

**Guidebook for  
Short-term Missions  
of the Episcopal Diocese  
of West Texas**

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2008**

## SHORT-TERM MISSION GUIDELINES

The following guidelines for short-term mission initiatives have been compiled from suggestions and materials submitted by a committee of experienced short-term mission leaders of the World Missions Department of the Diocese of West Texas. In the spring of 2008, the information was expanded and updated. It is our hope that all short-term mission leaders and their teams will study and use these guidelines as they prepare to enter the short-term mission field.

Missioners compiling this guidebook have found that the success of short-term mission initiatives depends on prayerful selection of the initiative and its team, careful preparation and team training, sensitive work in the mission field by the leaders and team, and an in-depth evaluation and follow-up when the team returns home. All must be done under the direction, inspiration, and power of the Holy Spirit.

The World Missions Department welcomes other suggestions derived from short-term mission experiences that can be added to this document. We want this to be a “living document” that will empower the people of the Diocese of West Texas to continue to send out Christ-centered, well-trained, effective short-term mission teams to do the work that we believe the Lord calls us to do in His Great Commission.

Faithfully,

EPISCOPAL DIOCESE OF WEST TEXAS

Betty Chumney  
Bishop’s Director for World Mission

## ACKNOWLEDGEMENT

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*Church Business* web site at <http://www.churchbusiness.com/articles/341pastor3.html?wts=20040616094703&hc=125&r...>, *Standards of Excellence in Short-term Mission* at [http://stmstandards.org/about\\_intro.php](http://stmstandards.org/about_intro.php), the March-April 2004 edition of *Mission Frontiers*, the Southern Baptist International Mission Board web site at [http://going.imb.org/vim/Step\\_2/cross\\_cultural\\_training.asp](http://going.imb.org/vim/Step_2/cross_cultural_training.asp), Uganda Mission web site at <http://www.ugandamission.net/travel/check.html>, and Reconciliation Ministries Network, Inc. at <http://www.mni.org/Uganda/> and *Parade* Magazine provided valuable information for this guidebook for which we are grateful.

# The Diocese of West Texas Guidebook for Short-term Missions

## CONTENTS

OVERVIEW .....	6
<i>Mission Statement</i> .....	6
<i>The Focus</i> .....	7
<i>Selecting the Mission</i> .....	8
TEAM LEADER .....	9
<i>Leading a Spiritually Prepared Short-term Missions Team</i> .....	9
<i>Profile</i> .....	10
<i>Duties</i> .....	10
TEAM MEMBER .....	14
<i>Team Life</i> .....	14
<i>The Rough Road of Mission Work</i> .....	15
<i>Profile</i> .....	16
<i>Application</i> .....	17
<i>Insurance and Medical Information</i> .....	18
<i>Release and Hold Harmless Agreement</i> .....	20
<i>Personal Intercessors</i> .....	22
<i>Mission Checklist</i> .....	23
Team Training .....	25
Personal Preparation .....	28
<i>Bible Verses for Daily Life</i> .....	28
<i>Passports, Visas, and Security</i> .....	32

*Packing List* .....33

FINANCIAL ASPECTS.....37

*Determining the Costs*.....37

*Fundraising*.....39

*Keys to Success in Fundraising* .....40

*Financial Oversight* .....40

*Sample Fundraising Letter* .....42

ISSUES .....43

*Giving Gifts and Responding to Requests*.....43

*Long-term vs. Short-term*.....44

*Dependency*.....48

REENTRY .....54

*Team Debriefing* .....54

*Sharing Your Mission with Your Congregation* .....55

*Evaluation*.....57

APPENDIX.....60

*Sample Letter to Team Members* .....60

*Sample Letter to Personal Intercessors* .....62

*Praying for Missionaries* .....63

*Insurance Companies*.....67

*2008 Mission Trip Costs for Individual Team Members* .....68

*Trip Tips*.....69

*Commissioning Service*.....72

*Mission Statement*

We, the family of the Diocese of West Texas,  
reclaim our historic and spiritual vision as a missionary people. Living in  
the midst of change, we are determined to communicate to all people the  
unchanging Good News of Jesus Christ.

Nosotros, la familia de la Diócesis del Oeste de Texas,  
afirmamos nuestra visión histórica y espiritual como un pueblo misionero.  
Como vivimos en esta época de cambios, nos dedicamos a comunicar a toda la gente  
la invariable Palabra de las Buenas Nuevas que es Cristo Jesús.

*The Focus: Missioners, Intercessors, Supporters*

The diocese seeks short-term team leaders and team members who have a personal relationship with Jesus Christ and who are committed to maintaining the highest standard of Christian faith and life. Members of diocesan mission teams should have a hunger to share their knowledge and love of Jesus and be led and empowered by the Holy Spirit. They should realize that team interaction is a powerful witness to Christian life. They should be people of prayer.

The diocese seeks intercessors who have a deep belief in the power of prayer and who wish to partner with mission team members by supporting them in prayer.

The diocese seeks individuals and congregations who will prayerfully and generously support the mission initiatives of the members of the diocese who are called to mission work.

Through ministry in foreign missions, the Diocese of West Texas seeks:

- To follow Christ's Great Commission to "go and make disciples of all nations" (Matt. 28:19) and to be His witnesses in "Jerusalem, and in all Judea, and Samaria and to the ends of the earth" (Acts 1:8).
- To take Christ's love into areas of the world where people are in spiritual and physical need. Our missionaries combine evangelism with efforts that address hunger, health, shelter, economic (empowerment through micro enterprise), and educational needs of those with whom we minister.
- To form lasting partnerships that enable those with whom we work to experience the power of the Holy Spirit through Christian love and to be better able to lead productive and healthy lives.
- To bring a message of hope in Christ to those who are hungry for an opportunity to be what God has created them to be.

In speaking of short-term missions, the Rev. Canon Dr. Alison Barfoot shares a few thoughts:

- The Incarnation reminds us that mission is fundamentally RELATIONAL -- a project might be a platform for building authentic relationships, but in and of itself, projects are not missions.
- The Incarnation reminds us the mission is MUTUAL. Yes, God came TO us in the flesh, but He also asked us for a drink of water on a hot day by a Samaritan well. He cried. He let people meet His needs (Luke 8:1). It was more than just doing things for us -- He entered into our lives and...needed us, too.
- The Incarnation reminds us that mission is CROSS-CULTURAL... I cannot imagine anything more cross-cultural than leaving heaven to come to earth.
- The Incarnation reminds us that mission is about MULTIPLICATION. If we do not have eyes and hearts for the vast numbers of peoples -- whole ethnic and

language groups sometimes numbering in the tens or even hundreds of millions where there is **no** church to go to help -- then we do not have Jesus' vision of mission, at least not in its fullness.

### *Selecting the Mission*

In the March-April 2004 issue of *Mission Frontiers*, Glenn J. Schwartz notes that a burgeoning interest in Christian missions will find an estimated “one million [short-term missionaries] going out from North America this year.” The *International Bulletin of Missionary Research* (Vol. 32, No. 1, January 2008) reports that “690 million Christians today are active in Christ’s world mission...” But enthusiasm and interest are not the paramount issues in going.

*Goals.* All mission initiatives must acknowledge that sharing the Good News of Jesus Christ and building up His Kingdom is the number one priority. The goal of each mission trip must be to strengthen the faith of the team and the persons with whom they interact. Mission teams must have a larger agenda than good works. Any non-Christian group can undertake charitable initiatives—a mission team’s number one task is to spread the love and knowledge of Jesus. A team may be involved in medical, economic, or educational projects but should never lose sight of the fact that it is Christ who sends them into the world to spread His love and the Good News of the Gospel.

*Invitation.* All mission work is at the invitation of the local Anglican diocesan bishop or, as in the case of a country such as Russia or Belarus, the local ecclesiastical or governmental authority. It is of utmost importance that the bishop and local priest be enthusiastic about the mission initiative and see it as an important part of their ministry.

*Considerations.* In selecting a mission initiative, the following questions should be asked and answered in the affirmative:

- Is the project needed as part of the local bishop’s plan for the development of his diocese and for the benefit of his people? (e.g. VBS, church planting, Alpha)
- Will the project engender dependency, or will the local people be partners with the team and receive skills training fostering independence and sustainability? (Specialized missions, such as medical teams, could train locals in simple procedures, charging a small fee when possible to attach value to the service. Nationals should be trained and encouraged to take over such initiatives as Vacation Bible School, Bible studies, and evangelistic programs such as Alpha and church planting.)
- Is the mission fostering a relationship of friendship and trust? Will the relationship be ongoing? Will the team be willing to build the trust level by sharing responsibilities and work with the local priest and his/her people?
- Is the visit planned at a convenient time for local clergy and staff?
- Is the mission one that will be enthusiastically supported financially and prayerfully by home congregations and the diocese?
- Will the mission trip glorify the Lord and advance His Kingdom?

## Team Leader

Welcome to an opportunity for service that can make an impact for eternity. Your willingness to lead a foreign missions team will be transforming as together you *go into all the world...* Team members will follow your leadership by example “in speech, life, love, faith, and purity” (I Timothy 4:12 NASB). God’s blessing be on you.

### *Leading a Spiritually Prepared Short-term Missions Team*

“Unless the Lord builds the team, its team leaders labor in vain.” (Psalm 127:1 paraphrased)

by Trent Timberlake

How do you assemble, train, equip, and lead a spiritually motivated and evangelically fired-up short-term missionary team? First, it requires a conviction that what we do or what we take or what we offer is not as important as WHO WE ARE. It is easiest to spend time working on the specific “practical” requirements for a mission trip: transportation, accommodation, meals, activities, material assistance, cultural sensitivity, safety, and travel peculiarities. These are all important but nowhere near as important as going spiritually prepared--both as individual missionaries and as a Body of Christ.

Lessons that I have learned:

- Meet every week for several months before you leave. A typical team meeting looks like
  - A meal shared together.
  - Team building “initiatives.”
  - Singing and worship.
  - Bible study (progressive studies built around the spiritual maturity of the team and the status of preparations to go, involving the whole team in discussions and in teaching/learning).<sup>1</sup>
  - Team business (These practical preparations are initially limited to reports to the team on what has been done and travel tips. Later, this includes involving the team members in discerning God’s will for specific activities and then proceeding with planning.).
  - Group prayer time.
- Take a weekend for a team retreat. How will your team work together in close quarters? Share responsibilities for meals. This is a great time to have each team member share his testimony. Have them practice telling their journey in faith before the retreat. If you are going to a place that requires interpreters, your testimony should be no longer than 5 minutes.<sup>2</sup>

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<sup>1</sup> The diocese offers a *Mission Devotional* book for this.

<sup>2</sup> Use simple words—slang and catch phrases are often difficult to translate.

- We read *Yes or No* (a short book on apologetics), by Peter Kreeft.
- Who is the pastor for the team? Show concern and support with letters, calls, and acts of kindness. As the team becomes a Body of Christ (Church), it is important to identify and practice all of the parts of the Body.
- Lead by example; the team will become vulnerable to each other to the level of vulnerability that the leader shows.
- Develop an attitude that being Jesus' hands and feet is your heart's desire.
- Teach about being an evangelist. Have practice sessions. How can you be an evangelist in this or another situation?
- Pray continually. It is God's team, not yours. It is His business, not yours. Keep your and your team's eyes on Jesus. Pray about big things and small--travel arrangements, the people to whom you are going, team business, etc.

### *Profile of a Team Leader*

- Committed, strong Christian called by God into foreign missions to spread the love and Gospel of Jesus Christ. A team leader should have a vital prayer life and spend daily time in the Word of God.
- Experience in the mission field and leadership training.
- Recognized as spiritually mature by his/her bishop, congregation, and the World Missions Department of the diocese.
- Exemplifies the qualities of leadership in his/her life, such as wisdom, organizational skills, and flexibility to deal with unexpected or unanticipated events. (No two mission trips are the same.)
- Works well with people and seeks to recognize and call forth skills in others.
- Able to make difficult decisions.
- Willing to delegate authority and, whenever possible, appoint a co-leader in order to train that person for future leadership. Appointing a co-leader of the opposite sex permits comprehensive ministry to the team; same-sex counseling is always preferred.
- Comfortable in cross-cultural environments and sensitive to cultural differences.
- Willing to research cultural customs and mores to share with team members during training.
- "Sent" by his/her home church; must have the blessing of his/her priest; and must be commissioned by the priest at a church service on a Sunday before departure. (See Prayer Book Service pp. 420, 421 and Appendix p. 72.)
- Should be a servant leader and a person of prayer. The head of every mission team is Jesus, and the leader and team must remember that the power to witness and minister comes from the Holy Spirit.

### *Duties*

The team leader should select a coordinator at the mission project location who will help set dates (see below), identify locations for mission work (approved by the local

priest), and serve as local support. Once the short-term mission has been chosen, the team leader creates a timeline for all trip activities. The team leader:

- With help of the project coordinator, selects the dates well in advance of the mission trip and arranges transportation early enough to take advantage of lower airfares. If the team is large enough, group rates are available. Group rates require ten or more persons. Groups with 26 members get one free ticket. Flying on Tuesday, Wednesday, or Thursday can save up to \$100 per ticket. When setting dates, the leader should confirm through the local coordinator that the mission does not overlap with another mission team to avoid overtaxing the local church and duplication of effort.
- Oversees selection of the team and is willing to say NO to a prospective team member who might be of more help going another time or with another team. When selecting a team, the leader should, if possible:
  - Allow members of several congregations to participate as team members. This broadens the base of mission opportunities in the diocese, draws on a larger pool of talent, and brings congregations together through shared ministry.
  - Select a priest to join the mission team to act as Spiritual Director for the trip and to lead worship at team training sessions, during the mission trip, and afterwards during re-entry. During the trip, worship should be open to local people, and the local priest should be asked to participate. It is essential for the team to participate in daily worship and to allow time for personal devotions. A daily Eucharist is best, but if not possible, the team should celebrate the Eucharist at the beginning and end of the mission trip.

