

Short-term Missions Handbook

Requirements/Preparation

**MISSIONS**
CALVARY CHAPEL DOWNEY



“Sing to the LORD, all the earth; proclaim the good news of His salvation from day to day. Declare His glory among the nations, His wonders among all peoples.”

(1Chronicles 16:23- 34)

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Make the decision to go.

Become part of a team.

Remember Abraham? He didn't even know *where* he was going! (Hebrews 11:8) *"But He did not waver at the promise of God through unbelief, but was strengthened in faith, giving glory to God, and being fully convinced that what He had promised He was also able to perform."* (Romans 4:20-21)

Team Unity is crucial for a mission trip's success. Begin to pray now for this, *"endeavoring to keep the unity of the Spirit in the bond of peace."* (Ephesians 4:3) And determine that *"If it is possible, as much as depends on you live peaceably with all men."* (Romans 12:18)

Develop a plan and get busy! Have a clear idea of your goals and keep track of your progress.

"No reserves. No retreats. No regrets."

(William Borden-heir to Bordan Dairy estate, who gave up riches—and ultimately his own life to serve Muslims in China.)

Preparing the Heart

Always keep in mind that you are going out into the mission field as a **witness of Jesus**. As well, you represent your church and the body of Christ.

In the preparations you will be making for your mission trip; there will be **plenty of opportunities to glorify God**. You will have occasions to do spiritual warfare, to pray without ceasing, to be flexible, to die to your flesh, to quench complaining, to submit to leadership, to pump up your patience, to adjust your attitude, and to esteem others above yourself. How exciting!

Your Lord God will be pleased with you as you rely upon Him while moving forward in His will for you and your team.

Remember, this trip has the potential to affect others for eternity, and change your life as well.

“Moreover it is required in stewards that one be found faithful.” (1 Corinthians 4:2)

His Lord said to him, well done, good and faithful servant; you were faithful over a few things, I will make you ruler over many things. Enter into the joy of your Lord. (Matthew 25:21)

“People who do not know the Lord ask why in the world we waste our lives as missionaries. They forget that they too are expending their lives...and when the bubble has burst, they will have nothing of eternal significance to show for the years they have wasted.”

(Nate Saint, Missionary Martyr)

Helpful websites:

www.perspectives.org

www.joshuaproject.net/search

www.thetravelingteam.org/resources

www.buildingchurch.net/g2s.htm

www.operationworld.org

www.alwaysbeready.com

www.travel.state.gov/passport

www.tsa.gov

Especially for team leaders:

Leaders, you have a tremendous responsibility and great opportunity ahead of you. But you also have **all the resources you need** to fulfill God's expectations for you. Think about your leadership position with the term "**servant-leader**" in your mind and heart. Among other Scriptures, you can read 2 Timothy 2:2,

1 Timothy 3:1-7 and Titus 1:5-9, for examples of Biblical leadership. Being a leader does NOT mean making ALL the decisions, nor does it refer to being the "boss." Lead by Jesus' example!

You will be given several important articles to read, along with this handbook, which will help you in your endeavor to be the best leader you can be. **Please read this information** that has been carefully chosen for you.

You will also receive a list of important details pertaining to the organization of your trip. **Use the check off list and time guidelines provided.** It is divided into sections *before you go, on the field, and when you get home.*

Please feel free to e-mail any changes that should be made to this handbook or the handouts. We are open to making any changes/improvements that would better our missions program for next year. We are always trying to learn how to serve more efficiently!

Finally, please call the Missions Department if you need *anything*. **We are here to support, encourage and most importantly, to pray for you and your team!**

Don't hesitate to call or e-mail us:

562-803-5631 x114 or cdmission@calvarydowney.org

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Passport

“The way of a fool is right in his own eyes,
but he who heeds counsel is wise.” Proverbs 12:15

One of the first things you need to do is to apply for your passport (or renew it). **Be sure that when it is time to leave you will have at least 6 months before your passport expires.** The US State Department advises allowing several months to apply for a passport.

[www.travel.state.gov/passport/get first apply](http://www.travel.state.gov/passport/get_first_apply)

~ for information about obtaining a passport.

www.travel.state.gov/passport/get_renew.html

~ apply for a passport renewal.

When you must apply in person, the website has links to locate passport agencies near you—or go to your nearest post office for information.

