

**SHORT TERM MISSIONS  
(STM)  
HANDBOOK**



**Short Term  
MISSIONS**

**Guidelines/Applications for Short Term Mission Trips  
September 2007**

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# SHORT TERM MISSIONS

## STM

### STRATEGY:

The story is told of a person who asked two stone masons, working side by side, what they were doing. One replied that he was laying blocks and the other responded that he was building a cathedral. They were both working on the same task but one was doing a job and the other was changing the world.

In this Short-Term Missions program we must remember that it is not an end in itself, but needs to be seen as a means to the ends of 1) getting everyone in the church involved in missions (missions education), and 2) providing the best preparation and support possible for those God is calling from your church into long-term service (sending missionaries to complete the task of world evangelization).

When the vision of world evangelization is the foundation for a STM program, it impacts and directs every aspect of the church.

### WHAT:

Short term missions is a term used to describe the idea of going into a missions opportunity with the plan of providing help and aid to an already existing work whether long distance or in the local church area. This handbook is to be a guide in helping Metropolitan make STM a major part of its mission trust; for it is when a *total church* is involved that the church becomes “on fire” for a real purpose of evangelism.

### WHY:

In America today, there is little understanding of what the life of the other 90 percent of the world is like. STM can allow the whole church to experience another culture, gain new insights into social, political, economic and spiritual situations unlike any experienced here. The team members that go are changed forever. Their attitude toward life and material things is never the same.

The benefits to the sending church are numerous. When team members return, their renewed passion and vision can be contagious, spreading throughout the congregation, igniting the ministry of the entire church. Experience has shown that a church’s ministry focus will tend to switch from *inward* to *outward*. A stronger sense of community can develop in the church, influenced by a returned team that has experienced the joys and challenges of community living and team dynamics, and brings home a model that affects the whole congregation/ministry. The short-term experience also promotes the development of leaders. The influx of new leaders is a great boost to the entire congregation.

## **HOW:**

How does STM affect the whole church when only a few actually go? Henry Blackaby says a ministry of the church must have the whole church involved. This does not mean everyone is actually doing the ministry. He used the example of the human body as Scripture does. There is a book. The hand picks up the book. How much of the body actually is holding the book. Only the hand is holding it. However, the whole body is involved or that hand could not pick it up, so the whole body must be used for the hand to function properly. This is true of STM. The whole church must be involved and supportive or the team cannot function properly.

## **RESULTS:**

If the church invests properly, the returns are truly great. There is an increase in prayer, an increase in giving and an increase in commitment. Statistics show that eighty five percent of career missionaries have participated in a STM mission experience.

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## **METROPOLITAN STM PHILOSOPHY**

The purpose of any mission activity should be first and foremost to share Jesus Christ to a lost world either directly or indirectly. Scripture states that we are to proclaim the gospel at home, around the block and around the world (paraphrased). If this is the vision of the church, then everything related to sending out short missionaries will center on that goal.

All requests and ideas must be screened in view of that vision. There may be times when requests for projects/trips/individuals must be rejected.

## **TEAM LEADERS**

The team leader should be very interested in the particular project and be available to go with the group. His first responsibility should be to enlist a group of prayer supporters to constantly bathe the trip and participants in prayer. With any mission trip the potential for changed lives is high and therefore spiritual warfare can be expected.

### **RESPONSIBILITIES:**

1. Set the Spiritual Tone Of The Trip
2. Plan and Participate In The Site Selection
3. Supervise Team Selection (interview and screen applicants, management and delegation)
4. Handle Administrative Details
5. Manage Budget, Fund Raising and Financial Matters
6. Communicate With Host Missionary / National Agency
7. Know Logistical Arrangements (Travel, Lodging, Documentation, Immunizations)
8. Help Plan Team Preparation and Training Meetings (See sample for Peru trip)
9. Oversee On-Site Daily Schedule, Work Assignments and Team Time (i.e. Devotional, Prayer and Debriefing Times, Rest, etc.)
10. Define Rules And Consequence and Be Willing To Carry Them Out
11. Help Lead Debriefing and One-on-One Follow-up
12. Arrange For A Report To The Whole Church

The Team Leader must enlist assistants. It is impossible for the Team Leader to do everything. Some areas delegated would be:

1. Financial Coordination (budget, support-raising records, other money matters)
2. Publicity Chairman
3. Special Projects Coordinator (gathering clothes, films, teaching materials, etc.)
4. Spiritual Leadership (responsible for devotions, etc.)
5. Coordinators for Travel, Supplies and Documentation

## **STEPS IN ORGANIZING A STM TRIP**

- The team leader should have a good understanding of the goals and objectives of the host mission or agency. Communication is absolute.
- Following are some guides that can help in planning the trip. While they are guidelines, it is very important that early careful planning be done as these suggest.
- The following pages may be copied as needed if you plan to use them as is.

**Before starting the STM process, you must first fill out the Project Application (Pg. 31) and get approval by MBC Missions Committee. This form must be signed/approved by a MBC Pastor prior to any announcements or fundraising.**

## **PROMOTION AND PUBLICITY STRATEGY**

Building interest, enthusiasm, support and commitment for the project, and successfully recruiting team members is largely accomplished through a well-designed and implemented promotional effort.

**Before any promotions YOU MUST FIRST HAVE APPROVAL of the STM project by the STM Committee and MBC Missions Committee (Page 30).**

There is a “3E” focus to the promotion effort, namely, to **E**ducate, **E**ncourage, and **E**nlighten the congregation and potential team members. Education can and will help overcome the barriers that naturally arise such as fear of the unknown, misconceptions about missions, or incorrect perceptions about trip objectives and costs. Encouragement and enlightenment will help motivate a positive response. Some suggestions for promotion include:

Contact the church office for procedures or announcements in:

**Bulletin**

**Pulpit**

**Newspaper**

**Sunday School**

**Bulletin Inserts**

**Bulletin Boards**

**Calendar of Concern**

**(Fill out and submit Page 30 STM Announcement 45 days before departure.)**

Fix a schedule of how each medium will be used.

Suggestions:

- a) Make articles short and informative.
- b) About two months before the trip, ask to make a short announcement in Sunday School to explain financial needs and to pass out information.
- c) One month before the trip, have prayer information sheet available in Sunday School classes, information booth, etc.
- d) Have daily prayer calendar available for prayer.
- e) Use bulletin board to display pictures, etc. after the trip.
- f) Have follow-up articles in the newspaper.

### **INFORMATIONAL FLYER**

It is helpful to put all the important information on one sheet of paper or in an attractive brochure, which tries to answer most questions and captures attention and interest.



