



*making • maturing • multiplying*

# First Baptist

## OWENSBORO

**ACTS 1:8 MISSION STRATEGY**  
**ENGAGING THE LOST. EQUIPPING THE SAINTS.**

**POLICY MANUAL AND MISSION GUIDE**

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## POLICIES MANUAL

### MISSION PROJECT POLICIES First Baptist Owensboro

**The Short-Term Missions Project should fit within the longer 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 of Colossians 1:28 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 the living testimonies of project participants 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 Owensboro 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 relationships throughout the world

#### **Policies for Short-Term Member Selection**

##### Criteria for team member selection

- The Missions Committee Chairman, the Minister of Recreation and Missions, and the Pastor will select the team leader(s).
- The Team Member Selection Committee for each team shall consist of the Minister of Recreation and Missions and the team leader(s).
- 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 14 years of age unless otherwise approved by the Team Selection Committee. Parental or guardian permission is required for team members who are under 18 years of age. Participants under 18 must be joined by a parent or adult sponsor on the trip.
- Team members must demonstrate willingness to attend the team trainings and preparation meetings as prescribed by the team leader(s).

##### Application for the team

- Team members must complete the First Baptist Owensboro short-term mission team application and submit it to the team leader by the prescribed dates for review by the Team Member Selection Committee. Individuals must also complete the FBC Owensboro background check.

- The Team Member Selection Committee may require interviews with potential team members in addition to the application.
- Applicants that are non-members of FBC Owensboro must submit a recommendation letter from their pastor with their application.
- Short-term members must agree to and comply with the First Baptist Owensboro Financial Policy (see next section)

#### Financial Policy for short-term team members

- Team members are expected to raise 100% of their financial support for the trip. Funding will be completed by the due date set by the team leadership.
- Support shall be raised within and outside First Baptist Owensboro using the methods taught in “Mission Project Support Raising; The Team Building Approach”
- All funds received must be used for mission expenses. Souvenirs must be paid for by personal funds and not funds raised.
- Candidates are to give their trip deposits to the Minister of Recreation and Missions.

### **Policies for Team Behavior and Attitude**

Team members participating on FBC Owensboro sponsored short-term trips are reminded that they are ambassadors of Jesus Christ (II Cor. 5:20). As teams go nationally and internationally they not only represent Him, but FBC Owensboro, our Pastor, the United States and the supporting mission agency. This is a tremendous responsibility. For this reason, FBC Owensboro asks that each team member seek to be above reproach in his/her actions and attitudes.

- Flexibility is key on mission trips. All participants should display a flexible spirit.
- Team members must submit to the team leader’s authority
- Due to the political instability and anti-American sentiment in various countries around the world, FBC Owensboro asks that team members refrain from expressing political opinions while overseas
- Abstain from the consumption of alcoholic beverages or any use of tobacco or illegal drugs while on the trip
- The team member must adhere to the behavioral guidelines for each specific team set by the team leadership or missionary agency with a mind toward the culture to which the team is going. This will require a servant attitude toward all nationals and team members, as well as the willingness to learn from the host culture (I Cor. 9:19-23a)

After consultation with the Minister of Recreation and Missions, 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.

## MISSION PROJECT FINANCIAL POLICIES

### First Baptist Owensboro

All items required for the mission trip must be ordered through the Minister of Recreation and Missions (supplies, travel tickets, etc.). Everything that can possibly be paid for before the trip should be paid for.

All monies paid by team members must be paid through the FBC Owensboro church office.

All money for mission trips will be made out to First Baptist Owensboro.

All money to be paid by team members must be paid in full two (2) weeks before departure.

Any gifts designated by individuals for specific trip participants **MUST** be collected by the trip participant and turned in to the Minister of Recreation and Missions for processing. All checks must be made payable to First Baptist Owensboro with a separate note stating trip name/participant name. Donors to individuals will not receive tax contribution credit. Donors to teams will receive tax contribution credit. If a trip participant raises funds greater than the participant fee, the trip participant can receive a refund up to the amount of their personal contributions towards the trip; otherwise, funds will go toward the team account, project account, and/or emergency fund.

If a participant has to cancel their participation in a trip, they will only be refunded their personal contribution. Funds given to the church to support the team or individual will remain in the team account, project account, and/or emergency fund. More details about this issue in relation to air travel are located in the Mission Project Travel Policies section under Cancellation Policy (page 9).

