The Diocese of Virginia Mission Handbook for Short-Term Mission Trips

Table of Contents
Introduction // A Note about this Handbook ................................................................. 1
Chapter 1 // Our Call to Mission .................................................................................. 2
  I // Mission Builds Spiritual Awareness ..................................................................... 2
  II // Mission Shares Talents and Gifts ...................................................................... 3
  III // Mission Depends on Christ; Money Follows ................................................. 3
  IV // Discerning and Defining Mission ................................................................. 4
Chapter 2 // A Partner in Mission .................................................................................... 6
  I // Mission in Partnership ....................................................................................... 6
  II // “Partnership” or “Project”? ............................................................................... 7
  III // Initiating a Partnership: Identifying the Partner ........................................... 9
  IV // Gathering Information .................................................................................... 9
  V // Continuity .......................................................................................................... 10
  VI // Financial Implications: The Dangerous Dollar ............................................. 10
Chapter 3 // Getting Started .......................................................................................... 11
  I // Tips for Selecting Team Members ...................................................................... 11
  II // Defining Team Roles ......................................................................................... 11
  III // Diocesan Policy on the Prevention of Sexual Misconduct .................................. 13
  IV // Six Ways to Become an Effective, Cohesive Team ........................................ 13
Chapter 4 // Preparation .................................................................................................. 14
  I // Timeline ............................................................................................................... 14
  II // Budget & Finance .............................................................................................. 14
  III // Gathering Information (Documentation) .......................................................... 16
  IV // Sharing Information .......................................................................................... 16
  V // Congregation as a Resource ............................................................................ 17
  VI // Fundraising ....................................................................................................... 18
Chapter 5 // Training ....................................................................................................... 20
  I // Team Orientation ................................................................................................ 20
II // Cultural Considerations ........................................................................................................... 21
III // Hospitality Tips .......................................................................................................................... 22

Chapter 6 // During the Trip ............................................................................................................. 24
I // Some “Do’s” for your Trip ............................................................................................................... 24
II // Some “Do Not’s” for your Trip ...................................................................................................... 25
III // Security ....................................................................................................................................... 25
IV // Debriefing on the Trip .................................................................................................................. 25
V // Biblical and Spiritual Aids ........................................................................................................... 26

Chapter 7 // Returning Home ........................................................................................................... 29
I // Things to Do Upon your Return ..................................................................................................... 29
II // Reverse Culture Shock ................................................................................................................ 29
III // Sharing your Stories .................................................................................................................... 29

Appendix A // Forms .......................................................................................................................... 31
I // Informed Consent Form: An Example ............................................................................................. 32
II // Medical Information Form ........................................................................................................... 33
III // Parental Consent Form for Emergency Medical Treatment (for minors only) ......................... 34
IV // Emergency Information Form ..................................................................................................... 35
V // Financial Sponsor Form ................................................................................................................ 36

Appendix B // Checklists .................................................................................................................... 37
I // Pre-Trip Checklist .......................................................................................................................... 37
II // During the Trip Checklist ............................................................................................................. 39
III // Sample Packing List ..................................................................................................................... 40
IV // First Aid Kit for Mission Team ..................................................................................................... 42

Appendix C // Resources .................................................................................................................... 43
I // Insurance ....................................................................................................................................... 43
II // Sample Budget ............................................................................................................................. 44
III // Sample Icebreakers ....................................................................................................................... 47
IV // 10 Tips to Remember Before you Embark on a Mission Trip .................................................. 48
V // Diocese of Virginia Mission Grant Information ............................................................................... 50
Introduction // A Note about this Handbook

The Diocese of Virginia has structured this handbook around the process of forming and sending a mission team. If you are a seasoned team leader, you will already be familiar with some of the material discussed in the handbook. However, we have included information and tips we have received from a number of resources, and there is always something new to learn. As always, if you have any questions about the process of forming or sending your team, please contact us.

In addition to this handbook, previous mission trip team leaders, your priest, and members of your congregation are great resources to consult. They will be able to pass on knowledge about specific mission locations they have been to and how to navigate all the prep work needed. Reach out to those around you because they have a wealth of knowledge.
Chapter 1 // What is Mission?

Every Episcopalian is, by definition, a missionary, because every Episcopalian is a member of the Domestic and Foreign Missionary Society, which is the formal, legal name of the Episcopal Church.

Even more important, we are missionaries because mission is inherent in the Christian life. The word *mission* stems from the Latin *missus*, meaning the “act of sending.” Thus, when we say that the Church has a *mission*, we mean that individually and together, we are sent by God.

As missionaries, we are called to go forth in the name of Jesus Christ to do God’s work among God’s beloved children. This call, which Jesus issues to us in the Great Commission in Matthew 28:19 – “Go therefore and make disciples of all nations” – means that even when we are tempted to stay home, to be comfortable in our own lives in our own parishes, Jesus specifically calls us to step outside our comfort zones.

Mission has been God’s way with human beings as long as sacred stories have been told. Again and again in Old Testament times, God sent his chosen people to go forth: Abraham to journey in faith to an unknown place; Moses to rescue the Israelites from Egyptian captivity, despite his misgivings; the people of Israel through the desert to the Promised Land, to learn obedience and love of God along the way; the prophets to recall wayward peoples and kings; priests and peoples to proclaim God’s word.

God’s sending became a new and ultimate act when God’s own Son was sent into the world to redeem it. During Jesus’ ministry, he began sending his disciples “to the lost sheep of the house of Israel.” After Jesus’ resurrection, the mission field became limitless, with the disciples sent to be Jesus’ “witnesses in Jerusalem, in all Judea and Samaria, and to the ends of the earth.”

I // Mission Builds Spiritual Awareness

One of the most important elements of the mission program is to offer participants the opportunity to experience growth in their awareness and strength of spirit. The program does so by emphasizing the following calls to mission:

- To seek opportunities for initiatives in mission through partnerships, as opposed to one-sided efforts.
- To offer mutual respect, rather than paternalism.
- To meet the holistic needs of people and houses of worship, as opposed to focusing only on narrow agendas.
- To honor the integrity of the cultural, social, and worship context, as opposed to exerting undue pressure to change or conform.
- To answer God’s call to mission, not to serve our own needs by “doing good.”
To enable team members to affirm their faith in direct service to others.

To enable team members to experience and learn from the faith of others from different locales, cultures, and religious backgrounds.

To provide opportunities for communal work and worship in environments often outside the “comfort zone” of team members.

II // Mission Shares Talents and Gifts

Congregations are blessed to be filled with parishioners who possess a vast array of talents and gifts. To fulfill its mission, congregations are called to seek local, domestic, and international mission trips that share those talents and gifts with others who are in need. The purposes of these trips will vary, in order to serve others in ways that help them and to utilize the abundance of abilities and resources found within the pews.

III // Mission Depends on Christ; Money Follows

No discussion of mission within the American Church last longs without the issue of money being raised. Almost before questions are asked about the vision or purpose of any mission work, questions arise about funding. This is part of the American psyche; we are inveterate planners and doers, and we tend to focus on the how-to before anything else. However, nowhere in the Scriptures does Jesus focus on the financial end of mission. His method is simply to send his disciples forth into the world to preach the Good News that God offers to all of God’s beloved children. His disciples were sent out without any money or supplies, either for themselves or for the people they were to visit.

These twelve Jesus sent out with the following instructions: “… You received without payment; give without payment. Take no gold, or silver, or copper in your belts, no bag for your journey, or two tunics, or sandals, or a staff; for laborers deserve their food. Whatever town or village you enter, find out who in it is worthy, and stay there until you leave.” (Mt. 10:8b-11)

Thus, as disciples, we are called to be dependent in our mission – not only on God, but on those whom we go to serve. The only exchange of value that Jesus cites is our peace for the hospitality of our hosts. Peace given and received, hospitality offered and taken: This is the mission method on which rest all other possibilities of preaching, healing and defeating evil.

Because in this sending, which subordinates money, our anxieties often are raised and the question is asked: How are we to reconcile Jesus’ rejection of money, in this instance, with his many and consistent teachings on generosity (“Sell your possessions, and give alms. Make purses for yourselves that do not wear out, an unfailing treasure in heaven, …”) and stewardship (the Parable of the Talents)?

We reconcile our desire to depend on money with Jesus’ command to let go of money by realizing that money cannot and does not lead Christian mission. Jesus sends us out, as his disciples, with nothing but our hearts and souls so that we can remember that fruitful mission
comes only from dependence on Jesus Christ. That dependence finds its fullest expression not in the amount of money spent or given, but in the relationships that are made in and maintained through mission. A common expression in the mission field sums up this theology of mission: “If you have only $1,000 to spend, come to be with us. If you have $2,000, come to be with us, and bring the extra $1,000 with you to share.”

IV // Discerning and Defining Mission

The shapes and forms of short-term mission trips are as varied as the people involved and the places and peoples to which they go. There are several steps that need to be considered prayerfully before making any specific decisions about mission. Suddenly deciding to go on a mission trip, without proper prayer and consideration, often has created problems and sometimes led to disastrous results, both for those going and those receiving.

Preparing to go on a short-term mission trip is different in some very important ways from the preparations we make for a trip to the same place for the same length of time for other purposes. Before a mission trip can begin, both spiritual and practical preparations must be made that are centered not in our own desires, but in God’s call to us.

Discerning how to answer this call begins with prayer, both in community, with a group of people who feel called similarly, and individually in personal prayer time. Corporate and personal reflection on Scriptures, open and honest discussions of why we think God is calling us, and discussion and prayer with those to with whom we believe we are called to be in relationship are the best ways to define and refine God’s call for any particular mission work. Realizing through these prayers and discussions that the purpose of any mission trip might change, even before we begin the physical journey, is also part of the discernment process.