Security Notes: Valuables: It’s wise to carry your passport and funds concealed on your body, through a money belt, or concealed pouch hanging around your neck (inside your clothing). Try not to access this or large amounts of cash in public. Do not leave valuables unattended. Give one copy of your passport photo page to your team leader and leave one with your family. Wear your fanny pack/back pack in front, not in back, since it can be cut off and grabbed from behind. Do not leave laptops locked in your lodging unless you are certain the room is secure.

Note: if you are going to take your own digital photos, be sure the printer is high enough quality not to show “dots”

Ways to help the missions effort when you get home:

- ◇ missions alcove monitor (once a week survey of alcove literature needing replacement)
- ◇ training sessions (setup/tear down) usually Saturdays
- ◇ bulletin boards
- ◇ help create banners and posters for missions events
- ◇ graphics (computer and/or drawing, painting)
- ◇ mailings (postage paid by church)
- ◇ power point presentations
- ◇ loan a vehicle to a missionary on furlough
- ◇ housing/room for visiting missionaries
- ◇ care package coordination
- ◇ bon voyage/welcome committee (at LAX) for returning missionaries
- ◇ welcome home dinner committee for missionaries on furlough
- ◇ missionary birthday card/anniversary campaign
- ◇ prayer warrior
- ◇ missions newsletters
- ◇ Christmas card project this October
- ◇ Operation Christmas Child this October and November
- ◇ Photographer for missions events

Contact the Missions Department to be added to the volunteer list. 562-803-5631 x114

Journaling

“The Spirit of Christ is the spirit of missions. The nearer we get to Him, the more intensely missionary we become.”
(Henry Martyn-missionary to India and Persia.)

It is highly recommended that you keep the journal while on your trip. Whether you are already in the practice of journaling, of reflecting on your experiences, or of simply listening in prayer to God's voice, and writing down what comes; or not-- you will find keeping a journal a valuable part of your mission trip. Each day will be packed with new experiences. **Keeping an immediate written record will help you recall them later.** When you return home, your journal will enable you to relive many of them. It is also the best place to put your frustrations and negative feelings, rather than in teammates' ears. Make sure your journal is portable and take it and a good pen with you during the day, those slack moments that are sure to occur, are good times to add to it. Though you will be very busy, make an effort to use every opportunity to keep it up to date.

It is especially **helpful to write your prayers** out during intense struggles with feelings and emotions—and especially during a spiritual attack. You will find this particularly useful if you also include the specific ways in which the Lord ministered to you in those situations. Look back on your journal when you get home, and remember the great things the Lord has done and will continue to do in your life!

Vaccinations and Travel Warnings

Since these requirements/alerts may change, go to the web site: www.cdc.gov/travel or www.tsatraveltips.us (phone 404-332-4559). You can also ask your doctor.

The Center for Disease Control reminds us that vaccines are held to the highest standard of safety. Years of testing are required by law before a vaccine can be licensed. Each person is unique and may react differently to immunization. Occasionally, people who receive a vaccine do not respond to it and may still get the illness the vaccine was meant to protect them against. In most cases, vaccines are effective and cause no side effects, or only mild reactions such as fever or soreness at the injection site. Very rarely, people experience more serious side effects, like allergic reactions. Be sure to tell your health care provider if you have health problems or known allergies to medications or food.

*“Surely I have calmed and quieted my soul,
like a weaned child with his mother;
like a weaned child is my soul within me.”*

Psalm 131:2

Note: Travel insurance: All those traveling under CCD must have short term trip insurance. Otherwise you may expose yourself, and/or your ministry/church to at least moral obligations for substantial medical evacuation, hospitalization and other costs. This group coverage is purchased for the dates of your team travel, by CCD. The cost will be deducted from the total team funds raised. This is “budgeted” in from the start.

Note: Find out what the best rate of exchange is for new US bills (and which denomination). Countries differ on this. Try to obtain bills without too many creases and in excellent condition (better yet, new!) Try to have one of your trusted local hosts there exchange money for you, BUT check with your team leader on this.

Application

Fill out a short-term mission application right away. Make sure all your information is printed in ink as clearly, accurately and completely as possible. Don't forget to read and sign the contract portion. Even if you read it last time you went, *read it again!* This is an important commitment.

