

Vineyard Church of Columbus

6000 Cooper Road, Westerville, Ohio 43081
614.890.0000

Mark Batcheck, Missions Pastor

Sara Nauman, Admin. Asst. to Mark Batcheck
614.259.5369
sara.nauman@vineyardcolumbus.org

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EXPECTATIONS OF A VCC STM LEADER

Short-term mission trips are an important way that we encourage VCC members to 1. Become aware of what God is doing around the world, and 2. Participate, in a hands-on, practical way, the work of the ministry they are partnering with. As such, STM trips are a tremendous opportunity for participants to make significant strides in their walks with God. We are grateful for leaders like you who are willing to help make these short-term trips meaningful ministry experiences for the participants and also for the host ministries.

As you know, successful trips take a great deal of prayer, time, and preparation. The missions department and others will assist you as much as possible in the preparation of your team for its STM ministry; however, the team leader will have the primary responsibility to see all aspects of the STM ministry are taken care of.

KEY LEADERSHIP RESPONSIBILITIES INCLUDE:

- Oversee the selection, formation, and spiritual preparation of the team
- Oversee the planning & coordination of all phases of the STM
- Oversee the training and equipping of all team members for the field ministry
- Oversee the relationship between team & host ministry
- Oversee the proper handling of all team finances
- Oversee the debriefing of STM participants after you return
- Oversee the evaluation of the STM experience and lessons learned
- Implement VCC Short-term Team Policies
- Pray for God to: stretch you as a leader, build your team, move mightily on the field, etc.
- Walk closely with the Lord and follow the leading of the Holy Spirit.

KEY LEADERSHIP RESPONSIBILITIES DO NOT INCLUDE:

- Creation of VCC STM policies or the granting of exceptions to policy without first receiving confirmation from the Missions Department.
- Making promises to people that they will be leaders, co-leaders, etc. on future trips, without first receiving confirmation from the Missions Department.
- Making promises to the field/host ministry regarding the expansion of VCC involvement in that field, without first receiving confirmation from the Missions Department.

If you ever have any questions about these responsibilities, about VCC policies or procedures, or anything else related to your trip, please do not hesitate to contact the Missions office. We are here as a resource to you and to assist you wherever possible.

2.1 TRIP PLANNING

DEVELOPING YOUR MINISTRY PLAN AND OBJECTIVES

Planning for short-term mission trips usually focuses on team formation, fundraising and travel planning. You look forward to the team returning with glowing reports about, “the great trip,” and “all God taught me.” Yet there are often questions that remain unanswered:

- Was the trip worth the time and finances?
- Did it really assist the field/missionaries and assist them with their needs?
- Six months later, what happened to all of the good intentions to stay involved?
- What WAS the long-term impact of this trip?

Important and valid questions! And in order to answer them, your missions team needs to carefully analyze short-term opportunities and strategize desired results at the very beginning. Flexibility is an essential ingredient of every missions experience, and initial objectives may need to change, but solid planning will help you remain strategically focused and big-picture oriented.

SETTING GOALS

Before you plan your next short-term missions trip, take the time to analyze your goals in these four impact areas:

- Field Ministry
- Missionary/Worker Encouragement
- Participant Growth
- Church Benefit (yes, expecting profit for your congregation is very appropriate)

Asking the tough questions will prevent unbridled enthusiasm for an overseas adventure from undermining the tasks and goals at hand. Make sure that your plans reflect the goals and priorities of your on-site experts. Do they believe there is great potential for this ministry? What will constitute success in their eyes? What are they most concerned to avoid?

If at all possible, you will want to tie your short-term ministry to your church’s long-term missions involvements. Benefits for everyone multiply when you build ongoing relationships and contribute in multiple ways over a period of time.

SELECTING ACTIVITIES

Your short-term leader(s) may want to work with the on-site coordinator(s) to define specific activities. Make sure that you have short-term participants who are qualified for the tasks agreed on and that they are well prepared. The Missions Department staff will also contribute concrete recommendations, particularly regarding church benefits.

DEFINING HOW TO MEASURE RESULTS

Discussing expectations and objective measurements prior to the team’s ministry is important. Time invested to define what all participants want to see happen will benefit you in the end.

REPORTING ON OUTCOMES AND FOLLOW-UP

Once the short-term team returns, the missions department will want to confer with the on-site coordinator and team leader(s) to evaluate the results and define follow-up tasks.

**Setting Goals, Selecting Activities, Measuring Results and Reporting Outcomes are all adapted from: Mission Bridge: Discipling and Preparing Teams To Go.*

BRAINSTORMING RESOURCES

FIELD MINISTRY

GOALS

- Do we consider this ministry highly strategic? What is the potential for major Kingdom impact?
- What specific objectives are there for this ministry trip?
- Are we sure that these given goals can best be achieved by sending a team from our church or would these better be fulfilled by nationals?

ACTIVITIES

- What specific activities will the team or individual members engage in to accomplish these goals?

OBJECTIVE MEASUREMENTS

- By the end of the trip, how can we measure our contribution to this ministry?
- How will our missionary or national host measure success?

RESULTS/FOLLOW-UP

- After reviewing your goals and defined measurements, what really was accomplished, not merely in terms of tasks finished but relationships established and godly attitudes modeled?
- What commitments did our team make to the people on site? How will we fulfill them?
- How will we continue to be involved and praying for this ministry?

MISSIONARY/WORKER ENCOURAGEMENT

GOALS

- In what ways could this trip serve to help and encourage our missionaries and their family and/or national believers and leaders?

ACTIVITIES

- What specific tasks could our team assume that would free on-site workers to concentrate on roles only they can fill?
- How could we minister to missionary kids (MK's)?
- What materials could we take and leave with our missionaries and/or nationals?
- What people from our church should be part of this team because of their gift of encouragement?

OBJECTIVE MEASUREMENTS

- Was our group flexible about schedule/assignment changes and did they demonstrate a humble spirit of servant hood so as not to create pressure on the on-site leader?
- Did the team take opportunities to listen and be sensitive to the workers' concerns?
- In what tangible ways did the team demonstrate the church's love and support?

RESULTS/FOLLOW-UP

- What is the candid evaluation of the ministry by our on-site coordinator? Have we made it safe for him/her to honestly reflect personal feelings about the team's ministry?
- How should we commend our team members who went out of their way to be an encouragement?

PARTICIPANT GROWTH

GOALS

- Do we have potential team members for whom participation in this ministry would be a natural step of progress in their growth and service?
- Will this team utilize spiritual and natural gifts that are not being fully used in other ministries?

ACTIVITIES

- How can preparations for this trip expand participants' abilities and vision for ministry locally and globally?
- What experiences (beyond) specific service functions) on site will increase their passion for global outreach?
- How will we debrief the team afterward and continue to encourage individuals to build on their expanded vision, experience and skills?

