
Missions Statement

The purpose of the Global Missions Ministry is to glorify God through obedience to the Great Commission using Acts 1:8 as our direction, “and you shall be My witnesses both in Jerusalem, and in all Judea and Samaria, and even to the remotest part of the earth.” We will accomplish this by educating, motivating and mobilizing the church for this purpose.

OBJECTIVE

The objective of Missions at Hickory Grove Baptist Church is to share the Gospel so that lost people of the world accept Jesus Christ as the Savior and Lord of their lives.

METHOD

The method Hickory Grove Baptist Church uses to reach the lost is to equip and encourage members to go on mission wherever God leads them.

STRATEGY

Hickory Grove Baptist Church is active in short-term and long-term mission ministries, reaching local and world mission fields, supporting the Southern Baptist mission agencies, putting Act 1:8 into action.

EMPHASIS

The emphasis of missions at Hickory Grove Baptist Church is the un-evangelized and unreached people groups in Charlotte, the United States and throughout the world. The ministry will always be open to the guidance of the Holy Spirit as to where God is working and where He wants us to join Him.



Mission Volunteer Manual

Informational Meetings

There will be two Informational Meetings before each trip. The main objective of these meetings is to offer an overview of the mission trip to those interested.

AGENDA

- **Opening prayer**
- **Scripture reading**
- **Overview of the Mission**
 - Where are we going?
 - When are we going?
 - Why are we going?
 - What we can do to help while we are there?
- **Brief discussion of logistics**
 - Cost and Schedule of Deadlines
 - Team Fund Agreement
 - HGBC Global Mission Trip and Partnership Participation
 - Fundraising letter and donor list
 - Meeting schedule
 - Blood type and health considerations
 - Preparations
 - Passports/ Visa (if applicable)
 - Insurance
 - Policies and Procedures
 - Accommodations
 - Meals
 - Volunteer Application and fee
- **Questions?**
- **Once the Team is formed, you will train together for at least eight, two-hour training meetings.**
 - It is very important that you attend all Team meetings.
 - The day, time and location of the meetings will be determined by what meets the need of the majority of the Team Members.

First Team Meeting

AGENDA

- **Opening prayer**
- **Scripture reading – Biblical basis for missions: Matthew 28:16-20**
- **Introductions**
- **Detailed overview of the mission**
 - Location
 - Timing
 - Mission tasks
- **Brief discussion of logistics**
 - Review and complete the Activity and Deadline Schedule (Administrative Section)
 - Review Financial Policies and Procedures (Financial Considerations Section)
 - Fundraising letters
 - Create a list of donor names and addresses
 - Considerate alternate fundraising ideas
- **Meeting schedule and attendance**
- **Journaling (Reflections Section)**
- **Accommodations**
- **Health considerations (Administrative Section)**
- **Cultural sensitivity (Culture Section)**
- **Preparation through reading Scripture and materials (Witnessing Section)**
- **Review Deciding To Go Checklist (Reflections Section)**
- **Team Covenant**
- **Questions?**
- **Provide date, time and location of next Team meeting**
- **Closing prayer**

ITEMS to be SIGNED AND/ OR COLLECTED

- **Volunteer Application Form and \$100 non-refundable deposit (applicable to all qualified applicants), including Release of Liability form**
- **HGBC Global Mission Trip and Partnership**
- **Team Fund Agreement**
- **Release of Rights form (does not need to be turned in; should be signed and kept in the manual)**
- **Team Covenant (does not need to be turned in; should be signed and kept in the manual)**
- **Passport**

Note: The forms to be completed and signed are located in the Volunteer Application packet. Copies of the forms for reference are located in the Volunteer Manual: Administrative, Financial Consideration, Team Building Sections.

Second Team Meeting

AGENDA

- **Opening prayer**
- **Scripture reading – Blessed to be a blessing: Genesis 12:1-3**
- **Introductions**
- **Team Building**
 - Review Team Building information (Team Building Section)
 - Each Team Member is asked to share the following with the group
 - Why they feel God wants them to go on this particular mission trip
 - What other ministries they are involved in at Hickory Grove Baptist Church or their church
 - What other mission activities they have participated in
- **Brief discussion of logistics**
 - Review the Activity and Deadline Schedule (Administrative Section)
 - Fundraising letters should be mailed by now
- **Passports/ Visas (Administrative Section)**
 - Review requirements for a Passport/ Visa (you must have a valid Passport – valid for 6 months – before you can apply for a Visa)
 - Passport/ Visa Application
 - Reminder that it may take 4-6 weeks or more to process the applications
- **Immunization Requirements (Administrative Section)**
 - Discuss if immunizations are required and if so which ones specifically
- **Beneficiary Team List (Administrative Section)**
 - Inform each Team Member of the short-term insurance coverage
 - Ask each Team Member to complete the participant list indicating their beneficiary
- **Questions?**
- **Journal assignment: “Why am I going on this Mission Trip?”**
- **Provide date, time and location of next Team meeting**
- **Closing prayer**

ITEMS to be COLLECTED

- **Short-Term Insurance Coverage and Beneficiary designation**

Third Team Meeting

AGENDA

- **Opening prayer**
- **Scripture reading – Reaching all of the world’s people: Matthew 24:14**
- **Introductions**
- **Distribute list of Team Members’ addresses and phone numbers**
 - Discuss the importance of using the Team Member list to pray for each Team Member by name
- **Discuss onsite tasks**
 - Video photographer
 - Medic
 - Music leader
 - Prayer leader
 - Daily devotion while on mission – each Team Member should be given a schedule as to when they will deliver a 5-10 minute morning devotion
- **Share the culture**
 - Ask each Team Member to share something they have recently learned about the host country
- **Work available during the Mission Trip**
- **Language skills**
 - Practice saying phrases such as “Hello, my name is.....” “I am an American,” “I am a Christian,” etc.
- **Personal testimonies (Testimony Development Section)**
 - Review “How to Share Your Testimony”
 - Develop a 5-minute personal testimony (when translated this will be a 10-minute testimony)
- **Discuss the prayer covenant list (Prayer Section)**
 - Emphasize the importance of the list
 - Explain the prayer letter
 - Ask Team Members to write their first prayer letter this week
- **Review logistics**
 - Confirm that all Team Members have or have applied for a Passport
 - If a Visa is required the Team Leader must collect all Passports at the next meeting (this is required to be completed 60 days before departure).
 - Describe the tasks that the Team will be performing: Vacation Bible School, evangelism, prayer walking, etc., and begin planning the items that are needed in order to accomplish the tasks, including equipment, craft items, etc.
 - Ask Team Members to bring in their ideas regarding tasks.
- **Financial matters**
 - Discuss deadlines
 - Provide copies of checks received for the Team
- **Questions?**

- **Journal assignment: “How have I personally seen God at work?”**
- **Provide date, time and location of next Team meeting**
- **Closing prayer**

ITEMS to be COLLECTED

- **25% of trip cost is due**

Fourth Team Meeting

AGENDA

- **Opening prayer**
- **Scripture reading – The Great Commandment: Luke 10:25-37**
- **Share the culture**
 - Ask each Team Member to share something they have recently learned about the host country
 - Discuss culture shock (Culture Section)
- **Financial matters**
 - 50% of the trip cost is due by the ticketing date
 - Provide copies of checks received for the Team
 - Check in with Team Members regarding their fundraising efforts
- **Onsite tasks**
 - Ask Team Members to sign up for their specific tasks
- **Supplies**
 - Identify what supplies are needed
 - Determine who will order or purchase the supplies. Remind the Team that it is expected that the supplies will be covered by the Team Fundraising activities.
- **Practice language skills**
 - Personal introductions
- **Building Team Unity (Team Building Section)**
- **Questions?**
- **Journal assignment: “One experience that I definitely want to have while I am in the host country.”**
- **Provide date, time and location of next Team meeting**
- **Closing prayer**

ITEMS to be COLLECTED

- **Passport**
- **Visa application (if required)**

Fifth Team Meeting

AGENDA

- **Opening prayer**
- **Scripture reading – Luke 4:14-19, 40-43**
- **Financial matters**
 - Provide copies of checks received for the Team
 - Cover deadlines
 - Praise reports
- **Share the culture**
 - Ask each Team Member to share something they have recently learned about the host country
- **Logistics**
 - Confirm that everyone has a Passport
 - Cover the airline schedule
- **Pre trip items**
 - Review list of items Team Members need to take on the trip
 - Review Country information
- **Practice language skills**
 - Personal introductions, e.g., “My name is.....”
 - Practice John 3:16
- **Questions?**
- **Journal assignment: “The spiritual gifts I bring to this Mission.”**
- **Provide date, time and location of next Team meeting**
- **Closing prayer**

ITEMS to be COLLECTED

Sixth Team Meeting

AGENDA

- **Opening prayer**
- **Scripture reading – We go as servants: John 13:12-20**
- **Our mission as servants**
 - Review “A Servant’s Heart” (Witnessing Section)
 - Review “Being a Bridge Builder” (Culture Section)
 - Be a help, not a stumbling block
 - Learn not to be critical
 - Remember it does not need to be done “my way”
 - Be a servant to each other
- **Share the culture**
 - Ask each Team Member to share something they have recently learned about the host country
- **Logistics**
 - Review mission Team Travel Protocol (Administrative Section)
 - Packing List (Personal Preparation Section)
 - Team assignments
 - Onsite work tasks
 - Supplies, discuss how the Team is going to transport the supplies
 - Ask the Team to consider if there is anything else that is needed
- **How to share your testimony in this culture**
 - If possible plan to have translators at the next Team meeting and have each Team Member share with one other Team Member their testimony through a translator. This will be great practice time for their testimony and witnessing.
 - Advise the Team to plan on spending most, if not all, of the time at the next meeting on witnessing and sharing their testimony.
- **Financial matters**
 - Provide copies of checks received for the Team
 - Cover deadlines
 - Praise reports
- **Questions?**
- **Journal assignment: “How I think this mission will affect my life.”**
- **Provide date, time and location of next Team meeting**
- **Closing prayer**

ITEMS to be COLLECTED

- **The balance of the trip cost**

Seventh Team Meeting

AGENDA

- **Opening prayer**
- **Scripture reading – Growing as disciples: Ephesians 1:17-19**
- **Share the culture**
 - Ask each Team Member to share something they have recently learned about the host country
- **Logistics**
 - Review onsite work tasks
 - Remind the Team that flexibility is key; God may change part or all of the Team’s plans
 - Designate an “at home” representative. The Team Leader is responsible for contacting this representative when the Team arrives at the destination. The “at home” representative is then to contact each Team Member’s family and update them on the status of the Team’s arrival.
- **How to share your testimony in this culture**
 - If possible have translators to work with each Team Member and have each Team Member share with one other Team Member their testimony through a translator. This will be great practice time for their testimony and witnessing. If translators are not available, the Team Members should still practice sharing their testimony with one other Team Member.
- **Financial matters**
 - Provide copies of checks received for the Team
 - Praise reports
- **Prayer time**
 - Join hands and pray over specific, individual prayer requests, as well as requests of the Team
 - Ask each Team Member to pray aloud
 - Inform Team Members that they should send their second prayer letter this week
- **Questions?**
- **Journal assignment: “How I hope this trip will affect my life.”**
- **Provide date, time and location of next Team meeting**
- **Closing prayer**

ITEMS to be COLLECTED

Eighth Team Meeting

AGENDA

- **Opening prayer**
- **Scripture reading – Carry each other’s burdens: Galatians 6:2**
- **Restate the purpose of the mission trip**
- **Logistics**
 - Review the time the Team is to meet at the Church - 30 minutes before departure to the airport. This will give time to load the luggage into Church vans and to have prayer with friends and family
 - Provide list of phone numbers where Team Members can be reached in the event of an emergency
 - Review the airline schedule again in the event of any changes
 - Inform the Team that they will receive their airline tickets the day of departure along with their Passports
 - Review the mission Team Travel Protocol (Administrative Section) again
 - Discuss “what if.....”
- **Financial matters**
 - Discuss the options of using cash, traveler’s checks, credit cards
 - Ask the Team to consider how much spending money they will need
- **Prayer time**
 - Join hands and pray over specific, individual prayer requests, as well as requests of the Team
 - Ask each Team Member to pray aloud
- **Questions?**
- **Provide date, time and location of next Team meeting**
- **Closing prayer**

ITEMS to be COLLECTED

Team Reunion

Another highlight of any short-term mission project is the Team reunion. It is best to schedule this session three to four weeks after the Team returns, and it should include spouses, parents of youth participants and anyone who has endured the months of preparations of the Team Members. Ideally this is a covered dish picnic at the home of a centrally-located Team Member. After preparing, traveling, living, eating and working together, this reunion is the opportunity to relive some of those wonderful moments the Team experienced together. It also serves to bring closure to the experience.

Activities might include asking each Team Member to:

- **Share one entry from their journal**
- **Describe the most meaningful part of the trip**
- **Illustrate how their life will be changed because of the experience**
- **Tell about something God enabled them to do that they did not think they could**
- **Describe their relationship with Jesus Christ before and after the trip**
- **Share each other's photographs and view the Team video**
- **Prayer time**

ITEMS to be COLLECTED

- **Evaluation Forms – if an Evaluation form from each Team Member has not already been provided to the Global Missions Office, ask the Team Members to complete the form and place it in a sealed envelope and then turn into the Global Missions Office.**

Guidelines For HGBC-Sponsored Mission Trip Approval

All trips must be approved by the Missions Committee prior to any plans made or Teams formed in order for the trip to be considered a Hickory Grove Baptist Church-sponsored trip. The benefits of being a Hickory Grove Baptist Church-sponsored trip include: 1) receipt of Partnership (financial) support, 2) commissioning service, 3) support from the Global Missions Office, and 4) insurance and reservation support.

HGBC-sponsored Mission Trips are approved annually, collectively in October of each year. While there may be extenuating circumstances that necessitate the consideration of mid-year requests, the approved mission trips are part of an overall Global Missions Ministry strategy and vision and, therefore, require thoughtful and coordinated planning.

A member of HGBC must submit a Mission Trip Approval Request Form by September 15 to the Global Missions Office. Forms may be obtained from the Global Missions Office. The Forms are to be completed in their entirety. It is appropriate for the preparer to confer with either the Global Missions Minister and/ or members of the Missions Committee in order to complete the Form.

Each HGBC-sponsored Mission Trip should be part of a larger plan. Therefore each Mission location needs to have a long-term strategic plan, and the individual mission trips should have clear goals and objectives for accomplishing the strategic plan.

If the mission trip is exploratory, a vision needs to be established as well goals and objectives of the exploratory visit. The participants of the Visionary Mission Trip will be comprised of a small team, typically three individuals, including the Global Missions Pastor, if available, the proposed Team Leader, and members of the Missions Committee.

The Assessment of the mission trip is a critical component of the Approval Process for the following year. An Assessment of each completed Mission Trip is to be conducted within 30 days of the Team's return. The Assessment will be completed by a combination of the Team Members, the Team Leaders, the Missions Committee Member assigned to the Team and the Global Missions Office, including the Global Missions Minister. The Assessment should include:

- Evaluation completed by each Team Member
- Team Leader's report of the results
- Review of the results compared to the goals and objectives
- Confirmation of the long-term strategic plan or adjustment if necessary
- Recommendation for the continuation (or not) of the Mission Trip in the coming year.

