an unfamiliar location.

After getting the team to safety, contact the Church Office and consult with (in order of preference) Short-Term Missions Coordinator Marilyn Papierski, Missions Pastor Curt Miller or Church Administrator Nancy Singer using the following phone numbers:

Office: (001) 630-668-0878

Marilyn ext. 191
Curt ext. 159
Nancy ext. 113

If the church office is closed

Marilyn (cell) (001) 630-653-0678
Curt (cell) (001) 843-632-0834

17. Daily schedule

This will be largely determined by the ministry activities planned for your team. However, we encourage planning for a programmed time of personal devotions.

When you begin discussions with your host about logistics and team activities, be sure to work out a schedule that allows for sufficient, scheduled time in the Bible and ample time for sleep. Stress to your host the importance that we place on intentional programmed devotional time in our ministry days. God's Word is fuel for our day, and our team schedule should reflect this priority to prepare our teams for service to our hosts and those whom they serve. *Never skip; never skimp.*

Realizing that schedules will vary from team to team, the following is a sample schedule to use as a guideline. Plan for 30-45 minutes of concentrated individual time with the Lord at the start of every day. Avoid planning these times at the extremes of the day (very early morning or very late night). Prep books provided by the Missions Office give guidance for individual study (morning) and follow-up team discussion (evening).

7:15 AM	–	8:15 AM	Breakfast and clean-up
8:15 AM	–	9:00 AM	Devotions
9:00 AM	–	5:00 PM	Work site/ministry assignment
6:00 PM	–	7:30 PM	Dinner and clean-up
7:30 PM	–	9:30 PM	Debrief day's activities, group bible study, prayer, team time
10:30 PM	–	11:00 PM	Lights out

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Questions about short-term projects

Many of the questions are addressed in the Short-Term Missions Initiatives Handbook made available to our team leaders. A thorough review of these documents is where participants should begin to gain a solid understanding of goals, policies and practical tips. If you would like to request a CD of the handbook, contact the coordinator of short-term missions initiatives at (630) 668-0878, ext. 191.

If a team member still has questions concerning any aspect of his short-term opportunity, he should contact his team leader, if applicable. In the case of STAMP and World Impact, questions may be directed to the corresponding committee members. If a question remains unanswered, contact the coordinator of short-term missions initiatives in the Missions Office.

1. Flight arrangements

Use the Internet to check flight costs. Often the best deals can be found directly on the website of the airline recommended by the missionary. Online discount companies (e.g. Travelocity, Orbitz, Priceline, etc.) may offer great rates but eliminate the possibility of direct contact with the airline if problems surface. We discourage the use of these.

If you do need the help of a travel agent, contact your host missionary to get recommendations on the best flight options to your host country. Agencies offer benefits like missionary/ humanitarian discounts for group tickets, 30-day-holds on seat reservations and delayed assignment of specific team member names (make reservations without giving participant names until confirmed.) Refer to the list of travel agents located in the *Travel* chapter of the Handbook.

2. Immunizations

Check with your preferred provider or with the DuPage County Health Department for the administration of the travel vaccines. The U.S. Center for Disease Control (CDC) provides excellent immunization information by country (www.cdc.gov/travel/vaccinat.htm). It is advisable to receive the following immunizations before traveling to most countries.

TRAVEL VACCINES

- Typhoid fever—The oral form of the immunization is valid for up to five years and the injection for two years. The oral vaccine should not be taken while you are on antibiotics. Oral typhoid pills should be dispensed to you from refrigeration at the pharmacy and kept in refrigeration until you take them. Typhoid injections can cause light to extreme flu-like symptoms. It is suggested that you take ibuprofen or acetaminophen before an injection.
- Malaria—dependent upon geographic location
- Yellow fever—dependent upon geographic location
- Tuberculosis*

ROUTINE VACCINES

- Hepatitis A
- Hepatitis B
- Tetanus—Adult boosters are given once every 10 years.
- Adult polio booster
- MMR

**The DuPage County Health Department (and CDC) recommends that individuals traveling to countries where tuberculosis (TB) is common—most countries in Latin America and the Caribbean, Africa, Asia, Eastern Europe and Russia—schedule a TB skin test eight weeks after returning to the United States. This is the period of time it takes for the TB bacteria to develop and then respond to a skin test. This is purely precautionary and strongly advised. Even if the skin test results are negative, this will also give the traveler a baseline for future trips overseas. This is not a covered expense as team accounts will be closed by the time this measure is pursued.*

The DuPage County Health Department is located at 111 N. County Farm Road in Wheaton. It is recommended that you contact them as soon as you are appointed to the team, but no less than six weeks prior to your departure date to allow ample time to complete all recommended immunizations.

