



**CROSSCHURCH**

SPRINGDALE PINNACLE HILLS FAYETTEVILLE

# MISSIONARY JOURNEY TRAINING MANUAL

# **Missionary Journey Training Manual**

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# Missionary Journey Training Manual

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# Section One

# General Training Meeting #1

1. **Prayer & Welcome**
2. **Training Requirements p.7**
  - a. Distribute Training Manual
  - b. Mandatory training meetings
  - c. Check your email frequently for important reminders and updates
3. **Journey Location Overview p.8**
4. **The Missions Process p.11**
5. **Crossing Cultures p.12**
6. **Volunteer Missions Core Values p.14**
7. **Volunteers Working with National Churches p.15**
8. **Application Process Review**
  - a. Online Registration at [crosschurch.puremission.org](http://crosschurch.puremission.org)
  - b. Passport/Travel Visa p.17
    - i. Passports must be valid at least 6 months beyond the return date of travel back to the United States
    - ii. Passport books must have three blank pages for Visa stamps
    - iii. Complete Visa application with 2 pictures (if applicable)
    - iv. Bring Passport to *Team Training Meeting #1* to send off for Visa (if applicable) and/or make a color photo copy
    - v. Every team member will be registered with the U.S. Embassy of the particular country they will visit
  - c. Driver's License (Bring a copy to *Team Training Meeting #1*)
  - d. Forms
    - i. Statement of Faith Commitment Form
    - ii. Medical Information Form
    - iii. Christian Conduct and Financial Commitment Form
    - iv. Cross Church Liability Release
  - e. Prayer Partners
    - i. Ten people—must be members of your home church.
    - ii. Prayer Partner Helps p.18
    - iii. What to Pray for your Mission Teams p.19
  - f. Spiritual Gifts Assessment p.20
  - g. International Mission Board Child Protection Requirements p.20
    - i. Child Protection Training
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  - h. Financial Deposit (due at *Team Training Meeting #1*)
9. **Testimonies**
  - a. Writing Your Personal Testimony p.22
  - b. Sharing Your Story p.23
  - c. Bring your 500 word rough draft with you to *Team Training Meeting #1*

## 10. Cost of Journey

- a. Journey Cost Sheet p.24
- b. All journey costs are approximate and subject to fluctuation.
- c. Cost of journey includes airline, ground transportation, all meals, lodging, insurance and ministry materials.
- d. Cost of journey does NOT include passport fees, immunizations, incidentals, "in transit" meals and snacks, medicine items, souvenirs, or personal items.
- e. Participants are responsible for 100% of funds needed. ***Any losses that are incurred from you dropping out (for any and all reasons) are at your expense.***

## 11. Fundraising Process p.25

- a. Minimum amount of letters needed depends on amount to be fundraised. A maximum of 50% may be sent to Cross Church members, however as many letters as desired may be sent to friends, family, co-workers and other non-church members.
- b. Submit names of Cross Church members to Michael Shafer ([michaels@crosschurch.com](mailto:michaels@crosschurch.com)) in an Excel spreadsheet or a Word document as follows: (First column) Last Name, (Second Column) First Name. First come, first served.
- c. Letters must include a P.S. and a Participation Agreement and Response Card.
- d. All checks are made out to Cross Church.
- e. Sample fundraising letter p.26
- f. Submit your fundraising letter for approval to Michael Shafer ([michaels@crosschurch.com](mailto:michaels@crosschurch.com)).
- g. Return envelopes must be included with all fundraising letters. Write your initials in lower left corner.
- h. Follow-up Telephone Calls p.27
  - i. MANDATORY for everyone participating in the fundraising process.
- i. Church Law & Tax Report/Tax Review table p.28
- j. Although tax laws stipulate that all funds raised assist the entire team project, ultimately every team member is responsible for his/her total portion.
- k. THE FUNDRAISING PROCESS MAY BEGIN ANY TIME AFTER YOU HAVE COMPLETED BOTH GENERAL SESSIONS #1 AND #2.

## 12. Frequently Asked Questions p.56

## **Training Requirements**

There are certain requirements that must be followed in order for your missionary journey experience to be productive and fulfilling for you and your entire team. Please understand that we expect *everyone* to follow the same requirements, regardless of past journey experience.

### **Global Missions Training Manual**

Everyone will receive a training manual at the first General Training meeting. This manual will be the basis for instruction at both general meetings. It is mandatory that each participant bring this manual to both meetings. *Each team member is responsible for knowing and understanding the contents of this manual.*

### **Training Meetings**

Each missionary journey applicant will be required to attend a number of training meetings. These meetings are *not* optional and are sequential in order. The General meetings will be offered many times in rotation, and you may attend these in any timeframe that is convenient for you. However, you will not be placed on a team to undergo location-specific Team meetings until both General meetings have been attended so keep this in mind if you want to go on a specific journey.

General Training Meeting #1 (offered many times)

General Training Meeting #2 (offered many times)

1-3 location-specific Team Training meetings (specific dates TBD by your team leader)

### **Email communication**

Email communication is imperative when mobilizing mission teams. Please make sure you have registered with a *working email address* that you *check frequently*. Please let your team leader know if your email address changes during your training.

## **Journey Location Overview**

### **REGIONAL:**

*All Regional Missionary Journeys are “family friendly” and can be one to three days in length. We have many partnerships with regional ministries such as:*

#### **Mississippi River Ministry:**

The churches and missions of MRM offer opportunities for mission team members to hand out Bibles in diverse and underserved regions and neighborhoods, to prayer walk, to canvass targeted neighborhoods and even to send personal witnessing teams door to door. Seasonal opportunities include backyard Bible clubs and Vacation Bible School. Ministry activities will depend on the time of the year and the particular church or ministry that will be targeted by each team. More information will be provided to those interested as details are further planned and developed.

#### **Arkansas Baptist Children's Homes:**

The ministry work done at ABCCH can vary from work projects such as handyman repair, painting, remodeling and light carpentry to directly working with children. Regardless of what the mission team does on any of the assignments, all efforts are ministry to children who need to know that God cares and provides through people just like you. This is what the book of James calls pure undefiled religion. Projects will be determined and announced for each date as more details are finalized. You don't have to travel far to see the cross-cultural needs that exist in our own area of the world. Cost for participant is fuel, food and lodging which will vary per location. Most trips are 2-3 days.

### **NATIONAL:**

*All National Journeys can last for a weekend to 7 days as your schedule allows.*

#### **New York City:**

Welcome to the city that never sleeps, New York City! Cross Church has four church plants (Chinese, Russian, and 2 Spanish) in different areas of New York. You will feel like you are in another part of the world as you share the gospel, prayer walk, teach Bible studies, attend worship services and see how these ministries are reaching the lost. Trips can be over a weekend or a full week. Cost is approximately \$100 per day per person plus airfare all-inclusive.

#### **San Francisco:**

This ministry will involve working with the First Baptist Church of San Francisco and Pastor Ryan Blackwell. This amazing journey will involve evangelism, ministry to the homeless and a Vacation Bible School for the children. Cost is approximately \$100 per day per person plus airfare all-inclusive.

#### **Indianapolis:**

Indianapolis is home to more than just the Indianapolis 500 race! We are working with our partners to do evangelism and help with other church planting opportunities in apartment communities across Indy. Work includes kids clubs, witnessing, block parties, materials distribution and Bible studies. Cost is approximately \$100 per day per person plus airfare all-inclusive.

#### **Denver:**

Summit Church in the heart of Denver is making a huge impact on this city. Volunteers will do community beautification projects, prayer walking and prospect discovery for the new church plant. Cost is approximately \$100 per day per person plus airfare all-inclusive.



**Montana:**

New Day Network Ministry, led by Alan and Sarah Damron, consists of two new churches in the mountains of rural, Western Montana. Volunteers will assist with Backyard Bible Clubs, concerts, music, prayer walking, sports camps, survey, youth VBS, construction, repairs, etc. Cost is approximately \$100 per day per person plus airfare all-inclusive.

**INTERNATIONAL:**

*All International Journeys can last for 7-14 days.*

**Brazil:**

Join Pastor Ronnie Floyd as he leads in a crusade in the Recife area of North Brazil! There will also be pre-crusade and post-crusade journey opportunities available. We will work with local Brazilian churches in promoting the crusade, doing evangelism and following up on decisions for Christ. Additional trips will be done through the year to support the churches. Cost is approximately \$2500 for this 8-10 day journey.

**China:**

In this TOP SECURITY NATION, the gospel is thriving. We will work with partners to teach English and cultural exchange in our target city in the North. Prayer walking, sharing with college students and teaching leadership will be the focus, all with the ultimate goal of furthering the gospel! Cost is approximately \$2800 for a 10-12 day journey.

**Dominican Republic:**

We will be working with the Dominican Baptist Convention in January 2012 as Pastor Floyd preaches the Annual Convention. Additionally, and throughout the year, teams will work all across the nation in various churches. Be involved in sports ministry, door-to-door evangelism, prayer walking, Bible teaching, leadership classes, businessmen teaching business principles and much more, all while sharing the gospel and establishing new church plants. The cost is approx \$2000 for 7-8 days.

**Ethiopia:**

Be a part of our newest partnership in the horn of Africa, the country of Ethiopia. In a country of 6 million orphans, the greatest need is the gospel to bring hope. You will be part of planting a church in Addis Ababa, the capitol city of Ethiopia, using sports ministry, VBS, and medical clinics as a vehicle. One day will be spent with the orphans who live in the city dump known as Kora, an experience that will change your perspective on poverty. Cost is approximately \$2500 for an 8-day journey.

**Haiti:**

The massive 7.0 earthquake in January 2010 changed Haiti forever! Now a nation very receptive to Jesus, the time is ripe to GO! This amazing journey will involve working with Joy House Ministry Center plus we will be doing some construction and ministry to the children through evangelism and Vacation Bible School. Other potential opportunities are sports clinics, health clinics and women's ministries. Cost is \$125 per day per person plus airfare all-inclusive (or approximately \$1800 for 7-8 days).

**Hungary:**

Budapest, Hungary is in deep need of Jesus. Working with Missionary Trey Shaw we will assist in growing the NEW church, The Forum. This English speaking church especially focuses on young collegiate and career adults as we share the Hope of Jesus. See a world-class city and share a world-class message. Cost is approximately \$2200 for 8-10 days.

**Malawi, Africa:**

Malawi Africa is known as the “Warm Heart of Africa.” This exciting journey will involve ongoing work at Esther's House orphanage through ministry to our widows and orphans, village evangelism, church planting, discipleship and VBS, plus other ministry opportunities such as medical clinics and construction projects. Cost for this trip is approximately \$3900 and trips are 12-14 days in length.

**Japan:**

With more than 33 million people, Tokyo is the largest city in the world. It is very developed, technologically advanced, highly educated, and most people lack for no material possessions. However 99.95% of Japanese have never heard of the gospel of Jesus Christ and do not know the Lord. We will do a number of things that will help build the relationships our field partners have with the Japanese people. In Japan, the gospel is most effectively communicated in a relationship of trust and friendship. We will participate in prayer walking, English lessons, sports ministries, business seminars, and college ministries. Cost is approximately \$2850 for a 10-12 day journey.

**Mexico:**

*Choose from two entirely different experiences in two very different places in Mexico.*

**-Leon:**

Founded in 1576, Leon is a major modern city in the state of Guanajato, and is the 6<sup>th</sup> most populous city in Mexico. Arkansas natives Mike and Jennifer Brungardt serve with the International Mission Board penetrating a lost city with the Biblical gospel. Roman Catholicism prevails by tradition and team members on this journey can expect to prayer walk and assist resident missionaries with events and efforts that promote the gospel of Christ. Short travel time makes this attractive and effective at a cost of about \$1,500.

**-Yucatan:**

Kanunilkin, is a Mayan village of 20,000 people in the state of Quintana Roo, Mexico on the Yucatan peninsula. This ministry offers a chance to be a part of planting churches and working with Baptist trained indigenous pastors who are experiencing great success in evangelizing in this area where the first evangelical churches are just now being planted through our efforts and the efforts of other Southern Baptist churches. Pastors are trained in the nearby Cancun Bible Institute and mission teams evangelize, prayer walk, conduct children's ministries, adult ministries and the usual work that goes along with church planting. This is a well developed and organized partnership that just needs willing volunteers to invest a week of their life for the gospel. Price is surprisingly low at around \$1,000 and travel time is short. You will be back in a week with a changed life and testimonies of God working in a people group that has inhabited this part of the world for several thousand years.

## **The Missions Process**

### **Cross Church**

Leading this church in the Global Mission Ministries is a great privilege and responsibility. What a joy to see a believer grow in their walk with the Lord as they serve Christ in a Missional lifestyle! I pray that over time every member and attendee of this great church will participate in mission work somewhere in Northwest Arkansas, America, and the World.

I am often asked, “Brother Doug, what is the process that determines our National and International mission work with the church?” This is a great question to be answered.

First, **our desire as a church is to partner with the International Mission Board (IMB) and the North American Mission Board (N.A.M.B.) of the Southern Baptist Convention for all missionary journeys.** Does this mean we don’t love or appreciate other mission organizations? Absolutely not. Without other Great Commission organizations the spreading of the Gospel would be slowed drastically. But I must ask **“if we as Southern Baptists have over 10,000 missionaries serving in the field and we as a church support them in finance and prayer, why would we NOT want to partner with them in work?”** Together we achieve more!

Next, **all mission trips are strategically chosen.** We don’t just throw a dart at a map and say, “Let’s go,” nor do we allow “need” to determine a ministry opportunity. There are many fine opportunities out there to get involved in, but as a church, it is our duty to identify where the Lord is leading us to work. We are presently partnered in many different regional, national and international locations which were chosen through prayer and contacts we have with missionaries that are with the I.M.B. and N.A.M.B.

