

Dear Short-term Participant:

Greetings in the name of our Lord and Savior Jesus Christ and congratulations for answering God's call to this Short-term project. This is the Short-term Missions Handbook, prepared by the Reformed Episcopal Board of Foreign Missions to be used as you prepare for your service project. We have tried to include as much information as necessary to help you have a successful and rewarding short-term experience, so please read and reread the Manual carefully and completely.

As you read through the material, you may begin to feel the "crunch" of trusting God to provide your needs (financial, emotional, spiritual, etc) for this coming trip. Just remember that He is the "Lord of the harvest". Your responsibility is to trust and rely upon the One who is calling you into the harvest. He is responsible to provide everything that you need in order to obey His call. 1 Thessalonians 5:24 promises:

"Faithful is He who calls you, and He will also bring it to pass."

The material contained in this handbook has been compiled with the future in mind. Hence, some of the goals and objectives that are stated may not be immediately attainable, but we will strive to come as close as possible.

This is the third edition (1998) of the Manual. The first edition was much longer and included forms to complete and return. Some forms are now mailed out as part of the application process. **But please note forms on pages 6-7 and information on pages 31-43 Support strategy and Passports should be acted on ASAP!** There was also material which was designed particularly for the leaders of the group. They now receive that information under separate cover. Another change that was made was to remove material that was geographically specific, or information that would be relevant for one destination but not for another. Such material is now covered at the orientation. Fourthly, the original edition was evaluated as being too lengthy in the information covered so efforts were made to delete certain sections. Fifthly, the publication paperback "STEPPING OUT", subtitled "A Guide to Short Term Missions", (YWAM, pub.), is an essential companion to the material contained in this handbook. You should receive a copy of it in addition to the one you are holding.

The third edition is similar to the second except it is a bit more polished.

For the Cause of Christ,

Reformed Episcopal Board of Foreign Missions,

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BOARD OF FOREIGN MISSION OF THE REFORMED EPISCOPAL CHURCH

SHORT-TERM MISSIONS HANDBOOK

Congratulations and welcome to the Reformed Episcopal Board of Foreign Missions Short-Term Mission Assignment Team. You have been accepted as a candidate for the next assignment. The Lord has led you thus far, and we pray that as you prepare to depart, that He will continue to assist you in all that needs to be done.

INTRODUCTION:

This handbook is to assist those who are going out on Short-term Mission Assignments with the Reformed Episcopal Board of Foreign Missions.

SPECIAL NOTES:

1 - Forms and documents that need to be filled out, signed and in some cases Notarized or Certified, should already have been received and cared for by you. Such forms as your Assignment Check List, Medical and Immunization Forms, and Emergency Contact List, are **required to be completed and turned in to the Committee by a specified date** to assure your place on the team.

2 - There are books and articles to be read (some included in this handbook) and assignments to be completed before you depart. Please take note of them. Failure to complete them may result in your not being able to join the team.

PURPOSE OF HANDBOOK:

The purpose of this handbook is to prepare you for a successful and rewarding short-term experience. The more prepared that you are, the better your experience will be. There are many things that need to be done before you depart and this handbook provides a checklist to see that they are all fulfilled.

We ask that you read through this handbook thoroughly - do not assume that you know what to do, even if you have been on a short term assignment before. Things are always changing and the information contained in this booklet is the latest available. (It is our intent to update this handbook as necessary).

The information contained in this handbook has been gathered from a variety of sources all of whom have been gracious enough to allow us to use their material. For those who might wonder why we are not doing it all on our own, we see no reason why we should not benefit by their mistakes. In some cases we have copied pages and documents directly from them, but in the future we hope to produce our own. We are thankful for the cooperation of the following Mission Agencies in the preparation of this handbook:

Overseas Missionary Fellowship (OMF); Campus Crusade for Christ; Operation Mobilization; Global Outreach; Mission to the World (MTW) - PCA; Africa Inland Mission (AIM); World Team; The Evangelical Alliance Mission (TEAM); Greater Europe Mission (GEM); US Center for World Missions - Fran Pat; Association of Church Mission Committees - Tom Telford; Missionary Internship; Youth With a Mission; Latin American Mission (LAM); Wycliffe Associates; Paul Borthwick; TEEN Missions - Leadership Training.

PURPOSE OF THE MISSION

The purpose of a Short-term Missions assignment is to provide a missions experience for the participants in order that the Church of Jesus Christ will be strengthened, the kingdom of God expanded and to raise up the next generation of missionaries.

