

# *Guidelines for Group Leaders*

Taking a group, whether adult or youth, on a mission trip is a very rewarding experience. Because it requires a great deal of planning and goal setting, we offer the following information to assist you. It is based on input from personal experience and group leaders who have gone before you. Do not be daunted by the challenges. Remember, you are following in the footsteps of Jesus Christ Himself-who was also charged with the responsibility of building an effective team. He knew He would be confronted with attitudes and behavior that would require His attention. Even the twelve apostles had personality clashes. But like the Master, you can mold a team that wants to honor God in their service.

*This section includes:*

- Preparing Your Group for a Mission Trip
- Suggestions for team meetings
- Functioning as a Group Leader
- Continuing the Mission Experience after Your Return
- Words of Wisdom
- Suggested Scripture Readings and devotionals
- Documents and waivers

## *Suggestions for Preparing Your Group for a Mission trip*

### *Organizing Your Group*

It is very important to have a cohesive group with common goals. Schedule an "Interest" meeting at least six months before the intended mission trip. At this meeting, provide general information about the work project and the volunteer program. Inform the group that you will be organizing a group trip at some future date. Ask each prospective volunteer to complete an application (Form #1) and a personal survey (Form #2 ) and return signed copies of these forms to you with a deposit by a certain date at least four months in advance. The deposit should be sufficient to cover the non-refundable portion of the airline tickets. Before closing, establish the first group meeting soon after the application deadline. A team that is Christ-inspired, and properly trained can see the best-laid preparations come undone and still have fun as they make great things happen for the people they came to serve.

Schedule group meetings approximately once a month after the first group meeting, each with specific objectives in preparing for the trip (such as medical orientation by a nurse or doctor, planning for collection of needed items, distribution of airline tickets, updates on transportation and baggage handling arrangements and other logistical topics.) Subsequent group meetings are very important in building relationships among your group. Consider integrating social activities (pot luck dinners, cookouts, games, etc.) to help build these relationships and stress the spiritual and practical goals of your mission trip.

From the applications and the “Strengths and Weaknesses Survey” (included in this packet) you should be able to determine people's skills and interests. Ask group members to volunteer for preparation tasks to assist the group in getting ready for the mission trip. Listed below are some key responsibilities that you should consider assigning to group members. Each responsibility area might have one or more additional group members involved to assist the task leader. If you will be leading a youth group, you may need to get help from parents or other adults to assist you in performing some of these responsibilities.

§ Work Project Leader: Try to get some people with construction experience to sign up.

§ Spiritual Activities Coordinator: Plan prayer/reflection services for each evening.

§ Transportation/Baggage Coordinator: Obtain bright colored luggage tags for everyone so that bags are easy to identify, plan transportation to/from the airport, order airline tickets, etc. If traveling to a Spanish speaking country learn the words, "Grupo Iglesia." They may facilitate getting through Customs more quickly.

§ Health Care Coordinator: Arrange health care orientation, make sure everyone gets shots and malaria pills, obtain and pack first aid supplies. At the work sight, make sure everyone drinks enough water when working in the sun.

§ Music Leader: Ask if anyone can play a guitar or other musical instrument; take sheet music to sing at church services, and some songs to sing with the kids.

§ Evangelism Coordinator: Prepares stories, supplies and outline for evangelistic programs.

§ Treasurer: Prepare a trip budget; keep the group purse to pay group-related expenses before and during the trip.

§ Fund Raiser: Plan and coordinate activities to raise any needed monies for trip expenses and/or materials needed for your project. This person may be assisted by a Packing Coordinator for packing group supplies (things you will be using in common) and especially for packing donated items.

§ Group Head Cook and bottle washer! Plans and coordinates meals for the group while on site. Plans what foods need to be packed. Plans food shopping for the group.

§ Researcher: Obtain and present information to the group on the history,

literature and  
of US

culture of the mission and country you are visiting. Find out the Location  
Embassy within host country.

§ Group Photographer/Reporter: Take pictures of group activities, mission children, staff and facilities, as well as the countryside. Prepare a journal or testimonial that might be published in a church newspaper.

