

Sunrise Missions Short-Term Team Handbook

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Sunrise Missions Philosophy

Matthew 28:19-20 tells us "Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." This mandate, as well as many others throughout the Old and New Testaments, speaks to us as a Christian people, **calling each of us to the mission of expanding God's Kingdom.**

At Sunrise United Methodist Church, our mission statement is "Knowing Christ and making Him known. Serving Christ by serving others." John Wesley believed that where Christ was dwelling, personal transformation would follow and then works of love and service would flow. In other words, serving is a reflection of who we are as followers of Christ. In Matthew 25:40, Jesus said, "...Whatever you did for the least of these brothers and sisters of mine you did for me."

Sunrise's missions committee also has a mission, "For every member, a mission," along with a vision to be "Externally focused, internally ablaze." God has an individualized "mission" for everyone that no one else can fulfill. Our responsibility as a missions committee is to provide opportunities and support to each member of our church as they seek to discover their part in serving the community and beyond. Missions is the foundation for spreading the goodness of Jesus Christ. Our greatest power to change the world is released when we come together with an outward vision and become salt and light in to our world.

The purpose of this handbook is to offer a common foundation of philosophy, standards and documentation **for Sunrise Short-Term Teams. Its intention is to provide resources for leaders in missions, and while this handbook provides general guidelines,** we agree that pastors, missions committee members and trip leaders are led by the Holy Spirit to make wise decisions in circumstances that do not exactly fit the outline found in this handbook.

Now, together, let us strive to be faithful to our mission and vision statements, as well as faithful to our Lord, whose heart for the world far surpasses ours, and who calls us to join Him in this journey of missions.

Critical Elements for a Short-Term Mission Trip

- Spiritual element
 - Involves expanding God's Kingdom
 - Shares the love of Christ through words and/or actions
 - Devotion/study time included in the schedule
 - Opportunity to fellowship with local believers

- Relational element
 - An opportunity to Serve Christ by Serving Others
 - Working alongside local leaders and/or community is essential
 - Maintaining a relationship with local leaders before, during and after trip
 - Group-oriented projects that do not isolate individual members from the rest of the team
 - Partnering with other organizations or missions teams is encouraged

- Challenge
 - Encourage participants to step out of their "comfort zone"
 - The leader will look for opportunities to challenge the team members physically, emotionally, intellectually and/or spiritually

- Meeting a need
 - Define the project and its need in that community
 - Check that the project fits the talents and skills of the potential team, so that we are assured we can complete the project with excellence

Short-Term Mission Participant Application Packet **Checklist**

- Application
- Emergency Medical Release
- Release of Liability
- Team Covenant**
- Other Ministry Forms**
- Summary of trip (with goals or expectations for trip)
- Financial and Other Commitments
 - Cost of trip
 - **Fundraising options**
 - **Team training expectations**

Forms need to be returned to: _____ (Team Leader)

Or delivered/mailed to : Sunrise United Methodist Church
Briargate Blvd.

Colorado Springs, CO 80920

Mission Trip Application

Congratulations on taking the first step in joining a Sunrise Missions Team! This is a vital way **that we as a church live out our vision and God's mission.** This application provides an opportunity for your trip leader to become familiar with you, how you might fit with the team he or she is gathering, and **get some necessary information for the trip.** Please respond to these questions with honesty and introspection, as it is more important **for us to know who you are,** than to see the answers you think we want. Blessings as you start this **adventure!**

Trip Destination _____

Trip Dates _____

Personal Information

Name _____

Date of Birth _____ Sex: M F Church membership? _____

Home Address _____

Home Phone _____ Cell Phone _____

E-Mail Address _____

T-Shirt Size _____

Short-Answer Questions

Why are you interested in going on *this* mission trip?

Have you had previous experience volunteering in ministry? Please describe your experience and your responsibilities.

Have you had previous cross-cultural experience (either through travel or missions trips?) Please describe your experience and your responsibilities.

Have you seen the fingerprints of God in your life and if so, how?

What talents, gifts, skills or experiences do you have that might be of assistance on *this* project/trip?

What hopes and concerns do you have about working with a team?

Is there any other information or considerations to your application that you want to share which may not have been covered?