Mission Volunteer Manual

In September of each year, a SubTeam of the Missions Committee will collect all of the Assessments and review the results collectively. Based upon this review, the SubTeam will recommend the list of mission trips for the coming calendar year in the October meeting of the Missions Committee.

Concurrently, in September of each year, a SubTeam of the Missions Committee will assess the effectiveness of each Mission Team Leader based upon

- Evaluations completed by each Team Member
- Annual Interview with the Global Missions Minister. The Annual Interviews must be completed by the middle of September.

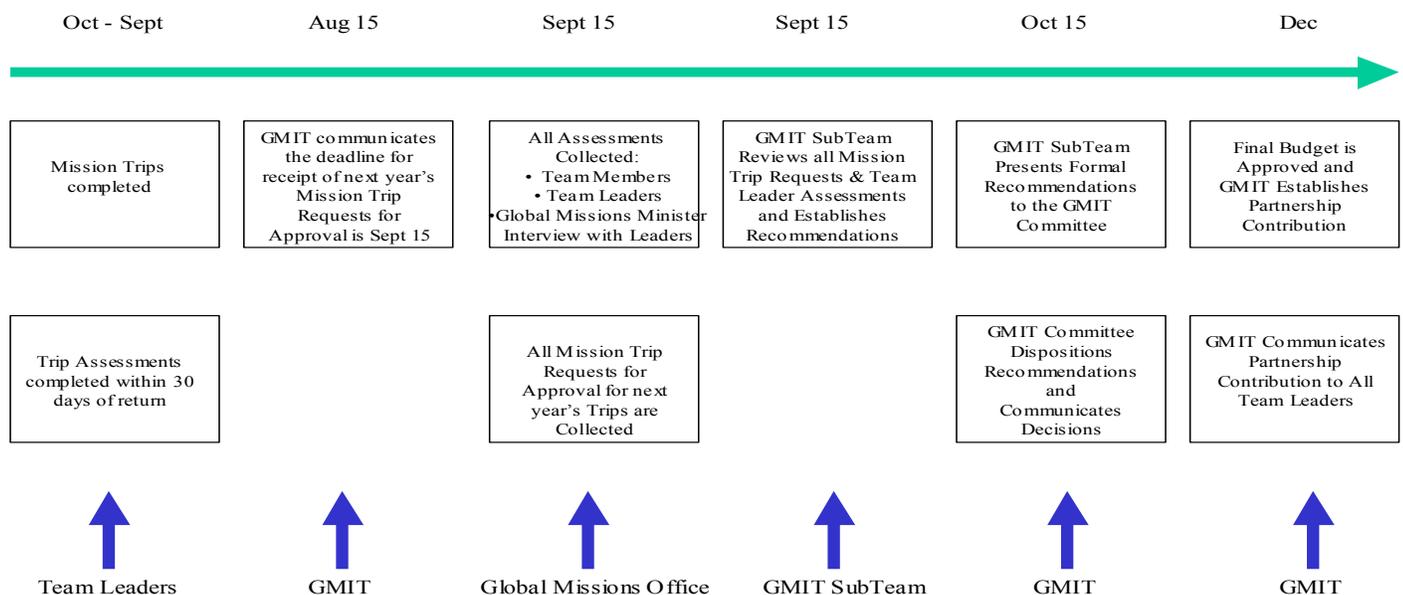
The recommended mission trips will be combined with the recommended Team Leaders, and certain details of the trip will be established: timing, number of Team Members, etc.

In October of each year, the SubTeam will submit their recommendations to the Missions Committee, who will disposition the requests.

Once the Budget is finalized, the Missions Committee will establish the amount of Partnership contribution and communicate the results to the Team Leaders.



HGBC GLOBAL MISSION TRIP APPROVAL PROCESS FLOW



Visionary Mission Trip Procedures

A Visionary Mission Trip is a mission trip to a location where Hickory Grove Baptist Church does not currently support with short-term mission activities. The purpose of the Visionary Mission Trip is to visit the site with a small group of HGBC members to discern God's will for the church's involvement in that ministry.

Generally, Visionary Mission Trips are approved annually (October) along with all other Mission Trips. There may be situations, however, that require a mid-year consideration of a new Visionary Mission Trip.

The participants of the Visionary Mission Trip will be comprised of a small team, typically three individuals, including the Global Missions Pastor, if available, the proposed Team Leader, and members of the Missions Committee. It is critical that the Team members go with no preconceived ideas and lean on God's wisdom and discernment. The participants' focus is to identify ministry opportunities for HGBC in that location and ministry. The members also assess logistics of the trip, e.g., housing, food, culture, etc. It is fully expected that God will provide a clear answer to His will, resulting in unity among all participants, both within the HGBC team and with the field partners.

The Missions budget will cover the expenses (airfare, ground costs, Visa, etc) of the Global Missions Pastor and the Missions Committee Members. Any other Pastor of HGBC desiring to go on a Visionary Mission Trip as a proposed Team Leader will first attempt to cover the trip expenses through his own budget. If funds are not available from this source, the Missions budget will cover the expense if funds are available. As with any other Mission Trip, a Pastor must obtain prior approval from the Church leadership in order to participate. Proposed Team Leaders who are neither Pastors of HGBC nor member of the Missions Committee will not have their expenses covered by the Missions Budget.

The following steps outline the procedures for the Visionary Mission Trip and Participant approval process:

1. An HGBC member submits a Mission Trip Request form, which includes the identification of the proposed Team Leader*.
2. The request is reviewed by the Mission Trip Approvals Sub Committee. If additional information is needed to decision the request, the Sub Committee will direct their questions to the individual who submitted the request.
3. If the Sub Committee recommends the Visionary Mission Trip, they will bring the request to the Missions Committee for disposition.
4. If the Missions Committee concurs and approves the Visionary Mission Trip, it will be known at that time who two of the three (or more in certain circumstances) participants are: 1) the Global Missions Pastor and 2) the proposed Team Leader*. To determine who on the Missions Committee will also participate, the full Committee membership will be asked to prayerfully consider if God is leading them to go. A deadline will be established for Committee members to express their calling to participate.

5. Individuals who feel called to participate in the Visionary Mission Trip will contact the Global Missions Pastor and provide their explanation for the calling on this trip.
6. The Global Missions Pastor will forward the name or names to the Chairperson of the Missions Committee along with the “explanation for the calling”, who will then establish a Visionary Mission Trip Participate Review Sub Committee. The Sub Committee will consist of three individuals: the Global Missions Pastor, the Chairperson and one other member of the Missions Committee (an individual who has not submitted their name for consideration).
7. The Sub Committee will review the participants and recommend the final group of participants.
8. The Chairperson will email the full Missions Committee with the recommendation and call for a vote. The Chairperson will notify the Global Missions Pastor of the voting results.
9. The Global Missions Pastor will notify all individuals who expressed an interest in participating the results.

*Note: While it is desirable that a Team Leader be identified from the onset of the planning of a Visionary Trip, it is understood that circumstances may necessitate that the actual Team Leader be another individual.



HGBC Global Mission Trip Approval Request Form

Calendar Year _____ Prepared by: _____

1	<i>Mission Location</i>	
2	<i>Established HGBC Mission Activity for this Location or New Location?</i>	
3	<i>Long-Term Strategy if an Established Location</i> <i>If a New Location, Describe Vision</i>	
4	<i>Proposed Mission Trip Goals and Objectives</i>	1. 2. 3.
5	<i>If an Established Location, Provide a Summary Assessment of the Prior Results</i>	<u>Team Members</u>
6	<i>Who is the Field Contact?</i>	
7	<i>Proposed Team Leader</i>	
8	<i>Proposed # of Team Members</i>	
9	<i>Cost Projections per Individual</i>	
10	<i>Total Mission Trip Cost, including airfare, ground costs, materials and supplies</i>	
11	<i>Sub Team of GMIT Recommendations</i>	
12	<i>GMIT Disposition</i>	
13	<i>Partnership Amount (after Budget Approval)</i>	\$

A member of HGBC must sponsor the trip and prepare the form. Please submit to the Global Missions Office by September 15.

HGBC Global Mission Team Member and Itinerary Report

Prepared By: _____¹Date presented to the GMIT: _____

1	<i>Mission Team Name</i>	
2	<i>Mission Team Leader</i>	
3	<i>Mission Trip Goals and Objectives</i>	1. 2. 3.
4	<i>Mission Trip Fit Within Long-Term Strategy of the Location</i>	
5	<i>Dates of the Mission Trip</i>	
6	<i>²Team Member List</i>	(List or Attach a Copy)
7	<i>Team Member Exception Requests</i>	
8	<i>Cost of Trip per Individual</i>	\$
9	<i>Total Cost of Trip for the Team, Confirm that the Total Cost includes Materials and Supplies, if applicable</i>	\$
10	<i>Partnership Amount</i>	\$
11	<i>Itinerary</i>	(List or Attach a Copy)

Note:

¹ The Date the Report is presented to the GMIT is to be 30 days prior to the date of the Mission Trip.

² All Team Members listed in this section must attend Sunday School at least 50% of the time and be Tithers.

³ GMIT Presenter is to bring copies of the form and Team List and Itinerary to the GMIT Meeting

HGBC Global Mission Team Mission Trip Assessment

Prepared By: _____ ¹Date presented to the GMIT: _____

1	<i>Mission Team Name</i>	
2	<i>Mission Team Leader</i>	
3	<i>Dates of the Mission Trip</i>	
4	<i>Team Member List</i>	
5	<i>Team Leader Evaluations of All Team Members Completed?</i>	
6	<i>All Team Member Evaluations of the Mission Trip Received?</i>	
7	<i>Original Mission Trip Goals and Objectives</i>	1. 2. 3.
8	<i>Assessment of the Results of the Mission Trip compared to Goals and Objectives and fit into long-term strategic plan.</i>	
9	<i>Recommendation to Continue or Cease this Mission Trip in the coming year and reason.</i>	

Note:

¹ The Date the Report is presented to the GMIT is to be 30 days after the date of the Mission Trip.

² GMIT Presenter is to bring copies of the form and Team List and Itinerary to the GMIT Meeting

Qualifications of Team Members

It is the desire that each Team Member of a Hickory Grove Baptist Church-sponsored Mission Trip demonstrates the spiritual maturity to represent Jesus Christ and this body of believers faithfully and with a servant's heart. The following qualifications for a Team Member have been established with the intention of identifying those who have a strong footing in the Kingdom of God. It is understood that there may be extenuating circumstances to the qualifications stated below, which support individualized disposition, e.g., history of illness and unemployment may affect Sunday School attendance and the tithe fulfillment. Any concerns about individual situations should be discussed with the Global Missions Pastor at the time of application. The Global Missions Pastor will submit recommendations to the Missions Committee for final approval. Either the Global Missions Office or the Team Leader will contact each individual who does not meet all of the qualifications.

HGBC Member Adult (18 years or older, non full-time student) Participants: International and Domestic

In order to participate in a Hickory Grove Baptist Church-sponsored Mission trip (a trip that is commissioned, provided administrative support and funded in part by Hickory Grove Baptist Church), each Team Member is to meet all of the following qualifications at the time of application

- Baptized believers in Jesus Christ who can clearly present the plan of salvation.
- A member of Hickory Grove Baptist Church for at least three months*.
- Must have a verifiable and established record of tithing 10% of their annual income to Hickory Grove Baptist Church.
- Active in Sunday School (serving in ministries such as Greeter, GCRC Volunteer, Shuttle Bus Driver, Children's Sunday School Teacher/ Helper also counts toward meeting this requirement) with at least 50% attendance for the last six months*.
- Twelve years old or older as of the departure date.

If a pastor of HGBC desires to participate in a mission trip, he must obtain the approval of the Church Administration office prior to submitting an application. This requirement does not pertain to the Global Missions Pastor or the Senior Pastors.

As with all volunteers of the church, a security background check will be performed on each adult volunteer. A separate document will be provided. The security background check is valid for two years. The interpretation of the results will be discretely managed by the Pastoral Staff.

Note: The Missions Committee/Global Missions Pastor or Senior Pastors of Hickory Grove Baptist Church reserve the right to refuse any HGBC applicant for a HGBC Mission trip, Adult or Student Participant.

HGBC Member Student Participants: International and Domestic

Children may participate in missions, subject to their age, spiritual and social maturity, and proper oversight by believing parents or other designated adult believers. For children to participate, they must meet the following criteria

- Baptized believers in Jesus Christ who can clearly present the plan of salvation.
- A member of Hickory Grove Baptist Church for at least three months*.

- Active in Sunday School (serving in ministries such as Greeter, GCRC Volunteer, Shuttle Bus Driver, Children's Sunday School Teacher/ Helper also counts toward meeting this requirement) with at least 50% attendance for the last six months*.
- Twelve years of age or older, whose demeanor and maturity require minimal supervision.
- Capable of carrying out tasks necessary for the accomplishment of mission objectives.
- Directly accountable to an adult team member – parent, another relative, or another adult in authority – without impairing that adult's ability to carry out mission tasks.

In instances where a child's suitability is questioned, the Missions Committee may select a panel to interview the child in the presence of his/her parent(s) or guardian(s) to insure effectual witness for Jesus Christ, and the child's discipleship in serving Him.

Student Ministry mission trips in which children comprise the majority of the team will follow the same policy, with accountability to adult leaders selected by the ministry. In addition they must be actively involved in the Student Ministry of the church. Exceptions to Student Ministry involvement can be adjudicated by agreement between the Student Ministry and the Missions Committee.

The HGBC Administrative Office evaluates tenure with HGBC, Sunday School attendance and tithe fulfillment, and reports the results to the Global Missions Office.

Note: The Missions Committee/Global Missions Pastor or Senior Pastors of Hickory Grove Baptist Church reserve the right to refuse any HGBC applicant for a HGBC Mission trip, Adult or Student Participant.

Non-HGBC Member Adult Participants: International and Domestic

As a Hickory Grove Baptist Church-sponsored trip, our policy is that each non HGBC Team Member meets all of the following qualifications as an outward sign of their spiritual maturity.

- Baptized believer in Jesus Christ who can clearly present the plan of salvation.
- A church member for at least three months.
- Tithe to church of membership
- Sunday School or Small Group Bible Study attendance of at least 50% for the last six months (serving in ministries such as Greeter, Volunteer as Usher and Choir also account toward meeting this requirement).
- Twelve years old or older as of the departure date.

A letter from the pastor of that church is needed in order to confirm their Spiritual maturity. The letter template is provided in the following section. These Team Members are expected to pay the total cost of the mission trip without financial assistance from Hickory Grove Baptist Church.

As with all volunteers of the church, a security background check will be performed on each adult volunteer. A separate document will be provided. The security background check is valid for two years.

Note: The Missions Committee/Global Missions Pastor or Senior Pastors of Hickory Grove Baptist Church reserve the right to refuse any non HGBC applicant for a HGBC Mission trip, Adult or Student Participant.

