



How to Plan a Volunteer Builders Mission Trip

*Adapted from the Volunteer Mobilization Project Logistics manual,
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Initial Planning Check List

Project Cost per Volunteer?

What Insurance Does a Volunteer Need?

Will You Need Chaperones?

Volunteer Code of Conduct

Consider Participant Covenants

Equipment and Tools Serviced?

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Initial Planning and Mission Check List:

On any volunteer builder mission trip the keys to a successful mission are the three P's, prayer, planning and participation. Your entire church family should be invited to pray for the success of any mission project. Thorough, God led planning will result in fewer surprises and budget overrun. Publicizing the mission project details will encourage better participation and develop repeat short term volunteer missionaries from your church. **Attachment-A** is a comprehensive mission planning check list. The list should be tailored to meet the environmental needs of the intended mission and your membership.

Project Cost per Volunteer?

This question hits close to home. Volunteers are already donating their time. How much more will a project cost them? Volunteers typically understand that on a short-term project they will have costs. Depending on your church's capacity to scholarship or subsidize the trip, and the success of any fund-raising efforts, the cost can vary greatly. A sample budget worksheet to help you project the cost to each volunteer can be found in **Attachment - B**. As in all budgets, there are several variables. You will need to estimate the number of volunteers that will enlist or set a limit prior to estimating the project cost. The cost projection could be made based on past enlistment or the goal you set based upon the project host's invitation. When many churches figure the cost of a project, they often make it a package that includes transportation and food at the site. Anything not included in the package should be clearly communicated to the volunteer. A sample checklist of items a volunteer might need to bring at his/her expense is in the **Attachment - C**. A cost to the volunteer should be determined early and not changed. Typically, if there are cost overruns, the church Mission Committee covers those. However, with good planning, cost overruns can be avoided. There should be some cost to the volunteers. The experience will mean more to them if they have made some financial sacrifice.

What Insurance Does a Volunteer Need?

Nobody likes insurance until they need it. Even when good people are doing good things, accidents happen. Every volunteer needs to have insurance coverage. A volunteer should provide proof of a

primary provider of health insurance. This would be the policy they use at home during any office or hospital visit. The proof of insurance should be documented and on file with the mission team leader. A sample medical release and insurance document is in **Attachment - D**. Included in the Medical Release Form is permission for mission team leaders to act on the behalf of the volunteer. Besides providing proof of a primary health care policy, the North American Mission Board (NAMB) has made arrangements with an insurance company to provide secondary insurance. This is a policy designed specifically for volunteers on mission projects. It is supplementary, and costs less than 60 cents a day per volunteer in the United States. The church secures the policy directly. You can request information about this insurance by calling 1-800-462-8657 or e-mailing volunteers@namb.net. Churches may also deal directly with the insurance provider, Adams and Associates, by calling 1-800-758-1400. Other companies offer short-term supplementary policies. The insurance providers of your church might offer this option. Besides health insurance, some volunteers must be covered under a vehicle policy. Most often, churches will have insurance on each of its vans and buses and clearly defined policies about the age of members eligible to drive those vehicles. If your church uses private vehicles to transport volunteers, confirm that its owner properly insures each vehicle. If your church responds to a mission project that provides local transportation, ask your host for a clear understanding of who is eligible to drive those vehicles. Besides health and vehicle insurance, your church also may have a blanket liability policy. While it is unfortunate that churches need to consider liability policies, in today's society it is wise to do so. Make sure that any liability coverage your church has will include volunteer initiatives away from the church. Answer each of the following questions to ensure proper insurance documentation:

- Has each participant provided proof of health insurance and signed the medical release form?
- Has each participant purchased supplementary insurance through Adams and Associates or another provider?
- Has each potential driver provided proof of insurance and proper licenses?
- Does your church carry a blanket liability policy that will apply to mission projects?