#### Scholarships

1. Scholarship applications will be given at the first interest meeting.
2. Only First Baptist Owensboro members are eligible for scholarship.
3. The applicant will submit the application (4) months before departure, unless extenuating circumstances exist.
4. The Missions Appeal Committee will discuss and approve candidate.
5. The maximum amount a participant can receive for a trip is \$500.

Team leaders will submit to the Minister of Recreation and Missions all receipts from or pertaining to the mission along with all unused petty cash within two weeks of returning from the mission.

Team leader expenses for FBC Owensboro mission trips will be covered by the Acts 1:8 mission budget for that particular trip, up to the amount approved in the team leader budget line. Any amount exceeding the budget will be at the individual's expense.

First Baptist Owensboro Ministers will be allowed to be the team leader for one mission trip each year with the approval of the Mission Committee Chairman, the Pastor, and the Minister of Recreation and Missions. This does not include mission trips that fall under that minister's area of ministry (ex. The student minister's leadership in middle school, high school, college mission trips). As the team leader their expenses will be covered from the Acts 1:8 mission budget. Time away for leading a trip will deduct from the minister's allotted conference days.

### **EMERGENCY FUNDS ON THE FIELD:**

Items or services that are not paid for before the trip should be budgeted and documents (receipts) should be turned in to Minister of Recreation and Missions showing evidence of purchases.

Unexpected costs for the mission are to be paid from the emergency fund, and any unused funds are to be returned with receipts for used funds to the Minister of Recreation and Missions.

All purchases should be worked through the missionary and/or missions agency.

**No cash shall be given to anyone besides the missionary.**

No unbudgeted honoraria may be given to the missionary or other indigenous persons associated with the mission without approval of the First Baptist Owensboro Missions Appeal Committee and Finance Committee.

If any team member wants to give cash or items to an indigenous person, he/she must first consult the team leader, who may then consult the missionary. If the missionary deems it allowable, the gift is given to the missionary, who will then give it to the local person.

### **EXPENSE REIMBURSEMENT AND RECONCILIATION**

#### **Pre-Trip Expenses**

For **approved** ministry expenses prior to the trip departure, please do the following:

1. Collect all receipts for ministry supplies purchased by the team leader and by team members.
2. Label receipts with general categories (ex. VBS supplies, Construction Supplies, Conference Supplies, etc).
3. Turn in receipts to the Minister of Recreation and Missions along with the total reimbursement amount, name and address of the person to be reimbursed.

We ask that the team leader gather receipts for ministry supplies from the team in order to be aware of the expenses compared to what is budgeted for the trip. The Minister of Recreation and Missions will contact the team leader with any questions regarding purchase of ministry supplies.

### **Cash Advance**

Approximately two to three weeks prior to trip departure, the Minister of Recreation and Missions will work with the team leader to determine the appropriate cash advance amount based on the approved budget. For international trips, the Minister of Recreation and Missions will request new/unblemished bills to be available when cashing the Cash Advance check.

FBC Owensboro expects the Team Leader to pay for all trip expenses for the entire team that were approved in the budget (ex. lodging, food, in-country transportation, pre-budgeted group activities). When paying for meals for the team, please indicate on the receipt for the meal the number of team members plus the names of any host(s) included in the meal.

### **Cash Advance Reconciliation**

Within two weeks of returning from the trip, please turn in to the Minister of Recreation and Missions the Cash Advance Reconciliation Form, label the receipts and attach in corresponding order to the Reconciliation Form, and return any unused cash or foreign currency. Instructions for completing the Cash Advance Reconciliation Form are at the bottom of the form. Please note this form is for mission trip expenses paid by cash only. For reimbursement of trip expenses paid by credit card, please see "Credit Card Expense Reimbursement" section.

A receipt for every expense on the trip must be provided. In situations where a receipt is not available for small purchases (<\$25), please document the date and purpose of the expense on a sheet of paper and include with receipts. If a portion of the cash advance is given directly to the in-country mission host, please have the host sign the Receipt For Funds Received Form (See Forms and Instructions) provided by First Baptist Owensboro.

### **Wired Money Reconciliation**

If funds are wired to a mission host in advance for trip expenses, the team leader should obtain receipts and/or supporting documentation of how wired funds were spent for the trip. All receipts and documentation related to the funds wired should be given to the Minister of Recreation and Missions.