Non-Member Letter Template

Date: _____

Subject: Global Missions Team Member Participation

Dear _____,

A member of your congregation, _____, has applied to participate in a Hickory Grove Baptist Church mission trip to _____, month, date through month date. We would be pleased to have them join us on mission with God and need your assistance to confirm they meet our short-term mission trip requirements. As a Hickory Grove Baptist Church-sponsored trip, our policy is that each team member meets all of the following qualifications as an outward sign of their spiritual maturity:

- A baptized believer in Jesus Christ who can clearly present the plan of salvation.
- A church member for at least three months.
- Tithe to the church of membership.
- Sunday School or Small Group Bible Study attendance of at least 50% for the last six months. (Serving in ministries such as Greeter, Usher, and Choir also accounts toward meeting this requirement.)
- Twelve years old or older as of the departure date

Once you have answered the following question and sign below, please return this letter in the enclosed envelope. Feel free to provide additional information as the situation warrants.

Is this individual an active participant in your church and meet ALL of the above qualifications? **Yes** **No**

Reverend Signature

Date

Thank you for your assistance.

Blessings,

Global Missions Ministry
Hickory Grove Baptist Church

Qualifications of Team Leaders

It is the desire that each Team Leader of a Hickory Grove Baptist Church-sponsored Mission Trip demonstrates the Spiritual maturity, skills and qualifications to represent Jesus Christ, this body of believers and the Team Members faithfully and with a servant's heart. The following qualifications for a Team Leader have been established with the intention to identify those who are prepared to Lead. It is understood that there may be extenuating circumstances to the qualifications stated below, which support individualized disposition. Any concerns about individual situations should be discussed with the Global Missions Pastor.

In addition to being a member of HGBC and meeting the Team Member qualifications, a Team Leader should also meet the following criteria:

- Traveled to the mission site previously.
- Satisfactory Evaluation results from the previous trip lead, if applicable.
- Attended the most recent Mission Leadership Conference/ Training.
- Satisfactory Annual Interview with the Global Missions Pastor.
- Demonstrated administrative skills to manage all of the mission trip details and planning.
- Effective interpersonal skills.

Responsibilities of Team Members, Team Leaders, Global Missions Office and Missions Committee

Global Missions Office	Missions Committee	Team Leaders	Team Members
<ul style="list-style-type: none"> ▪ Have a servant's heart 	<ul style="list-style-type: none"> ▪ Have a servant's heart 	<ul style="list-style-type: none"> ▪ Have a servant's heart 	<ul style="list-style-type: none"> ▪ Have a servant's heart
<ul style="list-style-type: none"> ▪ Commit to pray for the Team and Team Members 	<ul style="list-style-type: none"> ▪ Commit to pray for the Team and Team Members 	<ul style="list-style-type: none"> ▪ Commit to pray for the Team and Team Members 	<ul style="list-style-type: none"> ▪ Commit to pray for the Team and Team Members
<ul style="list-style-type: none"> ▪ Interpret Mission Policies and Procedures 	<ul style="list-style-type: none"> ▪ Establish Mission Policies and Procedures 	<ul style="list-style-type: none"> ▪ Understand, enforce and meet all Mission Policies and Procedures 	<ul style="list-style-type: none"> ▪ Respect and submit to the Team Leader
<ul style="list-style-type: none"> ▪ Maintain all applications and forms 	<ul style="list-style-type: none"> ▪ Review applications with the Team Leader and confirm that Members meet the qualifications 	<ul style="list-style-type: none"> ▪ Collect forms and funds according to the schedule. Obtain receipts for all expenses and submit to Global Missions Office immediately upon return 	<ul style="list-style-type: none"> ▪ Submit forms and funds according to the schedule
<ul style="list-style-type: none"> ▪ Provide reports to Team Leaders regarding Team Members meeting requirements 	<ul style="list-style-type: none"> ▪ Attend at least 2 Team Meetings, one of which is the First Team Meeting 	<ul style="list-style-type: none"> ▪ Schedule and lead Team meetings and events 	<ul style="list-style-type: none"> ▪ Attend all Team meetings and events
<ul style="list-style-type: none"> ▪ Receive funds and report status to the Team Leader 	<ul style="list-style-type: none"> ▪ Provide a list of Team Members and Itinerary to the Committee for prayer support 	<ul style="list-style-type: none"> ▪ Contact each Applicant who does not meet the requirements and distribute Team Member list 	<ul style="list-style-type: none"> ▪ Put the Team ahead of self
<ul style="list-style-type: none"> ▪ Reserve the Commissioning Service 	<ul style="list-style-type: none"> ▪ Attend the Church Commissioning Service 	<ul style="list-style-type: none"> ▪ Attend the Church Commissioning Service 	<ul style="list-style-type: none"> ▪ Attend the Church Commissioning Service
<ul style="list-style-type: none"> ▪ Serve as the liaison with the Travel Agent 	<ul style="list-style-type: none"> • Join the Team and the Pastor for prayer after the Commissioning Service 	<ul style="list-style-type: none"> ▪ Clearly define the objectives of the Mission 	<ul style="list-style-type: none"> ▪ Be on time <ul style="list-style-type: none"> • Meetings • Activities

Revised September 2008

Mission Volunteer Manual

Global Missions Office	Missions Committee	Team Leaders	Team Members
<ul style="list-style-type: none"> ▪ Ensure consistency of communication of all Mission Trips across the Church, e.g., use of IMAG, bulletin inserts, signs 	<ul style="list-style-type: none"> • Prepare the trip Assessment and invite the Team Leader to a Missions Committee meeting to report the results 	<ul style="list-style-type: none"> ▪ Complete Evaluations for each Team Member within 30 days of return 	<ul style="list-style-type: none"> ▪ Complete the Evaluation Form
<ul style="list-style-type: none"> ▪ Provide insurance and reservation support 	<ul style="list-style-type: none"> ▪ Assist Team Leader in other ways as requested and communicate Team needs to the Committee 	<ul style="list-style-type: none"> ▪ Prepare the Activity/Deadline schedule, ground costs, and fundraiser schedule 	
<ul style="list-style-type: none"> ▪ Schedule and conduct an annual interview with each Team Leader 	<ul style="list-style-type: none"> ▪ Meet with the Team Leader after the Mission Trip, rejoice with their successes, and ask for suggestions for improvement 	<ul style="list-style-type: none"> ▪ Complete an annual interview with the Global Mission's Minister 	
<ul style="list-style-type: none"> ▪ Lead the Annual Mission Leadership Conference 	<ul style="list-style-type: none"> ▪ Attend and support of the Annual Mission Leadership Conference 	<ul style="list-style-type: none"> ▪ Attend the annual Mission Leadership conference 	
<ul style="list-style-type: none"> ▪ Lead the Annual Global Mission Conference 	<ul style="list-style-type: none"> ▪ Attend and provide support of the Annual Global Mission Conference 	<ul style="list-style-type: none"> ▪ Attend and provide support of the Annual Global Mission Conference 	
<ul style="list-style-type: none"> • Collect Mission Trip Approval forms and participate in approval process 	<ul style="list-style-type: none"> ▪ Approve Mission Trip and Team Leader assignment 	<ul style="list-style-type: none"> • Submit request form for Mission Trip Approval 	
<ul style="list-style-type: none"> ▪ Provide direction for the Missions Budget, manage day-to-day 	<ul style="list-style-type: none"> ▪ Manage the Missions Budget and lead the 10/20 Fund Promotion 	<ul style="list-style-type: none"> • Identify the "At Home" representative 	
<ul style="list-style-type: none"> ▪ Manage the GCRC 	<ul style="list-style-type: none"> • Volunteer in the GCRC 	<ul style="list-style-type: none"> ▪ Volunteer in the GCRC 	<ul style="list-style-type: none"> ▪ Complete the Evaluation Form

Revised September 2008

Activity and Deadline Schedule

Activity	Where to Submit	Timing	Actual Date Due (Please Fill In)
Volunteer Application	Team Leader or Global Missions Office	1 st Team Meeting	
\$100 Deposit	Team Leader or Global Missions Office	1 st Team Meeting	
Release of Liability form	Team Leader or Global Missions Office	1 st Team Meeting	
Team Fund Agreement	Team Leader or Global Missions Office	1 st Team Meeting	
HGBC Global Mission Trip and Partnership Participation Form	Team Leader or Global Missions Office	1 st Team Meeting	
Short-Term Insurance Coverage and Beneficiary designation	Team Leader or Global Missions Office	2 nd Team Meeting	
Passport	Global Missions Office	4 th Team Meeting	
Visa application (if required)	Global Missions Leader	4 th Team Meeting	
25% of Trip Cost	Team Leader or Global Missions Office	8-10 weeks before departure	
50% of Trip Cost	Team Leader or Global Missions Office	By the ticketing date	
Balance of Trip Cost	Team Leader or Global Missions Office	2 weeks before departure	

Note: The forms to be completed and signed are located in the Volunteer Application packet. Copies of the forms for reference are located in the Volunteer Manual: Administrative, Financial Considerations, Team Building Sections

Short-Term Insurance Coverage

Hickory Grove Baptist Church will purchase short-term insurance for each Team Member participating in a mission trip through Adams & Associates International.

Toll-free, multilingual assistance is available 24 hours a day, 365 days a year to help in locating English-speaking physicians and attorneys, and to facilitate the direct payment of claims to the providers of covered medical services.

Refer to the benefits listed on the next page for details.

Short-Term Insurance Coverage International Missions

Coverage	Persons Ages 13 to 69	Persons Age 70 and Over and Children
Accidental Death and Dismemberment Principal Sum	\$100,000	\$10,000
Disability Income, per month for 1 st through 100 th months, Accident	\$1,000	
Disability Income, per month for 101 st through 200 th Months, Accident	\$500	
Disability Income, per month for 4 th through 54 th months, Sickness	\$250	
Medical Expense, \$100 Deductible Note: \$2500 of this benefit can be used to meet eligible medical expense incurred in the US	\$10,000	\$10,000
Medical, Legal, Passport and Baggage Assistance	See AIG International Services Summary	See AIG International Services Summary
Emergency Medical Evacuation	\$100,000	\$100,000
Repatriation of Mortal Remains	\$25,000	25,000
Family Coordination	Combined limits with Repatriation of Mortal Remains coverage	Combined limits with Repatriation of Mortal Remains coverage
Assistance Service	Included	Included
Property & Baggage Insurance, \$100 deductible, per family unit – not applicable to Children	\$2,500	\$2,500

Note: Travel Accident Insurance for USA and Canada-based mission operations provide coverage based upon location and duration. See the Global Missions Office for detailed coverage based upon your specific North American mission trip.

Source: Adams & Associates International, 6-1-09

Policy on Team Leader/ Team Member Communication with Host

It is the Missions policy that all correspondence between Hickory Grove Baptist Church and the hosts concerning the Team's ministry, Team logistics, Church commitments and any other business-related matters be shared with the Global Missions Office. Team Leaders are the primary contact with the hosts. As it is critical that the Global Missions Office be aware of the details of each mission trip, the Team Leader is expected to share all relevant information with the Global Missions Office.

Due to the large amount of work and planning that is involved with each Team, it is essential that the Global Missions Office coordinate and be kept informed of all arrangements, logistics, and ministry involved with each Team. In order to successfully coordinate each trip and make it the most productive it can be, individual team members must not take it upon themselves to request any additions, deletions or changes involving the Team's ministry and/ or logistics with the host. All such requests and suggestions must be directed to the Team Leader and/ or the Global Missions Office.

It is also understood that a copy of all **non-personal** correspondence between Church members, Team Leaders and Team Members and the host will be forwarded to the Global Missions Minister. These copies can be sent in any of the following ways:

Fax Number: 704-531-4010

E-Mail: dawnmorton@hgbc.org

Address: Hickory Grove Baptist Church
Global Missions Ministry
6050 Hickory Grove Rd.
Charlotte, NC. 28215

Team Covenant

We, the members of the short-term missions Team, believing that God has called us together to serve, agree together concerning the following:

1. **Our Mission**

We desire to be a Team of people characterized by Christ-like behavior exhibited through unconditional love, unselfish service and unified teamwork. Our ultimate purpose as a Team and as individuals is in accordance with I Corinthians 9:23, "I do all things for the sake of the Gospel, so that I may become a fellow partaker of it."

2. **Our Team Objectives**

We believe that we can fulfill this vision through the following commitments to each other:

- A. **Teamwork.** We commit ourselves to be a group of individuals who unite as one, striving to accomplish the same goal: glorifying Christ and increasing His church.
- B. **Communication.** We commit ourselves to resolve all inter-team conflicts according to Biblical principles. This involves prayer as the first step, personal confrontation as the follow-up step, and the counsel of the third party (namely, a leader) as a third and final resort. In all issues of conflict, we commit ourselves to maintain a humble spirit of confidentiality, while seeking to obey Ephesians 4:29, "Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, so that it will give grace to those who hear."
- C. **Forgiveness.** We commit ourselves to the recognition of sin as our common enemy so that we each may be sensitive to our human failings and forgive each other. We recognize that forgiveness is manifested through an understanding, forgetful attitude and the continuation of demonstrated love. We commit ourselves to resolving any bitterness because we realize that bitterness will drag down the whole Team. In accordance with Hebrews 12:15, "See to it that no one comes short of the grace of God; that no root of bitterness springing up causes trouble, and by it many be defiled."
- D. **Spiritual Growth.** We commit ourselves to personal worship and fellowship with God through obedience to the Lordship of Jesus Christ and an openness to learn from God's Spirit in all situations. We agree to have the same attitude of Paul the Apostle with respect to:

Failure – Philippians 3:12-14. "Not that I have already obtained all this, or have already been made perfect, but I press on to take hold of that for which Christ Jesus took hold of me. Brothers, I do not consider myself yet to have

taken hold of it. But one thing I do: Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus.”

Perseverance – I Corinthians 9:24-27. “Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever. Therefore, I do not run like a man running aimlessly; I do not fight like a man beating the air. No, I beat my body and make it my slave so that after I have preached to others, I myself will not be disqualified for the prize.”

3. **Our Team Structure**

We believe that the following structural elements will enable us carry out our Team objectives:

- A. **Team Meetings.** Before, during and after the project, our Team meetings will be crucial for fulfilling the commitments mentioned above. The Team meetings shall include Team devotions, Team prayer, time for communication of details and plans, and time for individual relational development.
- B. **Personal Quiet Times.** We will attempt to be as faithful as possible in our daily time with God because we believe that growing individually is essential to growing as a Team.
- C. **Affirmation.** We commit ourselves to encouraging one another through verbal affirmation and/ or the sending of notes of encouragement to one another as often as possible.
- D. **Ministry Opportunities.** We will seek to be a witness of the love of Jesus Christ to the people we meet throughout our trip. This shall include testimonies, speaking at churches and Christ-like behavior. John 4:35 says, “Do not say, ‘Four months more and then the harvest?’ I tell you, open your eyes and look at the fields! They are ripe for the harvest.”
- E. **Work.** We recognize that, if our objectives are to be completed, we must all commit ourselves to work the best of our God-given ability every day of the project. I Corinthians 10:31 says, “So whether you eat or drink or whatever you do, do it all for the glory of God.”
- F. **Prayer.** We commit ourselves to pray every day for each Team Member and the project.
- G. **Leadership.** We recognize the official leader of our Team is the Team Leader. In situations of Team concern, we commit ourselves at all times to be in a submissive attitude to our Leader. We also recognize that this Mission trip is an

opportunity for all of us to develop God-given leadership ability, and we commit ourselves to that end through the pursuing of individual growth opportunities that may arise.