The first step, then, is to decide how to be involved in mission: Where do you want to focus your mission efforts? In the United States? Overseas? Where do you want to go? Will you be welcomed there? Is there a group, a church, an organization that is inviting you to enter into a new relationship with them?

The second step is to visualize how you hope to see your mission develop in the future. For example, many mission trips begin because of a relationship that first was developed through letter writing and the exchange of prayers. Other mission trips result from relationships that began with financial donations to those who are far off, and whom you now wish to bring near.

The next step is discerning the focus of the mission trip itself. The mission might be focused on evangelism, preaching or Vacation Bible School; medical, dental or health-care concerns; education; construction; or entrepreneurialism. Whatever the focus, there is no one right or true way to go on mission, which is why prayer is so important. In defining a mission trip, think carefully about the effect it will have on the people and the land being visited. Sometimes, well-meaning missionaries can become more of a burden than a blessing, because the mission was not fully defined or discussed with the people who are being visited. Defining a mission trip takes as much prayer and discernment as discerning whether to go on mission, and only can be accomplished with the inclusion of those to whom we go. Through prayer and the guidance of
the Holy Spirit, the requests of the people we are visiting and with whom we will be in relationship, and a careful and prayerful evaluation of the gifts of God each group has to offer, the mission’s shape and form will evolve and be developed.

Once these decisions have been made, the next step is to decide who will go, and who will remain behind. Not everyone is called by God to physically cross geographical boundaries. Some are called to go; others are called to send; still others are called to pray and to support those who do go. Each call is important and has a place in mission trips. Prayerfully discerning each person’s role in a mission trip is important when defining the mission.

An important caveat: There is a dangerous tendency in the Church to believe that only those who physically go forth are missionaries, and that all others are supporters only. This is patently not true: All of us are missionaries; all of us go forth in some manner. When discerning how to be involved in mission, include every single person in the parish, for it is the entire congregation’s mission. It does not belong to an exclusive group of people, but rather to Christ, who called each of us into mission. Those who physically go forth need prayers for their travel and their time away from home, their relationship-building, their work. Those who remain at home need prayers for the work they are doing to sustain the goers, for their ability to build new relationships and to tell the story, before, during and after the actual trip. Just as those who travel suffer from anxieties, those who stay at home suffer from anxieties, many of which are exactly the same. Partnering in the Gospel includes all who believe in and proclaim the Gospel, regardless of where they are physically located.
Chapter 2 // Preparing for a Partner in Mission

The information that follows this section is meant to help you define your specific mission, and help that mission come into being. While it is geared toward developing an on-going relationship with a particular church or organization, much of the information also is useful for first-time missionaries in defining and preparing for a mission trip.

Whenever the preparations begin to seem too daunting or overwhelming, it helps to remember that we are not alone, that we have an advocate who is with us who will speak for us when we do not know what to say. Jesus’ command to his disciples to go to all the nations was followed immediately with the Good News, “and remember, I am with you always, to the end of the age.” (Mt. 28:20b) The writer of the Gospel of Matthew could think of no better words to end his work, and there is no better note on which we can begin our work.

In remembering this blessing, hear again the words of verse six of Hymn 370, *I bind unto myself today:*

> Christ be with me, Christ within me, Christ behind me, Christ before me,  
> Christ beside me, Christ to win me, Christ to comfort and restore me,  
> Christ beneath me, Christ above me, Christ in quiet,  
> Christ in danger, Christ in hearts of all that love me,  
> Christ in mouth of friend and stranger.

We are called, in our baptismal vows, to go forth into the world, rejoicing in the power of the Spirit, proclaiming by word and example the Good News of God in Christ, seeking and serving Christ in all persons, loving our neighbors as ourselves, striving for justice and peace among all people, and respecting the dignity of every human being. Through prayer, we hope to be able to respond, “I will, with God’s help.”

I // Mission in Partnership

The Apostle Paul, in his letter to the Philippians, defined how we are to be partners in mission: “I thank my God every time I remember you, constantly praying with joy in every one of my prayers for all of you, because of your sharing in the gospel from the first day until now. I am confident of this, that the one who began a good work among you will bring it to completion by the day of Jesus Christ.”

As we engage in worldwide ministries, we must remember that Christians in other countries and cultures have a variety of gifts to offer and faith experiences to share with us. Given the opportunity to share these gifts and experiences, all of our lives will be enriched. Focusing on this mutuality helps us to develop mission trips that truly are partnerships in the Gospel. Another term for partnership is “companionship,” which literally means “those who break bread together.” As people of the Lord’s Table and as humans who often speak of bread as an essential of life, this term adds a helpful emphasis to our seeking of God’s way for all humanity, in concert with the
whole created order, to be in true and holy companionship. The words we use to define our mission are important, often serving as guides for us that open us to new possibilities and lead us to the koinonia (the fellowship, participation and sharing that comes from mutual self-giving) we seek. That is why a mission trip that begins with companionship and is built on partnership more often is deemed successful than one in which one party has authority over the other. The focus of the partnership is primarily on building a reciprocal relationship that will enable both partners to respond more faithfully to the challenges of the Gospel.

In mission, there must be an awareness of the demands that all partners seek. In mission, we are called to:

- Answer God’s call in mission, not to serve our own needs by “doing good”;
- Seek opportunities for initiatives in mission done in partnership, and not in one-sided efforts;
- Offer mutuality and mutual respect, rather than paternalism and one-way mission;
- Be independent (self-propagating, self-supporting, self-governing) church partners with a mission vision, not dependent churches focused on survival;
- Create opportunities and recognition for “the least of these,” rather than exploitation to the benefit of the more powerful partner;
- Create a growing web of partnerships, not exclusive sets or private domains;
- Meet the holistic needs of churches and peoples, rather than serving narrow agendas;
- Offer dialogue, prophetic challenges and mediation of differences, rather than coercive or manipulative imposition of solutions;
- Honor the integrity of the cultural, social and church context, rather than exerting undue pressure to change or conform.

II // “Partnership” or “Project”?

A word of clarification between these two terms is in order. “Partnership” means to be in relationship with another group of people involved in or sharing the same activity; the cooperation between people or groups working together; or the organization set up by two groups of people to work together for a common purpose. “Project” means a task or scheme that requires time, effort and planning to complete. “Partnership” is how we are in relationship to together; “project” is what we do together.

To be in “partnership” with another organization does not necessarily require a formal document. The simple act of contributing to missions through the Sunday offering puts us in the role of being in “partnership” with those who do mission and those at the receiving end of mission work. Likewise, going on a short-term mission trip also involves us in “partnership.” In the context of a formalized relationship, we are speaking of a long-term agreement to engage one another in the spirit of koinonia as sisters and brothers in Christ.

Therefore, one of the first decisions to be made in developing a partnership concerns the depth and length of a commitment. Will there be “projects” within a partnership relationship? Certainly.
But a true partnership implies the building and nurturing of koinonia (the fellowship, participation and sharing that comes from mutual self-giving) over a period of time that transcends one act of working together, or the writing and sending of one check.

If you choose to forge a lasting, two-way relationship with other members of the Body of Christ whereby you each learn from and share with the other, the next step is to figure out what you have to give, and what you would like to receive.

Before entering a partnership, it helps to ask yourselves the following questions, noticing the mutuality that is represented in them:

- What is God doing in and with us in this mission opportunity? What is God doing in and with those whom we visit?
- Why do we want to have a relationship with a church or organizations in another part of the country or the world? Why would those we visit want to have a relationship with us?
- What are our needs that might be met by having such a relationship? What are the needs of those we are visiting that might be met by having such a relationship?
- What do we hope to learn by having such a relationship? What do those we visit hope to learn from us by having such a relationship?
- How can we minister to those we are visiting? How can they minister to us?
- What do we have to offer? What do those we visit have to offer to us? What resources? Prayer support? Christian education? Bible studies? Music? Liturgies? Creative outreach programs? Common work projects?
- In what ways might this relationship help or hinder our witness to our own community? In what ways might this relationship help or hinder the witness of those we visit in their own community?
- How do we ensure that the relationship is reciprocal and mutual, with activities in which each partner can and will participate, receiving as well as giving, always respecting the autonomy and the best interest of the partners?

There also will be technical questions to be considered within our own community as we prepare for mission:

- What person or group will have responsibility for leadership of such a program? How will we ensure continuity if primary responsibility resides with a priest or mission chair who leaves the church?
- How will we communicate with our church partner? What technological resources are available? Who will maintain correspondence and handle other communications? Are there one or more persons who speak a language other than English, if that is needed?
- Do we want to plan for exchange visits?
- How long we want this relationship to last?

It often helps to prepare a brief Partnership Proposal that answers many of the questions above. The proposal should seek to identify the needs of the people in the congregation that might be met by having such a relationship; identify the gifts or opportunities that could be shared with a partner; and describe the kinds of activities desired.
III // Initiating a Partnership: Identifying the Partner

A partner may be chosen via several methods. An acquaintance with a particular individual or church may have developed through previous trips taken, or through the visit to your congregation or diocese of a visiting pastor or layperson, through your church’s familiarity with a certain region, through a specific request from a church or organization wishing to enter into a partnership with you, through an existing partnership or because people prayed with an open mind to go wherever they might be led.

Start the process of determining an appropriate partner by asking the following questions:

- Have there been any historical contacts with a potential partner? For instance, have you received a visitor, sponsored a mission trip, collected an offering, or undertaken a prayer vigil? Again, perhaps there are people in your midst who have had these or similar contacts with people from another country, or perhaps someone is familiar with certain regions because of work-related interests or ancestral ties.

- What sort of congregation or organization would be appropriate for you? Consider such factors as socio-economic status, urban vs. rural settings, the stance your congregation takes regarding social and political issues, and the ability to converse in each other’s languages. Above all, consider size: A large congregation usually is wealthy and should take care to avoid being mismatched with a tiny, poor congregation where mutuality and reciprocity might not be able to take place.