It is important that everyone has at least one helper on his/her committee, and doubly important to have a LEADER for each activity or you will end up doing it all yourself. **When everyone has a job, everyone has commitment and you won't have any slackers.** Some of these jobs lend themselves to non-trip participants, people who want to support the mission trip but may be unable to travel with your group. It is good to get spouses, friends, parents and kids or other church members involved.

### ***PERSONAL SURVEY (Form #2)***

#### **WHAT IS MOTIVATING YOU TO GO ON A SHORT TERM MISSION TRIP?**

Choose 10 of the factors listed below that you feel are motivating you to go on a STMT. Be honest! Don't choose those you think should motivate you. Grade each one according to the following scale.

- 3-Most powerful motivator
- 2-Strong motivator me
- 1-Not very strong motivator

#### PERSONAL MOTIVATION:

- for the excitement and fun of travel
- to see if I want to be a missionary
- to experience another culture
- to get away from home
- to get experience in a certain skill
- to get training as a Christian worker
- to buy duty-free electronics
- to add to my list of countries visited
- to see and experience real poverty
- to find a mate with interests like mine
- other \_\_\_\_\_

#### SPIRITUAL MOTIVATION:

- to know God as never before
- to show God I'm serious about following Him
- because I have had a missionary call
- because God has told me specifically to go
- to gain favor with God
- to use my gifts for God.
- other \_\_\_\_\_

#### EXTERNAL MOTIVATION:

- because my friends are going
- because someone I trust has urged me to go
- because I'm being pressured to go
- to get my missions duty over with
- other \_\_\_\_\_

#### CAUSE - RELATED:

- to help finish the task of world evangelization
- to better mobilize my church
- to help establish God's kingdom
- because it's strategic to help nations
- because Jesus commands it of us all
- to help rebuild a world with God's justice

#### NEEDS-RELATED

- to help hungry children
- to give overworked missionaries a break
- because people are going to hell without the gospel
- because of compassion for poverty-stricken people
- other \_\_\_\_\_

**A thoughtful, prayerful look at your results may help you discern where God is working in your life and how a STMT may or may not be for you at this time.**

**SURVEY OF SPIRITUAL GIFTS And PERSONAL STRENGTHS & WEAKNESSES**

Do you know what your spiritual gifts are according to Rom.12:1; Eph. 4:11; and I Cor.  
12:4-11;  
I Peter 4:10 & 11?  
If so, list them

Are you willing to exercise your gift(s) during this mission trip?

*Note to Leaders: There are a number of tests available to help individuals discover their spiritual gifts. Check with your pastor or educational director for something they would recommend. The MYERS-BRIGGS TYPE INDICATOR (MBT) test is a familiar one.(Form #2 con't)*

## **SURVEY OF PERSONALITY TRAITS, STRENGTHS & WEAKNESSES**

Every STM Team is made up of individuals - each one bringing some distinct physical, relational, spiritual and personality traits to the team. Some of these distinctives contribute to the cohesiveness and harmony of a team. Other traits may contribute to disharmony and difficulties. Put a check mark beside the traits that you feel apply to you.

- basically healthy insight
- some physical limitations
- experience in construction
- know how to delegate
- teachable
- previous mission trip experience
- restrictions on diet

- self-driver
- highly emotional
- orderly/methodical
- tolerant
- enthusiastic
- idealistic
- confident
- moody