### **Credit Card Expense Reimbursement**

Separate from cash reconciliation, please label in order receipts paid for via credit card and complete the "Trip Expense Reimbursement Form" (See Forms and Instructions). Instructions for completing this form are found at the bottom of the form. Turn in itemized receipts and the form to the Minister of Recreation and Missions within two weeks of returning from your trip.

## **OTHER FINANCIAL DETAILS**

All applicants will be reminded that failure to meet the financial requirements as outlined in these financial policies and procedures may result in his/her not being able to participate in the short-term mission trip.

The team leader and Minister of Recreation and Missions conduct the team's orientation session and will ensure that these financial policies and individual responsibilities are fully covered during the orientation session.

The Minister of Recreation and Missions will prepare timely and updated financial reports for each individual on the short-term mission team.

It is the Minister of Recreation and Missions responsibility to discuss the financial status of each individual and the team. Financial deadlines will be reviewed and those individuals who are behind in their fund raising will be encouraged on an individual, confidential basis.



# MISSION PROJECT TRAVEL POLICIES

## First Baptist Owensboro

### FLIGHT POLICIES

#### **Booking Airline Tickets**

Once dates are confirmed by the team leader, the Minister of Recreation and Missions, and the mission host, the Minister of Recreation and Missions will arrange travel plans (airfare, car rental, etc.). Team leaders are NOT allowed to contact the travel agency or make independent decisions regarding airfare. The Minister of Recreation and Missions will work with our travel agent to identify a reasonable cost airfare with a schedule that meets the needs of the team. Prior to confirming and purchasing tickets, an itinerary will be presented to the team leader for approval. All registrations, copies of passports, release forms and deposits must be received by the Minister of Recreation and Missions before tickets will be purchased. This paperwork is also used to register all team members with the US Embassy/ Consulate in that country. Team leaders must also communicate with the Minister of Recreation and Missions of any special needs, seat requests, etc. before tickets are purchased.

#### **No One Travels Alone**

First Baptist Owensboro does not allow any person to travel alone on a mission trip. This is for the safety and protection of the individual.

#### **Earning Frequent Flyer Mile Credit**

It is each team member's responsibility to add his/her frequent flyer number of the appropriate airline to the itinerary using the ticket number on the itinerary under the heading E-ticket Receipt. If team members are unable to add frequent flyer miles, the team member can call the airline and not the travel agent.

#### **Frequent Flyer Miles Used to Obtain Airline Ticket**

The use of frequent flyer miles is allowed only if the itinerary matches the team's itinerary. The trip participant fee will be recalculated based on the value of the ticket First Baptist Owensboro would have purchased. Any fees or taxes associated with FF tickets are the participant's responsibility.

#### **Upgrades on Flights**

First Baptist Owensboro discourages the use of any upgrades on flights. We consider the travel portion to be a meaningful team building experience for each team member.

#### **Extended Travel Time**

Anyone going on a First Baptist Owensboro sponsored mission trip is required to travel with the team to the destination. It is important for the team to build community in order for the mission trip to be successful. Travel is a very important part of this process. If trip participant needs to extend travel time for any reason, approval is required and First Baptist Owensboro prefers that it be on the back end of the trip. The trip participant

needs to work directly with the Minister of Recreation and Missions early in the planning process and PRIOR TO tickets being purchased. Any fees associated with this addition to the trip will be charged in full to the individual.

### **Cancellation Policy**

Trip deposits are **non-refundable after purchase of airfare or payment of agency fees! If a participant cancels after airline tickets have been purchased, the cost of the airline ticket will be charged to the individual.** Various airlines have different policies regarding cancellation. The worst-case scenario is that the participant will lose the entire cost of the ticket. Another scenario is that the participant will receive a credit with the airline equivalent to the cost of the ticket. If cancellation is due to medical illness or death of a family member, First Baptist Owensboro will work with participant to send proper documentation to the airlines to request a refund. There are no guarantees the airfare will be refunded. If travel restrictions issued by the State Department arise after ticket purchase, most airlines will issue a refund or credit.

## **LODGING POLICIES**

### **Double Occupancy Policy**

First Baptist Owensboro requires double occupancy in each hotel room. This policy is for the protection of each team member: safety protection, spiritual protection, and integrity protection. The Team Leader is included in this policy of double occupancy. If the number of males/ females or couples is not even, we understand there will be someone in a single room. If for some reason a person on the team is requesting a single room, that participant's fee will be increased.

### **Lodging Due to Flight Delays**

If a flight delay occurs where an overnight stay is necessary, it is the team leader's responsibility to work with the airline to obtain a hotel voucher. If the airline does not provide a voucher, the team leader can use discretion and obtain lodging (double occupancy) for the entire team and First Baptist Owensboro will reimburse the team leader once the team returns.