OBJECTIVE MEASUREMENTS

- What personal growth goals do we want to hear team members articulate?
- What commitments to future global outreach involvement are we looking for when team members return?
- What ongoing relationships do we want to see established between team members and missionaries and/or between team members and nationals?

RESULTS/FOLLOW-UP

- Has each team member had an opportunity to review and express his/her personal growth from the trip and future goals adopted as a result?
- Who will follow up with each person six months from now?

CHURCH BENEFIT

GOALS

- In what ways will fielding this team help our church expand its vision and fulfill what we believe to be our God-given Acts 1:8 commission?
- How do we want this short-term involvement to stretch our faith?
- How can we involve individuals in the church who are not going on the ministry trip?

ACTIVITIES

- What can we do to help each person in our church feel a part of the team-sending process and a vital link in their spiritual support?
- In what specific ways can our people resource the team?
- How can we arrange for the team to report back to the congregation so as to communicate to as many as possible with as strong and impact as possible?

OBJECTIVE MEASUREMENTS

- In what concrete ways do we want this trip to strengthen our church's partnership with these missionaries/ministry?
- Is this trip one of a series of visits, and if so, how can they lay the groundwork for future service?
- What skills discovered or expanded on this trip could be used in other ministries in or from our church?

RESULTS/FOLLOW-UP

What has our congregation learned about this ministry?

What evidence is there that many of our people feel a stronger bond and commitment than before?

What concrete ways have we identified to continue making a difference? Who will follow up?

*Brainstorming Resources was adapted from: *Mission Bridge: Discipling and Preparing Teams To Go*.

MISSIONS TEAM WORKSHEET

FIELD MINISTRY

GOALS

ACTIVITIES

OBJECTIVE MEASUREMENTS

RESULTS/FOLLOW-UP

MISSIONARY/WORKER ENCOURAGEMENT

GOALS

ACTIVITIES

OBJECTIVE MEASUREMENTS

RESULTS/FOLLOW-UP

PARTICIPANT GROWTH

GOALS

ACTIVITIES

OBJECTIVE MEASUREMENTS

RESULTS/FOLLOW-UP

CHURCH BENEFIT

GOALS

ACTIVITIES

OBJECTIVE MEASUREMENTS

RESULTS/FOLLOW-UP

*Missions Team Worksheet was adapted from: *Mission Bridge: Discipling and Preparing Teams To Go.*

DEVELOPING YOUR TRIP ITINERARY

Please use the following guidelines when planning your next STM Trip and/or drafting your proposal. If you have any questions about your planning process or any of the guidelines listed below please direct your questions to the Missions Department.

TRIP LENGTH

- Trip should be planned utilizing a maximum of 10 business days (i.e. participants would require no more than 2 weeks off of work.)
- Trips which include participation by a Pastor or Pastoral Coordinator should be limited to travel that keeps them away from VCC service duties for no more than 2 weekends total.
- All participants must travel together on the same travel dates unless otherwise approved by the Missions Pastor.

Use your MISSIONS TEAM WORKSHEET to guide you as you talk with the on-site coordinator or missionary who will be helping to plan your activities in country.

DEVELOPING YOUR TRIP BUDGET

When estimating your trip cost, please remember to include the following in your calculations:

- Airfare
- Lodging
- Ground Transportation (bus, rental car)
- Food
- STM Insurance
- Entry/Exit Taxes
- Planning materials (copies, handouts)
- Ministry/Outreach supplies or teaching materials
- Phone rental and Phone bill
- Misc. Printing, shipping, meeting etc. costs associated with trip

Please refer to the **VCC FINANCIAL** in the **FORMS SECTION** for additional financial considerations including leader support etc.

For exact insurance costs, please contact the Missions Department.

Please remember to inform your participants of the above trip cost as well as additional costs not included in the above, such as: VISA's, immunizations etc.

2.2 TEAM FORMATION AND SELECTION

DEVELOPING A TEAM PROFILE (size, skills, qualifications, roles etc.)

- What size team is best suited for your projected field?
- What size team is best suited for your projected activities and ministry objectives?
- What sizes team will best benefit the missionaries and/or national hosts?
- Do you need participants with specific skill sets? (skilled laborers, plumbers, cooks, evangelists, etc.)

TEAM SIZE AND MAKEUP

- Non-youth trips should try to insure that all participants are at least 18 years of age. If a trip leader wishes to include a participant who is under the age of 18, they must obtain approval from the Missions Pastor.
- Middle and High School trips ideally should aim to limit their trip size to 50, maintaining a ratio of 1 leader for every 4 students.
- Additional leaders of trips may qualify to receive financial support from VCC based on the following ratios:

Total # of participants	Total # of supported leaders
4 - 9	1
10 - 19	2
20 - 29	3
30 - 39	4
40 - 50	5

TEAM ROLES TO CONSIDER

The following is a list of all potential roles for you to consider when forming your team. It is highly likely that a person would fill more than just one role listed below.

Team Leader/Co-leader

- Oversee all aspects trip planning and areas of responsibility
- Applications – be sure all are collected & responded to
- Pastor Team
- Communicate with onsite contact and plan outreach
- Communicate with Missions Department staff to plan travel and coordinate finances
- Create Budget
- Plan schedules for informational meetings and team meetings
- Oversee training, teaching as needed personally or as a team
- Communicate with onsite host to assure team is in unity with their desires
- Pastor Team - keep eyes, ears and heart open to cross cultural stress, conflict, in individuals and in the team.
- Facilitate team meetings – assist the team in processing their outreach, keep team focused on God’s glory, prayer and the Word, deal with conflict as needed
- Meet with individuals as needed, but at least once each during outreach
- Assure that each team member is engaged in ministry
- Schedule outreach components (music, drama, testimony, preaching, ministry time)

Trip Coordinator

- Secure meeting space for meetings
- Create roster from applications
- Keep team files updated
- At meetings give announcements of due dates & any assignments
- Facilitate visa applications & applying as needed
- Order tracts, Bibles, and other materials as needed for outreach
- Communicate with Missions Department staff to assure that meetings and trip are adequately promoted
- Manage team finances before departure- work with Missions Department to receive checks, copy, track team member amounts, turn-in checks to church with a detailed report of deposit, email bi-weekly updates to team members and Team Leader
- Update and inform team of schedules
- Direct Logistics – travel, housing
- Handle & process documents – i.e. if passports need in country processing, etc.
- Oversee servant evangelism promo cards & tracts
- Oversee Finance, while on field:
 - Collect all receipts from team leader for travel and expenses
 - Keep daily track of expenditures while on the trip
 - Keep team on budget
 - Go with team leader to exchange money

