



# **SHORT-TERM MISSIONS**

## **GUIDE**

Approved April 2018

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Please read each document carefully and fill out the appropriate application (Short-Term Team or Short-Term Individual Application). Provide your signature where necessary and return application to your Team Leader, an EWO Mission Committee member, or the church office at:

East White Oak Bible Church

11922 E. 2000 North Rd.

Carlock, IL 61725

If you have any questions about these documents or short-term missions at EWO, please contact the church office at 309-454-3833.

## Introduction to Short-Term Missions

### Definition of a short-termer:

A short-termer is a believer who goes into a cross-cultural ministry up to 12 months or less and who considers this a vital step in preparing for a missionary career or life at home as a Global Christian.

### Goals for short-termers include:

1. A desire to serve God in the ministry of missions in obedience to the Great Commission.
2. Wanting to learn firsthand what missions is really all about.
3. Seeking to determine if God is calling them into full-time Christian service.

### Requirements for short-termers:

1. Have an active and effective commitment to Jesus Christ.
2. Be willing to serve as a representative of Christ and a cross-cultural disciple-maker if God so leads.
3. Priority for team membership will be given to members or regular attendees of East White Oak Bible Church. Team members can be from other churches that have sound and like doctrine.
4. Be willing to accept full requirements of the short-term assignment.
5. Have a personal willingness and openness to spiritual growth.
6. Have strong recommendations from church leaders.
7. If going with an agency, East White Oak Bible Church needs to approve the agency.
8. Engage in pre-field orientation and preparation from the agency and/or sending church.
9. Minors **must** be accompanied by at least one parent/guardian and approval **must** be given by any other parent/guardian for minor to participate in an international trip. (Exclusions would be youth ministry trips and possibly domestic trips.)

## Checklist for Short-Term Team Member or Individual Short-Termer

*As a prospective short-term team member or individual, you have trusted Christ as personal Savior and are a member or regular attendee of East White Oak Bible Church or of a church with sound and like doctrine. You sense the Lord leading you to involve yourself in a short-term mission assignment and are prayerfully considering it. Following are steps needed to make such a ministry trip a reality.*

### **For all team members:**

- \_\_\_ 1. Examine a Short-Term Missions Guide and become acquainted with the contents.
- \_\_\_ 2. Fill out the short-term application and submit it to your team leader, or if applying as an individual, to EWO's Mission Committee. This needs to be done 4-6 months in advance of your departure date.
- \_\_\_ 3. For individual short-termers, seek an appointment with the Mission Committee to share your vision, goals, and plans.
- \_\_\_ 4. For team members, attend any and all team meetings and become an active, contributing member of the team as preparations are made.
- \_\_\_ 5. Begin to make preparations for fundraising by being ready to provide personally at least **50%** or a minimum of **\$500** of the required amount needed for the air ticket; this can be a combination of personal funds and financial support from others. Be prepared to submit this deposit before tickets are booked. The goal for the overall trip is to raise **100%** of the total cost, again coming from personal funds and financial support from others.
- \_\_\_ 6. Write a fundraising letter to send to individuals who know you well. EWO expects those who cannot pay for the trip completely out of their own pocket to write a personal support letter in a timely fashion (see suggestions below). Have someone check the letter for content, grammar, and spelling. Make a list of your relatives and close friends who do not attend EWO and distribute your letter to them. You can write one letter from the entire short-term team that can be distributed to the congregation. Note that the Mission Committee will attempt to help when participants have sent letters and still have financial need.

- \_\_\_ 7. Read carefully questions and answers under Short-Term Travel, Finances and FAQ'S in the ST Guide. Direct questions you may have to your Team Leader if a team member, or to EWO Mission Committee members if an ST individual.