## **CRISIS MANAGEMENT POLICIES**

### **First Baptist Owensboro**

Prior to trip departure, First Baptist Owensboro prepares teams going to an international destination with the following:

1. Register each team member with the US State Department and provide a location where the team will be staying while in-country.
2. Collect pertinent information for each team member including emergency contact and copy of passport. Ensure team leader takes copy of each team member's passport on the trip.
3. Provide the team leader with a direct consulate or embassy phone number for the destination country and any country scheduled for a layover as well as the Minister of Recreation and Missions.
4. Obtain VISAs for each team member, if required, with appropriate language for the trip's purpose. Coach the team on how to accurately fill out the immigration form (Tourist, humanitarian, education, etc).
5. Ensure in-country host has applied for and received appropriate approvals and documentation for the work the team will do while in-country
6. Ensure in-country host has crisis/emergency plan.
7. Require host or team leader traveling internationally to update First Baptist Owensboro staff via email or phone calls while in-country.
8. Train the team on key procedures if a crisis occurs:
  - Contact US Embassy/Consulate, if appropriate
  - Team leader or mission host only should contact FBC Owensboro staff
  - Inform team of what to say and what not to say regarding the purpose for their trip
9. Give practical training on the do's-and-don'ts while traveling abroad.

During a Crisis:

1. First Baptist Owensboro staff receives a call from the team leader or host, obtains all necessary information, and determines appropriate first steps.
2. First Baptist Owensboro staff will inform the pastor and Minister of Recreation and Missions of the situation and advise how to address media and others for the safety of the team and in-country host.
3. Implement contingency plan:
  1. Alert travel agent and engage to help as appropriate.
  2. Notify team members' emergency contacts when appropriate.
  3. Notify necessary government officials
4. In-country host will support team as appropriate during the crisis.

## MISSION GUIDE

### DECIDING TO GO

For some of you, this short-term mission trip is a new idea, or for others, you have been considering the possibility for years. Whatever your situation, it may help to put your thoughts down on paper to help you in your decision. The following are suggestions as you think about this trip.

#### **What Is The Lord Saying?**

This is the most important question to ask yourself. Think back to your first thoughts of going. In what ways has God shown you and confirmed this specific trip to you? Continue to ask God to give you direction and to show you His will in this matter.

#### **Is The Direction I Am Leaning Scripturally Supported?**

As you have been seeking God through Scripture, what has He shown you about His leading you on this trip?

#### **Would The Community of Believers in Which I Am Involved Be Supportive of My Decision To Go?**

Have you sought out other believers in your decision to go? In what ways have they encouraged or discouraged you from going?

#### **Will My Family And Friends Support Me?**

Talk to your family about your desire to go on mission for God. Discuss with them the ways in which God has directed you to this particular trip. It is important to note that they may not approve, but being open and having open communication on your interest will strengthen your bonds between each other on your part.

#### **When Is The Best Time To Go?**

You have the right message, but do you have the right time? The two are not always the same.

#### **How Will I Pay For It?**

If the Lord wants you to go on this trip, He will provide. Ask God to lay on your heart those who can be a possible source of help.

#### **Do I Have As Much Information About This Trip As Possible?**

What questions do you have concerning this trip? If possible, it may help to talk with someone who has been to this particular area before. Ask them about their experience and they may be able to inform you of what it was like.

## Checking Yourself

You are probably NOT ready to go on a short-term mission trip if:

- You have trouble giving up your rights to personal comfort and control of the agenda.
- You find it difficult to follow the assigned leadership.
- You have difficulty working as part of a team.
- You have trouble being punctual at all times.
- Your fears outweigh your faith and distract you from the task at hand.

# MISSION PROJECT SUPPORT RAISING

## The Team Building Approach

### BUILDING A SUPPORT TEAM

Each individual team member will be responsible for developing his or her own support team. The support team consists of:

- \*Prayer Supporters (At least 10 per member)
- \*Encouragers
- \*Financial Contributors

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

### THE TEAM

The idea of the team is to involve as many people in the mission experience as possible. The team:

- \*Is a ministry through you to the team (TEAM = goers + prayer support + senders)
- \*Is a means by which others can share in the blessings of the mission (Phil. 4:17)
- \*Is a Biblical approach (II Cor. 8:4)
- \*Is a means by which others become World Christians through giving?