Some vaccines do require two doses, sometimes months apart, so it is recommended to get an early start. During the busy season at the Health Department, appointments are scheduled approximately two weeks out. The Health Department accepts cash, check, Visa and MasterCard. Call ahead to make an appointment at (630) 682-7400. Please be aware that the DuPage County Health Department does not file insurance claims, but rather expects payment at the time of service. You will then need to submit the receipts to your insurance company for reimbursement.

Unless your insurance company will pay for the cost of immunizations, do not consult with a travel medicine group. Their costs are significantly higher than the other options already mentioned, and information from the CDC website and/or the DuPage County Health Department is just as reliable. Reimbursement for vaccines acquired at travel clinics will be made based on the average cost per vaccine submitted by other team members.

Individual team members are responsible for the cost of routine U.S. immunizations as these vaccinations should be already current and covered by medical plans. Any other immunizations that are required for entrance into the country will be calculated into the team's budget for those individuals *whose insurance will not cover it*. At the discretion of the coordinator or missions pastor, team funds may cover deductibles payable to the team member when the travel vaccines are covered by an individual's medical plan.

IMPORTANT! We believe these immunizations are very important; however, you may choose to opt out of these recommended immunizations. All participants must submit an *Acknowledgement of Recommended Immunizations* form on which participants indicate recommended vaccines and how/if they will proceed with the vaccines. This document must be **notarized**.

3. Passports

For information regarding acquisition of passports, go to <http://travel.state.gov/passport/> and/or visit the Wheaton post office (122 N. Wheaton Avenue), open weekdays from 7 a.m.–7 p.m. and Saturday from 9:30 a.m.–3 p.m. The phone number is (630) 668-3530. Routine turnaround time is 4-6 weeks; expedited service, 2-4 weeks. Application forms are available at the post office or you can fill out forms in advance on the website.

Avoid delays in getting your passport by following these guidelines:

- ✓ Check the expiration date on your current passport. Many countries require that passports be valid at least three or six months past the date of your entry into your host country. (See www.traveldocs.com.)
- ✓ Your passport photo must have been taken within six months of your application date and needs to reflect your current appearance. You must directly face the camera and your expression should be neutral. You should not wear a uniform or anything that resembles a uniform.
- ✓ As of November 1, 2016, applicants for new/renewed passports must remove eyeglasses for the passport picture. Those who hold valid passports should have no problem with current photos.
- ✓ If you have undergone any significant physical changes, i.e., facial changes or trauma, weight loss/gain, tattoos, piercings, you may need to renew your current passport with a recent photo.
- ✓ Some countries require that you have at least three blank pages in your passport. If you travel frequently, be sure that your passport complies with this requirement.

- ✓ When you mail your documents, it is recommended that you use a Tyvek envelope to protect your application and passport documents from the wear and tear of shipping and handling. (Tyvek envelopes feature a special material that is durable and strong. It also resists water and has fibers that are difficult to tear.)

4. Visas

Travel agents may provide visa service at an additional cost. A reputable visa service we have used is Travel Document Systems. You can find more information on its website at www.traveldocs.com. This site gives you information about entry/visa requirements even without using the visa service as well as valuable information about the country—culture, geography, travel alerts, etc. Another source would be the U.S State Department online at www.state.gov. Several countries issue visas through their embassies/consulates located in the Chicago area.

In some countries, you may be able to obtain a visa at the airport upon arrival in your host country. Research this thoroughly before your departure. (Note that some countries like the Dominican Republic require a \$10 tourist card purchased at the point of entry rather than departure.) Contact your missionary host, the country's U.S. embassy or Chicago consulate for visa information. Many embassies provide visa information on their websites. Don't assume that you can get a visa on arrival! Research this issue carefully before departure.