- What can your congregation do to honor the partnerships that others already have established? One of the most useful and affirming means of establishing a congregational partnership is to choose one within this existing framework, which strengthens ties between all parties, as all parts of the body work together in Christian cooperation in joint mission work.

- Are you open to going where the Spirit leads, even if that partnership may be farther away than you had hoped, or in a conflicted part of the nation or world? Partnerships in some regions are quite popular, for obvious reasons: These regions are close at hand and easy to get to. The result is that the partner churches in this region face too many partnerships from American churches, while there are churches and organizations in other regions that eagerly seek out and need partnerships, but are considered less attractive, perhaps because of distance or political realities.

IV // Gathering Information

Of utmost importance is correspondence with the potential partner and the exchange of information; and, if possible, exchange visits. The Partnership Proposal may serve as the basis for the initial conversation or exchange of ideas between the partners. The national or international partner also offers its own proposal of needs, gifts and possible activities with its own policy for carrying out relationships with visiting groups. This establishes an atmosphere of mutuality early in the process. As the first contacts are made, it is important that no premature commitments be
made. It is especially important at this time to listen for and be mindful of the larger priorities of the partner church or organization, which helps avoid possible misunderstandings as the partnership develops.

V // Continuity

Whether you chose to call your relationship a “sister church relationship,” “twinned congregations,” “joined organizations” or a “partnership,” whatever you choose means just that. It is not a priest-to-priest relationship, nor one of a small group of people serving on a committee or interest group, but rather an experience of the entire church. If too much responsibility for maintaining the relationship is lodged with one person or with a group of people, there is the danger that the partnership could stagnate, or worse, dissolve. What if your priest is the lead point person for maintaining contact and he or she takes another call? What contingency plan do you have for continuing the partnership? Everyone should be involved in the partnership experience, so that its continuity is guaranteed.

VI // Financial Implications: The Dangerous Dollar

Funding for mission partnership activities is the responsibility of both parties in the partnership. It is important that the receiving partner makes some contribution in money, materials or services rendered.

One of the biggest mistakes that U.S. partners can make, in spite of the most well-meaning intentions, is to shower large amounts of money on a partner who has demonstrated obvious need, or whose socio-economic statuses is considerably lower than what an average North American takes for granted. North Americans are fabulously wealthy by the standard of most of the world’s population, and it is ingrained in our culture to give and give generously to alleviate suffering in poorer parts of the world. However, in the context of most mission partnerships, it only takes a couple of zeroes on a check to cause trouble. When you stop and consider that the operating budgets of many of our U.S. congregations can exceed that of an entire overseas diocese, for example, it is easy to see that sudden influxes of cash can be very disruptive.

There are several practical means by which to lessen the focus of a partnership on finances. One is to ensure that there is a commitment on the part of both partners to contribute in some way to any expenses incurred. In every sense, a partnership must be two-way; a relationship based on the one-way flow of money is not a healthy partnership.

Finally, the issue of transferring funds is crucial. To avoid the adverse connotations that arise when any wealthy guest is seen as the benefactor or dispenser of money, not to mention the need for security, it is advised that monetary donations from one partner to another be sent through church or organization offices, if possible. Hand-carrying funds should be discouraged actively. Your partnership then is more likely to be people-centered, rather than one based on monetary transactions.
Chapter 3 // Getting Started

Once you have a partner in mission, there are a myriad of preparations that will need to be made, many of which are outlined in this handbook. Choosing mission team members; working together beforehand to build a team atmosphere centered in God; dealing with travel arrangements, medical considerations and financial issues; and preparing to be welcomed as strangers in a strange place are all issues that take time and effort. Whenever the preparations begin to seem too daunting or overwhelming, it helps to remember you are not alone and lean on your team, pastor or congregation for support and help.

I // Tips for Seeking Out Team Members

Look for spiritual maturity in each person. Seek out people who:

- Have a deep personal commitment to and experience of God in their lives.
- Have a love and concern for others in body, mind, and spirit.
- Have made a contribution to their present faith community through time, talent and/or treasure.
- Are willing to place their lives in the hands of God, not clinging to security, status, rights or other worldly trappings.
- Are certain of their calling and dedication to missionary service.

Look for personal maturity in each person. Seek out people who:

- Accept responsibility for their lives and actions, including financial, employment and family responsibilities to the extent experienced.
- Are able to cope emotionally with the stresses and hardships of the mission trip, especially the adjustments to new and radically different cultures.
- Are mature in their relationships and can cope humbly with strong differences of opinion and the associated potential clash of personalities.
- Are not prejudiced, and can set aside cultural, class, color and religious bias.

Look for people who are willing:

- To serve how, when and where Christ and Christ’s Church desire.
- To serve alongside others who feel a similar call to serve.
- To serve in loving, Christian fellowship on a team, not remaining aloof from others.
- To yield to sacrifice, scarcity and suffering.
- To take the story home again, so that others might share in it.

II // Defining Team Roles

Once the team has been chosen, define the various roles each person will play. Some of those roles include:

- The Team Leader is a servant leader who knows the group members, blesses and encourages team members, holds up the vision for team members, deals with the host
leadership, learns about and helps interpret the culture that is being visited, is responsible for the safety and health of each team member, is adaptable and flexible, and sees the needs of the team and the team’s members. The choice of a team leader will affect not only preparation, but also the mission itself. When choosing a team leader, consider the following:

- Do they have prior mission experience?
- Have they served a leadership role in the church?
- Are they mature enough to handle the task ahead?
- Are they flexible, patient and open to change?
- Do they have the organizational skills necessary to plan a trip?
- Are they fiscally responsible, and comfortable with fundraising?
- Will they set a good example for the team?

- The **Team Manager** (who sometimes is also the team leader) oversees departures and arrivals in and out of airports, makes sure all luggage is accounted for and has common tags; takes the tickets and helps check-in trip members, gets luggage carts, and assigns individuals to do other activities, such as filling water bottles.

- The **Priest**, if one is going, organizes worship, prayer, Bible studies, perhaps music, compline and communion. The Priest and the Team Leader need to be clear about their own roles before the trip begins.

- The **Medical Officer** keeps the medical records and makes sure copies of medical records and passports are kept at the church along with the emergency contact forms. The Medical Officer also should be responsible for a basic First Aid kit that is available to all team members.

- **Project Leaders** coordinate the separate projects that the group will work on while on the mission trip. If the group is small, there may be only one project for the trip. If the group is large, there may be many projects, each of which will need a leader who will coordinate the work, the gathering of supplies, transportation to and from project sites, and daily work assignments.

- The **Banker** typically is the person to whom everyone gives a sum of money to help expedite purchases or travel. The money is to be used for taxi fares, water, gas, tips, etc. When the “bank” gets low, everyone contributes again.

- **Team members** each will have individual responsibilities, depending on their interests and needs for the trip. Each member should be encouraged to define their role within the context of mission, so that each person feels ownership of the overall mission goals. And don’t forget at some point during the trip, each team member will:
  - Feel like a “fifth wheel” and wonder why they’re there.
  - Feel some envy as they see God use someone else in a powerful way.
o Have a low point when they’re discouraged.
o Have their feelings hurt by another team member. They can choose to speak of the hurt and be reconciled, or carry the hurt and be handicapped in ministry.
o Have the opportunity to be an agent of reconciliation.

III // Diocesan Policy on the Prevention of Sexual Misconduct

In September 2006, the Diocese of Virginia adopted a formal policy on the Prevention of Sexual Misconduct as it pertains to mission trips:

For any diocesan or parish mission trip, whether foreign or domestic, where the primary purpose of the trip is to work with anyone under the age of 18 or where the mission trip team includes anyone under the age of 18, regardless of the purpose of the trip, all adult participants are required to have completed the Workshop on the Prevention of Child Abuse. At a minimum, the adult leaders are also required to have completed the Workshop on the Prevention of Adult Sexual Misconduct.

A statement of compliance with this policy is required for the use of Youth Mission Vouchers and with applications for any diocesan funding. Additional information on this policy and on training sessions can be found on the diocesan website, www.thediocese.net.

In addition, it is recommended that criminal background checks be conducted for team leaders and others who in leadership roles, particularly if there are minors on the mission trip. Criminal background checks can be conducted through the Virginia State Police by going to their website: www.vsp.state.va.us. Criminal record checks can be done by filling out and submitting the appropriate paperwork for $15 per person.

IV // 6 Ways to Become an Effective, Cohesive Team

1. Pray for each other, for your mission, and for your hosts
2. Understand the vision and goals of the mission trip.
3. Plan your mission responsibilities together.
4. Share your testimonies.
5. Share information – all of it, always.
6. Encourage one another.
Chapter 4 // Preparation

It is essential that the mission team spend adequate time and effort preparing for the journey. Training helps center people in God, forms the individuals into a single team; helps assure that each team member has a common understanding of the mission, gives each team member the opportunity to get to know the other team members, and provides the opportunity to share the appropriate practical and logistical information.

The information that follows is intended to help you think about essential information you will need as you prepare for a mission trip. It is not intended to be all-inclusive, but to help you as you prepare.

I // Timeline

The team leader should be in charge of planning, or distributing the planning, of the trip. It is important that the team leader create a deadline for forms, finances, etc. and stick to it. Here is a list of tasks that should have a date, and share them with the team:

- Finalization of Team Members.
- Solidify departure and return dates with members of your team.
- Dates for fundraising events.
- A ‘paid in full’ date for team members.
- The purchase of airline tickets.
- Dates for team orientation and training.
- A ‘sending forth service’ for the team and supporting church(es).
- A team meeting/retreat upon returning home.