Insurance issues are not fun. They cause us to think about all the bad things that might happen on a volunteer mission trip. Mission endeavors are not risk-free. Christ did not promise us a trouble-free life, even when in the midst of His will. If our fear of the unknown ever exceeds our fear of God, Southern Baptists will have to take down their mission banners. Through project logistics planning, risk can be managed. Good insurance coverage can help smooth any bumps in the road.

Pre-trip Training if Needed?

Pre-project training is a great way to smooth out wrinkles before getting to a project. If you are planning a church-building project or smaller projects in your community, give participants a chance to learn how to work with tools. It is also a good time to teach participants about safety issues. Consider the following questions when planning a construction mission trip:

- Have you planned a pre-project training session?
- Is the pre-project training session on your church calendar and in the budget?
- What materials will you need for the "practice" run?
- Will you require each potential mission volunteer to participate?
- Will there be a make-up session for those who cannot attend?

A pre-project training can become an opportunity to do a project in your community. Try to use the training as a launching point not just for projects away from home, but also for ongoing ministry projects in your community.

Will You Need Chaperones?

If mobilizing a junior or senior high student group, you will need chaperones. The ratio should be about 1:5 by gender. That means one adult male chaperone for every five student male participants.

For churches mobilizing less than 10 students, a male and female chaperone are recommended if the mission team still includes boys and girls. Responsibilities of chaperones include:

- Working and ministering alongside students.
- Maintaining discipline and rules.
- Monitoring safety and security.
- Providing spiritual counsel to students.
- Following the leadership of the mission team leader.

Short-term mission projects can be significant events for chaperones and the students they accompany. It is important that the chaperones chosen be people whom the students respect and with whom they can relate.

- Will your mission project require chaperones, if so, how many?
- Will the chaperones be required to participate in pre-project studies and events? How will this be communicated?
- Will chaperones be required to pay the same fee as student volunteers?
- Will married couples who are chaperones be able to stay together during the project? If not, do they understand those arrangements?
- If specific team assignments are made at the project, do married couples understand that they may not be assigned to the same team? Will they agree with these arrangements?

Chaperones should not bring their underage children unless special arrangements are made.

Inappropriate behavior by a chaperone should not be tolerated any more than that of a student. Every team member should observe codes of conduct.

Volunteer Code of Conduct

A volunteer's code of conduct can help participants understand expectations. The volunteer's code of conduct can be reflected in a participant covenant. A volunteer's presence at a mission site is a witness, both in word and deed. There are certain behaviors that communicate a Christian witness; others inhibit one's Christian witness. A code of conduct may change from one locale to another, reflecting cultural issues of the community where you serve. Before departing, mission team leaders should discuss conduct and cultural issues that the volunteers need to observe. As a rule, a code of conduct covers the following:

- No smoking.
- No drinking of alcoholic beverages.
- No profanity.
- No weapons.
- No dating.
- No cut offs, tank-tops, spaghetti-strap shirts, mid-drifts, short shorts, or mini-skirts.
- No T-shirts with offensive or non-Christian messages.

The following check list can help you prepare and communicate a code of conduct for volunteers.

- Have you discussed a code of conduct with your host?
- Are there special considerations for the location where you will be serving?
- How will you communicate the code of conduct with potential volunteers?
- Will the code of conduct be included in a participant's covenant?
- What plan do you have for enforcing a code of conduct? Who will be the "enforcer"?
- If participants violate the code and need to be sent home, how will that be done? Bus? Plane?
- Who pays the expense of the return trip?

Rules are meaningless if not enforced. Discipline is not fun to enforce on a volunteer project, but it is better to face issues as they arise than to ignore them

Consider Participant Covenants

A covenant is an agreement between two parties that defines expectations and desired results. While it is not a legal document like a contract, it does help facilitate communication between two parties. While a covenant with participants may not be required, it will help volunteers understand what is expected of them. The covenant signing can be a part of a church commissioning service. When signing a covenant with teenagers, the covenant might also include a signature from parents or guardians. A sample participant covenant is in the **Attachment - E**. You can customize this participant covenant to reflect specifics of your project, like honoring curfew, participating in daily quiet times during the project, and so forth.