Once team members have been selected, the team leader:

- Sends the dates of the trip and the names of team members to the diocesan World Missions Department. The Missions office circulates the lists to parish mission representatives asking for intercessory prayer. Team members are urged to partner with intercessors who will pray for them before they go on the mission trip, while they are away, and for a period of four weeks after they return. (See Appendix page 62 for Letter to Intercessors.)
- Works with the mission project coordinator who will find accommodations for the team (room and board), and set up transportation for the team and the team equipment. If possible, team accommodations should be comfortable. (A rested team is a more effective team.)
- Compiles a budget that realistically covers all expenditures of the mission trip and helps team members seek financial support from home congregations and the diocese. When a team member asks for financial support from others, the donors become a part of the mission effort and feel that they, too, are an essential part of the team. The budget should include amounts to cover training, travel, room, board, medical shots when needed, and transportation costs for the team and their equipment. Money should be budgeted for all equipment needed for the team ministry and for salaries of persons hired to aid the team during their stay such as a driver or cook, if needed. A contingency amount should be included for

emergencies, and an amount should also be considered for gifts. (See page 43 about gifts.)

- Familiarizes himself/herself with the mission project location, if possible.
- Plans the team training schedule and content. Training must result in the development of a mini Body of Christ, an essential in building the needed trust level within the team. Preparation for training should include cultural sensitivity training and building of a team community of trust. Team training sessions should include a meal, prayer, singing, Bible study, and personal witnessing. (See Appendix page 60 for Sample Letter to Team Members.)
- Assigns responsibilities and tasks to individual team members for the benefit of the entire team. Every team member has a talent that will strengthen the team.
- Advises team members about travel documents:
  - Current passport. Some countries require the passport to be valid for six months or more *after* returning to the U.S.
  - Visas when required.
  - Three photocopies of passport, visa, and credit card--a copy for the leader, for the team member, and to leave at home. Do not take more than *two* credit cards--one is preferred. Some countries also require extra passport photos upon arrival.
- Checks with the U. S. State Department for information about political and health situations in the country to be visited. Upon arrival in the country, the team leader or appointee should report the team location and length of stay to the U. S. Consulate.
- Prepares a daily agenda for the mission project including travel.
- Advises team members of all immunizations and medications needed for the mission trip. When taking a series of shots, such as hepatitis, enough time should be allowed to complete the series before the trip. The local U.S. or Metropolitan Health Department has information on shot requirements and often will give the shots at a lower cost than a private physician. For information on diseases, certificates, recommended immunizations, and tips for staying healthy, log on to the Department of Health and Human Services web site at: <http://www.cdc.gov/Ncidod/>.
- Can designate a team member as the team “doctor” who is responsible for a well-supplied medical kit. (See page 34.) Individual team members are responsible for personal medications, and all prescription drugs should be in labeled bottles. Team members should not carry loose, unidentifiable pills.
- Arranges adequate insurance for team members: Coverage should include: major medical, travel cancellation, life insurance, emergency evacuation of team or a team member, death evacuation, overseas driving liability (if needed). (See list of insurance companies in Appendix page 67.)
- Requests Mission Devotional booklets from diocese World Missions office.
- Obtains general information from the Transportation Security Administration at TSA’s home page, <http://www.tsa.gov/>. Travel tips from the TSA can be found at <http://www.tsa.gov/travelers/airtravel/assistant/index.shtm>.
- Before departure, the mission team should discuss with the host questions of security in the country being visited. Mission teams need to be aware at all times

of current events in the country being visited and pay attention to cautions the host offers. While Americans usually are treated courteously as individuals, the United States is frequently a target. Be aware of how others view you and your country and maintain a low profile.

During the trip, the team leader:

- Acts as banker for the team or appoints a team banker. He/she:
  - Helps team members change dollars for local currency,
  - Pays local costs such as food, lodging, and transportation for team, and
  - Carries and is responsible for emergency funds.
- With the co-leader, is responsible for keeping the focus and tone of the mission trip. With the assistant, he/she is responsible for mediation between team members and between the team and local people. The leaders, with advice from the Spiritual Director, make final decisions pertaining to the team and the mission. The co-leader must be a part of all plans and decisions so that he/she can assume the leadership role, if necessary.

On returning, the team leader:

- Makes re-entry plans for the team. These should include creating opportunities for the team members to share their stories of the trip with home parishes and a wider audience through talks, pictures, and written articles for the *Diocesan News*. Many parishioners have no knowledge or understanding of the experiences of a mission trip. Sharing the team's experiences will help others understand and want to go.
- Thanks and encourages team members to thank supporters.
- Provides a time for team debriefing and evaluation. (See pages 54, 57.)
- Sends pictures of the mission to the diocesan office of the World Missions Department to be used in mission awareness presentations.

## Team Member

### *Team Life*

by Edwina Thomas, National Director of SOMA (Sharing of Ministries Abroad), U.S.A.

#### A SHORT-TERM MISSION TRIP IS A TEAM MINISTRY.

A short-term mission trip is not a travel club! When a team leaves the U.S. en route to a place of ministry for a short time, it is with excitement, joy, and high expectation. Hopefully, the fear (which each prospective team member invariably has) has been dealt with in prayer.

One who goes on mission is acutely aware that there is a broad definition of ministry, the ministry of presence that brings into account the personal indwelling Holy Spirit who influences daily events, persons, and situations. It is a rare trip indeed when a person sitting next to a team member on a plane, a store clerk, a hostess in a guest house, or a fellow guest in the hotel does not make life-changing decisions to follow our Lord Jesus. It is a common experience, although not always the case, to embark upon a short-term mission with a heightened sense of anointing for ministry.

Those who go are whole people, people who have the need to ease body, mind, and spirit into the dimensions of a different culture. [One] begins by taking in the sights and sounds of the streets and visiting places of importance to the people with whom we are to visit. The first experience of another culture means immersion into the presence of a new language, sights that are unusual and/or startling, a new “time clock” for the body, a new monetary system, and encountering the realities of poverty. These adjustments take a period of time and are built into the first two or three days of most missions.

Whatever the number of the team, we believe that you form the unique, though temporary, Body of Christ with all the gifts needed for the ministry God has designed for you to do. Each team member needs to learn about the others God has chosen to share this ministry adventure; therefore, spend time enjoying each other’s company, laughing together, sharing your stories, praying for each other, and learning to trust. Events such as sightseeing and going out to dinner may seem like “holiday” events, but these are truly important ways that the team prepares to minister together in unity...in a different culture.

It is in the safety of solid team relationships and in the support...[given] each other that [one is able] to reach out and minister. Family, friends, churches, and the like are all at a distance, left behind for the moment. Each team member’s support group is not physically present although they are a true reality in spirit, and their presence is felt...through the power of intercessory prayer. The team must learn to trust, to nurture, to listen, to comfort, to encourage, and to be a sounding board for each other. When these vital basic needs...are met by various persons within the group, [one is] free to focus...attention on the work that awaits: the ministry God unfolds for [us] to do.

### ***The Rough Road of Mission Work***

*At the end of February, I traveled with the Water Well Drilling Mission Team to a remote mountain village in Honduras. Our goal was to drill a water well for the village that now has no potable water, to teach health and hygiene to the women of the village, and to bring the Word of Christ to the whole village, especially the children. Marjorie George, editor of The Diocesan News*

Never let them tell you that it isn't hard work. People who return from mission trips will tell you that it is rewarding, it is fulfilling, it is receiving so much more than you have given. And that is true, all true. But it is hard work.

It is getting up at 5:30 every morning for the 6:15 a.m. team meeting. It is getting on a rickety bus and riding two hours over what can just barely be called roads into the mountains. It is working in villages that are hot and dry and dusty. It is kicking aside the chickens and dodging pigs in the road and wondering if that dog will bite you and being glad that you got your tetanus shot. It is listening to the crowing of roosters 'til you are sick of them.

It is being crowded into a cinder block school building with 80 needy little children who are sweaty and dirty and most likely have head lice. It is missing your own children and grandchildren and then encountering a dozen Honduran children crowded around a table eating their lunch of rice and milk provided by the government. It is raising your camera to your eye to take a photo and focusing your lens on one little face, one sweet little round boy-child face who is the image of your own grandson with different color skin and hair. It is sobbing for that child and all the children of the world who eat rice and milk in a free lunch program.

It is teaching the women of the village about proper hygiene and dissolving in laughter with them when you make a group decision that "poo-poo" is just easier to say than the Spanish word for "excrement." It is being startled to realize at one particular moment that you are all just mothers sitting around talking about what to do when your babies are sick with diarrhea and vomiting.

It is dragging a water well drilling rig that has lost its brakes up (and down) the winding mountain roads. It is facing the unrelenting frustration of clogged filters in the fuel line, of broken drill heads, of dead batteries. It is being covered in so much dust and dirt that when you take off your protective eye glasses all that can be seen are your eyes. The blue eyes of the Americanos. The brown eyes of the Hondurans.

It is driving back over the same mountain at the end of the day and stopping at the Esso station for more bottled water and a six-pack of Salva Vida and having happy hour on the bus the rest of the way to your quarters. It is laughing with your teammates.

It is seeing clear into the hearts of the other team members and finding the heart of Christ there. It is worshipping together every morning and every evening. It is falling into bed exhausted and getting up again at 5:30 the next morning to do it all over again.

It is hard work. The men and women of this diocese, and every diocese and every church, who give themselves to mission work know about this hard work. And they go anyway, again and again, to Honduras and Mexico and Russia. They can't not go, they say. They are called to be the hands and feet and heart of Christ to a broken and hurting world. They return having left a part of themselves, and they make a difference. Never think that they do not make a difference.

They say that not everyone is called to mission work, but everyone is called to pray and everyone is called to send. And that, too, is hard work. It is the work of the way of the cross. It is our cross. We dare not refuse to pick it up.

### *Team Member Profile*

Like the team leader, a short-term mission team member should be a committed Christian called by God into the mission field to spread the love and Gospel of Jesus Christ. He/she should acknowledge Jesus as Lord and Savior, live according to Christian principles, and demonstrate a tested degree of maturity in Christ. A team member should have a vital prayer life and spend daily time in the Word of God. Be assured that the strongest witness of Jesus Christ is the life (John 1:4), and there is power in example.

Team members:

- Should be in good health, emotionally stable, and adaptable.
- Must be willing to be under the authority of the team leader.
- Should attend and take team training seriously.
- Should be a cooperative and contributing member of the mission team.
- Should be a person of patience, versatility, selflessness, and able to get along with others.
- Should have a servant heart and a teachable spirit.
- Should have perseverance, endurance, a loving heart, self-discipline, a sense of humor, and no racial or cultural prejudice.
- Must be willing to raise his/her own funds for the mission trip.
- Must be willing to enlist intercessors for the mission.
- Should be sent by his/her congregation and blessed and commissioned by the priest at a church service.
- Must be willing to report his/her experiences to the congregation after returning from the mission trip.
- Thanks supporters upon return.

**Team Member Application**

PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Work: \_\_\_\_\_ Fax: \_\_\_\_\_

Church affiliation: \_\_\_\_\_

Mission destination: \_\_\_\_\_ Trip dates: \_\_\_\_\_

Church/Organization: \_\_\_\_\_ Team leader: \_\_\_\_\_

Occupation: \_\_\_\_\_ How long? \_\_\_\_\_ Passport current? \_\_\_\_\_

Date of birth: \_\_\_\_\_ Country of birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Marital status: (circle one) single married Number of children in family: \_\_\_\_\_

-----  
EMERGENCY CONTACT:

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

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

Home phone: \_\_\_\_\_ Work: \_\_\_\_\_

Relationship to you: \_\_\_\_\_  
-----

Are you able to pay your full expenses for the trip? (circle one) yes no

If no, how do you plan to raise the money? \_\_\_\_\_

Education level completed: \_\_\_\_\_ Major: \_\_\_\_\_ Languages: \_\_\_\_\_

Describe your level of language proficiency: \_\_\_\_\_

Circle all skills that apply to you: medical worship leader art music (specify)

drama teaching sports other (specify) \_\_\_\_\_

List any ministries involved in (current/previous): \_\_\_\_\_

List your spiritual gifts (I Corinthians 12; Romans 12):\_\_\_\_\_

\_\_\_\_\_

Have you ever led anyone to Christ?\_\_\_\_\_ How did you learn about this missions trip?\_\_\_\_\_

On a separate sheet of paper, please briefly describe your personal faith journey.

-----

References (be sure to get permission to use these names):

Full name:\_\_\_\_\_

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

Home phone:\_\_\_\_\_ Work:\_\_\_\_\_

Relationship to you:\_\_\_\_\_

Full name:\_\_\_\_\_

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

Home phone:\_\_\_\_\_ Work:\_\_\_\_\_

Relationship to you:\_\_\_\_\_

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***Insurance and Medical Information***

Travel insurance is required. Travel insurance company:\_\_\_\_\_

Policy number:\_\_\_\_\_ (If in process, submit application and information to team leader before departure.) Physician's name:\_\_\_\_\_

Phone number:\_\_\_\_\_ Are your immunizations up to date?\_\_\_\_\_

(Tetanus, hepatitis A & B, and polio immunizations must be up to date. A copy of the updated record should be brought with you.) Have you been treated for any physical, mental, or emotional conditions within the last five years?\_\_\_\_\_ Are you

presently on any medication or special medical treatment or diet? \_\_\_\_\_

Do you, or have you ever had, any serious illnesses or handicaps that prohibit(ed) you from rigorous activity? \_\_\_\_\_ Are you allergic to any foods or medication?