II // Budget & Finance

Budget planning for your trip may be more in depth than you realize. The team leader must do their best to calculate every possible expense, and create a budget that encompasses all of these expenses. This budget needs to be available as far in advance of the trip as possible, so that potential team members can make decisions about signing up for the trip (See Appendix C, section II for a sample budget). Major costs for the trip may include:

- Airfare
  Comparison shopping for airfare is a necessity. Online travel sites (such as Expedia and Travelocity) should be consulted, but specific airline sites also must be checked, as some international carriers have removed some or all of their flights from the travel sites.

  Team members will need to provide personal information to the team leader in order to complete ticket purchases, specifically their names exactly as they appear on either a driver’s license (domestic flights) or passport (international flights); date of birth; passport expiration date and passport number for international travel.
• Lodging and Meals
  Your host should have information for you, either for staying with them or in a local hotel or bed and breakfast. Figure out the costs on a per-person, per-day basis. To save money, pairings of team members for rooms may be established.

• Pre-trip expenses (Long distance phone calls, postage, publicity, passports/visas, etc.)

• Transportation
  These costs include the rental of vehicles, the cost of taxis and possible costs of hiring a driver and paying for fuel. Again, your host should be able to advise you.

• Medical Costs (Vaccines/shots)
  The CDC, primary care physicians, and travel immunization clinics provide up to date and thorough information on immunization requirements and recommendations for all travel destinations. As with passport costs, immunization costs are not included in trip costs. However, schedules of travel immunizations need to be distributed to potential team members as far in advance as possible. The combined cost of immunizations for a destination can be considerable, and some immunizations require multiple vaccinations, spread out over time prior to departure. The team leader should encourage all team members to be sure that their tetanus status is up to date, regardless of destination.

  The team leader should also provide team members with specific information regarding the possible appropriate medications for intestinal problems and other health issues that can arise during travel. Each participant should consult with their personal physician regarding the specific medications appropriate for the trip.

• Gifts for your project hosts
  Bring gifts for your hosts that speak about you or your church. Maybe coffee mugs with your church logo. Or baseball hats. Or have folks in the congregation make something. Also as part of developing relationships, you may want to bring pictures of your church, congregation, or family.

• Project Supplies
  These are not part of the individual costs, but are the responsibility of most mission teams. After agreeing on your work project, ask your host to research prices for supplies you can purchase in-country, then bring the cash or use a charge card (depending on the country you are visiting). If the supplies are not available in-country, research the costs in the United States and plan to carry the supplies. Sometimes some of the project supplies can be donated from the congregation or local businesses. Try that route before going and purchasing all the supplies.

• Insurance
  Depending on the location, time of year, and existing political circumstances of the mission trip, the leader should determine the need for various types of insurance during
the budget setting process. (See Appendix C, section I for more information regarding Medical & Trip Insurance).

There will also be ‘hidden’ or minor costs that you might be unaware of otherwise:

- **Entry or exit taxes** – some foreign countries tax you when you enter (i.e. Dominican Republic) or leave (i.e. Honduras) that country. Ask your airline or look up this information before your departure.

- **Bottled water** – many countries have a poor water supply. Therefore it is essential that you ask your host if the water is safe, and if they will be able to provide clean water. If they can’t, obtain some once you arrive.

- **Tips** – if you plan on eating out, staying at a hotel, or using the porter service at the airport, be sure to account for gratuity.

- **Fees for overweight luggage** – you can really fill a suitcase for a trip, especially if you’ll be gone a while. And don’t forget to account the weight for your supplies of the project.

- **Passport** (if you don’t already have one.) - Be sure to remind all international mission trip members that they must have valid passports for travel, and that most nations require that passports have a minimum of 6 months left before they expire. Fees for passports and passport photos are not included in trip fees.

- **Special meals and events** – if you plan on taking a day or night out, be sure to bring extra cash.

- **Personal spending** – this is the responsibility of each team member.

### III // Gathering Information

The Team Leader will need to gather data from all team members regarding health information (e.g. allergies, special health needs), emergency contact information, copies of health insurance cards and passport/driver’s licenses, and signed liability release forms, if they are required by the agency sponsoring the mission team. See Appendix A for sample forms for this data.

### IV // Sharing Information

It is important that every team member is on the same page and has all the necessary information about the trip prior to departure. Here are suggestions of information to share:

- **Flight/travel itinerary**

- **“What to pack” list** –
  “Travel light” is the best recommendation. Include on this list the clothing needed and what toiletries, towels and bed linens are necessary, etc. (See Appendix B, section III for a sample packing list.)
What to wear –
Cultural considerations are the most important here. Know what is acceptable, and what is not, for the country you are visiting. Find out whether clothes can be washed while you are traveling; if so, you can lighten your load. Plan on mixing and matching clothing, so that you don’t need as much. A good rule of thumb: For men, pants, T-shirts, a nice shirt (for church or dining out), shorts (longer one, for wearing in the privacy of your rooms, usually), sneakers, work boots, if necessary. For women, longer skirts, pants, T-shirts, a nice blouse (for church or dining out), sneakers, work boots, if necessary. If your project includes manual labor, each team member also should bring heavy-duty work gloves.

Medical and Health –
Provide the team members with information about vaccines, medications needed, and medications available in the First Aid kit. (See Appendix B, section IV for “First Aid Kit for Mission Team” list.)

Schedule of Payments

Currency Information –
Conversion rates, ATM availability, quantities and denominations of currency to have available, etc.

Day-to-day Itineraries –
Teams function better when individuals know what is going to happen, when and how. Responsibilities for arranging the details can be shared throughout the trip.

Team Contact Information

Contact information for where you will be staying

“To do and to avoid” recommendations for general travel and for the society/culture of the host area. (See pages 25-26 on ‘dos’ and ‘don’ts’ on the trip.)

V // Congregation as a Resource

There is a tendency to believe that only those who physically able go forth as missionaries, and that all others are supporters only. All of us are missionaries; all of us go forth in some manner. When discerning how to be involved in missions, include every single person in the parish, for it is the entire congregation’s mission. It does not belong to an exclusive group of people, but rather to Christ, who called each of us into mission.

The sending church has four fundamental responsibilities to the mission team:

1. **Emotional support:** A mission trip can be very emotional for everyone involved. The sending church should be encouraging, willing to listen to the group’s hopes and fears, and engaged in the team’s preparation.
2. **Financial support:** Although the sending church is not necessarily responsible for providing all of the funding, it still will need to be supportive of fundraising done by the team.

3. **Logistical support:** The mission team most likely will need help collecting supplies, packing the supplies and transportation to and from the airport.

4. **Spiritual support:** The mission team will need a lot of prayer. Spiritual support should be offered to the team as a whole, as well as to the individual team members. The sending church should plan a commissioning service for the team that will reinforce the congregation’s spiritual support, and help the congregation become full members of the mission.

The sending church also should plan an event after the team’s return from the mission trip, so that the team’s experiences can be shared, the team can convey its appreciation to the congregation, and the congregation and the team can share the success of the mission trip.

**VI // FUNdraising**

There are many ways to pay for the cost of your trip. Though team members are usually expected to pay for the bulk of the cost, your church, diocese, congregation, or other individuals might be willing to help out. Remember that God is with you and if you are willing to go, the money will come. Make fundraising a fun task, not a daunting one.

**Local Church**

Your local or home church might have room in their budget for a mission trip such as yours. The best way to go about this? Talk to the Chair of the Finance Committee in your church, the head pastor, or a member of the missions committee.

**Diocese**

Your diocesan missions or program office may have grants for mission trips. See Appendix C, section V for the Diocese of Virginia’s granting information.

**Individuals**

Speaking or writing to individuals can prove to be a very lucrative task. If someone has expressed interest in the project, speak with him or her about financial opportunities. Be thorough and courteous when speaking with individuals, and let them know what the funds will be used for.

**Fundraising Events**

Holding a fundraising project will not only bring in money, it will get the word out in the church and community about your project. Bake sales, car washes, pancake suppers, auctions – all of these are often big successes within the church or community. Or ask your Sunday School classes to hold “penny drives” collecting pennies each Sunday for your trip.
Corporations or Local Businesses

Corporate donations sometimes can be solicited as well, particularly in-kind contributions for various projects. Ask local companies to become “sponsors” of your mission trip, especially when purchasing supplies. These companies frequently expect advertising from you in return, so make sure your rector and vestry agree to do this before soliciting support.

Family and Friends

A general rule of thumb among mission organizations is that $2,500 can be raised through well-written letters sent to about 75 people who know you. In writing that letter, tell your story, tell why you are going, describe the vision of the mission, and directly ask for financial assistance. Be succinct, and be bold.

*Keys to Success in Fundraising*

- **Remember, you are not raising money for yourself.** Rather, you are offering others the opportunity to participate in your mission trip. Do not be afraid to ask for large gifts of money; some people will be delighted to contribute.
- **Never turn down even the smallest amount** (one mission trip in the Diocese began its fundraising with a $1 gift from a third-grade girl).
- **Keep a positive attitude.** No matter the amount you are seeking, a positive attitude will help you reach your goal.
- **Learn how to communicate your mission and your needs clearly and concisely.** Simply asking for money, without presenting the vision and hopes for the mission, is not enough. People want to hear the story of what you are doing. The more excited you are, the more excited your listeners will be. If you tell the story well, the money will usually follow.
Chapter 5 // Training

Some team members may be seasoned mission trip goers, but for others it may be their first time. Incorporate into your meetings some training for the group. Share stories and expectations. Review the culture of where you are going. Discuss the theology of mission. Keep it substantive but simple. This chapter provides team orientation tips, cultural considerations and hospitality guidelines.

I // Team Orientation

Each mission team should meet together at least once prior to departure. The orientation provided through such meetings might include:

Get to know one another

To work together, your team needs to get to know one another. This orientation is the best place for creating a community. After all, if personalities clash, it’s better for it to happen prior to the trip, rather than on the trip. One way to for everyone to open up is to play some icebreakers (see Appendix C, section II for some examples).