Also included in the selection process is **1 Corinthians 3:6, “I planted, Apollos watered, but God was causing the growth.” Sowing, watering, and reaping are included in what we like to call “balanced evangelism.”** We have partnerships all around the world involving these three ministry areas to accomplish balanced evangelism. **This strategy gives latitude for involvement for the lay person and a balance to the ministry. All of our ministries will involve 2 major aspects of ministry: evangelism, and indigenous church planting.** We choose missionaries that embrace these as core beliefs.

I pray this has helped you to become aware and informed of the process; however my deepest desire is for you to engage in an International or National Missionary Journey in the future. What does God desire for you to do in Global Missions? An exciting journey awaits your discovery.

**Doug Sarver**  
*Minister of Global Missions*

## **Crossing Cultures**

You are going to a country where things will look very different from the way they do in Northwest Arkansas. Try to let the visual differences remind you that there are cultural differences as well. Don't expect the same services, the same conveniences or the same responses you are accustomed to. Train yourself to think, "Things are not wrong, they are just different." And always remember, in the eyes of those who look so different to you, YOU are the one who is different. Here are some tips on how to function in a different culture without offending.

### **Communication**

- English is NOT spoken everywhere in the world. There are many factors that may lead one to think that everyone speaks English, but this is simply not true. There are whole cities where no English is spoken. Never go out and get into a taxicab expecting the driver to understand English. Never go wandering off alone assuming you can tell someone the name of your hotel and will be guided back there.
- NEVER go out without the name and address of your hotel in the local language. Take a card from the hotel desk, or a matchbook, or SOMETHING that has the name, address, and phone number of your hotel in the *local language*.
- Having said all this about English NOT being everywhere you should still observe the precaution of not talking about the locals or their culture in a negative way. As sure as you say something bad about your host culture, the one person in the entire province who speaks English will be the one standing beside you at the bus stop. So be careful about what you say walking down the streets. DO NOT assume you are not being understood.
- People may not be able to understand you spoken language, but they can read your body language and the expression on your face. Be careful that you always communicate respect and courtesy.
- Learn a few words in the native language of the country you are visiting. Visit [www.byki.com](http://www.byki.com) online for a great way to learn some phrases and words to help you bond even better with the people to whom you will be ministering.

### **Cross Cultural Ministry**

- You are NOT in America. You are a guest in another country.
- Most cultures are much quieter and more reserved in public than we see in America. Observe the host country's behavior patterns and conform to them.
- Temples and idols that are strange, repulsive, or frightening to you are worshipped by those in your host country. Try to mask your true feeling of distress or horror with a look of interest.
- Be prepared to be the object of stares. You are different and will be observed. All of your actions are watched. Keep a smile on your face.
- Remember that you are an ambassador of the King of Kings. Be sure your actions reflect that truth.

## **Food**

- Food that is strange to you is daily fare in your host country. Your host is trying to provide well for you. Be a gracious guest and eat what is put before you. (If you absolutely cannot get it down, move it around on your plate until you can slip it into your pocket unobserved.)
- Food that is bland and repetitive may be the only food available. Consider your host and as much as possible “eat hearty.”

## **Relating to the Missionaries on the Field**

- Your missionary host is thrilled that you have come. They want to share their culture, their people, and their vision for ministry with you. They want you to have a good experience. They have spent weeks or months preparing for your arrival. Be a gracious guest.
- Missionaries tend to adapt to the culture of their host country and use many local customs in their own homes. If they have been in that country for a long time, they may not realize that their customs are foreign to you, but here you can ask.
- Missionaries will also have learned to appreciate and enjoy local food that you may find too strange to eat. They will offer you local food they have learned to love. It may be something truly wonderful that you will enjoy. But it may be something that is inedible to you. Out of politeness to your missionary host, don't act like it is grossing you out. You may decline it, but be sensitive.
- Your missionary has spent much time and effort learning the local language and customs. Seek your missionary's advice on appropriate behavior in your host country. Remember your missionary will remain there long after you are gone. (Unfortunately there have been teams that did not follow the guidance of their host missionary and effectively destroyed much work and many relationships the missionary had worked hard to establish.) Minister to your missionary host through prayer. Your missionary may be weary, discouraged, and wondering if his or her being there is making any difference. Pray for your missionary. Don't consider him some sort of spiritual giant that doesn't need to be encouraged and uplifted.

## **Maintaining Spiritual Freshness**

Maintain your daily devotional time while you are on this journey. You need to hear from God daily as much on a mission trip or more than you do at home. Don't neglect this vital part of your Christian life.

## **Volunteer Missions**

### **Core Values**

1. We believe that everything we do should bring honor and glory to our Lord and in every situation lift up the name of Jesus.
2. We believe and we are driven by the conviction that everyone in the city we are going to has the right to hear the gospel in his or her heart language and in an understandable format.
3. We believe that prayer is our primary strategy for impacting lostness and that all efforts should be bathed in prayer before, during, and after any mission's endeavor.
4. We believe that all volunteer missions' endeavors should be consistent with sound and effective missiological principles reflecting a clear understanding of reproducibility, indigeneity, and non-dependency issues.
5. We believe that the tasks of gospel saturation, evangelism, church planting, discipleship, and leadership training are not completed unless they result in multiplying new church starts healthy enough to sustain continued Kingdom growth in quantity of the number of new believers and maturing believers.
6. We believe in evaluating all assistance to national partners, both tangible and intangible, in light of its long-term impact on the ability of indigenous churches to continue to impact lostness through evangelism and church planting.
7. We believe that all human needs projects should minister to both the physical and spiritual needs of those receiving assistance.
8. We believe that the church was commanded by our Lord to fulfill the Great Commission by sending "sent out" ones, whom God has called.

# **Volunteers Working With National Churches**

## **A guide for Volunteer Teams wishing to work with International Mission Board and Regional Strategy**

### **Resource Focus:**

- To concentrate team energies on the task of addressing the lostness of the national community.
- To create opportunities for accelerating new church starts.
- To recognize the maturity of national Baptists and the overall strengths of the national Christian community.

### **The following is a checklist of important issues when planning projects with volunteer assistance:**

**A. Reproducibility:** The local church should be able to reproduce itself without outside help. Guard against doing anything that will discourage reproducibility.

1. Focus on empowerment for growth.
  - Does the project create an atmosphere supporting reproducibility by national Christians?
  - Is the project doing something that will encourage the church to grow and extend itself?
2. Devise methods, materials, and actions that will actively lead the local church to reproduce itself.
  - Are projects done in such a way (using materials and procedures) that encourage the church on its own to move toward starting new churches?
3. Formulate activities that the receiving church itself can reproduce by sharing with the next generation of churches.
  - Is the cost or technical ability something that they themselves can do with and for another congregation?
4. Design the project to motivate the local church to reproduce the ministries that they themselves have received.
  - Is training included in the project which will encourage the reproduction of the ministries that they themselves received?
5. Actively do what it takes to get the receiving church to send their members to help other new congregations in the same way they received help.
  - Are there plans for the receiving church to help another congregation or congregations in the same way they received help?

**B. Indigeneity:** Do things in ways that meet local needs and use local patterns.

1. Conduct projects in a manner that leads local Christians to feel “ownership” of the project. This includes the activity itself and the results of the project.
  - Whose idea was this project?
2. Ensure that the project is based on local vision and locally perceived needs. The local church should define its own vision for reaching the world for Christ.
  - What is the local vision for the lostness of the world?
3. Seek to provide only the appropriate style and level of help.
  - How would they do this themselves with no outside help?

**C. Non-dependence:** Avoid any sense of paternalism. Avoid creating a welfare mentality.

1. Design and conduct projects that require local Christians to depend on God.
  - Do activities lead to definable outside resources rather than to trusting God?
  - Is there anything about this project that causes local Christians to depend on God for its successful completion?
2. Prior to offering help first ask the following questions:
  - Is there a vision?
  - Is it a locally conceived vision?
  - Have the local congregations expressed the vision as part of their own plans to extend the Kingdom?
  - Did local Christians discover the needs and envision the solutions themselves?
  - Have local Christians given sacrificially?
  - Have they sacrificed time, energy and money to participate in the project?
  - Is the local church committed enough to the project to actively participate?
  - Are they willing to work alongside the volunteer team?

**D. General guidelines for the construction projects:**

1. Construction of church buildings should not be a primary church planting method. The primary church planting methods include evangelism, discipleship, leadership training and congregating new believers. The construction of buildings in most cases should be the responsibility of the local congregation.
2. In all construction projects, volunteers should use their spiritual gifts as well as their construction expertise. Evangelism, discipleship, counseling, and leadership training should be a major part of the volunteers' activities.
3. The total number of church buildings constructed should be small in comparison to the number of churches planted with volunteer help.
4. All construction projects should be identified as a part of the Strategy Coordinator's Master Plan (If there is no Strategy Coordinator Master Plan then the Regional Master Plan will apply).
5. Construction of church buildings should be limited to first unit construction, with rough-in as a goal for volunteer help. Completion of the project should be left for the local congregation.
6. The local church should provide a significant part of the project, such as land, foundation and major participation in the actual construction activity itself.

Construction design and architecture should be of a local origin. Construction material should be locally available. Construction techniques should be reproducible by local labor with local tools.



## Passports and Visas

### Obtaining Your Passport

If you do not have a passport, begin the process of securing one immediately. It normally takes about six weeks from the time you first submit an application until the passport arrives. If your destination country also requires a travel Visa, you must have your passport in order to obtain the Visa—and the Visa application can take between two and four weeks. This means you need to **START NOW** to obtain your passport.

An application for a passport can be obtained from [travel.state.gov](http://travel.state.gov) or your local Post Office. You can take the application home to complete it and return it to the Post Office. (You must have an original raised-seal birth certificate in order to obtain a passport so if you do not have one, begin the process to get that first.) There is a government regulation that requires you to sign the application in the presence of the post office personnel so **do not sign the passport application until you are standing in the presence of the person who will receive it.**

You will also need regulation-sized photos to submit with the passport and Visa application. If you do not have passport photos, go to Walgreens or Wal-Mart, or another place that makes passport photos (the Post Office will also do this), and have them made. Request at least six copies. This will give you enough to apply for the passport, the Visa, and then have two more to take with you on the journey. If you lose your passport, or if it is stolen, you will have pictures in hand and that will shorten the process of obtaining a new passport.

Once you receive your passport, make sure you **sign** it. Your passport is invalid without your signature.

### Obtaining Your Travel Visa

The process for obtaining a Visa varies from country to country. Most countries stamp the Visa into the passport. Normally when we are ready to obtain the Visas, we will collect all passports of the group and send them to Washington, D.C. The passports will be stamped and returned to the travel agent who may hold the passports until the tickets are complete and then send them both to us. Then we check to make sure that everyone has both a ticket and a Visa.

*NOTE: It is good idea to make a copy of the front page of your passport and take that in your CARRY-ON luggage. Also make a copy of the page with the visa you obtained for the trip. Make sure the date of issue is clear in the copy. Add to that the extra photos (2) you had made and that will expedite securing another passport if yours is lost or stolen.*

### **CAREFULLY CHECK THE EXPIRATION DATE OF YOUR CURRENT PASSPORT!**

**International travel laws require you to have at least six months of validity left on your passport from the planned time of *re-entry* back into the United States as well as *three* blank pages in your passport book or you can be denied access for departure at the airport.**

### A WORD OF CAUTION

In many countries, a US passport can be worth a sizeable amount of money. In those same countries, pickpockets are everywhere. Be careful with your passport and airline tickets. Keep them on your person **at all times!**

## **Prayer Partner Helps**

You are asked to engage ten church members to be prayer partners before, during and even after your journey. Prayer partners are one of the most important components of a missionary journey. They provide the home-based support, protection, and intercession for the missionary. However, if a prayer partner is not properly informed or equipped, their job can be limited!

Use this as a guideline for equipping and informing your prayer partners. Please do not minimize the importance of prayer for your missionary journey. A good team of intercessors is the secret to a prosperous and spiritually blessed journey.

### **Suggestions to Help Prayer Partners in Praying**

- Engage your Connection Group in prayer.
- Share your flight schedule, daily itinerary, and missionary names with your prayer partners.
- Give prayer partners personal prayer requests that include spiritual and funding progress.
- Invite prayer partners to meeting for prayer with the team. See the team meeting schedule for date, time and location.
- Have prayer partners attend Worship Service and participate in a time of commission with the team. See schedule for date, time, and location.
- Share destination, overview of work, and any helpful information with your prayer partners.

### **Suggestions for Prayer Partners to Encourage their Missionary**

- Send notes of encouragement or cards from now until your missionary leaves.
- Ask your missionary for specific prayer needs.
- Pray for your missionary and the team now and while away.
- You may want to put together a “care” bag with some goodies in it... gum, hard candy, snacks, etc. for their travel.
- Write a note of scripture, prayer, or encouragement for your missionary to read for each day while they are away.
- Send off your missionaries from the airport and also welcome them home. Check with your missionary on the time and location.
- Follow the trip on [www.crosschurch.com](http://www.crosschurch.com), Facebook and Twitter, and share the info with others.

## What to Pray for Your Mission Teams

- Daily Life Problems
- God's Protection from Satan's Attacks (2 Corinthians 10:4, Ephesians 6:10-12) and from Harm and Danger
- The Anointing of the Holy Spirit in their Lives (Ephesians 5:18, Acts 1:8)
- Their Spiritual Life
  - A consistent prayer and Bible study which leads to spiritual growth
- Their Work and Ministry
  - That God will lead them to open hearts and that those who are seeking will find Christ
  - That the Christians will grow in the Lord
  - That they may set priorities and use their time wisely
  - For the national church and its leaders
  - For the decisions of the mission and the national church
- Their Physical Health
  - Eating different foods, or problems with the water supply
  - Climate and the weather
  - The need for times of periodic recreation and rest
  - For safety while traveling
- Their Emotional Health
  - For victory in any struggles with depression, discouragement, frustration, worry and loneliness
  - For positive attitudes, humility, flexibility, friendliness, sensitivity, a good sense of humor and patience
  - For peace of mind about family and events happening back home
- Cultural Awareness
  - For wisdom to understand not only the outward actions but the thinking process
- Their Finances
  - Support needed to go
  - Provision upon return
- Their Relationships
  - With other team members
  - With national workers
  - With non-believers
- Home Assignment
  - Adaptation to coming back home
  - Travel safety
  - Servant attitude in the churches

## Spiritual Gifts Assessment

Identifying your God-given spiritual gifts allows you to discover your areas of strength in ministry. For individual servants and missionaries, this helps to determine the best ministry focus during your time of service. For teams, assessing the strengths of each team member is valuable for the team leader in determining individual responsibility within the group for the duration of the journey.