### **SLIDE/VIDEO PRESENTATION**

If possible, present a brief, fast-paced slide or video presentation. One group arranged to do the presentation during the morning worship services to reach the largest audience. The slide or video show helps people to see themselves as potential participants.

### **TESTIMONIES FROM TEAM MEMBERS OF PREVIOUS TRIPS**

Testimonials from veteran participants who are good communicators can be an effective promotional tool. When possible, use people who identify well with the audience.

### **WORD OF MOUTH AND PERSONAL INVITATIONS**

Enthusiastic one-on-one conversations by phone and other group settings initiated by team leaders and STM alumni are another effective tool. The credibility and respect they command has greater impact than slides and brochures.

### **INFORMATIONAL MEETINGS**

Call an informational meeting about one month prior to application deadline. The meeting gives the opportunity to interview prospective team members and to explain details of the trip to those interested in participating. The details should include slides or videos of the country and project, expectations for team participation, and financial obligations of team members. Allow for a question/answer period. Also be sure that all significant information is available in written form to reduce the “I never heard of that” problem.

In all of your promotions, answer the question, “Why go?” Go to be a part of God’s work, to conquer faith barriers, to see God change others, to see God change you and to see the world a little more as God sees it. God often uses these experiences to do something very special in participant’s lives.

## **TEAM SELECTION**

Prayer is the key to selecting a team asking the Holy Spirit to lie on the heart of each person who is best suited for God's purpose for each trip. There will be personality conflicts, etc. but these can have a positive impact if each person is committed.

### **PROCESS OF CHOOSING:**

1. Determine the group size and type
2. Develop criteria (based on general guidelines, skills needed, language ability, health requirements, etc.)
3. Set application deadline (no less than 2 months before departure)
4. Publicize and recruit
5. Hold introductory meeting and hand out applications
6. Screen applicants including method of financial support

### **TEAM MEMBER SELECTION CRITERIA**

The team member should be a MBC church member or regular attendee or a member of a sister church and have an active and obvious commitment to Jesus Christ and ability and desire to share Christ and serve God. Applicants should:

1. Be an ordinary person who is willing to be used by an extraordinary God.
2. Be willing / able to commit the time, effort and money.
3. Be committed to sharing ministry experience with the congregation upon return.
4. Be qualified and able to do the work expected by the receiving group.
5. Has approval of parents if under 18.
6. Be committed to participate in pre-field training, team building times and group fund raising events.
7. Have completed the application process (including a written commitment to attend planning meetings and to abide by rules of the team).
8. Be spiritually aware, flexible and adaptable.
9. Be willing to follow the leaders.
10. Not require a baby-sitter, nor have a chronic bad attitude, and be willing to be both spiritually and physically exhausted if required on the field.

## AGE AND SKILL FACTORS

Age and skills should depend on the individual needs requested by the mission organization, if they specify. In other situations, activities are based on the abilities of the people who feel God leading them to go. This is more difficult and requires lots of coordination between the Team Leader and the leaders on the mission site.

One of the goals of STM committee is to get the **total family** involved in missions. Projects could be designed to encourage families to participate. Few experiences change a child's life more than cross-cultural experiences. For example, parents could take their children to a local school for a visit, especially if the visitors will present Jesus to the local children. For this purpose, the parents could prepare a puppet presentation with a cassette tape in the local language or through a translator.

### **Family Mission Trips:**

Another goal is to promote family mission trips. These trips will encourage family togetherness and mission work. These trips are not a family vacation but a Christ centered experience and these trips should be age appropriate. That is, if you are going to build a church or clear a jungle, you want age appropriate projects which the members of a family can accomplish without concern for younger children.

Another group that can be very valuable is **senior citizens**. They should be encouraged to use their years of experience, tender care and wise counsel. They should be the army of prayer warriors.

Specific skills can be used to open doors on mission fields that missionaries cannot open. Examples are medical, dental and eye clinics, working in neighborhoods in sports, building, sewing, English classes in areas of college students, etc. God will take the initiative to open doors for any persons skill if that person has a willing heart surrendered to the Spirit of God.

**Singles** should also be a focus of mission trips. Many have the skills and time needed. There are great opportunities for singles to use the skills they have.

**Children and youth** may enjoy teaching American sports to the locals or playing their sport with them. At the end of the game have a resting time where someone could present the Gospel. VBS programs are very effective. Music is a great avenue between the mission team and the local people.

## **Be creative!!**

## FINANCIAL POLICIES

Fund raising can provide great opportunity to experience God and see His faithfulness at work. If the financing of a mission trip is not faith stretching, then our sights are set too low. Each team member should be responsible for raising a portion of his funds in order to experience watching God work.

MBC guidelines state, “Persons taking a missions trip should pay their own way or raise their own support.” Volunteer junior and senior high school students may request help from the missions committee up to an approved limit. The funds will, however, most likely be deposited in the hands of the Team Leader, or in a special account to be opened by the Church Administrator.

We strongly suggest that some allocated or gifted funds be released to the Team Leader to pay the expenses of the trip. The Church Administrator may write checks directly to the travel agent or airline, and if possible, to the sponsoring organization. The team needs to discuss openly the reality that some may get too much, and some may get too little. We suggest sharing for the entire team.

Raised, gifted funds are to be spent only on **necessary, related items:** airfare, hotel, (one assigned), snack money, guest house gift, airport taxes, taxi cabs, tips, group food money, etc. (Underlined items to be handled by the team leader.) Money for souvenirs and side trips should come from the participants personal funds, and not be collected or distributed through the church.

A leader or team member may not be reimbursed for articles left to the mission organization either on purpose or by oversight. (i.e. If you leave a power saw you will not be reimbursed with a new one once you return.)