4. **Evaluation and Accountability**

We shall hold each other on the Team accountable to this covenant, and we shall measure our success in keeping this covenant by

- A. **Correcting each other according to Biblical and covenant principles.** Colossians 1:28 states, “We proclaim Him, admonishing and teaching everyone will all wisdom, so that we may present everyone perfect in Christ.”
- B. **Responding without defensiveness when we are corrected.** We believe that other Team Members have our best interest and the best interest of the Team in mind. Proverbs 27:5-6 states, “Better is open rebuke than hidden love. The kisses of an enemy may be profuse, but faithful are the wounds of a friend.”
- C. **Meeting as a Team within one month after we return home.** We will review the covenant and evaluate our performance as a Team.

As a member of the Team, I commit myself to abide by this covenant to the best of my God-given ability.

Team Member Signature

Date

Note: Please sign this form and review it frequently to remind you of your commitment.



Release of Liability

In signing this form, I _____, agree not to hold Hickory Grove Baptist Church, its officers, employees or other agents liable for any injury, loss, damage, or accident that I might encounter while on one of their mission trips.

I realize and acknowledge that my participation on a mission trip to a foreign country includes many risks and possible dangers. I am well aware that my travel to such a foreign country exposes me to such risks as accidents, disease, war, political unrest, injury from construction projects and other calamities.

I hereby assume any such risks that might result from my travel to a foreign country, and I unconditionally agree to hold Hickory Grove Baptist Church, its officers, employees or other agents blameless for any liability concerning my personal health and well being, or any liability for my personal property that might be lost, damaged, or stolen while on a mission trip.

I have carefully read the foregoing and I understand that my signature herein holds Hickory Grove Baptist Church, its officers, employees or other agents harmless for any liability for injury, damage, loss, accident, delay or irregularity in schedule.

Signed _____ and dated this _____ day of _____, 20_____.

Witnessed by: _____

Witnessed by: _____

Parent Signature if the volunteer is under 18 years of age

Note: This copy is for your records. The form to be signed is in the Application packet and must be turned in to the Team Leader at the First Team Meeting.

Travel Protocol

We will have a fun and enjoyable trip if we keep the following protocols in mind.

- All Team Members will wear Team shirts while on route and returning from the mission city. The only exception will be when the Team is going to a country that is hostile to Christianity.
- All Team Members will “look out” for each other in regard to luggage, Passport checks and security.
- When in the airport or on airplanes, “look out” for one another’s carry ons and personal items.
- Be aware of where the other Team Members are at all times. When you must leave the group, leave with another Team Member always. Never leave the group by yourself. Always notify another member of the group before leaving.
- Never, never leave your Passport or tickets with anyone; keep these with you at **all** times.
- Several times en route, you will need to show your Passport with your airline tickets. Have them together and readily available.

HGBC Global Mission Team Leader Evaluation of Team Member

Mission Team:	Team Leader:	Team Member:
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Please circle the appropriate numerical response and provide additional comments on your response.
 A rating of a 5 indicates excellent performance, a 4 is above average performance, a 3 is satisfactory performance,
 2 is improvement in performance is needed, 1 is unacceptable performance

1. Completion of Assignments	1	2	3	4	5
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Comments: _____

2. Submission to Authority	1	2	3	4	5
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Comments: _____

3. Servant's Heart	1	2	3	4	5
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Comments: _____

4. Team Player	1	2	3	4	5
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Comments: _____

5. Enthusiasm – Circle One:	Higher than Most	Equal to Most	Lower than Most
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Comments: _____

6. Spiritual Maturity – Circle One:	Higher than Most	Equal to Most	Lower than Most
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Comments: _____

7. Recommended for Future Teams? Circle one:	Yes	No
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8. Recommended for Team Leadership? Circle one:	Yes	No
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9. What additional comments would you like to provide?

Note: Please complete the form for each team member and turn them in to the Global Missions Office within 30 days of return.

HGBC Global Missions Team Member Evaluation of the Mission Trip

Mission Team:	Team Leader:	Team Member:
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Please circle the appropriate numerical response and provide additional comments on your response.

PREPARATION

1. How effective were the Team Meetings in preparing you for the trip? Comments:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left; font-size: small;">Not Effective</td> <td style="text-align: right; font-size: small;">Extremely Effective</td> </tr> <tr> <td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td> </tr> </table>	Not Effective	Extremely Effective	1	2	3	4	5	6	7
Not Effective	Extremely Effective									
1	2	3	4	5	6	7				
2. Assess your Team's ability to raise funds. Comments:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left; font-size: small;">Unable to Raise Funds</td> <td style="text-align: right; font-size: small;">Raised all Funds</td> </tr> <tr> <td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td> </tr> </table>	Unable to Raise Funds	Raised all Funds	1	2	3	4	5	6	7
Unable to Raise Funds	Raised all Funds									
1	2	3	4	5	6	7				
3. How supportive was the Global Missions Office? Comments:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left; font-size: small;">No Support</td> <td style="text-align: right; font-size: small;">Tremendous Support</td> </tr> <tr> <td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td> </tr> </table>	No Support	Tremendous Support	1	2	3	4	5	6	7
No Support	Tremendous Support									
1	2	3	4	5	6	7				
4. How supportive was the Church overall of your Mission Trip? Comments:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left; font-size: small;">No Support</td> <td style="text-align: right; font-size: small;">Tremendous Support</td> </tr> <tr> <td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td> </tr> </table>	No Support	Tremendous Support	1	2	3	4	5	6	7
No Support	Tremendous Support									
1	2	3	4	5	6	7				
5. Rate your knowledge/ understanding of the Mission policies and procedures. Comments:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left; font-size: small;">Don't Understand</td> <td style="text-align: right; font-size: small;">Clearly Understand</td> </tr> <tr> <td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td> </tr> </table>	Don't Understand	Clearly Understand	1	2	3	4	5	6	7
Don't Understand	Clearly Understand									
1	2	3	4	5	6	7				

MISSION TRIP

1. What were the goals of the Mission Trip?										
2. Were the goals achieved? Please describe.										
3. How effective was the Team Leader in leading the Team? Comments:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left; font-size: small;">Not Effective</td> <td style="text-align: right; font-size: small;">Extremely Effective</td> </tr> <tr> <td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td> </tr> </table>	Not Effective	Extremely Effective	1	2	3	4	5	6	7
Not Effective	Extremely Effective									
1	2	3	4	5	6	7				
4. Assess your Team's teamwork: bonding, ability to work together. Comments:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left; font-size: small;">Lack of Teamwork</td> <td style="text-align: right; font-size: small;">Strong Teamwork</td> </tr> <tr> <td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td> </tr> </table>	Lack of Teamwork	Strong Teamwork	1	2	3	4	5	6	7
Lack of Teamwork	Strong Teamwork									
1	2	3	4	5	6	7				

5. How many people were on the Team? _____ Was this the "right" number? _____ Please explain.

REFLECTIONS

1. How did the trip affect your personal relationship and walk with Christ?	
2. Are you likely to participate in a future mission trip to the same country? Why or why not?	
3. What 1 or 2 changes would have made the Trip more effective/ satisfying/ successful?	

Note: Please complete this form within 30 days of return of the trip and submit it to the Global Missions Office.

Disciplinary Action

In the unlikely event that disciplinary action is required, it is important that everyone on the Team understand that there are instances which warrant a Team Member being asked to leave the mission field. The Team Leader will counsel the Team Member and provide ample opportunities, in most cases, to prevent requiring them to return home; however, there are situations, which will require the immediate removal of the Team Member from the mission field. Any costs incurred as a result of the early return home are the full responsibility of the Team Member. The following are examples of situations, which would require disciplinary action; the list is not all-inclusive.

Situations requiring Team Leader counseling of the Team Member include

- Inappropriate attire
- Causing disharmony among the Team Members
- Inappropriate actions or words, e.g., cursing, verbal abuse
- Alcohol consumption
- Insubordination to the Team Leader

Situations requiring the immediate removal of the Team Member include

- Alcohol or drug abuse
- Physical violence
- Misconduct including significant disruption among the Team, continuation of inappropriate attire and/or insubordination to the Team Leader

Financial Policies and Procedures

Hickory Grove Baptist Church's short-term mission ministry is an experience in faith for all those who participate. Individuals must exercise their faith in believing the Lord is leading them to go on a trip, and that faith must be exercised throughout every aspect of the mission experience. Trusting the Lord to supply the funds necessary for their trip is one of those aspects that an individual does by faith, and it is a wonderful opportunity to have their faith increased and developed as they see God move on their behalf.

It is the stated policy of the Global Missions Ministry that each individual who chooses to participate as a member of a short-term mission team will be responsible and accountable for raising the amount of money required for their personal travel, daily living expenses, and their portion of any general Team expenses that are necessary for the Team to fulfill its ministry.

We believe that if the Lord wants an individual to go on a short-term mission trip and that individual does everything they are required to do by the Global Missions Ministry in regards to fundraising, then the Lord will supply the funds that are necessary to fulfill their obligations and commitments. Therefore, each individual is strongly encouraged to submit this aspect of the program to the Lord and to totally trust Him to be the source of the funds required.

The following policies and procedures are offered to ensure that each individual fully understands their personal financial responsibilities in regard to the Global Missions Ministry as well as to ensure consistency and equity in the application of the financial policies.

Global Missions Ministry Responsibilities

Each volunteer will be fully informed of their personal responsibility for raising the specified amount by the Global Missions Ministry and the Team Leader.

All volunteers will be reminded that failure to meet the financial requirements as outlined in these financial policies and procedures may result in their not being able to participate on the short-term mission trip.

The Global Missions Ministry representative who conducts the Team's orientation session will ensure that these financial policies and individual responsibilities are fully covered during the orientation session.

The Global Missions Ministry will prepare timely and updated financial reports for the Team and will make these reports available to the Team Leader prior to each weekly meeting.

It is the Team Leader's responsibility to discuss the financial status of each individual and the Team during each Team meeting. Financial deadlines will be reviewed, and those individuals who are behind in their fundraising will be talked with on an individual basis.

Individual Fundraising

The primary method of raising funds for an individual's trip is through writing letters and requesting people to contribute to the ministry of that individual while on the mission trip.

Experience has shown that this type of fundraising has many advantages, including being a great opportunity to witness to non-believers who support them as well as increasing the total number of people who are involved in meeting the need of the Team and the mission.

Another very important aspect of writing letters is that it forces an individual to be totally dependent on the Lord to impress people to contribute to their trip and therefore helps to accomplish the goal of building their faith.

The following policies govern fundraising and the individual's responsibilities:

- Each Team Member will fully comply with all fundraising policies established for the Mission Trip and will do all that is required by those policies to raise the specified amount.
- Each Team Member may send letters requesting support to any individual they wish, but they are NOT permitted to send letters to Hickory Grove Baptist Church Members other than members of their Sunday School Class, family members and personal friends.
- All support letters are to be sent with the express purpose of soliciting contributions for expenses related directly to the mission trip only. Under no circumstances are individuals permitted to seek financial assistance for personal use or to offset possible income loss that may occur as a result of participating on the mission trip.
- Each Team Member is required to submit a \$100 non-refundable deposit with their application for the trip, and this amount must be submitted no later than the first Team training meeting after orientation. Both the Team Leader and the Global Missions Pastor are to approve any exception to either the amount or the deadline. It is also understood that this deposit is totally non-refundable in the event and individual must cancel their participation on the mission trip at any time after the deposit has been made. The only exception is if the individual does not meet the qualifications. If the applicant does not meet the qualifications, the \$100 deposit will be returned.
- Each Team Member is personally responsible for the payment of any fees and expenses required for the following:
 - Passport
 - Passport photos
 - Visa
 - Immunizations
 - All personal items such as clothing, toiletries, prescriptions, etc.

Hickory Grove Baptist Church Partnership

Mission volunteers are expected to raise 100% of their financial needs. However, the Church desires to partner with Church volunteers and has a program to support the financial requirements of the mission trip. Each Hickory Grove Baptist Church Team Member who has been a member for three months or greater, who attends Sunday School 50% or more (serving in ministries such as Greeter, GCRC Volunteer, Shuttle Bus Driver, Children's Sunday School Teacher/ Helper also counts toward meeting this requirement) and who tithes 10% or more to Hickory Grove Baptist Church will automatically receive a Church contribution into their trip account once they have paid the \$100 initial deposit.

The amount of the contribution will be determined annually based upon the approved Church budget.

Extenuating circumstances, e.g., history of illness and unemployment may affect Sunday School attendance and the tithe fulfillment. These circumstances should be noted on the Application and discussed with the Team Leader.

The Church Administration Office reviews the Applicant's Sunday School attendance and tithe records. Neither the Global Missions Office nor the Team Leader knows the specific results of the Administration Office review; they are only made aware that the Applicant either meets or does not meet the requirement(s). The Team Leader will contact each Applicant who does not meet all of the requirements.

Multiple Family Members

When there are multiple family members that are participating on the same Team, they may elect to either send individual or joint letters requesting financial support. However, it is understood that contributions must be credited according to the instructions of the donor. If contributions are received and the donor has designated the support for all individuals or is silent on the distribution, then those funds will be equally divided among all individuals. If contributions are received and the donor has designated the support for only one of the individuals, then those funds will be fully credited to the individual designated by the donor.

The account for each individual will be considered independently, and all financial policies will apply to each individual.

Any deviation from this policy must be approved by the Global Missions Minister and the Missions Committee.

Dates and Deadlines

Although specific dates will vary from Team to Team, the date when non-refundable airline tickets must be purchased for the Team's travel is critical in the fundraising process. These dates will be outlined in each Team's Activities and Deadline Schedule. The Global Missions Office will review the financial status of each individual and the Team prior to purchasing the airline tickets to ensure that adequate funds are available to cover the expenditure. The following policies and procedures apply

- Each individual must have raised at least 50% of the trip cost by the ticketing date.
- Team Members who have not raised at least 50% of their funds by the ticketing date will not have an airline ticket purchased for them. All funds raised by these individuals are to be refunded to those who have supported them with approval by the Missions Committee, less any money already expended by the Church in anticipation of their participation, e.g., airline deposits.

It is the Team Leader's responsibility to collect all receipts from the mission trip and submit them to the Global Missions Office immediately upon return.

Team Fundraising

The Global Missions Office must approve each fundraiser prior to any advertisement, ticket sales, or expenses incurred in support of the Team fundraiser. The Global Missions Office must approve all arrangements such as date, time, location, ticket sales, etc. Under no circumstance should Team participants make independent commitments and arrangements without prior approval from the Global Missions Office.

Please do not distribute, place on Welcome Desks, windshields, or give to Sunday School Teachers any type of flyers promoting a mission trip fundraiser. Please do not go to Sunday School Classes to raise funds for a mission trip. You may feel free to ask for prayer support in your own Sunday School Class as part of the "prayer time" in your class.

The Great Commission Resource Center (GCRC) may not be used to sell tickets or products to raise funds for mission trips nor any area on church property either at Main or North Campuses. The GCRC can be used to collect items used on a mission trip such as shoes, medical supplies, eyeglasses, books and similar items. Only one promotion can be accommodated at a time due to limited space and only for a four week time period. The use of the GCRC must be coordinated through the Global Missions Office.