PHILOSOPHY

Our philosophy of operation seeks to establish certain essential qualities necessary to reach our objectives. These qualities are:

1. Short-term programs are designed for groups, not individuals.
2. Short-term projects are designed for the maturing Christian.
3. Projects are not a place to evangelize the group. The spiritual demands are too great to take immature or unbelieving participants.
4. The thoroughness of preparation determines the quality of the experience. Therefore, we are committed to a thorough process of preparation and expect the leaders to have the same commitment.
5. We will strive to have each participant confronted with the needs of the world in order to develop a Christian world view.
6. We will challenge each person in the areas of personal lifestyle, evangelism, discipleship, servanthood and missions.
7. Our work on a project must enhance and benefit the long-term work of the missionaries we work with.

GOALS

We are seeking these accomplishments:

1. To adequately prepare the teams before they leave home for their time of service, and to provide supervision and structure for them while at the project.
2. To meet spiritual needs (such as through sharing the gospel or doing discipleship), physical needs (building project, painting, maintenance), or emotional needs (being an encouragement in some specific way).
3. To expand the world vision of those who participate.
4. To involve the local church in world missions - some being senders and some being the ones to go. This will give the local church a better world vision and see what God is doing in other parts of the world.
5. To give team members an opportunity in cross-cultural ministries by giving them first hand work with those who are experienced.
6. To develop maturity among the participants and unity among the group members. These short term projects will provide opportunities for the individual to trust in the Lord more fully.

OBJECTIVES

How we will seek to fulfill our purpose, philosophy and goals:

1. We will have a thorough process of project set-up.
2. We will attempt to provide the maximum experience for the least amount of money without sacrificing either quality or safety.
3. We will emphasize PREPARATION as the key element in a short term project. Preparation will fall into three categories:
 - 1 - Project Preparation: Both the project leader and the field director will do a thorough job of setting up the project. Reservations, materials, food, etc. must all be in place well in advance of the project.
 - 2 - Leader Preparation: To fulfill requirements set for the specific short-term assignment. The field-project leader will provide the team leader information on the specific assignment who will then train the participants.
 - 3 - Participant Preparation: To meet requirements in this handbook and anything else specific to the specific assignment, or as assigned by the leader.

POLICIES

1. **THEOLOGICAL VIEWS:**

Although we are all Reformed Episcopalians, there are still some minor theological issues on which we differ. A denominational motto has long been:

**"In Essentials, Unity; In Non-Essentials, Liberty;
In All Things, Charity"**

2. **CULTURE:**

This is a cross cultural experience, people will be different from you - you will be different from them. There are many parts to the body of Christ - and yet there are different languages, colors, eating habits, attitudes, etc. We must RESPECT one another and learn to appreciate that differences often benefit and do not hinder the growth of the body. Spending time together, learning of each other's background and history, will be an asset in moving forward as Christians.

Avoid nationality jokes and unnecessary generalizations. Sensitivity, kindness and tolerance will go a long way. More information on this subject is contained in another section of this handbook.

2a. **DRESS CODE:**

In an international environment, standards of dress vary significantly. However, we must pay close attention that our clothing (or lack of it) does not create a stumbling block to another. There are specific guidelines in this handbook, please follow them. A general rule is to follow the Biblical call to modesty in dress.

3. **PERSONALITY DIFFERENCES:**

As we are all aware, people come in all shapes, sizes, styles, attitudes and ways of doing things. Tolerance is hard to develop yet understanding is essential. Some of your team members may be untidy, loud, unconventional stubborn and who knows what else! What can you do? Be forgiving, open, honest, gentle and communicative, and most of all, kind. Remember we are all in the process of growth. Love contributes more than criticism.

4. **SUBMISSION TO AUTHORITY:**

All participants are expected to follow the instructions and directions of the team leader and to commit themselves to the purpose for the short-term assignment. These Short-term assignments are "Team Projects" and anyone who is not committed to the team and following the others will be sent home at their own expense.

4a. **DRUGS, ALCOHOL AND TOBACCO:**

Drugs, alcohol and tobacco of any form are forbidden on short term assignments. Please note that attitudes towards these vary from culture to culture, so be tolerant when you confront practices you don't necessarily agree with.