If you went on a mission trip *last* year (and your application is on file at CCD) then you don't have to fill out the *doctrine part* of the application. Attach a small (passport size) recent photo of yourself. Be sure that emergency contact information is current. Find out your blood type from your doctor, if you don't know it.

An often overlooked, but important part of the application process is your reference sheets (like a letter of recommendation). Please make sure you follow up with those you give them to—that they get back to the Missions Dept. as soon as possible. It is ultimately *your* responsibility.

“Let another man praise you, and not your own mouth; a stranger, and not your own lips.” Proverbs 27:2

Finally, don't forget to attach your deposit check when you return the application to the church office. This will help us set up your account, so that we can post all your supporters' contributions in a timely manner.

Missions Week

“We talk of the Second Coming; half the world has never heard of the first.” (Oswald J. Smith)

The Missions Department coordinates this event with Calvary Chapel Christian School. Each trip that went out last year will prepare an attractive table, representing their trip and the country they visited.

There will be a special mission-oriented Chapel that week, and different missions speakers will be visiting. As well, the students will all be visiting these mission table displays during the course of the week. The fruit of this in recent years has been a significant increase in our youth being excited about missions and a great many participating by serving on various short-term trips.

Your team's display will remain up for the congregation, before and after services. Your team leader will need your assistance in manning the table and speaking with those who want more information on short-term missions, or your country in particular.

Use your enthusiasm over your recent adventure to reach out to those who stop by to visit your country's display. Your field experience may inspire someone to step out in faith. Talk to your team leader about helping with this project. Maybe you can take a turn manning the table, before or after service. Perhaps you can contribute to making a handout for those who stop by, with basic facts about the country you went to.

Be creative, have fun, and stay in touch with your team leader for specific instructions. Remember, your mission service is not over just because you are back in America.

*“The humble He guides in justice,
And the humble He teaches His way.” Psalm 25:9*

Evaluation Forms

“The hypocrite with his mouth destroys his neighbor...

“ Proverbs 11:9

Ministering cross-culturally includes being a good steward of the gifts and skills God has given us. Pray before you fill out any evaluations. Keep your critiques concise, give encouragement, and be positive.

Remember: we *all* need teachable spirits that are willing to learn and grow in Christ. We all fall short of God’s glory and we all need His grace.

You must return your team evaluation form to your team leader *before you return to the states*. Your team leader may arrange a group time for this or have you do it on the plane ride home. These are **anonymous forms**, in that your team leader will not even be reading them. Comments will be summarized by the missions dept. and reported to your leader without notification as to who said what. These evaluations are for the express purpose of bettering teams that go out next time.

Note: The Missions Department reserves the right to use any quote put on these evaluations (anonymously, of course) for the purpose of encouraging the body of Christ for world missions. For example, we will be making a display in the missions alcove with photos from various trips and positive comments made by some team members (again, without identifying the team member).

*“The fear of the LORD is the instruction of wisdom,
and before honor is humility.” Proverbs 15:33*

Training Seminars and

Team Meetings

People learn in different ways. The combination of all the required training will expose you to many types of teachings. They will also expose you to other individuals and facets of missions that may help solidify God’s call on your life, as it pertains to missions.

These seminars and your team meetings will bring together those who are like-minded and have hearts for world evangelism. Acts 2 presents a good picture of what happens when folks gather in one accord.

You will be notified as to the specific dates, times, and details of these required meetings. It is *your* responsibility to be there! The team meetings, in particular, are meant for “team building” and are vital to the success of your cross-cultural ministry.

In regards to **team unity**, you are partners, one with another. Your acts of sharing, caring and kindness inspire others and together your love for one-another can be a powerful force. It is how we should be known (Matthew 7:20, John 13:35). Please make every effort to attend your team’s meetings. What you get from these meetings will help you experience effectiveness and a deep sense of satisfaction from your missions experience.

Once again, commitment is the key.

“Missions is the overflow of our delight in God because missions is the overflow of God’s delight in being God.” (John Piper)

"We can reach our world if we will. The greatest lack today is not people or funds. The greatest need is prayer." (Wesley Duewel, Touch the World Through Prayer)

Missions Prayer Meeting

Missions adventures begin in prayer. If you want to be infused with God's heart for the nations, Pray! The Missions Prayer Meeting is giving you the opportunity to do just that, and with others who are like-minded.