\_\_\_\_\_ Is there anything in your medical, emotional, or mental history that we should be aware of prior to this trip? \_\_\_\_\_

*If you answered yes to any of the above medical questions, please explain:* \_\_\_\_\_

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

***The Episcopal Diocese of West Texas  
Release and Hold Harmless Agreement***

Whereby I, (full name) \_\_\_\_\_ am about to travel with representatives of The Episcopal Diocese of West Texas to any country in which The Episcopal Diocese of West Texas has or may be planning to have a ministry work, to tour and/or work on projects in said countries: and whereas I am doing so entirely upon my own initiative, risk and responsibility. Now, therefore, in consideration of The Episcopal Diocese of West Texas accepting me as a constituent trip member and undertaking to arrange matters of transportation, lodging, food, and other travel details and of permitting me to view, tour, and/or work on Episcopal Diocese of West Texas projects, office and geographical areas in need of assistance, I hereby, for myself, my heirs, executors, and assignees release and forever discharge The Episcopal Diocese of West Texas and any of its affiliates or subsidiaries, Directors, employees, and volunteers, acting officially or otherwise, and The Episcopal Diocese of West Texas and any of its affiliates or subsidiaries, Directors, employees, and volunteers, acting officially or otherwise and any person acting as a trip coordinator on behalf of The Diocese of West Texas from any and all claims, demands, actions, or causes of action on account of my death or any injury to me or my personal property which may occur from any cause including negligence of any type, during said trip.

Therefore, neither The Diocese of West Texas nor any of their affiliates or subsidiaries, Directors, officers, agents, employees, or volunteers shall be or become liable or responsible for any loss, injury, or damage to person, property or otherwise in connection with, by the way of example but not by way of limitation, accommodations, transportation or other services, resulting directly or indirectly from acts of God, dangers, incident to the sea, air, land, fire, breakdown or misuses in machinery or equipment, acts of government or other authorities, de jure or de facto, wars, whether declared or not, hostilities, civil disturbances, strikes, riots, thefts, pilferage, epidemics, changes in itinerary or schedules or for any loss or damage resulting from insufficient or improperly issued passports, visas, or other documents or from delay, and that neither The Diocese of West Texas, nor any of their affiliates or subsidiaries, Directors, officers, agents, employees, and volunteers shall be or become liable or responsible for any additional expenses or liability sustained or incurred by the tour member as a result of any of the foregoing causes or any unnamed cause.

This Agreement shall be governed by the laws of the State of Texas.

By executing this agreement, I acknowledge that I have read and accepted all of its terms and conditions.

Signature of Party Executing Agreement \_\_\_\_\_  
Date \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Printed Name of Witness \_\_\_\_\_

Place of Execution of Agreement \_\_\_\_\_  
(City and State)

The Diocese of West Texas  
PO Box 6885  
San Antonio, Texas 78209  
(888/210-824-5387)

***Personal Intercessors***

from Christ Episcopal Church, Overland Park, Kansas

It is necessary for you to recruit personal intercessors. Ask these intercessors to commit themselves to pray for you daily and be available for emergency prayer requests. We recommend that you encourage the group to meet once or twice during the trip to pray in a concerted way and that you consider trying to set up an arrangement to communicate specific requests, insights, and words from the Lord with one another. Please forward to the team's intercessory prayer coordinator the names, e-mails (preferred) or FAX numbers of your intercessors. Page 62 of the Appendix has a sample of a letter you may adapt to send to them.

From our experience, we believe that the following area and time periods need prayer coverage.

One week BEFORE you leave:

Health; transition into culture; team unity; finances; God's wisdom for the pre-mission schedule; time for rest, prayer, Bible reading, packing, errands, talk preparation, family and job responsibilities.

DURING the trip:

Transportation (*luggage, protection, connections, etc.*); jet lag; safety; health (*stamina*); transition into culture; bonding with indigenous people; team unity; anointing for teaching/ministry; protection for family members at home; and personal requests.

Four weeks AFTER the trip:

Jet lag; health; transition back into our culture; God's wisdom regarding sharing; and continued coverage for spiritual protection for yourself and your family.

Make sure you give intercessor the following information:

Itinerary (*including time difference*), names of team members, list of personal requests, and the name and phone number of the prayer coordinator for this mission.

*Mission Checklist***Pre-Mission**

Enter date completed

- \_\_\_\_\_ 1. Passport acquired. (For further information see [http://www.travel.state.gov/passport/passport\\_1738.html](http://www.travel.state.gov/passport/passport_1738.html)).
- \_\_\_\_\_ 2. Apply for a tourist's visa, *not* a missionary visa.
- \_\_\_\_\_ 3. Visit your doctor, travel clinic, or public health clinic and obtain RX for necessary anti-malarial or anti-diarrhea medication, etc. When taking a series of shots, such as hepatitis, enough time should be allowed to complete the series before the trip. The local U.S. or Metropolitan Health Department has information on shot requirements and often will give the shots at a lower cost than a private physician. For information on diseases, certificates, recommended immunizations, and tips for staying healthy, log on to the Centers for Disease Control and Prevention web site at: <http://www.cdc.gov/ncidod/diseases/index.htm>.
- \_\_\_\_\_ 4. International Certificates of Vaccination: update with all immunizations required.
- \_\_\_\_\_ 5. Arrange for financial support.
- \_\_\_\_\_ 6. Pay for airline ticket.
- \_\_\_\_\_ 7. Arrange for intercessory prayer support.
- \_\_\_\_\_ 8. Arrange for a commissioning service.
- \_\_\_\_\_ 9. Participate in ALL team preparation/training meetings.
- \_\_\_\_\_ 10. Arrange a date for sharing. This should be scheduled after you are rested and have had pictures developed/presentation prepared. Coordinate with team members, team leader, and church calendar.
- \_\_\_\_\_ 11. Change a sum of money into traveler's checks or foreign currency unless otherwise instructed by your team leader.
- \_\_\_\_\_ 12. Complete and return your emergency notification to the church office.
- \_\_\_\_\_ 13. Complete and return your insurance form to the church office.

- \_\_\_\_\_ 14. Make three photocopies of your ticket and front page of your passport showing number, expiration date, date and place of issue. Give one copy to your team leader and keep a second copy in your luggage. Leave the third copy at home. These will be helpful in case of lost or stolen documents. It is also a good idea to have a photograph of your luggage in the event you become separated.

**Post-Mission**

Enter date completed:

- \_\_\_\_\_ 1. Prepare an accounting of funds. Excess funds should be returned to donors or church or contributed to mission project.
- \_\_\_\_\_ 2. Write article for parish and diocesan newsletters -- coordinate with team leader.
- \_\_\_\_\_ 3. Give mission feedback to leader. (See evaluation on pages 57-59.)
- \_\_\_\_\_ 4. Hold a "sharing program." Use pictures or Power Point with stories.
- \_\_\_\_\_ 5. Send a thank you letter to host/hostess and leaders in the country you visited.

## Team Training

“He told them, ‘The harvest is plentiful, but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field.’” (Luke 10:2 NIV)

As we pray members onto our missions teams, preparation for the trip is the next essential step. At least four team meetings should be planned prior to leaving in order to permit bonding and coming together as a microcosm of the Church. Bible study and spiritual exercises should be included in all meetings as well as on the mission itself. Team meals provide excellent settings for training and fellowship.

Seeing Scripture from a new perspective is one of the benefits of cross-cultural experiences. Many of the challenges short-term missionaries face can be addressed through Bible verses that deal with issues such as poverty, servanthood, healing, and empowerment, to name a few. The purpose of building Bible studies around central themes is to allow the participants to draw out what Scripture says concerning what they are facing on their trip and how it can impact their personal lives.

An objective of the short-term mission trip also should be to help team members understand their spiritual surroundings. One way to do this is to include those who are being visited in the team’s Bible studies. Keep in mind the language barriers that might make this exercise more difficult, asking for interpreters to assist you whenever possible.

Topics to be covered during team meetings should address *the scope and goal of the mission, country overview and culture, expectations, individual and group responsibilities, medical and financial data and trip documents, fund-raising ideas, mutual support, and packing and travel tips*. Time should be scheduled for team members to share and practice telling their personal witness.

There are varieties of Bible studies available for those preparing for a mission trip. Whatever method you select, the following questions are recommended for use:

- What was the writer of the passage trying to say to the people of his/her time?
- What is the writer saying to you now?
- How does this passage address your mission trip?
- In this passage, is God inviting you to change?
- Will this passage continue to be relevant when you return from your trip?

A spiritual life inventory for short-term missionaries:

- What has been the role of Scripture in your personal spiritual life for the last 12 months?
- How satisfied are you with your prayer life?

- Through what other means (besides the two mentioned above) has your faith been nurtured during the last six months?
- Which significant person has nurtured your spiritual life in the last 12 months, and how has this person had this influence?
- What do you foresee as the great spiritual difficulties while you are serving on this mission trip?

Kingdom attitudes:

- Go as a learner and as a servant.
- Respect the national and missionary leadership. Assume that they know better than you do what is culturally appropriate and effective. Remember that you are a guest. Work to bolster their ministry, come alongside the missionary/national, and be careful not to “take over.” A respectful attitude of love, servanthood, humility, and being there to learn will produce a positive ministry. Expect to give up some or many of your “rights.”
- Find ways to do evangelism being careful to link forces with the missionary or nationals. Look for ways to clearly share your faith even if that is not the primary activity of the short-term mission.
- Pray; work hard; be diligent; and do your best. Remember that people will be watching you to learn about Jesus. Take time to make friends.
- Demonstrate respect for the missionary’s time.

Missionary care (caring for and affirming the missionary in a meaningful way):

- Learn what a missionary’s life and ministry are like. Ask good questions.
- Find out if there is a need the team can meet that will encourage the missionary or national leader.
- Are your hosts tired and “maxed out”? Find ways to relieve their burden. Perhaps your primary role is to encourage the missionary.

Expectations:

- Expect differences. Remember that *different is just different, not wrong*.
- Expect that the schedule won’t always happen as planned.
- Expect to flex, flex, flex.
- Expect frustration but *refuse to complain*.
- Expect to forgive others and yourself.
- Expect to be stretched, challenged, and changed.
- Expect that your expectations won’t all be met.
- Expect to apply your training.
- Expect God to glorify Himself through you and your team.

Experience the culture:

- Check out the CIA web site for the country you will visit: e.g., for Mexico, see <https://www.cia.gov/library/publications/the-world-factbook/geos/mx.html>
- Try to learn as much as you can about the culture.
- Ask questions and admit that you are a learner.
- Spend time with nationals (stay, eat, and talk with them).
- Learn about the culture from the nationals.
- Ask how they view God and life.
- Develop relationships.
- Don't hide in the missionary/church subculture.
- Celebrate differences.

#### Communication:

- Use simple phrases and short sentences. You may be speaking through a translator.
- Don't use slang.
- Be careful about sharing concepts that might build walls instead of bridges with your audience. Many cultures and churches are very conservative. For example, in a place where divorce carries a negative connotation, use general terms, saying, "I had problems in my family; we were fighting instead of loving each other."
- Avoid offensive details. Keep the focus on God, not the problems. Don't emphasize your sin; emphasize your transformation.

#### Your story (TABSETS):

- T hank God for the opportunity to be there.
- A ffirm something about them.
- B ring them greetings from your church.
- S hare your name and something about yourself.
- E xplain how you came to Christ.
- T estify how your life has changed.
- S hare your favorite Bible verse.

Try to cover all these points in three minutes or less.

*Bible Verses for Daily Life*

## Our Relationship with God

Forgiveness (Repentance)	Psalm 32:5	I John 1:9
God's love	I John 4:9	John 3:16
Guidance	Psalm 143:10	John 16:13
Guilt (Sin)	Isaiah 64:6	Jeremiah 17:9
	Romans 3:10	
Obedience	Matthew 12:50	Luke 11:28
	John 14:15	
Salvation	Romans 10:9	Acts 4:12
	Ephesians 2:8	
Worship (Praise)	Hebrews 13:15	Psalm 29:2
	John 4:23	

## Our Relationship with Others

Acceptance	Romans 15:7	Matthew 7:1
	Ephesians 5:21	
Anger	I Timothy 2:8	James 1:19
	Psalm 37:8	Proverbs 15:1
	Ephesians 4:26	
Compassion	Colossians 3:12	Philippians 2:4
	Romans 12:15	Matthew 25:40
	Galatians 6:2	
Forgiveness	Colossians 3:13	Mark 11:25
	Proverbs 19:11	Proverbs 24:17
	Ephesians 4:32	
Hatred	I John 4:20	Proverbs 10:12
	Galatians 5:19	
Honesty	Ephesians 4:25	Psalm 15:1
Love	John 13:34	John 15:13
	Ephesians 5:1	I Peter 4:8
	I John 3:18	
Peace	Romans 12:18	Romans 14:19
Revenge	Romans 12:19	Romans 12:14
	Matthew 5:43	Luke 6:31
Society	I Peter 2:11	Romans 13:7
	I Peter 2:17	
The church	Romans 12:5	Ephesians 4:4
	I Peter 4:10	Ephesians 4:11
Unity	Romans 15:5	Ephesians 4:2
	Psalm 133:1	