You should seek people that you want on your team, not those who you think will give money. Remember, if the prayer support is in place, everything else will fall into place.

### RAISING FUNDS

If an individual cannot pay for their trip, the most effective proven method to raise individual funds is to write a letter for distribution to friends, co-workers and church members. Professional fund-raisers for large organizations will tell you that 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.

First Baptist Owensboro prohibits individuals from solicitation of funds through visiting Sunday School classes or obtaining lists of First Baptist Owensboro members.

### **Prepare the Team List**

Usually 100 or more. We recommend sending at least 50% of your letters to non-members of First Baptist Owensboro. Pray and ask God for guidance on who you should ask to support you.

Try to have at least some non First Baptist Church Owensboro members. Consider friends, relatives, Christian contacts, non-Christians that God may open a door to witness to through this process.

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

### **Compose the Letter**

You are asking people to support the ministry of First Baptist Owensboro. If you are asking for financial contributions, you are asking them to help with the cost that you will incur by conducting the ministry (transportation, meals while on the field, in-country housing, visa, travel insurance, etc.) A common testimony for team members is that while they were initially put off by the idea of sending support letters, the experience turned out to be a highlight of the entire trip.

The following guidelines will help you in writing your support letter:

- Project code number. Your team leader will provide you with a project code that the Missions Department assigned to the project you are participating in. Please make sure you include the code in your letter. (See sample of support letter)
- There are three types of letters:
  - 1) A letter sent out asking for prayer support only (if you are paying your own way)
  - 2) A letter sent out asking for prayer and financial support
  - 3) A letter sent out asking for project support (if you are paying your own way)
- Compose your own letter. It is unwise to copy from a sample letter. The last thing a donor wants to receive is four copies of the same letter with four different signatures. People prefer to read a personal letter.
- Include the following information in the letter:
  - 2) Information about the country/culture you are going to
  - 3) Information about the sending organization (the church) and the hosting organization (the agency or national church)
  - 4) Description of what the team will be doing (why the team is doing this particular project)
  - 5) The cost of the trip (the same for each individual team member)
  - 6) You may want to recommend a giving amount (\$25, \$50, \$100)
  - 7) Why you want to be involved on the trip (reasons for going that you feel strongest about)
  - 8) How God called you to go on this trip
  - 9) How you would like the reader to be involved (prayer, financial, both)
  - 10) All checks must be payable to First Baptist Owensboro
  - 11) Mail the check to you the church.
  - 12) The date you need the money
  - 13) Contributors are not to write on the memo line of the check
- Include a response slip for them to send.
- Keep the letter brief (one page).

- Include a First Baptist Owensboro designated policy slip with every letter.

\*\* See sample of support letter on the next page.

### **Send the Letter**

Make sure you include the following in the envelope:

- Support letter and response slip.
- First Baptist Owensboro policy slip.
- **Self-Addressed, Stamped Envelope.**

\*\*First Baptist Owensboro does not supply postage, envelopes, or copies of letters.

### **Follow-up**

Please send all of your supporters a personal card or note for their gift, support and prayers.



## SAMPLE SUPPORT LETTER

Project Code MA062006

Dear \_\_\_\_\_

*I believe we can sometimes take for granted the invitation that God gives us to have a personal relationship with Him. I cannot help but think as God is calling me even now to a greater intimacy in my relationship with Him. This upcoming June I am blessed with the opportunity to do just that, to take God's Truth with a team of 5 others where it has yet to be taken.*

*In July of 2001 God blessed me with the opportunity to go to the ends of the earth to the city of Makassar in Indonesia. Two facts about this country pierced my heart and have filled my prayers ever since. First, is the unbelievable amount of people who have yet to hear the Truth about Jesus. Over 180 million out of their 210 million inhabitants being Muslim Indonesia stands alone as the world's largest Islamic nation. In fact, Makassar, Indonesia's major port-city of over 2.5 million people has no more than 500 known believers in Jesus Christ. But second, what I found to be most astounding is the fact that there has been little response to this great need by those of us that do believe.*

*This upcoming June 20<sup>th</sup> – 30<sup>th</sup> God has given others and me the opportunity of taking His Truth to the people of Indonesia. During our trip we will be working closely with believers in the city of Makassar whose ministry focuses on touching the least of these with the love of Jesus Christ; whether it be street kids, prostitutes, or lepers. Our desire is to come alongside these believers in showing God's love to those who have yet to hear or received it. One of our other main focuses as a team is to be an encouragement to the believers we work with. Daily these believers live as a minority in an area heavily populated by Muslims and often they face the very real fear of extreme persecution for what they believe.*