4b. **RELATIONSHIPS:**

To allow you to focus exclusively on the Lord and the task before you, all participants are encouraged not to begin any relationships with members of the opposite sex. We recognize that such activities are proper in themselves, but to avoid unnecessary distractions and entanglements they should be avoided.

5. FINANCES:

One thing to remember, you are going to minister, not to be a tourist. You need to be a good steward of the what the Lord has given you. We recommend that you come to your short term trip with a reasonable amount of personal cash for spending (between \$140 and \$200). We would discourage indiscriminate spending during the assignment, as it would not be beneficial to: (1) the team - others may not have as much and jealousy may be provoked; (2) the missionaries - they live on fixed incomes, sometimes are undersupported and are often making great personal sacrifice in order to minister effectively; (3) those that we are ministering to - we are there to serve them, not ourselves

6. RESPONSIBILITY FOR MEDICAL COSTS AND EARLY RETURN HOME:

In the event of an injury, any other medical need or disciplinary action, the responsibility for that cost rests with the individual for which treatment is given. Major credit cards or Travelers Checks will, in most cases, be sufficient to handle payment. Information regarding overseas insurance will be provided upon request.

7. BLOOD TRANSFUSIONS:

In the case of the need for a blood transfusion on the field, the following priority list of donors will be followed:

- an adult leader from the group
- an adult field missionary
- a youth from the group
- a blood bank in-country where blood testing can be verified.

If a transfusion cannot be done under these priorities, an emergency flight home or to the nearest US medical facility will be attempted. If the transfusion is needed by a minor, every attempt will be made to contact the parents or guardian for permission. In the case of failure to contact the parents or guardian, the final decision rests with the team leader. Any expenses incurred will be the responsibility of either the individual or his/her parents.

YOUR MINISTRY RESPONSIBILITIES

With every privilege comes a responsibility. With the privilege of going on this summer missions program comes the responsibility of the ministry. You basically have four areas of ministry in which to be involved.

1. MINISTRY TO SUPPORTERS:

Objective: To pass on a "world vision" to them and express appreciation.

1. Write them regularly.
2. Prepare a personal video, photo album or slide show for them to view.
3. Pray for their continuing involvement in world missions.
4. Visit with them upon your return.

2. MINISTRY TO MISSIONARIES AND NATIONAL PASTORS:

Objective: To serve them in their local work as they see fit.

1. Attending all functions on time and with a smile.
2. Point out positive aspects of their ministry to encourage them.
3. Have a willing attitude to go and do what they ask.
4. Share with them what you are now learning and how the program has helped you.
5. Pray for wisdom in decisions that they have to make.
6. Be sensitive to their struggles.

3. MINISTRY TO LOCAL PEOPLE:

Objective: To share God's love to them by actions and words.

1. Adequately prepare a testimony and creative gospel presentation.
2. Die to yourself daily and allow Christ to empower and control your life.
3. Take advantage of free times to build friendships and share the gospel.
4. Be sensitive to their needs and desires.
5. Have a good knowledge of their religious background and various bridges to having a personal relationship with Jesus Christ.
6. Appreciate their culture. Be genuine.

4. MINISTRY TO YOUR MINISTRY TEAM:

Objective: To help the others to have an effective summer.

1. Be on the alert to how you can minister to others.
2. Bear one another's burdens in prayer.
3. Stay consistent doing the basics yourself.
4. Hardly even notice when others do you wrong.
5. Be open and honest with each other, don't harbor any negative feelings.

You will find it easy to accept the various situations you will encounter if you view those in authority over you, those living with you, and those you meet, as people God has specifically placed in your life to build certain qualities in you and to bring you closer to Him.

DOCUMENTS

A few notes about documents:

- 1 - Order at least 4-6 Passport photos
- 2 - Note: When a certified copy of a document is required, please note that certified DOES NOT MEAN:
 - * notarized by a notary public
 - * a photocopy
 - * the original

To be certified, documents must have on them the official raised seal of the institution issuing the document.

A. BIRTH CERTIFICATE:

You will need to get one CERTIFIED copy of your Birth Certificate. One copy can be used for two purposes: (1) To obtain your passport, since the certificate is returned and (2) to take with you overseas. You may never be asked for it, but if you are, you will be glad that you have it.

Obtain the certified copy by writing to the Vital Statistics office in your state or county where you were born. Be sure to enclose a check with the fees for the proper amount. (See the enclosed list with address and fees for the office of Vital Statistics where you live).

