



Missions

Ministry

Manual

"To Know Him And To Make Him Known"

Dear Mission Team Member,

Blessings! You are embarking on an experience of a lifetime! There may be no greater reward than to be on mission with Christ. Thank you for your investment in the lives of others.

Jesus made the Great Commission clear. We are to go into all the world and preach the gospel and make disciples (Matt.28:19-20). Every Christian should take the Great Commission personally. You are doing this as you serve on short-term missions. Your effort to serve others is a big part of fulfilling the Great Commission.

A lot is being asked of you. This manual contains many details that you will need to give careful consideration. Remember, you are not alone (Matt.28:20). Christ goes before you and gives you the strength and grace to complete what he has asked (Phil.1:6). No matter where your mission trip leads, you will find our Lord preceding you (Ps.139). Our prayers are with you. We trust you will experience God in amazing ways. As you are faithful to go and serve others, God will give the increase by His sovereign will (I Cor.3:6).

Amidst seeking opportunities for service, make sure you see individuals. You are not just on a trip; you are on your way to touch people. When Jesus was in a crowd, he always saw individuals. You are responsible for your sharing your testimony, singing, or administrative details. However, do not be so consumed by tasks that you fail to see the people God places in your path. God has something special for you and those whom you will serve. He has called you to facilitate this through short-term missions. God has someone for you to impact with the gospel.

You will be richly blessed as you depend on the Lord for guidance and follow his leading. This requires flexibility. Even the Apostle Paul, the great New Testament mission leader, had the need to be flexible and follow the leading of the Holy Spirit. (Acts 16:19ff). Plan your best but be willing to allow God to move in ways beyond your imagination.

Whether you are a first time team member or a seasoned veteran, there is a lot of preparation ahead of you. This manual outlines crucial procedures and actions. Do not neglect any component. Read and reread the manual for clarity and thoroughness. Ask questions and seek advice from wise counselors. God will reward your commitment and dedication to the greatest cause on the face of the earth (John 12:26).

Once again, thank you for serving. You are in our prayers.

Sincerely in Christ,

Missions Ministry Team, First Baptist Church, Vidalia

Mission Team Qualifications:

1. Have a personal relationship with Jesus Christ and provide a written testimony of your life before salvation, your salvation experience, and your life since salvation.
2. Be an active member of a Bible believing and teaching church that believes Jesus Christ is the only way of salvation and forgiveness of sins. An active church member is one who regularly attends, contributes, and serves their local body.
3. Attend training sessions in connection with the mission in which you are to participate.
4. Agree to work with others in a cooperative spirit and have a positive attitude that is Christ honoring and driven toward serving others.
5. Work under designated team leadership and in cooperation with local missionaries.
6. Most if not all mission trips will require that the individual be physically able to maneuver without assistance while performing the task on the field. Those individuals requiring wheelchairs or walking aids such as canes, crutches, or walkers may find it extremely difficult to participate, and in many rural settings may be at risk for harm.
7. All team members must be approved by the Missions Committee of First Baptist Church Vidalia.

Application for Short-Term Missions

Date: _____

Project you want to participate in: _____

PERSONAL INFORMATION

Name: _____

Date of Birth: _____ Sex: () Male () Female

Marital Status (please check one):

() Single () Married () Separated () Divorced () Engaged () Widowed () Annulled
() Divorced & Remarried

Spouse's Name: _____

Do you have children? (Please write Names & Ages)

Present Address _____

City _____ State _____ Zip Code _____

Telephone – Home (____) _____ Work (____) _____ Cell (____) _____

Email Address _____

Do you have a Passport? Yes () NO () Passport Number _____

Citizenship _____ Country of Birth _____

Expiration Date _____ Place of Issue _____

EMERGENCY CONTACT:

Name _____ Relationship to You _____

Address _____ City _____ State _____ Zip Code _____

Telephone: Home (____) _____ Work (____) _____ Cell (____) _____

Email Address _____

Who are your prayer partners for the mission trip?

1. _____

2. _____

Please list why you feel led to participate in this mission trip:

Please list any talents or skills that could be useful on this mission trip:

(If you are under 18 years old)

Parent(s) Name(s): _____

Telephone – Home (____) _____ Work (____) _____

Have you talked with your parents about Short-Term Missions? Yes _____ No _____

Are they supportive? Yes _____ No _____

If no, please explain why:

Salvation Story Worksheet
(Complete and return to Mission Team Leader)

My life before Jesus...