### **Tendencies**

- |  |  |
|--|--|
| <input type="checkbox"/> Friendly          | <input type="checkbox"/> extrovert       |
| <input type="checkbox"/> Naïve             | <input type="checkbox"/> compulsive      |
| <input type="checkbox"/> Adventurous       | <input type="checkbox"/> argumentative   |
| <input type="checkbox"/> submissive        | <input type="checkbox"/> forgiving       |
| <input type="checkbox"/> defensive         | <input type="checkbox"/> confrontational |
| <input type="checkbox"/> apprehensive      | <input type="checkbox"/> introvert       |
| <input type="checkbox"/> patient           | <input type="checkbox"/> workaholic      |
| <input type="checkbox"/> hostile           | <input type="checkbox"/> aggressive      |
| <input type="checkbox"/> leader            | <input type="checkbox"/> follower        |
| <input type="checkbox"/> some addictions   | <input type="checkbox"/> spontaneous     |
| <input type="checkbox"/> generous          | <input type="checkbox"/> perceptive      |
| <input type="checkbox"/> persuasive        | <input type="checkbox"/> Emotional       |
| <input type="checkbox"/> Timid             | <input type="checkbox"/> super sensitive |
| <input type="checkbox"/> positive attitude | <input type="checkbox"/> impatient       |
| <input type="checkbox"/> gullible          | <input type="checkbox"/> indecisive      |
| <input type="checkbox"/> prejudices        | <input type="checkbox"/> temperamental   |
| <input type="checkbox"/> easily angered    | <input type="checkbox"/> impulsive       |
| <input type="checkbox"/> fearful           | <input type="checkbox"/> punctual        |
| <input type="checkbox"/> procrastinator    | <input type="checkbox"/> humorous        |

### **Qualities**

- dependable
- trustworthy
- resourceful
- flexible
- good listener
- athletically inclined
- musically inclined
- Fluent in language other than English
- Creative
- Open mindedness

### **Spiritual**

- fair knowledge of scripture
- pray regularly
- compassionate
- legalistic

\_\_\_ show mercy

### *What about Age?*

People frequently ask: "Do you think he/she is too young (or too old) to go on the trip?" There can be no simple answer. Mission teams have included ten-year-olds and octogenarians. A twelve- or thirteen-year-old is probably as young as you would want on an overseas trip to a developing country, in part because a child any younger than that will require parental supervision that detracts from the adult's effectiveness. Realize, also, that the typical child of that age often **loathes** trying new foods and experiences.

You should really put the question directly to the escorting family member: "Here is the situation. There will be no television, no toys, no air-conditioning, no McDonald's. Why does the child want to go? Every member of this team is going because they have a specific skill they will be contributing. **What contribution do you think this child can make to the overall team objective?**"<sup>1</sup> A work team is not a family vacation.

### *Are They Christians?*

One team to Vietnam was composed of sixteen Pentecostal Christians and a doctor who had heard about the trip from a friend and had signed up because she thought she could use her skills to help needy folks. She was Jewish, a fact never discovered because the group had not held team meetings to prepare members for the trip. Almost from the moment the airplane took off, three church members clumsily and repeatedly attempted to convert her to Christianity.

For the remaining ten days, she did her medical volunteer work and then avoided all contact with the team, eating in her room or at restaurants by herself. The last words exchanged were "Why don't you people leave me alone?" screamed at the three overzealous church members as they latched onto her on the bus ride to Hanoi Airport.

You must anticipate this question: Since we are a Christian church, will we accept nonbelievers on the mission trip? If that doctor volunteered her services to you, you must know if there are some groups where she would fit right in and others with whom she should never be placed. Your integrity mandates that you advise such a person of the Christian makeup of your team, and the likely activities in which they will be engaged.<sup>1</sup>

### *Size of Groups*

It has been our experience that very large groups can be unmanageable for inexperienced group leaders. The ideal size for any group is 10 to 15. Youth groups up to the maximum size recommended should have 3-4 adult chaperons. We advise group leaders to give careful consideration to the size of groups they are planning to take. While there are no specific restrictions on the size of any group, it is important that the group be manageable for the leadership team of the group. The logistics of managing large groups during transit and at the work site is a significant task. The organization and division of responsibilities of the leadership is a major consideration in any trip plan. If your group is large, consider dividing your group into teams, with each team leader reporting to the group leader. Also, you must be careful not to overtax the resources of the local mission host.