BE SURE THAT YOUR BIRTH CERTIFICATE IS A CERTIFIED COPY WITH A RAISED SEAL. THE PASSPORT AGENCY WILL NOT ACCEPT A BIRTH CERTIFICATE WITHOUT A RAISED SEAL. PHOTOCOPIES ARE NOT ACCEPTABLE, NOR ARE HOSPITAL BIRTH CERTIFICATES.

B. MARRIAGE LICENSE:

If you are married, it is good practice to take a CERTIFIED copy of your marriage license. To obtain a Certified copy write to the recorder in the county where your license was issued. They usually need to know: the date of your marriage, the name of the groom, the maiden name of the bride, and the number of certified copies you desire. A fee of \$5.00 per copy is common. Carry this with your birth certificate.

C. PHOTO I.D. DRIVER'S LICENCE:

Take one if you have it.

D. PASSPORT

You will need a passport to travel overseas on assignment.

IF THIS IS YOUR FIRST PASSPORT you need to apply IN PERSON at one of the following places:

1 - **Authorized Post Office:** Not all Post Offices are authorized to accept passport applications. Call and check for the Post Office nearest to where you live.

2 - **US Passport Agency Office:** Located in Philadelphia, Boston, Chicago, Honolulu, Houston, Los Angeles, Miami, Seattle, New York, Washington, DC., and Stamford, CT., San Francisco, New Orleans.

3 - **Federal or State Court**

TO OBTAIN YOUR PASSPORT YOU WILL NEED:

___ BIRTH CERTIFICATE: certified copy
(Cont'd on next page)

___ TWO PASSPORT PHOTOGRAPHS

___ DRIVER'S LICENSE: or other proof of identity

___ PASSPORT APPLICATION: Obtain from one of above locations

___ TWO CHECKS: for passport and execution fees. Check to verify current fees - some institutions will only accept cash or money order.

You will need to know your father's full name, your mother's full maiden name, and both of their birth dates and birthplaces in order to complete the application.

The passport is valid for 10 years, under 18 for 5 years.

IF YOU ALREADY HAVE A PASSPORT and it has either expired or will expire when you are overseas:

1 - You may apply for a new passport using the pink "Application for Passport by Mail." The forms are available at one of the above places. You may use this application only if all 3 of the following are true:

- a. You have been issued a passport in your name within the past 8 years; and
- b. Your passport was issued after your 18th birthday; and
- c. You can submit your most recent passport with your application.

2 - You will need to include two passport pictures (signed on the back), your old passport (instead of your birth certificate), and a check for \$____.____ made payable to "Passport Agency". It is best to send it via certified mail.

NOTES TO ALL CANDIDATES:

1 - Passports must be signed on the page opposite the picture. Your signature must be the same as that printed on the passport.

2 - Processing time varies from 4-8 weeks. In the late spring it may take longer.

3 - Keep extra passport photos in your possession, they are sometimes needed when you travel.

4 - Make two copies of the title page and of the visa stamps (if needed). Keep one set in your luggage. Leave the other with the "person to be contacted in case of an emergency."

5 - If you were born abroad, submit a naturalization certificate or citizenship certificate when you apply for your passport. A previous US Passport submitted with the application eliminates the need for providing either evidence of citizenship identity.

7 - Keep your passport in your possession unless there is need for it to be used to obtain a visa.

8 - Your passport is an extremely important document. You must be very careful to guard against theft or loss. If your passport is lost or stolen report it immediately to the nearest American consulate and to the local police. If for some reason an American consulate is unreachable, notify:

Passport Office
Department of State
Washington, DC 20524

SPIRITUAL PREPARATION

Prayer will be one of the most important ways that you can prepare for your short-term experience. Here are some suggestions of things to pray about:

1. Pray that you will be teachable, submissive to authority and eager to serve.
2. Pray for your team leaders and the other members of your team.
3. Pray that you will demonstrate love toward the people you meet.
4. Pray for the people in the city/country where you will be serving.

Each team member should memorize some verses that will encourage you in your preparation and while you are serving on your project. Suggested: Philippians 2:3-11 (A servant's heart).

Especially during the months before you leave, aim at walking consistently with the Lord. Spend quality time each day meditating on God's word. READ the book of Acts at least twice before going overseas.

Continue to serve others around you and seek opportunities to share Christ with others. Practice leading a Bible study.

Prepare a three minute testimony to give while overseas.