There are handouts available at the meeting, with specific prayer requests. Just go with a humble, seeking heart-- and God will do the rest, by His Spirit. We learn how to pray, by praying.

This will be a part of the training requirements, but if you are committed to the missions vision, you might consider making this a part of your regular ministry schedule. The meeting is on Monday nights, 7-9pm, in room 103.

God has a part for you to play in His plan to save souls world-wide. No Christian worker, whether at home or overseas, can 'go at it alone'. Missionaries need the support of a team. When you decide to pray regularly for someone, you join that team. One missionary, faithfully serving on the mission field for 12 years, put it this way:

"Number one is that God answers prayer, and second is that as a missionary it is comforting and encouraging and strengthening to know that you are being lifted up to the throne of God by a group of individuals who care enough to pray for you."

~Pastor Jeff Fadness

Preparing your testimony

You should try to prepare your personal testimony so that it can be delivered within 3 to 5 minutes. Write it out, edit it, and practice it until it becomes quite natural in delivery. And remember to leave spaces for the interpreter, if applicable. If you would like help preparing your testimony, the articles below from Campus Crusade for Christ will be of great benefit to you.

www.cru.org/train-and-grow/share-the-gospel/evangelism-principles/preparing-your-personal-testimony.html

www.cru.org/train-and-grow/share-the-gospel/evangelism-principles/how-to-tell-your-story-worksheet.html

Working with interpreters

Interpreters are a shared resource among all the team members, and usually this arrangement works effectively. Be sensitive to others and allow interpreters to rotate, so everyone is served.

The success of a testimony being received the way it was intended depends on how the message translates. **Try to avoid slang or jargon**; it may not translate. Keep things simple.

Limit your sentences to two or three at a time, then **pause to allow the interpreter to repeat**. Speak in a normal tone and at a normal rate of speed. Some people mistakenly act as though speaking louder or very slowly will improve their communication. It usually does not help. If your interpreter does not understand you, he or she will ask for clarification. Focus your eyes and attention on your audience, not your interpreter, throughout your testimony.

Ministry Guidelines

- The most effective ministry is guys to guys and girls to girls.
- Be on time to all meetings, meals, and groups departures.
- Groups must travel and stay together to and from all locations unless otherwise arranged.

How to be an asset to your leader

- Listen to Godly counsel
- Don't neglect getting to know your leaders
- Be a great follower by being a great servant
- Accept and affirm your leaders
- Observe their ministry and learn from them
- Look for your leader's strengths
- Offer creative ideas
- Pray for your leaders daily
- Be flexible
- Out of love, hold people accountable

How to be an asset to your team

- Be yourself
- Serve them
- Get to know new people
- Encourage the discouraged
- Pray for your team
- Be a good listener
- Out of love, hold people accountable

Support Raising & Prayer Partners

*"God's work done in God's way,
will never lack God's supply." (Hudson Taylor)*

Money will get you to your mission trip, but prayers sustain your ministry. Prayers overcome the obstacles and opposition while there, and bring in the harvest. Give your best efforts to fund-raising and prayer-raising.

Allow others to participate *with you*. There are many who cannot go overseas, but would be thrilled to help you get there! Don't rob others of the blessing it is to give (Acts 20:35), because you think you can do it all yourself. Prayer/Support letters **must be approved** by CCD Missions Dept. before distributing.

If this is your first short term trip, you might find the task of raising support intimidating and/or overwhelming. You can expect discouraging moments as well as unexpected provision. **If God intends for you to go, then He will provide the means in His way and at His time.**

Concentrate on building a prayer support team, and encourage them to join you in asking the Lord for the means. Leave room for God to work his miracles. Jesus will be teaching you faith during this process.

Be sure and thank those who support you with personal *thank you* notes.

*And those who know Your name will put their trust in You; For You, LORD, have not forsaken those who seek You.
(Psalm 9:10)*

Luggage

*“Love is the root of missions;
sacrifice is the fruit of missions.” (Roderick Davis)“*

Check your airline for current baggage allowances and keep strictly to them. Fifty pounds per bag now apply to some airlines. Since the needs are so great, please designate your second allowed bag for ministry. (Your team leader will address this further.) Generally you may take a carry-one bag which will fit in the overhead compartment, and a briefcase/laptop or purse which will fit under the seat in front of you.