How I came to know Jesus....

My life since Jesus (Brag on Jesus).....

Team Covenant

I Thessalonians 5:16-18 Be Joyful, Keep Praying and Be Thankful!

Our Purpose

1. Share the gospel (Matthew 28:19-20)
2. Support field missionaries (Ephesians 4:1-4)
3. Encourage native believers (Acts 2:40-47)
4. Deepen personal relationships with Christ (Psalms 55:17)
5. Distribute literature (I John 5:13)
6. Build relationships (Philippians 2:1-11)

Interpersonal Relationships

Team Members:

We will commit to be of one accord and like-minded through Christ, looking out for each other's interests. (Philippians 2:3-5) We will seek to love each other with patience, kindness, humility and forgiveness. (I Corinthians 13:4-18 and Galatians 5:14)

Nationals

We will respect the culture, beliefs and politics of our host country. We will clothe ourselves in humility and exhibit the fruit of the Spirit. (Galatians 5:22-26) We will be thankful for all we receive and commit to be courteous guests wherever we go.

Conflict Resolution

We are going as a team – be quick to forgive and do not allow anything to hinder what God has in store for this trip. (James 1:18-20)

If a conflict arises:

1. Consider your own heart and mind and repent of any un-confessed sin. (Matthew 7:5)
2. Go to the person with whom you have a conflict –share the problem with a loving spirit. (Matthew 18:15)
3. If a resolution cannot be reached, see the Team Leader for counsel and guidance. (Matthew 18:16)

Respect Authority

As a team, we will submit to the authority of our leaders, the ministry partners, missionaries, and legal authorities. (Hebrews 13:17)

Any wrong decisions we make on our own could ultimately destroy or cause difficulty in the lives of the very people we are there to help and cause our Team Leader to become accountable for our wrong doing and disobedience. (Titus 3:1-2)

Security/Protection

Psalms 32:7 “You will protect me from trouble”

John 17:12 “I protect them and kept them safe that are in my name”

1. Have a travel buddy.
2. Never leave the group without letting the Team Leader know.
3. Do not leave valuables (i.e. passport, money, jewelry) in your room.
4. Do a passport inventory of all Team Members (give your passport to the Team Leader as we travel.)
5. Keep a COPY of your passport on you at all times.
6. Keep credit card cancellation numbers in case of an emergency.
7. Establish an emergency plan in case of separation from the group.
8. Use extreme caution when using calling card numbers over the phone.
9. Give a contact person and phone number to family members.
10. Clean your room daily.

Food

Do not skip meals. Each person must take care of themselves and eat. That being said, do your best to eat what you've been given and refrain from complaining. When in need recite the missionary's prayer: *Lord, I'll put it down if you keep it down!*

Time/Flexibility

I Peter 2:17, “Show proper respect to everyone: love the brotherhood of believers, fear God, honor the King (*authorities*)”

I Thessalonians 4:12, “Live so that your daily life may win the respect of others.”

1. To show respect for one another and avoid causing anyone involved any anxiety, we are to be punctual to all events, be ready and willing to do whatever it takes to accomplish our task.
2. The team will be flexible about any unexpected changes in schedule or events. I will adhere to and respect the above covenant set by my Team Leader and fellow Team Members:

Team Member Signature _____

(Return to Team Leader)

Short-Term Mission Trip Medical Release Form

(One form per participant and please complete in pen)

Legal Name: _____ Birthdate: ___/___/___ Gender: _____

Complete Home Address: _____

Home Phone: _____ Cell phone: _____

Email: _____

EMERGENCY CONTACT INFORMATION:

Emergency Contact Name: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Relationship to participant: _____

MEDICAL INFORMATION:

Primary Physician: _____ Phone #: _____

Insurance Company: _____ Policy #: _____

Name of person insurance is under: _____ Group #: _____

Blood Type _____

HEALTH HISTORY:

Do you have any physical limitations that would hinder your ability to participate in vigorous activities? If so, please explain.

Do you have any medical problems? If so, please explain.

Are you allergic to any medications or food? If so, please explain.