- Have you decided whether to have participant covenants? If so, who will write the covenant?
- When will the covenants be signed? Will it be part of the commissioning service?
- Will student covenants include their parent's or guardian's signature?

Equipment and Tools Serviced?

Depending on the mission request your church chooses to fulfill, you may need to bring some equipment. This is particularly true with construction projects. Most of the time, the volunteers will have a supply of tools among them to meet most needs. The most important equipment issue for a responding church may be transportation. Bus, van, or car breakdowns can be very frustrating, particularly when leading a mission team. Not all breakdowns can be avoided, but preventive maintenance can help avoid problems. Often, churches do not have a church bus or van. Instead, these must be rented or leased during the project. If a church does not have a budget for leasing, the cost of leasing could be included in a participant's fee.

To ensure your equipment and tools are ready for a construction mission trip, answer the following questions:

- Have you secured sufficient vehicles to comfortably transport each volunteer?
- Is each vehicle's maintenance current?
- What are the insurance arrangements on the vehicle? Do you have insurance papers with the vehicle? Are there policy restrictions related to drivers and usage?
- Is there a "to do" list in the event of an accident?
- If there is a breakdown, do you have a defined procedure or policy for repairs?
- If your team is flying to its project, how will it be transported locally? Who will pay for local transportation?

Getting to a project is one issue. Getting around during the project is another. Typically, the responding church provides transportation during the week equal to the number of volunteers it brings to the project. Local transportation most often becomes a problem when a volunteer team flies to a locale. Unless you have made prior and specific arrangements with your host, local transportation costs belong to the volunteer. This is one of the most important issues to settle with your host before committing to a project. Some locations that receive many volunteers have vans for local transportation. Do not assume that your host will provide transportation.

Mission Team Daily Debrief

The short-term volunteer mission trip experience is a significant event in the life of the volunteer. They are experiencing new things in their Christian pilgrimage. Volunteers need help understanding and expressing the things that they learn and feel. A daily debriefing also will help mission team leaders trouble-shoot problems. There will always be issues that arise during projects that may need a

mission team leader's attention. The attention that a mission team leader gives to these issues may make the difference in the quality of the volunteer's experience. A debriefing should include asking about what went right and what went wrong that day. Ask about any special encounters with residents. How did volunteers see God at work today? How was their faith challenged today? Besides the group discussion that takes place at debriefings, a short devotion can help further the spiritual development of the participants.

- When will you conduct daily debriefings?
- Who will plan and conduct the daily debriefings?
- Will you place time limits on the debriefing?

A debriefing is not meant to be a gripe session. Though problems are sure to surface, and they need to be addressed, try to keep this as positive as possible. By inviting people ahead of time to share a testimony of what God has taught them that day, you can help keep the atmosphere of the debrief upbeat.

Miscellaneous Considerations

Sometimes the little things make a big difference. In your planning, do not forget to include possible things like:

- **Name tags.** This is important if you are joining other churches in a project. Also, if your church is new or has many new members, the nametags will help team members get to know each other.
- **T-shirts.** Everyone likes a theme T-shirt. A T-shirt made for a special occasion becomes a valued reminder of the experience for the volunteer. And when traveling, it helps the team leader keep up with everyone in plane terminals and restaurants when the team is wearing the same T-shirt.
- **Water bottles.** Because most volunteer mission projects take place in the summer, volunteers will probably get hot. You might not be able to afford a theme water bottle for the project, but you might get a local vendor to donate water bottles for the project. At the very least, put water bottles on the "to bring list" for volunteers.
- **Curfew.** Make sure you clearly communicate curfew times, particularly with student mission teams. Mission trips can be draining emotionally, spiritually, and physically. Rest is a must.
- **Rain gear.** Most short-term projects happen in the summer. We expect the weather to be sunny and dry, but that does not always happen. Have a "rain out" plan, including ponchos or other rain gear for participants.
- **Emergency cash.** A mission team leader needs to carry or have access to an emergency cash account. This arrangement needs to be made ahead of time with the church, along with a method for accounting for the funds.