Worship Leader

- Lead team in worship & prayer in each meeting and on field
- Teach language specific songs
- Prepare field song book
- Prepare worship plan for outreaches/services on field

Prayer Coordinator

- Gather country specific info for prayer focus
- Gather prayer requests from onsite contact
- Email prayer specifics to team & to prayer team (Each team member will recruit a few prayer team members whose emails will be given to the prayer coordinator.)
- Send updated news and prayer requests while team is on the field.
- Schedule & direct team for prayer during outreach events
- Journal testimonies & stories
- Email reports & prayer needs to home prayer coordinator

Travel Coordinator – (work with Missions Department)

- Gather info as needed for entry into country - Letters of Invitation & Visas
- Airline tickets & transfers
- Trains, buses, etc
- Hotel reservations

Outreach / Ministry Coordinator

- Teach outreach Music & Dramas
- Prepare team for youth or kids ministry, conferences, teaching English, street evangelism, etc.
- Lead drama team, oversee props & music
- Street evangelism, kids & youth ministry, conferences, teaching English, etc.

Tech Director – Team Member

- Organize & maintain equipment – batteries, charge portable audio systems
- Acquire travel boxes for equipment as needed
- Oversee transportation of equipment

Team Medic

- Check travel web site for country specific info & inform team
- Oversee the completion of health sheets on each team member

- Keep copy of health sheets on field
- Be aware of health needs/concerns for each team member
- Create and keep medical kit
- Care for sick members of team

Videographer

- Video ministry, people, places, events
- Take purposeful pictures and/or video that tell a story
- Pre-field get tips on how to best capture ministry, people, places, events
- Keep eyes and lens open to capture essence of culture
- Use your camera for all group photos
- Collect all digital photos after the trip, compile into a CD and distribute to team.
- Capture the good, the bad and the ugly
- Short interviews with team members or nationals if possible
- Assist in creating a team video after the outreach

*Team Roles to Consider was adapted from: *Mission Bridge: Discipling and Preparing Teams To Go*

APPLICATION AND SELECTION PROCESS

THE APPLICATION PROCESS

1. Leader/Co-leader will obtain official VCC STM Trip Application from Missions Department
2. Make applications available to all interested participants
3. After a series of informational meetings, gather all applications by a set deadline
4. As a leader/leadership team, consider all applicants as they fit into your ministry goals and objectives
 - a. If applicant is unknown and/or you have questions about their suitability on this team, set an informal meeting/interview with them
 - b. Contact at least one reference/small group leader for each applicant (even if you know them this would be a good step)
5. As a leader/leadership team, decide on your final team selections
6. Inform participants who have been selected of the following:
 - a. Selection to the team
 - b. Financial obligations/deadlines
 - c. Team meeting dates and expectations

APPLICATIONS for **PARTICIPANTS, ADULT LEADERS** or **YOUTH** are located in the **FORMS SECTION** of this manual.

INTERVIEWING/REFERENCE PROCEDURES

INTERVIEWING

1. Schedule adequate time, in a quiet place
2. Two tips:
 - The more emotionally and spiritually healthy the individual team member, the more successful and content your team will be.
 - You don't owe anyone this opportunity. It is a privilege.
3. When interviewing, look for:
 - Motivation for going
 - Major life events and their significance
 - Status as a team player

- How they handle conflict
 - Respect for authority
4. How to discern whether to accept someone's application:
 - Yellow flags are warnings of delay Or danger signs
 - Red flags constitute authority to stop Or deny an acceptance.
 - Two or three yellow flags = a red.
 5. How to deal with difficult issues or a need to deny someone's acceptance.
 - Example statements to use if in doubt about person's acceptability:

"I need time to think about this and talk to the team leadership before giving you an answer. You will hear from me within a week."

"I am going to request that we have a second interview and I will have someone joining me."

- Example statements for declining an application:

"We must decline your application at this time, maybe another time. The reason(s) for this decision is/are..."

"We must decline your application The reason(s) for this decision is/are. . ."

2. Interviewing someone is a bonding experience as well as a serious responsibility. To be involved in the interviewing process you:
 - must approach the responsibility humbly as a privileged opportunity
 - Must recognize this as an event in itself that God may want to use in someone's life, in your life.
 - Must recognize that God may want to use you to help person in spiritual formation process or serve someone's need to talk through something.
 - Must commit you to praying before, during and after interview.

CHECKING REFERENCES

The following is a list of items to go over with applicants' references or small group leaders:

- Evidence of spiritual maturity and growth or lack of growth?
- Recognition and willingness to operate in one's gifts?
- Sense of calling for participant to go? Motivation for wanting to go?
- Health of interpersonal relationships? Depth of relationships?
- Demonstrates servant attitude and willingness to assume leadership roles? Ability to come under another's authority?
- Physical considerations? Health? Limitations?
- Emotional well being? Emotional problems or concerns? Depression, etc.?

*Interviewing and References was adapted from: *Mission Bridge: Discipling and Preparing Teams To Go.*

2.3 TEAM BUILDING AND TRAINING

DEVELOPING A TRAINING AND TEAM BUILDING PROCESS FOR:

FIELD MINISTRY

The team leader or leadership team should develop a plan for how to train their team for their upcoming field ministry. The training should be a focused effort on equipping your team to carry out the plans and objectives that you came up with while planning your trip.

STEP ONE

Review the Goals, Activities, and Objectives you set in Section 2.1 (Developing Your Ministry Plan & Objectives).

STEP TWO

From those, what are the major areas and ministry activities that your team must be ready to perform? For example: prayer ministry, construction, children's ministry, English teaching, outreach to the poor, etc.

STEP THREE

For each area create a training plan that will include:

- leadership (you might assign a team member to lead in this aspect of the STM ministry)
- participants (those on the STM team who will participate in this aspect of the STM ministry)
- training objectives: what will each participant need to know and be able to do in order to perform this ministry task successfully.
- training plan: a strategic plan to equip team members (including who will do the training, what resources will be used, when will it be done).

MINISTERING CROSS CULTURALLY

KEY AREAS OF EQUIPPING YOUR TEAM FOR CROSS-CULTURAL MINISTRY SHOULD INCLUDE:

- **LANGUAGE:** Understanding a few phrases in the language of the indigenous people demonstrates an appreciation for the indigenous people
- **HISTORY OF THE COUNTRY:** Attempt to familiarize the team with some of the major historic events that are significant to this country. Review the basic political structure. Study the history of the specific city you will be visiting. In addition, spend time researching the spiritual history of this people group. Are there governmental restrictions that in any way prohibit the evangelization of the people?
- **CUSTOMS AND TRADITIONS:** It is very helpful to have a good understanding of the socially sensitive customs and traditions of a country. This would include issues such as, wearing appropriate clothing, host-guest courtesies, men/women behavioral guidelines, etc.
- **FOOD:** The food that will be readily available and "normal" for the indigenous people in foreign countries may be a major concern for some team members. Food allergies and dietary considerations need to be carefully reviewed.