Emergency Information

Emergency Contact One:

Name and Relationship _____

Primary Phone _____ Secondary Phone _____

Emergency Contact Two:

Name and Relationship _____

Primary Phone _____ Secondary Phone _____

Medical Information

Primary Care Physician _____ Phone _____

Medications currently being taken _____

Known Allergies _____

Physical Limitations/**Medical Conditions** _____

Special Dietary Considerations _____

Do you wear glasses? (yes/no) _____ Blood Type _____

Medical Insurance Information

Insurance Company _____

Address _____

Certification/Identification Number _____

Group Number _____ Plan Number _____

PASSPORT INFORMATION (if you are applying for an international trip) ***NEED A PHOTOCOPY**

Do you have a passport? Yes No Name as it appears on passport _____

Passport Number _____ Date of Issue _____ Expiration Date _____

*If you do not currently have a passport, we recommend you apply for one within six months of the trip.

All of the information contained in this application is true, to the best of my knowledge.

Name

Date

EMERGENCY RELEASE FORM

In the event that you or your child were to sustain an illness or injury that left you unable to authorize medical treatment, it is essential that your trip leader have permission to take you to a hospital or ask a doctor to treat you. This form gives your leader that right.

I, _____ (your name) hereby grant
_____ (Sunrise UMC's short-term team leader)
permission to authorize any medical treatment deemed necessary for me (or my child), including administration of medication, anesthesia, emergency surgery, or hospitalization. I agree to assume complete financial responsibility for all medical bills incurred by me or my child. I agree to assume total financial responsibility to travel home immediately if it is necessary for medical or any other emergency reasons.

Signature of Team Member *(or parent/guardian if under 18)*

Date

Assumption of Risk and Release of Liability for Bodily Injury and Loss or Damage to Property

I, _____, hereby acknowledge that I have voluntarily applied to participate in the trip identified on this application. I am aware that certain risks and dangers may arise during the trip, including, but not limited to: (1) hazards of travel by various conventional and primitive modes, including travel in mountainous or wilderness terrain, at high altitudes, or in undeveloped areas; (2) hazards of nature, including injury and/or death from animal attack, illness or injury from water, insect or food borne bacteria or viruses, and hypothermia, heat exhaustion and stroke, and other illness or injury due to exposure to the elements, or due to physical exertion; and (3) man-made hazards, including acts of civil unrest, terrorism, or other intentional or accidental acts resulting in injury or illness in remote areas without ready access to means of evacuation or modern medical facilities or supplies. I expressly acknowledge and agree that Sunrise UMC is not liable for the adequacy of any medical care, equipment or supplies that may be provided to me in the event of illness or injury.

I represent that I am physically and mentally prepared for the rigors of the trip that I have been cleared by my physician to participate.

I am voluntarily participating with the knowledge and appreciation of the risk of injury involved and hereby agree to be solely responsible for my own welfare. I expressly and knowingly assume any and all risks of illness and injury, including death, and hereby release and discharge Sunrise UMC and its agents, employees and representatives from all claims or demands for damages resulting from my participation in the trip. I agree that the foregoing obligation shall be binding upon me personally, as well as upon my heirs, executors and administrators, and all members of my family, including any minors accompanying me. I have read carefully this agreement and fully understand its contents. I am aware that this is a release of liability and sign it of my own free will. I also acknowledge that I have been given a copy and have read carefully the trip packet and agree to all the stated conditions set forth there within.

Name of Applicant _____

Signature of Applicant _____

Date _____

Parent or legal guardian must sign for persons under the age of 18 years.

Name of parent or legal guardian of applicant _____

Signature of parent or legal guardian of applicant _____

Date _____

**Release of Liability of Sunrise UMC
for Actions or Omissions of Trip Service Providers**

Please read the limitation of liability carefully – your signature and payment of your deposit represents an acceptance of the following terms and conditions.

Trip Destination: _____

Trip Dates: _____

While Sunrise UMC makes arrangements for accommodations, meals, tours, transportation, and/or related travel services, the providers of these services are independent contractors and are not agents or employees, or otherwise under the control, of Sunrise UMC. Sunrise UMC endeavors to engage the services of reputable suppliers and contractors, but does not control, and is not responsible for the actions of, these suppliers and contractors. Moreover, the actions of such service providers may be governed by the laws of countries other than the United States, and you may or may not be entitled to compensation for any losses, damages or injuries caused by such providers. As a condition of participation, you agree that you will not hold Sunrise UMC liable for any costs or losses due to delay, mishap, inconvenience, or damage to property or person, caused by any company or individual engaged to provide services in conjunction with the trip, whether or not you are entitled to receive compensation directly from any such provider under the applicable law.

By signing below, you agree that Sunrise UMC will not be liable to you, directly or indirectly, under any circumstances, for any costs, expenses, losses or damages to person or property, incurred as a result of the actions or omissions of any third party service provider.

I understand any deposit made for this mission service trip is non-refundable.

