

MISSION TRIP POLICIES

First Baptist Church of Forney

The Short-Term Mission Trip should fit within the bigger picture of the strategic partnerships and the overall plan to lead people to:

1. Salvation (II Corinthians 5:17-21). What does God want to do first in YOU though this project?
2. Worship (Matthew 22:37). How does God want to save and work in people on the project?
3. Holiness or Christ-likeness (Leviticus 11:44). How does God want to use me AFTER the project?
4. Service (Luke 6:46)

What we are trying to accomplish?

Make Disciples through our preparation and ministry process, activities and strategies.

1. Here – Our people (Colossians 1:28)
2. There – The focus people (Psalm 67:2-7)
3. As we go – Anyone in between or on either end, wherever we are (Matthew 28:19-20, Acts 1:8)

Purpose of Short-Term Mission Projects

1. To lead people to faith in Jesus Christ
2. To impact the world through our living testimonies and through the Word of God
3. To aid and build up the ministry of the local missionary or pastor
4. To develop Great Commission believers
5. To assist FBC Forney in being obedient to God's command expressed in the Great Commission (Matt. 28:19)
6. To assist in the development of long-term, strategic partnerships throughout the world

Policies for Short-Term Member Selection

Criteria

- * All team members must have a testimony of salvation through Jesus Christ and be able to verbally express this testimony before the team leaves
- * Team members should be at least 15 years of age unless otherwise approved by the Team Leader(s). Those under age 15 can still go on some trips but need to be accompanied by a parent. Some trips are designed for younger students to go and the age limit will be set based on the type of trip, location, work involved, etc. Parental or guardian permission is required for team members who are under 18 years of age.
- * Team members must complete the First Baptist Forney short-term mission team training as given by the team leader(s) and participate in all team meetings.

Application

- * Team members must complete the First Baptist Forney short-term mission team application and sign the agreement form. All participants 18 years and older must complete the online background check (web link provided in meeting)
- * Selection may require interviews with potential team members in addition to the application
- * Short-term members must agree to and comply with the First Baptist Forney Financial Guidelines (see next section)

Financial Policy for short-term Trips

- * Team members are expected to raise 100% of their financial support for the trip. Funding should be completed by the due date set by the team leadership. A limited amount of scholarship is available up to 25% of the cost of the trip. You must submit the scholarship request form to request scholarship help.
- * Support shall be raised within and outside First Baptist Forney using the methods described in the Fundraising Guidelines section of this packet.
- * If the team member's financial support is channeled through First Baptist Forney and he/she raises more than the required support or for any reason cannot participate on the trip, then the church will reallocate the funds within the team account.
- * Participants should make funding deposits through the church office mission's assistant, who will also keep a record of each team member's contributions. For questions regarding your balance call the church office.

Policies for Team Behavior and Attitude

Anyone participating on a First Baptist Forney sponsored mission trip is reminded that they are ambassadors of Jesus Christ (II Cor. 5:20). You are representing Jesus Christ, First Baptist Forney, our Pastor, and the supporting mission agency. This is a tremendous responsibility. First Baptist Forney asks that each team member commit to:

- _____ Honor Jesus Christ in my thoughts, actions, speech, and dress.
- _____ Honor my Church and my Pastor.
- _____ Submit to the Team Leader's authority.
- _____ Read and Follow the Security guidelines and Trip Policies.
- _____ Pay for all trip expenses by the trip date and follow the fundraising guidelines printed in the trip Policies document.
- _____ Complete the 30 Day Preparation for Short Term Mission trips.
- _____ Attend all team meetings and training sessions required for the trip.
- _____ Not consume illegal drugs, alcoholic beverages or use tobacco of any kind.
- _____ Not gamble or view any pornographic material.
- _____ Not display romantic affection towards anyone or engage in any romantic relationships.
- _____ Adhere to the behavioral guidelines for each specific team set by the team leadership and/or missionary partner agency.
(Example: no facebook postings for high security areas)

After consultation with the Missions Department, the Team leader reserves the right to ask a problem team member to return home if that team member's behavior is destructive to the team, the ministry, or the host community. Any additional cost incurred as a result of this action will be at the team member's expense.