- **PREVAILING WORLD VIEW:** Every people group has a set of underlying basic assumptions that enables them to live meaningfully in the world around them. These assumptions often reflect their understanding of the interaction with physical and spiritual forces and are foundational to their identity as individuals and society. Some attempts should be made to begin to understand the basic foundational thinking of the people group the team will be serving.
- **PREDOMINANT RELIGION:** What religious groups are found among the indigenous people? What percent practice each religion? Do the people find genuine satisfaction from their traditional religions or magical practices in the face of disease or death? What seems to make them content or discontent with their current religious involvement? What cultural values, beliefs or practices of the people might help them understand the gospel and feel favorable towards it? What is the prevailing attitude of this people towards Christianity? Are there social or economic forces at work that will interfere with proclaiming the gospel or from Christians obeying the gospel?

FINANCIAL SUPPORT RAISING

When raising support or encouraging your team to raise support it's important to remember to look at fundraising through God's eyes and of course to follow our guidelines!

GO vs. SEND

There are people in your family, circle of friends, even your church who want to play a role in helping someone across the ocean from them but they aren't able to get on that plane. They would be more than happy to support you financially or prayerfully and fill the role of SENDER. Then there are those who GO; that's you... There must be a combination of those who GO and those who SEND. Remember, you probably know people in the SEND category who would love to support you to GO. Ask them for their support and allow them the opportunity to "play" in this pool.

We've provided a **SAMPLE SUPPORT LETTER** in the **FORMS SECTION** of this manual.

GUIDELINES FOR SUPPORT RAISING

The following guidelines regarding contributions for short-term mission trips sponsored by Vineyard Church of Columbus (VCC) are intended to help participants as they seek to fund or raise financial support for the cost of their trip while at the same time helping participants, donors, and VCC operate within the published IRS regulations for charitable contributions.

Please note that the following guidelines reflect VCC's understanding of current IRS regulations regarding charitable contributions and how these regulations may apply to the funding of short-term mission trips; however, as with all tax issues, please consult with your tax advisor if you have questions regarding tax deductibility of charitable gifts.

1. TAX-DEDUCTIBLE GIFTS

Contributions to VCC to help fund the costs of your own or another participant's mission trip are tax-deductible and VCC will issue a contribution statement/receipt based on the following criteria:

The trip's primary purpose is missions work and is sponsored by Vineyard Church of Columbus, including

- The trip's primary purpose is missions work and is sponsored by Vineyard Church of Columbus, including determining the timing and nature of the trip, qualifications for participants, and trip costs.
- VCC retains control of all funds and is responsible for the disbursement of all trip expenses.
- Donations are made by check and payable to *Vineyard Church of Columbus*. (Please note: contributions directly made payable to a participant are not tax-deductible.)

2. REFUNDS AND CANCELLATIONS

If a participant cancels

If a participant is unable to go on their scheduled trip for any reason, contributions given toward their trip are *not refundable*.

However, all contributions, less any administrative and/or other costs incurred (e.g., air ticket cancellation fees, visa fees, etc.), will be placed into VCC's *Short Term Missions Scholarship* account. If, in the future, the participant chooses to go on another ministry trip, they will then have the right to apply to receive funding from the scholarship account.

If a trip is cancelled by the church

If a scheduled trip is cancelled for any reason by VCC, confirmed contributors to that trip will be notified and given the option to either: a. have their contribution returned to them by VCC; or b. have their contribution be retained by VCC to be used for another charitable purpose.

3. Overpayments

Any amounts contributed over the published cost of the trip cannot be refunded; instead these contributions will be applied towards general and/or common expenses of the particular trip or be used elsewhere at the discretion of VCC.

DEVELOPING A TEAM COVENANT

TEAM COVENANT

The most common reason cross cultural ministry trips experience difficulty is interpersonal conflict within the team. Team unity is essential which occurs through building strong relationships through good communication and mutual respect. One way to alleviate some of the potential hazards is to come together as a leadership team to create a "team covenant."

T

As a leadership team set objectives that you hold in common with specific action steps on how to achieve those objectives. This should be created in the format of a covenant/commitment that each participant will sign before participation on the team. Seek to answer some of the following questions:

- Why does our team exist, what is our purpose?
- How are we to fulfill this purpose?
- How will the members do their tasks and relate to one another?
- What should be expected from other team members?
- What should be expected from the leaders?
- What is the chain of command?
- How will conflict be resolved?
- How are we to relate to the opposite sex, on the team and with nationals?
- What is culturally appropriate in dress, music, mannerisms, photography, gift giving and finances?
- How are team members to give and receive spiritual nurture?

2.4 PRACTICAL TRIP PREPARATION

BOOKING TRAVEL

The Missions Department is always willing to assist you with your travel plans. We have a good relationship with a travel agency that we run the majority of our trips through. If you would like to arrange your own airfare you may do so. However, we are not responsible for any problems that arise with your travel plans and therefore will be unable to assist in you that event.

You should begin to research airfare availability for your trip up to a year in advance of your departure. If you wish for us to assist you, please use the **VCC AIRFARE REQUEST** form in the **FORMS SECTION** of this manual. We ask that you submit your airfare request to us no less than **FIVE MONTHS** before you plan to travel. If we receive your request with less than **FIVE MONTHS** until you plan to depart, we cannot guarantee our services.

PASSPORTS AND TRAVEL DOCUMENTS

PASSPORTS

Please encourage all of your participants to apply for a new passport or update their current passport as soon as they are accepted to the team. It will take a minimum of 6 weeks for the passport agency to process and mail out the new passport. Please note that some countries require that your U.S. passport be valid **at least 6 months** or longer beyond the dates of your trip.

IF the participant is applying for a passport for the **FIRST TIME**, have them visit the following website:
http://travel.state.gov/passport/get/first/first_832.html

IF the participant is applying to **RENEW** their current passport, have them visit the following website:
http://travel.state.gov/passport/get/renew/renew_833.html

IF the participant needs to **CORRECT or CHANGE** information on their current passport, have them visit the following website:
http://travel.state.gov/passport/get/correcting/correcting_2654.html

All applications and information or answers to additional questions can be found at:
http://travel.state.gov/passport/passport_1738.html

VISAS

Many destinations require travelers to obtain a VISA prior to their arrival at the destination. To see if your destination requires a VISA and for all necessary application, payment information and mailing addresses, please visit the following website: http://travel.state.gov/travel/tips/brochures/brochures_1229.html

If your trip destination requires you to obtain a VISA prior to your arrival, we suggest that the trip leader gather ALL VISA applications from ALL participants along with payment and passports and submit them together, leaving adequate time for them to be returned to you.