Acknowledged and Agreed To:

Signature

Date

Parent or legal guardian must sign for persons under the age of 18 years.

Name of parent or legal guardian of applicant _____

Signature of parent or legal guardian of applicant _____

Date _____

Summary of Trip

Trip destination:

Dates of trip:

Contact/Organization we will partner with:

Goals for trip:

Type of ministry:

Type of accommodations:

Other info:

Summary of Trip (example)

Trip destination:

Guatemala

Dates of trip:

November 19-28, 2010

Contact/Organization we will partner with:

Rebecca Patterson, a Sunrise member and previous missionary in Guatemala, and One Challenge (OC), a missions organization committed to leadership development of indigenous church leaders.

Goals for trip:

- *To gain knowledge and experience of local culture and customs*
- *To support Rebecca's local church/pastor/youth group in outreach activities*
- *To encourage church leaders and their wives currently enrolled in an education program with OC in country*
- *To support a specific church (led by one or more leaders mentioned above) in their ministry to their community*

Type of ministry:

Children's ministry, construction, outreach at a local hospital, mime/drama, women's ministry, small group ministry, youth ministry

Type of accommodations:

Hotel, shared bathrooms (not co-ed); opportunity for couples to room together

Other info:

Ages 14 and up

Must be physically able to ride in a bus for 4+ hours and withstand heat and humidity

Short-Term Missions Trip Participant Training

- Ministry Education
 - Background of organization
 - Cross-Cultural training
 - Language
- Ministry Preparation
 - Required training (UMCOR, OR, etc.)
 - Expectations/goals of ministry
 - Supplies
- Spiritual Gifts/Growth/Goals
 - Spiritual gifts assessment
 - Bible study
 - Devotions/Worship on trip
 - Commissioning
- Health & Safety
 - Safe Sanctuary Policy
 - Immunizations
 - Food/Water
 - Traveling
 - Work-site Safety
- Team Life & Responsibility
 - Personality Style
 - Building Team Relationship
 - Expectations
 - Team Covenant
 - Resolving Conflict
- Administrative
 - Forms
 - Passports
 - Fundraising/support letters
- Debriefing upon return

Team Covenant

Destination:

Dates:

As a member of this team I agree to:

- Remember that I am representing Sunrise United Methodist Church and St. Francis Catholic Church, and more importantly, Jesus Christ. I will seek to model Jesus in my behavior and attitude.
- Remember that I have come to learn as well as to share and will resist the temptation to inform our hosts about “ how we do things in America.”
- Respect others’ view of Christianity. I recognize that Christianity has many faces around the world.
- Dress appropriately for the host country’s culture.
- Maintain a servant’s attitude toward all nationals and my teammates. I will demonstrate that I am there to serve others and share Christ, while learning and developing relationships.
- Respect the thoughts and ideas of your hosts and team members.
- Refrain from criticism or complaining about the host country or teammates. Respect their culture. Be flexible, and supportive.
- Refrain from any activity that could be construed as a special or romantic interest in a national or teammate.
- Watch my language. Abstain from the use, purchase and possession of alcoholic beverages, tobacco and illegal drugs, before or during trip.
- Keep confidential discussions and personal information shared among team members.
- Remember that I can be released from the team if there is an irresolvable conflict or lack of adherence to this Covenant.

Signature:

Date:

Short-Term Mission Team Leader Application

Making the decision to lead a mission trip is an exciting and challenging step in your personal faith journey. Help us, as a missions committee, get to know you and understand how to support you in this role by filling out your application to the best of your ability.

Trip Destination _____

Trip Dates _____

Personal Information

Name _____

Date of Birth _____ Sex: M F Church membership? _____

Home Address _____

Home Phone _____ Cell Phone _____

E-Mail Address _____

T-Shirt Size _____

Short-Answer Questions

Why are you interested in leading a mission trip?

What is the role of missions/outreach in the church today?

What trips have you previously participated in?

Please describe how your mission trip experiences have impacted your faith and your personal growth.

Please describe your leadership style.

Does your trip share the love of Christ and serve others?

How can Sunrise support you in leading this team?

Is there any other information or considerations to your application that you want to share which may not have been covered?

Additional Information

In addition to this application, you will also need to turn in a reference from (filled out by the leader of one of the short-term trips you have participated in) and sign up for a mandatory short-term team leader training.

All of the information contained in this application is true, to the best of my knowledge.

Name

Date

***The reference form cannot be on the back of this page!**

Reference Form for Short-Term Team Leader Application

Name of Applicant _____

Name of Reference _____

Phone number _____ Email _____

Please describe your experience of this person as a team member.