Due to safety concerns, do not schedule any fundraiser in the areas across the street from the church on Sundays and Wednesdays.

All gross receipts from the fundraiser are to be turned in to the Global Missions Office by the Team Leader, who will give the Global Missions Office a breakdown of receipts, expenses and a list of the Team Members who participated.

Financial Overages

All funds raised by the individual Team Members and the Team must be used for the specific mission trip and ministry. Maintaining an accurate accounting of all expenses is critical; therefore, the Team Leader is responsible for obtaining receipts (hand written receipts are acceptable) for ALL purchases and submitting them to the Global Missions Office. A final Team and individual accounting will not be available until after the Team has returned from the trip and all receipts and expenses have been calculated.

In the event that an individual raises more financial support than is required for their participation on the trip, the excess funds will be placed in the Team Fund, which will be applied to the entire Team's balance.

There are times when the Team as a whole raises more funds than needed for the specific mission trip. If any funds were provided by the Discretionary Fund of the Missions Budget, a refund, up to the amount provided, will be transferred back to the Discretionary Fund. If there were no contributions from the Discretionary Fund or if there are excess funds remaining after the Discretionary Fund contributions are repaid, the Team may elect to 1) carry forward the balance for the next mission trip to this location, 2) provide the funds to the host for use in their ministry, or 3) other options as approved by the Global Missions Minister. The Team Leader must notify the Global Missions Office of the Team's majority decision.



HGBC Global Mission Trip and Partnership Participation

I, _____, a mission volunteer to
_____ on the following dates _____,

understand that I am expected to raise 100% of the financial needs of the mission trip.

However, I will be eligible to receive a partnership contribution from Hickory Grove Baptist Church if I meet the following requirements.

- A baptized believer in Jesus Christ who can clearly present the plan of salvation.
- A member of Hickory Grove Baptist Church for at least three months*
- Must have a verifiable and established record of tithing 10% of their annual income to Hickory Grove Baptist Church.
- Sunday School attendance (serving in ministries such as Greeter, GCRC Volunteer, Shuttle Bus Driver, Children’s Sunday School Teacher/ Helper also counts toward meeting this requirement) of at least 50% for the last six months
- Twelve years old or older as of the departure date

The amount of the partnership contribution will be determined annually based upon the approved Church budget. If I have extenuating circumstances, they have been noted on my Application and discussed with my Team Leader, who will notify the Global Missions Office, as appropriate.

*Team Members may consist of individuals who are members of other like-faith churches. In that situation, a letter from the pastor of that church is needed in order to confirm their Church membership, tithing and Sunday School attendance record. These Team Members are expected to pay the total cost of the mission trip without financial assistance from Hickory Grove Baptist Church.

By signing below, I attest that I meet all of the above requirements.

Team Member Signature

Date

Team Leader Signature

Date

Note: This copy is for your records. The form to be signed is in the Application packet and must be turned in to the Team Leader at the First Team Meeting.

Revised November 2007 and September 2008

Team Fund Agreement

I, _____, a mission volunteer to
_____ on the following dates _____
agree that funds raised for my trip over the total individual trip cost will be placed in the Team
Fund, which will be applied toward the total Team balance.

Sincerely,

Team Member Signature

Date

Parent Signature for Team Members under 18 years of age

Date

Team Leader Signature

Date

Note: This copy is for your records. The form to be signed is in the Application packet and must be turned in to the Team Leader at the First Team Meeting.

Fundraising Information

God has chosen YOU to go on a mission! Praise the Lord for this opportunity. Let the excitement begin, watching God work in miraculous ways to provide financial support for your mission. How will people know you are going? Send them a letter! This letter to your family and friends explains the mission and your need for prayer and financial support.

As God' children, we all have a responsibility and a part in spreading the Gospel of Jesus Christ to the entire world. One of these parts is being a "Sender." This is the person who supports people who are called "Go." They may support through prayer, encouragement, or they may contribute financially toward the funds needed to go.

You may think it is crazy, rude or even extremely hard to ask your family and friends for support, but here is what the Bible says about it.

"Each man should give what he has decided in his heart to give, not reluctantly or under compulsion, for God loves a cheerful giver. And God is able to make all grace abound to you, so that in all things at all time, having all that you need, you will abound in every good work."

2 Corinthians 9:7-8

"This service that you perform is not only supplying the needs of God's people but is also overflowing in many expression of thanks to God."

2 Corinthians 9:12

"How shall they call on him in whom they have not believed? And how shall they believe in him of whom they have not heard? And how shall they hear without a preacher? And how shall they preach, except they be sent?"

Romans 10:4-15

The Lord will bless those who give their prayers or financial gifts. Do not think that you are a burden asking for their support. You are inviting them to be a partner in sharing the Gospel with the lost in other countries. Give them the opportunity to do their part as "Sender." You are looking to advance the Kingdom of God with their help.

Rely on God to meet your needs. Trust Him to provide for you, and you will be amazed at what He does.

The most effective fundraising tool is the Support Letter. Here's how you do it.

Step 1.

Create a list of 75 prospective partners.

- All family, close and distant
- Friends and their parents
- Neighbors, old and new
- Old acquaintances
- People you work with
- Churches in your area
- Church where you grew up
- Civic clubs

- Parent's friends
- Former/ present teachers
- Business people
- Your wedding list
- Your doctor and dentist
- Coaches
- Your Christmas card list
- Anyone else you know

Letters should not be sent to Hickory Grove Baptist Church Members other than members of your Sunday School Class, family members and personal friends.

Do not worry about offending anyone. People will support someone they know and trust and care about, justified by the eternal cause. You will be surprised at who gives to your outreach.

Step 2.

Write your own letter or copy a sample letter and personalize it.

- Make a rough and a final draft
- Keep it short and simple
- Be as personal as possible
- Be honest and direct
- Include the mission cost
- Offer to answer any questions
- All checks should be made payable to Hickory Grove Baptist Church
- Ask them to pray and give
- Set a deadline for needed funds
- Be clear, accurate and neat
- Hand sign each letter
- Include the mission dates
- Include the trip's purpose/ tasks
- Contributions are NOT deductible
- Include a return envelope with your name and the Team's name
- Thank them for their support

Step 3.

Print and mail your letters.

Step 4.

Pray for the Holy Spirit to lead people to be "Senders," partners in an eternal endeavor.

Step 5.

Keep track of all responses. Acknowledge all responses immediately and with a thank you. Begin planning ways to again thank each supporter when you return – thank you letters telling of God's work through you, share photos, report to the Sunday School class or church, small gifts from the country, give supporters names of new national friends to pray for.

Step 6.

If there's a long time-span between your supporter's response and your departure date, send them a postcard one week before you leave reminding them to pray for the mission.

Step 7.

After you return, send another thank you note or call with news about the work God did through you overseas. If possible include a photo of you with some national friends.

Cash Donations

Cash donations should be placed in an envelope with the donor's name and address clearly printed on the front along with the name of the recipient as well as the Team's name.

Do not write a personal check for cash given to you.

Personal Checks

Checks should not be made payable to an individual. All checks should be made payable to Hickory Grove Baptist Church.

Donor Envelopes

Place the name of the Mission country and the date of the trip in the place indicated on the front of the return envelope.

Your name should appear on the back bottom right-hand corner of the envelope. This is a designated safeguard for you and helps ensure that the Global Missions Office will account for the contribution in the correct Team Member account.

All donations should be given to either the Team Leader or the Global Missions Office.

Sample Fundraising Letter 1

September 15, 2007

Mr. and Mrs. Jones
123 State Street
Charlotte, NC 28215

Dear Bob and Judy,

I have been given the opportunity to serve as a volunteer missionary in Guatemala from December 1, through December 12, 2007. I am now preparing myself physically and spiritually for this trip. I will be on a team with 15 other members of Hickory Grove Baptist Church in Charlotte, NC. We will minister to the physical, as well as the spiritual needs of the people.

The cost of the mission trip is \$1,500. If you desire to help with the expense of the mission trip, it would be greatly appreciated. Please make your check payable to Hickory Grove Baptist Church, and mail the envelope to:

Hickory Grove Baptist Church
Global Missions Ministry
6050 Hickory Grove Road
Charlotte, NC 28215

Please be aware that your donation is tax deductible.

I must have all funds raised by October 15, 2007.

Please be in prayer for the team as we prepare and journey to Guatemala.

Love in Christ,

Mike Missions

Note: Do not send letter to Hickory Grove Baptist Church Members other than members of their Sunday School Class, family members and personal friends.

Sample Fundraising Letter 2

Mr. and Mrs. Jones
123 State Street
Charlotte, NC 28215

Dear Bob and Judy,

I have exciting news! I have been given an opportunity to go on a short-term mission trip this summer with my church.

Hickory Grove Baptist Church is sending a short-term mission team to Guatemala. Our 12-day mission trip to Guatemala departs December 1 and returns December 12. We will be holding Bible studies, visiting orphanages and building a Sunday School room for a village church.

I would like to ask you to participate with me in this ministry as a “sending” partner. Financially I need to raise \$1,500 before October 15. Spiritually I need dedicated prayer support through every phase of this mission – for fundraising as well as safety and effective ministry while on field.

To partner with me financially, please send your check made payable to Hickory Grove Baptist Church in the enclosed envelope. Please be aware that your donation is tax deductible.

And remember to pray for safety, effective ministry, health and changed hearts as we journey to Guatemala. I’ll tell you all about it when I return.

Thank you for your time, prayers and gifts.

In His Service,

Mike Missions

Note: Do not send letter to Hickory Grove Baptist Church Members other than members of their Sunday School Class, family members and personal friends.

Fundraising Ideas

Buy a Mile

Make a poster of a map with a line drawn or string placed between your town and the location of your mission. Or blow up a map at your local printer and put it on a piece of foam core. Take the total cost of the trip for your group and divide that number by the number of miles you need to travel. This number will be the “cost per mile” of the trip for your group. Then ask people to donate one or more miles. Keep a running total of how many miles are left to raise by drawing in the route with a color marker.

Rock A Thon

This fundraiser requires participants to solicit pledges from your family and friends for the hours you “rock” in rocking chairs. Print some forms for the pledges. Also ask people to donate rocking chairs for the event. The “donators” pledge an amount for each hour that you rock. It can be an overnight thing – play games, watch movies, eat pizza – all while rocking.

Duck Race

Buy, have someone donate, or have a sponsor buy a bunch of yellow bathtub ducks. Write a number on each and “sell” them. On the appointed day, release them into the local stream or creek. The first duck to cross the finish line wins. Typically a donated dinner at a nice restaurant makes a good prize. Make sure you keep track of all of the ducks and remove them from the stream at the end of the event.

Fun Run

Sponsor a 10K run/ 5K walk. Participants seek sponsors, and an entry fee is charged. This provides a platform to share about your short-term outreach.

Bake Sale

Another twist to the still effective fundraiser is to auction off whole cakes, pans of brownies or pies. An added event is auctioning for the chance to push a pie into the face of a prominent volunteer, local celebrity, pastor or team member. This requires an easily cleaned area and someone who is a very good sport!

People Auction

People offer services to be auctioned. A variation on this theme is “rent-a-kid” for yard cleaning, window washing, childcare, etc. A combination of the Event and Auction is to ask local merchants and restaurants to donate products, services and gift certificates. These certificates can also include certificates by young people to babysit or do housecleaning or yard work.

Garage or Rummage Sales

These old standards are still effective. Ask people from church and the community to donate items.

Car Wash

Include a car wash space the same day as the rummage sale so people can get their car washed while they are shopping. Sell snacks and drinks during this time. Individuals can create coupons to sell weekly car washes at their home. The same can be done with other labor/ services such as babysitting, raking leaves and dog walking, etc.

Pet Show

Get the whole neighborhood involved. Charge an entry fee and get donated prizes for categories, such as best dressed, cutest, pet and owner look alike, best catcher. Try pet shops, stores and vets for gift certificates.

Dinner with the Mission Destination as the Theme

Team members can serve as waiters and waitresses in national outfits and present a drama or mime they plan to present on the mission. Prepare food similar to the region where the mission will be. Team members sell tickets ahead of time and also at the door.

Penny Drives

Collect change and have supporters gather change for a period of time.

Collect Recyclables

Collect recyclable bottles and cans from friends, family, neighbors and supporters. Turn in for the redemption value.

Businesses as Sponsors

Ask businesses to act as sponsors. Team Members can work for the company for a day. Have pictures taken in the company's uniform then post the picture in a prominent place with a donation jar to remind people of the outreach and the involvement of the business partner.

Teach a Skill Workshop

For example offer computer introduction for 3 hours, calligraphy training, scrap booking techniques. You can charge by the half hour, hour or each session.

Delivery/ Pickup Service

Offer delivering and pick up services for groceries, dry cleaning, etc. You can charge by the half hour, hour or each errand.

Work Day

Sponsor participants for a community project such as park clean up, eight hours of labor to assist a community project, help an elderly person.

Events

Plan an event and use part of the price of each ticket as a donation. Ask local merchants to donate some of their proceeds or products or an event such as a fashion show. Also social clubs with humanitarian goals may be helpful,

Theatre Party

Local semi-professional theatres will often offer a lower rate if the entire theatre is “bought out.” Then your group gets the difference between the normal ticket price and the rent price.

Sell Eggs

Go door to door asking people if they would like to buy an egg for a suggested donation, and tell them what you are raising money for. A fun twist is to say they can break it on your head. This is especially fun with people you know.

Christmas Gift Wrapping

You can earn money from local malls by wrapping presents. Just call your mall and find out if they have a program or if they would mind if you did this on your own. Also check with local stores to see if you can set up your own table, asking for a donation for the gift-wrapping.

Sell BBQ

Other items to sell include

- Tubs of frozen cookie dough or candy
- Cookbooks, crafts or quilts
- Products from local Christian bookstores
- Donated restaurant meal tickets
- T-shirts and sweatshirts
- Coupon books for homemade items
- Babysitting services
- Pancake breakfast, spaghetti supper, chili cook-offs
- Krispy Kreme donuts. Find the Krispy Kreme nearest you at www.krispykreme.com

Gospel Bracelets

Sell two for \$10; the person gets to keep one along with an explanation of the beads and they give one back for you to take overseas for mission use.

1. Blue – In the beginning, God created the Heavens
2. Green – And He created the earth
3. Brown – He made man out of the dust of the earth. And everything God made was good
4. Black – Then man sinned, and his sin separated him from Holy God
5. Yellow – So God sent His Son Jesus
6. Red – To die on a cross, shedding His blood as payment for man’s sin
7. Clear – So your sins could be washed away, God’s judgment for sin removed, and your relationship with God restored
8. Purple – If you ask Jesus into your life, you become a child of God.
9. Gold – With an eternal home with God in Heaven.

Prayer Covenant List

The most important thing you will do in preparation for your mission trip is pray and have prayer coverage. James 5:16b states, “The effective prayer of a righteous man can accomplish much.”

You are responsible for raising a prayer support base of 10 people who will pray daily for you during your preparation and training, as well as during the mission trip.

The individuals you select must be people whose prayer life is one that you are confident is alive and active. The individuals need to be mature Christians who will take a prayer covenant with you very seriously. The prayer partners cannot be members of the Team or people who will be on a mission trip at the same time you are.