REGISTERING YOUR TEAM

To ensure the safety of your team, we are requiring each team to register with the Department of State. By registering your team in advance, it makes the United States Government and the U.S. Embassy in your destination country aware of your presence in that country. This will prove to be helpful if, a passport is lost or stolen, the team encounters any theft or crime, illness or injury occurs that requires transportation home etc. Please have your trip coordinator register your team using the directions below.

HOW TO REGISTER YOUR TEAM WITH THE DEPARTMENT OF STATE

- VISIT: <https://travelregistration.state.gov/ibrs/>
- After reading the home page, click on **"Register My Trip"**.
- On this new page, click on **"New Short-Term Traveler"**.
- In order to register your team members, you will need the following information from them: **name, birth date, address, phone, gender, and country of citizenship**.
- You may enter passport information if you have it but it is not required.
- Enter your **Emergency Contact** information.

Please use the following for emergency contact:

Sara Nauman

6000 Cooper Road, Westerville, Ohio 43081

614-259-5369

sara.nauman@vineyardcolumbus.org,

and designate the relationship as "co-worker".

- Click on **"Add Additional Travelers"** and repeat the process for each member of your team.
- Once you have entered the info for each participant, then you will click **"continue"** and add the trip information.
- This includes: destination arrival and destination departure dates, purpose of visit (please indicate your purpose as **"tour and visiting friends"**). Your destination type is **"hotel"** and please fill in the city, state and country of your destination. Don't worry about the address, unless you know it.
- Further down the page check the box that says " **I have read the terms of the Privacy Act Notice***"
- Select the "DO NOT DISCLOSE" option.
- Once you submit this information you will be taken to a final page that allows you to review the info you've entered and give a final confirmation at the bottom of the page.

IMMUNIZATIONS

Many foreign destinations require immunizations or inoculations for your safety. For a complete list of immunizations that are required for travel to your destination, please visit the Centers for Disease Control at: www.cdc.gov. We suggest the following as resources for getting the necessary immunizations before you travel:

Newark City Health Department
Travelers Clinic, Jeannie Miller, R.N.
675 Price Road
Newark, Ohio 43055
740-349-6680

OR

Dublin Travel Medicine
6760-A Avery-Muirfield Dr
Dublin, Ohio 43017
(614) 791-9952

Additionally, under the International Health Regulations adopted by the World Health Organization, a country may require International Certificates of Vaccination against yellow fever, especially if you are traveling from an area of the world that is infected with yellow fever. Prophylactic medication for malaria and certain other preventive measures are advisable for travel to some countries.

FINANCES

DEPOSITS AND TEAM ACCOUNTING

We suggest that you set specific dates, which coincide with your team meetings, for your team to turn in the money for their trip.

- Enforce the deadline- if someone cannot make a deadline, encourage them to talk to the trip leader or coordinator to set up other arrangements. Otherwise, expect that all money will be turned in on time.
- Set your deadlines early enough to ensure that sufficient funds are available in your account when it comes time to pay for hotels, airfare, etc.
- ALL donations, including cash, are to be accompanied by the **RESPONSE FORM** located in the **FORMS SECTION** of this manual.
- Participants must have 100% of their funds turned in before they can travel.

The trip leader or trip coordinator should collect all monies and accurately record them on an electronic spreadsheet. You can obtain this spreadsheet from the Missions Department by request. Once you have recorded the funds, please turn them in to the Missions Department, Attention: Sara Nauman, where accurate records will be kept. The Missions Department will turn all money in to the VCC Finance Department on your behalf.

WITHDRAWALS

When it comes time to purchase airfare, insurance, pay for hotels, or ministry costs, you must make a request to the Missions Department for such funds.

- Again, we ask that you have sufficient funds in your account before making a withdrawal.
- Please allow adequate time for your request to be processed before the funds are actually due to be paid.

PETTY CASH

One month before your departure, you will need to request any petty cash that you wish to use on your trip.

- When requesting petty cash, you can only request up to the amount that remains unused in your account.
- When a check is cut for petty cash, it will be cut to the trip leader, co-leader or trip coordinator, whomever of which is on staff. If none are staff members, then the check will be cut to the trip leader.
- Petty cash is considered taxable income to individual who cashes the check. Therefore you will want to account for your petty cash accurately.
- Any funds that cannot be accounted for upon your return will be taxable income.
- Please use the **PETTY CASH REQUEST** form located in the **FORMS SECTION** of this manual.

INSURANCE

We require that ALL mission trips carry short-term trip insurance. We insure all of our trips through the Brotherhood Mutual *Passport to Ministry* program, through the Rupp Insurance Agency. This insurance must be purchased for ALL team members even if you carry insurance personally or through your job and acts as a secondary insurance in that case.

The *Passport to Ministry* program offers coverage in the following areas:

- Foreign Liability
- Foreign Auto Liability
- Employers Liability Coverage
- Accidental Medical and Sickness Coverage
- Accidental Death and Dismemberment Coverage
- \$250,000 Medical Assistance Protection

Passport to Ministry also offers the following services:

- Medical Assistance Services
- Travel Assistance Services
- Personal Assistance Services
- Security Assistance Services

Additional information on the Passport to Ministry program is available in the Missions Department office.

PACKING

Each field will have differences in its accommodations, activities, cultural sensitivities and needs etc. Here is a sample packing list; feel free to add or subtract based on your particular destination.

SAMPLE PACKING LIST

GENERAL

- Passport
- Bible/notebook/journal/pen
- Spending money
- Personal snacks (en route)
- Bath towel
- Insect repellent/lotion
- Suntan lotion/sunscreen
- Sunburn remedy
- Sunglasses
- Day Pack
- Flashlight/batteries
- Camera/film/batteries
- Alarm clock/batteries
- Travel Pillow
- Waterbottle
- Towelettes/Wipes

PERSONAL/TOILETRIES

- Toothbrush/paste/floss/Listerine
- Razor/shaving cream
- Deodorant
- Soap
- Shampoo/Conditioner
- Comb/brush
- Feminine hygiene items

PERSONAL MEDICINES

- Vitamins
- Prescriptions (in original bottle)
- Items needed from medical list
- Sinus medication
- Ibuprofen
- Immodium, laxative/Pepto-Bismol

OPTIONAL CONSIDERATIONS

- Money belt
- Visa Debit card
- Cheap watch
- Ear plugs
- Travel games/reading
- Current adapters
- Flip-flops/slippers
- Powder
- Photo of your family/city/country