**For international team members:**

- \_\_\_ 1. Make certain you have an up-to-date passport if going outside the U.S. If you do not have a passport, apply right away as it can take weeks or months to process. Note the following:
- Passports (for adults) are good for 10 years and you should have an expiration date at least 6 months post-trip.
  - Expired passports can be renewed (and it is cheaper).
  - You can renew or acquire a passport at many post offices. You will need two pictures of yourself when you apply for your passport. You will also need your driver's license and an original birth certificate with the seal on it when you fill out the application.
- \_\_\_ 2. Visit or consult your doctor a.s.a.p. and indicate your travel plans. Make sure you are up to date with immunizations and medications you may need. A general website that can provide information about health issues is the CDC (Centers For Disease Control & Prevention), at <http://wwwn.cdc.gov/travel/default.aspx> . Type in your destination and the website will make some recommendations. Also consult with the ministry site to determine what is actually needed, as that may differ from the CDC's general recommendations. Some common issues are:
- Tetanus shot: Normally this is good for 10 years. Consult your doctor and make sure your immunization is up to date.
  - Hepatitis A&B: Immunization against Hep-A&B is highly recommended if you are going to a developing country. It involves getting a shot pre-trip and a follow up injection 6 months after the initial shot.
  - Malaria: You can take pills to protect against malaria for certain regions of the world that tend to have greater mosquitoes or are prone to malaria. Note that you can take pills when in doubt just to be on the safe side and they will not hurt you.
  - Typhoid: Consult website and your doctor about the region to which you will travel, and ask if typhoid is something you need.

**Keys to Writing a Fundraising Support Letter:**

- Use one page (front only) and try not to be too wordy. Effective graphics are useful.
- Avoid typographical errors in both spelling and grammar. Draw on some good proofreaders to strengthen your letter.
- Capture your excitement about the trip.
- A return form and pre-addressed envelope can be included and all letters should include a response slip, requesting names and e-mails, so the team can communicate with and thank their supporters.

- Whatever method is used for replies, letters need to indicate that checks are to be made out to East White Oak Bible Church, 11922 E. 2000 North Rd, Carlock, IL 61725. Do not write name(s) of team member(s) on memo line.
- Send letters early in the process. The ideal planning time that should be allotted for most short-term trips is about 4-6 months. The greater the magnitude and cost of the trip, the greater the training and time for raising such funds should be.

**Note:** Team leaders can negotiate how some of this works on an individual basis, but an early conversation needs to occur where a clear understanding of when personal contributions will be made in a timetable that is agreeable to both parties. It is vitally important that support letters go out very early in the process! Team Leaders are responsible for ensuring that this happens, holding everyone accountable. The sooner it is accomplished the better it will be because the extra time will provide a realistic picture of how much personal and support funding has come in and will allow the Mission Committee an adequate window for considering a team gift, if needed.

#### Sample Wording:

*Thank you very much for your willingness to partner with me in prayer for my upcoming trip! In order that I might be able to express my thanks personally, update you on specific prayer requests, and report back to you how I saw the Lord at work on our trip, please complete the attached response slip. Should the Lord lead you to financially support me on this trip, please make your gift payable to East White Oak Bible Church and indicate on the memo line the name of the trip (i.e., Tanzania trip). Please do not put my name on the memo line or check. Our church financial secretary will notify me that a gift has been submitted by you. He or she will not disclose the amount. By following this procedure, your gift is fully tax-deductible and I can personally express my appreciation.*

#### Sample Response Slip (add your own information where bold italics are below):

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*Anywhere* 2018

\_\_\_ Yes! I will commit to praying for the team as they serve in *Anywhere*.

\_\_\_ Yes! I will commit financially to support the team as they serve in *Anywhere*.

Please make check payable to "East White Oak Bible Church." For IRS purposes please do not put any names on the check. Please give your responses to a team member or put them in the **Team Leader's** church mailbox. If you'd like to designate support for a specific team member, please put his or her name on the line below.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_ (We'll send updates via e-mail)

Support for team member \_\_\_\_\_

Please contact **Team Leader** with questions at (309)555-5555.