Go to <http://www.churchgrowth.org/analysis> to take your Spiritual Gifts Inventory. Click on the “Free Analysis for Individual Users” banner. List your results in the Missionary Journey application form.

## International Mission Board Child Protection Requirements

As a Christian missionary organization, the International Mission Board is committed to providing, as much as possible, a safe and secure environment for all children entrusted to its care. This includes protecting children from sexual predators and anyone else whose history or character suggest that they reasonably pose a risk to the health and well-being of children with whom they may come in contact in connection with their service to or with the board.

The IMB has detailed policies and procedures for those who are taking a mission trip under the leadership of a Southern Baptist Church in partnership with the Board. For a list of these policies and procedures, please visit [http://going.imb.org/vim/Step\\_2/Child\\_Protection.asp](http://going.imb.org/vim/Step_2/Child_Protection.asp). It is the policy of Cross Church to follow these guidelines in their entirety.

### How This Affects You

The IMB has established a policy designed to evaluate all volunteers heading to the field. Those participating on mission trips with the IMB will need to (1) review child protection training materials and (2) successfully pass a three-part background screening.

### Child Protection Training

The IMB will provide free child protection materials that are downloadable from the board's Web site. The mission team leader will need to make sure each team member reviews this material.

### Background Screening

In addition, each team member will need to (1) submit a criminal background check (2) participate in an interview and (3) provide three confidential references (these are provided via the Application and also additionally through Character Reference forms for applicants who are not member of Cross Church).

***Those who pass the screening will not need to undergo additional screening for four years.***

Cross Church has partnered with a company called Protect My Ministry (PMM) to conduct a criminal background check for each team member. PMM's system performs the background check and interview components of the screening. It also gathers the names and contact information of references. Under a special arrangement with the IMB, PMM provides discounted rates for the background checks and a streamlined, on-line process for conducting the checks, reviewing the results, and safeguarding the data. As a mission trip participant, please be aware that you must complete this process.

### Decisions

PMM will note an evaluation of *Pass*, *Fail*, or *Further Review* from the criminal background check. Anyone with a *Fail* notice MAY NOT participate on an IMB mission trip. If the individual disputes the results, PMM will run a free, detailed reinvestigation of the records.

Others may receive a *Pass* notice, but information from the interview questions or references could lead to concern about their participation. This decision belongs to the sending church, but no individual whose history suggests a danger of sexual or physical abuse to children may serve on an IMB missionary journey.

As per IMB policy, an individual shall not be allowed to serve in *any* capacity with the IMB where the background screening or any other information reveals any information demonstrating that the individual engaged in (1) any prior behavior constituting Sexual Abuse of a child, (2) any crime of a sexual nature, or (3) any other behavior that reasonably indicates that this individual would pose a risk of sexually abusing a child. An individual shall not be allowed to serve in *any* capacity with the IMB where that individual has engaged in any behavior that reasonably indicates that this individual would pose a risk of Physically Abusing a child.

As a missionary journey participant, you will not be eligible for service with the IMB unless Cross Church provides written certification to the IMB that you have had a background screening conducted and that it meets the standards set forth in the aforementioned Child Protection policies and procedures.

## **What You Need to Do**

**1. Your background check must be taken online.** Go to [www.ministryopportunities.org/CCMissions](http://www.ministryopportunities.org/CCMissions) to begin your background check. Follow all instructions and submit your application. The results will be sent directly to the church. We will let you know of the status of your background check as soon as we receive it. Total time for taking the background screening is 5-10 minutes.

**2. You must watch the International Mission Board's Child Protection video.** You can find it here: <http://going.imb.org/volunteers/details.asp?StoryID=7313&LanguageID=1709> or, as sometimes internet links can change, you can also access the video at [www.imb.org](http://www.imb.org). Go to "Lead Your Church" on the banner that goes across the webpage, then look for "Child Protection Process" on the left vertical bar. You can access the video directly from that page. You may either download or watch directly from the web. This video is approximately 35 minutes in length. Please complete this task by the time you attend the second General Training Session. Please notify your Location Team Leader when you have completed this task so we can mark it off your checklist.

# Writing Your Testimony

## *Testimony tips and guidelines:*

- Start with a 500 word draft and later condense it to a 300 word final copy that can easily be printed on a half sheet of paper.
- Realize that different people have different kinds of testimonies. Some have very riveting salvation testimonies, in which they remember distinct lives before and after Christ. Others may not remember life before Christ, but may have a long history of not living for God followed by a “return” to a more meaningful Christian walk. Think through YOUR story. It does not have to look and sound just like the next person’s story to be a good testimony.
- Avoid “churchy” words or phrases that may not be understood such as “saved”, “revival”, “walked the aisle” and “born again”.
- Do not give specific ages, instead saying “at a young age”, or “after I grew older”.
- Do not talk about drugs, alcohol or divorce specifically. Refer to sinful actions in a generic way when necessary, but be careful not to glorify the old life by giving excessive attention to sin.

## *Writing your draft copy:*

- Give your name and a one-sentence description of what you do
- Tell why you are in the country
- Share your salvation testimony
  - Your life before Christ
  - How you were drawn to Christ and saved
  - Your life after Christ
    - How you have faithfully served God
    - Your decline or complacency after salvation
    - The realization moment or time period
    - Your recommitment/return to Christ
    - How God has used you
- Include one scripture that ties in with your testimony
- Conclude with a challenge to accept Christ

## *Polishing your testimony:*

- Proofread your testimony and edit anything that is confusing or redundant.
- Ask others to proofread your testimony, checking for understanding and an easy flow to your story.
- Write the final copy of your testimony.
- Get comfortable with your testimony by reading it out loud many times, making frequent eye contact in the mirror or with another person.
- Make an outline of your testimony and use this to “tell your story” out loud instead of reading it word for word.
- Practice different ways of sharing your testimony. Tell your story in two minutes or less for use during quick encounters on the roadside. Extend your testimony by inserting an applicable Bible story or the Romans Road as a lead-in to your challenge for the listener to accept Christ. Be prepared to use your testimony whenever and however the need arises.

# **Sharing Your Story**

## **Introduction**

Offer one or two sentences telling who I am and why I want to share my story.

## **Before I accepted Christ**

What was my life like before I accepted Christ?

What did my life revolve around? Where did I get my security or happiness from?

How did those areas become unfulfilling or begin to let me down?

## **How I received Christ**

When and/or how did I hear the gospel?

## **After I accepted Christ**

What are some specific changes I have seen in my life since becoming a Christian?

What is a verse that specifically relates to my experience?

## **Conclusion**

Invite my listener to learn more or entreat them to follow my example.

## Journey Cost Sheet

The cost of a missionary journey depends on the location and is affected by factors such as fluctuating airfare prices, inflation, and personal incidentals. The cost of your journey includes airline, ground transportation, meals, lodging, insurance and ministry materials. Incidentals that are *not included* in the total cost of your journey are things such as passport fees, immunizations, personal items, “in transit” meals and snacks, medicine items, or souvenirs.

Following is a list of *approximate* costs for each journey location. **These prices are subject to change.**

### **Regional Journeys** (*Flexible and variable times and duration*)

- Mississippi River Ministry \$100-\$200
- Arkansas Baptist Children’s Homes \$100-\$200

### **National Journeys** (*Based on a 4-6-day journey*)

- Denver \$100 per day per person plus airfare
- Indianapolis \$100 per day per person plus airfare
- New York \$100 per day per person plus airfare
- San Francisco \$100 per day per person plus airfare
- Montana \$100 per day per person plus airfare

### **International Journeys** (*Based on air travel and a 7-14 day journey*)

- Brazil \$2500
- China \$2800
- Dominican Republic \$2000
- Ethiopia \$2500
- Haiti \$125 per day per person plus airfare
- Hungary \$2200
- Japan \$2850
- Malawi \$3900
- Leon, Mexico \$1500
- Yucatan, Mexico \$1000

Although fundraising is a team effort, participants are individually responsible for 100% of all funds needed. ***It is important for you to understand that once you have committed to a missionary journey experience, any losses that are incurred from you dropping out (for any and all reasons) are at your expense.***



## Fundraising Process

- Prayerfully make a list of friends and family members with whom you have good relationships and to whom you could send a letter.
- **Maximum 50% of the people you send this letter to can be Cross Church members.**
- Be sure to include in your letter the following:
  - Who is going on the trip
  - What you will be doing
  - Where you will be going
  - When you will be going
  - Why you will be going
  - How you can use their help to partner with you in this adventure
  - A clear plea for prayer and funding
  - Deadline to send funds
- **IMPORTANT!** Please make sure to include the following P.S. on your letter!

**P.S. All financial gifts are tax-deductible when submitted as follows:**

- Checks made payable to Cross Church.
- Please use the enclosed envelope and include the response card with my name indicating your partnership.
- Please DO NOT put my name on the check per IRS regulations.
- Write the country name in the memo line.
- All funds received assist the entire team project.

### Partnership Agreement and Response Card

**Instructions:**

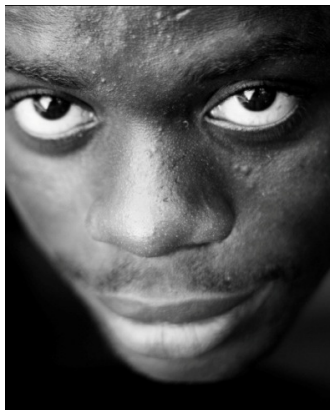
Design these returns cards with your own personal information. Enclose one in each letter along with a return envelope that the Missions Office provides. These cards will be returned to you.

<p style="text-align: center;"><b>Missionary Journey to:</b> _____</p> <p style="text-align: center;"><b>Travel Dates:</b> _____</p> <p>_____<b>YES</b> _____ (your name) I will gladly pray for you.</p> <p>_____<b>YES</b> _____ (your name) I have also included a gift.</p> <ul style="list-style-type: none"><li>• <b><u>Please mail this card</u></b> in the enclosed envelope.</li><li>• Please make checks payable to Cross Church.</li><li>• Please send your response by _____.</li><li>• In the memo line indicate _____.</li></ul> <p>Partnership Signature: _____</p>
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## Sample Fundraising Letter

# MALAWI MISSION

**march 2011**



### COL 1:13-14

*For he has rescued us  
from the dominion of  
darkness and into the  
kingdom of the Son he  
loves, in whom we have  
redemption, the  
forgiveness of sins.*

For more information  
about Esther's House, please  
visit: [www.puremission.org](http://www.puremission.org)

January 21, 2011

Dear Friends and Family,

I am writing to tell you that on March 15th, I will be starting an amazing journey to Malawi, Africa. Over the past year, God has been calling me to serve this country known as "The Warm Heart of Africa." The need is great, the opportunities tremendous, and through Pure Mission and Cross Church I will have the opportunity to join a team of believers for a 12 day trip to serve God in this country on the far side of the African continent.

During our time in Malawi we will be working at Esther's House Orphanage, which is located in Madzanje Village in the southern part of Malawi. The orphanage currently has 10 residential and 50 nonresidential orphans. The residential orphans live at Esther's House full-time while the other children come daily for breakfast and are provided aide in the form of school fees, supplies, and clothing. There are also 50 widows in the program who receive support, including food, clothes, and home repairs. Cross Church and Pure Mission are working hard on ways to broaden their ministry in the country with the goal that the love of Christ and His gospel can be shared with all who will listen.

While in Malawi we will be working hard to meet the region's great spiritual need. However, there is also a tremendous physical need since the country is one of the poorest in Africa. With large numbers of people struggling with preventable disease (Malaria), tragic diseases (AIDS), and diseases of suffering (malnutrition and starvation) it is easy to see our mission is God-sized.

The purpose of this trip is to:

- Provide a 1-day clinic for the orphans housed at Esther's House and as many children as we can see from the surrounding area.
- Serve at Esther's House by working with the residential children, teaching HIV awareness to the nonresidential children, and making small repairs to the orphanage facility.
- Teach and encourage leaders of small churches through a 2-day Pastor's Conference.
- Disciple the local people of Madzanje.
- Evangelism and church planting to unreached tribes.
- Alleviate some of the physical needs of the widows in the area by making repairs to their homes and providing supplies for them and the children they care for.
- Show the love of Christ in everything that we do, knowing that God has so blessed us that we are able to give and help others with our time, talents and finances.

I am excited about this opportunity to go as God has called. I am sharing this with you because of our friendship and because I know that your heart also is called to sharing the gospel, helping the impoverished, aiding the widow and loving those whom are orphaned. I will keep you informed throughout this process as I progress in my training and learn more about the specifics of my journey.

I am asking for help in two ways:

- 1) Prayer- I need wisdom in setting up the clinic as I have never done anything like this before. Please pray for the people of Malawi that we can meet their needs both spiritual and physical. I would also ask for you to pray safety for our team as we travel, for unity of our group and for God's hand to work mightily through us.
- 2) If you feel compelled to support this trip financially, no donation is too small. The trip costs \$3900 and we would like to take many additional supplies for the children, orphanage and clinic. Any donation would be most appreciated. If you feel able, please fill out the enclosed card and return it to the address listed by March 1, 2011. Thank you for your support

**P.S.** All financial gifts are tax-deductable when submitted as follows:

- Checks must be made payable to Cross Church.
- Please use the enclosed envelope and include the response card indicating your partnership.
- **Please DO NOT put my name on the check per IRS regulations.**
- Write the country name Africa in the memo line.
- All funds received assist the entire team project.
- Online donations can be made at [www.puremission.org/give/send-a-servant](http://www.puremission.org/give/send-a-servant)

## Follow-up Telephone Calls

Follow-up telephone calls are to be done 30 days after sending initial support letters. Follow-up is **MANDATORY** for everyone. Remember, this is a team effort fund raising project!