Involve the Whole Church

A short-term mission trip is not just for the mobilized volunteers. The whole church can be involved by using the most important tool any volunteer will ever have, prayer. Before departing, the responding church can create a prayer chain. While it should definitely include the families of the volunteers, there is no reason why it could not include other church families. A prayer chain will help the folks back home stay in touch with the volunteers and feel a part of the project. Each day, church members can be celebrating the good things that are happening and interceding for the challenges being faced. In many churches, the Women's Ministry or the Missions Team/Committee leadership might be the best source for organizing the prayer chain. This would be an opportunity to make praying for missions very personal.

- Have you decided to form a prayer chain to support the volunteers?
- Who will organize the prayer chain?

- Who will initiate the prayer chain from the volunteer team?
- Will the prayer chain operate daily?

Have You Planned a Commissioning Service?

Volunteers go as representatives of a local congregation. They are your people sent for a special mission purpose. It is an important time in the life of the volunteers. A commissioning service brings focus to the purpose of the volunteer mission project and its place in the life of the church and the volunteers. Most often, it is appropriate to commission volunteers the last Sunday they are in their home church before the project begins. Some questions to answer when planning a commissioning service:

- Have you scheduled a date for the commissioning service on your church calendar?
- Do you have a plan for the commissioning service?
- Will the entire worship service center around missions and commissioning the volunteers?
- Have you arranged special music to complement the theme of the service?
- Will there be opportunity for one or two volunteers to share their testimony in the service?
- Will the commissioning service be followed by a reception?

While commissioning services can be significant in the life of volunteers, it is also important to others. Commissioning services signal that your church is on mission. They help reinforce a culture of missions, evangelism, and church planting. It helps everyone in the church to feel a part of mission's mobilization. A sample commissioning service may be found in **Attachment - F**.

Scheduling a Celebration Service

Every volunteer has a story, but they are often anxious to share that story. Equally important to the commissioning service is a follow-up celebration service. Typically, no later than one Sunday after a volunteer team returns home, the church takes time in a service to hear reports about what God accomplished during the project. Not every volunteer can tell his or her story during a celebration service. Time will not allow that to happen. It is important that celebration services be well planned, perhaps even rehearsed, before the actual worship time. Be creative in your presentation. Use photographs and video to show church members what you did. Video segments could include statements from missionaries that you assisted in the project.

- Will your church have a celebration service following the short-term mission project?
- Is the date of the celebration on the church calendar?
- Will the celebration be a portion of a service, or will it be the entire service?
- How many testimonies will be given? Will someone work with those giving testimony to help them organize their thoughts and to help them keep the presentation within a reasonable time frame?
- Will the presentation include photographs or video? If so, who will edit those programs and present them?
- Have you assigned a participant primary responsibility for documenting the project?

If making photographic presentations, try to avoid manual slide transitions with live commentary. This type of presentation is often boring. Instead, try to do a synchronized slide-tape presentation or scan the photographs into a computer PowerPoint presentation. Keep the visual presentation exciting. Try to include images of everyone from your church who participated in the project. Remember, whether planning a commissioning or celebration service, the first purpose is to worship and honor God. A sample celebration service may be found in **Attachment - G**.

Conclusion

Volunteer mobilization is a valuable tool, not just to the mission field but also to responding churches. Experiential missions learning can be life changing. The time spent on a mission project is often an extended “teachable moment,” a time when the volunteer hears God speaking clearly. For many, it is a launching point to a lifetime of being on mission. Mission projects also can be an incomplete experience. The mission experience needs to be reinforced year round with mission education. Mission mobilization and education can build a mission consciousness in your church that brings new energy and excitement to the work that God has for you. Whatever pathway you choose to involve mission teams or individuals in short-term missions, pave it with prayer, planning, and praise for the activity of God in our world today.