## Our Personal Life

Contentment	I Timothy 6:6	Hebrews 13:5
	Luke 12:15	Matthew 6:19

Faith	Matthew 21:22 Hebrews 11:1	John 20:29 James 1:6
Fear	Psalm 27:1	Hebrews 13:5
God's peace	Proverbs 14:30 Isaiah 26:3	Philippians 4:7 John 14:27
Godliness	Galatians 5:22 I Peter 1:15	Ephesians 4:22
Grief (Loss)	Psalm 23:1 John 11:25	Matthew 5:4 John 16:22
Humility	Micah 6:8 I Peter 5:5	Psalm 25:9 Luke 18:14
Joy	Psalm 16:11 Psalm 97:1 I Peter 1:8	Psalm 37:4 Philippians 4:4
Loneliness	Psalm 25:1	Matthew 28:20
Morality	Proverbs 4:7 Philippians 4:8	Jeremiah 9:23 Matthew 22:37
Perseverance	II Thessalonians 3:13 Hebrews 10:36	Galatians 6:9
Prayer	Psalm 37:7 Matthew 7:7 Luke 18:1	Psalm 61:1 James 4:8
Suffering	Psalm 42:5 II Corinthians 12:9 John 16:33	Matthew 11:28 Hebrews 12:2
Temptation	II Thessalonians 3:3 I Corinthians 10:13	Hebrews 2:18
Thankfulness	Psalm 68:19 Isaiah 63:7	Psalm 136:1 Ephesians 5:20
Worldliness	I John 2:15 Galatians 5:24	Colossians 3:5
Worry	Psalm 55:22 Philippians 4:6	Matthew 6:25
God's Promise Concerning:		
Answered prayer	Matthew 7:7 I Peter 3:12	Matthew 21:22 I John 5:14
Blessing	John 1:16 Romans 8:28	John 10:10 Ephesians 1:3
Christ's return	John 14:2 I Thessalonians 4:16	Acts 1:1 Revelation 1:7
Encouragement	I Thessalonians 5:23 Hebrews 6:10	II Thessalonians 2:16 I Peter 2:9
Everlasting life	John 6:40 I Corinthians 15:51	John 10:28 I Thessalonians 4:17
Excellence	Matthew 20:26	John 14:12

	John 15:15	II Corinthians 3:5
Forgiveness	Luke 15:3	Acts 10:43
	Ephesians 1:7	I John 1:9
Freedom	John 8:34	Romans 6:6
	II Corinthians 3:17	Revelation 1:5
Growth	Philippians 1:6	II Corinthians 3:18
	Ephesians 4:14	II Peter 1:3
His presence	Matthew 18:20	Matthew 28:20
	John 6:37	Romans 8:38
Holy Spirit	Luke 11:13	John 14:16
	Acts 2:38	Romans 8:11
Joy	John 15:10	John 16:22
	Romans 16:13	I Peter 1:8
Love	Matthew 10:30	John 3:16
	John 15:9	I John 4:9
Peace	John 14:27	Romans 5:1
	Ephesians 2:14	II Thessalonians 3:16
Salvation	Matthew 1:21	Acts 16:31
	Ephesians 2:8	Hebrews 7:25
Strength	I Corinthians 1:8	Ephesians 3:20
	II Thessalonians 3:3	I Peter 5:10
God's Promises When You:		
Are afraid	Romans 8:37	II Corinthians 1:10
	II Timothy 1:7	Hebrews 13:6
Are anxious	Matthew 6:25	Matthew 11:28
	Philippians 4:6	I Peter 5:7
Are confused	John 8:12	John 14:27
	I Corinthians 2:15	James 1:5
Are disappointed	Matthew 19:25	Mark 9:21
	John 15:7	Ephesians 3:20
Are impatient	Romans 2:7	I Timothy 1:16
	Hebrews 6:12	I Peter 5:7
Are in need	John 6:35	II Corinthians 9:10
	Ephesians 3:20	Philippians 4:19
Are persecuted	Matthew 5:10	II Corinthians 4:8
	II Timothy 1:11	I Peter 3:13
Are sick	Matthew 8:16	John 16:33
	Romans 8:37	James 5:14
Are tempted	I Corinthians 10:13	Hebrews 2:18
	Hebrews 4:15	I Peter 3:9
Are weak	Romans 8:26	I Corinthians 1:7
	II Corinthians 4:7	II Corinthians 12:9
Doubt	John 3:18	John 11:25
	Romans 4:5	I John 4:15
Fall	Romans 3:23	Romans 5:8

	Hebrews 10:36	I John 1:8
Feel dejected	Mathew 11:28	Romans 8:26
	Hebrews 4:16	James 4:8
Feel guilty	Romans 8:1	I Corinthians 6:11
	Ephesians 3:12	Hebrews 10:22
Grieve	Matthew 5:4	John 16:20
	I Thessalonians 4:13	Revelation 21:3
Obey	Matthew 16:27	John 8:31
	John 14:21	James 1:25
Suffer	John 16:33	Romans 8:16
What the Bible Says about:		
Anger	Matthew 5:21	Ephesians 4:25
	James 1:19	
Anxiety	Luke 12:22	Philippians 4:4
	Hebrews 13:5	
Atonement	Romans 3:21	II Corinthians 5:14
	Hebrews 9	I Peter 2:22
Body of Christ	Mark 14:22	I Corinthians 12:12
	Hebrews 2:14	
Compassion	John 11:17	II Corinthians 1:3
	I John 3:11	
Discipleship	Luke 14:25	John 15:1
	John 21:15	
Discipline	I Corinthians 11:27	Hebrews 12:1
	Revelation 3:19	
Eternal life	Matthew 19:16	John 3:1
	Romans 6:15	
Faith	Matthew 6:25	Romans 3:21
	Hebrews 11	
Friendship	John 14:23	Colossians 3:12
	I John 1:1	
Giving	Matthew 6:1	II Corinthians 8
Hope	Romans 5:1	Colossians 1:3
	I Peter 1:3	
Joy	Luke 15	James 1:2
	I Peter 4:12	
Loneliness	Matthew 26:36	II Timothy 4:16
Stewardship	Matthew 25:14	Luke 12:35
Suffering	Romans 8:12	I Peter 3:8
	I Peter 4:12	

### *Passports, Visas, and Security*

#### Passports

- Forms can be obtained from the U. S. State Department, Post Offices, almost all AAA offices, and online at <http://www.travel.state.gov/passport/passport1738.html> Photograph requirements are described on the form and can be taken at Kinko's, the Post Office, or any photo shop. Since it may take several weeks from the time you apply until your passport arrives, allow adequate time prior to departure. When your passport arrives, check for accuracy. If there are mistakes, send it back for correction.
- As of May, 2008, fees for passports are \$60 for individuals under 16, \$75 for those 16 and over. *The State Department also imposes an Execution Fee of \$25 per person* which must be paid separately. Check the above-mentioned web site for current prices. Most regional passport offices will accept Visa, MasterCard, Discover, and American Express credit cards. Credit cards are not always accepted at Post Offices or AAA offices. Check before going.
- It is recommended that three copies of the passport information page be made, one to pack, one for the team leader, and one to leave at home. The copy will facilitate duplication by the U. S. Embassy, if necessary.
- Some countries require expiration dates to be at least 6 – 9 months after departure date from the United States. Check your expiration date several months before anticipated departure to be certain it falls within the requirements of the country you are visiting.
- Further information on passports can be obtained at the above-mentioned web site.

#### Visas

- Some of the countries you will visit require visas. Other countries may not require visas but charge exit fees before you are allowed to board a plane for returning home. Check either with the U. S. State Department or with the country's embassy a month or so before you travel. Obtaining visas sometimes can take several weeks, depending on the country. Once you've obtained your visa, CHECK THE ENTRY DATE to be certain it coincides with your travel date.
- When you are entering another country, you will be asked to fill out a tourist visa form on the plane. Be sure to check with your team leader for this information, which includes name, address, and phone number (if available) of your host.
- For further information on visas, go to the State Department web site <http://www.state.gov/misc/59452.htm> or to the host country web page (if available).

## Security

- Due to the unstable political situation in the world today, missions teams are encouraged to pay special attention to State Department warnings, which can be viewed on the State Department web site [http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html). Check this page before you leave, and make sure that all team members are informed of current events in the country you are visiting. Mission teams should also contact the Transportation Security Administration and the airlines to learn more about security precautions at U. S. airports.
- General information from the Transportation Security Administration can be found at TSA's home page, <http://www.tsa.gov/travelers/index.shtm>. Travel tips from the TSA can be found at <http://www.tsa.gov/assets/pdf/311-brochure.pdf>.
- Before departure, the mission team should discuss with the host questions of security in the country being visited. Mission teams need to be aware at all times of current events in the country being visited and pay attention to cautions the host offers. While Americans usually are treated courteously as individuals, the United States is frequently a target. Be aware of how others view you and your country and maintain a low profile.
- **DO NOT FORGET** to register with the U. S. Embassy upon arrival in your host country. In case of emergency or need to evacuate, the Embassy needs to be able to locate you.

## *Packing List*

### General:

- \_\_\_\_\_ Small flashlight with extra batteries (Wind up flashlights that don't depend on batteries are now available.)
- \_\_\_\_\_ Sewing kit, safety pins
- \_\_\_\_\_ Notebook/journal
- \_\_\_\_\_ Camera w/built in flash
- \_\_\_\_\_ Travel alarm clock
- \_\_\_\_\_ Bottle opener
- \_\_\_\_\_ Business cards (Do NOT give out your home address.)
- \_\_\_\_\_ Small scissors, tape, small stapler, paper clips, rubber bands, (Pack in suitcase, NOT in carry-on. Sharp objects will be confiscated at the airport.)
- \_\_\_\_\_ Several different sizes of zip lock plastic bags
- \_\_\_\_\_ Travel Bible
- \_\_\_\_\_ Small gifts to give to local hosts and new friends (See section on gifts, page 43.)
- \_\_\_\_\_ Woolite (Individual packets are available.)
- \_\_\_\_\_ Sink stopper
- \_\_\_\_\_ Clothesline, clothespins, hangers
- \_\_\_\_\_ Non-perishable snack food

\_\_\_\_\_ Collapsible plastic cup  
 \_\_\_\_\_ Reading material  
 \_\_\_\_\_ Extra passport photos  
 \_\_\_\_\_ Photocopies of your airline tickets  
 \_\_\_\_\_ Portable water filter

Toiletries: (Remember TSA rule: 3 ounce bottles or less—by volume—in 1 quart-sized, clear, plastic, zip-top bag; 1 bag per person.)

\_\_\_\_\_ Razor, shaving cream  
 \_\_\_\_\_ Soap, shampoo  
 \_\_\_\_\_ Towel and wash cloth (such as those at Whole Earth)  
 \_\_\_\_\_ Toothbrush and toothpaste  
 \_\_\_\_\_ Deodorant  
 \_\_\_\_\_ Brush, comb  
 \_\_\_\_\_ Tissues, small packages  
 \_\_\_\_\_ Toilet tissue (Remove cardboard and flatten; store in zip lock.)  
 \_\_\_\_\_ Shower shoes  
 \_\_\_\_\_ Foam ear plugs  
 \_\_\_\_\_ Eye shades  
 \_\_\_\_\_ Adapter plugs and transformers (Electricity may or may not be available for hair driers or electric shavers.)  
 \_\_\_\_\_ Vitamins  
 \_\_\_\_\_ Handi-wipes or Purell

Basic medical kit for teams (A complete medical kit can be carried by one team member designated by the leader):

\_\_\_\_\_ Malaria prophylactic  
 \_\_\_\_\_ Insect repellent (Deet recommended)  
 \_\_\_\_\_ Anti-bacterial cream  
 \_\_\_\_\_ Anti-itch insect bite cream  
 \_\_\_\_\_ Aspirin/Tylenol/ibuprofen  
 \_\_\_\_\_ Antacid and antibiotics  
 \_\_\_\_\_ Medication to control diarrhea  
 \_\_\_\_\_ Water purification tablets or equivalent  
 \_\_\_\_\_ Band-aids, adhesive tape, gauze, and sterile dressing  
 \_\_\_\_\_ Sunscreen  
 \_\_\_\_\_ Laxative  
 \_\_\_\_\_ Ace bandages  
 \_\_\_\_\_ Clinical thermometer  
 \_\_\_\_\_ Benadryl  
 \_\_\_\_\_ Tweezers  
 \_\_\_\_\_ Basic first-aid and CPR guide  
 \_\_\_\_\_ Optional: trauma kit (with syringes)

## Medical kit for individuals:

_____	Malaria prophylactic
_____	Insect repellent (Deet recommended)
_____	Anti-bacterial cream
_____	Anti-itch insect bite cream
_____	Aspirin/Tylenol/ibuprofen
_____	Antacid and antibiotics
_____	Medication to control diarrhea
_____	Water purification tablets or equivalent
_____	Sunscreen
_____	Sunglasses
_____	Laxative
_____	Personal RX in original pharmacy container, clearly marked
_____	Extra pair of reading glasses

## Clothing:

_____	3 outfits to mix and match when possible; hand-washable (Women should plan to wear skirts and dresses at the knee or below-- absolutely NO shorts. Men should wear slacks— NO shorts.)
_____	1 pair dress shoes
_____	2 pair comfortable walking shoes
_____	3 pair underwear
_____	Sweater or light jacket for tropical climates; heavy coat for colder temperatures
_____	Raincoat, folding umbrella, or poncho
_____	Sun hat

## Carry-on bag should include:

- All RX in their original containers
- Travel Bible
- One set of underwear
- Change of clothing in case luggage is delayed/lost
- Miniature toiletries in one quart zip lock bag
- Travel pillow
- Teaching/speaking materials

Checked luggage (preferably with wheels) should be manageable by you since you will have to carry all of your own luggage. You might consider “one out, two back,” i.e. include a fold-up bag in your luggage that can be used to bring home souvenirs. *Travel light.*

Carry on your person:

- Passport
- International immunization record
- Money and traveler's checks (if purchased). Some places do not accept traveler's checks—find out prior to leaving.
- Airline tickets
- Visa(s)
- Copies of the above in checked suitcase and at home

DO NOT BRING:

- Valuables, including jewelry
- Large amounts of money
- Extra clothing
- Large sizes of anything
- Fresh fruit or produce
- Pictures demonstrating American prosperity
- *Consider eliminating all electrical appliances*

## FINANCIAL ASPECTS

### *Determining the Costs*

adapted from The Diocese of Virginia

Financial aspects of a short-term mission trip include determining the costs, setting up a budget, and fund-raising. Costs will vary depending on where and when you are going, length of trip, number of team members, type of project, and cost of living in the host country. It helps to have a round figure to work with in advertising your trip and recruiting team members.