Follow-up calls are not meant to be stressful. The purpose of following up by phone is to simply remind people of your involvement in a missionary journey. There is no need to mention money or fundraising at all. In your letter, you should have told everyone that you would keep them informed of your progress. This call is simply following through on that promise.

Below see an example of a sample follow-up phone call.

Hello, this is \_\_\_\_\_. I sent you a letter in regard to my \_\_\_\_\_ missionary journey. I shared with you how I would keep you informed for prayer purposes. Our team is formed, we have been meeting for training, and I am learning so much. There are just \_\_\_\_\_ days left until we leave and I am more excited every day. Will you please pray with me about a few things? (Give them some ministry and personal requests). Also please pray for God's provision for each member of the team.

Thank you so much for praying and I will send you an update when we return!

1. If people ask about sending funds, tell them how. Send a thank-you note afterwards.
2. Send thank you notes to all whom you sent letters regardless of their financial commitments. Everyone was asked to pray!

## Church Law & Tax Report, 2002 Church and Clergy Tax Guide

### D. Short-term Missions Trips

Many churches send teams on short-term missions trips both inside and outside of the United States. In some cases the participants on such trips are adults, while in others most of the participants are minors. The travel expenses incurred by participants may be paid in whole or in part by the church, or by the participants (or in the case of minors, their parents) either directly or through contributions to their church. Consider the following examples:

**1. Adult participants, church pays all travel expenses with no contributions from participants**

There are no tax consequences with such an arrangement. The church's payment of the participants' travel expenses is a legitimate expenditure of church funds in furtherance of the church's religious purposes. There are no questions concerning the deductibility of charitable contributions.

**2. Adult participants, the church pays all travel expenses; participants make contributions to the church in the amount of their travel expenses**

Are payments made by the participants themselves to their church to cover the cost of their travel expenses deductible as charitable contributions? Yes, according to IRS Publication 526 ("Charitable Contributions"),

You can claim a charitable contribution deduction for travel expenses necessarily incurred while you are away from home performing services for a charitable organization only if there is no significant element of personal pleasure, recreation, or vacation in such travel. This applies whether you pay the expenses directly or indirectly. You are paying the expenses indirectly if you make a payment to the charitable organization and the organization pays for your travel expenses. The deduction will not be denied simply because you enjoy providing services to the charitable organization.

However, note that the tax code specifies that no charitable contribution deduction shall be allowed "for traveling expenses (including amounts expended for meals and lodging) while away from home, whether paid directly or by reimbursement, unless there is no significant element of personal pleasure, recreation, or vacation in such, travel." IRC 1706).

This rule also applies to a taxpayer's spouse and children. The purpose of this rule is to deny a tax deduction to persons who perform only nominal services for a charity while traveling or who are not required to render services for significant portions of a trip.

In determining whether travel away from home involves a significant element of personal pleasure, recreation, or vacation, the fact that a taxpayer enjoys providing services to the charitable organization will not lead to denial of the deduction. On the other hand, a taxpayer who only has nominal duties relating to the performance of services for the charity, or who for significant portions of the trip is not required to render services, is not allowed any charitable deduction for travel costs.

~ **Example.** *T is a volunteer leader in a church's youth group. The group goes on a camping trip. T is responsible for overseeing the set up of the camp and for providing the adult supervision for other activities during the entire trip. T participates in the activities of the group and enjoys his time with them. T oversees the closing of the camp and assists with the transportation of the group back home. T can deduct his travel expenses as a charitable contribution.*

~ **Example.** *B works for 2-3 hours each morning on a church sponsored construction project in another country. The rest of the day is free for recreation- and sightseeing. B cannot take a charitable contribution deduction for her travel expenses even though she works very hard during those few hours.*

~ **Example.** *G spends an entire day attending a church conference in another state as a chosen representative of his congregation. In the evening G attends a sporting event. G can claim his travel expenses as a charitable contribution, but he cannot claim the cost of the sporting event.*

**3. Adult participants, the church pays all travel expenses; non-participants make contributions to the church to cover the travel expenses of participants who cannot afford to pay all of their own expenses**

The question raised by this scenario is whether payments made by the donors are deductible as charitable contributions? If donors are contributing to a fund that will defray the travel expenses of participants who cannot afford to pay all of their own travel expenses, then their contributions would be tax-deductible. The same would be true for donations specifying that they be applied to the travel

expenses of a named participant. See chapter 8, section C.1. In both cases, it is assumed that the church has preauthorized the missions trip, and that it will further the exempt purposes of the church.

#### 4. Adult participants; church pays none of participants travel expenses

Adult participants on a short-term missions trip can claim their unreimbursed travel expenses as a charitable contribution. The income tax regulations specify:

Unreimbursed expenditures made incident to the rendition of services to an organization contributions to which are deductible may constitute a deductible contribution. For example, the cost of a uniform without general utility which is required to be worn in performing donated services is deductible.

Similarly, out-of-pocket transportation expenses necessarily incurred in performing donated services are deductible. Reasonable expenditures for meals and lodging necessarily incurred while away from home in the course of performing donated services are also deductible. *Treas. Reg. 1.170A-1(g)*.

#### 5. Minor participants, church pays all travel, expenses with no contributions from participants or their families

There are no tax consequences with such an arrangement. The church's payment of the minor participants' travel expenses is a legitimate expenditure of church funds in furtherance of the church's religious purposes. There are no questions, concerning the deductibility of charitable contributions.

#### 6. Minor participants, the church pays all travel expenses; parents make contributions to the church in the amount of their children's travel expenses

It is common for minors to go on church sponsored short-term missions trips. If parents pay for their child's travel expenses, can they claim a charitable contribution deduction? That depends. If the parents pay the church an amount sufficient to cover the travel expenses of their child on a church approved missions trip, then it is likely "that this payment will be tax-deductible. The United States Supreme Court addressed a related question in a 1990 decision. *Davis v. United States*, 110 S. Ct. 2014

(1990). The Court reached two conclusions. First, contributions by a parent to a church or missions agency are tax-deductible, even if they designate the donor's missionary child, so long as the church or missions agency exercises full accounting and administrative control over the contribution to be sure that it is used for travel and other missions related expenses of the missionary. Second, payments made directly by a parent to a missionary child are not tax-deductible, since they are not made to a charitable organization exercising administrative control over the payments.

The first ruling in the *Davis* case clearly supports the tax deductibility of contributions made by parents to their church to cover travel expenses incurred on a church sponsored missions trip. The church ordinarily will exercise administrative control over the donated funds in such cases, and will ensure that they are expended for missions related travel expenses, and it also will ensure that the children are in fact traveling for missions rather than personal purposes.

However, if parents pay their child's travel expenses directly, or send funds to their children to cover travel expenses, the deduction is in doubt. The Supreme Court observed in the *Davis* case that "the plain language [of the income tax regulation] indicates that taxpayers may claim deductions only for expenditures made in connection with their own contributions of service to charities....[A] taxpayer ordinarily reports his own income and takes his own expenses....It would strain the language of the regulation to read it, as [the parents] suggest, as allowing a deduction for expenses made incident to a third party's rendition of services rather than to the taxpayer's own contribution of services."

#### 7. Minor participants; church pays none of the minor participants' travel expenses

If the minors pay their own expenses through their own fund-raising efforts, there usually will not be a tax question since the minors will not be filing a tax return and do not need a charitable contribution deduction. On the other hand, if a minor's parents pay their child's travel expenses, then the analysis in the previous subsection would apply.

~ **Example.** A Presbyterian church planned a trip to the Holy Land for 27 of its high school students in order to 'visit the places where Jesus lived and walked' visit and know young people of other backgrounds, cultures and religions; and share in an experience of Christian group living, understanding and friendship through work travel, and worship. "For various reasons the destination was changed to Italy, Greece, and Turkey. While in Greece the students assisted in a 'farm school' that taught local farmers more advanced techniques. Their primary responsibility involved the construction of a new chicken coop for the school's chickens. The cost of the trip was \$1,400 per student, and this cost was paid by several of the parents for their respective children. One of the parents claimed this payment as a charitable contribution, and this position was rejected by the IRS in an audit. The Tax Court agreed with the IRS. It observed, 'We think it apparent that a deduction for expenses incident to the performance of services for the school is not allowable as a charitable contribution to the church'. Although the church had a history of assisting the school, these are two distinctly separate organizations, and the services were not performed for the benefit

*of the church. That the trip increased the teenagers' interest in the church program, developed their leadership capabilities, and increased their religious understanding does not aid the parent's] cause. If the trip indeed produced these results, the true beneficiaries were the teenagers themselves...evidence shows plainly that the 46-day expedition to Europe was primarily a vacation; sightseeing; and cultural trip for the teenagers...Instead of the expenditures in question being incident to the rendition of services, we think the visit to the school and the work which was performed were only incidental to, or part of, a vacation trip. There is nothing to suggest that the expenses would have been less if the group had spent the entire trip solely for sightseeing... While efforts to assist the teenagers in developing deeper religious involvement and concern for the needs of others are laudable, the tax laws do not permit parents to deduct sums which they expend for such purposes specifically on behalf of their own children. Tate v/s Commissioner, 59 T.C. 543 (1973).*

**Example.** *Pastor J elects to go on a 2-week preaching mission in Europe. He is in Europe for 10 days, and conducts 1-hour services on 4 of those days. Pastor J will not be able to claim a charitable contribution deduction for the travel expenses he incurs in making this trip. The same rule would apply if Pastor J's spouse or children go along on the trip.*

Charitable contributions to churches and other tax-exempt organizations are deductible only if they satisfy certain conditions. One important condition is that the donor be able to *substantiate* the contribution. The substantiation requirements vary depending on the nature of the contribution. They are summarized below. Because of the complexity of the substantiation requirements, they are presented in the form of 10 rules.

### **Substantiation of Charitable Contribution**

**Key point** Special substantiation procedures apply to contributions of noncash property valued by the donor at \$500 or more. If the value is more than \$5,000, then the donor must obtain a qualified appraisal of the property and attach an appraisal summary (IRS Form 8283) to the tax return on which the contribution is claimed. In some cases, a church that receives a donation of noncash property valued by the donor at more than \$5,000 must submit an information return (IRS Form 8282) to the IRS if it disposes of the property within 2 years of the date of gift.

**Key point** Church treasurers need to be familiar with the many legal requirements that apply to charitable contributions so that they can determine the deductibility of contributions and properly advise donors. If they are not appraisers, and they have no legal obligation to determine the value of donated property. They should provide donors with receipts or periodic summaries acknowledging receipt of cash or described property.

**Key point** What "travel expenses" incurred during a short-term missions trip may be deductible as a charitable contribution? They include air, rail, and bus transportation; out-of-pocket car expenses; taxi fares or other costs of transportation between the airport or station and your hotel; lodging costs; and the cost of meals. Because these travel expenses are not business related, they are not subject to the limits that apply to the deductibility of business expenses.

**Key point** If a participant in a short-term missions trip is entitled to a charitable contribution deduction for unreimbursed travel expenses of \$250 or more, the church must issue an "abbreviated written acknowledgment" in order for the participant to substantiate a deduction. The requirements for such an acknowledgment are set forth in section E.1 of this chapter (under the discussion of Rule 2)

**Table 8-1**  
**Short Term Missionary Journeys: A Review of the Tax Consequences**

Participants	Who pays travel expenses (transportation, lodging, meals)?	Does the church receive designated contributions from participants or others?	Tax consequences
adults	church	no	none
adults	church	yes, from participants, in the amount of their travel expenses paid by the church	<ul style="list-style-type: none"> <li>• payments by participants to their church are deductible as charitable contributions, if the trip involves "no significant element of personal pleasure, recreation, or vacation"</li> <li>• participants' payments can be reported by the church treasurer on giving statements (if expenses are \$250 or more, the church's receipt must comply with substantiation requirements)</li> </ul>
adults	church	yes, from non-participants, to cover the travel expenses of participants who cannot afford to pay the expenses themselves	<ul style="list-style-type: none"> <li>• payments by participants to their church are deductible as charitable contributions, if the trip involves "no significant element of personal pleasure, recreation, or vacation"</li> </ul> <p>Participants' payments can be reported by the church giving treasurer on statements (if a contribution is for \$250 or more, the church's receipt must comply with substantiation requirements)</p>
adults	the participants	no	<ul style="list-style-type: none"> <li>• unreimbursed travel expenses paid by participants are deductible as charitable contributions if the trip involves "no significant element of personal pleasure, recreation, or vacation"</li> <li>• if a participant is entitled to a charitable contribution deduction for unreimbursed travel expenses of \$250 or more the church must issue an "abbreviated written acknowledgment" in order for the participant to substantiate a deduction</li> </ul>
minors	church	no	none
minors	church	yes, from parents in the amount of their travel expenses paid by the church	<ul style="list-style-type: none"> <li>• payments by parents to their church are deductible as charitable contributions, if the trip involves "no significant element of personal pleasure, recreation, or vacation"</li> <li>• parents' payments can be reported by the church treasurer on giving statements (if expenses are \$250 or more, the church's receipt must comply with substantiation requirements)</li> </ul>
minors	parents	no	payments made directly by parents to their children who participate on a missions trip are probably not deductible as a charitable contribution
minors	minors	no	none, since minors generally file no tax returns and cannot deduct contributions

# Section Two



## **General Training Meeting #2**

- 1. Prayer and Welcome**
- 2. Application Process Reminder**
- 3. Immunizations p.34**
  - a. Visit [www.cdc.gov](http://www.cdc.gov) for suggested or required vaccinations.
  - b. Check with your family doctor for recommendations.
- 4. Evangelism Tools p.35**
  - a. Evangecube p.35
  - b. Marked New Testament
  - c. Romans Road p.36
  - d. Prayer Walking p.37
  - e. Spiritual Warfare p.38
- 5. How to Be a Good Team Member p.40**
  - a. Teamwork speech p.41
  - b. Jesus and Others are Watching p.42
  - c. Devotional books
    - i. Provided in the team meetings
    - ii. Everyone uses this devotion throughout the trip
    - iii. Journal your trip daily
- 6. Some Ideas Regarding Servanthood p.42**
- 7. Taking Pictures and Videos p.43**
- 8. Reporting to Small Groups p.44**
- 9. Re-Entry Stress p.45**
- 10. Security Training p.47**
- 11. Mission Team Crisis Policy p.48**
- 12. Frequently Asked Questions p.56**

## Immunization Information

**IMPORTANT!** It is the responsibility of the traveler to make SURE that the immunization requirements of the particular country being visited are met. Please visit [www.cdc.gov](http://www.cdc.gov) to see what immunizations are REQUIRED and what immunizations are SUGGESTED with plenty of time to spare before leaving the United States. Please plan accordingly! See below for a list of suggested locations for immunizations.