Describe your present physical fitness (e.g. for walking, manual labor, heavy lifting, carrying luggage).

Do you take any medication on a regular basis? If so, please list:

CONSENT FOR EMERGENCY TREATMENT (Signature required from participant, or parent or guardian if under 18)

Note: If you should require medical attention while on an activity with First Baptist Vidalia (or one of its partners) for injuries received or illness contracted prior to coming, please provide trip coordinators with information necessary to give proper medical service during the trip.

In case of an emergency, I hereby give permission to the physician selected by the church/group sponsor representative to hospitalize, secure proper treatment for and order injections, anesthesia, or surgery for myself/my child (ward) as named above. I also hereby give permission for my child to participate in all activities, travel, service projects, and other activities.

I, therefore, agree to assume as an explicit condition of my/my child's (ward's) participation, any and all risks, including, but not limited to these enumerated above. I agree to hold harmless the above named sponsor, the sponsoring church or group from any and all liabilities, claims, demands, and causes of action whatsoever which may arise due to the participation of myself or my child (ward).

I realize, also, that in the event of illness or injury while participating in its activities, medical treatment may be required. I hereby give permission for any such treatment to be rendered, and I agree to bear the cost of such treatment.

Participant (or Parent/Guardian) Signature: _____ Date: _____

Notary Public

Stamp

Date _____

Building a Support Team

The Team Building Approach - Building a Support Team

Each individual Team Member will be responsible for developing his or her own Support Team. The Support Team consists of:

1. Prayer Partners (**at least 2**)
2. Encouragers
3. Financial Contributors

The concept is to develop a team, not just raise funds. The most important need for the Team Member is Prayer Partners who will pray before and during the project. The team concept should involve as many people in the mission experience as possible.

The Support Team is a:

1. Ministry through you to the mission team (TEAM = Team Member + Encouragers + **Affirmers in Prayer** + Money *Financial Contributors*)
2. Means by which others can share the mission blessings (Philippians 4:17)
3. Biblical approach (II Corinthians 8:4)
4. Means by which others become active in world missions through giving.

You should seek people that you want on your team, not those who you think will give money. Remember, if the prayer support is in place, everything else will fall into place.

Raising Funds

If an individual cannot pay for their trip, the most effective, proven method to raise individual funds is to write a letter for distribution to friends, co-workers and church members. Professional fund-raisers for large organizations will tell you that people will give to people they know. Potential contributors are happy to have the opportunity to invest in someone they know personally or an endeavor they care about. God's Word promises us that He will supply our every need.

Prepare the team list. Not all should be FBCV members; 50% should be from outside our church. Consider friends, relatives, Christian contacts, non-Christians through which God may open a door for witness because of this process.

When writing the letter, remember you are asking people to support the ministry of First Baptist Church Vidalia through prayer first, and then through finances. If you are asking for financial contributions, you are asking them to help with the costs that you will incur in the mission project (transportation, meals while on the field, in-country housing, visa, travel insurance, etc.).

Designated Contributions Policy

Designated contributions should not be considered as a part of a members tithe. They should be offerings over and above the tithe.

All contributions to any First Baptist Church mission are non-refundable. No contribution will be accepted that is designated for any individual or for any mission project or trip not designated and authorized by First Baptist Church. All checks should be made payable to First Baptist Church with the name of the mission project indicated on the check memo line or by other notation. Contributions by members to mission projects designated and authorized by First Baptist Church will be recorded as individual mission contributions by the Church office.

Payments made to the Church for any individual going on mission trips or projects will **not be** considered **as contributions** to the Church since they are not tax deductible but are payments for individual expenses.

Non-members of First Baptist Church giving a single gift of more than \$250 will receive acknowledgement from the Church.

Sample Financial Support Letter

Dear Friend,

Have you ever wondered how you could participate in sharing the gospel with people who have never heard the gospel?

Have you ever wanted to show compassion to some of the poorest people on the planet?

Has your heart ever been stirred to make a significant impact on a child that is both homeless and helpless?

Now you can.

I am participating with First Baptist Church of Vidalia as we go to the mission field in _____. I am writing this letter to request your partnership in this mission opportunity. Yes, this is a letter requesting financial support for the trip but it is also your opportunity to impact lives for eternity, to allow me to be your representative on the front lines of missions and ministry.