## *Practical preparation check list*

1. ***Communication:***
  - a. Communication between the Mission Coordinator, in country contact and group leaders is essential.
  - b. Have emergency phone numbers available for team members before they leave. (Form #3a)
  - c. Have information available about how the team members will be able to communicate once in country (public phone availability, computers, phone card usage, postage availability).
  - d. Transportation and several phone numbers of contacts in the host country, should be arranged prior to leaving. Arrangements with your host to send transportation to meet you or your group at the airport. Only passengers are allowed inside the airport, so your ride will be waiting immediately outside the only exit. (Transportation Form #4)
2. ***Legal documents and requirements.***
  - a. Insurances
  - b. Waivers (Release for minors) (Form # 5a)
  - c. Medical treatment release forms (Form #5)
  - d. Passports (See more information on next page)
  - e. Airline tickets
  - f. Immigration and Custom information for team members (Address of where you will be staying in host country)
3. ***Medical conditions and First Aid***
  - a. Be aware of anyone on your team who may have a medical condition which may require some special arrangements.
  - b. Be sure you have 1 or 2 first aid kits available while in country. (see next page)
  - c. Inform team members of immunization requirements for your host country.
  - d. Know what kind of Medical care exists in your host community in case of emergency.
4. ***Dress Codes***
  - a. Discuss proper dress for safety on the job.
  - b. *Make sure all team members are aware of host country customs as far as dress.*
5. ***Money Exchange information appropriate for your host country.***
6. ***Working Conditions on site***
  - a. Weather conditions
  - b. Will Nationals be on site?
  - c. Describe a typical work day for men and women.
7. ***Resources and tools—***
  - a. What tools will be needed for work site? Should you bring tools with you?
  - b. Evangelism resources—**keep it simple**; don't take showy props that you wouldn't leave there.
8. ***Lodging conditions/arrangements—review conditions with team members***
9. ***Food and shopping/transportation in host country***
  - a. Let team members know what will expected of them as far as what foods they will be eating, who will be preparing and how, when and who will shop for it.

b. Explain Taxi service or other public transportation in host country. (ie: fees, accessibility)

10. ***Luggage and Packing tips***

11. ***Discuss Cultural adjustments***

12. ***Arrange for evangelistic opportunities for your team before you arrive.***

## *Suggested Items for FIRST AID*

Non-Aspirin Tablets  
Metal Tweezers  
Water Pouch  
Blistex Lip Ointments  
Antibacterial Ointments  
Alcohol Prep Pads  
Sting Relief Pads or Ointment  
Insect Repellent  
Antiseptic Ointments  
Scissors  
Antacid Tablets  
Electrolyte Tablets

Ibuprofen Tablets  
Sterile Gauze 2X2 and 4X4 and 5X9  
Gauze Rolls  
Instant Cold Packs  
Burn cream  
Adhesive Tape  
Finger Splints  
Adhesive Bandages  
Butterfly closures  
Elastic Wrap 2”  
Waterproof matches

Each individual should consider taking along a broad spectrum antibiotic prescribed by their physician, also an anti-diarrhea medication and any other medications they feel they may need.

## *How to obtain a passport*

1. Obtain your birth certificate—the original with a raised seal (you can do this on the internet at [vitalchek.com](http://vitalchek.com) the cost is \$11.00)
2. Get 2 passport pictures taken—either at AAA or L.A. Camera
3. Take both pictures and your birth certificate to Prothonotary’s office at the Court House (approximate cost is \$65.00)

## *Team Meetings*

### The Objectives of Meetings

The secret to successful mission trips is preparation and training of the participants; the key to that preparation lies in the team meetings convened in the months leading up to the trip.