### Delaware County Health Department

Highway 59 West

PO Drawer 370

Jay, Oklahoma 74346

Phone: 918-253-4511

Office Hours: Thursdays, 8:00 – 11:00 AM; 1:00 – 3:00 PM

- Tetanus/Diphtheria – Free for adults
- Hep A & B (Twinrex) – is given to adults who are taking both the Hep A & B shot at the same time – this is a 2 dose series only given to adults and the 2<sup>nd</sup> dose is given after a specific time has passed. Allow plenty of time to take this. Twinrex is \$45.
- Delaware County **DOES NOT** give Typhoid immunizations.
- Call to make an appointment. There are MANY restrictions for adults taking these immunizations. You must meet certain criteria before eligibility for immunization as an ADULT.

### Rouse Family Medical Clinic

Phone: 521-3683

DTaP – (Tetanus/Diphtheria/Pertussis) - \$56

Hep A – 2 doses at \$106 each

Hep B – 2 doses at \$106 each

Twinrex - \$160

### Medical Associates in Bentonville (Dr. Holder)

Phone: 273-9056

Twinrex - \$86 per shot

Typhoid - \$65

### Dr. Stephen Hennigan in Fayetteville

Phone: 479-444-6522

Hep A - \$120

Hep B - \$130

Typhoid - \$90

Plus a \$50 office visit “co-pay”

### Dr. Moffitt in Springdale (off Wagon Wheel Road)

Phone: 725-3000

Hep A - \$74

Hep B - \$65

Tetanus - \$44

Typhoid - \$56.30

### Garrette Goss Clinic Bentonville

Phone: 273-1550

### OCCU Medical Joplin

Phone: 417-347-6625

## Evangelism Tools

### The Evangecube

#### **Our sin separates us from God.**

- Romans 3:23 *For all have sinned and fall short of the glory of God.*

#### **Christ died on the cross.**

- John 3:16 *For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have everlasting life.*
- Romans 5:8 *But God proves His own love for us in that while we were still sinners, Christ died for us.*

#### **Cross Bridge.**

- John 14:6 *I am the way, the truth and the life. No one comes to the Father except through Me.*

#### **Heaven and Hell**

- John 3:36 *Whoever believes in the Son has eternal life, but whoever rejects the Son will not see life, for God's wrath remains on him.*

#### **Heaven and Hell after salvation**

- John 1:12 *But to all who did receive Him, He gave them the right to be children of God, to those who believe in His name.*
- John 10:27-28 *My sheep hear My voice, I know them, and they follow Me; I give them eternal life, and they will never perish. No one will snatch them out of My hand.*

#### **Cross Bridge**

- John 5:24 *Whoever hears my word and believes him who sent me has eternal life and will not be condemned; he has crossed over from death to life.*

### **Back of Evangecube (Discipleship)**

#### **Heart:** Love God and all people

- Matthew 22:37-39 *"You shall love the lord your God with all your heart, and with all your soul, and with all your mind. This is the great and foremost commandment. And a second is like it: you shall love your neighbor as yourself."*

#### **Bible:** Study God's word daily

- 1 Peter 2:2 *"Like newborn babes, long for the pure milk of the word, that by it you may grow in respect to salvation."*

#### **Pray:** Pray to God constantly

- Philippians 4:6 *"Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus."*

#### **Hands:** Meet regularly with other Christians

- Hebrews 10:25 *"Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another."*

#### **Cross:** Tell others the good news about Jesus

- Mark 16:15 *"And He said to them, 'Go into all the world and preach the gospel to all creation.'"*

## **Evangelism Tools**

### **The Romans Road**

Romans 1:20-21: *"For since the creation of the world His invisible attributes are clearly seen, being understood by the things that are made, even His eternal power and Godhead, so that they are without excuse, because, although they knew God, they did not glorify Him as God, nor were thankful, but became futile in their thoughts, and their foolish hearts were darkened."* We must acknowledge God as the Creator of everything and accept our humble position in God's creation.

Romans 3:23 *"For all have sinned, and fall short of the glory of God."* We must all realize that we are sinners and that we need forgiveness. We are not worthy of God's grace.

Romans 5:8 *"But God demonstrates His love toward us, in that, while we were still sinners, Christ died for us."* Through Jesus, God gave us a way to be saved from our sins. God showed us His love by giving us the potential for life through the death of His Son, Jesus Christ.

Romans 6:23 *"For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord."* If we remain sinners, we will die. However, if we accept Jesus as our Lord and Savior, and repent of our sins, we will have eternal life.

Romans 10:9-10 *"That if you confess with your mouth the Lord Jesus and believe in your heart that God has raised Him from the dead, you will be saved. For with the heart one believes unto righteousness, and with the mouth confession is made unto salvation."* Just confess that Jesus Christ is Lord and believe in your heart that God raised Him from the dead and you will be saved!

Romans 10:13 *"For whoever calls on the name of the LORD shall be saved."* There are no religious formulas or rituals -- Call upon the name of the Lord and you will be saved!

Romans 11:36: "For of Him and through Him and to Him are all things, to whom be glory forever. Amen." Determine in your heart to make Jesus Christ the Lord of your life today.

### **(Romans Road Prayer)**

If you truly believe the message of the Roman Road, and want to accept God's gift of salvation right now, it's a matter of repenting of your sins and turning the rest of your life over to Jesus Christ. Again, this is not a ritual based on any specific words or prayers, but rather, a willful decision and a sincere step of faith.

*"Father, I know that I have broken your laws and my sins have separated me from you. I am truly sorry, and now I want to turn away from my past sinful life toward you. Please forgive me, and help me avoid sinning again. I believe that your son, Jesus Christ died for my sins, was resurrected from the dead, is alive, and hears my prayer. I invite Jesus to become the Lord of my life, to rule and reign in my heart from this day forward. Please send your Holy Spirit to help me obey You, and to do Your will for the rest of my life. In Jesus' name I pray, Amen."*

*"Repent, and let every one of you be baptized in the name of Jesus Christ for the remission of sins; and you shall receive the gift of the Holy Spirit." (Acts 2:38)*

# Prayer Walking

**Definition of Prayer Walking:** Praying on-site, within sight.

## Tips on Prayer Walking

1. Be Spirit-filled. You are entering the front line of the enemy.
2. Go in two's.
3. Walk slowly and pray out loud. This keeps you alert. Your partner can agree with you. Don't stop long in front of any one house.
4. Rotate back and forth who prays out loud.
5. Be watchful. Be sensitive to things in the yard: car, things on the porch such as Buddha statues, etc.
6. If someone stops you, just let him or her know you are praying a "blessing" on their home. You and I know that we are praying much more than that.
7. Memorize a few scriptures on warfare. Do not carry anything such as backpacks or Bibles. If possible have a group in a van or at church pray for those who are prayer walking. It helps. An example: Some students were prayer walking a few weeks ago. One team felt oppression at one house, so they went back to the house. Later they came to learn that the family had lost two small children to death recently. Allow God's Spirit to direct you in prayer.

## On Mission Scripture Prayer Map

1. Pray for receptive and repentant hearts.
  - a. Luke 8:15 But the seed on good soil stands for those with a noble and good heart, who hear the word, retain it, and by persevering produce a crop.
2. Pray for spiritual eyes and ears to be opened to the truth of Christ.
  - a. 2 Corinthians 4:3-4 And even if our gospel is veiled, it is veiled to those who are perishing. The god of this age has blinded the minds of unbelievers, so that they cannot see the light of the gospel of the glory of Christ, who is the image of God.
  - b. Matthew 13:15 For this people's heart has become calloused; they hardly hear with their ears, and they have closed their eyes. Otherwise they might see with their eyes, hear with their ears, understand with their hearts and turn, and I would heal them.
3. Pray for them to have God's attitude toward sin.
  - a. John 16:8 When he comes, he will convict the world of guilt in regard to sin and righteousness and judgment.
4. Pray for the person to be released to believe.
  - a. 2 Corinthians 10:3-4 For though we live in the world, we do not wage war as the world does. The weapons we fight with are not the weapons of the world. On the contrary, they have divine power to demolish strongholds.
  - b. 2 Timothy 2:25-26 Those who oppose him he must gently instruct, in the hope that God will grant them repentance leading them to a knowledge of the truth and that they will come to their senses and escape from the trap of the devil, who has taken them captive to do his will.
5. Pray for a transforming life.
  - a. Romans 12:1-2 Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God-this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is – his good, pleasing and perfect will.
6. Pray for God to send them into His harvest field.
  - a. Matthew 9:35-38 Jesus went through all the towns and villages, teaching in their synagogues, preaching the good news of the kingdom and healing every disease and sickness.

# Spiritual Warfare: Encountering Demon Possession

## What the Bible says

### What are demons and what do they do?

Genesis 3	The story of Satan
Job 1:6	Satan is adversarial to God, is a person, evil influence, conversed with the Lord, intelligent, thinks, has emotions was antagonistic toward Job, tried to destroy Job, tried to disgrace God, has a will
Job 1:12	Satan's activity is limited by the sovereign control of God
1 Peter 5:8	Satan roams the earth seeking to devour, is our enemy
2 Peter 2:4	Angels that sinned
Matt. 4:24; Lk. 22:3; Mk. 5:13	Can possess bodies of men and animals
Matthew 4:1-8	Seeks to tempt people, even Jesus
1 Timothy 4:1	Deluding seducing spirits who teach their own doctrines
2 Corinthians 11:14	Satan masquerades as an angel of light
James 2:19	Demons believe in God and shudder in terror (raises hair on your arms)
Matthew 9:33	Inflict diseases
Matthew 12:43-45	Can leave an unsaved man and return (if the person tried self-reformation rather than having a true spiritual conversion) can come back with 7 other more wicked spirits
Ephesians 4:27	Can get a foothold in one's life
Ephesians 6:11-12	Seek to thwart the purposes of God, a schemer
Revelation 9:20	In the end times people will worship demons and not repent
Revelation 2:10	Throw some in prison
Revelation 12:9	Satan is a seducer
Revelation 16:14	In the end times spirits of demons will perform signs & wonders
Revelation 20:8	Will deceive, seduce, and lead astray for war

### Did Jesus ever encounter demon possessed people? Yes! What did He do?

Matthew 4:24	People were brought to Jesus, and He healed those under the power of demons.
Matthew 8:16	Many who were demon possessed were brought to Jesus. Jesus drove out spirits with His Word, and restored sick to health.
Matthew 8:28, Mark 5:16	Two demon possessed men went to meet Jesus and yelled at Him; Jesus said, "Be gone!" and the demons went into hogs.
Matthew 8:33	Jesus was asked to leave the region.
Matthew 9:32	A dumb and mute man was brought to Jesus. The demon was driven out by Jesus. Jesus was accused of being a prince of demons.
Matthew 12:22-29	A blind and dumb man possessed by demons was brought to Jesus Jesus healed/cured him. Jesus said, "You must first bind/tie up the strong man before you can raid his house."
Mark 1:32	People brought the demon possessed to Jesus. He drove out many demons. He forbid the demons to speak.
Luke 8:27	A man had a demon named Legion (5,000 demons). The demon answered Jesus. Jesus commanded the evil spirit to come out of him.
Matthew 15:22	A woman begged Jesus to remove the demon possession of her daughter. Jesus said, "Woman, great is your faith. Be it done as you wish." The daughter was healed without being present.
Mark 16:9	Jesus drove out seven demons from Mary Magdalene.

## Can others drive out demons? Yes.

Mark 16:17	Jesus said, "those who believe: in My Name, they will drive out demons..."
Luke 9:1	Jesus gave authority and power to apostles over all demons.
Luke 9:50	Jesus said, "Do not forbid people from driving out demons..."
Luke 10:17	The 70 reported to Jesus that even the demons are subject to us in your Name.
Luke 10:18	Jesus gives authority "...to overcome all the power of the enemy..."
Acts 16:16-18	Paul commands spirit to leave fortune-telling slave girl.
Acts 19:12	People used handkerchiefs, aprons, and towels that Paul had touched to take home to use "and evil spirits left them".
Acts 19:13	Imposters tried to drive out demons in the name of Jesus. The demons talked back and said, "Who are you?" and fought the imposters.

## Discipline

1 Corinthians 5:5	Paul had a man handed over to Satan for discipline.
2 Corinthians 12:7	A thorn in Paul's flesh from Satan was given to keep him humble.
1 Timothy 1:20	Hymenaeus and Alexander were handed over to Satan to be taught not to blaspheme.