Lack of funds is never a reason to shrink from going on a mission trip. If God is calling you to go and tugging at your heart, simply **step forward in faith**, and tell the whole church, the whole town that you are going on a mission trip. “What about if the funds fail to come in and I become an embarrassment to myself and God?” Someone put it this way. **“God will take care of His own reputation.”**

## **FINANCIAL POLICIES OF MBC – STM**

- The STM Committee recommends to the Mission Committee approval of a project. If the STM Committee and the Mission Committee approve - then permission for fund raising can begin.
- The Missions Committee cannot do fund raising for an STM project in the church without the STM Committee recommendation and approval.
- Guidelines are to be given by the team leader to team members who write / send out support letters.
- Guidelines about church sponsored fund raising projects (car washes, auctions, bake sales, etc.) should be set up with the church business administrator and approved by the Deacon Board prior to start of the fund raising activity.
- Funds raised by individual team members will be credited to the individual but used by the Team Leader to purchase plane tickets, etc.
- Guidelines should be considered for those who may have no resources to go on a trip but are truly committed to Missions and feel led to participate. (This should not be construed to mean that this person couldn't depend totally on God to miraculously provide, but that the lack of financial resources should not be used to eliminate someone.)
- The STM Committee allocates initial funds to MBC members to “seed” or “initialize” their fund raising efforts. If an individual falls short of their fund raising, they are encouraged to discuss this with the STM team leader and the STM Chairperson(s).
- No funds can be designated through the church for any side trips for sightseeing. If you plan to sightsee, do so before or after the dates of the Mission trip with your own money.
- No STM Funds may be allocated for children under 8 years of age.
- Reimbursement will not be made for any articles left at/with the Mission organization.
- Maximum STM Contribution per Family is \$400.00, unless approved specifically by Short Term Mission Committee.

- STM Funds are to be raised and deposited with the Church Treasurer. An individual trip account will be set up by the Church Treasurer after STM Committee approval and Mission Committee approval. Individual accounts will be set up under the trip account. Funds that are raised above an individuals financial needs will have 4 options:
  1. Additional funds may be sent to the approved non-profit organization which is sponsoring the STM trip before the STM trip leaves.
  2. The additional funds may be given to another trip member who is lacking in funds.
  3. Additional funds may be kept in the trip account for up to 18 months to “seed” the next STM Approved trip for that individual.
  4. If additional funds are not directed within 30 days from returning from STM trip, all leftover undirected funds will be allocated to the STM account.
  
- Once STM Project has been approved by MBC Missions Committee – it is the responsibility of the STM Chairperson to contact MBC Treasurer and coordinate setting up the “Individual Trip Accounts”.

## MISSION FIELD EXPERIENCE

The key to a successful trip is prayer and planning and prayer and planning and prayer and planning. The goal on the field is to glorify God (John 13:35). God may design the team to face many surprises. Situations may arise once on the field that mean the best of plans must be abandoned to meet God where He is working once you are there.

Our ultimate goal on a short-term mission is to glorify God and have a positive influence on other people's relationship with Jesus. *"By this all men will know that you are my disciples, if you love one another"* John 13:35 NIV.

All sorts of ingredients and surprises can be part of God's design for your time on site. Your team building times and training will undoubtedly prove to be valuable. There will be many parts of the experience that are out of the team leader's control ... but you can optimize the experience by having as much influence as possible on the schedule and activities of the group in an effort to keep the team members fresh spiritually and physically. Thoughtful addressing of scheduling issues and arriving with servant attitudes can be the keys to an optimal experience.

### **Elements of a successful trip:**

- Dependence on God
- Prayer partners at home
- Significant involvement with nationals and missionaries
- Experiencing and learning the culture
- Flexibility and humor
- Accomplishing the task
- Keeping accurate financial records
- Staying healthy (adequate rest, good water and food, following hygiene rules for that setting, etc.)
- Time alone with God – an absolute (individual devotions, journaling and reflection times)
- Growing as a team – reflecting on what God has done in and through each team member daily using group devotions, worship, etc. sharing at meals.
- Keep a daily journal

### **Working with the missionary and/or national hosts:**

- Honor the missionary and national hosts
- Be culturally sensitive and gracious guests
- Be sensitive to the needs
- Leave a positive contribution to their work
- Recognize that not all the plans made at home will necessarily be usable

## **THE UNEXPECTED**

Unanticipated events will occur. This may be during travel, on field, etc. There will be an enemy attack and the best weapon is wearing the armor of the Lord and falling on knees at the first sign of attack and even before. Have phone numbers of church leaders or someone who will be responsible to help if needed. Leave phone numbers of field sites with the church office.

### **Some possibilities of the unexpected are:**

- Illness of team member
- Disruptive team member or non-team players (issues of power and control)
- Stressful relationships
- Misunderstandings with hosts in the country
- Problems among missionaries on the field and or between missionaries and nationals
- Stalled / delayed work on projects due to weather, etc.
- Transportation difficulties, planes that don't take off on time or cancel
- Anxious relatives at home or emergencies
- Dealing with beggars, other unusual circumstances of culture
- Lost money, passports, luggage, accidents, deaths

**NOTE: Never leave the USA without a copy of your passport in separate luggage and leave a copy at home with someone who could fax it to the American Embassy if your passport is stolen or lost.**



## **SPIRITUAL PREPARATION OF THE TEAM MEMBER**

The team leader will be in charge of this phase of preparation. He may do it himself or enlist someone to take this responsibility.

General goals of preparation:

### **The team member will:**

- Surrender to the Lord his life, talents, and goods.
- Love the Lord with all his heart, mind and soul.
- Love the brethren as himself even if that brother looks funny or smells bad.
- Have a spirit of humility and service being ready to give up his/her rights for the sake of another.
- Be willing to accept a different diet or a cold shower for the sake of the lost.
- Be subject to the leader or leaders.
- Have a trusting heart and faith that God is in charge.

### **Some Suggested Scriptures:**

Ephesians 3:14-19	Acts 11:1-18
Deut. 4:29	John 9:36
Phil 2:5-11	11Chr 20:1-30 "The battle is the Lord's"
Rom 9:3	John 15
Matt 14:22-33	

### **The team member will not:**

- Grumble or complain
- Go sightseeing when work is scheduled
- Be independent of the group
- Have a *martyr attitude*
- Take side trips or tours except as planned by the mission hosts. They must be done before or after the official trip.