Share stories about who you are. Share dreams about why you want to go. Share visions to describe the mission goals and objectives, so that each person knows what this particular trip includes.

Team Expectations

Learn you don’t have to be productive to have a good experience. You need to be patient and flexible, since we are so production oriented. You need to remember that your primary purpose (to serve God with gladness) enables you to radiate God’s love and enjoy the people.

Have the group share their individual expectations. Answer the following questions:

- What are your fears and expectations?
- If ______ doesn’t happen, I’ll be disappointed.
- What are the expectations of the host?

The team leader should write down all the responses or the key ones and take them on the trip for discussion and reflection. At the same time, each team member must remember that not all expectations will be met. But remember you are there to glorify God through your actions and those of your team.

If this is the main meeting with everyone present prior to the trip, this would be a great place to share all the necessary information. Map out the daily schedule. Sketch out the objectives and goals of the trip. And review the following information about cultural considerations and hospitality tips.
II // Cultural Considerations

One of the greatest challenges a missionary faces is adapting to a new culture. Read and learn as much as you can about the country and the people you will be visiting/serving. Be attentive to the historical, political, economic, and social background, and also the food, music, games, and traditions of their culture.

Different is simply different, not better, not worse, not wrong, simply different.

Culture defines both appropriate and inappropriate behavior in the countries you visit. Missionaries are encouraged to learn to adapt to another culture, to know that the adaptation may not be accomplished in the short-term, and that making mistakes is normal and usually forgiven.

Tips for building cultural sensitivity:

- Enjoy the culture.
- Try to learn the manners of the culture, especially respect for age, status, and adapt to its understanding of time.
- Dress modestly, and in accordance with the cultural expectations.
- Ask before you take photos.
- Be aware of and supportive of the group orientation of the culture, which may be different than what you’re accustomed to.
- Be very respectful of the culture’s percepts regarding relationships between genders.
- Attempt to learn your hosts’ names before the end of the trip.
- Be very conscious of the messages your gestures, behavior, and facial expressions can send. Remember that your hosts are giving you the best they have – comments or gestures can be very hurtful, even when unintentional. Learn what hand gestures mean in the culture; they can have vastly different meanings from our own culture.

Some expectations for team members:

- Expect differences.
- Expect frustration, but refuse to complain. (Remember what you are returning to.)
- Expect to forgive others and yourself.
- Expect to be stretched, challenged, and changed.
- Expect that your expectations won’t all be met.
- Expect God to be big and to glorify himself through you and your team.
Once on site, missionaries should:

- Try to experience the culture as fully as possible. Ask questions and admit that you are learning. Make friends, and try not to hide within the mission team.

- Celebrate the differences you encounter. The variety of people, ways of doing things, food, dress, manners, etc., are all wonderful expressions of God’s creativity in the world.

- Note the cultural similarities, not just the differences.

- Learn that you don’t have to be productive to have a good experience. “We will need to be patient and flexible since we are so ‘production oriented’ and there will be times of waiting for someone to show up or make a decision or to just get started. To remember our primary purpose will enable us to use these precious moments of time to radiate God’s love and enjoy the people. You can use your time to talk with the people ask questions about their life, family, faith and work. Use the ‘waiting-around time’ to share with people. You may never have this opportunity again. The best way to keep things in perspective is to remember our purpose, our role as God’s special servant and the task before us.” (Asbury United Methodist Church, Tulsa, Oklahoma)

It generally can be very beneficial to reflect on the cultural and economic differences you encounter on your mission trip. Some ways to do this:

Talk and write about your insights into the culture and your perceptions of what is going on in and around each of you. Write down your questions in your journal; you’ll be surprised at how many answers you write down before you return home.

Talk about what you don’t understand, what surprises you, and how you see God at work.

Talk about how to learn from the differences. Do this in private where your reflections will not be misunderstood by your hosts. (Team leader: if someone is having a difficult time on the trip, counsel them one-on-one so that his or her attitude does not become a contagion.)

Talk about cultural and economic issues with your team, with one of your hosts or with another, experienced missionary who can help you with your insights, and record your reflections in your journal. The goal is to understand both the culture and your reactions to it, and to build a framework for becoming world Christians.

Most cultures are very relational. Truly experiencing them will change you. Talk about how to incorporate these changes into your lifestyle, both on the mission trip and upon your return home.

III // Hospitality Tips

Team members should spend time learning about the culture they are visiting, and going over some basic rules of hospitality.
Do not turn down offers of food or gifts. These are precious to the people who offer them. However, be cautious about the food you eat when you are in a new culture. There is a fine line that must be walked, because food is a common gift and a precious one at that. If you are given something to eat that you believe could make you ill, politely decline, explaining that your stomach is a tad upset. This generally is accepted in most cultures as an adequate excuse for not eating.

Learn how to be a guest in this new culture. Let others give to you. Learn the gift of receiving. Wherever you go, you are the sojourner; let your hosts shower you with God’s love, and in return, shower them with God’s love by your presence.

Accept the living quarters given to you. In many cases, these quarters will not be of the same standard as most American homes. Unless you feel the quarters are dangerous to your health, live as your hosts do. Generally, they will do all that they can to make you as comfortable as possible.

Refrain from making comments about cleanliness and the food being served. Again, in many places the standards are not the same, not because the people do not care, but because of many difficulties in their own lives.

Learn some basic language skills, or even just phrases, that will help you be accepted in this new culture.

Attempt to learn your hosts’ names before the end of the trip. It is considerate to call someone by their name then continually ask especially on day five. Also, learning their name will deeper your relationship with them.

Individual or personal gifts should not be given directly to those in the community you are serving. All gifts may be given to the host who can distribute them as they see the need.

Working in a cross-cultural setting either will cause us a great deal of tension by not having the information we need, or it will increase our tolerance for ambiguity in our lives. Because things seldom work out as expected in cross-cultural experiences, there needs to be a willingness to be as flexible as possible.
Chapter 6 // During the Trip

This chapter contains countless travel and practical tips for mission teams and team leaders. The list is not meant to be exclusive, and some of the details may seem rather small, but hope they will help you as you and your team prepare for your mission.

I // Some “Do’s” for your Trip

Keep your spiritual time with God a priority. This is a church mission trip. Make sure prayer is included in the daily schedule, and invite your hosts to join in prayer and worship whenever possible.

Be flexible. Plans have a way of changing at the last minute.

Get plenty of rest. Your excitement for the new culture and travel may make it difficult to sleep at first. Jet lag often occurs when traveling from East to West. The best way to adjust is to match your schedule to your hosts’ schedule as soon as possible. That means going to bed when they do and getting up when they do, even if you don’t feel like it. Don’t be surprised to wake up at strange times, or to feel unexpectedly sleepy at odd times during the day for a few days.

Be street smart as you walk in a city or in any crowded area. Carry your bag over your shoulder and tucked high under your arm. If the strap is long enough, put it over the opposite shoulder, no matter how “uncool” it looks. If you wear a fanny pack, be sure it is directly over your stomach, not at the side or back. Keep your pockets virtually empty.

Organize each day for your work. On many days, you will leave your room in the morning and not return until evening. Unless you have a safe place to leave your passport, ticket and money, bring them with you each day. This means an under-the-shirt pound, a belt-type zippered bag, or some other similar arrangement for your valuables.

Bring a bag, day pack or backpack to carry everything else you need during the day: water, Bible, teaching notes, camera, film, pens and paper, and perhaps toilet paper. At least one person in each group should have a First Aid kit for each journey.

Decide before leaving the United States whether to exchange money, and how much, upon your arrival. U.S. dollars are often accepted in many areas of the world; however, you may receive your change from purposes in local currencies. Make sure you bring several $1 bills with you to use as tips. Keep in mind that traveler’s checks are not easily cashed in many countries.

Also keep in mind that electrical appliances such as hair dryers, razors, irons and computers may need transformers and adapters that differ depending on the host country. Consider doing without; if you can’t, check with your host for information.
II // Some “Do Not’s” for your Trip

Do not take pictures if people react negatively. It’s best to get permission first. And it’s better to wait until later in your trip to take pictures, not day one.

Do not make commitments you won’t follow through with. “Just say no” to requests for financial support or requests for sponsorship to the United States. If an offer sounds “tempting,” consult your Team Leader.

Do not put anything in your mouth that isn’t boiled, peeled, cooked or bottled.

Do not leave anything in unattended cars. Thieves can pick locks or break in easily.

Do not wear expensive jewelry on your mission trip.

Do not take along anything that you can’t stand to lose.

III // Security

Due to the unstable political situation in the world today, mission teams are encouraged to pay special attention to State Department warnings, which can be viewed on the State Department web site. Mission teams also should contact the Transportation Security Administration and the airlines to learn more about security precautions at U.S. airports.

General information from the Transportation Security Administration can be found at TSA’s home page, www.tsa.dot.gov. Travel tips from the TSA can be found at www.tsatraveltips.us.

Before traveling, the mission team also should discuss questions of security in the country being visited. With political tensions what they are today, mission teams need to be aware at all times of what is going on in the country they are visiting, and need to pay attention to whatever cautions the host offers. Keep in mind that while Americans usually are treated well individually, the United States often is a target. Be aware of how others view you and your country, and maintain a low profile if necessary.

IV // Debriefing on the Trip

Debriefing is a time for team members to discuss their feelings about the new environment and experiences. It also is a good way for the team to talk about daily events in order to remember them better. Debriefing should take place every day, preferably in the evening.

Talking through the day diffuses uncomfortable situations and permits individual team members to express their shock, anger or joy they may be feeling in an environment of trust and openness. The debriefing forum allows team members to hear daily situations interpreted by other team members, which usually helps team members gain fresh perspectives about things that have been troubling them.