## Victory over demons

Matthew 4:1-11	Jesus used scripture to avoid the temptations of the devil in the desert.
Romans 8:38	..."demons cannot separate us from the love of God..."
Luke 10:18	Jesus gives authority over all the power of the enemy. Satan will fall.
Romans 16:20	The God of peace will soon crush Satan under your feet.
Revelation 12:9	"... He was hurled to the earth and his angels with him." "... They overcame him by the blood of the Lamb and by the word of their testimony."
Zechariah 3:2	"The Lord rebuke you O Satan."
Matthew 16:23	Jesus said to Peter, "Get thee behind me Satan. You are in my way!"
Matthew 25:41	Satan will be cast into a lake of fire.

## In Summary

Jesus gives Christians the power and authority to overcome Satan and his demons. The Lord never sought out the demon-possessed. Every account written in the Bible has the possessed being brought to Jesus or coming themselves to be near or meet Jesus. Jesus cast out and healed every account of demon possession, although some were harder than others. Christians cannot be possessed by demons because they are possessed by God (Matthew 12:25-30, John 10:28).

Christians can give Satan and his demons ground in their lives by giving into temptation. The power of prayer can give this ground back to God. Christians can pray scripture, rebuke Satan in the name of Jesus, put on the full armor of God, resist the devil and flee from him. Sample prayers are available in Bondage Breaker by Neil T. Anderson.

## References

Ryrie Study Bible, The Precise Parallel New Testament, The New Bible Commentary, The New Strong's Concise Concordance & Vine's Concise Dictionary of the Bible  
Bondage Breaker by Neil T. Anderson, The Steps to Freedom in Christ by Neil T. Anderson, Victory over the Darkness by Neil T. Anderson

# How to be a Good Team Member

## A good team member...

### ...is committed to the task.

*1 CORINTHIANS 9:24-26 Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever. Therefore I do not run like a man running aimlessly; I do not fight like a man beating the air.*

### ...is teachable, humble.

*PSALM 25:9 He guides the humble in what is right and teaches them his way.*

### ...is supportive of the other team members.

*1 CORINTHIANS 3:5-7 What, after all, is Apollos? And what is Paul? Only servants, through whom you came to believe – as the Lord has assigned to each his task. I planted the seed, Apollos watered it, but God made it grow. So neither he who plants nor he who waters is anything, but only God, who makes things grow.*

### ...is willing to try new things, eat new foods.

*LUKE 10:8 “When you enter a town and are welcomed, eat what is set before you.”*

### ...listens to God and to the team.

*ACTS 16:9 During the night Paul had a vision of a man of Macedonia standing and begging him, “Come over to Macedonia and help us.” After Paul had seen the vision, we got ready at once to leave for Macedonia, concluding that God had called us to preach the gospel to them.*

### ...cooperates in every task.

*NEHEMIAH 4:13-15 Therefore I stationed some of the people behind the lowest points of the wall at the exposed places, posting them by families, with their swords, spears and bows. After I looked things over, I stood up and said to the nobles, the officials and the rest of the people, “Don’t be afraid of them. Remember the Lord, who is great and awesome, and fight for your brothers, your sons and your daughters, your wives and your homes.” When our enemies heard that we were aware of their plot and that God had frustrated it, we all returned to the wall, each to his own work.*

### ...ministers to others, is a servant.

*MARK 9:35 “Sitting down, Jesus called the Twelve and said, “If anyone wants to be first, he must be the very last, and the servant of all.”*

### ...is willing to sacrifice personal matters for the work.

*MARK 1:35 Very early in the morning, while it was still dark, Jesus got up, left the house and went off to a solitary place, where he prayed.*

### ...is motivated for the task.

*1CORINTHIANS 9:16 Yet when I preach the gospel, I cannot boast, for I am compelled to preach. Woe to me if I do not preach the gospel!*

### ...bears the burdens of others.

*GALATIANS 6:2 Carry each other’s burdens, and in this way you will fulfill the law of Christ.*



**...is a learner.**

*ACTS 17:22-23 Paul then stood up in the meeting of the Areopagus and said: "Men of Athens! I see that in every way you are very religious. For as I walked around and looked carefully at your objects of worship, I even found an altar with this inscription: TO AN UNKNOWN GOD. Now what you worship as something unknown I am going to proclaim to you."*

**...is relational, not a loner.**

*1 CORINTHIANS 12:12 The body is a unit, though it is made up of many parts; and though all its parts are many, they form one body. So it is with Christ.*

**...observes and asks questions.**

*ACTS 19:2-6 and asked them, "Did you receive the Holy Spirit when you believed?" They answered, "No, we have not even heard that there is a Holy Spirit." So Paul asked, "Then what baptism did you receive?" "John's baptism," they replied. Paul said, "John's baptism was a baptism of repentance. He told the people to believe in the one coming after him, that is, in Jesus." On hearing this, they were baptized into the name of the Lord Jesus. When Paul placed his hands on them, the Holy Spirit came on them, and they spoke in tongues and prophesied.*

**...manifests the fruit of the Spirit.**

*GAL 5:22-23 But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.*

## **Team Work Speech**

Teams are made up of individuals of all ages, experience levels and walks of life. While this can make a team extremely effective on the mission field, it can also be a challenge on many levels when trying to get along in close quarters. Also, because you are a team, the actions of one reflect on the entire group and all future groups to come. Consider carefully the following points.

- Be sensitive to other personalities, emotions, and skill levels. Be careful with what you say and how you express your attitude toward others. The beauty of a team is that not everyone is just like you...and that is a good thing.
- Resolve conflicts quickly. When problems arise, go directly to the person you are having an issue with and deal with it in a private and mature manner. If a resolution cannot be reached, go to your team leader. DO NOT resort to seething resentment or slanderous gossip. This will only tear a team apart.
- Make new friends and mix with your fellow team members.
- Never go anywhere alone. For safety reasons, always have 2-3 together at all times.
- No PDA (Public displays of affection) will be tolerated with each other or the nationals. Many cultures consider demonstrative behavior (even between husbands and wives) to be extremely inappropriate in a public setting.
- ***Remember the reason you are a journey participant is ultimately to share Jesus with others. Do not destroy your credibility (and those of your team and future groups) with inappropriate words, attitudes or actions.***

## Jesus and Others are Watching

What we do in our social lives truly represents the saturation of Christ in us. It is important to walk worthy of Christ not only on the mission field, but in all areas of our lives before and after our journeys.

Social media can be an awesome tool or a dangerous weapon so be careful of what you say and display. Many countries have strong opinions about different social activities like smoking, drinking, gambling, provocative dress or slang words. Participating in these behaviors can earn at the least the label of hypocrisy by non-believers in our own country, and can completely discredit your testimony and unequivocally disqualify you as a believer in the minds of many nations.

If you would not do it, say it or display it if Jesus were standing at your side, then take heed and refrain. Jesus and others are always watching, and the stakes of a Christian testimony are high.

## Some Ideas Regarding Servanthood

- 1) This is not a spiritual vacation.
- 2) Jesus did not come to be served, but to serve.
- 3) It is not about you being ministered to, it is about you ministering, and then you receive a blessing.
- 4) Matthew 20:27-28 *"...and whoever wishes to be first among you shall be your slave; just as the Son of Man did not come to be served, but to serve, and to give His life a ransom for many."*
- 5) Matthew 25:21 *"His master said to him, 'Well done, good and faithful slave; you were faithful with a few things, I will put you in charge of many things, enter into the joy of your master.'"*
- 6) Mark 9:35 *"And sitting down, He called the twelve and said to them, 'If anyone wants to be first, he shall be last of all, and servant of all.'"*
- 7) Mark 10:44 *"...and whoever wishes to be first among you shall be slave of all."*
- 8) John 13:16 *"Truly, truly, I say to you, a slave is not greater than his master; neither one who is sent greater than the one who sent him."*
- 9) John 15:15, 20 *"All things that the Father has are Mine; therefore I said, that He takes of Mine, and will disclose it to you. 'Truly, truly, I say to you, that you will weep and lament, but the world will rejoice; you will be sorrowful, but your sorrow will be turned to joy.'"*
- 10) I Corinthians 9:19 *"For though I am free from all men, I have made myself a slave to all, that I might win the more."*
- 11) Philippians 2:7 *"but emptied Himself, taking the form of a bondservant, and being made in the likeness of men."*
- 12) Flexible – Key word

Ask yourself, "Why am I here?" If the answer is to serve and do whatever I am asked, you responded correctly. No other answer is appropriate!

## Taking Pictures and Videos

When you return home you will want to share the pictures and videos of your journey with others. A great way of doing this is by sharing them with Cross Church Missions. We are asking that every team member send us a few of your best ministry-related pictures.

This allows several things to happen. (i) It helps us capture the journey from each individual's perspective, (ii) the Cross Church Missions team can join with you in celebrating what God has done, and (iii) it lets us share the celebration with the rest of the church. We can use these pictures in promotional videos and brochures to capture the work being done. This way we have a much larger platform for encouraging others to be a part of the exciting opportunities ahead. Seeing pictures of what God is doing often has a contagious effect; others will be motivated to "Go" on the next journey! You will be able to upload your photos directly onto our website, [www.crosschurch.com](http://www.crosschurch.com). Your team leader will have more specific information about the best way for you to do this.

### Tips to Remember:

- Make sure there is good lighting and keep the sun behind you to avoid glare.
- Turn off the time stamp on your digital camera and video recorders.
- On videos, be sure to leave several seconds before and after the action you are recording so that the media team has enough room to crop and edit.

We already have plenty of pictures showing the conditions, cultures, and wildlife of our various locations. Feel free to take as many of those pictures as you like but please do not submit any of those to our Missions team. Instead, we need four or five of your best pictures or videos depicting the work you did on your missionary journey. Here are a few examples of what we are and are not looking for.

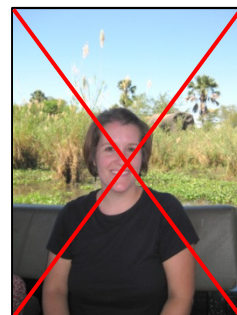
### Pictures we can use

- Interaction with locals
- Ministry pictures
- Acts of service
- Worship



### Pictures we do not need

- Scenic shots (Animals, Trees, Mountains, etc.)
- Buildings and homes
- Travel (Airports and hotels)
- Traditional (Pictures of you posed and smiling)



## Reporting to Small Groups

An important part of your missions experience begins after you return home – sharing the missions experience. You become the “expert” on missions in the eyes of many of your friends. In order to make your reporting as effective as possible, here are some tips to guide your preparation.

- Pray about each opportunity you have to share your mission experience. Each group you share with will be different. Ask God to show you what will best communicate before each time you share.
- Focus on the main thing – how you saw God work in your own life and in the lives of the missionaries and the people you went to serve.

Several things you may consider including are:

- Share your spiritual journey. Focus on your awareness of God calling you to this specific task.
- Give examples of answered prayer.
- Try and balance details of “local color” (strange foods, different clothes, and different customs) with the need to relate the main purpose of the journey.
- Identify at least three major highlights of the trip. Tell why they are highlights.
- Relate how you have grown spiritually as a result of this journey.

Cautions:

- Avoid a travelogue – people lose interest quickly if you talk about how long it took to get to the destination and how bad the accommodations were.
- Remember that a lot of the funny things that happened are funny only to those who were present. If it is a you-had-to-be-there incident, don't try to share it with a group.
- Don't show all of your pictures, just a select few – the best ones.
- Honor the time you're given. (Don't take too long!)

It is always good to include:

- Thanks to those who supported you in prayer and your awareness of prayer support from you intercessors.
- Prayer requests.
- Encourage your listeners to consider the possibility of making a missionary journey themselves.

# Re-Entry Stress

## 1) Definition

- i) Re-entry stress is like culture stress in many ways—only in reverse. While culture stress is associated with a sense of disorientation brought on by a new and unfamiliar environment, re-entry stress is precipitated by returning to a setting you presume to be familiar, but which in reality is no longer the same.
- ii) Your once familiar and comfortable environment no longer appears the same. Something definitely has changed. But you don't easily recognize just what has been altered.
- iii) Suddenly you find yourself out of phase with your own culture. Your reaction may come in the form of bewilderment, dismay, disillusionment, and perhaps even irritation or anger. Somehow "things are not the way they used to be," "nobody seems to care," or "nobody really understands."
- iv) There are several contributing factors to re-entry stress. One is that you are being caught by surprise. You do not anticipate change and consequently are unprepared to cope. Another factor is value conflict. Your values, once taken for granted and even highly cherished, now seem of lesser significance or of little importance at all. Your way of thinking, your manner and your responses to many situations have been changing. Often these changes are not apparent until you are back in your own culture.

## 2) Common symptoms and effects of re-entry stress

- Disorientation – feeling out of place, not fitting in.
- Feelings of loneliness, isolation, or being lost in the crowd.
- Restlessness – a desire to "get away" from those who don't seem to understand or care.
- Feeling that nobody understands your experience or cares.
- Critical attitude toward home country – its waste, extravagance, or wrong way of doing things.
- Feeling of superiority – standing aloof from others because of your overseas experience.

## 3) Some Practical Suggestions

- Find other returnees with whom you can share and have fellowship.
- Recognize and accept which transition stage you are going through, and remember that "reverse culture shock" or "re-entry shock" is a normal part of the process of returning home.
- Have a good sense of humor.
- Appreciate the opportunity you had to go abroad and the commitment to return home.
- Keep a clear perspective and remember that God is with you!
- Remember that God called you to a short-term missionary journey. You have fulfilled that calling. If He is calling for vocational service, explore and pray about the options.

## 4) Conflicting Values

- We need to be careful not to come across as, "I am better than most Christians because I have been overseas." Watch for this type of mentality.
- Avoid a preoccupation with materialism.
- Has your sensitivity to basic human needs been heightened by your experiences abroad? What response might you have to affluence, waste, or overindulgence?