*I am praying as I send out these letters that God would begin to touch your heart as well, so that you will be included in what God wants to do and is doing in the islands of Indonesia. The first and most important way I want to challenge you to be included is through your prayers. Pray that God would reveal His Truth and soften the hearts of the many unbelievers there. Pray that God would prepare our team to be used and that we will walk away changed. Secondly, if you are able, I challenge you to be included financially. Each person on our team is raising \$2100, by the end of May, to go on this trip, so prayerfully consider how you might be involved in helping send us and God's love to the ends of the earth. I am already looking forward to seeing how God is going to touch many lives including our own through this trip.*

Pursuing God,

*Tom Miller*

**\*\*\* (YOU SHOULD INCLUDE A SELF-ADDRESSED, STAMPED ENVELOPE IN EACH SUPPORT LETTER YOU SEND)**

**(PLEASE CUT THIS SLIP AND RETURN IN THE ENVELOPE PROVIDED ~~ THANK YOU!)**

**NAME** \_\_\_\_\_  
**NAME OF INDIVIDUAL SUPPORTING** \_\_\_\_\_  
**EMAIL ADDRESS** \_\_\_\_\_

\_\_\_\_\_ I WILL BE ONE OF YOUR PRAYER PARTNERS AND COMMIT TO PRAY FOR YOU WEEKLY BEFORE THE PROJECT AND DAILY DURING IT.

\_\_\_\_\_ I WILL FINANCIALLY SUPPORT YOU WITH A GIFT OF \$ \_\_\_\_\_ BY: CHECK \_\_\_\_\_  
ON LINE CONTRIBUTION: \_\_\_\_\_

I WOULD LIKE MY CONTRIBUTION TO GO TOWARDS THE **TEAM** CIRCLE ONE **OR** **INDIVIDUAL**.

**\*\*\* IF GOD PUTS IN YOUR HEART TO FINANCIALLY SUPPORT OUR TEAM, PLEASE MAKE SURE YOU READ THE FBC OWENSBORO CONTRIBUTIONS POLICY SLIP INCLUDED IN THIS LETTER. THANK YOU SO MUCH!**

**\*\* PLEASE MAKE SURE YOU INCLUDE A COPY OF THE FOLLOWING FBC OWENSBORO CONTRIBUTIONS POLICY SLIP WITH YOUR SUPPORT LETTER**

**We at First Baptist Owensboro praise God for your life and your willingness to invest in His Kingdom by financially supporting a mission team! Please carefully read our contributions policies**

All contributions to First Baptist Owensboro missions 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 Owensboro. Please, do **NOT** write a project or individual name on the envelope or check (including the memo line).
- 2) Enclose a note stating which team (tax deductible) and/or individual (not tax deductible) you are supporting. Please, do **NOT** attach a note to the check.
- 3) Non members (of First Baptist Church Owensboro) with a single gift to a team over \$250.00 will receive acknowledgement from the church. Other gifts of smaller amounts will be the responsibility of the individual giver to keep track of their tax deduction.
- 4) Please, mail the check to the church.

## TEAM TRAVEL GUIDE

All team members should assist other members in regard to baggage, passport checks, and security checkpoints.

Be aware of the whereabouts of other team members at all times. When you must leave the group, take at least one member with you or notify a group leader where you will be.

During travel, keep your Passport and Visa available where you can reach it at all times.

Any individual under the age of 18 must have the First Baptist Owensboro consent form signed by a parent or guardian. This form can be obtained from the Minister of Recreation and Missions and the church website, [www.fbcowb.org](http://www.fbcowb.org)

### **Tipping**

Any tipping for personal baggage handling, maid service, ministry host, etc. is not covered in the mission budget. This issue is one to be discussed in the team meetings prior to departure. If there is a known tip fee for the trip, it will be included in the participant fee and individuals will have pre-paid for that tip. The team leader will be given that money in their cash advance. For example, if there is a driver assigned to the team for the duration of the trip, the Minister of Recreation and Missions will anticipate the tip and include this in the cash advance.

### **Cell Phone Usage**

First Baptist Owensboro does not reimburse for cell phone usage on trips. We recommend that the team leader make arrangements with his/her personal cell phone company to let them know about their upcoming trip so that it is available for use in the case of an emergency. In the case of an emergency, First Baptist Owensboro will reimburse the team leader for cell phone use and other expenses related to the emergency.