## Checklist for Short-Term Team Leader

- \_\_\_ 1. Download and print out a Short-Term Missions Guide from the EWO website and become acquainted with the contents, especially the section on Short Term Leadership: Qualities and Responsibilities of an ST Team Leader. *(An ST Team leader needs approval of the Mission Committee, even if he/she has served as a previous leader.)*
- \_\_\_ 2. You will need to fill out the Short-Term Team Application or update and revise an original one as there will be differences in dates and team information. Submit this application with those of present team members to the Mission Committee.
- \_\_\_ 3. Submit a request to the Mission Committee for the formation of a team to the ministry area of interest. This needs to be done 7-8 months prior to the desired time frame. A member from the Mission Committee will work with you in preparations for your trip.
- \_\_\_ 4. Make contact with the EWO missionary or other Christian worker in the particular country or location of interest to obtain confirmation of willingness to host a team and what types of ministry might be available.
- \_\_\_ 5. Promote the short-term trip with specific dates through various means within the church body.
- \_\_\_ 6. Bring together in an introductory meeting those expressing interest in this short-term trip. Share general information about the location and ministry opportunities as you understand them to be at that point as well as information related to the process involved in going on the short-term trip. Make certain that each one interested has a short-term team application.
- \_\_\_ 7. Establish a deadline for indicating a definite “yes” to be included as a member of the team. A completed application must be submitted at this time to you; send all applications to the Mission Committee Chair.
- \_\_\_ 8. Call a second meeting for those who are confirmed team members, go over the team covenant, and share expectations of team members, including fundraising matters. Make certain each team member has a current passport if going out of the U.S.
- \_\_\_ 9. If going outside of the U.S., collect copies of passports from each team member. Keep a copy in the information file you take with you on the trip and give a copy to the church office prior to departure. If team members have a second photo from their passport or visa, they might wish to take it with them as this could expedite a new passport in case theirs was lost.
- \_\_\_ 10. Research and bring together the best travel prices. Add in anticipated expenses for field accommodations, food, and other possible expenses, and share the total cost of the trip with team members at least 4-6 months ahead of the ministry trip.

\_\_ 11. Purchase air tickets on the basis of team member confirmation, not on estimates of number of team members. Make certain **50%** of airfare for each team member is in before booking them a ticket and that the fundraising of the team shows indication for full payment of the tickets. The goal is to be able to pay for tickets from funds collected rather than purchasing tickets via a charge card.

*\*The Mission Committee recommends that you use a travel agency for both tickets and travel insurance. One benefit of using a mission's travel agency is the possibility of having extra free bags. Two that have been helpful in the past are: [www.goldenruletravel.com](http://www.goldenruletravel.com) and [www.economytravel.com](http://www.economytravel.com). You may find that fares and itineraries are better when purchased directly from an airline, so do your research to determine the best option for your team.*

\_\_ 12. Research and share information on packing, weight restrictions, size restrictions, etc. for your specific destination.

\_\_ 13. Arrange regularly scheduled meetings and orientation of team members on topics such as fundraising and writing of support letters, cultural awareness, how to prepare for a short-term ministry trip, and the importance of being a good learner. Bring in individuals who have served cross-culturally or gone on short-term trips who can be trainers to prepare team members.

\_\_ 14. Stay on top of deadlines for completion of applications, support letters, and fundraising. Follow up with individual team members to encourage and support in every way.

\_\_ 15. Team leader or designee maintains all financial records and gathers receipts to be submitted to Church Treasurer upon return.

\_\_ 16. If the team leader (or his or her designee) does not complete all of the items on the checklist or does not complete them in a timely manner, he or she may be asked to step down as team leader and/or the trip may be cancelled.

\_\_ 17. Have each member of the team sign and date the Short-Term Covenant. Give a copy to your Mission Committee liaison or the Mission Committee Chair.