You are to contact the individuals at least three times during your training period through prayer letters (mailed or emailed) so that they have your current prayer needs, and the letters will be a physical reminder for them to pray and carry with them.

Please record your prayer partners below:

Name	Mailing Address	Email Address	Phone Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Sample Prayer Letter

September 15, 2007

Mr. and Mrs. Jones
123 State Street
Charlotte, NC 28215

Dear Bob and Judy,

The Lord has placed it on my heart to be involved in the missions ministry at my church, Hickory Grove Baptist Church. I have volunteered to participate in a mission trip to Guatemala. This trip will be a medical mission trip, in that we will be setting up medical stations at several different sites over the week and providing much needed medical advice and medication. Many of these people have not seen a doctor in their village for several years.

We will also be witnessing to each patient who we treat. We expect to see approximately 100 people each day.

One of the most important things I will need in preparation for and during the mission trip is prayer. I know you are both prayer warriors, and I know that you have a heart for mission as well. I would like to ask that you be in prayer for me, my team and those we will be witnessing to in Guatemala.

We will be leaving on December 1, and will return on December 12, 2007. There are 15 volunteers on my team.

I am excited to see what the Lord is going to do through this team and this mission. I look forward to returning and sharing the results with you. We serve an awesome God, and I thank Him for your both

Love in Christ,

Mary Missions

“...the prayer of a righteous man is powerful and effective.”
James 5:16b

Deciding to Go Checklist

It helps to make a checklist as you are contemplating a short-term mission trip. For some, the trip is a new idea. For others it has been in your mind for years. Whatever your situation, it helps to put your thoughts down on paper. Add your own questions to the categories below; personalize this checklist to help you make your decision.

- What is the Lord saying?**
The most important question comes first. Think back to your first thoughts of this short-term mission trip and the things you have considered since, and ask the Lord to show you His mind on the matter.
- Is the direction I am learning Scripturally supported?**
Test your sense of the Lord's directions against Scripture.
- Would the community of believers that I am involved with be supportive of my decision to go or not to go?**
When you have heard the Lord and tested His personal word to you against the Bible, check it out with people in your community of believers. They may have insight on whether you are making a decision in your own effort based on your emotions or whether it is from God.
- Will my family and friends support me?**
While it is not essential to have their approval, it certainly helps and it is wise to consider their advice and discuss the "whys" of your interest with them. Good communication on your part will strengthen bonds you already have these important people.
- When is the best time to go?**
You have the right message, but do you have the right time? The two are not always the same.
- How will I pay for it?**
If the Lords want you to go on this trip, He will help you pay for it. List your possible sources of income and ask the Lord for the game plan.
- Do I have as much information about this trip as possible?**
Talk to someone who has already been there and ask them what the experience was like and what advice they might have.

Journaling

Journaling is an important way for you to process what you are learning about yourself, God and the world. This short-term mission trip will be forever embedded in your mind, but you will begin to forget some important events, names and feelings. If you journal, you will find yourself returning to it for many years to come.

A journal has been provided for you to take. We even suggest that you begin journaling now. While on the field, try not to miss a day! It will take some discipline to journal on the field, but you will be glad that you did.

Here are a few journaling tips

- Write down impressions you have of the culture. Was it as you expected? What did you learn about the culture? Are you burdened for the needs?
- Write special places, events, foods, etc. You will not have time to capture all the details, but journal about those that stuck in your mind.
- Write about your relationship with God. What are you learning about Him? What are learning about His purposes in the world? What are you learning in Scripture?
- Write about your relationship with others. How are you relating to your Team? The missionaries? The nationals? Any special national friends?
- Write down what you are learning about yourself. Have you learned something new about yourself? Are there some old flesh patterns coming out? Are you learning to respond in a godly way to all things? Are you learning you have gifts and abilities that you did not know about previously?
- Write down your questions, thoughts about missions and your part in it. Consider and ponder your future.
- Write your praises and prayer needs to God.
- Document answers to prayers.

Release of Rights

We live in a world that is full of rights. Our particular culture is one where we take pride in our rights. The rights of individuals are constitutional; however, as we see the demanding of individual rights increase, we see more of the moral fiber of our society decrease. Our Lord Jesus Christ laid down His rights to the heavens and all His glory to become a man and to serve, not to be served. (Philippians 2:5-11; Mark 10:45).

Consider laying down your rights on this mission trip, not to lay them down for better or worse, but to entrust them to the Lord or transfer the responsibility of them to place of safekeeping. These rights may seem reasonable but could still cause dissension on the short-term mission trip. Take time to search your heart and willingly surrender your rights to the Lord.

I Give Up My Right To:

- A comfortable bed
- Three meals a day
- Familiar food
- Dressing fashionably
- Seeing results
- Control of myself
- Control of others
- Making decisions
- Taking up offense
- Being successful
- Being understood
- Being right
- Pleasant circumstances
- Control of circumstances

I Entrust to God:

- My strength and endurance
- My health and strength
- My likes and dislikes of food
- My security in Him
- His purposes and fruit in timing
- My need for His Spirit's control
- His workmanship in others
- His sovereign hand on my life
- My security in His love
- My reputation
- My need for recognition
- My need for His righteousness
- The privilege of suffering for His sake
- My circumstances to His purposes in making me Christ-like

I give God permission to do anything He wishes to me, with me, in me, or through me that would glorify Him.

Team Member Signature

Date

Note: Please sign this form and review it frequently to remind you of your commitment
Revised September 2008

Teamwork Factor

Just what does teamwork mean? What are the traits of a team player? We have come up with fourteen words that form the basis of what we call the “Teamwork Factor,” traits exhibited by those who are pitching in to do their part for the good of the group.

Teachable

A teachable spirit creates a noncompetitive environment in which learning and sharing come naturally. Teachability gives all members the freedom to make mistakes as they learn.

Encouraging

Encouraging words help the development of a Team. What a difference they make!

Appreciative

What can we appreciate in others on the Team? How can we show our appreciation?

Motivated

Take initiative! Do all things as unto the Lord.

Willing

Team Members may have different levels of strength, skill and health but each should be willing to work to the best of his or her capabilities. Willingness also includes accepting uncomfortable conditions in the host country. Willingly take on the heat, food, bugs and germs.

Open

Be open with what you are learning, experiencing, feeling, thinking, etc. Express both the positive and negative. Your vulnerability with others builds community.

Refreshing

The times may be tough: heat, sickness, exhaustion, physical labor, emotional drain. In those times it will be incredibly refreshing to have another Team Member help pick up your spirits! Think about how you can replenish one another on a daily basis.

Kindred Spirit

There is a sense of camaraderie as we pursue this together. We are all part of the Christian family and we are all in this together!

Flexible

Anything can change from day to day. A flexible Team Member will learn to accept the unexpected as the norm.

Agreeable

Living together in close quarters, sharing crowded bathing facilities and every other aspect of group travel requires everyone to be gracious.

Cooperative

Share with one another, help and assist one another. Instead of grumbling about problems, propose solutions!

Thoughtful

What can you do to make a Teammate's day a little easier?

Obedient

There will be times when the Team Leader has to "pull rank" and make unpopular decisions. A Team player will respect the Leader's authority and encourage others to do the same.

Relational

Get to know the others on your Team. Go out of your way to learn about their hopes, their dreams, and their history.

Get the picture? The TEAMWORK FACTOR spells out the difference between a group of isolated individuals and a Team of interconnected members.

Building Team Unity

Purpose

The purpose of building Team unity is to look at teamwork from God’s viewpoint. To learn to function as a Team, relying on each member to use his or her particular skill to help the Team each a common goal.

Memory Theme Verse

“For we are laborers together with God...” I Corinthians 3:9a

Definition of Team

Webster defines the word “team” as, “The state of being one, singleness/ the state of being made one, unification/ full agreement, harmony/ continuity of purpose, action, etc/ an arrangement of parts capable of producing a concentrated total effect.”

A Biblical Look at Team Unity

I Corinthians 3:6-9	God uses different people, but He gives the increase.
Colossians 3:12-17	We need to work together as unto the Lord.
Galatians 6:2	We are to bear each other’s burdens
Ephesians 6:18-19	Continue to pray that the Team will have strength to share the Gospel.

Building Unity Through Prayer

Develop a prayer chain to ensure that each Team Member is lifted up in prayer daily, leading up to the project and beyond.

Spend time praying for each other’s needs, both related and unrelated to the project.

Building Unity Through Team Work

Review skills needed for your ministry objective. Consider how we can put our ministry skills into action here at home. You must be a missionary before you can go to the field. If you are teaching English, you can get involved teaching English in your local community. If you are going to be involved in evangelism, participate in evangelistic outreach ministries at home. If you are going on a construction mission trip, find a local project to support before you go on your trip.

Personal Responses

1. List past situations in which you acted as part of a Team.

2. As a Christian, what teams are you automatically a member of?

3. Where will your ministry team strength come from?

4. My personal commitment to build Team unity will be demonstrated as follows:

Before the trip

During the trip

After the trip

How to Share Your Testimony

“Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have.” I Peter 3:15

One of the most effective tools you have for sharing your faith is the story of how Jesus Christ gave you eternal life and how He has enriched your life. The Apostle John wrote, “We proclaim to you what we have seen and heard.” (I John 1:3), testifying about his relationship to Jesus Christ.

When the Apostle Paul stood before King Agrippa (Acts 26), he spoke simply, logically, and clearly about his life before salvation, how he met Christ, and what his life was like after conversion. Paul’s testimony takes three or four minutes to read aloud in a conversational manner.

By following the steps outlined here, you will learn how to tell others in the same manner about how you came to know Christ. The choice of the right words, the flow of your story, and knowing how to begin and how to end are all-important.

Testimonies can be prepared on many subjects and tailored to various audiences. The kind of testimony outlined here is designed to be given to a non-Christian. It will be best suited for sharing one-on-one or in a small group.

The purpose of preparing a testimony is not to memorize it and give it verbatim, but to help you put into words some of the important and interesting details of your conversion. A testimony serves primarily as a “door opener,” not a “convincing tool.” Many people are not ready to be convinced that they need Christ, but can often be lead to talk about the Gospel after hearing a personal testimony.

Before, How and After

Paul’s testimony in Acts 26 is a Biblical model you can follow in writing your own personal testimony. Paul’s format in Acts 26 is provided:

Lead in	verses 2-3
Before	verses 4-11
How	verses 12-20
After	verses 21-23
Close	verses 24-29

Here are practical suggestions for developing the Before, How and After sections in your personal testimony.

Before

Many people’s actions spring out of their unsatisfied deep inner needs. What are one or two of your unsatisfied deep inner needs before you came to know Jesus Christ? Below are some examples of inner needs

- Lack of peace
- Fear of death

- Something missing
- No meaning to life
- Desire to be in control
- Loneliness
- Lack of security
- Lack of purpose
- Lack of significance
- No real friends
- No motivation

Non-Christians are usually trying to satisfy their deep inner needs through unsatisfactory solutions. In the past, what unsatisfactory solutions did you use to attempt to meet those deep inner needs? As you develop your testimony, list positive as well as negative solutions you may have tried. Some examples include

- Marriage/ family
- Work
- Drugs/ alcohol
- Sports/ fitness
- Money
- Education
- Hobbies/ entertainment
- Sex
- Wrong friends

How

Describe the circumstances that caused you to consider Christ as the solution to your deep inner needs. Identify the events that led to your conversion. In some cases this may have taken place over a period of time.

State specifically the steps you took to become a Christian. If there is a particular passage of Scripture that applies here, you may want to use it. Usually you will simply paraphrase it.

Include the Gospel clearly and briefly. The Gospel includes

- All have sinned
- Sin's penalty
- Christ paid the penalty
- Must receive Christ

After

State how Christ filled or is filling your deep inner needs. In the **Before**, you expressed your needs and how you tried unsuccessfully to meet them. You now want to briefly show the difference that Christ has made in your life.

Conclude with a statement like, “But the greatest benefit is that I know for certain that I have eternal life.” The person you talk to will tend to comment on the last thing you say. Often it is natural to move from the testimony into a clear presentation of the Gospel.

Choose Your Testimony Format

Read the three sample testimonies in the sections that follow. Then, come back and check the box beside the format the best fits your own story. You can use the Testimony Worksheet that corresponds to this format.

Format 1: Adult Conversion

You trusted Christ as an adult. You have a distinct **Before, How and After.**

Format 2: Early Conversion, Adult Full Commitment

You made a decision for Christ as a child, but your life was characterized by spiritual immaturity – a lifestyle similar to that of a non-Christian – until you reached a point of crisis and recommitted your life to Christ. Evaluate whether your early conversion experience was genuine. If you conclude it was not genuine, then use Format 1 as your model.

Format 3: Early Conversion, Consistent Growth

You probably grew up with Christian parents and have a strong church background. You may have very little **Before.**

Write Out Your Testimony

The Testimony Worksheet (at the end of this Section) provides questions that will help you get started in writing out your testimony. Select the appropriate format and jot down thoughts for each question. This will give you a basis from which to write your sentences and paragraphs about your own experience.

As you write your first draft, refer again to the sample testimony that is most like your own story. Note how the person began the testimony and how he or she made the transitions between the main point. In addition, follow these guidelines:

Make it sound conversational. Avoid literary-sounding statements. Use informal language.

Share about what happened to you. Do not preach about what should have happened to them. Say “I” and “me,” not “you.” This helps keep the testimony warm and personal.

Avoid religious words, phrases and jargon. Do not assume the listener knows what you mean by terms such as sin, accepted Christ or even Christian.

Generalize so more people can identify with your story. Do not name specific churches, denominations or group. Avoid using dates and ages.

Include some humor and human interest. When a person smiles or laughs, it reduces tension. Humor is disarming and increases attention.

One or two pictures increase interest. Do not just say, “Bill shared the Gospel with me.” You might briefly describe the setting so a person listening can visualize it.

Explain how Christ met and is meeting your deep inner needs. Do not communicate that all your struggles and problems ended at conversion.

Sound adult, not juvenile. Reflect an adult point of view even if you were converted at an early age.

Avoid dogmatic and mystical statements that skeptics can question. Phrases such as, “I prayed and God gave me a job,” or “God said to me” should be avoided.

Simplify and reduce clutter. Mention a limited number of people and use only their first names. Combine information when you can. For example:

Poor: “Martha Smith, Nancy Van Buren, and her cousin Jane came by my office at Digital Binary Components Corporation....”

Good: “Martha and two other friends talked with me at work one day...”

Avoid examples that do not cross cultures. For example, do not use an example of American football in a country that does not even know what it is.

Practicing Your Testimony

After you have written out your testimony, you may want to have another Christian read it and make suggestions for improvement. Ask them to point out any areas that you need to explain further and to make sure the Gospel is presented clearly. Then, when you have a final draft that you like, outline your testimony on a 3”x 5” card. Practice giving your testimony with your small group. This will be an excellent opportunity to practice and receive feedback.

Leading Into Your Testimony

When you feel comfortable giving your testimony, you may begin to wonder, “When do I share it with a non-Christian?” “How do I direct the conversation so it will lead to presenting my testimony?” You may find the following suggestions helpful:

Include some “small talk” before discussing spiritual matters. Discuss family, job, hobbies, interests, etc.