Attachment – A

Mission Trip Calendar Planning Checklist

8 months to one year before the project

- Survey the church to discover the members' desire to serve.
- Form a planning group.
- Prayerfully determine the goals for your project.
- Survey the needs lists at www.volunteers.namb.net. Become familiar with the needs of the missionaries.
- Determine where and when you would like to conduct your project.
- Contact the missionary from the needs list.
- Discuss issues relating to logistics like food, transportation, lodging, schedule, curriculum requirements, and orientation requirements.
- Send any deposits for lodging, food, orientations, and other things that may require a deposit.
- Confirm the church bus or van and send in deposits for your transportation.
- Agree on a date.
- Use a budget worksheet to determine the cost for each participant.
- Determine a fund-raising strategy.
- Determine a mission preparation schedule for the project.
- Determine how you will sign up participants for the mission trip and what will be the requirements.
- Present a budget to the proper person and/or committee.
- Conduct a first parent meeting in preparation for student mission projects.

4 months to 8 months before the project

- Calendar a commissioning service and a celebration service.
- Conduct personal soul-winning training for team members.
- Begin promotion and enlistment.
- Make your travel plans. Put deposits down for site-seeing and/or fun trips.
- Conduct a pre-project visit or orientation.
- Make arrangements for a local mission project (pre-project practicum).
- Design a schedule for the project.
- Determine the medical needs for the trip. Enlist a nurse or a person trained in first aid and CPR.
- Create a medical release form to be signed and notarized.
- Make a packing list for the participants.
- Enlist adults as sponsors or counselors.
- Begin your mission trip training.
- Begin your fund-raising.
- Conduct a second parent meeting for student projects.
- Create an official itinerary for the trip.
- Reserve church bus or van. Review vehicle insurance policies.

1 to 2 months before the project

- Conduct a local mission project (pre-project practicum).
- Start to collect any mission trip supplies you need.
- Have a well-stocked first aid kit ready.
- Enlist prayer partners or mentors for each participant.
- Call your missionary for updates.
- Mail a reminder note to all participants about money due, forms due, and other items that need to be turned in.

2 to 4 weeks before the project

- Conduct a commissioning service.
- Requests checks from financial secretary (lodging checks, food checks, petty cash, trailer rental, gas credit cards, etc.).
- Conduct the last parent meeting for student projects. Collect medical release forms and the balance due. Have a notary present to seal any forms.
- Check out all vehicles. Give them a test run and have them serviced.
- Make room assignments.
- Make a job assignment list.

The week of the project

- Be flexible.
- Pack and load van, trailer, etc. safely.
- Canvass everywhere.
- Represent the missionary well.
- Share your personal testimony at every opportunity.
- Present a clear gospel message at every opportunity.
- Model a servant spirit.
- Have an alternative plan (it may rain).
- Have an off day/fun day.
- Designate a photographer or videographer for the week.

The week after the trip

- Conduct your celebration service.
- Follow through on any decisions made during the week.
- Write thank-you notes to the missionary.
- Have a debriefing session.
- Think about what to do next year!
- Show all of your pictures and videos to the church.

Attachment – B

Sample Expense Worksheet

EXPENSES

Transportation _____
Supplementary insurance _____
Food on site _____
Materials (VBS, BBC, crafts, etc.) _____
Program materials (schedule, theme interpretation, spiritual emphasis) _____
T-shirts _____
Estimated out-of-pocket cost for meals en route _____
Lodging on site and en route _____
Recreation and sight-seeing _____
Other _____
Sub Total _____

INCOME

Church subsidy _____
Fund raising _____
Sub Total _____
Expenses minus income _____
Divided by number of volunteers _____
TOTAL COST PER VOLUNTEER _____

Attachment – C

Volunteer Check List (Things to Bring)