**PRACTICAL HELP**

**SHORT-TERM MISSION PROJECT CHECKLIST**

	<b><u>Person</u></b>	<b><u>Date</u></b>
<b>9-12 Months Before</b>	<b><u>In Charge</u></b>	<b><u>Completed</u></b>
<b><u>Commit to do it!</u></b>		
<b>Get project approved by MBC STM &amp; Missions Committees (Pg. 30)</b>		
<input type="checkbox"/> Develop Vision Statement	_____	_____
<input type="checkbox"/> Assemble STM Program Leadership Team	_____	_____
<input type="checkbox"/> Recruit Prayer Support Base	_____	_____
<input type="checkbox"/> Develop Funding Guidelines and Budget	_____	_____
<b><u>Project and Site Selection</u></b>		
<input type="checkbox"/> Establish Partnerships with Agency, Missionary, and/or National Co-worker	_____	_____
<input type="checkbox"/> Select Project Leader	_____	_____
<input type="checkbox"/> Recruit Project Leadership Team	_____	_____
<input type="checkbox"/> Begin Site Selection Process	_____	_____
<input type="checkbox"/> Write Project Description and determine age level	_____	_____
<input type="checkbox"/> Define Project Dates	_____	_____
<input type="checkbox"/> Determine Team Size and Composition	_____	_____
<input type="checkbox"/> Develop Funding Strategy	_____	_____
<input type="checkbox"/> Train Project Leadership	_____	_____
<input type="checkbox"/> Complete Preliminary Budget	_____	_____
<b>6-8 Months Before</b>		
<b><u>Finalize Schedule</u></b>		
<input type="checkbox"/> Recruitment Program Schedule	_____	_____
<input type="checkbox"/> Leadership (Who is in charge of this segment?)	_____	_____
<input type="checkbox"/> Define Printed And Other Tools	_____	_____
<input type="checkbox"/> Training Program Schedule	_____	_____
<input type="checkbox"/> Leadership	_____	_____
<input type="checkbox"/> STM Trip Schedule	_____	_____
<input type="checkbox"/> Debrief and Follow-up Schedule	_____	_____
<input type="checkbox"/> Leadership	_____	_____
<input type="checkbox"/> Begin Regular Prayer	_____	_____
<input type="checkbox"/> Prepare Project Brochure/Promotional Materials	_____	_____
<input type="checkbox"/> Announce Plans To The Congregation - Begin Recruiting Process (Pg. 30)	_____	_____
<input type="checkbox"/> Leadership	_____	_____
<input type="checkbox"/> Airline Space Requested and Confirmed (pymt schedule, etc, to help w/other deadlines)	_____	_____
<input type="checkbox"/> Confirm Documentation Needs (w/ State Dept.)	_____	_____

and Inoculation Needs (w/ County Health Dept.)

	<b><u>Person In Charge</u></b>	<b><u>Date Completed</u></b>
<input type="checkbox"/> Secure Lodging, Ground Transportation, etc.	_____	_____
<input type="checkbox"/> Confirm Itinerary, Project and Team Needs with Field Partner	_____	_____
<input type="checkbox"/> Finalize Budget, and Funding Strategy	_____	_____
<input type="checkbox"/> Survey Trip, if needed	_____	_____
<input type="checkbox"/> Determine Project Materials Needed	_____	_____
<input type="checkbox"/> Finalize Application, Scholarship and Selection Forms and Procedures	_____	_____
<input type="checkbox"/> Contact Church Treasurer Regarding Handling of Funds	_____	_____

**4-5 Months Before**

<input type="checkbox"/> Informational Meeting, Continue Recruitment	_____	_____
<input type="checkbox"/> Order Training Materials	_____	_____
<input type="checkbox"/> Set Payment Deadlines	_____	_____
<input type="checkbox"/> Begin to Interview/Screen Applicants (after they turn in completed forms accompanied by non-refundable fee)	_____	_____
<input type="checkbox"/> Apply For Passports	_____	_____
<input type="checkbox"/> Confirm Travel Arrangements	_____	_____
<input type="checkbox"/> Update Overseas Contacts	_____	_____
<input type="checkbox"/> Meet w/Parents of Potential Participants if applicable	_____	_____
<input type="checkbox"/> Purchase and Ship Project Materials	_____	_____
<input type="checkbox"/> Begin Team Fund-Raising Events	_____	_____

**3 Months Before**

<input type="checkbox"/> Finalize Project and Trip Details	_____	_____
<input type="checkbox"/> Develop Menus and Grocery Lists	_____	_____
<input type="checkbox"/> Confirm Travel Arrangements	_____	_____
<input type="checkbox"/> Confirm that all Participants have Current Passports and apply for Visas as needed	_____	_____
<input type="checkbox"/> Complete Interview/Screening Procedure Including all References	_____	_____
<input type="checkbox"/> Select Team Participants	_____	_____
<input type="checkbox"/> Begin Team-Building/Training Meetings	_____	_____
<input type="checkbox"/> Have Team Members Begin Journaling	_____	_____
<input type="checkbox"/> Continue Team Fund-Raising Events and Assess Personal Prayer and Fund Raising Efforts	_____	_____
<input type="checkbox"/> Schedule Commissioning Service with Church	_____	_____

	<b><u>Person In Charge</u></b>	<b><u>Date Completed</u></b>
<b>2 Months Before</b>		
<input type="checkbox"/> Reconfirm Project, Team Size, Composition and Any Special Arrangements with Field Partner	_____	_____
<input type="checkbox"/> First Funding Deadline (Airfare Payment)	_____	_____
<input type="checkbox"/> Complete Group Funding Activities	_____	_____
<b>1 Month Before</b>		
<input type="checkbox"/> Continue Team Training	_____	_____
<input type="checkbox"/> Distribute In-Country Emergency Contact Phone Numbers and Team Addresses and Phone Numbers to Participant's Families	_____	_____
<input type="checkbox"/> Confirm Prayer Support Team for Each Participant	_____	_____
<input type="checkbox"/> Complete Personal Fundraising	_____	_____
<input type="checkbox"/> Complete Plans for All Medical Needs (Shots, Group First Aid and Medicines, etc.)	_____	_____
<b>2 Weeks Before</b>		
<input type="checkbox"/> Complete Training	_____	_____
<input type="checkbox"/> Final Funding Deadline	_____	_____
<input type="checkbox"/> Finalize Individual and Group Packing Lists (including Packing Tips)	_____	_____
<input type="checkbox"/> Confirm and Collect (as needed) All Forms and Documents (be sure that a copy of each is left at church and at home)	_____	_____
<input type="checkbox"/> Parental Consent Forms and Medical Releases	_____	_____
<input type="checkbox"/> Confirmation of Shots	_____	_____
<input type="checkbox"/> Medical Forms and Insurance Forms	_____	_____
<input type="checkbox"/> List of Passport and Visa Numbers	_____	_____
<input type="checkbox"/> Collect all Supplies	_____	_____
<input type="checkbox"/> Issue Baggage Tags to All Team Members	_____	_____
<input type="checkbox"/> Confirm Schedule for Debriefing After The Trip	_____	_____
<input type="checkbox"/> Discuss Distribution of Items (shoes, clothing, tools, etc.) to be Left in the Country	_____	_____
<input type="checkbox"/> Reconfirm R & R and In-country Debrief Arrangements	_____	_____
<input type="checkbox"/> Meet with Church Missions Committee	_____	_____
<b>1 Week Before</b>		
<input type="checkbox"/> Commissioning in Church Service	_____	_____
<input type="checkbox"/> Set Time and Place of Meeting for Departure (be sure they know it is <b>a.m.</b> or <b>p.m.</b> )	_____	_____
<input type="checkbox"/> Collect All Final Payments (if not completed before)	_____	_____
<input type="checkbox"/> Double Check All Airline Tickets and Travel Documents	_____	_____