Some tips for debriefing sessions:
The format doesn’t have to be rigid. Some team leaders like to use specific questions. Other team leaders like to ask each member to use one word to describe how he or she is feeling. Still other leaders prefer to let the conversation flow more casually, until a point is raised that needs discussing. Once that point is raised, the team leader should keep the group focused and help facilitate the conversation.

Confidentiality is an integral part of these discussions. Team members should feel absolutely safe that what they say will stay in the room.

Team members should refrain from being judgmental. Team members should feel absolutely safe when voicing their feelings without worrying that their thoughts will be fodder for other conversations.

Debriefing also allows conflicts to be resolved between members when necessary, and gives the team leader the opportunity to discuss how the mission is progressing.

Debriefing is not the place to whine or complain. If someone does a lot of complaining, or if a team member is really struggling to make sense of their feelings, he or she should be given some time with the team leader and spiritual adviser privately.

V // Biblical and Spiritual Aids

Bible study and spiritual exercises should be included in all preparations for a mission trip, as well as included in the trip itself, in the team’s return, and in your continuing mission. Some examples of biblical and spiritual aids include:

Bible Study

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

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

A Spiritual Life Inventory for Missionaries

The following questions are meant to encourage you to take an inventory of your spiritual life before and during your mission trip, and after you return from it. Ask yourself these questions, then share the answers with other missionaries so that together, you may be nourished by the power of the Spirit.

- What has been the role of Scripture in your personal spiritual life for the last 12 months?
- How satisfied are you with your prayer life?
- Through what other means, besides Scriptures and your prayer life, has your faith been nurtured during the last 12 months?
Who has been a significant person who has nurtured your spiritual life in the last 12 months and how has this person had this influence?

What do you see as the greatest spiritual difficulties while you are serving on this mission trip?

Scriptural Studies
Seeing Scripture from a new perspective is one of the benefits of cross-cultural experiences. Many of the challenges missionaries face can be addressed through Bible verses that deal with issues such as poverty, servanthood, healing and empowerment, to name a few. The purpose of building Bible studies around central themes is to allow the participants to draw out what the Scriptures say concerning what they are facing on their trip. An objective of the mission trip also should be to help team members understand their spiritual surroundings. One way to do this is to include those who are being visited in the team’s Bible studies. Keep in mind the language difficulties that might make this exercise more difficult, asking for interpreters to assist you whenever possible.

Recommended Scripture Verses to Guide Mission Trips
Because many who go on mission trips encounter extreme poverty, often for the first time in their lives, the following Scripture verses are offered for Bible study:

- **1 Samuel 2:8**: “He raises up the poor from the dust; he lifts the needy from the ash heap, to make them sit with princes and inherit a seat of honor.”
- **Job 5:16**: “So the poor have hope, and injustice shuts its mouth.”
- **Psalm 9:18**: “For the needy shall not always be forgotten, nor the hope of the poor perish for ever.”
- **Psalm 22:26**: “The poor shall eat and be satisfied; those who seek him shall praise the Lord. May your hearts live for ever.”
- **Proverbs 19:17**: “Whoever is kind to the poor lends to the Lord, and will be repaid in full.”
- **Proverbs 22:2**: “The rich and the poor have this in common: the Lord is the maker of them all.”
- **Isaiah 41:17**: “When the poor and needy seek water, and there is none, and their tongue is parched with thirst, I the Lord will answer them, I the God of Israel will not forsake them.”
- **Zechariah 7:10**: “Do not oppress the widow, the orphan, the alien, or the poor; and do not devise evil in your hearts against one another.”
- **Matthew 11:5**: “[T]he blind receive their sight, the lame walk, the lepers are cleansed, the deaf hear, the dead are raised, and the poor have good news brought to them.”
- **Matthew 19:21**: “Jesus said to him, ‘If you wish to be perfect, go, sell your possessions, and give the money to the poor, and you will have treasure in heaven; then come, follow me.’”
- **Luke 6:20**: “Blessed are you who are poor, for yours is the kingdom of God.”
- **Galatians 2:10**: “They asked only one thing, that we remember the poor, which was actually what I was eager to do.”
James 2:5: “Listen, my beloved brothers and sisters. Has not God chosen the poor in the world to be rich in faith and to be heirs of the kingdom that he has promised to those who love him?”

The following Scripture verses are offered as the basis of Bible study, both for understanding more fully what it means to be engaged in mission, and to help guide the mission itself:

- **Exodus 4:12**: “Now go, and I will be with your mouth and teach you what you are to speak.”
- **Exodus 33:14**: “[The Lord] said, ‘My presence will go with you, and I will give you rest.’”
- **Psalm 19:14**: “Let the words of my mouth and the mediation of my heart be acceptable in your sight, O Lord, my strength and my redeemer.”
- **Psalm 121**: “I lift up my eyes to the hills – from where will my help come? My help comes from the Lord, who made heaven and earth.” He will not let your foot be moved; he who keeps you will not slumber. He who keeps Israel will neither slumber nor sleep. The Lord is your keeper, the Lord is your shade at your right hand. The sun shall not strike you by day, nor the moon by night. The Lord will keep you from all evil; he will keep your life. The Lord will keep your going out and your coming in from this time on and for evermore.”
- **Isaiah 55:10-11**: “For as the rain and the snow come down from heaven, and do not return there until they have watered the earth, making it bring forth and sprout, giving seed to the sower and bread to the eater, so shall my word be that goes out from my mouth; it shall not return to me empty, but it shall accomplish that which I purpose, and succeed in the thing for which I sent it.”
- **Acts 1:8**: “But you will receive power when the Holy Spirit has come upon you; and you will be my witnesses in Jerusalem, in all Judea and Samaria, and to the ends of the earth.”
- **Acts 4:29-30**: “And now, Lord, look at their threats, and grant to your servants to speak your word with all boldness, while you stretch out your hand to heal, and signs and wonders are performed through the name of your holy servant Jesus.”
- **Ephesians 3:16-21**: “I pray that, according to the riches of his glory, he may grant that you may be strengthened in your inner being with power through his Spirit, and that Christ may dwell in your hearts through faith, as you are being rooted and grounded in love. I pray that you may have the power to comprehend, with all the saints, what is the breadth and length and height and depth, and to know the love of Christ that surpasses knowledge, so that you may be filled with all the fullness of God. Now to him who by the power at work within us is able to accomplish abundantly far more than all we can ask or imagine, to him be glory in the church and in Christ Jesus to all generations, for ever and ever. Amen.”
- **Ephesians 4:1-6**: “I therefore, the prisoner in the Lord, beg you to lead a life worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, making every effort to maintain the unity of the Spirit in the bond of peace. There is one body and one Spirit, just as you were called to the one hope of your calling, one Lord, one faith, one baptism, one God and Father of all, who is above all and through all and in all.”
- **Ephesians 6:10**: “Finally, be strong in the Lord and in the strength of his power.”
Chapter 7 // Returning Home

Arriving back home might feel strange after a successful trip. Take a couple of days to decompress. But after your thoughts are sorted out, your church, family and friends want to hear about your experience.

I // Things to Do Upon your Return

- Prepare an accounting of your funds.
- Write an article for your parish newsletter.
- Contact the Communications director about writing an article for the *Virginia Episcopalian* or the Diocese’s web page.
- Give mission feedback to the Team Leader.
- Hold a “sharing” evening with your congregation. Prepare a presentation that can be left up for several weeks.
- Write thank-you notes to your host, to your congregation and to all who supported you on this journey.

II // Reverse Culture Shock

There are two aspects of returning home to the United States: “Reverse culture shock,” which usually is translated to mean seeing your own familiar world through new eyes, and planning to share your stories with your congregation, families and friends.

“Reverse culture shock” is best handled by spending time in a debriefing upon the team’s return to deal with any issues that may arise, and is best handled in a team meeting. It will be helpful to the whole team to take the time to work through what they have experienced.

Ask the team members to discuss:

- How did God use you on this trip?
- Where and how did you see God on this trip?
- What would you do the same on another trip?
- What would you do differently?
- Did this mission trip change your political/spiritual/emotional views? If so, how?
- How can you promote your mission within your church?
- How can you best tell the story of your mission?
- What do you plan to do in partnership with the host?
- Does this trip make you want to learn more about the world of missions? How can you do this?

III // Sharing Your Stories

Sharing your stories when you come home is just as important as debriefing. When the disciples returned to Jesus after being sent forth by him on mission, they reported what had happened, how
they had succeeded and how they had failed. Short-term missionaries are called to do the same thing, to tell the story in such a way as to include the congregation that sent them forth.

Because the congregation was involved in this mission from its inception, it is important to remember, when discussing your experiences, not to separate yourselves from those who stayed at home. When talking about your experiences, remember to invite the rest of the congregation to discuss how it experienced your trip: Was there anxiety? Pride? Fear? Were prayers said? Did the story get told? What were their reactions to messages you sent home or news from the place where you had been? Include in your stories information on how you included them in your prayers and mission while gone. Use your stories, photographs and videos to celebrate the entire parish’s involvement, not just yours.

Remember also to keep your presentations short; no one likes to hear endless stories about another person’s trip. Remember that while you were gone, other things happened in the parish, and in the lives of parishioners.

After you make your presentation, consider leaving your photos on display for a few weeks or longer, so that parishioners can visit and revisit the mission trip as often as possible.

Also consider making special presentations to the children of your parish. Help them feel called to mission as you were called.
Appendix A // Forms

Paperwork sometimes seems like an unnecessary inconvenience. However, for short-term mission trips, the careful completion of certain forms is essential. Traveling to another country means giving careful consideration to the mission team’s safety and security. Legal considerations are to be taken seriously. Individual team members, as well as the Mission Team Leader, are responsible for making sure all of the appropriate forms are filled out, copied, and filed as necessary.