How many meetings does the team need before their departure? There is no hard rule about how many meetings or how frequently they should occur. Figure on holding at least eight, but no more than twelve. The meetings have six objectives. The group members need to:

- Build team camaraderie and morale.
- Enhance their biblical understanding of mission work.
- Develop their language skills (if appropriate) and cultural understanding of the host community.
- Prepare for the physical skills and logistical arrangements required for the trip.<sup>1</sup>
- Begin planning for Reentry before you leave. “Reverse Cultural Shock”  
Refer to: “Reentry Guide for Short-term Mission Leaders” by Lisa Espineli Chinn
- Prepare for evangelistic efforts

### Mandatory Attendance?

Attendance at every meeting should be mandatory. The problem is, you have to be careful about using words like "mandatory" when dealing with volunteers. If your pastor missed a meeting to deal with a counseling crisis, do you throw him off the trip? Of course not. So how would you respond to the nurse whose shift work schedule prevents her from attending a couple of team meetings? Clearly, you cannot require compulsory attendance. But at the first meeting you can remind them of the importance of attendance.<sup>1</sup>

## *Meeting Topic suggestions*

### Meeting #1—

Logistics: Cost, dates, fund-raising ideas, scholarship money available. Expectations of team participants, rules, learning the language, journaling, health considerations, insurance, accommodations and meals.

### Meeting #2—

Introduce all team members.  
Practice language skills if necessary  
financial matters such as deposits  
Discuss cultural sensitivity  
Preparation through the Scripture and Prayer.  
Journal assignment: Why am I going on this trip?

Meeting #3—

Introduce any new team members

Practice language skill—Personal introductions, phrases, songs

Fund raising matters

Go over 1 or 2 items on above check list

Preparation through the Scripture and Prayer.

Journal assignment: How have I personally seen God at work?

Meeting #4—

Team members share an item on the host country they learned recently

Preliminary sign-up for on-site tasks

Go over 1 or 2 items on above check list

Questions

Preparation through the Scripture and Prayer.

Journal assignment: One experience that I definitely want to have while in the host community.

Meeting#5—

Guest Speaker-someone who has previously taken a similar trip or visited your host country.

Team members share an item on the host country they learned recently

Distribute preliminary worksheet of task assignments, break into small groups to discuss further training needed, equipment/supplies, etc.

Practice language skills

Preparation through the Scripture and Prayer.

Go over 1 or 2 items on above check list

Make sure everyone has a passport or has applied for one, airline reservations are made.

Journal assignment: The spiritual gifts I bring to this mission.

Meeting #6—

Make sure financial obligations are being met.

Continue with language skills and sharing the culture as before

Report from each leader on the worksheet of assignments

Preparation through the Scripture and Prayer.

Go over 1 or 2 items on above check list

Arrange or plan for a commissioning service to be held for the team.

Journal assignment: How I think this trip will affect my life.

Meeting #7—

Trip logistics: hand out checklist; itineraries (two copies; one to take, one to leave with family), tickets. Offer packing tips

Preparation through the Scripture and Prayer.

Go over 1 or 2 items on above check list

Discuss “What if’s...?”

Journaling assignment: How I will reach out to share God’s love more with a team member I have been most distant from so far.

*Suggested devotional materials for team meetings*

“Walk as He Walked” by Howard and Bonnie Lisech

“Missions, God’s Heart for the World” by Paul Borthwick

## *Functioning as a group Leader While at the Mission*

### Leadership and Coordination

Group Leaders are responsible for leading their own groups while on the trip. The Mission organization or church staff is there to assist you in adapting to culture and daily routines, not to lead your group. He or she can facilitate your group in accomplishing your spiritual, educational and work goals, however, you must be prepared and active throughout your visit. **The Group Leader is the primary contact between the group and the mission organization or church.** This is a very important and valued relationship.

The Group Leader sets the tone for the group. We hope that every Group Leader goes with both energy and ideas. The Group Leader needs to be flexible and to "expect the unexpected." Frequently this means coming up with alternate plans either on arrival or at the beginning of the day.

### *What should I do if for some reason my host does not meet me or my group?*

Should an unforeseen emergency arise causing your escort to be delayed for over an hour, please follow these steps as needed:

1. Ask the airline representative to help you.
2. You should have a phone number of your host so you can contact them
3. Vehicles can be rented at the airport if you choose to have your own transportation. You will need a valid U.S. drivers license, passport, and a recognized credit card (or cash) to pay for the car rental. Be sure to ask for a map.