All team bags will be tagged with the SAME color large ribbon, for easy recognition. Your team leader will appoint a baggage captain who counts and re-counts bags as they are moved from point to point. Others should stay with the bags at both points. Do not put expensive carry-ons on the x-ray conveyor belt without first having someone waiting for them, to avoid theft at the other end.

No **wrapped gifts** in suitcases or carry-ons (new security issues).

Calvary Chapel Downey’s church address, along with your name goes on luggage tags at the airport (each bag you check has to match a plane ticket in name). Someone on the team should be in charge of printing these labels for your team (going and coming home) so you can just stick them on baggage tags. If nobody is able, the Missions Secretary will be happy to help.

Pack everything you think you need and then put two-thirds of it back. Ask “what is seasonable, what is reasonable?”

“He is no fool who gives up what he cannot keep to gain that which he cannot lose.” (Jim Elliot, Missionary Martyr to Ecuador)

etc. or that will be the end of your expensive equipment. (Bring dual voltage appliances if possible.)

Water: Bottled water is available almost everywhere now. Do not bring mineral/distilled/spring water, except perhaps for your flight over, since bottled water is available there, and it takes up valuable weight in your suitcase.

Use bottled water to brush your teeth. For food that you’re not too sure about, just keep this in mind...“WISDOM = cook it, peel it, or forget it!”

Pray for someone special you can connect with and make a difference in their life for that day. Leave them your toiletries, some clothes (esp. JEANS) or jewellery they admired.

Time adjustment is largely an individual matter, but expect some tiredness-- particularly since sleep on a plane is interrupted. You may wish to take a light sleeping aid the first couple of days.

Deodorant and wipes and shower-to-shower powder work wonders on a missions trip, but remember: NO SCENTED stuff.

Never promise to write someone you meet in another culture. You may not and they will be very disappointed--waiting and waiting (it is not like here in the US, where we say we will “be in touch” but the other party isn’t sitting by the phone or mailbox waiting). Never promise to send something to someone or invite them to visit you.

Keep in mind that the “American Way” isn’t the best way—be open to the way others do things without trying to impose what you feel is the best or what you consider is the right thing to do.

PRAY before you leave on your mission trip—this will make your heart sensitive to the Lord and to His voice as you prepare for your mission trip.

PRAY during your mission trip—stay connected to the Holy Spirit and sensitive to Him so that you may be a blessing to those around you, including your teammates. Also, leave a team behind praying for you while you’re on the mission field.

PRAY after your mission trip—ask the Lord for wisdom and strength to know how to process what you just experienced.

Tried and True Helpful Hints

Your first time, you will probably spend a lot of time and some cash to get ready for this trip. Thrift stores are good places for clothing.

You may be disgusted with American affluence upon returning, and astounded to walk into a large supermarket. Someone has rightly observed that we do not know our own culture until we have seen another. This is called Return Culture Shock or also known as Re-Entry. Your leaders will speak to you about that before you return home, please pay close attention to that and take it to heart.

Bring some bring snack foods, such as granola bars, nuts, crackers, to supplement the diet.

Honest differences of opinion exist on how to proceed through customs, sometimes based upon perceived unfair treatment by customs agents. We should do what is right. You and your support team back home can be praying for fairness and favor in the sight of the customs agents. Romans 13:7 "Render therefore to all their due: taxes to whom taxes are due, customs to whom customs, fear to whom fear, honor to whom honor."

Smile, take things in stride, build each other up!

You are wealthy by comparison to the culture you are visiting, and the wealthy are commanded to be generous (1 Timothy 6:18). Ask God for great wisdom and grace to handle this typical missionary/host country disparity.

Some recommend taking a small dose of Pepto Bismal™ (1 or 2 tablets) the day before departure to help coat your stomach against minor bacterial difficulties. The treatment would include taking one tablet each morning, through to two days after your return. Some missionaries say yogurt does the same thing: eat yogurt everyday for a week before you leave to build up food-poisoning –fighting bacteria.

Carry copies of important documents, Emergency Phone #'s, Travel Itinerary in carry-on; as well as your luggage.

Don't use cheap travel outlet adapters on laptops, cell phones,

Packing lists

NOT APPLICABLE FOR EVERYONE OR EVERY COUNTRY

Let need, not fear, be the determining factor as to what to take. You will *not* need everything we have suggested.