What strengths do you believe he/she possesses that will serve him/her as a trip leader?

Do you have any concerns about this person's ability to lead a team?

Is there any other information or considerations that you want to share which may not have been covered?

Name

Date

Team Covenant

Destination:

Dates:

As a member of this team I agree to:

- Remember that I am representing Sunrise United Methodist Church and St. Francis Catholic Church, and more importantly, Jesus Christ. I will seek to model Jesus in my behavior and attitude.
- Remember that I have come to learn as well as to share and will resist the temptation to inform our hosts about " how we do things in America."
- Respect others' view of Christianity. I recognize that Christianity has many faces around the world.
- Dress appropriately for the host country's culture.
- Maintain a servant's attitude toward all nationals and my teammates. I will demonstrate that I am there to serve others and share Christ, while learning and developing relationships.
- Respect the thoughts and ideas of your hosts and team members.
- Refrain from criticism or complaining about the host country or teammates. Respect their culture. Be flexible, and supportive.
- Refrain from any activity that could be construed as a special or romantic interest in a national or teammate.
- Watch my language. Abstain from the use, purchase and possession of alcoholic beverages, tobacco and illegal drugs, before or during trip.
- Keep confidential discussions and personal information shared among team members.
- Remember that I can be released from the team if there is an irresolvable conflict or lack of adherence to this Covenant.

Signature:

Date:

Criteria for Choosing a Short-Term Team Leader

- Participation in at least two short-term trips
- At least one trip experience “shadowing” the team leader in a supportive role (can be concurrent with one of the trips mentioned in point one)
- Positive reference from a short-term team leader (of a trip the candidate has gone on)
- Complete a *Summary of Trip* form
- **Team Covenant Signed**
- Attendance of the Short-Term Team Leader Training

Short-Term Missions Trip Leader Training

- How to Plan a trip
 - Recruiting/team selection
 - Communication with hosts
 - Planning an itinerary
 - Delegation of responsibilities
 - Selection of lodging
 - Forms
 - Fundraising
 - Passports
 - Insurance
 - Creating a budget
 - Transportation (to site, and on-site)
- Ministry Education
 - Background of organization
 - Cross-Cultural training
 - Language
- Ministry Preparation
 - Required training (UMCOR, OR, etc.)
 - Expectations/goals of ministry
 - Supplies
- Spiritual Gifts/Growth/Goals
 - Spiritual gifts assessment
 - Bible study
 - Devotions/Worship on trip
 - Commissioning
- Health & Safety
 - Safe Sanctuary Policy
 - Immunizations
 - Food/Water
 - Traveling
 - Work-site Safety
 - Preparing for medical needs
- Team Life & Responsibility
 - Personality Style
 - Building Team Relationship
 - Expectations
 - Team Covenant
 - Resolving Conflict

How to Write a Support Letter

Writing a support letter is an easy way to **inform** your friends, family and acquaintances know about the work God is doing in and through your life, and it offers them an opportunity to **partner** with you in that work. While it can feel uncomfortable to request assistance, the important thing to keep in mind is that missions work is a mandate for the whole church, and not asking others to give is denying them a chance to serve. **A sample outline and support letter have been provided; however, be sure to personalize the letter so that your passion is evident.** It is **recommended** to send your letters out 3 to 4 months before your money is due, **in order** to give the recipients time to respond. **Also, you will need to include the reply form provided** so that the finance department of Sunrise will know how to designate the **offerings**.

Outline

- Intro Paragraph: Start off casual and comfortable...(re)introduce yourself
- Paragraph 2: Explain what is going on in your life and your involvement at Sunrise
- Paragraph 3: Proceed with an explanation of the mission trip
- Paragraph 4: **Invite them to be a prayer partner, emphasizing the importance of prayer throughout a trip**
- Paragraph 5: Invite them to participate financially, including the amount you need to raise
- Final Paragraph: Thank them for their time and let them know you'll be praying for them. Be sure to make it a "hope to hear from you soon" conclusion that expects some sort of response
- Signature
- **Includes support reply form that explains and tracks donations**

Sample Support Letter

Dear _____,

(Intro Paragraph: Start off casual and comfortable...(re)introduce yourself)

Hello! I hope you are well and enjoying the beginnings of summer! For some of you, it's been too long since we've spoken, and others of you I see frequently, but I wanted to intentionally reconnect with all of you, and let you know about some of the great things that are happening in my life.