A quick note about taking minors out of the United States: Get some legal advice on this. There are several immigration laws, as well as custody laws, that require notarized documents to be signed before a minor can be taken outside the United States by one parent, or by a guardian. Please get temporary guardianship of each minor, and make sure that all of the legal requirements have been fulfilled before leaving the United States. For more information on this, visit the State Department web site, [www.state.gov](http://www.state.gov).

The following pages contain some examples of the forms you may find helpful for a trip. Please feel free to adapt them as necessary for your own use.

- Informed Consent Form: An Example
- Medical Information Form
- Parental Consent Form for Emergency Medical Treatment (for minors only)
- Emergency Information Form
- Financial Sponsor Form

Please remember to update each form to include the name of your own congregation, the name of your mission, and the place/country to which you are traveling. The following documents are examples only, and must be adapted for each congregation’s use.
INFORMED CONSENT FORM: AN EXAMPLE

I, ________________________________, agree not to hold (INSERT NAME OF CHURCH) and the Diocese of Virginia, its officers, employees or other agents liable for any injury, loss, damage, or accident that I might encounter while on the (INSERT NAME OF YOUR MISSION TRIP) mission project.

I realize and acknowledge that my participation on this mission trip to (NAME OF COUNTRY) includes many risks and possible dangers. I am well aware that my travel to (NAME OF COUNTRY) exposes me to many known and unknown risks including accidents, disease, war, political unrest, injury, little or no medical care, and other calamities.

I hereby assume any and all risks that might result from my travel to and from, and my stay in, (NAME OF COUNTRY), and I unconditionally agree to hold this parish and the Diocese of Virginia harmless from 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 this mission trip.

I have carefully read the foregoing and I understand that my signature herein holds this parish and the Diocese of Virginia, its officers, employees or other agents harmless for any liability for injury, damage, loss, accident, delay or irregularity in schedule.

Date: ____________________________

________________________________  Signature

________________________________

Witnesses

COMMONWEALTH OF VIRGINIA
COUNTY OF ____________________________

The foregoing instrument was acknowledged before me on this ______ day of _____ 200__, by ________________________________, who is personally known to me or who has produced ________________________________ as identification and who did take an oath.

________________________________

NOTARY PUBLIC, COMMONWEALTH OF VIRGINIA

Print name: ________________________________

My Commission Expires: ________________________________
MEDICAL INFORMATION FORM

Applicant’s Name: 

Insurance Information:
  Company: 
  Insured’s Name: 
  Policy Number: 

Personal Physician:
  Name of Physician: 
  Address of Physician: 
  Office Telephone: 
  Answering Service: 

Personal Medical Information:
  General health status: 
  Medications presently taking: 
  Reason for medication: 
  Allergies: 
  Physical limitations: 
  Other pertinent medical information: 

PARENT CONSENT FORM FOR EMERGENCY MEDICAL TREATMENT
(for minors only)

In case of emergency involving my daughter/son ____________________________
(minor’s name), I understand that every effort will be made to contact me. If I cannot be reached, I hereby
give a designated representative from my church my permission to act on my behalf in seeking
emergency treatment for my child in the event that such treatment is deemed necessary. I give my
permission to those administering emergency treatment to do so by using measures deemed necessary. I
further absolve my church and the Diocese of Virginia from liability in this regard.

__________________________________________
Date

__________________________________________
Signature of Parent or Legal Guardian

COMMONWEALTH OF VIRGINIA
COUNTY OF ________________________________

The foregoing instrument was acknowledged before me on this ______ day of ____________,
200__, by ____________________________, who is personally known to me or who has produced
______________________________ as identification and who did take an oath.

__________________________________________
NOTARY PUBLIC, COMMONWEALTH OF VIRGINIA

Print name: ________________________________

My Commission Expires: ____________________
EMERGENCY INFORMATION FORM

This form will be left with the team’s emergency contact person, who will use it as necessary to make contact with your family/friends in the event of an emergency. Please list at least two contacts in addition to your home information.

Applicant’s Name: ____________________________________________________________

Present Address: ____________________________________________________________

Phone numbers: Home: ________ Work: ________ Cell: ________

Fax number: ____________________

E-mail: _______________________________________________________________

Contacts in case of Emergency:
1. Name: ________________________
   Address: ________________________________________________________________
   Phone(s): ____________________ Fax: ____________________
   E-mail: ________________________

2. Name: ________________________
   Address: ________________________________________________________________
   Phone(s): ____________________ Fax: ____________________
   E-mail: ________________________

3. Name: ________________________
   Address: ________________________________________________________________
   Phone(s): ____________________ Fax: ____________________
   E-mail: ________________________
FINANCIAL SPONSOR FORM

Sponsor Information:

I wish to sponsor ______________________ as a missionary to work on the Mission Trip project on the following dates: _________________.

_____ I will pray for her/him before and during the Mission Trip.

_____ I enclose a gift of $__________ for the Mission Trip.

I am:

Name: ________________________________

Address: ______________________________

City: ______________ State: _______ Zip: _______

Phone: Day __________ Evening ________________

Church: ________________________________

Please make your check payable to:

INSERT NAME AND ADDRESS OF YOUR PARISH HERE

and designate it for the Mission Trip.

Note: All gifts are tax deductible and all funds will be used for the Mission Trip.
Appendix B // Checklists

Pre-Trip Checklist

Flights

___ Tickets purchased; invoice

___ Name on passport/ID; DOB; passport #; passport expiration date for each team member

___ Missionary rate for extra checked bag (supplies for mission recipients)

___ Drop off/pick up arranged at beginning/terminus of flight to/from mission location

___ Boarding passes printed off 24 hours in advance (where possible)

Ground Transportation

___ Reservations for car(s)/van(s) complete; invoice

___ Drivers for vehicles on record with rental agency

___ Arrangements for transportation via sponsoring agency confirmed

Lodging

___ Rooms reserved; invoice

___ Roommate pairings established

Meals

___ Breakfast, lunch, dinner arranged for each day

Team Information

___ What to Pack Inventory

___ Travel Itinerary

___ Emergency Contact Information (contact info at home for emergencies on the trip, contact info for trip leaders if emergencies arise at home)

___ Roster of cellphones with international capabilities (for non-domestic trips)
_____ Health info (allergies, special medical needs, etc.)
_____ Health Insurance Information
_____ Mission Team Expectations (including cultural awareness topics)
_____ “Do’s/Don’ts” for Travel, Culture, etc. (including safety/security issues)
_____ Team Roster (contact info)
_____ Daily Work Schedule
_____ Release Forms
_____ Schedule of Individual Costs
_____ Currency info (conversion rates, ATM availability, etc.)
_____ Schedule of Payments
_____ Grant requests
_____ Immunizations (required, recommended)
_____ Team Orientations scheduled
_____ Team Training Sessions scheduled
_____ Trip Funds Deposited
_____ Team Roles Assigned
During the Trip Checklist

_____ Assess team spirit, morale daily

_____ Times established/maintained for group prayer

_____ Times established/maintained for debriefing

_____ Provide/receive feedback from hosts re work

_____ Provide/receive feedback from team members

_____ Set example for team by volunteering for any/all tasks (especially those no one else wants to do)
Sample Packing List

— Passport, copies of passport
— Bible
— Some Cash (between $100-$200, small bills) – *some countries require clean bills to be 2006 or later*
— Reading Material
— Journal, pen/pencil
— Small Gifts, if you choose
  ▪ Crafts
  ▪ Games to Play with Kids
  ▪ Balloons, Bubbles
  ▪ Jacks
  ▪ Sidewalk Chalk
— Camera, Charger
— Phone, charger
— Required Medications
  ▪ Malaria
— Bug Spray
— Itemized list of personal medications
— Anti-nausea medicine/ anti-diarrhea medication (like Pepto Bismol)
— Cipro Prescription
— Powdered Gatorade
— Suntan Lotion
— Large Ziplock Bags
— Water Bottle, like Nalgene
— Earplugs
— Travel Alarm Clock
— Hand wipes/Hand sanitizer
— Baseball cap/hat
— Bandana
— Sunglasses
— Raingear
— Work Gloves
— Shorts, not too short
— T-shirts
— Jeans/Pants
— Long Sleeve/Fleece
— Bathing Suit
— Underwear
— Running Shoes
— Flip-flops
— Church clothes: long pants, polo/dress shirt, tie for men; dress or skirt/top for women
— Snacks of Choice
— Toiletries
— Flashlight
— Towel (if necessary)
— Foreign Language dictionary
— Spare batteries (for hearing aids, camera, flashlight, alarm clock, etc.)
— Mosquito netting (if needed)

No Jewelry, Valuables
First Aid Kit for Mission Team

Each mission team should carry with it a basic First Aid kit. Do not presume that supplies easily obtained in the United States will be obtainable overseas. Some must-haves:

— An antacid.
— Antibacterial ointment.
— Antihistamine.
— Aspirin, ibuprofen and acetaminophen. (Remember: Not everyone can take every one of these.)
— Antibacterial hand washes.
— Butterfly bandages.
— Cold medications.
— Elastic bandages.
— First Aid manual.
— Hydrocortisone cream.
— Insect repellent (see below for recommendations).
— Moleskin for blisters.
— Motion sickness drugs.
— 1” wide waterproof adhesive tape.
— Pepto-Bismol®.
— Powdered drink mix with electrolytes (such as Gatorade®) for diarrhea or dehydration.
— Prepackaged antiseptic towelettes.
— Razor blades.
— Scissors.
— Sterile gauze pads (2” x 2” and 4” by 4”).
— Sunscreen.
— Thermometer in a sturdy case.
— Tweezers.
— Water purification tablets (if necessary).
Appendix C // Resources

I // Insurance

There are many options out there for medical and trip insurance. Here are a few links the Diocese has found for mission groups to explore. It is ultimately up to you and your group to decide which program will give you the best coverage.