- Bible
- Devotion book
- Missionary prayer calendar
- Sturdy shoes or work boots
- Hat or visor
- Mirror
- Insect repellent
- Chap stick
- Suntan or burn lotion
- Towels and wash cloths
- Pillow
- Work gloves
- Rain gear
- Camera and film
- Light jacket
- Handkerchiefs
- Sunglasses
- Pen or pencil and notebook
- Sleeping bag
- Air mattress
- Work clothes
- Personal toiletries
- Plastic bags for soiled clothes
- Socks and underwear
- Personal family insurance card
- Snacks
- Tissues
- Dress clothes for a Sunday worship
- Ministry supplies as needed
- Construction tools and equipment
- Swimsuit
- Alarm clock
- Money for your meals on the road
- Breakfasts
- Lunches
- Dinners
- Other _____
- Other _____
- Other _____

Attachment – D

Medical Release Form for Minors - Parent/Guardian Consent

Name of Participant _____ Date of Birth _____
Address _____ Phone _____
City _____ State _____ ZIP _____
Name of Parent/Guardian _____

PERMISSION

I, _____ (parent/guardian) hereby give permission for _____ (hereinafter referred to as "the student") to travel with _____ (hereinafter referred to as "the church") to _____ (destination) during the following dates _____.

__ I do hereby verify that the below information is correct and I do hereby grant permission for the church to obtain medical attention in case of sickness or injury to the student.

__ I hereby grant permission for an attending physician or hospital to perform whatever care deemed necessary by the church for the welfare of the student until such time as you are able to reach me personally.

__ I also hereby release, absolve, indemnify, hold harmless, and forever discharge the church, the organizers, sponsors, and supervisors from any and all claims, demands, actions or cause of actions, past, present, or future arising out of injury or damage while participating on this trip.

__ I assume all risks and hazards incidental to the conduct of the activities and transportation to and from the area. In case of injury to the student, I hereby waive all claims against the organizers, the sponsors, or any supervisors appointed by them. I likewise release from responsibility any person transporting the student to and from the activities.

__ I agree to provide medical insurance for my student(s) who are participants on this trip.

Signature of Parent/Guardian _____ Date _____

MEDICAL AND INSURANCE INFORMATION

Family Insurance Company _____ Policy # _____

Family Physician _____ Phone _____

Check if applicable and give appropriate explanations below:

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Allergies | <input type="checkbox"/> Heart Trouble |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Kidney Trouble |
| <input type="checkbox"/> Bronchitis | <input type="checkbox"/> Sinusitis |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Stomach Upset |
| <input type="checkbox"/> Dizziness | <input type="checkbox"/> Other (Explain below) |

Immunizations:

Tetanus: Date Received _____ Typhoid: Date Received _____

List any prescription drugs the student will be taking while on trip; include frequency and dosage for each.

Comments:

EMERGENCY NOTIFICATION

Parent/Guardian _____

Address _____ Phone _____

Relationship _____

NOTARY

Dated this _____ day of _____, 20 _____. State of _____

On this _____ day of _____, 20 _____,

_____ (parent/guardian) personally appeared before me,
and in my presence executed the within and foregoing permission and release form.

Witness my hand and official seal this _____ day of _____, 20 _____.

My commission expires _____.

Signature Notary Public _____

Medical Release Form for Adults - Participant Consent

Name of Participant _____ Date of Birth _____

Address _____ Phone _____

City _____ State _____ ZIP _____

PERMISSION

__ I do hereby verify that the below information is correct and I do hereby grant permission for the church to obtain medical attention for me in case of sickness or injury.

__ I hereby grant permission for an attending physician or hospital to perform whatever care deemed necessary by the church for my welfare should I be unable to make reasonable and sound decisions for myself.

__ I also hereby release, absolve, indemnify, hold harmless, and forever discharge the church, the organizers, sponsors, and supervisors from any and all claims, demands, actions or cause of actions, past, present, or future arising out of injury or damage while participating on this trip.

__ I assume all risks and hazards incidental to the conduct of the activities and transportation to and from the area. In case of injury to me, I hereby waive all claims against the organizers, the sponsors, or any supervisors appointed by them. I likewise release from responsibility any person transporting me to and from the activities.