## **Short-Term Leader**

### **Qualities of a Short-Term Team Leader:**

1. Is a sensitive, mature Christian who seeks to practice in daily life the spiritual principles of prayer and personal Bible study desired in each short-termer.
2. Is a member of East White Oak Bible Church for at least one year, has been involved in some aspect of ministry, and has a strong recommendation from church leaders.
3. Has good communication skills and an ability to work well with others.
4. Has sensitivity to other cultures and preferably some first-hand experience with other cultures.
5. Has a good grasp of requirements needed for a cross-cultural trip and the ability to organize these ideas in an orderly manner to be useful in training and easily followed by team participants.
6. Has an ability to spend time with short-termers, being approachable and available for discussion, questions and answers, and sharing of ideas. At the same time, being willing to be vulnerable, able to lovingly confront and hold team members accountable.
7. Recognizes and utilizes the gifts and abilities of team members.

### **Responsibilities of a Short-Term Team Leader:**

1. You have a desire or sense the Lord would have you bring together and lead a team on a Short-Term mission trip to a particular country or location, possibly a place where EWO missionaries or other Christian workers are serving.
2. Use the checklist at the beginning of the guide as steps to follow. Check off as each step is completed.
3. Spend time with team members to get to know them and their walk with God, to assess abilities and gifts, and to determine where they might fit within the team.
4. Continue to connect with field facilitator for further information regarding ministry tasks, housing, transportation, cost of trip, and other details of importance to the team.
5. Make prayer a priority for each other during the preparation stage, while on the field, and following the trip. Pray especially for team unity in every decision and activity that takes place.
6. In the course of meeting together, if it becomes apparent that there is an issue or issues the team leader discerns regarding a member of the team resisting or avoiding authority, the team leader needs to confront the team member before ticket deadlines. If there is any insubordination on the field, immediate expulsion at personal expense may be necessary.

7. Team leader is responsible to determine and arrange for the finances that will be used by the team in the cross-cultural setting, whether this will be withdrawal from a bank account set up for this particular trip, whether individuals will be personally responsible for individual finances, etc.
8. In travel to and from place of ministry, keep team together as much as possible. Organize travel to and check-in at the airport.
9. In place of ministry, team leader is liaison between team and the field facilitator for outworking of assignments and for any issues that arise between team members and field receivers.
10. Once in place of ministry, arrange daily debriefing times to discuss highlights and concerns of the day's activities. If possible, schedule a debriefing/evaluation time with the field facilitator at the conclusion of the trip. Schedule a longer debriefing time with team members as a follow up session within a week to ten days after returning home.
11. The Team leader or his or her designee will submit a written report, including the work completed, recommendations for any subsequent trips, insights into the missionary or ministry's work, notation if the budget was adequate, etc. to the Mission Committee Chair within one month of return.

## Short-Term Training

*Individuals are most effective in a cross-cultural context of ministry when they have received appropriate training in several areas:*

### 1. Personal Preparation:

- Having an understanding of a biblical basis for mission
- Understanding the purpose of outreach
- Being spiritually prepared personally through regular Bible study and prayer
- Willing to surrender personal agenda for the sake of team unity
- Understanding something of spiritual warfare and the importance of prayer
- Readiness for adjustments, change, conflict resolution

### 2. Cross-Cultural Awareness

- Learning about cultural context and people
- Learning appropriate greetings, dress, behavior
- Need for respect and acceptance of differences

### 3. Logistics

- Travel arrangements and necessary documents
- Prescriptions, immunizations, health, and hygiene
- On field housing, transportation, food
- Packing and airline restrictions, if applicable
- Risk and liability issues
- Customs and immigration, if applicable
- Policies: cancellation, dating, smoking/drinking, photos and videos, cell phone usage

### 4. Team Prep Activities

- Teamwork on fundraising letter and approaches to fundraising
- Determining individual team roles: e.g., coordinating prayer requests, devotional leader, blog coordinator and writers, packing organizer, etc.

*The Mission Committee will designate individuals to work with teams and individuals in preparing for ministry trips.*

## **Short-Term Travel, Financial, and Other FAQs**

### **1. How is the cost determined?**

Each team budget contains several major expense categories: airfare; vehicle rental and gasoline; housing; food; shipping costs, visas and work permits; ministry materials; construction materials; and more. Every effort is made to minimize costs without jeopardizing the quality, effectiveness, or safety of the ministry.