(Paragraph 2: Explain what is going on in your life and your involvement at Sunrise)

I have been staying busy at work, at school and at Sunrise! The Lord has been blessing me with many opportunities to grow and learn and deepen my faith lately, and one of the opportunities He has presented me with is leading a missions trip to Guatemala.

(Paragraph 3: Proceed with an explanation of the mission trip & long-term goal of ministry relationship)

This coming fall, November 19th – 28th, 15 people from Sunrise and the Colorado Springs area will be visiting Guatemala on a short-term missions trip. We will be partnering with a local church near the capital – Guatemala City – where we plan to get oriented to the country, visit the pediatric ward of a low-income hospital, and serve this particular church in a few specific areas of need. We will also spend a great portion of our time in Guatemala in a more rural area, working alongside several local pastors and their wives, who are currently in the process of expanding their ministries. We hope to serve them and their communities in a variety of ways, from children's programs, to more physical work, to ministering specifically to the pastors and leaders themselves.

(Paragraph 4: Invite to be a prayer partner, emphasizing the importance prayer will play in the success of the trip)

This trip provides an opportunity to meet the physical and spiritual needs of a community that is desperately in need. More than anything, I would value your prayers for our team and those whose lives will be touched by God through us. I believe that God answers prayers, and I'm asking you to pray for safety, good health, smooth travel, financial support and open doors for ministry. Just knowing that you will be praying gives me great courage to step out in faith on this trip!

(Paragraph 5: Invite them to participate financially, including the amount you need to raise)

Beyond prayers, there is another need to be met, for this ministry to be possible. Each member of our group needs to raise \$1200 to cover the total cost of the trip. While this task seems great, I am convinced God has called me and our team to go, and I believe He is calling others to participate in a prayerful and/or financial way as well. Would you consider asking God if He is calling you to play a financial role in this missions opportunity? **I pledge to keep you informed of the team's progress and to invite you to a celebration and sharing of photographs, slides, and testimonies upon our return.** Donations of any amount are greatly appreciated, tax-deductible and can be sent straight to Sunrise. (See insert for information on where to send donations)

(Final Paragraph: Thank them for their time and let them know you'll be praying for them. Be sure to make it a "hope to hear from you soon" conclusion that expects some sort of response)

Thanks so much for taking the time to read this letter, and if you have any questions, please let me know. Take care, and I look forward to seeing how God might have us partner together to serve Him and His world!

With gratitude,
Rebecca Patterson

*****@gmail.com

Support Reply Form

Please make copies of the following inserts to include with your support letters. They are the only way our finance department will have to keep track of what donations have been received on your behalf. It will also help them maintain a record for tax purposes. Please fill in your own name and trip information before copying and including in your letters.

Sunrise Missions Giving (example – fill in your own name/trip information)

I want to contribute \$ _____ towards Rebecca Patterson 's mission trip experience to Guatemala.

Donor Information:

Mr., Mrs., Miss _____

Address _____

City _____ State _____ Zip _____

Please include this form with your check. Make checks payable to Sunrise UMC, and fill in the memo line with "Guatemala Mission Team – Rebecca Patterson." You may mail checks to Sunrise UMC, 2655 Briargate Boulevard, Colorado Springs, CO 80918, or drop them off at the church office. All donations are tax deductible.

*Should the team member be responsible for collecting donations: checks mailed to them or church (this way they can write thank you notes!!) A self-addressed envelope could be included with letter

*Also, are there any tax issues with someone's name being designated on a check made out to Sunrise? There are ministries that are adamant about names not being in memos for tax-deductions. Instead a sticky note/ reply form.

*Each donation should be followed by a thank you note and report upon return.

Support Reply Form (for copying)

Sunrise Missions Giving

I want to contribute \$ _____ towards _____'s mission trip experience to _____.

Donor Information:

Mr., Mrs., Miss _____

Address _____

City _____ State _____ Zip _____

Please include this form with your check. Make checks payable to Sunrise UMC, and fill in the memo line with " _____ Mission Team – _____." You may mail checks to Sunrise UMC, 2655 Briargate Boulevard, Colorado Springs, CO 80918, or drop them off at the church office. All donations are tax deductible.

Sunrise Missions Giving

I want to contribute \$ _____ towards _____'s mission trip experience to _____.

Donor Information:

Mr., Mrs., Miss _____

Address _____

City _____ State _____ Zip _____

Please include this form with your check. Make checks payable to Sunrise UMC, and fill in the memo line with " _____ Mission Team – _____." You may mail checks to Sunrise UMC, 2655 Briargate Boulevard, Colorado Springs, CO 80918, or drop them off at the church office. All donations are tax deductible.