After determining the costs, you will need to set a budget for the team and a budget for individual members. Then fund-raising begins. Of the myriad ways to raise funds, several are mentioned below. While fund-raising can be one of the biggest challenges of a short-term mission trip, remember that you are not raising money for yourself. The money will expedite God's call to work in the mission field. As with every aspect of your mission trip, pray always.

#### Determining costs:

- Airfare will be your greatest expense. Begin by contacting the airlines or a travel agent. Groups of 10 or more usually qualify for a group discount from most airlines; contact the airlines directly to ask for one. Buying tickets online from the airlines frequently results in cheaper prices. Shop around. Hint: When talking with airlines (and some travel agents), it generally helps to mention that you are on a church-sponsored mission trip. Many airlines and agents are willing to help with the price if they know the purpose of the trip.
- In many countries, exit taxes are charged in lieu of visas. Your travel agent, your host, or the nation's embassy usually can give you an accurate quote for these. Most countries accept U. S. dollars for these fees, but you should make certain before leaving the United States. If necessary, exchange your money after arrival in the country and set aside the necessary amount to pay the exit tax.
- Factor in the cost of supplemental health insurance to cover emergency expenses. (See Appendix page 67.)
- Cost of passports and photos need to be included for those who do not have them.
- Immunizations are required for most countries, and these costs must be counted.
- Lodging and meals are part of the costs of the trip. Your host should have information for you, either for staying with them or in a local hotel or bed and breakfast. Figure these costs on a per-person, per-day basis.
- Transportation costs include the rent of vehicles, the cost of taxis, in-country flights, public transportation, and the possible cost of hiring a driver and paying for fuel. Your host should be able to advise you.
- Project supplies are allocated to the teams. After agreeing on your work project, ask your host to research prices for supplies you can purchase in-country; then

bring the cash or use a credit card (depending on location). If the supplies are not available in-country, research the costs in the United States and plan to carry the supplies with you.

- Contingency funds need to be budgeted. Extra expenses might include photographs, mailing, bottled water, etc. Be prepared to include an extra 5 per cent of your budget for these expenses.
- Side trips are a frequent part of many mission trips. Ask your host to help arrange these and to figure the per-person costs. Side trips might include visiting national, cultural, or historic sites of your host country. While all team members may not wish to participate, figure the costs based on a per-person basis.
- Personal spending is the responsibility of each team member. Usually, \$100 will cover all shopping expeditions.
- Be prudent in the use of credit cards. Identity theft can be an unexpected cost of travel.

#### Setting the budget:

- A rough budget for six days for each team member might be:
 

- Travel <sup>3</sup>	\$700
- Taxes	25
- Lodging/meals	150
- Insurance	16
- Transportation	<u>50</u>
SUBTOTAL	\$941
- Additional personal expenses to be covered by team members:
 

- Passport	\$ 85
- Immunizations	100
- Personal money	100
- Side trip expenses	<u>50</u>
SUBTOTAL	\$335
- Mission costs broken down on a per-person basis:
 

- Project supplies	\$200
- Contingency	<u>50</u>
SUBTOTAL	\$250
- TOTAL COSTS, on a per-person basis: \$1,526  
(Note: Some host sites also require an administrative fee per person.)

Even though the costs seem high per person, remember that \$250.00 of this cost is for overall mission trip expenses; that some personal expenses will be lower/higher for some participants; and some costs may be lower/higher. Either way, research the costs so that prospective team members have a realistic view of the costs of the trip.

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<sup>3</sup> Typically, this will be the largest expense of the mission.

### *Fund-raising*

In order to get the church on board for missions, local parishes must first communicate and teach the importance of the Great Commission and raise awareness of the need for corporate and personal involvement. Churches must be intentional in their foreign missions ministry, and this comes by participation. The theme of *going, praying, and giving* cannot be overemphasized.

Dr. Dorsey Levell, founding Executive Director of the Council of Churches of the Ozarks is quoted by Riddle in *Church Business*:

In raising money for missions abroad, you must do a good job of telling the story of what their donation will do. There should be pictures and an example of what problem their donation would solve or help solve...[The importance of missions] should be integrated into the basic teaching and preaching...It should also be integrated into the total outreach missions budget...A local church can afford to give 20 per cent to 25 per cent of the total budget on missions. In fact, the budget is not balanced unless the church total reflects that plan.

Mission needs and activities should become a regular part of the Sunday morning communications.

SOMA offers the following ideas for fund-raising:

- Share the opportunity with personal friends and family members.
- Talk to your vestry or missions committee.
- Write to friends near and far.

The Diocese of Virginia has additional thoughts:

- Individual team members can be asked to contribute some of the costs.
- Fund-raising events such as car washes, bake sales, silent auctions, and special appeals can be effective.
- Diocesan funds may be available.
- In-kind corporate donations can be solicited.
- Ask Sunday School classes to hold “penny drives,” collecting pennies each Sunday to support your trip.

Riddle quotes Don Eenigenburg, assistant international ministries director at Christer: “Approach one or more generous donors in the church who have a heart for supporting specific worthy causes...and ask if they would be willing to offer a gift to match what the rest of the church can raise for a specific project. The donor might want to set a limit as a goal for the amount for the church to raise.”

*Keys to Success in Fund-raising*

adapted from The Diocese of Virginia

We frequently say that there are three aspects to foreign missions: going, praying, and supporting. Without any one of the three, the ministry doesn't get done. Some will be able to go; some don't want to go; some would like to go but can't. Everyone can and should be a participant in some aspect of the three-fold ministry of mission. It's up to you to do the recruiting or, as Jesus would say, *call the laborers into the field*.

- First, *remember the money you raise is not for yourself*. Rather, you are offering others the opportunity to participate in a mission trip. Don't be afraid to ask for generous gifts of money; some people are looking for an opportunity to give.
- Never turn down even the smallest amount.
- Keep a positive attitude.
- Learn how to communicate your mission and your needs clearly and concisely. Simply asking for support without presenting the vision and hopes for the mission is not enough. People want to hear the story of what you are doing. The more excited you are, the more excited your listeners will be.
- If someone is unable to give financial help, ask for his prayers.
- Don't forget that *God is the Source of all gifts*. Ask Him to supply your needs and cause others to give to you.

*Financial Oversight*

All persons involved in mission work are interested in having proper handling of finances for mission work. Accountability for all donated funds is of equal importance to the receiving diocese and the U. S. mission team. It is not possible to set up the same financial guidelines for all mission work as circumstances are different for each area and each mission initiative. However, the World Missions Department of the Diocese of West Texas believes that certain general guidelines can be followed by all involved in missions work.

- Whenever possible, all funds expended by a mission team in a mission initiative should be handled by the team leader during the mission trip. The team leader or appointee must keep detailed accounts of all money spent on a project while the team is in the field. This information will be of value to future teams when compiling a budget and allows the team to be accountable to their donors.
- If it is necessary for funds to be sent ahead of a mission trip to secure accommodations, equipment, etc., then the team leader should ask the local project coordinator to keep strict accounts of all expenditures. If a bank account is set up, the local priest and accountant or bookkeeper (or two designated people) should sign all checks.
- For larger initiatives, foreign diocesan oversight must be set up.

- Funds for mission initiative sent to foreign diocesan office.
- Bishop oversees or appoints a management committee.
- Diocesan treasurer receives funds and banks funds under initiative name.
- An appointed bookkeeper keeps detailed records and sends regular reports to foreign diocesan treasurer and West Texas team leader.
- The initiative should have a budget approved by the local bishop and local priest and U. S. team leader.
- Any large budget should be a phased initiative with deadlines for reporting expenditures with receipts.
- All checks should be signed by the local priest and accountant or bookkeeper (or at least two designated people).
- In a large phased project, each phase is accounted for (including photos) before the next phase is begun. A project site visit is recommended or, if not possible, an independent agent should visit the project and report.

*Sample Fundraising Letter*

Reminders:

- Asking for financial support involves more people in mission.
- Be sure to ask for prayer if someone is unable to give funds.
- This is really the Lord's work, so don't hesitate to ask.

Dear \_\_\_\_\_,

I have been given the wonderful opportunity of serving as a member of a short-term mission team going to \_\_\_\_\_ next \_\_\_\_\_. I will be working with other team members to \_\_\_\_\_ (build a house, drill a water well, teach VBS, direct a conference, etc.). I am privileged to be called to this ministry and believe that I will be able to use my God-given gifts to make a small difference in a world where there is so much need. I hope that we as a team will be able to bring the love of Jesus to all those we meet through this mission initiative.

In order to be able to go, I have to raise funds for my transportation and expenses while I am in \_\_\_\_\_. I am asking you, if it is possible, to partner with me on this mission trip by helping me financially. Any amount would be so appreciated. If you are unable at this time to help me financially, I would appreciate your prayers for me and the team while we plan our trip and while we are gone.

If you would like to make a contribution, please make your check payable to the Diocese of West Texas and signify that it is for the \_\_\_\_\_ mission trip. Please do not put my name on the check as you will not be able to deduct the gift from your taxes if you do. Write my name on another piece of paper and include it with your check.

Thank you in advance for your gift and/or your prayers. I look forward to telling you all about the trip when I return.

Faithfully,

## ISSUES

*Giving Gifts and Responding to Requests*

adapted from SOMA and *The Uganda Travel Manual*

It is appropriate to take a small gift or two to give to families who host you for dinner or an overnight stay. You will probably not know about these arrangements before the trip, so take several small generic gifts such as a Christian lapel pin, a rolled poster, a book, ribbon markers for a Bible, etc. Other gifts that may be appropriate are: for women - hand lotion, cloth diapers, hot chocolate/soup/beverage packets, scented soaps, hair accessories, scarves, and towels; for men - handkerchiefs, clothing, alkaline batteries; and for children - balloons, crayons, coloring books, colored pencils, hard candies, pens, and stickers. Give the gift to your host when you first arrive since at the end of your visit you may think what you brought insufficient or inappropriate in some way and get "cold feet."

Some team members leave their clothes with the people they visit. In a recent trip to Uganda, a West Texas team arranged to carry T-shirts from every past diocesan youth camp. (Imagine the amusement of seeing a whole village in matching shirts.) Towels, toiletries, and personal medical supplies are all desirable gifts and are particularly welcome in the African countries. If you are asked for money, it is prudent to buy gasoline or food, or some such, rather than responding with cash.

More than likely, you will establish friendships, but remember that giving a gift makes one friend and twenty enemies. There is no such thing as a "secret" gift. Friends, neighbors, and co-workers will know. Often teams take gifts to be given to everyone: bracelets that tell the story of Jesus or enough bookmarks or pens for each person attending a conference.

Be particularly wary when someone asks you to provide something and then says, "Please do not tell the bishop that I spoke to you." Our ministry is effective only as we live by Kingdom principles. We must walk in honesty and integrity and encourage others to do the same.

Dioceses often appreciate items such as gently used clergy shirts with plastic collars with buttons, vestments, or chalice and paten, which can be distributed later. Other dioceses, however, find the gift of used clergy shirts demeaning.

We suggest that more significant gifts be given to the bishop for his distribution. If you feel led to support one ministry, person, or project, please do so through the diocesan office. There are often significant facts about a situation that you will not be privy to.

You may be asked to exchange pulpits if you are a priest; help someone get a visa; finance someone's seminary or college education; help finance a church building

project; or assist someone's coming to the U. S. Being up-front and honest is better than leaving persons with unrealistic expectations. Say, "No, I'm sorry we can't do that." It may be difficult to say *no* when you know the needs are great, but it is important to stay focused on the specific work to which God has called you. Oswald Chambers says, "The need is not the call." Be faithful to your particular call, and trust God with the other needs.

Occasionally, God will lead a person or church to help with a project. Be prepared to make such decisions at home with the support and spiritual guidance of your own Body of Christ.

Use either your business address or the church address for your correspondence with people overseas. There are many stories of people who gave out their home addresses who are surprised late at night by friends or relatives of someone they have met overseas who are looking for a place to stay for the night or for a semester.

### *Long-term vs. Short-term*

#### *Short-term missions.*

The Great Commission speaks very clearly, "Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey all that I have commanded you. And, lo, I am with you always to the end of the age" (Matt. 28:19, 20).

The big picture of missions is to see disciples of Jesus Christ among every ethnic group in the world, i.e., among every nation or people group. Obviously, a one-week trip by a group from another country is not the primary means of accomplishing that task. But short-term mission trips do play an important role in the overall work of the church in fulfilling the Great Commission.

One of the most significant functions of the short-term mission trip is to initiate a relationship with the host community that can be nurtured by repeat visits and exchanged visits. In many cases, a short-term mission trip has more benefit for the team members than it does for the host country. The host country or host church will benefit from the presence of a short-term team if the team is willing to work under the authority of the local church leaders to help them accomplish their goals.

The benefit to team members, though, is great. A short-term mission is an intensive discipleship experience of community and ministry. It helps to create world Christians, to "radicalize" and intensify one's discipleship. It helps to cast vision about the vocation of missionary and to give people an opportunity to explore a possible call to long-term missionary service. According to David Bryant, World Christians are:

day-to-day disciples for whom Christ's global cause has become the integrating, overriding priority for all that He is for them. Like disciples

should, World Christians actively investigate all that their Master's Great Commission means. Then they act on what they learn. World Christians are Christians whose life-directions have been solidly transformed by a world vision.

The purpose of a short-term mission trip is for each participant to answer three questions and to make one commitment:

- What am I learning about myself?
- What am I learning about God's work in the world?
- What am I learning about my future?
- Commitment: to be obedient to what God says.

Michael N. Dohn, Wheaton College, argues:

Short-term missions may "undo" the basic premise of long-term mission. For instance, if a medical mission facility routinely charges for care, a short-term medical team dispensing care and medicines freely may send other messages. These messages might be everything from creating an expectation amongst people that free care may [or even should be] available from the long-term mission. This practice also creates the idea that short-term teams are generous whereas the long-term missionaries and their medical facility are not and that they are trying to get rich on the fees they charge.