You don't want to look like you're fleeing America!

- ◇ Your BIBLE and journal & an extra Bible to give away
- ◇ Essential teaching/preaching/training materials
- ◇ Camera/Film, small flashlight, with new batteries
- ◇ Also carry pictures of friends and family to show
- ◇ Money pouch- (passport, cash, hotel/ local contact phone#)
- ◇ Moist "Wipies" divided into Ziploc bags for waste storage
- ◇ Toilet paper (save last ¼ of each roll at home and flatten)
- ◇ Contacts/cleaning solution (eyeglasses—just in case!)
- ◇ Any prescription meds you take— original container
- ◇ Good tennis or walking shoes (good odor-eating socks)
- ◇ "Flip flops" for shower or outdoors in middle of night
- ◇ Anti-bacteria lotion (always use before you eat) ie: Purell
- ◇ Bug spray (spray your clothes the day before)
- ◇ Anti-itch spray, Band-Aids/antibiotic ointment
- ◇ Imodium-- very important, Small towel and washcloth
- ◇ Aspirin/Tylenol™, Tylenol PM™ for jetlag
- ◇ Vitamins, Chapstick™, Sunscreen
- ◇ Your regular toiletries, in travel size & plastic containers
- ◇ Toothbrush (with holder) & toothpaste, dental floss
- ◇ Cough drops, cold medicines, first aid kit/small sewing kit
- ◇ No-rinse dry shampoo is great when there's no water
- ◇ Peptobismol™ chewable tablets, Benedryl™ tablets

Gifts to Bring

ALWAYS CHECK WITH YOUR TEAM LEADER FIRST.

HE MAY BE COORDINATING A PARTICULAR GIVING EFFORT.

"O LORD, TRULY I AM YOUR SERVANT..." (Ps. 116:16)

Pack gifts for your host families (small framed art, stationary, pens, highlighters, bookmarks, toiletries, etc. *see below*). Hard candies, stickers, pins from America, etc. for children you meet. Little stuff like gum, little toys, balls, anything fun, they will love it!

Gifts for men: a Walkman™, with some good Gospel tapes, ties, cologne, handkerchiefs, alkaline batteries, key rings, scarves, T-shirts, mugs, sunglasses, pens, socks,

Gifts for children: balloons, crayons, coloring books, colored pencils, snacks, hard candies, Tootsie Rolls™, granola bars, gum, reading materials, retractable pens, stickers, dictionaries, American postcards, etc.

Suggested gifts for women: hand lotion & toiletries, kitchen items, decorative hand towels, cloth diapers, home state souvenirs, hot chocolate packets, scented soap, cologne/perfume, jewelry, cassette tapes, book markers, books/Bibles, barrettes and hair accessories, calendars, sewing kits, bandannas, scarves, pencils, writing pads, towels, seeds (vegetable, flower), etc.

In fact, it would be hard to identify a gift that someone would not appreciate (but do be sensitive to *their* culture).

Give only to same gender! Gifts can send a very strong message, and one that is easily misinterpreted.

Do not wrap gifts. They may have to be opened for a security inspection.

"You can give without loving, but you cannot love without giving." (Amy Carmichael, Missionary to India)

- ◇ Neosporin™ (kind with pain relief), Baby powder
- ◇ Cipro or other wide-range antibiotic, Tetracycline
- ◇ "Feminine needs"--even if you're *sure* its not "time"
- ◇ Travel laundry soap powder (lighter than liquid to pack)
- ◇ Umbrella (travel size) and Sense of humor!

Dress Code

The importance of modesty in apparel allows us to minister effectively as well as remain culturally sensitive. Therefore, do not bring the following:

Girls

- No shorts shorter than 4 inches above the knee.
- No tank tops or belly shirts.
- No low cut tops.
- No mini-skirts.
- No two-piece bathing suits or immodest one piece bathing suits. (A cover-up to and from the pool must be worn).
- No spandex shorts.
- No body piercing at any time during the trip.

Guys

- No immodest bathing suits.
- No tank tops or belly shirts.
- No body piercing at any time during the trip.
- No clothing that advertises alcohol, tobacco products, or heavy metal bands.
- Shirt must be worn at all times.