TESTIMONY PREPARATION GUIDELINES

Since one of the most important things you will be doing during your ministry is sharing what God has done in your life, it is important that you prepare your testimony ahead of time. Naturally you will want to be sensitive to the Lord's leading in each situation, but the basics of your testimony will be the same and we encourage you to think through it now.

Included here is a sample form and guidelines for writing your testimony in case you need it.

Christian greetings! My name is _____ and I come from _____. I am a student at _____ and I am studying _____
I became a Christian (Tell under what circumstances you gave your life to Jesus Christ.) Since that time I have (Share growth in Christian life and Christian service involvement.) I wanted to come to (Name of country or field or service) because I want to share the love of Jesus Christ with others, and because (explain your spiritual purpose briefly). I look forward to working here during this time to glorify Jesus Christ.

SPIRITUAL GUIDELINES
(DO YOU HAVE A SERVANT'S HEART?)

We want to share some things that may help you to be more effective in living for Christ and in communicating Him to national and fellow missionaries during your short term ministry.

In Mark 10:42-45 our Lord was speaking concerning the ambition of His disciples for places of power and prestige in His kingdom. He did not attack the greatness in their ambition. He did not scold that attitude, nor did he belittle them for such aspirations, although well He might have. Ambition for goodness, righteousness, truth, love, God's glory, and greatness in His kingdom is not wrong. Wrongness with ambition lies in its ends and how they are achieved. Gentile rulers rule over lesser people and their rulers rule over them with all the meaning that "rule" implies. "Not so in MY kingdom," said Jesus. If you wish to succeed, to be great, the way to do it is by ministering to others (verse 43). If you wish to be the most successful and be the greatest then you must learn to be "servant of all" (verse 44). In other words, *you must have the servant attitude if you are to become anything or produce anything in the spiritual life.*

Now what does that mean? Does it mean that one must be weak, indecisive, have no initiative, no ability to think and act independently of others, to cower before others and the Lord Himself? I hardly think so. Look at the lives of biblical characters. Men and women who accomplished great things for God (Hebrews 11) were people who trusted in Him and people who held the attitude of servants. They gave themselves to God with abandon and brought Him into every circumstance of their lives, trying to do the things they felt pleased Him in each situation. Our attitude of servant, then is to have that same abandon to Christ. "Lord, I am your servant. I will serve you with my life, by sharing your Gospel and ministering to others."

Here are some suggestions as to what the servant attitude means in everyday life. *It means thinking of the good of the group before thinking of one's own well-being.* In Indonesia there is a committee meeting known as the Mushjawara. It may take hours for the Mushjawara to conclude business because decisions are based on unanimous agreement. As a meeting progresses, one can see vested interests set aside by member after member as each begins to think more of what is good for the group, rather than for himself. Finally a decision is reached which satisfies and serves all. The attitude of servant in us means that we set aside vested interests and seek the well-being of our brethren before ourselves.

The servant attitude means learning to follow before one may lead. The normal missionary's role is to preach the Gospel and teach men about Christ for salvation and Christian maturity. What does the missionary do when he reaches the church in Indonesia to which he has been loaned and is given little to do? In fact, all that is required for several months is that he attend services, visit in homes and generally be available. Don't the people know his calling, his training, his burden and concern? Yes, of course, they know. That is why he has come. But does he know them -- the way they think, their concerns, their needs, their way of life? Does the missionary know where the people are in their Christian experience? Does he know and love them? A few months of learning to follow will determine if he deserves to lead. Time is a factor for the short term worker. Can you be a learner in some situations and earn the right to be a leader?

The servant attitude means that people are more important than time. In America people are sacrificed to time. Too frequently the clock even dictates whether or not one has time to help a person in need. Not so the servant attitude. Overseas visitors will want to see you, talk to you, spend time with you, hear you speak. In Indonesia, it is a sign of honor to be visited. Your visits to others, in turn, honors them.

A missionary family preparing to leave for furlough from Indonesia was feted with several farewell parties. At the conclusion of one party, brief speeches were made by individuals within the group expressing appreciation. The missionaries listened closely to the speeches thinking to hear a word of appreciation for sermons delivered, lessons taught, classes led. Instead, remarks like these came through: "When my husband and I were having difficulties in marriage you helped us." "When our child was ill you visited us and prayed for her; she became well." "When I lost my job you helped me locate another." Things which took time, but seemed insignificant to the missionaries went straight to the heart of those in need. Messages, sermons and lessons all have meaning when people are more important than time.