John Park, missionary in Honduras, expands:

In Honduras, we now receive several short-term medical mission teams a year. First-time groups want to donate their services, but our policy in Honduras is we don't give things and services away [except in an emergency such as Hurricane Mitch].

- Giving away goods and services creates a dependency mentality.
- A dependency mentality helps to keep people in poverty because they expect things to be given to them.
- When things are free, they have no value. When people see the doctor and get medicine free, they often throw it away or sell it. When they have to pay for it, even a pittance, it has value, and they are more apt to take the medicine and get better.

I have been hosting short-term groups for 15 years. One thing that I have learned is having too many groups in too short a time is counter-productive because they exhaust the hosts. The exception would be when there is a staff in place specifically to host short-term groups [such as the ERD Faith, Hope, and Joy housing project]. I can receive two or three groups a month because I have some staff, but with no staff, this would be impossible. Also, two medical groups in two successive weeks in

locations only 10 km. apart is overkill. The two groups should be scheduled at least two months apart.

We often have groups working concurrently in the same area doing different kinds of projects. Often short-term groups are mixed doing construction and medicine, for instance. Evangelism is an important part of any team effort. The amount of evangelism done depends on the team and the situation. Some do little or none while others do a great deal. It is our belief that even building a house, a church, or a school is a means of evangelism even if no overt evangelism is being carried on.

When you host a short-term team, it takes a lot out of you. You must put aside your normal schedule and spend virtually all your time as host. Because the short-term group is from another culture, you, as host, wind up being a buffer between the team and the community. Because of a difference in culture, North Americans leave their possessions lying around and are not concerned about their personal safety. This forces the host to keep a constant watch over the team.

Because of cultural differences as the ones above, Americans are very curious and are always asking questions. I'm glad for this because they are learning about our culture, but I need a respite and, therefore, never stay in the same location as the team.

To those of you who want to do mission work, please don't take offense if we say that we cannot handle you. Sometimes we can't. It's not that we don't want you; it's just that we don't have the resources and can't clone ourselves to take care of everyone. Often, we have to leave our families to be with you. The reason for your trip is to help us in the 2/3 world, and if we are overextended, your trip will not be a success.

We do a lot of planning. The host committees meet many times before the teams arrive. We have people lined up for cooking, security, etc. If it is a construction group, we have a mason to direct. If it is a medical group, we have helpers to weigh, shampoo for lice, give parasite medicine, translate, and run errands. For one medical team of 26 last year, we had a local team of 40.

It is easier with a returning team. They build up wonderful relationships over a period of time. One group tries to bring ½ returnees and ½ new people.

It helps when the U. S. team sends an advance team several days ahead to help us with the final preparations.

Short-term teams can be a great blessing to the host missionary or site manager, but they can be a HUGE burden if they are not properly

trained. Teams need to know what to expect before they come so that they can be adequately trained. The training should cover all topics related to fielding a team. The missionary or site manager can send info to the training coordinator about what is expected in the field.

Subjects to discuss are:

- Behavior of the team in the field.
- Attitude towards nationals.
- Cross-cultural expectations.
- What the expectations of the local people are.

Other thoughts:

- We recommend that the leader be trained about a year before the team departs for the field.
- A mission is fundamentally RELATIONAL. A project might be a platform for building authentic relationships, but in and of itself, a project is not mission.
- Mission is mutual: a shared experience with team and locals.
- A mission celebrates the cross-cultural experience of team and locals.
- Mission is about MULTIPLICATION. First and foremost, our interest is in sharing the Good News of Jesus Christ. This clarity of purpose is more important than a focus on works.
- The idea that people from the north are givers and people from the south are receivers is not true. As Christians, our lives are built on grace, so learning to receive is a lifetime pursuit for both north and south.
- It is important to remember that an idle labor force is the greatest asset that a developing country has. Short-term work projects often substitute foreign labor for local labor. Short-term projects should be planned to turn over the work to local laborers whenever possible.

*Dependency*

## Is There a Cure?

by Glenn Schwartz from *Mission Frontiers*, March 2001

One of the most difficult problems facing the Christian movement at the beginning of the 21<sup>st</sup> Century is the dependency on outside funding that has developed in many mission-established churches. Church and mission leaders have several different reactions to this problem.

First, sometimes both mission leaders and church leaders are embarrassed about the dependency syndrome and would like to see the situation change. Not all of them fully understand what caused the problem or what to do about it, but they know that the situation is not healthy for the church or mission. As you will see later on, dependency among mission-established churches is not necessary; and where it exists, it can be eliminated.

Second, there are some who believe that dependent churches are a fact of life and nothing is likely to change that. They rationalize that we are all dependent on someone; therefore, they don't think there is anything wrong with Western Christians supporting non-Western churches the way they do. Some in this category are Westerners who feel guilty about their wealth and are actively looking for those with whom they can "partner" in the Gospel. They feel that the concept of self-supporting churches doesn't make much sense as long as some Christians are wealthier than others.

Third, there are some who are committed to planting new churches, which are self-supporting from the very beginning. They know instinctively that the Gospel can be shared and people can come into right relationship with God without developing an unhealthy dependence on outside funding. We now have many examples of how churches can be planted and grow without developing dependency.

Fourth, there is a group of older missionaries and church leaders who lived for many years with the ideal of an indigenous, self-supporting church. They believed in the principle that mission-established churches should be self-supporting, self-governing and self-propagating. When the churches they planted did not develop that way, they resigned themselves to providing and continuing to provide outside support. Sometimes those missionaries are reluctant to see the outside support stopped because the projects they started might be closed down or fail to operate. Some missionaries may never live to see their work become self-supporting.

A fifth group includes local church leaders who were converted and disciplined by missionaries and now receive their salary from outside support. They have concluded that their people are too poor to support their own churches-

-and especially their own development projects--so they might as well let the situation continue. Unfortunately, such churches are unlikely to learn the joy of sending out their own missionaries. Some of them feel they cannot support their own pastors, let alone help to plant new churches beyond their borders. But, let's not forget, there is a cure for this kind of dependency.

The sixth group is represented by newly planted churches where the people are actively seeking to attach themselves to individuals, churches or mission agencies willing to support them with foreign funds. This is the case in many parts of the former Soviet Union where Western Christians are finding small groups of believers and adopting them as their "partners in the Gospel." In some cases, the outsiders visit for as little as two weeks and leave behind a church, which they have "planted." That church may have a pastor dependent on salary from the outsiders, and the building in which they will eventually meet could well be provided through the good intentions of their newfound friends from England or North America. When this happens, the dependency syndrome is developed within a very short period of time. The Westerners who create this kind of dependent church planting have probably heard very little about indigenous principles of self-support. Sadly, in their joy of giving, some do not realize the full ramifications of their monetary policies.

Fortunately, there is also a seventh group. This includes those who used to be dependent but have made the transition to supporting their ministries with local resources. Such churches exhibit joy, pride, and dignity as they experience God's blessing for taking this step of faith. Later on in this article I will give several examples of churches like that.

*What is the good news?* Look at the spread of the Gospel in the time of the New Testament, and you will find that the Apostle Paul did not use outside funds to plant churches. In fact, one transfer of funds we find in the New Testament is from mission field churches back to the mother church when there was a famine in Jerusalem (II Corinthians 8). Another is when mission field churches contributed to the support of their missionary, the Apostle Paul (Philippians 4:15).

In our day, there is evidence that outside support is not essential to the growth and development of the Christian movement. Consider the rapid growth of a church in Ethiopia from 1938 to 1943. During this five-year period, membership increased from 100 to 10,000 believers with no missionaries and no outside funding present. The church in China increased from one million to perhaps as many as fifty million believers following 1951 when all missionaries and outside funding were removed.

Rev. Gerald Bustin illustrates this point quite well in an article regarding the planting of churches in Papua New Guinea and the former Soviet Union. That mission society started about 200 churches in New Guinea. Upon the occasion of

the 20-year celebration, the people in New Guinea sent air tickets to the missionaries in America, inviting them to return for the celebration.

In the Ukraine (part of the former Soviet Union), after several years of church planting, the local believers asked for the privilege of repaying the missionaries for the expenses they had in bringing the Gospel to them. All of this is to say that planting dependent churches may often happen, but it does not need to happen. That is good news for those involved in cross-cultural church planting.

*How does dependency affect the meaning of the Gospel?* When outside money and other material things accompany the spread of the Christian Gospel, sometimes people get the wrong impression about the Gospel itself. For example, if those to whom the Gospel is preached begin to receive material things that come with the Gospel, they may become more interested in those things than in the Gospel itself. I once met two missionaries working in western Tanzania. When they arrived, one of the first questions the local people asked was, "Where are your shipping containers?" When they said they did not have any shipping containers, the people said, "What kind of missionaries are you--no shipping containers?" Clearly the people were thinking about what they might get when servants of the Lord arrived from the outside.

What is wrong with the spread of the Gospel in this way? Is it not precisely that the Gospel itself is being distorted? Think for a moment about what the good news of the Gospel is. First, people will learn about the broken relationship between God and mankind and that there is one who repairs that relationship--Jesus Christ. Second, when that Gospel comes, one is freed from the burden of past sin. Third, one is introduced to the Holy Spirit--a Power greater than all the powers, which caused so many problems in the past. Fourth, one learns that if godly principles are followed, many other problems in life can be resolved. Fifth, there is the most important benefit of all, eternal life for all who believe. All of these things come with the Gospel.

Is there any price to be paid for this salvation? It is free, with one exception: For the rest of our lives, believers are obligated to give back to God some of what He has given to us. In other words, such things as tithing--giving back a portion of one's income--become a part of the privilege and responsibility we have as believers.

When people come into the Christian faith for the material possessions they get--something goes terribly wrong in the spread of the Gospel. That might be the single most important reason why the dependency problem so often cripples the Christian movement and why it is so urgent that it be avoided or dealt with where it exists.

*What can be done where the problem exists?* No one should look for quick and easy solutions to the problem of dependency especially where it has been in place for many years. Old habits are hard to break especially when changing them means learning

a whole new way of getting support for the Church. Those receiving salary from overseas funds may be reluctant to see the system change. Those responsible for creating dependency in the first place (like missionaries) may hesitate to see it change because they have been getting a good feeling from giving, even if it has created dependency and left others unable to stand on their own two feet. There are things which can be done to either avoid or resolve the problem of dependency. The following are a few suggestions for both church leaders and missionaries.

First, we should all recognize that the healthiest churches are not those where leaders or members constantly look to outsiders for financial support. If you want to see joy and a sense of satisfaction on the faces and in the hearts of believers, don't look for it among those who are dependent on foreign funds. Rather, look for it among those who have discovered the joy of giving back to God something of what He has given to them from the resources which He has put close at hand.

Second, begin to recognize the kind of things which cause dependency and seek to overcome the temptation to establish or continue such practices. It will take serious determination not to think of solving problems with outside funds. And remember, the problem cannot be solved if the concept of stewardship is not first built into the Christian message.

I will give an example. In South Africa there is a church which was very poor. Thirty years ago only unemployed women and children were in that church. Leaders regularly went overseas to find funding for their church members. Then something dramatic occurred. The church was turned around. Men began coming to church, women became self-employed, and soon the church was no longer depending on funds from overseas. When one asks what change took place, the women will say that they were taught how to make a living like making and selling dresses, grass mats or baskets. They were also taught that of everything they made and sold, ten per cent (the tithe) belonged to the Lord. In fact, they were taught that giving (tithing) was to be built into the earning process. God honored that kind of teaching, and today that church is well able to stand on its own two feet. At a recent weekend conference, those present put into the collection the equivalent of over one million U.S. dollars. All of that was from a church which not so long ago included only unemployed women and children.

Third, it is important to realize that the need for spiritual renewal is at the root of this problem. Do not expect people who do not know the Lord to joyfully support their own churches. Do not expect believers whose faith has grown cold to willingly pay their tithes and offerings to the Lord. Spiritual life must precede an emphasis on stewardship teaching.

Fourth, there is something else which must precede stewardship teaching. This is what I call a feeling of true personal ownership. Without this, people in dependent churches will often look to someone else to build their buildings, pay their pastors, buy their vehicles or support their development projects. Imagine what could happen if people were to take full personal ownership for their own churches. Things which previously were thought to be impossible would all of a sudden become possible. Resources would

be discovered which, prior to this, no one could see. These would be resources which were close at hand all along. Only when local ownership is fully in place will people begin to discover the joy of supporting their own church and the work of God's Kingdom.

Fifth, there is sometimes a high price to be paid for moving from dependency toward self-reliance. Some local church leaders may need to say "no, thank you" to the outside funding which has been supporting them and their families. This happened in East Africa about 30 years ago when local leaders asked the people overseas to stop supporting them financially. They were actually declining the funds used to pay their own salaries. What followed, however, was dramatic. The leaders soon learned that local believers were not only capable of paying their salaries but also able to pay for their own church buildings and vehicles. They also planted new churches from their own resources. They started a pension fund for retired pastors, something no one until that time thought could be done with local resources. Then those believers in East Africa heard about homeless children overseas and took a collection in Kenya shillings worth about US \$30,000 to help with that need. All of these things happened after they paid the price to stop the outside funding.

Sixth, one might ask why it is so important to resolve the problem of dependency among mission-established churches. Think for a moment about how many funds are being raised for evangelism yet are actually being used to support churches where people are already evangelized. Is it right to keep on supporting those who have heard the Gospel many times when there are millions of people elsewhere who are still waiting to hear it for the very first time? In some places the Gospel has been preached for 100 years or more and yet the people are still looking to others to support their pastors or build their buildings. For those who have not yet heard the Gospel even once, that is just not fair.

*Remember the good news.* The good news is that dependency does not need to be considered a terminal illness. There are churches which have proved that, as I tried to show above.