A PRAYER FOR TEAM UNITY

As you prepare for a specific mission trip use these scriptures to pray for yourself, the mission team, and for the people God will bring into your life as you walk in faith and obedience to Him.

*For Protection	Psalm 34:7	Psalm 91:9-10	Psalm 121:7-8	
*For Courage	Isaiah 43:1	Psalm 31:24	Joshua 1:9	Psalm 27:1-5
*For Your Needs	Phil. 4:19	Matthew 6:33	Luke 22:35	
*For His Power	John 14:12-14	John 15:16	Luke 10:17-19	Acts 1:8
*For His Glory	John 15:7-12			

Pray Specifically for:

- Those that make up your prayer support group
- Those who God has appointed you to minister to on the field
- Those that make up your financial support team and for your general fund raising
- Your other team members and the unity of the team
- Your field contact, missionary, or local church pastor and for their ministry and their encouragement
- That you may stay close to God so as to hear and learn all He has for you during this project
- Your team leader and the wisdom he needs to make any necessary decisions
- That the whole team, including yourself, may keep a devotional time as a priority

INSURANCE COVERAGE

For all INTERNATIONAL Mission Trips Taken With First Baptist Church of Forney

Insurance Coverage: (A coverage summary will be given to you before trip departure)

What type of coverage is provided?

First Baptist Forney offers an insurance policy that provides Accidental Medical and Sickness Coverage for incidents that arise from foreign mission trips. **These are trips that are outside of the United States, its Territories, and Possessions.** This insurance policy has many types of coverage including Accidental Death and Dismemberment coverage. It also offers Medical Assistance Protection which includes: dispatch of a doctor or specialist, emergency medical evacuation, medically necessary repatriation, and repatriation of mortal remains.

What does the coverage pay for?

The coverage is excess coverage, so it pays for expenses that are not paid by any medical insurance you may already have (Most medical plans have very little or no coverage for claims that occur outside of the United States). If you do not have any medical insurance, then this coverage becomes primary.

PASSPORT PROCEDURES

APPLICATION FOR NEW PASSPORT

For up to the moment detailed information go to www.travel.state.gov/passport .

You can also get information and the Passport Application at a local Post Office.

IT COULD TAKE AT LEAST 6-8 WEEKS, SOMETIMES MORE, TO RECEIVE YOUR PASSPORT, SO IT IS VITAL THAT YOU BEGIN WORKING ON YOUR PASSPORT AS SOON AS POSSIBLE.

INFORMATION ON SHOTS

For more information on shots and health questions, visit the Centers for Disease Control web site at www.cdc.gov click on travel and vaccinations to get up to date information on needed shots for the country you are traveling to.

MISSION TRIP FINANCIAL GUIDELINES

Principles for Raising Funds

Three principles of financial support are:

1. To use personal earnings
2. To make needs known and ask others
3. Ask God

Biblical principles:

1. There is the principle of **self support**. There were times in Paul's ministry when he provided for his own financial needs by making tents.

And because he was a tentmaker as they were, he stayed and worked with them. Acts 18:3

For you recall brethren, our labor and hardship, how working day and night so a not to be a burden to any of you, we proclaimed to you the Gospel of God. 1 Thessalonians 2:9

2. **Making needs known** means sharing the vision and ministry with friends and asking them to prayerfully consider supporting the ministry financially.
 - In Exodus 12:35, God instructed Israel to ask the Egyptians for articles of silver and gold, and for clothing. In verse 36, we are told, "The Lord made the Egyptians favorable disposed toward the people and gave them what they asked for..."
 - In 1 Kings 17, the Lord instructed Elijah to make his needs known to a widow living a Zarepath. As a result, she provided food and lodging for Elijah for as long as he needed it.
 - In Acts 11:28-29, a prophet by the name of Agabus came making a need known in a manner that prompted the following response. "Then the disciples, each according to his ability, decided to provide help for their brothers living in Judea which they did."
3. There is the principle of **looking to God**. This means praying and making your needs known to God. We have His promise of provision.