**Departure**

- Be Sure All Team Members and Luggage is at Airport  
Ready for Check-in At Least One Hour Before Departure \_\_\_\_\_

**Person  
In Charge**

**Date  
Completed**

- Be Sure All Luggage has I.D. Both Inside and Outside \_\_\_\_\_
- Pray Together with Church Missions Leadership before  
Boarding \_\_\_\_\_

**On Site**

- Orientation with Local Personnel \_\_\_\_\_
- Establish Daily Schedule Including Individual Devotions,  
Journaling and Time for Reflection \_\_\_\_\_
- Team Devotions and Worship \_\_\_\_\_
- Regular “Buddy” Check-In \_\_\_\_\_
- Work Hard \_\_\_\_\_
- Get To Know Nationals and Missionaries \_\_\_\_\_
- Reconfirm Departure Flight At Least 72 Hs in Advance \_\_\_\_\_

**Last Day Together**

- Trip De-Brief and De-Grief \_\_\_\_\_
- Challenge To Make Experience A Part Of Their Lives \_\_\_\_\_

**1 Week After**

- Write Evaluation (Pg. 41) and return to STM folder  
(Front credenza – top drawer) \_\_\_\_\_
- Return Celebration \_\_\_\_\_

**2-3 Weeks After**

- Meet to Share Pictures and Plan Report  
To Congregation, etc. \_\_\_\_\_
- Report To Congregation \_\_\_\_\_
- Debrief with Church Leadership,  
Pastoral and STM Committee \_\_\_\_\_
- Firm Up Follow-Through Plans and  
Accountability Relationships \_\_\_\_\_

# SET-UP TRIP

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After a potential STM site is approved through the selection process, usually conducted through the mail, telephone or FAX system, a more detailed study can be conducted through a visit to the actual location to begin the process of dealing with the logistics of a STM.

The purpose of a set-up or survey trip is to familiarize the leaders with the country and arrange details for the team's stay. A set-up trip is arranged with the help of the sponsoring organization or mission and should cover every conceivable question, including confirmation of questions asked during the site selection process. Before the trip, the leaders should familiarize themselves with the country's economic and political systems so the proper authorities can be contacted for answers.

## **Legal and Political**

1. If the trip is a construction mission, are passports or special visas required?
2. Are tourist cards required, and how does the visitor receive one?
3. Is there an airport tax, and can it be paid for the entire group in one check? When must it be paid?
4. Is there a United State Embassy or consulate in the area? If so, contact them and let them know if the group's impending visit.
5. Find a secure place for storage of traveler's checks and a method of cashing them.
6. If the trip is a construction mission, are passports or special visas required?
7. Are tourist cards required, and how does the visitor receive one?
8. Is there an airport tax, and can it be paid for the entire group in one check? When must it be paid?
9. Is there a United State Embassy or consulate in the area? If so, contact them and let them know if the group's impending visit.
10. Find a secure place for storage of traveler's checks and a method of cashing them.

## **Housing**

1. How many people can the camp (or other accommodations used) sleep?
2. Get a detailed description of facilities and become familiar with the surroundings.
3. Are separate sleeping facilities available for married staff and families?
4. What bathroom and laundry facilities are available?

## **Food**

1. Become familiar with the details of the kitchen facilities.
2. What appliances are available?
3. Is hot water available?
4. Are dishes, pots and pans, and cooking utensils available?
5. On what days are bag lunches required?

6. Determine what food items are available in the country, their price, and whether they are always on hand.
7. List the location where each meal will be served throughout the trip.

### **Medical**

1. Where is the closest hospital? (Get the telephone number, address and directions.)
2. Is there a Christian doctor available at the hospital or clinic?
3. Where is the nearest medical clinic? (Get the telephone number, address and directions.)
4. What is the system for handling bills?
5. What pharmacy should be used? (Again, get pertinent information.)
6. What is the procedure to be used in case of serious accident?
7. What is the procedure to be used in case of death?
8. What documents will be required for a person to receive treatment?
9. What documentation will be needed for an American insurance company to reimburse for medical expenses?
10. What immunizations and/or medications are required?

### **Scheduling**

1. What should be the typical daily schedule for workdays? (Consider average temperature and rainfall.)
2. What will be the schedule for non-typical days, such as church worship times and sightseeing?
3. What locations should be scheduled for sightseeing?
4. Is there a local guide available to lead each of the sightseeing excursions?
5. What is the cost involved in sightseeing? (Consider transportation, admission, guide fees and extra food.)

### **Transportation**

1. How will the group be taken from the airport to the accommodations?
2. How will the group return to the airport?
3. How will excess baggage be transported?
4. How will the group be transported for sightseeing, and what is the cost?
5. What transportation is available to and from the nearest town for staff?
6. How far is it from the accommodations to the airport, work site location and town? (Get directions to each.)
7. Are buses available for rent, and at what cost?
8. Are trucks available for rent, and at what cost?
9. Are church buses or school buses available? (Note the condition and cost.)
10. Do other organizations have buses that would be available?
11. What kind of transportation is available for small groups, such as music teams? (Detail condition, cost, availability and person responsible.)

### **Construction Projects**

1. Are there blueprints available with exact dimensions of the project selected?

2. Are pictures available of the site?
3. What will be the cost of the project?
4. How will costs be divided between your team and the sponsoring organization?
5. What methods will be utilized in construction?
6. Are there natural “stages” of construction?
7. Detail electrical work, with any local codes.
8. Detail plumbing work, with any local codes.
9. What will be the exterior finish of the building (paint, stain, etc.)?
10. What will be the interior finish of the buildings?
11. How will the building be roofed?
12. What tools will be needed? (Include lists of the following tools:)
  - a. Plumbing
  - b. Electrical
  - c. Masonry
  - d. Wood-working
  - e. Metal-working
  - f. Painting
13. Are there tasks that beginners are not equipped to handle?
14. Are there appliances or equipment with the completed building we’ll need?
15. Who will order the materials?
16. How and when will the materials be delivered? (Allow at least two to three months for shipment from the United States.)
17. How will money for the materials be handled?
18. Make a detailed list of materials, noting quantity, price, shipment and vendor.

### **National Supervision**

1. How many interpreters will the project require? Are they available?
2. How many staff people will be needed at the project and living sites?
3. Who will supervise each step of the project?