### *Focus on Purpose of Mission Visit*

We ask that group leaders help to make sure there is a focus on spirituality. We recommend that the group **meet in the morning to pray and plan the day** and **meet in the evening to pray and reflect on the day**. Frequent reflections are vital to appreciating and understanding the miracles that you see daily. We recommend setting aside 30-45 minutes a day for private contemplation. Journaling is an excellent tool for this. Attend church services if possible.

Group Leaders should set realistic daily and long-term goals for their group. They should be prepared to keep group members focused on their reasons for coming on the work team, specifically to:

- Provide love and attention to the nationals.
- Understand more about their relationship with God and deepen their spirituality.
- Learn about the mission or church you are visiting.

- Become more aware of poverty and ways to help.

### *Enforcement of Rules*

One of the challenges for a Group Leader is the enforcement of the rules to insure harmony in the group.

### *Continue to prepare for reentry*

A reentry program helps put a healthy closure to the foreign experience. There are definite emotional and spiritual tolls to pay when one crosses cultures for the Kingdom and these needs to be acknowledged and assessed. **The Last night there is the time to fill out the questionnaire (Form #6) and discuss with each other if possible, “what this trip meant to me.”**

### *Continuing the Mission Experience after Your Return*

*Refer to: “Reentry Guide for Short-term Mission Leaders”*

*by Lisa Espineli Chinn*

You and your group members will be positively impacted by the experience you have shared. In order to keep the mission spirituality alive, many groups have suggested the following:

Include the Mission organization or church and the people in your daily prayers.

Set aside a few minutes each day to reflect on your experience. Consider your priorities and how the experience has affected your views and personality.

Volunteer to speak to community and church groups about your trip.

Pray about and consider returning on another work team.

### *Words of Wisdom*

Slow down! Take time while you are at the job site to relax and enjoy your experience. Remember **making relationships is more important than the work you are doing**. You can't maximize your experience if you are too busy with your daily tasks to see what is happening around you. Notice the beauty around you, notice that child watching you

and PRAY.

## *Suggested Scripture Readings*

### *Preparing for your Journey*

The following are suggested scriptures to be used for meditation as you prepare for your mission trip. We suggest journaling your thoughts, fears, anticipations and prayers as you set out on your journey. Later this journal will be a means of discovering how God has changed you as a result of your mission trip.

Contemplate on these passages in regards to your motivation to serve:

James 2:14-16

Philippians 2: 1-4

Remember those you will be serving:

Matthew 9:35-37

Matthew 19:13,14

Mark 10:13-16

Consider the members of your group and the community of believers you represent:

Romans 12

## *While on your mission trip*

Throughout your mission trip we suggest that you meditate on the scriptures daily to find the strength and wisdom to serve as Christ has called. Once again, journal your thoughts and compare them to those from before you came. Give thanks to God for the lessons and changes in you which He has provided.

### **Look at your motivations. Are they in line with God's purpose?**

James 2:14-16

Philippians 2: 1-4

### **Who are you here to serve?**

Matthew 9:35-37

Matthew 19:13,14

Mark 10: 11-16

### **How are you and your group interacting with each other, other volunteers and the Nationals?**

Matthew 7:1-5

Romans 12

Galatians 5:13-15

### **Consider what God is calling you to:**

Matthew 9:35-38

## *Documentation for the Work team*

Group leaders must:

1. Ensure that each group member has a passport that will not expire 30 days before the return date. It is recommended that group leaders collect photocopies of group member passports as a backup in case of loss.
2. Ask each prospective group member to complete an application and personal survey along with a medical release (form #3) and return signed copies of these forms to you. Ensure that these forms are complete before you leave the US. **Note: Form 5b must be signed by each parent or guardian not accompanying their minor child. If asked, be prepared to show these forms to Immigrations officials at the airport.**
3. Send the Transportation Form # 4 to the organization or church you will be visiting when you have made your transportation arrangements. Ask them to arrange to have someone meet your group at the airport based on the information you provide. You group will be responsible for this expense.
4. Be sure each team member has a copy of phone numbers and address in host country. Also flight times and information (Form #3a) They will need a copy for themselves and one to leave at home with family.
5. If a medical team fax copies of medical credentials for all health care professionals intending to practice directly to the organization you will be visiting. Medical credentials must be received 30 days before arrival.