Be alert for expressed needs such as family problems or stress on the job. You can use these to show how Christ has helped you through some of the same areas.

Discuss past concerns and needs in your life. “We struggled in our marriage relationship,” or “I allowed the pressures as work to get to me.” “Then I discovered something that made a tremendous difference in my life.”

Discuss contemporary situations in the news or in your area. “I see all the time on TV that drugs are epidemic in our country. It seems that people are trying to find something that satisfies so they are turning to drugs. These same people are saying it does not work.”

Build relationships with them. It may take ten minutes or ten hours or ten days or ten months, but build relationships.

Do not condemn them for living like non-Christians; they ARE non-Christians. Your objective is to share how they can have a **better** life in Christ.

Avoid dogmatic religious statements. “Jesus is the answer to all your problems.” He is, but they do not even know who He is, much less what He can do in their lives.

Avoid arguments on moral issues. You can expect non-Christians to have conflicts with clear Biblical teaching. Remember, they do not have a valid base from which to make correct moral decisions.

The Close

When you have shared your personal testimony, you may want to conclude with a statement that causes the person to reflect on what you have just shared. What you say will depend on how this person has been responding to what you have shared. If their response seems positive, you could say something like:

“Bill, has anything like this ever happened to you?”

“Mary, do you know for certain whether you have eternal life?”

“May I share with you how I know for certain that I have eternal life?”

“May I share an illustration with you that explains how a person can know for certain that he has eternal life?”

If their response seems negative or neutral, you could say something like:

“If you are interested, I would like to share more with you.”

“Do you have any questions on what I have just shared with you?”

“Well, that is what happened to me. If you want to talk about it, I would love to, too.”

Testimony Worksheet

Format 1: Adult Conversion

Before	Response
What was a deep inner need in your life before you met Christ?	
Give some examples of how you tried to meet or fulfill that need with unsatisfactory solutions.	

How	Response
Describe the circumstances that caused you to consider Christ.	
State how you trusted Christ. Briefly include the Gospel.	

After	Response
Give an example of how Christ met or is currently meeting your deep inner needs.	
End with a statement to the effect that you know for certain that you have eternal life.	

Format 2: Early Conversion, Adult Full Commitment

Before	Response
What was a deep inner need you were trying to fill?	
Give some examples of how you tried to fill that inner need through unsatisfactory solutions.	

How	Response
Briefly describe the situation in which you made a deeper commitment to Christ.	
Refer to your conversion experience. State how you trusted Christ. Briefly include the Gospel.	

After	Response
State how Christ is currently meeting your deep inner needs.	
End with a statement that you know for certain you have eternal life.	

Format 3: Early Conversion, Consistent Growth

Before	Response
State the deep inner needs you see people trying to fill.	
Describe how you see people trying to satisfy those needs.	

How	Response
Explain why you never experienced this problem.	
Refer to your conversion experience. State how you trusted Christ. Briefly include the Gospel.	

After	Response
Illustrate how Christ met or is meeting your deep inner needs.	
End with a statement to the effect that you know for certain that you have eternal life.	

Prepare for Service

Purpose

To examine your daily walk as you prepare for service.

Memory Theme Verse

“For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them.”
Ephesians 2:10

Prayer Life

Luke 11:1-10	Christ’s example and teaching
Psalms 66:18-20	Confess sin, then pray
Philippians 4:6-7	Don’t worry, pray! The peace of God will keep you

Daily Walk

With God

Romans 12:1	Present yourself a holy sacrifice
Romans 12:2	Don’t be conformed so you may prove the will of God

With Others

John 13:34-35	Love one another
Romans 15:5-7	One mouth, one mind to glorify God, work together, worship together

Setting Spiritual Goals

Growth

I Peter 2:2	Desire the Word so you may grow
II Peter 3:18	Grow in grace

Accountability

I John 1:5-10	Walk in the light
Romans 14:12-13	Accountable to God

Witness

I John 1:3	What we saw and heard we told you
I Timothy 4:12	You are not too young or inexperienced

Personal Response

1. How should I pray?
Before the trip _____
During the trip _____
After the trip _____

2. Why should I pray? _____

3. What are my spiritual strengths? _____

4. How will my strengths and weaknesses affect my service while on this trip? _____

5. What are my goals to improve my daily walk with God? _____

6. How do I expect this ministry experience to help me grow spiritually? _____

Personal Responsibility

Purpose

To discover the Christian's personal responsibility of world evangelization.

Memory Theme Verse

“Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, even to the end of the age.” Matthew 28:19-20

God Reaches Out to Man

John 3:16	God loves the world; He sent His Son as a demonstration of His love
Romans 10:12-15	God is over all; whosoever; how shall they hear?

Great Commission

Acts 1:8	Power, be a witness, reach out
John 20:21	Jesus sends us as God sent Him

Personal Responsibility

Mark 10:45	Even Jesus came to serve and give His life
John 4:35	Urgency; don't wait to minister; do it now!

A Missionary Pattern

Acts 13:1-5	Called to go; went! Church sent
Acts 14:26-28	Went; witness; accountable to sending the Church

Personal Response

1. Is every Christian a witness? _____

2. How does witnessing relate to leading someone to Christ? _____

3. Where is my Jerusalem? _____

4. Where is my Judea? _____

Mission Volunteer Manual

5. Where is my Samaria? _____

6. Where is my uttermost part of the world? _____

7. According to John 20:21, in what way does Jesus send us? _____

8. When should I begin to minister? _____

9. On this ministry trip, to whom am I accountable? _____

A Servant's Heart

Purpose

To look closely at God's definition of a servant so that I can better serve God and others.

Memory Theme Verse

"For even the Son of Man did not come to be served, but to serve and give His life as a ransom for many. Mark 10:45

A Servant's Heart

John 13:2-20 Humbles Himself; washes feet
Philippians 2:5-8 Humble, obedient

Christ, Others, Me, in That Order

II Corinthians 4:5 Not us but Christ, then your servant; we come last

Motivation to Serve

John 15:16 I have chosen you to go forth and produce fruit
Isaiah 41:9-10 I have chosen you and will protect you
Colossians 3:23 Do all for God with all your heart

Traits of a Servant

Matthew 10:16 I send you...be wise...be harmless
Ephesians 4:17-32 A worthy walk
Matthew 25:21 Good and faithful

A Model Servant

Genesis 24:2-9 Does not run unsent
Genesis 24:4, 10 Goes where he is sent, does nothing else
Genesis 24:12-14, 26 Is prayerful and thankful
Genesis 24:17-18, 21 Is wise to win
Genesis 24:22, 34-35 Speaks not of himself, but of his master
Genesis 24:49, 66 Presents the true issue and requires a clear decision

Personal Response

- 1 How can I better exhibit a servant's attitude?

At home: _____

At church: _____

With friends: _____

- 2 Do others see Christ in me? Why or why not? _____

- 3 List several ways that you can be of service on this trip to....

Team Members: _____

Host/ Missionaries: _____

Nationals: _____

- 4 What is my purpose for going on this ministry trip? _____

- 5 What personal attitudes do I need to adjust in order to have a servant's heart while on this trip? _____

Packing Checklist

Item	Carryon	Checked Luggage
• Address of friends and relatives		
• Airline tickets		
• Passport		
• Telephone calling card		
• Alarm clock		
• Backpack or fanny pack		
• Extra batteries for all devices		
• Bible		
• Books, reading material		
• Sturdy walking shoes/shower flip flops		
• Bottled water		
• Camera and extra film		
• Clothes: few, daily wear, easy to pack, comfortable, culture appropriate		
• Hat, cap or visor		
• Sunglasses		
• Eyeglasses, contacts, solutions, extra pair		
• Voltage converter and adapters		
• Family photos to share with host		
• Small flashlight		
• Snacks		
• Gifts: postcards, candy, caps, etc.		
• Hair dryer		
• Laundry detergents in packets		
• Prescription medicine		
• Antibacterial gel or towelettes		
• Antibiotics		
• Aspirin, pain, cold medicine		
• Mosquito repellent		
• Small mirror		
• Map of the country or state		
• Money: clean, small bills		
• Notepad, pencil and pens		
• Driver's License		
• Toilet paper		
• Toiletries: liquid soap works best		
• Small umbrella		
• Washcloths		
• Zip lock bags of various sizes		

Security Awareness

Most of the training received falls in the category of standard travel and sojourn safety for business travelers. More in-depth training on actual threats and hostage situations is a new dimension, one that we need to cover for awareness among our Team Leaders and Members.

While the individual risk is low, in order to equip the few who are at risk, we have to train everyone in survival techniques.

Considering that the majority of HGBC Team Members are on the field for less than two weeks, equipping you with a few essentials to avoid being placed in harmful or hostile situations, or provide enough awareness that you will take actions to mitigate the consequences if such an event should happen.

I. The Threat

- Criminal assault, hostage risks, terrorism
- Threats posed by criminals, terrorists, unfriendly governments
- Risks include economic loss, injury/impairment, detention, death
- Scope of risk: average detention for Americans – one year, survival rate – 80%

II. Areas of Preparation

Dual approach: avoid – dangerous situations, minimize – suffering and loss

- Avoidance: actions ranging from common sense precautions to active surveillance and evasion
- Mitigation: maximize survival, minimize suffering and exploitation, increase chances of securing release
- Environments: peacetime, wartime, periods of instability (ethnic, religious, economic, political)
- Classes of threats:

PARAMETER	HOST	GOVERNMENT
Length	1 year	Shorter
Harsh treatment	More likely	Low
Survival	80%	~ 100%
Need for building relationships	Very high	Low
How much info shared	More	Less
Likelihood of torture	Low	Low
Objectives	Concessions	Political gain

III. Security Levels

- C+ - 11 days (contingency teams, select leadership teams)
- B+ - 3 days (field personnel)
- A+ - ½-1 day (short-term teams)

IV. First Priority – Avoidance

- Basic rules: stay alert, be unpredictable, maintain a low profile, blend into the culture to the extent possible
- Pre-travel planning – don't just research the destination, check route
- Review government travel warnings/advisories
- Understand threats specific to your area
- Go to multiple resources for information: own organizations (HG, IMB), people on the ground, travel agencies, and government resources
- Personal communications plan – develop a method for communicating w/family, work (travel plans, contingency plans)
- Family organization plans – determine who best can serve as spokesman for you, script what they should/should not say, what needs to be done until you return (maintain personal business, regular routine, activities to reduce shock value for them)
- Reduce pressure on captive – financial planning, legal planning (power of attorney, will)
- Medical planning –adequate supply of medicines, insurance (medical, extraction, life, ransom?)
 - [Note 1: AIG covers medical, extraction, \$100K life]
 - [Note 2: some medical/life insurance may have coverage exclusions for some countries, acts of war]
- Evacuation and medical support – US government takes no responsibility, may charge citizens for expenses incurred to get them out; State Dept – “Crisis Abroad” memos

V. Packing – Minimization

- Penalties for carrying unnecessary items – weight, mobility, security, explanations
- Divide by priorities – ‘must have’ (carry-on), ‘like to have’ (checked)
- Sanitize belongings – don't elevate importance (citizenship, economic status, affiliations)
- Chameleon – blend wardrobe, accessories in with local culture (avoid western, touristy dress; avoid cultural insults/immodesty/extremes)
- Setup throwaway – collect compromising papers in one unassuming bundle, be prepared to jettison (things you don't want to share, work plans/ people you don't want to discuss)
- Leave behind things you don't need (driver's license, law enforcement badge, excess charge cards, military/other id's)

VI. Travel/Transportation

Seating – balance security with comfort; aircraft – avoid first class, tail, aisle seats in hijack situation; buses – avoid front, observe exit routes;

VII. Hotel/Lodging

- Avoid western hangouts – targets for anti-US sentiment, crime assuming wealth of clientele

- Hotels – change rooms on check in, push for 2nd-7th floors (fire ladder reach), change rooms if stay is extended, vary use/time of exits, vary routes, watch for loitering strangers, avoid admitting strangers into room
- Street-wise – vary walking routes, face traffic when possible, avoid proximity to roadway, observe surroundings and people, check for possible followers or people with unusual interest, travel together
- Possible threats – make eye contact with them to tell them you’re watching them, avoid getting cornered or isolated, detour around large crowds or disturbances

VIII. Car Safety

- Personal use cars – strive for non-descript (not flashy) cars, good working condition; keep fuel tank full; insure adequate emergency equipment – spare (inflated), jack, flashlight; be careful what remains in view on dash, seats (secure papers, valuables in trunk)
- Carjacking – be prepared to give up car and all contents; avoid getting/remaining in the car (may be time to run/fight); if held captive, follow survival guidance: remain apparently obedient/ calm, collect information, watch for opportunities; women are most likely victims, more likely to be held captive (caveat – South American criminals may be concerned that security timer will disable car after short distance, so that captives will be released after they are satisfied)
- Home/room invasion – follow survival guidance; set up a safe room (e.g., interior room without windows, lockable, preferably with communication, usually a bathroom); set up a rally point – where to collect if you are scattered/escape; set up a “go” kit(s) in home, possibly at rally point, that contains essentials for getting by for a short period of time.

IX. Information Security

- Computers – insure no sensitive/confidential information is on it (dual boot strategy: computer boots normally to sanitized view, but can be interrupted to gain access to sensitive information);
- Email – secure accounts and encryption do not guarantee privacy of conversations; be guarded, use code words, but need to be careful not to over-secure messages so that your evasion is obvious.
- Paperwork – minimize amounts to only what’s necessary; choose secure location; establish destruction procedures; maintain copies of passports and visas.
- Other data sources – PDA’s/cell phones/Ipods/cameras contain information open to compromise; electronic/paper calendars and appointment books detail your travels and meetings; phone numbers and recent calls identify your contacts; cameras record where you’ve been and with whom.

X. Personal Protection

- Preferred target – criminals/terrorists look for ‘soft’ targets: someone who is unarmed/defenseless, accessible, predictable, unaware, easy, and in areas where police confrontation is unlikely;
- Hard target – body language that shows individual is alert, confident, observant, and unafraid to make eye contact with potential threat; such individuals are difficult to

access (can't easily approach them without being generally noticed), and unpredictable in movement and behavior.

- General rules – stay alert, remain unpredictable particularly when threatened, maintain a low profile.