### **Non-Construction Ministry Opportunities**

1. Will there be other missions, churches, and organizations in the area around the project site?
2. Are there ways we can be of assistance?
3. Are there churches or schools
4. List a detailed account of churches, including location, leadership and affiliation.
5. What are possible areas of ministry, such as music, speaking, and Vacation Bible School or literature teams?
6. What materials would be needed?
7. Are there enough churches in the area for a music or drama team to tour for the duration of the project?
8. If so, who would make the arrangements for the group’s tour?
9. What kinds of special needs would such a tour have?
10. Are the required electrical systems available for amplifiers and sound systems?
11. Are there schools, which could utilize a ministry team?



Although many questions during a set-up trip may seem tedious, proper preparation is crucial to a successful STM term of service. Cooperation between local leaders and your STM team is essential. A successful survey trip can prevent many problems during the group's stay and cement a friendly relationship with the host country. After a successful survey trip, both the local sponsors and STM team leaders will be eagerly anticipating the team's visit.

## BUDGETING

Possible Budget Categories:

Airfare	\$ _____
Lodging	\$ _____
Food	\$ _____
Gas	\$ _____
Other travel	\$ _____
Rentals	\$ _____
Surprises	\$ _____
Misc.	\$ _____
Tools	\$ _____
Materials	\$ _____
Water	\$ _____
Hired Labor	\$ _____
Bibles/Books	\$ _____
Printing Costs	\$ _____
Crafts	\$ _____
Drama/Props	\$ _____
Brochures	\$ _____
T-shirts	\$ _____
Duffel Bags	\$ _____
Presentations	\$ _____
Insurance	\$ _____

Set-up Trip	\$ _____
Leader's Costs	\$ _____
Excess Luggage	\$ _____
Tips	\$ _____
Gift to Mission Work	\$ _____
Other:	_____
<b>TOTAL</b>	<b>\$ _____</b>
Total Per Person	\$ _____

## **DEBRIEFING EVALUATION AND FOLLOW-UP**

This is one of the most important elements of STM work if the whole church is to reap the benefits of what God did and will continue to do.

**Debriefing** is a process of making sense out of the STM experience and using it to help shape future trips, but most importantly shape personal attitudes and actions. This can lead to the team member identifying what issues he needs to work through and resolve. This process can be used by God to greatly expand his understanding and to experience God at work in the person's life. It is very important to include participants, mission committee members, and pastoral staff in initial debriefing and then determines ways for sharing with the church at large.

**Questions to be discussed by the team members could be:**

- What did I learn about myself?
- What did I learn about where and how God is working?
- What did I learn about my future?

**Evaluations** of the total experience i.e. planning, training, field time, and debriefing needs to be done anonymously and in writing. This can be very useful in planning and making adjustments for future trips and address any difficulties that could have on-going consequences.

**Follow-up** should include sharing with the whole church, posters and pictures, videos, talking to Sunday School classes, newsletters to supporters who might not be in the church, booths at mission fairs, newspaper articles, especially human interest stories.

**Thank you letters** should also be written to host churches, individual supporters, families and missionaries after team arrives home.

The Missions Committee has requested for all Short Term Missionaries to debrief at the next scheduled MBC Missions Committee meeting. These are generally held the last Sunday of every month. WE want to hear the details of the trip both good and bad. WE want to hear what has been learned.

**PLEASE SCHEDULE A DEBRIEFING WITH THE MISSIONS COMMITTEE AFTER YOUR TRIP. YOU MUST FILL OUT DEBRIEFING EVALUATION FORM (Pg. 41) WITHIN 2 WEEKS AFTER TRIP. PLACE IN STM FOLDER (FRONT CREDENZA – TOP DRAWER)**

## Dear Short Term Missions Applicant:

The following project packet has been created to help you in planning your short-term mission trip. We at Metropolitan are very excited about your plans in the mission field and want to encourage you to follow God's calling.

Enclosed in this packet are several documents that you should find helpful. The paperwork is not intended to discourage you or hinder your work, but to put some order and oversight in this important mission of the Church.

An application is enclosed for you, the project leader to fill out. This will place your desire before the Short Term Mission Committee who will then present it to the MBC Mission Committee.

**Once the committee has approved the project, you may proceed to publicize your trip.** This can be done through various avenues, including announcements, bulletin inserts, and individual support letters. We need you to fill out Pg. 30 STM Announcement and put in Short Term Missions Folder in front office top drawer of credenza. At least 45 days before your trip

There are several documents that each team member (including you) will need to fill out. Master copies are included in this packet. Please make as many copies as necessary for your particular project.

### **EACH MISSION CANDIDATE MUST FILL OUT:**

Individual Application, Authorization for Emergency Medical Care (Adult or Minor), Authorization to Leave the Country (Minor only) and a Release and Disclaimer. Place all of these in the top drawer of the 2-drawer credenza file labeled "Short Term Missions".

**Do so before leaving on the trip.**

### **THIS IS A REQUIREMENT!**

Upon return, Debriefing Evaluations (Pg. 41) should be completed and returned to the Short Term Mission folder within 2 weeks after the trip.

There are other planning aids available to you, the team leader. Should you require any help in this area, please do not hesitate to contact the STM Chairperson. He/She will be happy to assist you in any way that he/she can.

Please contact STM Chairperson upon completion of the project application for submittal to the Missions Committee. We are looking forward to talking to you and learning more of your desire to serve in the Mission field.

In Christ,

STM Chairperson

**SHORT TERM MISSION  
ANNOUNCEMENT**

This form is used as the **primary communication source** to inform the congregation of Short Term Mission trips.

Metropolitan Times for: \_\_\_\_\_  
(Date)

Sunday Bulletin (2 Sunday's before departure, if possible)  
\_\_\_\_\_  
(Departure Date)

Pastoral Pulpit Announcement  
\_\_\_\_\_  
(Sunday Before Date)

Sunday School Curriculum  
\_\_\_\_\_  
(Mission Return Date)

Request Pastoral/Congregational Commissioning at Sunday Service on  
\_\_\_\_\_  
(Date – 2 Sundays Before Date)

Computer Screen Announcement on  
\_\_\_\_\_  
(Month Before Leaving)

\_\_\_\_\_  
(Other)

**STM  
Chairman  
will copy  
this form  
(completed)  
and  
distribute  
to  
proper  
persons**

Submitted by: \_\_\_\_\_  
Date: \_\_\_\_\_

**Announcement:** (Who, What, When, Where)

Who: \_\_\_\_\_

What: \_\_\_\_\_

When: \_\_\_\_\_

Where: \_\_\_\_\_

**Place in Short Term Mission Folder 45 Days Before  
Departure!! (Top drawer of credenza)**

**SHORT TERM MISSION  
PROJECT APPLICATION**

NAME OF TRIP: \_\_\_\_\_

Your Name \_\_\_\_\_

Your Address \_\_\_\_\_

Your Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Your Email Address \_\_\_\_\_