CLOTHING

(Always err on the side of conservative)

MEN

- 1 Dress up outfit, with shoes
- Old work clothes/shoes
- Shorts
- Shoes/socks (Comfortable)
- Light jacket/sweatshirt
- Underwear
- Sleepwear
- Swimwear

WOMEN

- Old work clothes/shoes
- Shirts/shorts/skirts
- 1 dress-up outfit with shoes
- Light jacket/sweatshirt
- Shoes/socks (Comfortable)
- Undergarments
- Sleepwear
- One-piece swimsuit/cover-up

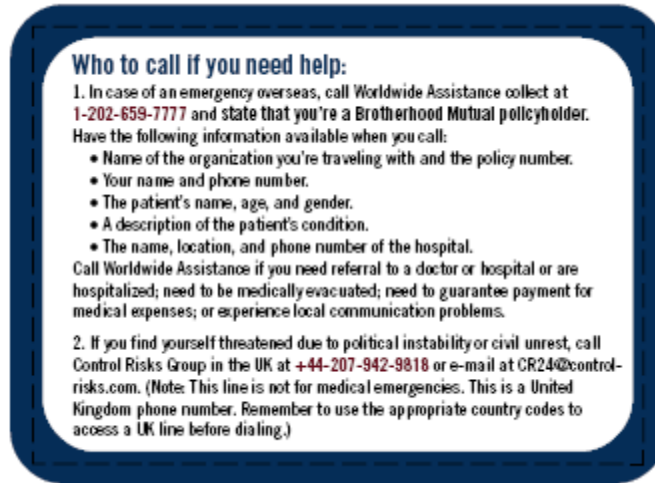
When advising your team on what to pack, please consult with your airline carrier for specific luggage requirements or limitations. If you do not consult with your airline carrier and you are in excess of their limits, it is the responsibility of the guilty party to cover any/all fees or charges associated.

Please also consult with your airline carrier for a list of allowable items for carry on and transport.

3.1 MEDICAL EMERGENCIES AND INSURANCE

To ensure the optimal care for you and your team, it is always good to know what to do, who to contact and where to go in case of an emergency in any of your destinations. Contact your on-site coordinator or hosts before your arrival for local emergency and hospital information and contact numbers.

If you or any member of your team faces a medical emergency while on the field and needs to use the *Passport to Ministry* insurance, please refer to the back of the card for details. All claims to the Passport to Ministry program are made once arrive home, not at the time of service, so please keep all hospital bills/receipts.



Who to call if you need help:

1. In case of an emergency overseas, call Worldwide Assistance collect at **1-202-659-7777** and state that you're a Brotherhood Mutual policyholder. Have the following information available when you call:

- Name of the organization you're traveling with and the policy number.
- Your name and phone number.
- The patient's name, age, and gender.
- A description of the patient's condition.
- The name, location, and phone number of the hospital.

Call Worldwide Assistance if you need referral to a doctor or hospital or are hospitalized; need to be medically evacuated; need to guarantee payment for medical expenses; or experience local communication problems.

2. If you find yourself threatened due to political instability or civil unrest, call Control Risks Group in the UK at **+44-207-942-9818** or e-mail at **CR24@control-risks.com**. (Note: This line is not for medical emergencies. This is a United Kingdom phone number. Remember to use the appropriate country codes to access a UK line before dialing.)

3.2 SECURITY

It is important to remember that when you are away from home, in another country, everything is different. There are different procedures, rules, laws, expectations and resources available to you. Each team leader/co-leader or trip coordinator should develop an Emergency Contacts card for each participant. You should include phone numbers and addresses to the following:

- U.S. Embassy
- Host or On-site Coordinator
- Local affiliate church
- Hotel
- Leader cell/international phone
- Airline carrier

The team leader or leadership team should devise a plan for emergencies. Discuss your EMERGENCY PLAN with the team before departure and again at your first team meeting in country.

EXAMPLE

In any crisis or perceived crisis, you will follow these basic steps, but specific application varies somewhat:

- S Stabilize and secure**
- T Take responsibility**
- A Assess and acquire**
- N Notify**
- D Document everything (what happened, dates and times, what you did) and determine plan of action.**

PRAY- Remind team members to pray at all times during the crisis.

3.3 TEAM DYNAMICS

MAINTAINING TEAM UNITY

It is important for the team leader or leadership team to draw up a plan for team unity and spiritual vitality while on the field. This can include but is not limited to:

- Prayer Partners
- Morning Worship
- Daily Debrief or end of day meeting
- Leader availability
- Proactive approach to conflict

RESOLVING CONFLICTS

One of the greatest reflections & most powerful witnesses of God's love is a team serving together in unity. Jesus prayed in John 17 "Father make them one so that the world will know that you have sent me." We can be direct answers to His prayer when we minister in unity. Being a unified team requires determined effort on the part of each team member. The enemy will attack a team's unity through unresolved conflict so let's take a look at how to deal with it.

CONFLICT IS NOT ALWAYS A BAD THING

Ways that conflict can be useful:

- Helps to raise and address problems
- Helps people "be real", for example, it motivates them to participate
- Helps people learn how to recognize and benefit from their differences
- Helps us to see things more clearly

NOT RESOLVING CONFLICTS IS A PROBLEM BECAUSE IT CAN:

- Bring discouragement
- Cause more and continued conflicts
- Cause inappropriate behaviors
- Remove God's blessing on the team
- Destroy the unity of the team
- Destroy the witness of the team

UNRESOLVED CONFLICT/UNFORGIVENESS

- Creates roots of bitterness that defile many – starting with you.
- Is like drinking a deadly poison and wondering why the person you're angry with didn't die.
- Affects our relationship with God. Matthew 18:21-35
- Is used by Satan to get the better of us. 2 Corinthians 2:11

FORGIVENESS

- May not take away the hurt
- Does not deny the injury
- Is taking the initiative towards reconciliation

- Is the miracle of a new beginning
- Demonstrates Christ's presence. John 13:35

COMMON WAYS PEOPLE DEAL WITH CONFLICT

- Avoid it. Pretend it is not there or ignore it. This approach tends to worsen the conflict over time.
- Accommodate it. Give in to others, sometimes to the extent that you compromise yourself. This tends to worsen the conflict over time and causes conflict within you.
- Competing. Work to get your way, rather than clarifying and addressing the issue. This approach might make you feel better but in the end you both lose.
- Compromising. A mutual give and take. Can help get past the conflict in a hurry but the issue has still not been dealt with.
- Collaborating. Focus on working together. Cultivates ownership of each person's part, a commitment to reconcile and solve the problem.