Any dollar amount is appreciated and will be used to reach the hurting and hopeless with the GREAT NEWS of the Gospel of Jesus Christ. I ask you to prayerfully consider this opportunity and if you can't partner financially that you would partner with me prayerfully.

I want you to know that I did not carelessly send this request but that I am genuinely grateful for your consideration and I am so appreciative of your time in reading this request.

In closing, I would like for you to consider these words from Jesus Christ in **Matthew 9:36-38**: *Seeing the people, He felt compassion for them, because they were distressed and dispirited like sheep without a shepherd. Then He said to His disciples, "The harvest is plentiful, but the workers are few. **Therefore beseech the Lord of the harvest to send out workers into His harvest.**"*

I pray that you will partner with me so that together we can labor to see a great harvest.

Enclosed is an envelope for your convenience. Please make your check payable to First Baptist Church and return by _____.

With much appreciation and anticipation,

Prayer

Martin Lloyd Jones wrote: “Continually seek God, but go beyond seeking Him, expect Him, and when He comes in power, yield to Him.”

With great honor and respect for our Lord and His precious Word, pray and lay hold of these scriptures for yourself, the mission team, and for the people God will bring into your life as you walk in faith and obedience to Him.

For Protection - Psalm 34:7; Psalm 91:9-10; Psalm 121:7-8

For Courage - Isaiah 43:1; Psalm 31:24; Joshua 1:9; Psalm 27:1-5

For Your Needs - Philippians 4:19; Matthew 6:33; Luke 22:35

For His Power - John 14:12-14; John 15:16; Luke 10:17-19; Acts 1:8; Mark 16:14-20

For His Glory - John 15:7-12

Prayer Considerations

Pray for:

Those who make up your prayer support group

Those who God has appointed you to minister to on the field

Those who make up your Support Team and for your general fund raising

Your other Team Members and the necessary unity of the team

Your missionary, or local church pastor for their ministry and their encouragement

That you may stay close to God so as to hear and learn all He has for you during this project

Your Team Leader and the wisdom he/she needs to make any necessary decisions

That the whole team, especially yourself, may keep a devotional time as a priority in all the hectic schedules throughout the project

Passport Procedures

Application for Passport for First Time Applicants

Detailed information for obtaining a USA passport can be found online at <http://travel.state.gov/passport>. The passport application form DS-11 is available on-line at http://travel.state.gov/passport/forms/ds11/ds11_842.html. Application processing time varies but typically takes about 6 weeks. It is important that you submit your passport application as soon as possible. The applicant must appear in person before a local, designated passport acceptor for the signing and witnessing of the application. The closest designated acceptors in Toombs County are:

Vidalia-Toombs County GA Library

Superior Court Clerk Lyons GA

610 Jackson Street

1 Courthouse Square Hwy 280

Vidalia, GA 30474

Lyons, GA 30436

(912) 537-9283

(912) 526-3501

Monday-Thursday 10:00a.m.-9:00p.m.

Monday-Friday 8:30a.m.-5:00p.m.

Friday & Saturday 10:00a.m.-5:00p.m.

The applicant must submit the following:

Completed Passport Application: Form DS-11; do not sign form until instructed to do so by the Acceptance Agent

Proof of citizenship: Certified birth certificate (including full names of both parents), previous passport, naturalization certificate, certificate of citizenship

Proof of identity: Driver's license, government or military ID, previous passport

Photocopy of Identification Documents: both sides of ID on plain white 8.5x11" paper

1 Passport photo: dimensions 2" x 2" (this can be taken at photo shops such as Rite Aid or CVS for \$8-\$10 and must be taken within the past 6 months). Do not attach photo to form DS-11.

Fees: Age 16 and older: the passport fee is \$110; the execution fee is \$25 paid separately

Under Age 16: the passport fee is \$80; the execution fee is \$25 paid separately

Normal processing time: Approximately 4-6 weeks

Expedited service: An additional fee of \$60. Forward the application via Express Mail Overnight with a return Express Mail Overnight envelope enclosed. Applications are processed

within 3 work days from date of receipt; however handling may extend the time to 2 weeks. For mailing address see below.

Form of payment: Money order, cash (Some credit card and personal check acceptance)

Validity period: Ten years; under age 16, five years

You must provide your Social Security Number on application forms.