**Suggestions:**

1. Do not expect to be in the “limelight” for long after your return. Some may ask to see your pictures, have you speak, etc., but soon you will be back to your “ordinary citizen” status.
2. Do not be quick to condemn; realize that others have not had the same exposure to another way of life. Their preoccupation with “their world” as they know it is only natural.
3. Expect others to not fully understand how you feel when their “materialistic ways” strike you as sinful.
4. Be on the alert for a “holier-than-thou” attitude. Do not be too quick to judge others for their ethnocentric stance or to think that your way is the best way.
5. Realize that your worth and recognition come first from God. View your service as service to Him, not something with which to gain recognition and praise from others.
6. Possibly one of the most difficult areas to address is personal fulfillment. Your questions may include: Was my service valuable? Will anyone recognize my contribution or my sacrifice? May I be just another fish in a big pond? What will the situation be like upon my return?
7. Do not allow yourself to feel hurt or sorry for yourself when people fail to notice you or your service. God does. Look for ways to meet the needs of others; this will help you take the focus off of yourself (Phil. 2).

**Returning**

- When I think of returning to the United States, I feel...
- I will be going back to...
- Regarding money, I will be...
- I think the hardest part of going back for me will be...
- I think the easiest part of going back for me will be...
- I am really looking forward to...
- If your family is here with you:
- When I talk to my spouse about leaving he/she...
- For my spouse, I think that leaving will be...

**Settling Back In**

- My experience here has been...
- For me, this country means...
- The people I will miss are...
- The things that I will miss are...
- The things I will be happy to leave behind are...
- When leaving a place I usually...
- The easiest point of leaving for me will be...
- Before I leave I really want to...
- I feel that my goals/expectations have been...
- The most stressful part of leaving will be...

**Expectations**

- I expect that the process of returning will be...
- I expect the reception from my family will be...
- I expect the reception from my church will be...
- I expect the reception from my friends will be...
- I think my church will expect me to...
- I think my family will expect me to...
- I think my friends at home will expect me to...
- If my career does not work out, I will...

## Security Training

### IMB Security Codes

Code 1: Open Communication. Presence of missionary and evangelism is openly known and practiced.

Code 2: Cautious Communication. Environment is tolerant but suspicious towards evangelism. Consequence of miscommunication is loss of voice among the people group. There may be limited physical danger and the risk of loss of presence. Communication is indirect and guarded. Communication with public is prudent and limited.

Code 3: Restricted Communication. Environment is intolerant and antagonistic towards evangelism. Consequences include loss of voice, freedom or access to the people group. Field personnel relate to the IMB through a limited circle of administrators. Communication to the field is restricted to the essentials and is routed through the Regional Office. No public statements about their work.

- Restricted communication through the Regional Office or designated gatekeeper.
- Sharing Code 3 information has the potential of placing in danger personnel's ability to access their people group, as well as the life and liberty of the people with whom they work. To identify personnel living in intolerant and hostile environments is to place them in serious risk; therefore, communication is to be made only through the Regional Office or gatekeeper.
- He/she is not to be identified as IMB affiliated. Their names would not be shared outside the IMB. However, IMB staff would have access to their information and it could be shared, as needed, with the insurance, medical, freight, airline companies and IRS.
- Their names would not go out on any reports or lists (Except as noted above). On the MNS system, their real address would not show, just the address of their gatekeeper (or their "safe address"\_. Only the regional office would have their actual address.
- If someone outside the IMB asks about this person, the person taking the call would say, "Let me connect you with another office that works with that part of the world to see if they can help you."

#### Guidelines for Security Codes

- All overseas personnel (Career, Associate, Apprentice, ISC and J'men) are included.
- The code for each personnel is determined by the regional Office with input from the individual.
- Emergency contacts, extended family and MKs—see special exception below—have same code as unithead by default, but it can be overwritten. However, each time the unithead code is changed; all other associated records will revert to the unithead's.
- MKs have same code as unithead; however, Margaret fund MKs will appear on reports going outside the IMB listed by region, not by country.
- Code does not change for Furlough.
- All Former (resigned/retired/completed/terminated/deceased) revert to Code 1 after 18 months.
- Customer service responses:

#### Significant Points:

- This security system affects all departments of the organization, including Public Affairs, MLC, Family Ministries, Customized Projects, Communications, PSD, VIMD.
- Initial and ongoing education for IMB staff and SBC agencies is imperative.

# Mission Team Crisis Policy & Procedure

**IMPORTANT!!! This is sensitive material. Please do not bring this manual with you overseas.**

## Purpose

The purpose of this policy is to provide guidance to prepare for and respond to crisis situations affecting a Cross Church mission team.

## Scope

This policy applies to all mission activities sanctioned by Cross Church as they affect church staff, members or other team members that may participate in a covered activity. This applies to domestic and international activities. (Crisis and emergency events occurring on Cross Church campus location are managed by the Campus Safety & Security Team.)

## Responsibilities

The Senior Pastor has ultimate authority and responsibility for all decisions affecting Cross Church which are made in response to a crisis situation. However, the Senior Pastor will typically delegate necessary operational decision making authority to the Minister of Global Missions, Crisis Manager and, when implemented, the Crisis Management Team.

The Minister of Global Missions is responsible for direct response to a crisis event and provide for overall management of a crisis event. However, the Minister of Global Missions will typically delegate necessary operational authority to the Crisis Manager and, when implemented, the Crisis Management Team.

The Cross Church Mission Committee is responsible for developing crisis policy guidance, related training, and operation of the Cross Church Crisis Management Teams for all missions' related events occurring off campus.

The Crisis Manager (CM) is responsible for the implementation of this policy in the event of a crisis. The Crisis Manager is the first point of contact for any serious event as defined in the Definitions section of this document. The Crisis Manager is jointly accountable to the Senior Pastor and to the Minister of Global Missions.

The Crisis Management Team (CMT) is responsible providing ongoing assistance to the Crisis Manager for events that will not be resolved within a few hours.

The Field Team Leader (FTL) is responsible for providing leadership for the safety and welfare of their team members from the time of departure until the team returns to Cross Church. The FTL is responsible for responding and resolving crisis issues at the field level. The FTL is responsible for notifying the Crisis Manager for any serious crisis event. The FTL or designee is to only communicate serious crisis events to the Crisis Manager, the Minister of Global Missions, designated staff, or the Senior Pastor.

Team members are responsible for adhering to the requirements of this policy and the direction of the team leader at all times while in mission status and working under the auspices of Cross Church.

## Definitions

**Serious Crisis Event** is considered an emergency and includes any event where the following conditions apply:

Death

Serious injury/illness

Sexual assault or other serious crime

Outbreak of warfare/coup

Natural disaster (Earthquake, Tsunami, Hurricane, etc)

Kidnapping/hostage taking

Arrest or detainment of a team member by a legitimate government

Threat of serious harm or death made against team member

Missing team member

Emergency evacuation from the local area or host country

Any event that in the opinion of the FTL needs the involvement of the Crisis Manager



***Important Note: Serious Crisis Events are only to be communicated to the crisis manager, the Minister of Global Missions, designated church staff, or the Senior Pastor. In no case is a serious crisis event to be communicated to a prayer chain, news media, or to other individuals both during and after the event without the approval of the Senior Pastor, Minister of Global Missions, or when activated, the CMT.***

**Non-Crisis Events** that are typically associated with travel delays, lost documents (without detainment) or other difficulties that are routinely handled by the Field Team Leader or the Team Host, while frustrating, are not usually considered crisis emergencies unless the situation creates a condition or event named above to occur.

**The Field Team Leader** is the person designated by the Minister of Global Missions as the person with the single point leadership accountability for a team from the point of departure until all team members return to Cross Church.

**The Crisis Manager** is a person designated by the Missions Committee with the approval of the Senior Pastor and the Minister of Global Missions to provide for operational management of the requirements of this policy during a crisis event.

**The Crisis Management Team** is formed by the Crisis Manager with the approval of the Senior Pastor and the Minister of Global Missions to assist in the long term management of a crisis event.

## **References**

Crisis Consulting International, Crisis Management Seminar, Model Crisis Policies, Ventura, CA:  
<http://www.CriCon.org>

Fort Sherman Academy, Safe Travel Solutions A Faith-Based Training, Leader's Guide, Pinehurst, Idaho:  
<http://www.fortsherman.org>

US Department of State, American Business Traveler Overseas, Overseas Security Advisory Council, Washington, DC: <http://www.state.gov/travelandbusiness/>

## **Crisis Policy**

### **Payment of Ransom, Yielding to Extortion**

Cross Church recognizes that payment of ransom, acquiescing to other demands in kidnapping and hostage-taking cases, and making concessions in the face of extortion are all actions that contribute to the probability that similar future events will occur. Put another way, we understand that payment of ransom or similar actions that make the underlying event a "success" in the minds of the perpetrators will create incentives to encourage the same perpetrators, or others, to commit similar acts in the future.

Cross Church also places a high value on the safety of its members, staff and families, and in cases of kidnapping or hostage-taking desires to take all reasonable steps to secure the safe release of any and all hostage(s).

***It is the policy of Cross Church that in cases of kidnapping, hostage-taking, or other extortion, no ransom or concession that is reasonably likely to cause or contribute to the probability that future similar events will occur shall be paid (or made).***

In specific cases, it shall be the responsibility of the Crisis Management Team to determine whether or not a proposed payment or concession complies with both the letter and spirit of this policy. If the Crisis Management Team cannot reach a consensus on this policy as it applies to a specific proposed concession, or if a proposed concession would likely be viewed by the broad Christian community as violating the spirit of this policy, the proposed payment or concession shall be reviewed by the authority that convened the Crisis Management Team prior to the proposed payment of concession being agreed to or made.

### **Negotiation with Kidnappers and Hostage-takers**

Cross Church recognizes the distinction between negotiations and payments or concessions in cases of kidnapping and hostage-taking. We understand that negotiations can be conducted without necessarily obligating Cross Church to make payments or concessions that violate our values and policies. We also understand that negotiations, if they can be effectively and competently conducted, are the strategy of first choice in cases of kidnapping and hostage taking.

Cross Church also recognizes that hostage negotiations are a very specialized and a potentially dangerous activity. As such, untrained persons, including a family member, should not engage in negotiations with groups or individual hostage takers.

***It is the policy of Cross Church that in cases of kidnapping or hostage taking of our team members, our staff or members of their families, their safe return shall be a priority of the organization. As a matter of policy, Cross Church will notify the Federal Bureau of Investigation (FBI), and for events occurring overseas, the US Department of State (DOS), to seek appropriate assistance. In addition, Cross Church will contact the IMB to assist in the crisis resolution process. All reasonable efforts consistent with our policies and core values will be made to achieve their safe return. These efforts include hostage negotiation as a strategy of first choice. In cases where Cross Church has the opportunity to negotiate for the safe return of hostages, we will seek assistance from professional hostage negotiators.***

#### **Contact Information:**

##### **US Department of State (DOS)**

Overseas Citizens Services:

Tel (888)-407-4747

Emergency Services Information

**[http://travel.state.gov/travel/tips/emergencies/emergencies\\_1212.html](http://travel.state.gov/travel/tips/emergencies/emergencies_1212.html)**

##### **Federal Bureau of Investigation (FBI), SC Field Office**

151 West Park Blvd.

Columbia, SC 29210

Tel (803) 551-4200

##### **Other Consultation and Assistance:**

Fort Sherman Academy

1642 Wet Fork Pine Creek Road

Pinehurst, Idaho 83850

Tel (208) 682-4456

##### **Other Hostage Negotiation and Consultation Assistance (Faith Based Non-Profit)**

Crisis Consulting International

PMB 223, 9452 Telephone Road

Ventura, CA 93004

Tel (805) 642-2549

Fax (805) 642-1748

Email [info@CriCon.org](mailto:info@CriCon.org)

Internet: [www.CriCon.org](http://www.CriCon.org)

***Note: The United States Department of State (DOS) has primary responsibility in any situation involving a crime against a U.S. Citizen abroad. They should be advised of such situation as soon as practicable. The DOS may be aware of sensitive information of immense value in these situations, and will have resources available that cannot be replicated by any private organization.***

#### **Team Member Relocation**

In cases of kidnapping and hostage taking, rapid relocation of other Team members away from the area of the event is strongly advised. Having such a policy can be a significant comfort to hostages. This is especially true if a hostage family member is also part of the team. In those cases experience has shown that the presence of family members at the immediate site of crisis management and hostage negotiation efforts can create distractions and situations that divert the attention and energy of those responsible for resolution of the event away from that primary responsibility.

***It is the policy of Cross Church that in cases of kidnapping and hostage taking, team members (including any immediate family) will be relocated to a safe area away from the crisis site if domestic, or from the country of occurrence if international, as soon as conditions allow. This relocation will normally take place to the home country of the team. In specific cases, the Crisis Manager may waive this policy, if doing so is in the best interests of the crisis management effort.***

In cases where this policy is invoked, Cross Church will make ongoing support and assistance to the family of the hostage a priority. This will include establishing a regular system of providing timely and accurate information to the family on the status of the case and the work of the Crisis Management Team. This support will also include insuring that adequate pastoral, emotional, and psychological support, including that of trained professionals, is provided as indicated. Cross Church will also provide follow-up support for other members of the team as deemed appropriate.

### **Notifications to Governments in Kidnapping and Hostage Taking**

In cases of international kidnapping and hostage taking, Cross Church understands that the local (host) government has authority and responsibility for such crimes that occur within the country. We are also aware that the home government (government of citizenship) of the hostage(s) has a legitimate interest, and perhaps even legal jurisdiction, in these foreign kidnappings or hostage takings of their citizens. However, we recognize that in some of these cases in some countries, the involvement of governments may create a conflict with our objectives and values. Whenever practicable, the U.S. Government should be the primary Point of Contact (POC) with any foreign government.

***It is the policy of Cross Church to cooperate with legitimate government inquiries and activities in cases of kidnapping and hostage taking, when doing so is judged to be in the best interest of the hostage(s) and Cross Church. The decision of when and how to make notifications to the government agencies shall be made by the Crisis Management Team.***

### **Risk Assessment**

Accurately and adequately understanding risk is the essential foundation for all contingency planning and security preparation and management. A commitment to understanding risk is an essential component of our overall member care and security management efforts. Such a commitment requires the use of a disciplined and structured protocol of risk assessment.