For those who are interested in pursuing this issue further, I will point out two resources. One is the World Mission Associates web site: [www.wmausa.org](http://www.wmausa.org). It has about 70 articles on dependency and self-reliance, some written by me, others by African church leaders or other missionaries. If you don't have access to the World Wide Web, a collection of printed articles can be obtained by contacting World Mission Associates at the address below.<sup>2</sup>

A second resource now available is an eight-hour teaching series with a 125-page Study Guide entitled *Dependency Among Mission-Established Institutions: Exploring the Issues*. It is available in video format (NTSC, PAL, and SECAM) as well as audio cassette and audio CD-ROM. Further details are below.<sup>3</sup>

*A final word of encouragement.* It is my desire to see those who feel trapped in dependent churches learn how to discover the joy and freedom which results from overcoming dependency. I dedicate my time and energy to helping those who want to discover the joy of standing on their own two feet. If we all learn to work together and

discover how to depend on the Holy Spirit, progress can be made in overcoming dependency.

Remember the Macedonian Church which the Apostle Paul mentioned in 2 Corinthians 8:3. Of these people Paul wrote, "Out of severe trial and extreme poverty they pleaded for the privilege of giving." Notice also that he mentions that "they gave themselves first to the Lord." Without spiritual renewal, churches will not overcome the dependency syndrome.

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1. "The New Guinea Bible Church," presented at the Philadelphia Consultation, November 1999. Available on the WMA web site: <[www.wmausa.org](http://www.wmausa.org)>
  2. World Mission Associates  
825 Darby Lane  
Lancaster, PA 17601-2009  
USA
  3. The WMA video series entitled Dependency among Mission Established Institutions: Exploring the Issues is available through the address on the heading of this article. It is available in video format as well as audio cassette and audio CD-ROM.

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## REENTRY

This may be the hardest part of your mission. For days you've seen and experienced life as you've probably never known it--poverty, sickness, inadequate resources, and suffering. You may even have seen radiant joy and hope in the middle of dire circumstances. One thing for certain--*you will never be the same.*

Reentry brings with it any number of conflicting emotions: *guilt* for your abundance or *gratitude* for your blessings; *despair* at the inequities or *motivation* to make a difference; *sorrow* for the griefs you've witnessed or *joy* to have been used. You may cry or experience depression or weariness as you reflect on what you have seen and witnessed. One thing for certain--*you will never be the same.*

Coming home may have an unreal quality to it. Life may seem superficial and everyday issues petty compared to the lives you've left, perhaps just a few hours from your doorstep. The process of sorting, meditating, and comparing is a necessary ingredient of your mission experience. Embrace it and weigh it. This is what will push you to pray for missions, support missions, and *go again.* One thing for certain--*you will never be the same.*

### *Debriefing*

adapted from SOMA

Team debriefing provides an opportunity to reflect and share what has happened. Talking about situations you have encountered is effective for you may find that others at home cannot relate or appreciate what you've experienced.

Debriefing as a team is a time:

- Of reflection on your mission.
- Of acknowledging what God is doing/has done.
- Of anticipating the difference this experience has made in your lives.

The following may be helpful to guide team discussion:

- Describe one surprise about the culture that you encountered.
- Describe a surprise that you discovered about yourself.
- Complete the following: One of the biggest gifts I am returning home with is \_\_\_\_\_.
- What was a personal highlight?
- At what point did you feel the lowest?
- Describe sacrifices you made to participate in the mission.
- Recount a time of ministry that was stretching for you.
- Complete the following: The most significant lesson God taught me was \_\_\_\_\_.

- How did you see God using you?
- What would you have done differently?
- Take turns affirming gifts you saw operating in other team members.
- Reflect on how you process experiences: Telling the stories? Writing? Remembering?
- How can you communicate your experience?
- What difficulties may others have in perceiving what you share?
- How would you like to see your church respond to your sharing?
- How do you anticipate your culture will appear after your mission experience?

Plan to have a time to say goodbye to fellow team members. Include singing and praying together.

### *Sharing with Your Congregation*

In sharing with your home congregation, consider talking about *who* you visited, *what* you did, *why* you did it, and something about the culture. You might also talk about how the trip impacted you personally and about your interactions with nationals. Discuss your circumstances in a foreign country with grace as if one of your new national friends might be listening. Share spiritual lessons you learned and Scriptures that had special meaning for you. Summarize personal changes you are experiencing as a result of your mission trip. Unless you are unusually articulate, plan to make your presentation no longer than 30 minutes.

Suggestions for a Power Point presentation include:

- A map of the place you visited.
- Photographs of people and places you visited.
- Only the *best* photographs from the trip.
- No more than 30-45 pictures. *Don't overdo it.*
- Candid, interesting shots.

You might wish to show items that are indigenous to the area you visited, e.g. colorful cloth, musical instruments, or toys. Make sure your talk is well-organized, fast-paced, and personalized. Use your Power Point presentation as a tool for sharing the mission and not as an end of itself. Carefully select your opening picture to grasp your audience's attention and the closing picture to emphasize the story you are telling.

Examples of photos for a Power Point presentation:

- Architecture.
- Transportation.
- Food.
- Clothing.
- Customs.
- People visited.

- Team activities.

Allow time for questions and answers and close with prayer.

*Evaluation*

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Mission team destination \_\_\_\_\_ Trip date \_\_\_\_\_

Purpose of mission trip \_\_\_\_\_

Your role on the team \_\_\_\_\_

1. How did you grow in your relationship with the Lord? What did you learn about God? What was your personal spiritual highlight?
  
2. How did this experience change you? What did you learn about yourself? How have you been stretched? What will you do differently/think differently?
  
3. Please comment on your emotional, spiritual, and cultural orientation and preparation for this project. What was most helpful from the training in preparing you? What was the least helpful? What activities or information would have better prepared you? Did you receive adequate information about medical requirements/needs?
  
4. Specifically, please evaluate the helpfulness of the *Short-term Missions Guidebook*. What sections were helpful? What additional information would you like to see included?
  
5. Evaluate your team in these areas on the scale of 1 (poor) to 10 (excellent):  
 Teamwork \_\_\_\_\_ Work accomplished \_\_\_\_\_ Team relationships \_\_\_\_\_  
 Relationships with nationals \_\_\_\_\_ Attitudes \_\_\_\_\_  
 Love for others \_\_\_\_\_ Leadership \_\_\_\_\_ Meaningful mission experience \_\_\_\_\_  
 Adventure \_\_\_\_\_ Preparation \_\_\_\_\_ Spiritual enrichment \_\_\_\_\_  
 Discipleship/servanthood \_\_\_\_\_  
 Comments:

Evaluate yourself in the same areas:

6. Was the host staff helpful? Is there something they could have done to make your time more effective?
7. What can we do to help reentry?
8. What else would you like us to know about your experience?
9. Was the mission trip a positive experience for you? Please elaborate.
10. On how many mission trips have you gone?
11. Would you encourage someone else to be involved in a similar project?  
Why?
12. Will you continue to pray for the people you met? Who?  
Why?
13. Will you communicate with any of the people you met? Who?  
Why?
14. Have you shared your experiences with family, friends, work colleagues, parish, diocese, deanery? Have you found this sharing to be easy or difficult?  
Explain.
15. How can your church help encourage you regarding your involvement in foreign missions?

16. Do you believe you are being called by God into future involvement in mission?  
Mark any that apply.

I am interested in going on another short-term mission (less than three months).

I am interested in going on a short-term mission of more than three months but less than two years.

I am interested in pursuing missions on a long-term basis.

I am interested in attending a missions conference.

I am interested in financially supporting a missionary and/or missions.

I am interested in regularly praying for the mission of God's church.

## APPENDIX

*Sample Letter to Team Members*  
by the Rev. Canon Dr. Alison L. Barfoot (adapted)

Welcome to the \_\_\_\_\_ Mission Trip. Please take some time to read, mark, learn, and inwardly digest this Missions Guidebook. It will answer a lot of your questions!

**Purpose and Vision for the Mission:** The general purpose of this mission trip is to \_\_\_\_\_.

**Cost:** The bulk of your expenses will be airline travel. You will have other incidental expenses related to passport, immunizations, visa, etc. You will probably want some personal spending money for souvenirs, etc. All short-term missionaries are responsible for raising their own support. Gifts can be made to \_\_\_\_\_ Church, with \_\_\_\_\_ Mission marked on the memo line. Name of team member *must not be put on the check but rather on a sticky note attached to the check*. In so doing, donors will receive a tax deduction for their support of this mission trip.

Why raise funds? There are many ways people are called to be involved in global missions. Only a few can actually GO. Most stay home and pray and support missionaries. If we invite others to support the trip financially, then many more are able to be part of the team than will actually board the airplane. And it means that they can “go” on the trip even if they can’t leave home. It’s a way to involve more people in the trip and in the mission than can actually get away and go to \_\_\_\_\_. For every one person who goes, there may be 40-60 people who are part of the home team of prayer warriors, financial supporters, and household caregivers.

**Trip Dates:** \_\_\_\_\_

**Team Orientation, Training, and Debriefing:** These meetings are an ESSENTIAL part of the trip. We will have approximately \_\_\_\_\_ preparation meetings and \_\_\_\_\_ debriefing meetings upon return. These meetings must be a priority--they make or break the quality and experience of a short-term mission trip. We will be building team relationships, doing cross-cultural orientation, preparing for whatever “program” we may be asked to do, and talking about details related to traveling in a Third World country! You won’t want to miss any meeting! Stay tuned for the specific team training and debriefing dates.

**Accommodations, etc.:** \_\_\_\_\_

**Passport, etc.:** Everyone must have a valid passport and will be responsible for his own passport at all times.

**Immunizations:** (Refer to information in the Guidebook.)

Again, welcome! God is good and will do a mighty work in you and in the people of \_\_\_\_\_ . If you have any questions, feel free to call me or e-mail me at \_\_\_\_\_ .

*Sample Letter to Personal Intercessors*  
adapted from SOMA

Dear \_\_\_\_\_,

Thank you for hearing God's call and being obedient to intercede for this mission and my participation on it. I know that you did not make this commitment lightly, but I feel I should remind you of what you have committed to:

- To be available whenever God calls, day or night. This may mean a sacrifice of time.
- To study and learn about the mission.
- To work closely with the other intercessors (e-mail, FAX, or phone).
- To continue prayers for the team members for four weeks following the mission.
- To keep in confidence certain information passed to you.

We bless you and thank you for praying and discerning that you are called to pray for this mission. The following areas and time periods need prayer coverage:

- 1 week **BEFORE** departure:
  - Health, transition into the culture, team unity, finances.
  - God's wisdom for my pre-mission schedule that will include time for rest, prayer, Bible reading, packing, running errands, teaching preparation, family, and job responsibilities.
- **DURING** the trip:
  - Transportation: luggage, protection, connections, etc.
  - Health: stamina, jet lag, safety, eating, and sleeping.
  - Transition into the culture: bonding with indigenous people and adapting to their ways.
  - Team unity and anointing for teaching and ministry for the team.
  - Personal requests.
- For 4 weeks **AFTER** the trip:
  - Jet lag, health, and transition back into our culture.
  - God's wisdom regarding sharing.
- Enclosed you will find the following:
  - Itinerary (include time difference).
  - Names of team members.
  - List of my personal requests.
  - Name and phone number of my prayer coordinator for this mission.

Sincerely,

*Praying for Missionaries*

## What to Pray for:

- **For Health**  
There are many dangers to health through food, unsanitary conditions, and disease. It is not God's will that sickness strip the mission fields. It is his will that his children have health and strength to carry out his work.  
Pray from Scripture: Deut. 7:15, Ps. 97:10, Isa. 53:5, John 10:10b.
- **For Protection of Mind**  
Climate, cultural differences, and loneliness are all contributing factors, which lead to a breakdown in the normal functions of the mind. The missionary needs to enter into the provisions promised in Scripture and enjoy the Lord's peace.  
Pray from Scripture: Ps. 42:11, Ps. 147:3, John 14:27, Heb. 4:9-11a.
- **For Protection in Travel**  
There is great danger when traveling over narrow roads on the edge of mountains, derelict bridges, in areas where safety is not a design consideration, and in merciless weather conditions.  
Pray from Scripture: Isa. 43:2.
- **For Unity**  
Differences arise among missionaries, especially team ministries and in isolated situations.  
Pray from Scripture: Ps. 133.
- **For Protection of Spirit**  
Discouragement, a sense of failure, a sense of being out of the will of the Lord, are missiles used by the enemy on those who serve on the front line. The missionary needs encouragement and the strength to resist the powers of darkness.  
Pray from Scripture: Deut. 31:6, Matt. 18:18, Jas. 4:7
- **The Persecuted Church**  
Go to <http://www.csw.org.uk/> for a prayer calendar mentioning needs of the persecuted church worldwide.