5. Travel insurance

Depending on your level of coverage, travel protection may help you in these situations by:

- Covering unexpected medical expenses when abroad, along with transportation to a qualified medical facility
- Money for expenses if your trip to the location is delayed for more than five hours
- The ability to cancel your trip and get your money back for covered events such as unexpected illness, injury, the death of a loved one or the place you planned to stay being uninhabitable
- 24-hour travel assistance, for example, in the case of an illness, accident, losing your baggage, or even a lost passport

The Church requires that each short-term team member carry travel insurance to cover at a minimum medical evacuation to the closest destination that can provide medical treatment. Other benefits may be selected at the traveler's discretion and expense or at the recommendation of the Missions Office. This is an anticipated item in the team's budget. In most cases, payment will be expected at the time of service, so collect receipts in order to settle with the insurance company upon return.

6. Host gifts

In most cultures it is appropriate to give a gift of appreciation to your host. If you are staying in a national's home or in a missionary's home, it is appropriate to bring a small gift of appreciation for your host. Before doing so, however, check with your missionary host as to the appropriateness of gift-giving

in your host culture and the implications of such actions. *This is optional; therefore, the expense for these gifts is personal and will not be covered by team funds.*

7. Overseas communication

- **Phone/SIM card.** If you want to call the states, buy a phone card in the country you are visiting. Depending on the country, you may even be able to place international calls without a calling card from neighborhood phone kiosks. Some U.S. cell phone companies also have international coverage and rates with or without the use of a SIM card, which may be purchased in country; check with your provider.
- **Rental phones.** Research international rental phones and accessories at <http://www.rebelfone.com/>. SIM cards and international Mi-Fi devices are also available for rental.
- **Internet.** Don't count on being able to use e-mail because connection charges are usually high, but if you are in a place where there is easy access to the Internet, we suggest that you designate a person on the team to be the official communicator for regular email or website updates (see below). You may find Internet cafés in some countries. Skype is another means of communication if your host or a team member has an account established and can contact someone in the states.
- **Blog site.** Teams may choose to set up a blog site to post periodic updates on team activities. We have found this to be a beneficial tool to keep family members and supporters current regarding activities and prayer needs. There are several free blog options on the Internet that someone from the team can set up with relative ease. Contact the Missions Office for more information. Be sure to submit your URL to the Missions Office for publications and place it on your team's prayer card.

8. Travel documents

Carry a copy of your passport and medical insurance card with you. Your driver's license may be a useful form of identification as well. You may want to bring a small supply of passport photos. Team leaders will also have copies of medical and release documents with emergency information.

9. Raising support

- \$100 deposit. The Missions Office expects all team members to personally give toward their trips. A general rule of thumb: Don't ask supporters to give money to a trip that you aren't willing to fund yourself. *(If financial hardship exists, the individual should notify the Missions Office of the need and request consideration for a trip subsidy. However, the participant will still be expected to contribute something toward his/her support.)*
- Each team member will mail 20-30 prayer letters to potential prayer partners.
- Each team member will prepare personal notes for the congregational mailing.
- Teams will plan fundraisers at which all team members are expected to participate.

10. Support letters

- **Deadlines.** All letters must be submitted to the Church Office for mailing. Failure to submit letters by designated deadlines may result in removal from the team.
- **The letter.** Letters should be no more than one page and include the who, what, where, when and why of your trip, how and where to give, a team picture and a STAMP/World Impact logo. Use the sample letters provided in the team leader manual. These may be printed in the Church Office. Send an electronic copy to mpapierski@college-church.org with quantities needed.
- **Supplies.** The Missions Office will provide you with all supplies needed for mailing team support letters to include donor response envelopes, envelopes and mailing labels. These expenses will be charged to your team account. Team members may request additional supplies at any time, allowing a minimum of 24 hours to prepare them.
- **Quantity.** The average donation received is \$50–\$100. Teams will be included in the annual all-church mailing. We recommend that team members send out at least 20-30 additional letters per person to contacts outside the College Church community. If your team needs to raise a larger sum, you may need to adjust the number of letters accordingly.
- **Processing.** Each team member should write his/her name on donor response envelopes before mailing them out. Letters must be mailed from the Church Office and expenses will be charged to the team account.