Passport inquiries: National Passport Information Center - 877-487-2778

Renewing Your Passport

To renew your passport by mail it must not be mutilated, damaged, or altered. You may renew your passport by mail if it was issued when you were age 16 years or older, was issued within the last 15 years, was issued in your current name (or you can legally document your name change).

Complete Application For Passport By Mail, DS-82, which is available online at

http://travel.state.gov/passport/forms/ds82/ds82_843.html.

The applicant must submit the following:

The most recent passport

Completed Passport Renewal Application: Form DS-82

1 Passport photo: dimensions 2" x 2" (this can be taken at photo shops such as Rite Aid or CVS for \$8-\$10 and must be taken within the past 6 months). Attach to Form DS-82 as instructed.

Applicable fee: a \$110 fee payable to the U.S. Department of State (check or money order)

Normal processing time: Approximately 4-6 weeks

Expedited service: An additional fee of \$60. Forward the application via Express Mail Overnight with a return Express Mail Overnight envelope enclosed. Write EXPEDITE on the outside of the envelope. Applications processed within 3 work days from date of receipt; however handling may extend the time to 2 weeks.

Mail in a padded envelope to:

National Passport Processing Center

P.O. Box 90155

Philadelphia, PA 19190-0155.

For Expedited Passport Renewal:

National Passport Processing Center

P.O. Box 90955

Philadelphia, PA 19190-0955

If your name has changed: Enclose a certified copy of the legal document specifying your name change (e.g. marriage certificate, divorce decree, adoption decree, or court order)

Once you receive your first or renewed passport:

After receiving your passport from the US Passport Office, place it in a safe location. In some cases, you may be required to turn in your passport to the First Baptist Church of Vidalia, Missions Ministry Team Leader. The Missions Ministry Team Leader, Mission Ministry Team, or your Team Leader will assist you in obtaining your visas for you, if necessary, after you turn in the appropriate forms.

Packing Tips

How Much Do I take - Pack light! You will have to carry what you pack. Because we may be taking extra weight with tracts, Bibles, equipment, etc., only one piece of checked luggage is allowed. You will also be permitted to have one carry-on bag (regulation size to fit under the seat). Don't be afraid to wear clothes more than one day. Focus on fresh undergarments for each day and get the most wear out of your pants and shirts. After so many days, we will all smell the same. And remember always leave room in your luggage for souvenirs.

Zip-Lock Bags "Your New Best Friend" - Tightly secure any items that may come open when traveling and keep them in a Zip-lock bag together. Pack clothes in Zip-Lock Bags as well. Your luggage may be left in the rain at airports during transport. This will keep your clothes dry and your liquids where they belong.

Luggage – Take luggage that you don't mind having damaged.

Carry On Luggage – Always have at least one change of clothes in your Carry On along with any "vital items" you can't do without on the trip (i.e. Contact solution, toothbrush & paste, medicines, etc.) Some luggage may be lost or delayed when traveling.

Camera/Pictures – Bring plenty of batteries and extra SD Cards for your camera.

Medicine – Prescription Medication must have your name on it and all medications must be in the original bottle. Never place white powders in a plastic bag.

Passport – Keep Your Passport On Your Person At All Times! It is your way in and out of the country!

Don't Forget

Bible

Pencil or Pen

Hat

Sunscreen

Handy Wipes/ Hand Sanitizer

Battery Operated Alarm Clock/ Watch With Alarm

Toiletries: Shampoo, Shaving Items, Toothbrush, Paste & Floss, Tissue Packets

A Towel/ Wash Cloth

Raincoat/ Umbrella (optional)

Snack Foods

Spending Money in Small Crisp Bills

Toilet Paper

110V to 220V transformer

Pepto-Bismol or equivalent

Dramamine or equivalent

Shoes – Remember you will remove these in airports, so don't forget your socks

A Light Jacket

Pajamas

Gift Ideas for Hosts:**For Children**

Baseball caps for boys, jigsaw puzzles and games, hair barrettes and necklaces for girls, stickers, socks, T-Shirts, pencils and pencil sharpeners

For House Parents, Pastors and Families, Village Churches, Orphanage Staff:

Coffee, razors, lotion, shampoo, soap, calculators (solar, if possible), stationary, panty hose, pens, Band-Aids, Hair Brushes