And my God will meet all of your needs according to His glorious riches in Christ Jesus. Philippians 4:19

Strategy for Raising Funds

Before you get started:

- Know you are called; it gives you credibility
- Understand your task; it helps you share the vision
- Be commissioned by a body of believers; it makes you accountable

Create a support team. You will need a support team that provides prayers, finances, and supplies for the trip. Prayer is the most important. If you have the prayers, the others will come.

- Prayer – We are going into Satan’s territory to lead others to Jesus Christ. This is spiritual warfare!!! Prayer is critical. We need a strong prayer team.
- Finances – Each team member must raise their own financial support – the total cost of the trip.
- Supplies – We will be taking in supplies for the people we are working with. Some people will pay, some will give money, and some will buy supplies.

❖ **Be accountable!!!! Send hand written thank you notes, emails, prayer calendars, and trip reports to everyone who has been a part of your support team.**

Team members are asked to consider the meeting of their financial need by asking:

- 1. How would God want me to help myself?**
Take on an extra job; hold a garage sale, save your daily change in a jar
- 2. How would God want my family to help me?**
Send family members a letter, Hold a fundraiser
- 3. To whom would God want me to present the remainder of my financial need for support?**
Friends, neighbors, co-workers, club members, former churches, former teachers

Remember – **people give to people!!!** It is not a fancy brochure or a clever presentation that evokes a giver as much as it is who asks and how they do it!

The point is to emphasize that you will be part of a ministry that is helping win the world to Christ. You are not sharing your need. You are asking for the people on the field: a little child, older adult or youth with whom you will be sharing.

We do strive to be excellent stewards of all the resources provided to do mission work. Please carefully read our contribution policies.

All contributions to First Baptist of Forney are non-refundable. IRS regulations prohibit the church finance office from giving you tax credit for donations designated for individuals. Contributions received which designate persons will be deposited, but your annual contribution statement will not be credited. To be tax deductible you must:

- 1) Make checks and money orders payable to First Baptist Forney. Please, do **NOT** write an individual name on the check (including the memo line). If someone needs to write something on the memo line they can put the trip location – “India”. Put cash in an envelope and label it with the name of the mission trip.
- 2) Enclose a note explaining the reason for your gift. (Ex: Africa Mission Trip)
- 3) All donations should be collected by the team member and then turned in to the Church Office for proper tracking. It is the team members’ responsibilities to make sure donations are deposited into the correct account. If you are unsure then please call the Church Office or ask your team leader.
- 4) Donations can be made online at www.fbcforney.org and click on the Give link. Select “Overseas” or “Stateside” Mission Trip as the fund. You should call or email the church to communicate the reason for the online gift so we can track it appropriately.

Email kluecke@fbcforney.org or
call **First Baptist Forney office 972-564-3357**

BUILDING A SUPPORT TEAM

You will be responsible for developing your own support team. The support team consists of:

*Prayer Supporters (At least 10)

*Financial Contributors

The concept is to develop a team, not just to raise funds. The most important need is for people to pray for you, before and during the project.

RAISING FUNDS

If you cannot pay for the trip, the most effective proven method to raise individual funds is to write a letter for distribution to friends, co-workers, neighbors, family, etc. People will give to people they know. Potential contributors are happy to have the opportunity to invest in someone they know personally or an endeavor they care about. God's Word promises us that He will supply our every need.

Prepare the Team List

Usually 10 or more is a good number to send out letters to. It is a great idea to use friends, relatives, Christian contacts, and non-Christians that God may open a door to witness to through this process

NOTE: We do encourage you to be the first person to invest in your project. Consider how God would have you to financially invest in the trip.