<sup>1</sup> Taken from *The Essential Guide to the Short Term Mission Trip* by David C. Forward

# *Volunteer Application for Individuals 18 years or Older*

## **(Form #1)**

Thank you for your interest. Please complete the following application and sign the attached Agreement and Release from Liability. Signed copies of this form should be collected by the group leader.

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

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Passport Number \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Medical Credentials? \_\_\_\_\_

Health or Physical Limitations! Allergies: \_\_\_\_\_

Medications/Dietary Needs: \_\_\_\_\_

Do you speak Spanish? \_\_\_\_\_ Can you write Spanish? \_\_\_\_\_

Housing Location Preference, if any: \_\_\_\_\_

If you are with a group, what is the name of the group? \_\_\_\_\_

Name/address/telephone number of the person to contact in case of emergency:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**On the back of this page please write your 3-5 minute personal testimony.** **AGREEMENT AND RELEASE FROM LIABILITY**

**FOR INDIVIDUALS**  
**18 YEARS AND OLDER**

**(Form #3)**

I, the undersigned, agree to the following terms as a condition for visiting being accepted for this mission trip between \_\_\_\_\_ and \_\_\_\_\_.

*Consent*

I will work only on authorized projects. I will at all times follow the direction of the group leader.

*Release of Liability*

In consideration of \_\_\_\_\_ accepting my application for this mission trip and on behalf of myself, my heirs, assigns, executors and personal representatives, I release, hold harmless and discharge forever, their staff, officers, directors, employees, volunteers, agents, sponsors, promoters, and affiliates from any and all liability, claim, loss, damage, cost or expense and waive any such claims against any such person or organization arising directly or indirectly from or attributable in any legal way to any action or omission to act of any such person or organization in connection with the sponsorship, organization and involvement in all activities, occurrences and consequences, to include health, sanitation and safety exposures, related to the mission trip. The "mission trip" in this context includes all time related to preparation for the trip, travel to and from the country, and the duration of the visit.

*Release for Emergency Medical Treatment*

Should emergency medical treatment be necessary and I am unable to act on my behalf, I authorize \_\_\_\_\_ the delegated group leader, to act on my behalf and approve appropriate treatment.

By my signature below I consent to the provisions of this agreement and release from liability form.

\_\_\_\_\_

\_\_\_\_\_  
(Signature of Volunteer)

(Date)

*Members* *Important Information for Team*

(Form # 3a)

This information will be important for your family back at home. It will be good to have in case of an emergency.

Name of Group: \_\_\_\_\_

Name of Team Leader: \_\_\_\_\_

Phone number of contact person (at home) \_\_\_\_\_

Phone number of contact person in host country: \_\_\_\_\_

Date of departure: \_\_\_\_\_ Time of departure: \_\_\_\_\_

Airline: \_\_\_\_\_ Flight number: \_\_\_\_\_

Return Date: \_\_\_\_\_ Time of return: \_\_\_\_\_

Airline: \_\_\_\_\_ Flight number: \_\_\_\_\_

Names and phone numbers of other team members:

**SHORT - TERM MISSION TRIP EVALUATION FOR**  
**Form #6**

Name:

Country of Ministry:

Date:

1. Describe your most important objectives during the pre-trip planning stage.

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2. What were your greatest concerns during the pre-trip planning stage?

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3. What was the greatest lesson you learned during this mission trip?

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4. What helped you learn this lesson? Describe the experience, people, etc

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5. What were the best parts of the overall experience?

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6. How was the balance of work, fellowship, witnessing for you?

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7. Which tasks were the most fulfilling for you?

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8. How would you describe the effect this trip had on your personal:

a. Self image?

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b. Spiritual life?

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c. Interest in future missions?

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d. God's overall plan for your life?