The servant attitude means planting ideas while others receive credit for them. There may be any number of things on the mission field which you will question, wondering why things are done that way and not another. You may see obvious ways of improving situations, relations, ministries. You may even share your insights. I trust you will do so

tactfully, since there may be solid, seasoned reasons for a particular course of action. Nevertheless, don't turn off. God may use you to plant ideas and let others get credit for them. Does it really matter as long as His work moves ahead?

A congregation two miles from the city had grown to over 100 people for each Sunday morning service. Half of them came from the city. The city had no congregation in it using the national language. Indeed, there was a large church using a regional language, but the city people could not understand it. There was no witness for Christ to them in an understandable language. Obviously, the city needed a church using the national language. The missionary suggested dividing the congregation into two groups: one would continue meeting at its present site; the other would meet in the city. Church leaders listened politely, nodding interest and approval, but nothing happened. For two weeks nothing happened as the missionary discussed the issue with other leaders. Finally, he decided that it was not the Lord's time and left the matter. Two days later the chairman of the elders visited the missionary in his home. After general pleasantries were exchanged, the chairman said, "We elders have been thinking. We feel that it is time to divide our present congregation and have one where we meet now, and the other will meet in the city. Both shall use the national language. We feel so keenly about this that we have already divided the groups. Our first service in the city will be this Sunday. Will you lead it for us?" That congregation later grew large enough to erect a church building and support its own Indonesian pastor!

The servant attitude means a willingness to identify. God identified Himself with mankind by becoming man. He became one of us that we might know what God is like and that He might save us from our self-centered, sin-contaminated lives. Missionaries must learn to identify if they would be effective for Christ.

What does identification mean? Here are several brief suggestions. It means being where people are. One cannot identify at a distance. As you try to identify during your ministry, endeavor to be where Nationals are -- in their homes, in schools, at work, in the market or in stores.

Identification means accepting people including the missionary with whom you work. Anyone could come to our Lord including prostitutes, drinkers, extortioners, and every other kind of human being in society. He never accepted their sin, but He accepted the sinner, the person, and in so doing was then able to deal with their sin. You will meet all kinds of people, some who will naturally appeal to you and some who will turn you off. Can you accept all kinds? Work to accept people as they are and then see how the Lord may use you to lead them into something eternally better to His glory.

Identification also means being a listener. Counseling centers are filled with people paying for a "friend," that is, someone to listen to them. Are you a listener? Do people feel free to share some of their burdens and cares because you do listen? When you listen, really listen. To a person you are saying by your actions, "I really care for you. You are important to me." Conversely, failure to listen says, "You are not too important; I really am not interested in you".

Finally, identification means readiness to share not only the Gospel but the reality of God in your own life. It is easy to quote verses from the Bible. No one has to be spiritual to do that. The same is pretty much true of sermons, lessons and lectures. Share God's reality in your life by what He is doing here and now in and through you. Someone has said, "After the resurrection a question to which the disciples must have spoken was, "How do we know Jesus is alive today, this week, this month?" How do you know Jesus is alive? Share it; pass it on.

It is vital during the time of preparation as well as throughout your short term ministry that you maintain a stable and meaningful time with God each day. There is no substitute for this, and it is an essential part of your spiritual preparation. Spending time in the Word and prayer will help keep you trusting God instead of becoming discouraged and defeated!

DEALING WITH HARD TIMES

The following are some of the hard things you may experience this summer. Plan ahead to have a positive response when and if these things come your way. Be sensitive and helpful to others who may be experiencing these situations.

1. Possible temperature variations.
2. Language barriers
3. Feeling left out of the team
4. Complaints from other team members about the conditions
5. People who are different from you; arguments
6. Parting with friends that you meet
7. things not running as you think they should
8. being served foods you do not like
9. coping with people who don't work as hard as you think they should
10. shyness; having trouble reaching out to new people
11. being overwhelmed by the needs of people you meet or see
12. being away from your family
13. spiritual pride that our way is best
14. restrictions on what clothing can be worn
15. health problems
16. food precautions that must be followed
17. tiredness from jet lag or from being in unfamiliar settings
18. difficulty respecting those in authority
19. expecting the people you meet to convert to my way of life instead of me converting to theirs.