11. Prayer cards

The Missions Office has a template for our prayer cards. Send a photo (already edited) with information about your destination, dates of service, blog address and a team “motto”/verse (optional) to the short-term missions coordinator (stamp@college-church.org or studentteams@college-church.org). We will print them at the church with at least a week’s notice. You can then distribute the prayer cards to your supporters as thank you cards or for any other occasion that allows you to share about your trip.

12. Thank-you notes/acknowledgements

Each team member should send out thank-you notes to donors as he/she receives updates from the team leader. The team leader is responsible for thanking (or delegating the responsibility for) any donors on the undesignated tab of the financial report. Names and addresses will be included in the financial updates for use when writing letters. Team prayer/post cards serve as great thank-you notes. Get in touch with the team leader/coordinator to process these cards.

13. Covered expenses

- Support letter supplies and postage
- Travel immunizations, if budgeted
- Prayer cards
- Donor response envelopes
- Program supplies
- Team preparation guides

- Background checks (\$10.95 each) for all team members who will be working with children/youth, are not already in the College Church system as an approved ministry worker and for whom the church does not have background report.
- International cell phone rental (for example, www.rebelfone.com) or SIM card
- Travel insurance (medical evacuation and other benefits as recommended by the Missions Office.
- Airport meals (see below)

These items are calculated into your budget. *Note that airport meals at departure from/arrival to Chicago, team t-shirts, team meeting expenses and host gifts are not covered by team funds.*

14. Team t-shirts

We discourage wearing team t-shirts as a group in airports and public places for overseas trips. We prefer that your team travels as inconspicuously as possible. Obviously, this is a nearly impossible task for large groups, but we want to avoid drawing further attention to ourselves. Hence, ***team t-shirts will not be covered by team funds.***

However, if the team wishes to have t-shirts to wear solely at the ministry site or for the purpose of identification in the context of a College Church appearance, i.e., commissioning or reporting services, prayer meetings, etc., team members may personally contribute to the purchase of the shirts. There are many vendors in the area who can assist with t-shirt purchases; one online vendor that some teams have used is *ministrygear.com*. Even though these shirts are covered by personal funds, they still should not be worn in the context of public venues and travel.

T-shirts for participants of your ministry may be purchased with team funds, *if budgeted and funds allow.*

15. Reimbursements

Per IRS guidelines, the Accounting Office will only reimburse from receipts bearing dates within 60 days of purchase. Submit receipts to the Short-Term Coordinator, who will process the expenses through the Accounting Office.

Persons making project purchases in Illinois should request a College Church tax letter that exempts you from paying Illinois state sales tax. (Fast food restaurants usually do not accept or process the tax exemption.) *Those who choose not to use this letter should be aware that receipts will be reimbursed for the amount of the purchase only.*

Reimbursements will be issued to those team members (or their family members) who have sent all required support letters and/or have raised at least 50% of his/her target support.

16. Forms of payment

Ask your host missionary for recommendations for handling your finances. They know the best and easiest ways to get money in and out of their countries. Acceptable options include the following.

- **Checks.** Pre-pay as many expenses as possible. College Church checks may be issued and made payable to guesthouses, in-country travel providers, etc., to deliver personally. Or, send checks directly to the stateside mission agency. *If your departure is in mid- to late-May, make note that checks are not prepared in the last two weeks of May. Start in early May. Anticipate administrative charges if you send through the agency.*
- **Wire transfer.** Contact Marilyn for specific information required for this option. Wire transfer fees will be charged to the team account. *The host missionary/partner must provide a statement of expenses and/or receipts to support the amount sent.*
- **Credit cards.** Most developed countries accept credit cards. However, not all countries do so check with your host to verify.
- **Cash advance.** The team may request a cash advance of team funds of up to \$5,000 per team. Check with your missionary host for information about the most secure means of obtaining cash on the field as well as the availability and accessibility of ATM stations. Deposit funds to the stateside account of a team leader, or designated team member(s), for access via ATM withdrawal in the team's host country. Be aware of daily withdrawal limits on those accounts. (Transactions fees will be considered team expense.) This is the easiest way to access funds in most developed countries.
- **Cash.** Each team may also take cash to cover unexpected travel expenses. For security reasons, a team may not carry more than \$500 cash from team funds per team leader, or in the case of STAMP teams, per adult. Request a cash advance from team funds **at least two weeks prior to your departure.**

In most countries, U.S. cash **MUST** be in MINT CONDITION. Request that your bank give you **crisp, new, unfolded bills** with no marks on them. Advise the bank ahead of time; most banks are happy to, with ample time, set aside fresh bills. Be picky. This is **very, very important.**

17. Tracking expenses

Team leaders may request checks to pre-pay expenses, request a cash advance, or if preferred, may make purchases with personal credit cards/cash to be reimbursed with the presentation of valid receipts. A cash advance may be deposited into a personal bank account allowing for the use of an ATM card.