WHO? Organization(s) Involved: \_\_\_\_\_ Where: \_\_\_\_\_

Approximate Dates of Trip \_\_\_\_\_

MBC Team Leader for Project \_\_\_\_\_

Contact Person(s) in Sponsoring Organization:

1. \_\_\_\_\_ Phone #(s) \_\_\_\_\_

2. \_\_\_\_\_ Phone #(s) \_\_\_\_\_

3. \_\_\_\_\_ Phone #(s) \_\_\_\_\_

**Persons who have committed to going or have shown a strong interest in going:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Projected Goals of the MBC Project Team and Sponsoring Organization:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is minimum age appropriate level for project? i.e. What is the minimum age allowed on trip? Clearing A Jungle.....**No Toddlers Please!** Age(s): \_\_\_\_\_

**Financial Information:**

Cost of Trip - \$\_\_\_\_\_

Is there included in this amount, the cost of any sightseeing trips or recreational activities?                      Yes \_\_\_\_\_                      No \_\_\_\_\_

**How does the group intend to raise the money?**

\_\_\_\_\_

I acknowledge that I have read, understand and agree to the “Short Term Mission Trip” rules as set forth by the Missions Committee of Metropolitan Baptist Church.

Team Leader Signature: \_\_\_\_\_

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**Approvals:**  
**Only**

**Church Use**

Pastoral Approval \_\_\_\_\_  
Date \_\_\_\_\_

Mission Committee Approval \_\_\_\_\_  
Date \_\_\_\_\_

**Fill out STM Announcement once approved by Missions Committee (Page 30).**

**Place in STM Folder (Front office – Top drawer of 2 drawer credenza) at least one month prior to trip.**



**SHORT TERM MISSION  
APPLICATION (EACH PERSON)**

Name of Trip \_\_\_\_\_

Date(s) of Trip \_\_\_\_\_

Your Name \_\_\_\_\_

Your Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Your Fax \_\_\_\_\_

Your Address \_\_\_\_\_

Your Email Address \_\_\_\_\_

In Case Of Emergency Contact:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (W) \_\_\_\_\_ (H) \_\_\_\_\_ (C) \_\_\_\_\_

Relationship To You \_\_\_\_\_

The following is helpful to the team leaders and the missionaries in planning.  
Please answer prayerfully and specifically. **PRINT**

Educational Experience:

\_\_\_\_\_

Current occupation:

\_\_\_\_\_

Do you hold any certification? (RN LPN CPA etc.)

\_\_\_\_\_

Proficient in any other language? Yes or No If yes, what?

\_\_\_\_\_

Express in your own words your relationship to Jesus Christ.

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What does cross-cultural experience or missions mean to you?

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How would Metropolitan or your church benefit by your being part of the \_\_\_\_\_ (location) Team?

**Choose your field(s) of interest: (Check all that apply)**

- |  |   |
|--|---|
| <input type="checkbox"/> Counseling / Evangelism         | <input type="checkbox"/> Counseling / to believers                          |
| <input type="checkbox"/> Sports Coordinator              | <input type="checkbox"/> Children's Crafts <input type="checkbox"/> Puppets |
| <input type="checkbox"/> Pre-record puppet's dialogue    | <input type="checkbox"/> Children's story telling                           |
| <input type="checkbox"/> Children's work (specify) _____ |   |
| <input type="checkbox"/> Quiet games (specify) _____     |   |

- |  |                                  |                                |                                       |
|--|----------------------------------|--------------------------------|---------------------------------------|
| <input type="checkbox"/> Medical doctor        | <input type="checkbox"/> Dentist | <input type="checkbox"/> Nurse | <input type="checkbox"/> Nutritionist |
| <input type="checkbox"/> Other (specify) _____ |                                  |                                |                                       |

- |  |                                 |  |
|--|---------------------------------|--|
| <input type="checkbox"/> Organize supplies                             | <input type="checkbox"/> in OKC | <input type="checkbox"/> in (location) _____ |
| <input type="checkbox"/> Beautician, Hairdresser, etc. (specify) _____ |                                 |  |

- |   |  |
|---|--|
| <input type="checkbox"/> English as a second <u>language</u>  | <input type="checkbox"/> Devotional leader                   |
| <input type="checkbox"/> Musical instrument or voice  | <input type="checkbox"/> Solo <input type="checkbox"/> Group |
| <input type="checkbox"/> Building, technical, architectural, construction, painting (specify) _____ |  |
-

Sewing                       Teaching the children (specify) \_\_\_\_\_

- Photo / Video
- Special skills (specify)
- Prayer partner
- Whatever Is Needed
- Computer skills

Other comments or suggestions: \_\_\_\_\_

I understand that by going on this trip, I am agreeing to abide by the rules of the Team Leader and others in charge. I also agree to abide by the policies as set forth by the MBC Mission Committee Guidelines of Metropolitan Baptist Church. (Noted in this 41-page document)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*Must be signed by MBC Pastor\*\*\***

MBC Pastoral Approval \_\_\_\_\_

Date \_\_\_\_\_

**Give to Team Leader.**

- **Return to: Place one copy in STM folder - Top drawer/2 drawer credenza in church office.**
- **Include a recent photo.**
- **If traveling out of USA, include a copy of your passport. If you are applying for passport, send when it arrives.**

**Pastor**

**Approvals:**

**Church Use Only**

STM Mission Committee Approval \_\_\_\_\_ Date \_\_\_\_\_

Mission Committee Approval \_\_\_\_\_ Date \_\_\_\_\_

**Fill out STM Announcement once approved by Missions Committee (Page 30). Place in STM Folder at (Front office – Top drawer of 2 drawer credenza) at least one month prior to trip.**

## SAMPLE SUPPORT RAISING LETTER

Dear \_\_\_\_\_,

We are really excited about what the Lord has in store for us this summer. He has provided the opportunity for us to go on a 2-week missions trip to Costa Rica, and we would like to share this opportunity with you.

We are going with 14 others from the West Shore Evangelical Free Church (WSEFC), leaving July 20 and returning August 3. The main focus of the trip will be to renovate some houses on a 2400 acre farm in the mountains of Costa Rica where a missionary family from WSEFC is currently serving. During this time we will worship with a local Christian church and meet some of the people from the community, and in this way learn to better appreciate the people and their culture. Following this we will have a retreat, and a day of leisure time in San Jose, the capital city.