STEPS TO RESOLVING CONFLICT

- Reflect
Acknowledge the conflict – don't deny it. Reflect first on your part in it. Ask: Why does it hurt? Why am I angry? "Lord, is there something you want to show me? Help me to see it." Matthew 5:23-24; Psalm 51:6, 139:23-24
- Repent
Own your part in it and ask God to forgive and heal you. Ask God to show how to go to the person. To show you what it is you truly desire to happen. What is the best way to approach them? What are the words to say? Ephesians 4:29, 31
- Confront
Go in love with a humble attitude – don't go in anger. Don't talk to others about it. Go directly to the person to talk about the situation. Listen to them. Own your part in it and don't accuse them. Focus on behaviors or problems not the person. Seek to understand them and how they feel. Ephesians 4:25-26; Matthew 18:15
- Reconcile
Be forgiving in your words & actions. Seek mutually accepting solutions for a greater goal. Be flexible but be honest. Focus on similarities rather than differences. Common goals are great unifiers. How many stories have you heard of strangers acting together in times of emergency? When a common goal is made obvious the natural reaction is to put differences aside. Pray together. Ephesians 4:32, 5:1-2. If it seems the conflict cannot be resolved, now is the time to bring in a leader. It is not the time to stew on it or talk about it with teammates. Go to a leader for counsel.
- Endure
Realize that reconciliation & restoration are not typically quick or easy. They require the rebuilding of trust, which involves both parties. Because we're all different rebuilding will be worked out in different ways. Keep watch over your heart, emotions, & words during the process of reconciliation. Proverbs 18:2; 1 Peter 5:8

3.5 FINANCES

RECEIPTS AND TEAM ACCOUNTING

It is important that while you are on the field, you take extra time to track your team's spending. If the church has given you petty cash for use on the field, it is your responsibility to keep track of all spending, keep all receipts and log any spending that cannot be documented with a receipt while in a foreign country. We suggest that you use a spreadsheet to log ALL spending, including those with receipts. This will make it easier for you when you return home and have to prepare a financial report for your trip.

EXAMPLE

Indonesia 2006

Date	Transaction	USD \$	Foreign Currency	Receipt?	Comments

Please use the **TRIP ACCOUNTING** form located in the **FORMS SECTION** of this manual.

CULTURAL SENSITIVITY IN MONEY

Remember that cultures have different perceptions when it comes to money, possessions, wealth and poverty. Your STM participant's value on these matters will most likely differ considerably with the place they are going. In order to avoid needlessly misunderstanding and/or offending the host culture, it is important to train your team on the following key points:

1. If you are traveling to the Two Thirds World from the USA, you will be perceived as fabulously wealthy, even if you do not feel this to be the case in the U.S.
2. Because of this, you may find you are approached by people asking for financial or material help.
3. Rely on the wisdom of your ministry hosts on how to best address these issues. Giving to people in a way that may be culturally inappropriate may not cause issues for the STM participant but **for the host after you leave**, so please follow any guidelines requested by your hosts.
4. Other cultures often perceive a polite statement such as "We would like to consider helping with that project," as a promise that you will help. We request that you do NOT make any offers to anyone, including your host ministry, to financially help with or fund any ministry projects, without first approval from the Missions Department. Remember when STM participants are on the field, they are representative of Vineyard Church of Columbus and all offers will reflect on the church.
5. We also ask that STM participants not make any personal financial arrangements "on the side" with nationals without first approval of the STM Team Leader and the Missions Department. Remember when STM participants are on the field, they are representative of Vineyard Church of Columbus and all offers will reflect on the church.

4.1 DEBRIEFING AND RE-ENTRY

DEBRIEFING IS A TIME OF:

- Emotional unpacking
- Sorting out
- Listening and being heard
- Identifying issues
- Being in touch with one another's feelings and experiences
- Reviewing and celebrating God at work
- Looking forward (into the immediate issues of the return and beyond)
- Closure (an ending ... a beginning)

Returning home can actually be harder than the going. You started this journey with a great sense of adventure and expectation. You've experienced new people, a new culture; you've been challenged and you are changed. You've come to appreciate and rely on your team. You've worshipped, prayed, and served side by side - experiencing a sense of community and closeness that is hard to find back home. Plus, the team will feel a special purposefulness, like their lives are really counting for something. Your lives at home, on the other hand, are often consumed by busyness and activities that lack deep significance. In two short weeks your team's horizons have expanded, confidence has deepened and faith in God has grown.

So now what? First off, say goodbye well. Let yourself feel the struggle; hug and cry; laugh, take one more picture; give or get one more present. If there is an offense - settle it; don't leave without being reconciled. Take the time to ask the Lord if there is someone you need to more clearly share His love with. Ask Him how to do it, to anoint and guide you.

PARTICIPANT

Encourage your team to begin "unpacking" by answering the questions in the next section.

- **WHO IS GOD?** How has my understanding of God changed?
- **WHO AM I?** What have I learned about myself? While on my trip, I faced the issue of my own identity. What gives me a sense of worth and significance?
- **MY GIFTS AND LIMITATIONS:** What surprised me about myself while on the trip? What strengths and gifts do I see God developing in me? How can my life count for the kingdom of God?
- **WHO ARE WE?** What have I learned about community? I have experienced new forms of dependency as well as hospitality. What have I learned about how to be a part of a welcoming community? How do I want to treat strangers in light of how I was treated?
- **TEAM LIFE:** Often the stress of a trip leads to significant conflict both with teammates and people in the community. What have I learned about forgiveness and conflict resolution? What have I learned about teamwork, confrontation, forgiveness and reconciliation?
- **CULTURE AND FAITH:** What have I learned about the impact of culture on faith? What do I see in my understanding of the Christian life that has been formed more by living in America than by the gospel?
- **POVERTY, INJUSTICE AND SUFFERING:** How do I reconcile the sovereign goodness of God with the suffering in the world? What have I learned about the causes of suffering? What is the role of society, the environment, the Adversary and individuals themselves?
- **CORRUPTION AND INJUSTICE:** What are effective ways to address injustice in the world? What would God seek to do through the church?

- **MAKING ROOM FOR PEOPLE:** What commitment do I want to make to maintain some of the relationships I built on this trip-through prayer, correspondence and interaction with teammates and cross cultural friends?
- **DISCIPLESHIP:** How do I live here in light of what I've experienced? What really is necessary for happiness? What are five or six central values that I would like God to enable me to live out in my lifestyle? What would I want others to say is characteristic of my lifestyle?
- **WHAT NOW?** Where am I going? What is God calling me to be and to do as a result of this experience? What steps do I want to take to explore more fully what God might want to do through me?