Team leaders will receive expense report envelopes, which allow you to collect and record receipts. Record your expenses using the envelope or locate an online tool for tracking receipts/expenses. (The *BizXpens Trkr* app is excellent and can be downloaded to Apple devices.) Record all receipts by writing down the date, payee, description, currency exchange and amount of each transaction. If using the multi-currency exchange report, enter the exchange rate at the top of this form to automatically convert your in-country expenses to U.S. currency. It is suggested that you record receipts on a daily basis.

Make sure you keep and turn in as many receipts as you possibly can get! This is important for IRS regulations. If you are unable to obtain an official receipt and the expense is under \$20, i.e., taxi, bus, small business, complete a cash receipt form provided by the Missions Office (with vendor's signature, if possible) and submit it. Keep in mind that this should be the exception, not the rule for receipting.

At the conclusion of the trip, submit expenses on a legible, computer-generated report. Submit the report reconciling the expenditures to the receipts and write a check to College Church for any money that you did not spend or request a reimbursement from Marilyn for any personal cash spent on behalf of the team.

NOTE:

- Items without receipts may be charged to you as a personal expense and not covered by team funds.
- *Fund advances must be closed out within two weeks of your return.* Failure to do so could result in the issuance of a 1099 and be reported as income for you in the next tax year.
- Any expenses outside the dates of your trip will be considered personal.
- The submission of multiple “unofficial” receipts totaling a large sum of money will be reviewed closely.
- If necessary, after you return, have the missionary, seminary or organization that you are working with request reimbursement for the expenses they incurred while you were there. Clarify with them ahead of time to make sure that they can do it this way. Ask them to submit a summary of expenses that bears an authorized signature (on official letterhead, if possible) to the Missions Office for payment.

Individual team members or the team leader can pay for expenses on his/her own (credit card, cash, etc.) and request reimbursement upon returning. In this case, a careful record of expenses is important and receipts for all expenses are required by each team member who participates in this option.

18. Tracking donations

Donor updates are provided electronically to the team leader on a regular basis. The team leader is to distribute the information in hard copy or electronic format to each individual team member. If preferred, team leaders may pick up copies of the updates from the Missions Office to hand out at team meetings. Call Marilyn Papierski to make these arrangements.

19. Post-trip funds

The budgets for all STAMP and World Impact teams are averaged to determine a per person cost for support raising purposes. As such, all teams’ expenses are covered by the World Impact and STAMP general funds into which the contributions are deposited. Special projects recommended by teams may be considered by the oversight committee, but will be subject to availability of funds, review by the Missions Pastor, consideration for anticipated financial needs for the subsequent year’s trips and approval from the Board of Missions.

20. Airport transportation

All forms of transporting **minor** program participants with drivers other than family members require that drivers be approved. This requires proof of insurance and a Moving Violation Report (MVR) obtained from the Department of Motor Vehicles (DMV). Drivers must complete the State of Illinois

form at http://www.cyberdriveillinois.com/publications/pdf_publications/dsd_dc164.pdf, print and submit it with the current fee to any DMV location. Team funds will cover the expense with a receipt issued by the DMV.

NOTE: If a parent chooses to send a minor student with an unapproved driver, a consent form must be on file with the Missions Office prior to departure.

STARS BUS. The STARS bus may be available to your team for transportation, if driven by a church-approved driver who has been trained in its use. Do not use the lift, unless you have a person who has a disability who needs it, and again, the driver must be trained how to use it. The Q-Straints are intended to be used as wheelchair tie-downs; refrain from using them otherwise.