Compose the Letter

You are asking people to support the ministry of First Baptist Forney. If you are asking for financial contributions, you are asking them to help with the cost that the church will incur by conducting the ministry (transportation, meals while on the field, in-country housing, visa, travel insurance, etc.) There are two types of letters: 1) A letter sent out asking for prayer support only 2) A letter sent out asking for prayer and financial support

Include the following information in the letter:

- Information about the country/culture you are going to. If you are traveling to a high security area don't forget to follow the Security guidelines regarding what you can and cannot say.
- Information about the sending organization (the church) and the hosting organization (the agency or national church)
- Description of what the team will be doing (why the team is doing this particular project)
- The cost of the trip
- The date you need the money
- Why you want to be involved on the trip. Describe the reasons for going that you feel strongest about.
- How God called you to go on this trip
- How you would like the reader to be involved (prayer, financial, both)
- Communicate clearly that all checks must be payable to **First Baptist Forney**.
- Have them give the check to you and then you can turn in the checks to the church.
- **Tell them to NOT write your name on the memo line of the check.**

** Make checks payable to First Baptist Forney. DO NOT write an individual name on the memo line.

** Attach a note with the check explaining the reason for the gift (Ex: Africa Mission Trip).

Make an online payment by going to www.fbcforney.org and then click **Give and set up an account.

Select "Overseas" or "Stateside" Mission Trip as the fund. Also please call or email the church to communicate the reason for the online gift so we can track it appropriately. The First Baptist Forney office number is

972-564-3357 or email kluecke@fbcforney.org.

Follow-up

The Church Office will help you but we suggest you keep records of who has supported you. Please send all of your supporters a personal card or note for their gift, support or prayer. You might also bring back a small gift or souvenir from your trip to give to your supporters. Send them a summary of your trip and/or set up a time to meet with them and show some photos of the trip.

SAMPLE SUPPORT LETTER

October 1, 2016

Dear Family and Friends:

I wanted to let you know about an exciting opportunity that I will have in July. A group from our church is going on a mission trip to the Horn of Africa. We will leave on Thursday, July 14 and return on Saturday, July 23. While in Africa, we will be working the local partners and national brothers and sisters to help with humanitarian aid projects. Our efforts will help plant many seeds and support the work of those working full time in this area.

Please remember our team in the upcoming months as God prepares our hearts and minds for this adventure. Also, remember the people with whom we will be able to share. Attached you will find a schedule of our trip that you can use for a daily guide. The most important thing you can do to support our team is to remember us every day.

Finally, individuals making this trip are responsible for all of their expenses amounting to \$1800. If you can help support this trip financially, your contributions would be tax-deductible through First Baptist Forney, TX. You can make a check payable to the church and send it to me. Please cut off the attached slip (or include a note explaining the reason for your gift) and mail back to me. On the memo line you can write the name of our trip, Africa Mission Trip. Please do not write my name on the check.

I look forward to reporting to you about our trip when we return. If you have any questions please feel free to call me at _____ or email at _____.

Thank you,



(Please cut this slip and return in the envelope provided ~ Thank you!)

Name _____ Email address _____

_____ I will be one of your prayer partners and commit to pray for you before the project and during it.

_____ I will financially support you with a gift of \$ _____

** Make checks payable to First Baptist Forney. DO NOT write my name on the memo line. Write the name of mission trip.

Make an online payment by going to www.fbcforney.org and then click **Give and set up an account.

Select "Overseas" or "Stateside" Mission Trip as the fund. Also please call or email me or the church to communicate the reason for the online gift so we can track it appropriately.