*From the South American Missionary Society.*

- **For the Mission of the Church**  
*Almighty God, you sent your Son Jesus Christ to reconcile the world to yourself: We praise and bless you for those whom you have sent in the power of the Spirit to preach the Gospel to all nations. We thank you that in all parts of the earth a community of love has been gathered together by their prayers and labors, and that in every place your servants call upon your Name; for the kingdom and the power and the glory are yours for ever. Amen.*
- **Of a Missionary**  
*Almighty and everlasting God, we thank you for your servant \_\_\_\_\_, whom you called to preach the Gospel to the people of \_\_\_\_\_ (or to the \_\_\_\_\_ people). Raise up in*

*this and every land evangelists and heralds of your kingdom, that your Church may proclaim the unsearchable riches of our Savior Jesus Christ; who lives and reigns with you and the Holy Spirit, one God, now and for ever. Amen.*

- For Social Service

*Heavenly Father, whose blessed Son came not to be served but to serve: Bless all who, following in his steps, give themselves to the service of others; that with wisdom, patience, and courage, they may minister in his Name to the suffering, the friendless, and the needy; for the love of him who laid down his life for us, your Son our Savior Jesus Christ, who lives and reigns with you and the Holy Spirit, one God, for ever and ever. Amen.*

- For Mission and Servanthood

*O God of all the nations of the earth: Remember the multitudes who have been created in your image but have not known the redeeming work of our Savior Jesus Christ; and grant that, by the prayers and labors of your holy Church, they may be brought to know and worship you as you have been revealed in your Son; who lives and reigns with you and the Holy Spirit, one God, for ever and ever. Amen.*

*Merciful God, creator of all the peoples of the earth and lover of souls: Have compassion on all who do not know you as you are revealed in your Son Jesus Christ; let your Gospel be preached with grace and power to those who have not heard it; turn the hearts of those who resist it; and bring home to your fold those who have gone astray; that there may be one flock under one shepherd, Jesus Christ our Lord. Amen.*

*Let us pray for all who have not received the Gospel of Christ; For those who have never heard the word of salvation; For those who have lost their faith; For those hardened by sin or indifference; For the contemptuous and the scornful; For those who are enemies of the cross of Christ and persecutors of his disciples; For those who in the Name of Christ have persecuted others; That God will open their hearts to the truth, and lead them to faith and obedience. Amen.*

*Heavenly Father, in your Word you have given us a vision of that holy City to which the nations of the world bring their glory: Behold and visit, we pray, the cities of the earth. Renew the ties of mutual regard which form our civic life. Send us honest and able leaders. Enable us to eliminate poverty, prejudice, and oppression, that peace may prevail with righteousness, and justice with order, and that men and women from different cultures and with differing talents may find with one another the fulfillment of their humanity; through Jesus Christ our Lord. Amen.*

*O God, you have made of one blood all the peoples of the earth and sent your blessed Son to preach peace to those who are far off and to those who are near: Grant that people everywhere may seek after you and find you; bring the nations into your fold; pour out your Spirit upon all flesh; and hasten the coming of your kingdom; through Jesus Christ our Lord. Amen.*

*O God, who created all peoples in your image, we thank you for the wonderful diversity of races and cultures in this world. Enrich our lives by ever-widening circles of fellowship, and show us your presence in those who differ most from us until our knowledge of your love is made perfect in our love for all your children; through Jesus Christ our Lord. Amen.*

*Give us grace, O Lord, to answer readily the call of our Savior Jesus Christ and proclaim to all people the Good News of his salvation, that we and the whole world may perceive the glory of his marvelous works; who lives and reigns with you and the Holy Spirit, one God, for ever and ever. Amen.*

*Lord Jesus Christ, you stretched out your arms of love on the hard wood of the cross that everyone might come within the reach of your saving embrace: So clothe us in your Spirit that we, reaching forth our hands in love, may bring those who do not know you to the knowledge and love of you; for the honor of your Name. Amen.*

*Almighty and everlasting God, whose will it is to restore all things in your well-beloved Son, the King of kings and Lord of lords: Mercifully grant that the peoples of the earth, divided and enslaved by sin, may be freed and brought together under his most gracious rule; who lives and reigns with you and the Holy Spirit, one God, now and for ever. Amen.*

*Almighty God, by your grace you have given us a new life in Jesus Christ, and by your Spirit you have called us to proclaim his Name throughout the nations: Awaken in us such a love for you and for your world that we may so boldly proclaim Jesus Christ by word and deed that all people may come to know him as Savior and follow him as Lord; to the glory of your Name. Amen.*

*Everliving God, whose will it is that all should come to you through your Son Jesus Christ: Inspire our witness to him, that all may know the power of his forgiveness and the hope of his resurrection; who lives and reigns with you and the Holy Spirit, one God, now and for ever. Amen.*

*Almighty and most merciful God, we remember before you all poor and neglected persons whom it would be easy for us to forget: the homeless and the destitute, the old and the sick, and all who have none to care for them. Help us to heal those who are broken in body or spirit, and to turn their sorrow into joy. Grant this, Father, for the love of your Son, who for our sake became poor, Jesus Christ our Lord. Amen.*

*Direct us, O Lord, in all our doings with thy most gracious favor, and further us with thy continual help; that in all our works begun, continued, and ended in thee, we may glorify thy holy Name, and finally, by thy mercy, obtain everlasting life; through Jesus Christ our Lord. Amen.*

*O God of peace, who hast taught us that in returning and rest we shall be saved, in quietness and in confidence shall be our strength: By the might of thy Spirit lift us, we pray thee, to thy presence, where we may be still and know that thou art God; through Jesus Christ our Lord. Amen.*

*Almighty and eternal God, so draw our hearts to thee, so guide our minds, so fill our imaginations, so control our wills, that we may be wholly thine, utterly dedicated unto thee; and then use us, we pray thee, as thou wilt, and always to thy glory and the welfare of thy people; through our Lord and Savior Jesus Christ. Amen.*

A prayer attributed to St. Francis: *Lord, make us instruments of your peace. Where there is hatred, let us sow love; where there is injury, pardon; where there is discord, union; where there is doubt, faith; where there is despair, hope; where there is darkness, light; where there is sadness, joy. Grant that we may not so much seek to be consoled as to console; to be understood as to understand; to be loved as to love. For it is in giving that we receive; it is in pardoning that we are pardoned; and it is in dying that we are born to eternal life. Amen.*

*Almighty God, whose will it is to be glorified in your saints: Shine, we pray, in our hearts, that we in our generation may show forth your praise, who called us out of darkness into your marvelous light; through Jesus Christ our Lord, who lives and reigns with you and the Holy Spirit, one God, now and for ever. Amen.*

For travelers: *O God, our heavenly Father, whose glory fills the whole creation, and whose presence we find wherever we go: Preserve those who travel [in particular \_\_\_\_\_]; surround them with your loving care; protect them from every danger; and bring them in safety to their journey's end; through Jesus Christ our Lord. Amen.*

*Insurance Companies*

Team leaders may have preferences for certain companies with which they have worked. The diocese has had good experience with the following:

AIG TRAVEL GUARD GROUP, INC.<sup>4</sup> (medical/trip  
cancellation/evacuation/baggage/travel interruption insurance)  
(800) 826-4919  
[www.TravelGuard.com](http://www.TravelGuard.com)

THE BLOOD CARE FOUNDATION (global network of blood banks)  
16 Lonsdale Gardens  
Tunbridge Wells  
Kent TN 1 1NU  
United Kingdom  
(01732) 743-427  
<http://www.bloodcare.org.uk/html/home.htm>

WALLACH & COMPANY, INC (international travel insurance)  
PO Box 480  
Middleburg, Virginia 20118-0480  
(540) 687-3166  
[www.wallach.com](http://www.wallach.com)

OVERSEAS TRAVELERS PROTECTION PLAN (medical/accident/evacuation travel  
insurance)  
BerkelyCare Ltd.  
PO Box 9366  
Garden City, New York 11530  
(800) 453-4067  
[www.otpplan.com](http://www.otpplan.com)

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<sup>4</sup> Most travel agents use this company and can obtain insurance for teams when making plane reservations.

*2008 Mission Trip Costs for Individual Team Members (appx.)*  
Includes: Transportation, Meals, Lodging, and Incidentals

COUNTRY	COST <sup>5</sup>	TRIP LENGTH
Honduras	\$1,300-\$1,600	1 week
Mexico (border)	\$300-\$350	Weekend
Mexico (border)	\$500-\$800	1 week
Mexico (Tuxtepec, Cuernavaca)	\$1,300-\$1,600	1 week
Mexico (Cuernavaca Language School)	\$2,000-\$2,500	1 week
Russia	\$2,600-\$3,200	10 days
Belarus/Ukraine	\$2,600-\$3,200	10 days
Uganda	\$4,200-\$4,500 <sup>6</sup>	1-2 weeks
USA (youth)	\$300-\$500	5 days

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<sup>5</sup> Price varies with air fare changes.

<sup>6</sup> Innoculations.

### *Trip Tips*

Preparation should begin long before the actual date of departure. Depending on the mission, physical stamina and fitness may be critical to success and enjoyment of participants. For trips that will require long treks over difficult terrain, a walking program that covers several miles daily is desirable. It may even be necessary to practice walking with full pack in hilly areas if this is appropriate. Team leaders might consider a team hike and picnic as part of the training.

To minimize jet lag after a long flight, *Parade Magazine* offers these tips:

- Try going to bed early for a few days before you leave.
- Try to sleep on the plane; the more sleep you get, the better. (Consider talking to your doctor about a short-acting sleeping pill such as Ambien or Sonata.)
- Set your watch to the time of your destination so that you can begin adjusting.
- Avoid alcohol and caffeine in flight and drink plenty of water to prevent dehydration.
- Upon arrival, avoid caffeine four to six hours before bedtime.

SOMA adds the following thoughts (adapted):

- Keep your spiritual time with the Lord a first priority.
- Empty your wallet or purse of anything you don't need.
- Be flexible. Lay down preconceived ideas and expect that the Lord will teach you through all experiences.
- There are great rewards in forming one or two relationships with the local host team that will continue beyond your short experience in the host country.
- Go with a submissive heart. Be willing to follow the guidance of the team leader.
- Take more film than you think necessary.
- Photograph the friends you make.
- A journal, including activities of the day, reflections, thoughts, etc., will become the most valuable gift you can give yourself. You may not believe it, but you *will* forget memorable moments if you don't write them down. The schedule can get fast and furious, but daily journal time will also organize your time and activities.
- Take business cards; people will ask for your address. *When you present the card, be sure it is face up with the writing in the direction of the recipient.* This is very important in some cultures. When you write down the recipient's address, also make a notation that will remind you who he is.
- Organizing for a day of mission work:  
On many days you will leave your room and not return until late evening. You should always carry your passport, ticket, money, etc., with you. An undercover pouch, belt-type zippered bag, or other similar containers are available for documents. You will need a bag or backpack to carry everything else: bottle of water, Travel Bible, teaching notes, camera, pen, a small toiletries bag, and compressed roll of traveler's toilet tissue.

- Money: Usually, a team will change a little money at the airport or bring it from the home bank. Your team leader will help you decide the amount to change. Your American cash should include a few small bills (\$1.00), which may be useful for tips anywhere in the world. It is also helpful to carry quarters for vending machines en route.
- Team leaders should find out which credit cards are accepted in the host country. For example, some countries do not accept American Express. Be prudent in use of credit cards when traveling.
- In most countries, travelers' checks can easily be changed; however, it often takes a special effort to locate a hotel or bank where the exchange can be made. Many seasoned travelers depend on foreign currency and credit cards rather than searching out venues for cashing travelers' checks. Personal checks will probably not be cashed. A credit card may be useful, but the danger of identity theft is great in some places.
- Be street-smart as you walk in a city or crowded area, especially airports. Carry your bag over your shoulder and tucked high under your arm. If the strap is long enough, put it over the opposite shoulder no matter how strange this looks. If you wear a "belt pack," be sure it is directly over your stomach, not at the side or back. Leave your pockets virtually empty, and *never* leave your luggage unattended.
- It's best to ask permission before taking pictures of people.
- Don't put anything in your mouth, eyes, or nose (including your fingers) that isn't boiled cooked, bottled, sanitarily packaged, or peeled by you. Drink only bottled water and brush your teeth with bottled water. Don't drink water as you shower nor allow the water to get in your eyes. Wash your hands and/or use Purel frequently.
- Do not leave anything in unattended cars in a city/street environment.

Mission team leaders offer these suggestions:

- Keep a low profile always and be polite in every situation. The indigenous person you are dealing with has other (cultural) ways of doing things. *Be culturally sensitive.* Loud and boisterous behavior is not acceptable in public places. *Don't be an ugly American.*
- Have a "Buddy System" in airports. Team members should stay in pairs so that no one gets lost or misses the plane.
- Have your passport and necessary papers in hand when checking in at the airport and when landing. *Your papers don't do you a lot of good packed in the suitcase.*
- If a passport is not required in the country you are visiting, be sure to take some form of photo I.D. such as a driver's license.
- Team leaders should have an individual ticket for each team member (even children with accompanying parents). The team leader or appointee should check the team in as a group.
- Unaccompanied children on the team should be at least 16 years old. The team leader should meet a minimum of two times with the minor's parents and must

secure a letter from them giving the leader a power of attorney for medical treatment.

*Commissioning Service*

*contributed by the Rev. Chuck Collins, Christ Church, San Antonio*

**Rector**

The Bible teaches that we are blessed to be a blessing to others and that our primary calling as Christians is to reach a hurting world for Christ.

Bishop Bill Frey reminds us that everyone is called to mission work, either to the mission field directly or to support those who go.

We want to commission today these parishioners in the Name of God and this congregation for the short-term mission trip to \_\_\_\_\_ that begins this week. During their mission they will \_\_\_\_\_

\_\_\_\_\_

**Rector (to the group)**

God has given you a love for \_\_\_\_\_, and He has called you to this ministry. Will you as long as you are engaged in this work, perform it with diligence?

Group: "We will!"

**Rector**

Will you faithfully and prayerfully be our missionaries in \_\_\_\_\_, and will you be always mindful of the opportunities to share the love of God?

Group: "We will, with God's help!"

**Rector (to congregation)**

Will you pray for this team over the next two weeks, and continue to support our outreach and mission?

Congregation: "We will!"

**Leader of the Mission (from pulpit – using the microphone)**

Let us pray.

Gracious Father, thank You for raising up from among us many with a heart for mission and outreach. We ask your special blessing on this short-term missionary team who will take the Gospel to \_\_\_\_\_ in the next \_\_\_\_\_ weeks.

Bless our travels, Lord, and keep us safe. Let Your love shine through us so that many will see and hear about Jesus Christ.

And, Lord, continue to help every member of this congregation use their talents and resources to make a difference in our neighborhood, in our city and in the world.

May the blessing of God Almighty be upon this team and all of us, in the Name of the Father, Son and Holy Spirit. AMEN.