### **2. What is NOT included in the cost?**

Personal expenses such as:

- Passports/passport photos, if applicable
- Prayer letters
- Medical exams, shots, and travel medications, if applicable
- Souvenirs
- Personal meals separate from the team
- Tourist-type events unless agreed to by the entire team.

### **3. What is expected from each team member related to raising funds for the trip?**

The issue of fundraising will be discussed at one of your initial team meetings. In general, we use three basic principles when it comes to raising support for mission trips:

- a. We encourage each team participant to make a contribution of **50%** to the cost of air tickets for the trip, from personal funds or financial support from others, payable as a deposit prior to ticket purchase. Thereafter, a team member can contribute whatever is possible to the total cost of the trip, with a goal of **100%** of cost. Further support can be raised through the writing of prayer letters.
- b. We encourage team participants to seek financial support from friends and family via prayer letters. Even if team members can afford to pay for the entire trip themselves, they are encouraged to send out prayer letters to raise prayer awareness. Two of the critical goals of the trip are to involve as many people as possible in world missions and to understand that partnership in missions involves prayer support as well as financial support.
- c. Team members should submit their prayer letter to their team leader for approval prior to distribution. Individual short-termers may submit their prayer letter to a member of the Mission Committee for approval prior to distribution.

### **4. Is financial support available from the church?**

If given enough time to pray, plan (budget), save money, and send out personal prayer letters on schedule, the funds will come in. If necessary, the Mission Committee may be able to help when participants have followed all of the outlined steps.

### **5. What if more money comes in for me than what I need?**

Throughout this ministry trip, you will function as part of a team. Your effectiveness is determined not just from an individual standpoint, but also as a team. Each person's ability to raise funds varies. Therefore, since the goal is to fund the entire team, any monies given beyond what you need will go to support other team members who are struggling with their funds, or for proposed projects to be accomplished.

### **6. How important are financial deadlines?**

The deadlines are vital. Usually the deadline is based on a major payment for airline tickets, visas, housing accommodations, or vehicle rental deposits. Therefore, every effort must be made to meet financial deadlines on time. A **50%** deposit is required for the purchase of your air ticket and is not refundable should you decide not to go after the ticket is purchased. If, through unforeseen circumstances, you face difficulties with raising the remaining funds for the trip, let your team leader or a Mission Committee member know.

### **7. Is this trip tax-deductible?**

Yes, as long as the person giving financial support to you makes the check out to East White Oak Bible Church. The church will only give receipts on donations of \$250.00 or more. Otherwise, the canceled check is the receipt. Please inform your financial supporters.

Your personal monies that you contribute are also deductible as a charitable donation. However, in order for a contribution to be deductible, it must also be non-refundable. If you change your mind about participating on a team or if something arises that prevents you from going as planned, all monies given for you (both personal monies and monies contributed by family/friends) are not refundable or transferable. The protocol noted in #10 below will then be in effect.

Certain other personal trip-related expenses paid by participants may be deductible as a charitable contribution.

### **8. What is the proper way to explain to people how to give money to the team or to an individual candidate personally?**

This topic will be covered by your team leader at one of your first team meetings, but the following points may be helpful:

- Funds given for a ministry trip are to be above and beyond normal tithes and offering commitments made by them.
- Make all checks payable to East White Oak Bible Church.
- Your name is not to be noted anywhere on the check, but it is to be noted on the response slip from your support letter.

- Funds that exceed your individual needs will go to assist others on your team. Excess funds will not be carried over for your participation on another ministry team. Contributions are non-refundable.
- All funds must be in by the final deadline.

**9. Is it possible to find out who has given and how much they have given towards my support?**

Due to IRS privacy regulations, the church cannot notify the team of personal contributions. This is why the response slip from your support letter is an important means of notification for your team, as it gives the church permission to notify the team that a donation has been made, but not the amount of the donation.