Contact Jack Swanson at jack.swanson@wheaton.edu to schedule the bus. If using the bus, the driver must record the mileage and ministry on the log sheet. Mileage will be reported to the Accounting Office and charged out to your team. The charge for use of the bus (includes gas and use of I-PASS transponder) is \$1.20 per mile (as of 11/12/2014). If the bus is low on gas, the driver should notify the STARS admin assistant and/or Jack Swanson immediately upon returning the vehicle.

RENTAL VANS. The Church has a rental agreement with Enterprise; arrangements may be made to drop off and pick up the vehicles. A similar agreement is in place with Payless Rental Car in Elmhurst although rental fees do tend to be more expensive. Contact the Church Office for more information.

PERSONAL VEHICLES. Use of a personal vehicle may be reimbursed for fuel expenses according to the following:

- Actual mileage: IRS currently allows for up to 53.5¢/mile (subject to change per IRS announcements); actual start/end odometer readings are required for reimbursement.
- *If minors are being transported in the personal vehicles of non-approved drivers, a release form must be obtained from a parent granting permission for the student to be transported by the non-approved driver. This form may be found in the Forms/Travel chapters of the leader handbook.*

USE OF CHURCH PARKING LOT. Team members are ***not permitted to leave their cars*** for the duration of the trip in the Church parking lot. This consumes much needed spaces for Sunday morning services. ***Unidentified vehicles will be towed.*** Please make arrangements to be dropped off if your team is meeting at the Church for departure.

21. Commissioning and post-trip report services

All teams will be commissioned prior to their departures. Likewise, teams will have opportunity to share after their trips. Dates for these services will be announced to team leaders as soon as arrangements are made. The whole team should plan to attend both services.

22. Trip evaluation

Evaluations should be completed prior to the final team meeting on the field and used as a tool to prompt discussion for the final team debrief. Team leaders should submit these forms to the Missions Office within one month of returning from the trip.

23. Emergency protocol

ILLNESS/INJURY

Seek medical help as needed. Consult with your host ministry partner for hospitals, clinics or doctors that can manage the needed care. If the participant is under 18, notify the parents/guardians of the situation to make them aware of the child's medical condition regardless of the gravity of the injury. If the participant is over 18, still living at home with family and the illness/injury relatively minor, ask him if he would like you to make a courtesy call to notify those with whom they live or those listed as emergency contacts. Regardless of age, if the participant is unconscious or in a life-threatening situation, a call should be placed to the emergency contact(s). ***If in doubt, make the call.***

MedEvac offered by travel insurance generally transports the patient to the nearest facility that can handle the crisis. Transport back to the States for medical treatment is not to be assumed.

DISASTER, POLITICAL UPRISINGS, DEATH, ETC.

Consult with your host missionaries regarding all significant decisions and follow their directions.

After getting the team to safety, contact the Church Office and consult with (in order of preference) Short-Term Missions Coordinator Marilyn Papierski, Missions Pastor Curt Miller or Church Administrator Nancy Singer using the following phone numbers:

Office: (001) 630-668-0878

Marilyn ext. 191

Curt ext. 159

Nancy ext. 113

If the church office is closed

Marilyn (cell) (001) 630-653-0678

Curt (cell) (001) 843-632-0834

24. Daily schedule

This will be largely determined by the ministry activities planned for your team. However, we encourage planning for a programmed time of personal devotions.

When you begin discussions with your host about logistics and team activities, be sure to work out a schedule that allows for sufficient, scheduled time in the Word and ample time for sleep. Stress to your host the importance that we as a church place on intentional programmed devotional time in our ministry days. God's Word is fuel for our day, and our team schedule should reflect this priority to prepare our teams for service to our hosts and those whom they serve. ***Never skip; never skimp.***

Realizing that schedules will vary from team to team, the following is a sample schedule to use as a guideline. Plan for 30-45 minutes of concentrated individual time with the Lord at the start of every day. Avoid planning these times at the extremes of the day (very early morning or very late night). Prep books provided by the Missions Office give guidance for individual study (morning) and follow-up team discussion (evening).

7:15 AM – 8:15 AM	Breakfast and clean-up
8:15 AM – 9:00 AM	Devotions
9:00 AM – 5:00 PM	Work site/ministry assignment
6:00 PM – 7:30 PM	Dinner and clean-up
7:30 PM – 9:30 PM	Debrief day's activities, group bible study, prayer, team downtime
10:30 PM – 11:00 PM	Lights out

Team Bible Study

Philippians

DAY 1

Read: As a group, read Acts 16:11-39 and Philippians 1:1-2.