For assistance contact Kirk Luecke in the church office at 972-564-3357 or kluecke@fbcforney.org

PACKING TIPS

- 1) Pack light! You will have to carry what you pack. Because we will be taking extra weight with tracts, Bibles, equipment, etc. only one piece of checked luggage for personal stuff is allowed. **Your bag must be less than 50 pounds.** You will also be permitted to have one carry on bag (regulation size to fit under the seat) Check airline web site for more details on luggage requirements.
- 2) Clearly tag all bags with your name and contact information. Putting neon colored duck tape on your suitcase is helpful.
- 3) Take luggage you don't mind having damaged.
- 4) Carry one change of clothes and some toiletries with you in your carry-on luggage. Sometimes luggage is lost and/or delayed. Any carry-on toiletries that are liquid need to be less than 3 ounces and in a small zip lock bag. Go to the TSA web site (www.tsa.gov) for more information on security checkpoint at the airport.
- 5) Take items you won't mind leaving behind if you see a need (clothes, shoes, etc).
- 6) Leave room for some small souvenirs.

Don't Forget:

Bible and Journal/Pen

Passport/Visa and Tickets/Itinerary if applicable

Passport copies (one for the leader and one in each suitcase)

Health card for proof of needed immunizations (if required)

Basic Clothing (keep in mind weather, related work, church service, neatness, etc)

Comfortable Shoes

Plastic bags (to pack dirty clothes)

Hat (protection from the sun)

Sunglasses

First Aid items, Insect repellent, sunscreen, lip balm, etc

Medicines (allergies, pain meds, prescriptions, etc)

Camera (with charger or extra batteries, extra memory or film if not digital)

Handy wipes, hand cleaner, tissues

Alarm clock and/or watch (leave valuable jewelry at home)

Toiletries: Shampoo, soap, shaving items, toothbrush, toothpaste, deodorant, tissue packets, powder

Towel and washcloth (unless staying in a hotel)

Shower flip-flops

House shoes/slippers

Raincoat, jacket or umbrella

Snack foods and/or cash money for snacks (granola bars, trail mix, etc)

Cash for personal expenses and souvenirs (amount depends on trip)

Flashlight

Toilet paper (optional, depending on location)

Electrical current adapter and/or converter (optional, depending on location)

Water bottle

Travel sickness medicine and sleep aid

Ear plugs (if night noise bothers you)

Reading material for travel or Kindle, iPad, etc.

Spending money for souvenirs and snacks

Family photos/small album

iPod or music player for travel and quiet time (not to be visible during team time or ministry unless it is being used for ministry)

Giveaways – CD's, DVD's, pictures, cards, hard candy, bracelets, books, postcards, pens, pencils, stickers, small toys

Security Measures for High Secure Areas

Short Term Mission Trips

FBC Forney is engaged in mission outreach around the world. Many of the places we work are considered high security areas by the International Mission Board. These areas are classified as such for many reasons including but not limited to: government regulations on religious conversions, radical religious groups of other faiths, political unrest, etc. In order to work harmoniously with our partners on the ground, to work so that we do not put our people at risk, and to work so that we do not put national believers at risk we have developed the following outline of measures that each person should take in order to accomplish the task.

We are committed to keeping our people safe and would never intentionally put you in harms way. However, the world is a dark and dangerous place for those proclaiming the name of Jesus to unbelievers. Therefore, we will always err on the side of caution in all our actions.

Things to be aware of while on your trip:

It is always helpful to research and know the current political and religious climate of the country to which you are traveling. Understanding the situation of the people you will be ministering to is very helpful. However, one should never engage in political discussions about the country in which you are traveling or about your own country. Politics have no place in presenting the gospel and should be avoided. Should the subject come up you should refrain by whatever means necessary to change the subject.

Although we often have open discussion as to why one religion might be wrong in our own country it can be detrimental in another country. Stick to the truth of what you believe and refrain from pointing out the error of another religion. Casting stones at error with the wrong person could have dire implications for you, our partners on the ground, and national believers.