Parts excerpted from the Short-Term Missions Workbook by Tim Dearborn @ 2003

LEADER

Team leaders should make an appointment with the Missions Pastor for a time of Debrief to discuss at least some of these important questions:

THE TRIP

- ♦ If you were to rate this trip from 1 (poor) to 5 (excellent), what number would you assign and why?
- ♦ What brought you the greatest joy on this trip?
- ♦ What brought you the biggest frustration?
- ♦ What did you learn about the on-site ministry that surprised you?
- ♦ If you were to lead a trip back to the same location, what would you want to do differently?

THE TEAM

- ♦ Describe the team dynamics.
- ♦ Describe the working relationships among your on-site host, other leaders and yourself.
- ♦ Were there any team members who stood out as excellent short-tremors?
- ♦ Were there people who were a problem for you? If so, in what ways?
- ♦ How did you handle these situations?
- ♦ Do we need to follow up in some way with those involved in interpersonal difficulties?
- ♦ Tell me more about those you indicated might be gifted for longer-term missions service.

THE TEAM LEADER

- ♦ What did you learn about yourself on this trip?
- ♦ What might God be teaching you as a result of this trip?
- ♦ What do you think are your strengths and weaknesses in leading a team?
- ♦ Were there any new insights you discovered regarding team leadership?

LONG-TERM RESULTS

- ♦ Do you think we should send a team back to the same location? Why or why not?
- ♦ What do you see as the potential long-term field benefits and drawbacks of our sending teams to this location?
- ♦ What is the potential long-term impact on the people in our church if we send additional teams to this location?
- ♦ Please expand on the answers you provided in the “Results/Follow Up” column on the planning chart.

OTHER

- ♦ Do you have any further suggestions for the church or for the missions pastor?

4.2 EVALUATIONS AND LESSONS LEARNED

It is important for us to build upon our past attempts. There may be things that you did as a leader or leadership team that worked wonderfully or things that you wish you had done differently. Not just as a leader, but as a participant, there may be things you had expected from your team/trip.

We expect evaluations from (Please use the **EVALUATION FORM** that is provided in the **FORMS SECTION** of this manual):

- 1. PARTICIPANTS** – Team leaders should read these and originals sent to the Missions Office.
- 2. TEAM LEADER(S)** – Completed and sent to the Missions Office within 2 weeks after returning home.
- 3. FIELD/HOSTING MINISTRY** – we value input from the STM team’s hosts on the field. Please take a copy of the “On-Site Coordinator Feedback” form with you and leave with the appropriate party on the field (or you may also email them a copy). Please encourage them to fill this out and return with the first month after the team has departed so that evaluations are based on relatively fresh memories.

After all evaluations are received from all participants and field host, the Missions Pastor will meet with the Team Leader(s) to discuss the strengths and weaknesses of the STM trip and talk about any potential changes, modifications that may make the STM trip more effective.

4.3 DEVELOPING THE MISSIONS EXPERIENCE FURTHER

Will the learning and vision-development process end when the group returns and the initial excitement fades? Or will you implement follow-up plans to help ensure that short-term ministry is transformational because participants are encouraged to build on their missions experience?

Use this list to brainstorm and plan ways your missions team will encourage your short-termers and your congregation to continue to serve and grow once the trip is completed.

ENCOURAGING LONG-TERM GROWTH IN PARTICIPANTS

1. How should we express our appreciation to the on-site coordinator, the team leader and the team members for the time and hard work they invested?
2. Did the written or verbal feedback from the on-site coordinator, the team leader or team members surface issues that need to be addressed further? If so, how will this be done?
3. Did the on-site coordinator or the team leader identify individuals whom God may be calling for longer assignments in cross-cultural ministry? Did gifts and passions surface that God may want us to encourage? Who will follow up with these individuals?
4. Are there members of the team we should encourage to consider enrolling in VLI or seminary/graduate school to prepare for a longer missions assignment? Are there others who are already prepared and just need to be encouraged to consider a career change? How will we follow up?
5. Should we encourage our short-termers to attend the “Perspectives” course. Are there other classes on world religions, foreign languages, witnessing to Muslims, child evangelism, etc., that would be profitable?
6. What skills did the team or individual members develop on this trip? How/Where could these skills be further developed and used now that they are back home?
7. If there were youth on this team, how do we want to interface with our youth staff to discuss ways to encourage and mentor them for future global involvement?
8. Are there other ideas we would like to implement?

FOSTERING A LONG-TERM IMPACT ON YOUR CONGREGATION

1. In what multiple venues could this team or individuals share their experience with our adults? Who will be responsible for making sure each of these happens?
2. How could this team or individual participants share their experience with our children?
3. How could this team or individual participants share their experience with our teens?
4. Do we need to debrief with parents (of youth participants) concerning this ministry experience? If so, how will we do this?
5. Do we want to challenge team members to research whether there are representatives of the people group to whom they ministered who are living in our region? They could be commissioned to discover possible avenues for our church to minister to them. Who will work with them on this project?
6. Should we encourage this team to hold periodic “reunions”? If so, who will be responsible to do so, and what will be the primary objective(s)?

7. Could this team or some of its members impact other churches in our area by sharing their experience? Who will facilitate this?
8. Are there other ideas we would like to implement?

EXTENDING THE IMPACT ON THE ON-SITE MINISTRY

1. What does the on-site coordinator suggest as additional way(s) our church could further the ministry in the future?
2. Did any problems arise when the team was on-site that need to be addressed by the missions team?
3. Has the on-site coordinator identified team members he/she would like to invite to return there on another ministry trip? If so, whom? When? For what purpose? For how long? What should the missions team do to facilitate their future ministry?
4. If we send a future team, what have we learned that should be communicated to the leaders of such a team?
5. Would it be appropriate to extend an invitation for a reciprocal visit from the onsite ministry to our church? What would be required of us to make this successful?
6. Are there other ideas we would like to implement?

4.4 FINANCES

Once you have returned home, it is the duty of the trip leader, co-leader or coordinator, whoever kept track of the team's finances while on the field, to turn in a report to the Missions Department.

This report should:

- Account for petty cash spent while on the trip.
- Be in spreadsheet form. (spreadsheet can be obtained through the Missions Department by request)
- Should be accompanied by ALL receipts for money spent
- Should be accompanied by unused funds that you are returning or a check to cover any amount spent over your original petty cash amount

EXAMPLE

Trip/Leader: Indonesia/Mark Batcheck

Dates: August 1-15

Beginning

Balance: \$5,000

Ending Balance: \$0

Date	Purchase	Receipt?	USD (\$)	Foreign Currency	Comments
8/1/06	Food for 8 at Singapore airport	yes	\$59.62		
8/2/06	Purchase bibles for 5	yes	\$38.65	352,298.88	converted to USD
8/9/06	Hotel for 8, 3 nights	yes	\$400.00		

NET