Individual Study:

1. What do you learn about Paul from the text in Acts and the introductory verses of the letter to the Philippians?
2. What do you learn about the citizens of Philippi from the passages?
3. What does it mean to be a “saint in Christ Jesus” (refer to Acts 16:31-33)?

In many of his letters, Paul describes himself as an “apostle of Christ Jesus” (Galatians 1:1; Ephesians. 1:1; Colossians 1:1; 1 & 2 Timothy 1:1). What does his use of the word “servant” tell us about Paul’s relationship with the Philippians and the themes he might address in this letter? (Is he establishing authority? Emphasizing humility? Equalizing his status?)

Team Discussion

5. Discuss your answers to the questions above as a group.
6. What would your response be to someone who asked, “What must I do to be saved? (Acts 16:30). Would your answer be as simple?

DAY 2

Read: As a group, read Philippians 1:3-30.

Individual Study:

Track the following themes as you read this book.

(Highlight/Underline/Record on a separate piece of paper):

- Phrases that include “_____ the gospel”
- Any mention of joy or rejoicing
- Suffering

1. Highlight or underline every time Paul uses the phrase: “_____ the gospel.” (You should find seven examples in this chapter alone, and more to come). What does this communicate about the importance of the gospel?
2. How would you summarize the gospel?
3. Where is Paul as he is writing this letter? (7, 13, 14, 17). Where are other examples that indicate he and his audience are experiencing suffering?
4. Highlight or underline the word “joy or rejoice” in this chapter. How is Paul able to be joyful amidst his suffering? Look for examples from the text.

Team Discussion

5. Discuss your answers to the questions above as a group.
6. How does our culture approach suffering today? How does it differ with how Paul presents it?
7. Take away: Formulate simple gospel summaries with one another. With Paul's phrases in mind, use this good news to motivate and encourage yourself and others in your work today.

DAY 3

Read: As a group, read through Chapter 1 again.

Individual Study:

1. In what ways does Paul affirm the Philippians (5-7)? How does he challenge them to grow in their character (9-11)?
2. How has Paul's imprisonment "served to advance the gospel"? Is his conduct just an example for non-Christians, or to Christians as well? (See verse 14.)
3. What are Paul's reasons for wanting death? What are his reasons to embrace life? (15b-26)
4. Paul tells his readers to "let [their] manner of life be worthy of the gospel." How does he describe what this looks like? (27-30)

Team Discussion

5. Discuss your answers to the questions above as a group.
6. As a team, discuss what "fruitful labor" (22) would look like for your trip. How do we measure whether our labor has been "fruitful?"
7. Take away: Discuss ways that verses 27-30 can guide your team to act in a manner worthy of the gospel today, both corporately and individually.

DAY 4

Read: As a group, read Philippians 2:1-18.

Individual study:

1. What is Paul's recipe for unity in this passage?

2. Describe what Paul means by "have this mind among you which is yours in Christ Jesus." How does this mindset (using Jesus' example in verses 6-8) motivate service?

3. Why does the word "therefore" in verse 12 serve as an important red flag?

4. Pray through, and examine yourself in light of verses 14-18.
 - a) Is there sin that needs to be repented of?

 - b) Are you "holding fast to the word of life"?

 - c) Am I being "poured out as a drink offering"?

Team Discussion

5. Discuss your answers to the questions above as a group.

6. Discuss the benefits and downsides of individualism. How has this mindset seeped into matters of faith? How does this passage contrast with its emphasis on unity, humility and sacrifice?

Day 5

Read: As a group, read Philippians 2:19-30.

Individual study:

1. Describe the relationship between Paul and Timothy and the value of such a partnership.

2. What five descriptions does Paul attribute to Epaphroditus in verse 25? Consider the significance and meaning behind each of the terms.

3. What was the situation surrounding Epaphroditus's illness? Describe. (Note the theme of joy in suffering once again.)
 - a) Paul's reaction

 - b) Epaphroditus's reaction

 - c) God's role

4. What does Paul mean by the phrase "what was lacking in your service to me"? How can you use the context (where Paul is writing, the purpose of the letter, themes, etc.) to make sense of this seemingly out-of-place phrase?