You should remove “church” words from your vocabulary. Replace “church” with “fellowship”. Replace “missionary” with “company employee”. Replace “SBC or IMB” with “our company”. Be sensitive that there are people who are not happy that you are in their country and that they are listening for things to determine why you are there. Praying publicly before your meal may not be a good idea depending on where you are. The best advice is to refrain from these type discussions and activities among yourselves until you are in the privacy of your own accommodations and out of earshot of others.

Protecting our career people in country:

Those people who have answered the call to serve in these high security areas have spent a great deal of time prior to going to make sure their name is clear of any association with mission outreach. An exhaustive, and costly, endeavor has taken place to remove their name from any type print or internet media that could associate them with international missions. It is imperative that we do not reverse this effort by printing their names in bulletins, posting on websites, posting on digital prayer media, etc. Anonymity for the international mission is imperative so posting or distributing a picture of them is out of the question.

Protecting yourself and those traveling with you or those who follow:

If it's a good precaution for career assignments then it's a good precaution for you and those associated with our church. Take the same precautions for us that you would take for them. Distributing information such as: John Smith, of First Baptist Church Forney, ministering to the Guala people of North Timbuktu is not wise. Assume, no matter how secure or limited the distribution, that everyone in the world can see it.

Social Media:

Facebook, Instagram, Twitter, etc. have given us a tremendous way to communicate with others. However, as most of us would attest, our friends list consists of people we only know in very vague way. In fact, we may not know them at all. In addition, time and time again, we have seen sites who have promised our privacy either hacked or who have voluntarily sold our information. For this reason First Baptist Forney has taken the stance that we will post nothing in regard to our trips to these high security areas. That means no updates, no pictures, no ‘check ins’, nothing. Please understand that this measure is in place to protect you, us, others going, those who are there long term, and those national believers who are consistently in harms way. Nothing means nothing so understand that before you leave on your trip you will be isolated from your ability to post on social media in relation to your whereabouts or reason for being there.

Adding national believers to your friends list seems like a great idea while you are in country. However, you don’t know with whom they are affiliated on their friends list and how your posts may be viewed in light of those peoples’ beliefs/prejudices. In social media we often discuss a variety of topics from religion, politics, and humor. All those things can be taken a variety of different ways depending on the culture point from which you are viewing them. For this reason our policy is that you do not “friend” nationals. It’s rare that the subject of social media will come up unless you bring it up. However, if it does you can simply say that you only use social media on occasion and you that you try not to friend national believers as a way to keep them safe. If they persist then exchange email addresses with them.

Email:

We understand the need for you to communicate about your trip to others upon your return. There are many reasons such as letting family know about your trip, enlisting others in the call to missions, etc. However, email can be just as dangerous as social media in some respects. They are forwarded, copied, attached to pray chains, etc. So, when you do use email, please follow these guidelines:

1. Do not pinpoint your country or specific location in the email. If you went to the city Bethlehem in Israel then your email should say, “I had a great experience in B while I was in ‘I’”.
2. Do not use our career assigned people’s name in the email or those you traveled with. Say, “Our company employees in ‘I’ are just awesome”.
3. Do not use the name of national believers. Those people will likely never meet these people so their name is irrelevant.
4. Do not send emails to groups or your entire contacts list. Be specific and send only to those who you specifically choose from your list one email at a time.
5. Ask that your email not be forwarded, reposted, or copied. You can’t be assured this will happen but you can ask.
6. If you are communicating with a national believer be advised that some countries email is ran/ filtered by government agencies. It is important that you keep these emails generic and vague when it comes to politics, religion, etc.

Communicating your experience and call:

We have given you a fairly extensive list of what not to do and in doing so we have curtailed a great deal of your options. However, the tried and true method of communication from the start of this world has been face to face conversations. Take the novel step of printing off your pictures and setting up time to meet with friends, family, Sunday School classes, etc. and personally communicate the experiences of your trip. When you are face to face with others the words, body language, emotion, and truth of your experiences is best communicated. Go old school, and tell others the needs of the world face to face.