You can also find out in more detail about abroad medical insurance, its importance, and other resources on the State Department’s website.

Options for Medical and Travel Insurance Abroad:

- GoMissionTrip.com
- Travelex Insurance Services
- FrontierMEDEX
- Atlas Group Travel
- Church Insurance Agency Corporation – offer Church WorldRisk program which is designed and priced exclusively for Episcopal Organizations having international travel exposures of up to 30 consecutive days. Call (800) 293-3525 to find out more information.
II // Sample Budget

Mission Trip to _________________

Summary of Revenues and Expenses

Date of Trip

<table>
<thead>
<tr>
<th>Actual</th>
<th>Budget</th>
<th>Amount</th>
<th>Variance</th>
<th>Notes</th>
</tr>
</thead>
</table>

### Revenue:

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Amount</th>
<th>Variance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees from Participants</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Transfer from Mission Fund for staff participants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer from Mission Fund for scholarships</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Transfer from Mission Fund for Grant to mission project</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Donor Gifts</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

### Expenses:

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Amount</th>
<th>Variance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant to mission project</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Transportation:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Amount</th>
<th>Variance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airport exp (parking, tips, porters, carts, etc.)</td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Visas, airport taxes, exit fees, etc.</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Amount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel insurance</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booking fees/travel agents</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Car/Van</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other rental car expenses</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus rental</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxicabs</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Transportation Expenses</strong></td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging:</td>
<td></td>
</tr>
<tr>
<td>Hotels</td>
<td>0.00</td>
</tr>
<tr>
<td>Hotel exp. (parking, tips, porters, etc.)</td>
<td>0.00</td>
</tr>
<tr>
<td>Host accommodations (admin fee, supplies, etc.)</td>
<td>0.00</td>
</tr>
<tr>
<td>Other</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Lodging Expenses</strong></td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food and Dining:</td>
<td></td>
</tr>
<tr>
<td>Meals in Restaurants</td>
<td>0.00</td>
</tr>
<tr>
<td>Meals at Host Accomodations</td>
<td>0.00</td>
</tr>
<tr>
<td>Food, drinks, snacks, etc. during trip</td>
<td>0.00</td>
</tr>
<tr>
<td>Other</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Food and Dining</strong></td>
<td>0.00</td>
</tr>
<tr>
<td>Category</td>
<td>Tickets purchased</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>Tours, Recreation, Events</strong></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Tours, Recreation, Events</strong></td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Equipment</th>
<th>Supplies</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Needs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Medical</strong></td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Construction</strong></td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>School</strong></td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Supplies</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Gifts</th>
<th>Other needs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gifts</strong></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Other needs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Special Needs</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Miscellaneous/Other Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Miscellaneous/Other Expenses</strong></td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenses</strong></td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Excess (Deficit) of Revenue and Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excess (Deficit) of Revenue and Expenses</strong></td>
<td>0.00</td>
</tr>
</tbody>
</table>
III // Sample Youth Icebreakers

Guess What?

Members walk around and talk with each other while displaying small signs on their backs. On each card, write the name of an animal, a plant, a household product, a city or some other specific member of a large class of names or items. Tape on label on each member’s back without letting him/her see what it says. Members are to find out what type of sign they are wearing. Instruct them to ask yes-no questions of each other member until the answer has been figured out. When the answer is known, remove the label and it on the front shoulder area. At the same time he/she is asking fellow members about his/her own label, the member must answer their yes-no questions so they can figure what their label says. Continue until everyone has succeeded.

My Name Is?

Go around the group and ask each young person to state his/her name and attach an adjective that not only describes a dominant characteristic, but also starts with the same later of his name e.g. generous Graham, dynamic Dave. The key is once someone says their name they must go around and say each person’s name that went before them. Therefore, the last person will have to go around and say everyone’s name with their adjective.

People Bingo

Great for new groups. Make a 5 by 4 grid on a piece of card and duplicate for everyone in your group. Supply pens or pencils. Each box contains one of the statements below. Encourage the group to mix, talk to everyone to try and complete their card. If one of the items listed on the bingo card relates to the person they are talking with, have them sign their name in that box. Depending on the size of the group, limit the number of times each person can sign their name on someone’s card.

End this activity after 10 minutes and review some of the interesting facts that group has discovered about each other. You can add your own statements appropriate for the group.

- Has brown eyes
- Has made the longest journey
- Had eaten the weirdest food
- Plays tennis
- Speaks a foreign language
- Is wearing blue
- Knows what a muntjak is (it’s a small deer)
- Plays a musical instrument
- Has 2 or more pets
- Has been to the most foreign countries
- Hates broccoli
- Has 2 or more siblings
- Name begins with ‘S’
- Loves Chinese food
- Loves to ski
- Loves soccer
- Likes to get up early
- Someone who’s favorite color is Pink
- Someone over 6 ft. tall
IV // 10 Tips to Remember Before you Embark on a Mission Trip

1. **Meet as a Group:** It is important to get to know who you are going with on a mission trip. It is incredible how many groups have few, if any, meetings before they leave. Instead, take the time to learn who you are traveling with, agree on goals and attitudes as a group, and make sure that you are organized. It’s best to travel not as individuals but as a single team.

2. **Training:** Some team members may be seasoned mission trip goers, but for others it may be their first time. Incorporate into your meetings some training for the group. Share stories and expectations. Review the culture of where you are going. Discuss the theology of mission. Keep it substantive but simple.

3. **Learn Some Local Language:** Nothing shows your willingness to fit in with your hosts like knowing some local language. So get someone to teach you before you travel. Don’t think you can find a Swahili tutor? Guess again. They’re out there. You can also find some good language training options online. Make it a priority.

4. **Gifts:** Bring gifts for your hosts that speak about you and your church. Maybe coffee mugs with your church logo. Or baseball hats. Or have folks in the congregation make something.

5. **Involve Your Whole Congregation:** Remember that the group taking the mission trip is there to represent your church community. It’s not just the few people on the trip – it’s everyone, except that a lot of them won’t physically travel. Get the rest of the congregation involved. Have the youth make gifts. Add the hosts to your prayer list. Have the clergy send a letter or picture. Get the altar guild to send along something that ties your worship with that of the hosts.

6. **Involve the Youth and Young Adults:** Most mission trips consist of travelers that are over 50 years old. That’s fine, but remember that lots of energy and great ideas can come from young folks, even if they are not traveling on the trip. Work to get them involved in the mission ministry. And accept their ideas, even if they seem bizarre. Wasn’t there a time when you were young enough to have funky ideas, too?

7. **Have One Leader:** Every trip needs someone who will be in charge. Make sure that everyone knows (and agrees) on that person. It doesn’t have to be clergy. In fact, it often works better if it’s a lay person. One denomination insists that the trip leader go to all of the other participants and say: “I am the leader and you are not.” That might be a bit much, but you get the point.

8. **Pack Patience and a Sense of Humor:** This sounds simple, but it’s tough sometimes. Every trip will go better if the participants constantly remember to keep their senses of humor. What you know for sure is that things will not go as planned, everything will take much longer than anticipated and carefully crafted itineraries will undoubtedly fall apart. That’s OK. Try to
make the inevitable glitches part of the adventure. As one group noted: “Maybe we should just chill.” Good point.

9. **Go to Be, Not to Do:** Your mission trip should be about people, not a project. Work on developing your relationships with the folks you are visiting. Get to know them as human beings. Ask them about their kids, their work, their faith. Put down your hammer and share a cup of coffee. The idea is to have two very different communities get to know one another and share a realization of their oneness in Christ. Doing your project is a means to that end, not the end in itself.

10. **Remember that God is With You:** No matter what, your trip is about your faith. And God is with you on that journey. Take the time to thank Him for the blessing of being able to take the trip in the first place. Pray. And don’t get overly concerned about whether it’s all going to be OK. It is. God is there. Always.
V // Diocese of Virginia Mission Grant Information

Youth Mission Vouchers

To support the participation of youth on mission trips, the bishop, through the Mustard Seed Fund, provides a $200 youth mission voucher to all youth (under 19 years old) following their confirmation. Go online for an application or call 1-800-DIOCESE.

Guidelines:

- To redeem, submit the voucher with an application prior to taking the youth trip.
- Confirmand must use voucher for a trip to be taken before his/her 19th birthday.
- Voucher can only be used by a member in good standing in a church within the Diocese of Virginia.
- Prior to trip, the confirmand must attend a pre-mission orientation program.
- Confirmand must seek out other resources or commit him/herself to co-fund the trip.
- Confirmand must be affirmed by his/her faith community (i.e. Vestry).
- The purpose of the trip must be entirely service-oriented.
- Money will be remitted directly to the confirmand’s parish.

Youth mission vouchers may be used in addition to any other grants received by the mission team. For more information or questions concerning the youth mission trip voucher program, please contact Mary Anne Bryant at mabryant(at)thediocese(dot)com.

Fund for World Mission Grants - Can be submitted at any point in the year.

The Diocese has established, and the Committee of Mission and Outreach oversees, the Fund for World Mission. This Fund is designed to provide grants to individuals and parishes who need support for short term mission trips. Download and print an application on the diocese’s webpage: http://www.thediocese.net/Ministries/MissionOutreach/Grants/

Under the Fund program, an individual may apply for a grant of up to $250 and a parish may apply for a grant of up to $500. Only one grant may be made, however, in connection with the same mission trip.

The application for a grant from the Fund requires various information about the mission opportunity, other funding sources and similar information. If you have any questions concerning eligibility for a Fund grant or the grant application process, please contact Mary Anne Bryant at mabryant(at)thediocese(dot)com.

Any mission group receiving funding from the Fund will need to complete appropriate training relating to the mission trip. The group is also asked to submit a short report following their return.