XI. Threat Detection

- Threats – pickpockets/petty theft, unfriendly government observers, terrorists/ would-be kidnappers
- Surveillance motives – target value/vulnerabilities, collect intelligence for attacks, locate associates/gather evidence, perpetrate crimes
- Counter-surveillance objectives - positively identify surveillants, elude/evade, thwart
- Surveillance detection route – pre-planned travel route for purpose of detecting or interrupting surveillance (utilize backtracks, frequent and unexpected stops, long pauses in crowded areas, surprise change in route)

XII. Surviving Capture/Arrest

- Three phases – capture, internment, resolution; each phase requires different roles; guidance for survival studied ever since Viet Nam: predictable patterns, tested behaviors to disrupt/divert patterns to captive's benefit => CAN MAKE A DIFFERENCE
- Changing roles – different occasions in life require that we assume different roles – not role-playing/lying/fictional persona; we present the most useful, appropriate aspects of our personalities to meet the situation.
- Demands for information – establish unified statement of purpose – simple, short, tenable – that team establishes and rehearses before coming to field; maintain boundaries of information – home and family, health issues, basic needs, request to see government representative, hobbies and interests, testimony where appropriate.
- Organize – establish chain of command: improves communication (one spokesman), strengthens desire to resist, works well in government detention); assign specific duties
- Expectations – assume difficult living conditions, change in diet, poor sanitation
- Coping with isolation – time with Father, faith in Him and His purpose, faith in government, faith in family/friends/sending organization/fellow prisoners

Phase	We feel...	Role	Goals
Capture	Anger, fear, flight, fight	Outwardly compliant	1) get through it 2) be the gray person 3) give captor idea he is in charge
Internment	Boredom, despair, anger	Assertive, cooperative, respectful	1) build rapport 2) test boundaries 3) shrewdly resist
Resolution	Swings between euphoria and depression	Confident, even-tempered, courteous	1) discourage money 2) encourage calling someone not emotionally related 3) maintain simple, tenable statements about purpose

XIII. Minimize Exploitation

- Threats – physical harm or death – latter more likely with terrorists than governments; goal of captors is to preserve you as their prize for gaining advantages
- Sexual assault/abuse – not normal treatment, usually as target of opportunity (isolated with a guard, e.g.), sometimes as a tool (rare – mostly small, anarchic, countries); counter measures – move, call for help, make self unattractive, vomiting/ defecation, urination, feigning illness or pregnancy

Being a Bridge Builder

As a Team Member, you are “plopped” down into a culture quite different from your own. The behaviors, values and beliefs of the people may differ greatly from those familiar to you. With time you may come to notice the common denominators between yourself and your hosts. But the differences will hit you first. Cultural differences might be pictured in the following way. There are two cliffs: on one side is the North American way of life and on the other is the way of life found in the host country. In between looms a large chasm. In order for the two cultures to meet and understand one another, a bridge must be built connecting the two sides.

Imagine your upcoming journey as an apprenticeship in bridge building. You can lay the beam, erect a scaffolding and forge cables that make communication between your worlds possible. Support your host community with your initiative at bridge building and you will find their hands joining yours.

Building the bridge involves a number of things you can think through before going, as well as others you can work on while you are there. Unfortunately, some people who go on short-term mission trips never work at building the bridge. They deprive themselves of some very important personal experiences, which tragically limits their understanding and curtails their growth.

Bridge building is an exciting challenge! In fact, you will come to appreciate the world opening to you so much that you will continue to build bridges for the rest of your life.

Bridge Building Involves Examining Your Stereotypes

All of us maintain certain stereotypes about other people. Some are based on elements of truth. Others grow out of myths or false perceptions. It is unfair to judge or evaluate a person based on stereotypes about the group to which he or she belongs. God created individuals who are uniquely different and should be treated as such.

Building the bridge begins with examining stereotypes: the ones you may hold and the ones the nationals may hold about you. Think them through and list a few stereotypes you might have about your host country.

Negative Stereotypes

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Positive Stereotypes

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

When you arrive in the host country, you will be viewed in a certain way just because you are a North American. Doesn't seem fair, does it? But is there an element of truth in these views? Think about the stereotypes that follow, then answer the questions in the spaces provided below.

Stereotypes Others Have of North Americans

Negative Stereotypes

- Aggressive
- Harshly pragmatic
- Tense
- Discontent
- Lonely
- Corrupt
- Wealthy and materialistic
- Dominating
- Loud and obnoxious
- Overbearing
- Competitive
- Selfish/ self centered
- Attitude of national superiority
- Preoccupied with efficiency

Positive Stereotypes

- Educated
- Reliable
- Strong individuals
- Better living standards
- Free of superstition
- Confident
- Organized

Questions for Reflection

1. As you look through this list, what is your reaction? How do you feel? _____

2. Which of these apply to you? Would others see these in you? _____

3. Do you feel that you hold some of the stereotypes listed, towards the people in your host country? Which ones do you think may be valid? Why? _____

4. How might these stereotypes hinder the bridge-building process? _____

You cannot change the fact that you are a North American. You will be perceived stereotypically from time to time. This is not all bad. Stereotypes can have some merit and facilitate understanding. But as you know from experience, not every individual embodies all of the characteristics of a particular stereotype. To be a bridge builder, you need to understand the reasons behind stereotypes. We bomb the bridge when we judge people without attempting to understand or allow them a change to explain themselves.

Bridge Building Involves Remembering Your Roles

There are three roles that you will play that contribute to your ability as a bridge builder.

1. **The role of being a guest of the culture.** Think of being a guest in someone's home. How would you behave, react, interact, etc. Or conversely, what expectations would you have of a guest in your home? What might please and/ or irritate you?
2. **The role of being a student of the culture.** Think of yourself as a person who is there to study and learn. How does a student get an "A" in school? What behaviors contribute to their success?
3. **The role of being a servant within the culture.** Think of being a person who serves everyone he or she encounter in the country. How does a servant approach those whom he or she serves? How does a servant handle differences in others?

Bridge Building Applications

Follow these applications to be a good bridge builder.

Accepting

Accept the fact that you will not completely understand the people in just one trip. This is just a beginning, so do not become too frustrated with yourself.

Awareness

Be aware that at times you may feel your prejudices. You may become frustrated with the way things are or the way people behave. Do not deny the feelings; own them. Only then can you begin to understand the reasons behind them. Why are you frustrated? Being aware will help you grow in understanding the differences.

Listening

Listen more than you talk. You are there to learn, not to instruct. The right to instruct is earned by demonstrating respect.

Giving

Give of yourself. Take the initiative in group settings to reach out to the nationals. People can tend to shy away from contact with nationals, especially if they are not fluent in the language. Go ahead! Take a risk and try to speak the language. People will really appreciate the effort. And do not worry; they will forgive you when you mess up.

Enjoying

Enjoy the people, their culture and their language. If you do not take yourself too seriously you can have more fun. Help create an environment where they can enjoy you, your culture and your language just as you aim to enjoy theirs.

Dos, Don'ts and Taboos

Eating

When you are in another country, eating becomes more than just a way to receive nourishment. It becomes a language all its own, and no words can match it for saying "glad to meet you...thank you for letting me be here with you."

Mealtime is no time for a "thanks-but-no-thanks" response. Acceptance of what is on your plate is extremely important to the acceptance of your host, the country and the situation in which you find yourself.

Often, what is offered constitutes your host country's proudest culinary achievements. Try to think how you would feel if a visitor in our country refused a bite of your homemade pie or a nice steak!

We often become squeamish not because of what we are eating, but the unfamiliarity with what it is. As a "hint" you might want to cut the item into small pieces. This helps minimize the texture. You can also try swallowing quickly.

Take it Off or Leave it On?

What you do or do not wear can be worse than bad taste. Shoes are among the biggest offenders. Remember to keep in the front of your mind if it appears that shoes need to be removed when entering a person's home or even some buildings. If you are unsure, ask your host. They will appreciate your attention to their feelings. Each culture has various reasons for why shoes are offensive. Be alert and be sensitive.

Always and forever let your dress be modest, even if you are a little uncomfortable. Tight fitting clothing, or too little clothing speaks loudly to the very people you are trying to win to the Lord.

Remember your objective for the trip! Comfort is not necessarily part of the deal. Refer to your Release of Rights.

Conversation

There are many things that are sensitive to people in another country. Speaking negatively about their religion and their beliefs will immediately become offensive to those people. Remember to show interest in how they think and believe. When you win their respect and trust, you will then become an effective witness for Jesus Christ.

When you are talking about your job, your church, your family, etc., leave off a lot of "I did" or "I know." This will be as offensive to some cultures as it is to your friends at home.

International Misunderstandings

Remember that only Americans can really understand Americans. Be careful in using slang terms that do not really convey the meaning you are trying to get across.

Idioms in our language can be a huge stumbling block to our foreign friends. Avoid using idioms in any form. Try to put yourself in the place of someone from another country, and see what would come to mind as these phrases are used:

- I need it like yesterday
- Let's put on the dog and pony show
- Do you read me?
- It just won't fly
- Run of the mill
- Ball park figure
- Shotgun approach
- General rule of thumb
- The buck stops here
- Down the tubes
- As nervous as a long-tailed cat in a room full of rocking chairs
- Flat as a pancake
- Old as Methuselah
- Flying by the seat of your pants
- Coming up roses
- Don't make waves
- Keep a low profile
- Raining cats and dogs

Best Behavior

What we would consider mildly bad manners at home may be seen as cardinal sins to another culture. Examples of those habits include

- Gum chewing, especially during conversation
- Talking with hands in pockets
- Legs propped up on furniture
- Backslapping

Gift Giving

Different gifts mean different things from culture to culture. Try to rely on the information given to you about your specific country. A good rule to go by in any situation is to keep it simple. Also, when giving the gift be sure to say to the host, "This is just a small way of saying thank you for having me/ us here in your country/ ministry." This simple comment can relieve the pressure of your host to give a gift in return.

Gestures – A Risky Language

Hand gestures and body language are risky forms of communications in a foreign country. Expression on the face and movements of the hands mean something totally different from one culture to the next. It will take practice on your part, but it is best to avoid them completely.

Listed below are some differences in meaning of the same gesture:

- When you raise your eyebrows in Tonga, you are saying "yes" or "I agree." In Peru you have just said "money" or "pay me."

- The classic American “okay” sign – the thumb and forefinger forming a circle – is placed over the nose in Columbia to signify that the person in question is homosexual.
- In Britain a nose tap means secrecy or confidentiality, but in Italy it is a friendly warning.
- In Greece, Italy and Spain a cheek stroke means “attractive.” In Yugoslavia it means success, but in other cultures it means “ill” or “thin.”
- In Germany using the gesture of a head screw means “you’re crazy.” It is often used by drivers on the autobahn to comment on the driving skills of other travelers. This gesture can get you arrested! This same gesture in Argentina would have no consequences.

The point to be made is that gestures are dangerous ways to communicate what you want to say.

A Lot of Work?

Yes is the answer! This seems to be a lot to remember and to learn. However, the benefits of being culturally aware can make the difference in how your ministry is received in that country. It also leaves a lasting impression of our church and mission program.

Coping With Culture Shock

Culture Shock: A Definition

A psychological disorientation that stems from unfamiliar cues and unmet expectations in a new culture.

Who is a Potential Candidate for Culture Shock?

You are! Culture shock happens to everyone. It is only a problem if it is not anticipated and recognized. Many untraveled people are skeptical about it, and they assume it is like a homesick kid at camp. They are wrong. It is not reserved for the weak or incapable, and if you think it is, your potential for major culture shock is great! Culture shock has little to do with intelligence.

What to Expect

It is like taking an exam 24 hours a day, or like a low voltage buzz that irritates and builds stress throughout the day.

How to Deal with It

Learn what culture shock is, learn about yourself, learn about your host culture and learn about your home culture. The more you know, the less jolted by the shock you will be.

Know Culture Shock

There are four phases. These phases are not sequential and are often repeated.

- **Phase 1 – the Romantic, Tourist Phase**
Everything is quaint; the euphoria of your new experience blurs the cultural differences.
- **Phase 2 – You’ve Lost That Loving Feeling Phase**
The new culture no longer fascinates you. Curiosity gives way to frustration. Feelings of irritation, anger and helplessness join with fatigue to produce the classic symptoms of culture shock.
- **Phase 3 – Recovery Phase**
Local ideas and practices do not seem strange any longer. Self-confidence returns, and negative feelings subside.
- **Phase 4 – Acceptance Phase**
Differences are understood and expected. Humor returns, and you relax.

Know Your Host Culture

Go to our local library and research your country. Rent a travel video. Interview a national visiting your city. Interview a missionary who has served in that country. The more you know of their culture before entering it, the lighter the shock.

Know Yourself

Remember, there is only one of you in this world, and God has designed you this way on purpose. Do not try to make the people you meet in the new culture like you. Realize that

people approach problem-solving differently. Think about what type of problem solver you are. Are you an idealistic thinker who focuses on vision and outcome? Are you an observer or a participator? Basically, do what you can to understand yourself and remember the people in your new culture will be different. Always keep in mind, “different is not bad, it is just different.”

Know Your Own Culture

Learn why you do the things the way you do in your own culture and be ready to explain them, but avoid comparison! Your culture is just your culture. And your new country has a culture of its own.

Remember Your Role

You are a learner of the culture. It is your job to acculturate, not to change them. Spend a lot of time asking questions and learning. An attitude of learner not only helps you become informed and adjust, but communicates servant hood to your host culture.

Communicating Through an Interpreter

The following are some key considerations to ensure that your message gets communicated effectively.

- Speak to the audience, not the interpreter.
- Speak loud enough to be clearly heard by your interpreter.
- Speak slowly.
- Think your ideas through ahead of time so you can say it in short, simple sentences.
- Avoid using slang words or phrases; your interpreter may not be familiar with such words.
- Stop after every sentence to allow your interpreter to translate.
- If you are talking about technical subjects and you wonder if they know what you mean, test their understanding by asking them a question or two about what you said.
- If your interpreter gets stuck and does not know the word for something you are trying to say, it is often best to move on in the conversation so as not to embarrass your interpreter. If it is an important point, come back to it later.
- You may assist your communications with sign language, similar to playing charades.

What is Reentry?

Reentry is similar to culture shock. Sometimes it is called reverse culture shock. In reentry you may feel out of balance. You are not the same as when you left, so there are some adjustments. It is normal for people to go through some type of reentry after an overseas experience.

Most people feel some excitement upon returning. It is exciting to see friends, family and familiar places and food. You cannot wait to share all of your experiences. Once you are home and settled, you may find yourself struggling.

Three stages of coping are explained below. You may find yourself coping one way at one time, or you may find yourself going through them all before you feel adjusted.

1. **Isolated/ Alienated**

After a while you may begin to feel like a “fish out of water.” You may find yourself withdrawing from others and spending more time alone reading books, writing letters, being reflective and not socializing with friends and family as usual. You may find yourself feeling a strong guilt over your home culture’s affluence and materialism. You be unaware of other alternatives to impact your home culture or church.

Suggestion: You need someone who has been through reentry stress to help in understanding the transition process and exploring options. Contact your Team Leader or the Global Missions Office.

2. **Rebel/ Angry**

This is where you may find yourself angry at your culture, your friends, your family and your church. No one understands you. Everyone is different from before and even their lifestyle or values are bad. You may find yourself mocking them. They appear foolish in what they do and what they value.

Suggestion: You need to seek support from someone who has been through reentry stress but who also can help you understand how to soften your spirit and heart. Again, the Global Missions Office and Team Leader are good resources. A former missionary would understand as well and would be a very beneficial resource.

3. **Integrate/ Proactive**

This is the optimal way of coping and ultimately what you need to achieve in order to be readjusted. You relate with the home culture in a way that does not compromise or negate your new values or the lessons learned from the short-term mission experience. You continue to learn while creating a unique lifestyle, incorporating the old and the new.

Suggestion: Seek like-minded people to foster your integration. Then go and share your secrets with those who are still struggling.

More Practical Suggestions

Find other returnees with whom you can share and have fellowship. Discuss the needs of the world and pray for them. Learn to think globally.

Give yourself time to readjust. Be patient with yourself and with others.

Recognize and accept which transition stage you are going through and remember the reverse culture shock or reentry stress is a normal part of the process of returning home.

Have a good sense of humor.

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