### **Loss of Personal Belongings on Trip**

First Baptist Owensboro is not responsible for the loss of personal belongings on mission trips. It is up to each individual to file claims with his/her personal insurance company to recover any cost associated with the loss.

### **Registering with State Department (International Trip Only)**

The Minister of Recreation and Missions registers each trip participant with the US State Department so that in the case of a national emergency, the team is located and kept up to date with information as well as evacuated if necessary.

### **International Medical Insurance (International Trip Only)**

First Baptist Owensboro purchases International Medical Insurance for each participant for the full length of the trip. The cost will be included in the participant fees. Information related to the insurance coverage will be made available to participants at the team informational meeting. This is a supplemental insurance, not a major medical policy.

### **Passport Information**

A copy of each trip participant's passport is due with the trip deposit. First Baptist Owensboro will provide the team leader with a copy of each participant's passport to take with them on the trip.

**Each trip participant is responsible to ensure that the passport expiration date is at least six months past the trip departure date and that there are 2 blank VISA pages in the passport. Airlines and immigration control may refuse entry into the country if the passport does not meet these requirements.** The trip participant is asked to verify this information with their missions application.

### **Obtaining a Passport**

Trip participants are responsible for obtaining a valid passport. For new or expired passports, allow at least eight weeks for processing. Some mission trip locations require a VISA and will require additional processing time. To apply for a passport, the following is required:

- Completed passport application. Applications can be obtained from most US Post Office locations or from the website at [www.travel.state.gov](http://www.travel.state.gov).
- Certified copy of your birth certificate (with the state or county seal), an American passport, or naturalization papers (no copies will be accepted). **Note:** Certified birth certificates are available by writing or calling the county health department in the county where you were born. By writing "Request for Copy of a Birth Certificate" on the outside of your envelope, you may speed up the process.
- Two identical passport photographs (special passport film used) with white background only. Photos can be taken at any CVS, Walgreens or Rite- Aid.
- A check or money order for the current cost of passports. An execution fee is required.
- Valid driver's license from any state in the US. Parents must accompany minors.
- Certified proof of name change, if applicable.
- To expedite the application process, an additional fee is required.

**Note: An adult passport is valid for 10 years. All children, regardless of age, are required to have a U.S. passport for any country requiring a passport for entry.**

### **Visa Information**

- Some countries require a Visa for entrance. This may include transit Visa when a layover is required for travel. The Minister of Recreation and Missions will notify the team leader if a Visa is required, provide applications for all trip

participants, instructions on how to complete applications and deadline for processing. (Typically 6 weeks prior to departure)

- Visa Application, 2 passport photos and the participant's passport must be submitted to the Minister of Recreation and Missions. Passport size photos can be taken at any CVS, Walgreens or Rite-Aid.
- It is the team leader's responsibility to collect all paperwork and turn it in all at once.

### **Immunization Information**

Clinics recommend that you need to be immunized for everything. The Minister of Recreation and Missions will work directly with the ministry host to determine immunization needs for the specific area in which you will be conducting ministry. Trip participants must have these immunizations to go on the trip. Any additional immunizations beyond these requirements are optional.

Each team member will be responsible for any vaccinations, including the costs. You may get information and vaccinations from your local doctor. It is important to find out from your local doctor or clinic about the following;

- Traveler's diarrhea prevention and treatment
- Altitude sickness
- Risk from food and drink
- Risk from contact with unsafe surfaces
- Risk from insect bites

### **Health Hints for Overseas travel:**

- If you have any underlying health problems, an evaluation by your physician is suggested.
- If you are taking prescription drugs, you must carry with you a list of the medication, dosage, and for what reason you are taking it.
- Carry any medication, whether prescription or over the counter drugs, in their original containers (recommended for carry-on luggage).
- Carry your immunization record with you

It is also recommended that you visit the official website of the Center for Disease Control where a wealth of information related to travel can be found.

Center for Disease Control: [www.cdc.gov/travel](http://www.cdc.gov/travel).

### **Trip Commissionings**

One or two weeks prior to trip departure, each team will have a commissioning time during a morning or evening Sunday service. All team members need to attend this special time of worship.

### **Trip Follow-up Report**

Teams will present to the church body a follow-up report within a month of their return. The team leader will work with the pastor and Minister of Recreation and Missions to

schedule this reporting time. The report could include testimonies, videos, and other related materials.