SCRIPTURE SURVIVAL KIT

Problems with Lust

Psalm 141:4 Romans 13:14 Galatians 5:16
I Corinthians 10:13 1 Peter 2:11

Feeling Discouraged about Your Work

Isaiah 42:6,7 Hebrews 11:1 1 Thessalonians 5:24
I John 5:4 Haggai 2:17-19 Ephesians 3:20
Hebrews 13:20,21

Not feeling Well Physically

Psalm 89:21 Psalm 73:26 Psalm 119:76
Psalm 119:50 Exodus 23:25

Emotionally Drained

Hosea 2:19,20 Isaiah 58:10-11 Jeremiah 31:12
Psalm 62:5-8 Isaiah 57:10 Zephaniah 3:17

Difficulty in Living Arrangements

Philippians 2:1-5 Ephesians 4:31,32 Ephesians 6:5-9
Colossians 3:16 James 1:19,20 Romans 15:5,6

Critical and Judgmental Spirit

James 4:11,12 Matthew 7:1 Psalm 56:10-13
Philippians 2:14-16 James 5:9

Rebellious Attitude Towards Authority

Ephesians 5:21 1 Peter 5:1-7 I Timothy 5:17
Hebrews 13:7 & 17 I Thessalonians 5:1-13

Lack of Patience

Romans 5:3 Revelation 3:10 I Peter 2:20
Hebrews 10:36-37 James 1:3

Problems in Communicating

Mark 13:11 Ephesians 6:19 I Corinthians 2:1-5
Isaiah 50:4 Colossians 4:6 II Corinthians 3:12

Lonely and Homesick

Philippians 4:12,13 Mark 10:29,30 Exodus 33:14
Psalm 91 Matthew 28:20

Tired of Being on Display

Isaiah 58:10,11 Ephesians 5:15-17 Romans 8:32
I Peter 4:12,13 Hebrews 6:10 Hebrews 4:15

Lack of Love

I John 4:7-21 Romans 12:9,10 I Peter 1:22
I Corinthians 13:1-7 Romans 15:7

SUMMER MISSIONS TEAMS ORIENTATION - "BASIC EVANGELISM"

Although many of our summer teams go out to serve by painting, building, or some other physical labor task, these tasks must never distract us from the basic reason for missions - people need Jesus Christ as their Savior.

In light of this need, and in light of the fact that every team member will be exposed during the trip to someone who does not know Jesus Christ, it is essential that everyone has a basic understanding of evangelism; that is, an understanding of how to share the love of Christ with another person.

Here are some basic things to keep in mind as you think about sharing the love of Christ with others:

1. **PRAY.** Everyone gets scared if they think about witnessing to strangers or striking up a conversation about Jesus with a fellow passenger on an airplane. Nevertheless, these fears can be alleviated if we are in prayer. Begin praying long before your team departs - pray for stewardesses, fellow passengers, and non-Christians at your work sight. Pray for God to open up the opportunities to share Christ...and He will!

2. **BE PREPARED.** When God gives you an opportunity to witness, be prepared to take it! Rehearse your testimony before you go. Know what you are going to say to the person who wonders what it means to relate to Jesus Christ. You may want to become familiar with one of the evangelistic booklets available.

3. **BE NATURAL.** Some people feel under pressure to witness, and as a result, they become obnoxious, asking every person they see, "ARE YOU SAVED?" It is far better to use natural opportunities. Use them as they arise throughout your trip to tell people about Christ. Tell people why you are on the project, and let them know of your commitment to serve others for the sake of Christ.

4. **DON'T ASSUME** that everyone knows what it means to be a Christian. If you tell people you are a Christian, explain what you mean. Explain that - to you - it means far more than just your church membership. Explain what it means to have a relationship with Jesus Christ as your Savior and Lord. Explain how they too can come into a relationship with Christ. Don't assume that they know how to invite Christ into their hearts.

5. **EXPECT RESULTS.** Most people assume that others are hostile to the love of Christ, but in reality, God is preparing people to receive Christ. This is especially true if you are praying that God will lead you to people that he has prepared. If you are expecting Him to act, He will guide your steps to people that may want to receive Christ right on the spot.

Remember that people that you meet as you serve on your team will need to know Christ. Look for the opportunities, and God may give you the privilege of being His agents to lead people to eternal life.