We also recognize that it is important that measures or descriptions of risk and danger be in a form that is as objective and quantifiable as possible, and that the descriptive criteria used be as standardized as possible (so the same term or description applied to one situation or country means essentially the same thing in another situation or country).

We also recognize that short term teams from Cross Church will rely primarily on an in-country host to provide safety and security guidance while our teams are in their watch-care.

***It is the policy of Cross Church to ensure that all teams in international travel are briefed on current safety and security conditions of the host country prior to departing Cross Church. The information presented shall include:***

- ***The most recent country profile information from the Overseas Security Advisory Council (OSAC). (<http://www.osac.gov>)***
- ***The most recent travel information and warnings from the US Department of State. (<http://travel.state.gov>)***

### **Contingency Plans**

Cross Church recognizes the need for contingency planning as a major component of security and crisis management. Contingency plans assist the organization not only in responding to events that have occurred, but also assist the organization in identifying and implementing proactive steps that seek to reduce both the probability of unwanted events occurring and the consequences and impact of those events should they in fact occur.

***It is the policy of Cross Church that each team develops contingency plans for threats and dangers that are reasonably foreseeable and potentially threaten the safety of staff or the disruption of our work.***

***All teams shall develop contingency plans for the following situations:***

- ***Evacuation of team (both local and country-wide)***
- ***Emergency Medical Care***
- ***Establishing a team Crisis Management Lead (The team leader)***
- ***Information management during a Crisis (information is to flow from the team lead to the Cross Church Crisis Manager. Team members are not to contact family, friends or others and divulge crisis information without the approval of the team lead)***

## **Training**

The most effective security and crisis management activities are those that prevent unwanted occurrences, or reduce the impact/consequences of unpreventable events. Training of personnel is one of the most valuable and effective proactive steps an organization can take. Trained personnel are the most successful at minimizing their own exposure to danger, and trained personnel assist the team in avoiding dangerous, disruptive and compromising situations. Travel to a security sensitive country will require additional training outlined in the Team Member Relocation section.

***It is the policy of Cross Church to provide security and crisis management training to teams prior to departing Cross Church. The type and degree of training shall be commensurate with the assessed risks and dangers the team is expected to be exposed to, and also commensurate with the team member's organizational responsibility for the safety and security of other staff and organizational assets.***

***All personnel shall receive training in (at least) the following areas:***

- ***The organization's policies***
- ***Evacuation procedures***
- ***Basic personal safety and security***
- ***Indigenous dangers such as poisonous plants and animals***

## **Crisis Management Team**

Experience teaches that in the event of a crisis or emergency, the existence of a predetermined and structured response speeds resolution and recovery, and also minimizes the overall disruption to the organization. Experience also teaches that the absence of such a plan not only hinders the organization's ability to resolve the crisis, but also may create new and additional crises that can ultimately be more disruptive than the original event.

We also recognize that even in the face of a significant crisis or major emergency, the primary objective of the organization is to continue its work, and to be as productive as possible in accomplishment of its objectives.

For these reasons, we acknowledge the importance and need of a predetermined organizational response plan for crises and emergencies.

***It is the policy of Cross Church that in the event of a crisis (or emergency), a Crisis Management Team (CMT) will be formed to manage that event through resolution and recovery.***

***For purposes of this policy, a "crisis" is understood to include events that threaten the organization, that present a danger to the safety of the team or the potential for significant organizational disruption, that are likely to be extended in time and are likely to require an abnormal commitment of resources.***

***A CMT can be established by field leadership for any event within that field, and by regional or headquarters leadership for any event whose foreseeable organizational impact is likely to extend beyond the local entity.***

***When a CMT is established, it is to be the only component of the organization "working" on that crisis. All other components and members of the organization shall refer all information and suggestions to the CMT. No action related to the crisis is to be taken without the authorization of the CMT. No public statements related to the crisis are to be made without the authorization of the CMT.***

## **Crisis Information Management**

It is the intention of this policy that information flow during a crisis be carefully and strictly directed and controlled. Incoming information such as background information, suggestions about resources and assistance, ideas for resolution, etc. need to be received by the Crisis Management Team. Outgoing information must be monitored

and controlled to prevent the release of confidential information, to prevent exacerbation of the situation or the creation of secondary crises and to control the spread of rumors.

***It is the policy of Cross Church that all information, intelligence, ideas, suggestions, etc. relating to a crisis be directed to the Crisis Management Team at the earliest possible time. Any member of the organization with such information or with suggestions for the Crisis Management Team shall forward the information or suggestions immediately to the CMT.***

***It is further the policy of Cross Church that during a crisis all information released, and all public statements about the crisis be made by (or with the specific approval of) the Crisis Management Team. No member of the organization outside the CMT is authorized to make any statement that relates in any way to an ongoing crisis. This includes statements to internal constituencies (other members, families, etc.) as well as external constituencies (the media, extended family, home churches, government agencies, etc.).***

### **Team Member Care**

It is the intention of this policy to recognize that individuals, who undergo traumatic events, and others associated with these events, can suffer emotional reactions that may become destructive if untreated. It is the intention of this policy that those involved in traumatic events receive evaluation and, if necessary, intervention from mental health professionals.

It is also the intention of this policy that this evaluation and intervention be conducted confidentially with the objective being the treatment of existing trauma and the prevention of future trauma associated with the crisis.

***It is the policy of Cross Church that those personnel who are directly involved in a crisis receive an initial and follow-up evaluation from a qualified Christian mental health professional. These evaluations shall occur as soon as possible following a crisis and again six to twelve months following the crisis (unless otherwise specified by the mental health professional).***

***These evaluations and any treatment are confidential between the member of the organization and the mental health professional. Costs associated with this policy shall be paid by the organization. Although the individuals who should receive evaluation as described herein may vary from incident to incident, in each case at least the victim, the immediate family, and the Crisis Management Team shall receive this evaluation.***

***In situations involving large numbers of members, such as group evacuations, the use of a supervised Critical Incident Stress Debriefing may fulfill the requirements of this policy (providing the C.I.S.D. incorporates a mechanism for recognition of the need, and provision for accomplishing, follow-up counseling or therapy as needed).***

### **Evacuation Authority**

The intention of this policy is to address those components of evacuation planning and decision making that can be identified before a crisis occurs. One of the most critical (and potentially divisive) elements of evacuation decision-making is determining who has the authority to mandate an evacuation. Experience has demonstrated that those on the field and close to the situation will have perspectives that tend to prioritize different factors than those in leadership roles and more geographically removed from the events. Experience has also shown that in some cases, those closest to the scene will have access to the best information to support an evacuation decision, but in other cases this information will be denied to them and will only be available to those more removed from the event.

***It is the policy of Cross Church that decision-making authority regarding evacuation exists at the team level, host (in-country) local leadership and Cross Church leadership level. In different circumstances, each of these levels may have access to information that makes evacuation an appropriate decision; so, each is authorized to act on such information and make a decision. The remainder of the organization will respect such a decision. This policy is multi-lateral: Just as Cross Church will support an individual team's decision to evacuate, so will a team support a directive from local leadership or Cross Church to do so as well.***

## Evacuation Criteria

The intention of this policy is to address those components of evacuation planning and decision making that can be identified before a crisis occurs. Experience shows that training and contingency planning ahead of time will often times make the difference between successful and safe evacuations and those that endanger members and result in unnecessary organizational disruption.

***It is the policy of Cross Church that each team will prepare evacuation plans for the team prior to departing Cross Church. The evacuation plan shall include:***

- ***A description of the notification system that insures all personnel receive necessary information before and during an evacuation.***
- ***A description of the procedures the team will use such as means of transportation, evacuation routes and alternates, staging and destination sites, and communications procedures.***

## Travel to Security Sensitive and/or High Risk Countries

For travel into a security sensitive and/or high risk area it is important to identify information that should be kept confidential, actions that may compromise confidentiality and strategies to prevent sensitive information from being shared. Preserving security begins by planning what will be said should a team member be questioned by anyone, detained by a foreign government or is being held hostage. Proverbs 10:19 says, "When there are many words, transgression is unavoidable, but he who restrains his lips is wise."

***It is the policy of Cross Church that teams traveling into a security sensitive and/or high risk area shall develop a short tenable statement (STS) promoting innocence while also being a statement of fact. For example, a person who is chiefly but not exclusively overseas to build houses can say, "I'm here to build houses." Another person who is overseas to identify prospects for a new church can say, "I'm here visiting friends." An STS should be short, believable (because it is true) and consistent. All team members traveling into a security sensitive or high risk area shall complete the Safe Travel Solutions Training for Short Term Teams (approximately a one day training class) or substantially equivalent prior to deployment.***

## Crisis Procedure

### Pre-trip Preparation

The Minister of Global Missions shall appoint a Field Team Leader (FTL) who will be accountable for the team safety and security while the team is deployed.

The Minister of Global Missions shall ensure that all teams receive mission team crisis orientation training in conformance to Cross Church policy prior to deployment. Completion of this training is to be documented on Attachment I, or in a similar format and maintained on file until the deployment ends. (Teams traveling to Security Sensitive and/or High Risk Countries shall also complete a one day safety and security training class such as the Fort Sherman training or equivalent.)

The Minister of Global Missions shall ensure that all team members obtain a copy of the PERSONAL SECURITY GUIDELINES FOR THE AMERICAN BUSINESS TRAVELER OVERSEAS, Overseas Security Advisory Council, U.S. Department of State handout.

The FTL shall complete a contingency plan (Attachment II) for the team and provide a copy to the Minister of Global Missions and to the CM.

The FTL shall ensure that each team member traveling either domestically or internationally has completed or submitted a personal information sheet.

### Notification of a Serious Crisis Event

The Field Team Leader (FTL) shall notify the Crisis Manager (CM) of any serious crisis event meeting the criteria listed in the Definitions section as soon as possible.

The FTL and the CM shall establish communications protocol (time & type of communication) based on the circumstances of the event.

The FTL and the CM shall maintain a written log documenting events as they occur when a serious crisis event is declared.

**Management of a serious crisis event**

The FTL shall provide field leadership and management of the team while deployed; in coordination with the team host and the CM. The FTL will provide crisis instruction to the team and when necessary, order evasive action such as an emergency evacuation or shelter.

All team members shall follow the direction and instruction of the FTL.

The CM shall provide supporting information, direction, instruction and resources to the FTL for as long as the team is deployed. The CM shall continue to manage events that last longer than the team is deployed.

The FTL shall follow the direction and instruction of the CM.

The CM shall lead the CMT when activated and the CM shall keep the Senior Pastor and the Missions Director updated on crisis status.

The CM shall follow the direction and instruction of the Senior Pastor.

***Note: in conformance to Cross Church policy, the FTL, the team host, or the CM may order an emergency evacuation. In addition, it is recognized that conditions may be fluid and necessitate unilateral decisions and actions by the FTL. In such case these actions shall be communicated to the CM as quickly as conditions allow.***

**Activation of the Crisis Management Team**

The CM shall form a CMT anytime the crisis situation requires resources exceeding the capability of the CM and the on call CROSS CHURCH staff.

The membership of a CMT is flexible depending on the skills and time allocation needed. However, the CM should seek to include the Minister of Global Missions, an official of Cross Church (typically a called staff member who is authorized to speak on behalf of Cross Church) and others who by virtue of skills and training are prepared to assist in resolving the crisis.

The CMT shall act on behalf of Cross Church throughout the duration of the crisis within the boundaries established by Cross Church policy. At the conclusion of the crisis the CMT shall be disbanded.

**Documentation**

The CM shall ensure that all records, logs, and other documents resulting from a declared crisis event are maintained and turned over to the Mission Director at the conclusion of the crisis event.

## Frequently Asked Questions

1. *What ages must children be to go on a missionary journey?*
  - Many of the regional and national journeys are very family friendly for children of all ages. However each journey is unique, and the decision on whether younger children are allowed on any given trip, especially the international journeys, will be decided on a case-by-case basis. This decision will depend on factors such as the location, the maturity level of child, and the intended ministry during the journey. All journeys are spiritually strenuous, and many are also physically taxing. It is important for parents to understand that these journeys are a team effort, and it is vital that nothing inhibits the ministry focus. Because the productive roles of the parents will be somewhat limited with younger children along, it is important that a careful assessment is made for each instance.
2. *I have heard that the New York City location is like going on an international journey without having to leave the country. What does that mean?*
  - There are currently Spanish, Russian, and Chinese-Korean church plants in NYC. These church plants are located in sections of the city that are populated entirely by these people groups. You will literally be immersed in a different nationality without having to purchase a passport or travel overseas.
3. *Who will be leading the missionary journeys?*
  - Team Leaders are either pastors or lay people with experience and training. Most have been on journeys before and are very familiar with the process of leading a team.
4. *Is there a deposit for my journey?*
  - Yes, each journey requires a deposit to be paid in full by your first Team Meeting. The deposit amount will be a percentage of the total journey cost.
5. *What if I fundraise more money than I need to pay for my journey?*
  - Federal tax law states that all funds received assist the entire team project, so excess money that is raised will be put toward the total journey cost and divided among those on the team that have not yet raised their full amount. That being said, each person is ultimately responsible for their own journey cost. Unless a deduction is given due to excess funds from other individuals, any funds not raised at the end of the fundraising period must be paid in full by all team members that have not met their fundraising goal.
6. *Can I use frequent flyer miles to pay for the airline portion of my journey?*
  - It is possible to use your frequent flyer miles, but several conditions must be met. First, your Frequent Flyer airline must match the carrier that is used to book the flight for the journey or a portion of the journey. Second, you must be able to get a ticket that exactly matches your team's itinerary so there are no logistical delays in transit. Third, the process of booking a ticket with frequent flyer miles will be your personal responsibility instead of that of Cross Church.



## Missional Resources

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