### **Trip Policies/Tips for Travel**

Reminders to Team Members:

- Notify credit card companies of international travel
- Notify cell phone companies of international travel
- Pack clothes in a carry-on in case of airline delays/lost luggage
- Get immunization shots at least 8 weeks in advance of trip
- Discuss appropriate dress attire with team

## SPIRITUAL LEADERSHIP

### First Baptist Owensboro

We go on mission for a week or two in order to live out our calling to the Great Commission, yet much of that calling happens back home in our everyday lives. It is imperative, therefore, that we view these trips as a vital discipleship tool in the lives of our people.

- ***We desire for First Baptist Owensboro to be more and more like Jesus.*** We should maximize opportunities for participants to become more like Jesus before, during and after the trip.
- ***We consider worship to be our number one ministry priority.*** Leaders should incorporate worship into daily activities on the mission field, regardless of whether a worship leader is present.
- ***We want to reach as many people for Christ as possible, both locally and globally.*** We must make sharing the Gospel a high priority for our teams and train them to do so in a biblical, succinct and culturally relevant manner.
- ***We believe preaching and teaching God's Word is central to discipling believers.*** We should have daily team time in the Word and look for ways to use the Word as part of ministry outreach.
- ***We believe in an unchanging message and are committed to ever-changing methodologies.*** Leaders should connect with the in-country host in order to best train teams in the area of culture. How do we minister differently in Africa versus the Middle East or Owensboro?
- ***We want to have a "kingdom vision" for ministry.*** We partner with Southern Baptists as well as other Great Commission Christians.
- ***We want to be faithful stewards.*** Leaders should handle trip finances as the Lord's money by staying within the approved trip budget and reconciling expenses promptly upon return.
- ***We believe prayer is our power source.*** Leaders must give corporate and individual prayer a priority both before and during the trip. Leaders should consider guiding teams through a time of consecration (prayer and fasting) prior to departure.
- ***We want to do ministry with excellence.*** Preparation is vital to the success of a mission and will maximize the ministry opportunities while on the trip.
- ***We believe in "Extra Mile" servant ministry.*** It should be every leader's goal to prepare teams to be ready to serve and not expect to be served.

## NON-NEGOTIABLES

### First Baptist Owensboro

#### Non-Negotiables

As you make preparations for your team, consider the following “non-negotiables” that FBC Owensboro believes should be incorporated into every trip:

- **Team training.** It is imperative that every short-term team hold several team meetings prior to departure. The purpose of these meetings varies based on the trip. There are, however, some vital components that should be a part of all, including team building, corporate prayer, cultural training, and trip planning.
- **Prayer team.** Each participant is expected to assemble a group of friends and/or family who will commit to pray daily for the trip (at least 10 individuals). The prayer team should be informed of team member names, trip dates, details, and prayer requests. If at all possible, the prayer team should be sent several prayer updates during the trip itself. The team leader can assign a team member to collect prayer team email addresses and oversee email updates from the field.
- **Spiritual Warfare.** Teams should be trained in the types of spiritual attacks they will face and how to combat them.
- **Daily prayer/devotions/debrief.** During the trip, at a minimum the team should meet daily for corporate prayer. Ideally, the team should meet each morning for worship, prayer and a brief devotion, followed by an evening team debrief time in which members share about the day’s experiences.
- **Share the Gospel!** Evangelism is at the core of First Baptist Owensboro mission trips. FBC Owensboro expects each team to find ways to share the Gospel that are culturally appropriate and include an invitation for others to follow Christ.
- **Final debrief.** At the end of the trip (prior to arriving in Owensboro), each team should have a time to share what the Lord has done in their lives that week. The team leader should take the opportunity to challenge them to apply to their daily lives spiritual lessons learned on the trip.
- **Trip reporting.** It is important for the success of future trips that each team leader complete the *Trip Results Form* in a timely fashion and also submit 4 or 5 quality ministry-in-action photos from the trip. Some leaders will be asked to shoot video with a camera provided by First Baptist Owensboro.
  - Trip participants must also complete a mission trip evaluation sheet within two weeks of returning from the trip. These can be emailed or dropped off to the Minister of Recreation and Missions.

It is our hope that these trips will be a powerful discipleship tool for our people—so that we will be transformed into Great Commission Christians at all times and in all places.

It is each participant’s responsibility to be ready to respond and be flexible throughout the going process, pre-trip, during, and post trip.