Because we will be experiencing a new culture and living conditions that we are not used to (water, food, sanitation, etc.), we feel a strong desire for your prayers. We know God will answer them, as He promised in Matthew 21:22, "and all things you ask in prayer, believing, you shall receive." For now, please be in prayer for us as we prepare individually for the trip, and as we try to allow God to grow us together into a team.

The total cost of the trip is \$1200 per person, which includes transportation, lodging, meals, and building supplies. We are hoping to raise this money by June 30. If God is leading you to support us in prayer or financially, please indicate this on the return slip below. We will contact you in a little while to tell you more about the trip.

In Christ's love,

Jane and Shorty Termer

(Please return by June 30)

Dear Jane and Shorty,

\_\_\_\_\_ With the Lord's help I/we will be praying for you during your trip to Costa Rica. Please send me further prayer requests.

\_\_\_\_\_ I am enclosing \$\_\_\_\_\_ as a gift toward your ministry in Costa Rica.

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

### Contributions:

- Make checks payable to Metropolitan Baptist Church
- Designate clearly for Costa Rica trip and our name (saves paperwork problems).
- Mail to: Metropolitan Baptist Church, 7201 W. Britton Rd., OKC, OK, 73132-1599



**RELEASE/DISCLAIMER  
OF LIABILITY**

I, \_\_\_\_\_ in consideration of the benefits derived from my participation in the Short-Term Mission trip to \_\_\_\_\_ (hereafter referred to as the “trip”) administratively organized by \_\_\_\_\_ (hereafter referred to as the “church”) do hereby voluntarily release, acquit, and forever discharge the church and its directors, officers, employees, and agents from all manner of suits, actions, claims, demands, and liabilities, which may arise from my participation in the trip.

I recognize that the conditions in some of the places to which I will travel are not the same standard as the conditions to which I am accustomed (i.e., political environments and judicial systems). I realize further that there are certain health and detainment risks as well as other risks to my property, and myself and I enter into participation in this trip with knowledge of those risks.

I understand that this document constitutes a full and complete waiver of all possible claims, including claims for negligence in personal injury or property damage, arising out of my participation in this trip.

No provision of this document shall, in any way, limit my right to make claims against persons other than the church, its directors, officers, employees, and agents.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

Date Received \_\_\_\_\_ Agent of the church \_\_\_\_\_

**Team Leader should keep a copy.  
One copy should be left in the STM Folder.**

**AUTHORIZATION FOR  
EMERGENCY MEDICAL CARE  
TO MINOR**

I / We the undersigned parent(s) or legal guardian of the minor:

Name \_\_\_\_\_ Birth date \_\_\_\_\_  
do hereby authorize any necessary examination, anesthetic, dental, medical or surgical  
diagnosis or treatment by any duly licensed physician or dentist and hospital service that  
may be rendered to said minor under the guardian, specific, or special consent of:

\_\_\_\_\_  
(STM leader who is temporary custodian)

the temporary custodian of the said minor; whether such diagnosis or treatment is  
rendered at the office of the physician or dentist, or at a licensed hospital. I / We  
authorize the physician or dentist to call in any necessary consultants at his / their best  
judgment as to the requirements of such diagnosis or medical, dental or surgical  
treatment. It is further understood that those persons who have temporary custody of said  
minor will attempt to talk with the parent(s) / legal guardian via the telephone numbers  
listed below before treatment is rendered.

Consent for dates: \_\_\_\_\_

One parental signature is required: \_\_\_\_\_

Father \_\_\_\_\_

Mother \_\_\_\_\_

Legal Guardian \_\_\_\_\_

Address \_\_\_\_\_

Daytime phone \_\_\_\_\_ Evening phone \_\_\_\_\_

Person(s) to be reached of parent/guardian cannot be contacted:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

To your knowledge, is your child allergic to any medication? Yes or No

If so, what? \_\_\_\_\_

Will your child be taking any medications (prescription or otherwise) while in the care of  
the above temporary custodian? Yes or No If so, what medications?

\_\_\_\_\_  
Does your child have diabetes, hypoglycemia, or another medical disorder of which the  
adult leader should be aware?

\_\_\_\_\_  
Medical Insurance Company

\_\_\_\_\_  
Policy Number

**Team Leader should keep a copy.  
One copy should be left in the STM Folder.**

# AUTHORIZATION TO LEAVE THE COUNTRY

To the required authorities, \_\_\_\_\_

I / We the undersigned parents or legal guardians of the minor listed below:

\_\_\_\_\_  
(Minor's name) (Birth date)

have given permission to \_\_\_\_\_ and other adults accompanying  
(Team Leader)  
the team leader to take our young person out of the United States

into \_\_\_\_\_ during the dates of \_\_\_\_\_  
(Name of Country)

to \_\_\_\_\_. The above minor is a member of the tour group

from \_\_\_\_\_ of \_\_\_\_\_.  
(Church) (City and State)

Furthermore, while in \_\_\_\_\_, we authorize the team leader  
(Country)

and the other adults on the tour to seek the necessary medical care should our young person experience any illness or accident.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20, \_\_\_\_\_ at \_\_\_\_\_.  
(City and State)

\_\_\_\_\_, Father

\_\_\_\_\_, Mother

\_\_\_\_\_, Legal Guardian

\_\_\_\_\_, Legal Guardian

**(This must be notarized. Also attach medical release and birth certificate.)**

**Team Leader should keep a copy.**

**One copy should be left in the STM Folder.**



# DEBRIEFING EVALUATION

Name \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
(Trip Location) (Date)

In order to help us plan for future mission trips, we would like your candid evaluation of your recent short-term mission trip(s).

1. In what ways are you more of a “World Christian” after your short-term mission trip? Do you plan to change your lifestyle in any specific ways to become more conscious and involved in the world?  
How?
2. How do you feel your church could help you in pursuing the whole area of missions?
3. What is one thing you have struggled with regarding the US since you returned?
4. What is the one thing you have appreciated about the US since you returned?
5. What changes do you plan to make in your life now?
6. Any special prayer requests?
7. What do you feel was a great weakness in the planning of the trip?
8. ....weakness of the mission trip?
9. What should be done next time by the team or team leader to better prepare you for the trip?
10. What would you do personally to be better prepared?
11. How will your church benefit from your having been on the trip?

**Return to STM Committee folder Front Office (Top drawer/2 drawer credenza) within 2 Weeks After Trip. We Pray this Trip was a Life Changing Good Experience. We hope You will Participate again.**

**Chairman,**

**STM Committee**