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9. Will you covenant to pray for any of the people with who you worked?

Who?

10. Do you plan to maintain contact with any of the people you met?

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11. Where do you rate yourself regarding missions service?

- I am definitely going to be a missionary or tentmaker.
- I definitely want to return on another short-term mission trip
- I am open to being a missionary, but I am unsure where
- I just started thinking about being a missionary, and I am unsure
- I am going to be a supporter of other missionaries
- I am opposed to the idea of missionary work
- I have never really thought about missionary work.

12. What would be your biggest piece of advice concerning improving our teams in the future?

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13. General Comments

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SOURCE: *Short Term Missions Manual* of the Reformed Episcopal Church (Warminster, Pa.). Used by permission. This form may be reproduced by team leaders for use in a short term mission trips.

# Volunteer Application for Minors under the Age of 18

## (Form #1a)

Thank you for your interest. Please complete the following application and have your parents/guardian(s) sign the attached Agreement and Release from Liability. Signed copies of this form should be collected by the group leader.

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

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Passport number: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Medical Credentials? \_\_\_\_\_

Health or Physical Limitations/Allergies: \_\_\_\_\_

Medications/Dietary Needs: \_\_\_\_\_

Do you speak Spanish? \_\_\_\_\_ Can you write Spanish? \_\_\_\_\_

Housing Location Preference, if any: \_\_\_\_\_

If you are with a group, what is the name of the group? \_\_\_\_\_

Name/address/telephone number of the person to contact in case of emergency:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**AGREEMENT AND RELEASE FROM  
LIABILITY**

**Minors under the Age of 18**

(Form 5a) until a new one is formulated

Both parents (if living) and the guardian(s) of each minor must sign this form before the minor leaves the US.

***Permission and Consent***

1. As parent or guardian of the minor named above, I give my permission for my child or ward to travel to \_\_\_\_\_ and participate in the mission trip activities during the period from \_\_\_\_\_ to \_\_\_\_\_.

My child will work only on authorized projects while on the mission trip. He/she will at all times follow the direction of the group leader.

***Release of Liability***

In consideration of \_\_\_\_\_ accepting my child's application for this visit and on behalf of my child, myself, my heirs, assigns, executors and personal representatives, I release, hold harmless and discharge forever \_\_\_\_\_ their staff: officers, directors, employees, volunteers, agents, sponsors, promoters, and affiliates from any and all liability, claim, loss, damage, cost or expense and waive any such claims against any such person or organization arising directly or indirectly from or attributable in any legal way to any action or omission to act of any such person or organization in connection with the sponsorship, organization and involvement in all activities, occurrences and consequences, to include health, sanitation and safety exposures, related to the mission trip. The "mission trip" in this context includes all time related to preparation for the trip, travel to and from the country, and the duration of the visit.

***Release for Emergency Medical treatment***

Should emergency medical treatment be necessary and my child and I are unable to act on his/her behalf, I authorize \_\_\_\_\_, the delegated group leader, to act on my child's behalf and approve appropriate treatment.

By my signatures below I consent to the provisions of this agreement and release from liability.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Address)

# **TRANSPORTATION INFORMATION**

## **(Form #4)**

Group leaders or individuals traveling alone should complete this form and send it to the mission organization or church it will be visiting. This will assist them in providing appropriate transportation to and from the airport. This expense will need to be paid for by the group. After you and/or your group have processed through Immigration and Customs, you should have made arrangements for your host to have someone meet you outside the airport. They should carry a sign with your name on it.

Name of Group/Individual: \_\_\_\_\_

Name of Leader(s): \_\_\_\_\_

Date of Arrival: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

Airline Flight Number: \_\_\_\_\_ Number in Group: \_\_\_\_\_

Anticipated number of boxes, pieces of luggage: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Time of Departure \_\_\_\_\_

Airline Flight Number: \_\_\_\_\_

**This form should be faxed, e-mailed or the information called to someone in the host country. Document who you contacted and when.**

**We encourage each Group Leader to make copies of all passports in the event of any loss.**

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