Team Discussion

5. Discuss your answers to the questions above as a group.
6. Evaluate Paul, Timothy and Epaphroditus in their various roles presented in this passage. How do these characters portray active, yet differing roles, in missions?
7. Take-away: Start to consider what your active role in missions will be. Pray through, and begin to develop a plan of action and accountability.

Team Discussion

5. Discuss your answers to the questions above as a group.
6. How has the entire letter led up to and climaxed at this passage? Does it remind you of other passages you've already studied?
7. Discuss the balance between human participation in the role of sanctification (becoming holy) and God's work to accomplish this. Refer back to 1:6 and 2:12-13.

DAY 7

Read: As a group, read Philippians 3:17-4:1.

Individual Study:

1. Paul encourages the Philippians to “join in imitating me” and to “walk according to the example you have in us” (verse 17). Is he being arrogant? Explain by using specific examples from what you have studied so far.

2. What is surprising about verses 18-19? Why is it important to recognize and address sin and its consequences?
 - a) What are barriers that keep us from being as bold and specific as Paul?

 - b) Why are we afraid to confront the sin of others?

3. What is the proper response to sin in light of the cross according to this verse? What role does emotion play in faith?

4. Paul has previously used Jesus’ example as a comfort in suffering. How now does he use the return of Jesus as an encouragement?

Team Discussion

5. Discuss your answers to the questions above as a group.
6. How might the idea of “citizenship in heaven” promote unity across cross-cultural borders?
7. Knowing that the end of the letter is ensuing, what has this letter to the Philippians taught so far? Are there clues that point to what Paul might address in his conclusion?

DAY 8

Read: As a group, read Philippians 4:2-9.

Individual Study:

1. What is Paul addressing in verses 1-3. How does this provide insight to some of the themes addressed in the letter?
2. Verse 7 is a famous verse commonly used in isolation. How does this verse, read in context, provide some guidelines for appropriately applying it to everyday life?
3. Where else in this letter has Paul been an example of prayerful trust in God? How has “faithful example” been used to establish authority at other points in this letter?
4. How does verse 8 emphasize the importance of the mind and what we expose it to? What are ways that can positively affect the way you “think” and “practice these things”?

Team Discussion

5. Discuss your answers to the questions above as a group.
6. Notice the five verbs that Paul uses in verse 9. In what ways can people look to your team, and can you look to each other, to learn, receive, hear, see and practice?
7. Discuss the balance between preaching the gospel in word and deed. How does this letter to the Philippians inform this age-old debate?

DAY 9

Read: As a group, read Philippians 4:10-20.

Individual Study:

1. What is this portion of the letter about? What is a modern day equivalent?
2. Philippians 4:13 is another popular verse used in isolation. How does the context provide guidelines for using this verse appropriately?
3. How did the Philippians “share in [Paul’s] trouble?” What does this look like in the church today?
4. In what ways did the Philippians meeting Paul’s physical needs become a spiritual gift to Paul? Why did he term their generosity as an “offering” and “sacrifice” acceptable to God?

Team Discussion

5. Discuss your answers to the questions above as a group.
6. How does this section establish a biblical basis for giving to missions and the church?
7. Discuss verses 19-20. What is a proper understanding of this promise? How might interpretations of this verse be:
 - a) abused in the church?
 - b) encouraging to the church?

DAY 10

Read: As a group, read Philippians 4:21-23.

Individual Study:

1. Just as he does in his introduction, Paul refers to his readers as “saints in Christ Jesus.” How would you define this term after having read and studied this letter?
2. Who is Paul referring to when he mentions “those of Caesar’s household”? What does this indicate about his witness in the prison? (see 2:12-14)
3. In light of Paul’s final words to the Philippians church, how will you conclude your time on this trip:
 - a) with your host relationships
 - b) with your team relationships

Team Discussion

4. Discuss your answers to the questions above as a group.
5. In some cases throughout the study, we looked at verses that are popular, but often used out of context.
 - a) Why is it important to read verses in context?
 - b) How does it protect the authority of scripture?
6. Discuss ways that God has used the study of this book to speak to you. How are you responding, and how will you continue to respond to his Word?
7. Share final thoughts and pray with one another.