__ I agree to provide medical insurance.

Signature of Participant _____ Date _____

MEDICAL AND INSURANCE INFORMATION

Health Insurance Company _____ Policy # _____

Family Physician _____ Phone _____

Check if applicable and give appropriate explanations below:

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Allergies | <input type="checkbox"/> Heart Trouble |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Kidney Trouble |
| <input type="checkbox"/> Bronchitis | <input type="checkbox"/> Sinusitis |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Stomach Upset |
| <input type="checkbox"/> Dizziness | <input type="checkbox"/> Other (Explain below) |
-
-

Immunizations:

 Tetanus: Date Received _____ Typhoid: Date Received _____

List any prescription drugs you will be taking while on trip; include frequency and dosage for each.

Comments:

EMERGENCY NOTIFICATION

Relative/Friend _____ Phone _____
Address _____

Relative/Friend _____ Phone _____
Address _____

NOTARY

Dated this _____ day of _____, 20 _____. State of _____.

On this _____ day of _____, 20 _____,
_____ (participant) personally appeared before me, and in
my presence executed the within and foregoing permission and release form.

Witness my hand and official seal this _____ day of _____, 20 _____.

My commission expires _____.

Signature Notary Public

Attachment - E

Sample Mission Team Participant's Covenant

Carefully read through the following list of responsibilities. Sign and date the form as a pledge of your commitment to ensure a fulfilling mission trip experience. While participating in this mission trip, I will seek to demonstrate my love for Christ and for others by agreeing to...

- 1. Keep myself healthy.** I agree not to use tobacco products, alcoholic beverages, or illegal drugs.
- 2. Maintain a safe environment for my fellow participants.** I agree not to have possession of or use any fireworks, firearms, or knives.
- 3. Work to the best of my ability.** I am excited about demonstrating my love for Christ by ministering and working hard for the duration of this mission trip. To the best of my ability, I pledge to work in a manner that would be pleasing to Christ.
- 4. Follow the mission trip schedule.** I understand that any schedule changes must be made by or approved by the mission trip director or host. In respect to others and in order to receive sufficient rest, I will respect the lights out time each night.
- 5. Stay in the designated mission trip area.** I agree to stay with the group at all times. I understand that I cannot leave the ministry site or lodging area without permission of the mission trip director. Note: Girls should not be in the boys designated area, nor should boys be in the designated area for girls.
- 6. Respect the privacy of others.** I understand that the possessions of others must not be tampered with or taken. I expect others to grant the same measure of respect to my privacy and possessions.
- 7. Maintain a clean environment.** I will do my best to keep all areas of the church, school, or campground free and clean from litter. I will respect the property and grounds serving as my home for the week. I understand that any property I damage will be my personal responsibility.
- 8. Demonstrate a Christ-like spirit.** My attitude will be like that of Jesus (see Phil. 2:5). I will love those with whom I work and those around me throughout the week. I will not allow another's property or personality to be abused.
- 9. Be aware of my witness 24 hours a day.** I understand my attitude at restaurants, at my lodging, or during free time is just as important as when I am "doing my mission assignment." I will serve with this maxim in mind: "Do no harm."
- 10. Share my faith.** I will come prepared to share my personal testimony with lost people and to make a clear, concise presentation of the plan of salvation to anyone I might meet.

I have read the mission trip responsibilities listed above and agree to follow these during the week I am participating in a mission trip. I understand that failure to do so will result in disciplinary action.

Signed _____
Date _____

Attachment – F

Sample Commissioning Service

PRELUDE

CALL TO WORSHIP "Go Tell It on the Mountain" Choir

INVOCATION

HYMN NO. 572* "I Love to Tell the Story" Hankey/Fischer

WELCOME

HYMN NO. 146* "O How He Loves You And Me" Kaiser

OFFERTORY "We Have Heard the Joyful Sound" Owens/Kirkpatrick

SCRIPTURE READING Pastor

SPECIAL MUSIC "Send Me, O Lord Send Me" Coggins/Hoffman

SERMON Pastor

On Mission Christians

1. An On Mission Christian Spiritually Awakens – John 4:35-36
2. An On Mission Christian Continually Adjusts – 1 Corinthians 9:22
3. An On Mission Christian Evangelistically Activates – Romans 10:14
4. An On Mission Christian Passionately Advocates – Luke 10:2

HYMN NO. 285* "Wherever He Leads, I'll Go" McKinney

*The Baptist Hymnal, 1991

CHARGE TO MISSION VOLUNTEERS—Pastor asks the volunteer(s) to come to the front of the church. He addresses (him/her/them) directly during this part of the service.