**10. If I decide to cancel my involvement in the trip or the trip itself is canceled, can I get my money back?**

According to East White Oak's interpretation of the tax codes/laws, tax-deductible contributions are non-refundable. These funds will, however, stay in the Short-Term Missions Fund to assist other East White Oak sponsored short-term teams. If you cancel your involvement after travel documents are purchased (airfare, visas, etc.), you will be expected to cover all fees, penalties, and losses incurred at that point.

**11. What is a visa?**

A visa is permission to enter a foreign country requiring such a document. It is granted by the government of the country and is stamped into your passport or affixed to your passport. Not all foreign governments require a visa. You will need to check the Foreign Entry Requirements for the country you plan to visit. Please check to see if the visa can be granted at the port of entry or needs to be obtained prior to leaving the U.S. If a visa is required prior to leaving the U.S., appropriate visa application forms can be obtained for you to complete. Most visa applications require two or three passport-size photos as well. The visa fee for each team member is included in the team budget. (Note: If you are not a U.S. citizen, please make certain that the team leader and the Mission Committee know this information. It may mean a different visa process for you.)

**12. What about travel insurance?**

If you are going out of the country, trip cancellation/medical insurance will be arranged through the travel agency for the team, as arranged by the team leader. Team members are encouraged to contact their personal medical insurance providers to determine any coverage they have when out of the country.

**13. Is it possible for individuals to arrange separate itineraries to visit friends, participate in other ministries, or sightsee before or after the trip, or to use personal frequent flyer miles?**

With rare exceptions, personal itineraries are to be avoided unless it is necessary to accomplish the goals of the team.

**14. Is alcohol or smoking accepted by team members on an EWO short term trip?**

For the sake of team unity and to avoid any offense to both host and host cultures, EWO requests that team members abstain from drinking alcoholic beverages or smoking.

## **Role of Local Church with Short-Term Trips**

### **Pre-field:**

1. Promote short-term trips and encourage participation on trips by individuals within the church.
2. Provide information as to ministry possibilities and opportunities with church-supported missionaries and assist with contacting these on-field missionaries.
3. Assist in the designating and appointing of a team leader for teams.
4. Encourage team leader and trainers in the preparing of team members for ministry.
5. Encourage individuals pursuing short-term ministry trips.
6. Provide prayer support at all times and financial support as possible.
7. Provide a commissioning ceremony for the team or with an individual short-termer with the entire church prior to team's departure.

### **On-field:**

1. Continue prayer support throughout the duration of the trip for safety, protection, and effectiveness of ministry.
2. Provide a means for maintaining contact with a team or individual throughout the duration of the trip and share updates with the congregation. The team should set up a blog through the church office, if possible.

### **Post-field:**

1. Provide opportunities to report including a brief report to the entire church body as soon as possible, a report to the Mission Committee, and other reporting opportunities with groups within the church.
2. Continue to mentor individuals interested in pursuing longer term missions.



## **East White Oak Bible Church**

### **Short-Term Team Covenant**

1. I will seek to be Christ-like in attitude at all times, both to the team and to all I meet.
2. I will accept and respect the leadership of the team at all times.
3. I will respect and show appreciation to the host country in which I serve and be slow to judge.
4. I will avoid any behaviors that might be a stumbling block in the culture of the team's destination.
5. I will seek to keep all communication channels open, encouraging and affirming team members, and maintain an attitude of forgiveness.
6. I will seek to be flexible and open to new ideas and methods of doing things and be a good listener.
7. I will seek to live and work in the Spirit of Jesus Christ, fulfilling the goals of the team and seeking to honor God in everything.
8. I will commit myself to personal and public worship as will be required and seek to be a witness to Jesus Christ by word and by deed.
9. I will commit myself to be united in purpose with other team members, striving to bring glory to God and spread an aroma of Jesus Christ wherever we go and in all we do.
10. I have read the EWO statement of faith and am in agreement with it.

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Name

Date