Pastor: You have chosen to be an on mission Christian, to be a mission volunteer. God tells us that it is our responsibility to faithfully minister and witness at all times, wherever we are. Meeting needs and sharing Christ requires:

1. Daily communication with God.
2. Doing the task that He has called you to.
3. Discovering effective ways of showing others what Christ means in your life.
4. Inviting others to respond to Christ. God is the basis for your spiritual strength.

Will you communicate with Him daily through Bible reading and prayer?

Volunteer Response: I (We) will, with God's help.

Pastor: Will you permit God's influence to be felt in your work, and will you search for His will and let it be done in your day-to-day decisions and deeds?

Volunteer Response: I (We) will, with God's help.

Pastor: Will you continue to give expression to the spirit of Christ in all your relations with others, and will you live your life in such a way that others will want to know what Christ means to you?

Volunteer Response: I (We) will, with God's help.

Pastor: In a sympathetic, loving, patient manner, will you make a conscious effort to minister and witness across all types of barriers and, when conditions permit, will you invite others to receive Christ as Lord and Savior?

Volunteer Response: I (We) will, with God's help. (Pastor asks volunteer(s) to face the congregation and reads a Scripture passage chosen especially for the congregation. Col. 4:2-4 is appropriate, or others may be chosen.)

Pastor: This is God's command to those of us who stay behind and serve. We must be faithful in under girding these with our interest and prayer support. If you join me in this commitment of support, will you stand?

Pastor and Congregation: We, the members of _____ Baptist Church, pledge to you our continuing interest and prayer support. When we pray, we will ask God to protect, encourage, and keep you. We will ask Him to give you wisdom, strength, and courage. We will ask Him to bless those with whom you minister.

PRAYER OF DEDICATION Pastor

Note: The pastor invites all present to attend a fellowship period with the volunteer(s).

Attachment - G

Sample Mission Trip Celebration Service

PRELUDE

CALL TO CELEBRATE “Go, Tell It on the Mountain” Choir

INVOCATION/WELCOME Team Leader

HYMN NO. 572* “I Love to Tell the Story” Hankey/Fischer

TESTIMONIES (3 participants – 3 minutes each)

HYMN NO. 567* “Share His Love” Reynolds

DRAMA PRESENTATION (Demonstration of drama or mission activity used on mission trip)

TESTIMONIES (3 participants – 3 minutes each)

OFFERTORY “We’ve a Story to Tell” Nichol

SPECIAL MUSIC “People Need the Lord” Nelson

SERMON (10 Minutes) *Four Answers to God’s Call* Pastor

“Who, Me?” - Moses (see Ex. 3:11)

“Not Me!” - Jonah (see Jonah 1:3)

“Why Me?” - Elijah (see 1 Kings 19:4)

“Send Me!” - Isaiah (see Isa. 6:8)

PICTORIAL PRESENTATION PowerPoint or video

HYMN NO. 597* “Here Am I, Send Me” Purifoy

*The Baptist Hymnal, 1991

CLOSING:

1. Invite all present to attend a fellowship period with the mission team members following the service.
2. Have church mission organizations arrange table displays where local, state, national, and global volunteer mission needs can be displayed. Contact the North American Mission Board and the International Mission Board volunteer offices for updated lists of needs.
3. Have sign-up sheets available for those interested in serving on the mission team next year.
4. Have sign-up sheets available for those willing to provide resources for the mission team – refreshments, teaching materials, trip expenses, and other items needed.