LANGUAGE PREPARATION

Learning a Language for the Fun of It -

Prepared by Dr. Milton C. Fisher

Entering a foreign country and its culture is so much more enjoyable when we can talk with our new friends on their terms -- in their own words, their mother tongue. They'll appreciate your efforts to learn even a bit of their language. We must not demand that they come OUR way, which is what we are doing if we let them one-sided struggle with English. As much as we may enjoy their skill at speaking our way, and praise them for it, we must realize that they will enjoy and appreciate OUR meager efforts to return the favor.

For most of us it isn't easy. It may be downright embarrassing. We make mistakes, and feel stupid. We forget words and phrases even after we once pick them up, and think we are dumb. Dumb in the sense of speechless, perhaps, but not really ignorant. Think how long it took you to speak fluent English in the first place, as a child.

AS A CHILD. That's IT. We have to BECOME as a child to learn a new language -- in spirit 'unabashed', and in method, uninhibited. A youngster listens and learns, listens and absorbs, listens till he understands a few words and sentences -- THEN he tries to talk back and communicate.

So <RULE # ONE> is LISTEN. Notice sounds that are like ours, and especially those that are DIFFERENT. How different? And in what way different? Get a "feeling" for how you can imitate each distinctive sound and word. Then try to repeat bits of what you hear -- words and short phrases, before attempting long sentences.

As you do repeat a few useful phrases you have 'picked up' on your own, or been taught in response to asking, "How do you say (so and so)?," try to be accurate in pronouncing the sounds and try to speak "up to speed," that is, at the same rate you hear them say it. Yes, you must make it a habit to repeat what you hear, whether by being 'taught' or by just picking up bits and pieces on your own.

That's <RULE # TWO>, in fact: REPEAT. Repeat a few times in the learning situation itself. And ASK to be corrected if it doesn't sound quite right. USE your new found language tool right away, and OFTEN -- so it will stick with you. Use it every chance you get. Things like greetings and courtesies are very appropriate and useful anyway. And they'll LOVE IT, and love you for it -- even when you make mistakes. LET them correct you, and do, laugh with them over it. Remember, it's language learning FOR THE FUN OF IT. And only after certain phrases and remarks become natural and 'automatic' for you to use will it really get to be satisfying. Then, that's the fun of it!

<RULE # THREE>, in fact is this: HAVE FUN, whether you feel like it or not!!! But, in time you WILL enjoy it, if you really put yourself into it. The DESIRE, the determination to learn and to really USE bits of the new language is in itself the motivation which it takes to be a language learner, or better, to be a language USER.

One more observation by way of encouragement. You can expect to find that your understanding of what is said will run ahead of your ability to speak. Comprehension out paces composition, you might say. Ultimately, of course, it takes the two of these together to make for CONVERSATION, our real goal -- our fun time.

There are numerous books, audio tapes, and CD-ROM's available at bookstores that make it possible AND DESIRABLE to get a head start.

WHAT IS A JOURNAL

Someone has said, "I am my story." It is equally true to say, "My God is to be found in my story." The language of the Bible is primarily historical, a story of God in the lives of persons, families, nations. We cannot tell people about God without telling them our history. Thus, retelling our experiences with God is legitimate. For our theology unfolds in the midst of our lives. (Adapted from "Faith at Work" magazine, May/June, '79, p.47)

A very unique feature of the early Old Testament patriarchs was that they were altar builders. When the Lord appeared (intervened) in the life of Abraham at Shechem and the mountain between Ai and Bethel (Gen. 12:7,8), he built an altar of remembrance before the Lord. Jacob as well recorded God's intervention in his life by means of an altar after he saw God's ladder in a dream. David on the other hand recorded God's dealings with him by means of psalms. There are many ways to keep track of our relationship with God. And those who knew God well were those who remembered Him well. And those who remembered Him well usually had some means of remembering His work in their lives.

One of the most important functions of a journal can be to keep track of our relationship with the Lord. In this way, we begin to develop a spiritual heritage of practicing the presence of God. However, there are other ways we can use a journal. The following are some thoughts on how to use our journals.

A journal is anything you make it.

A diary to record daily events.

A means to bring feelings and thoughts into focus.

A dream book; the way to keep up with your dreams is to keep in touch with them.

A daily reminder: writing down your list of priorities each day.

A book of creative writing: your own poetry or fiction, drawings and texts, personal mythology, Imagined secret plans for the future .

A commonplace book of favorite quotes or sayings.

A notebook to capture and preserve the life that passes in and out of you.

A discovery book of the wonder and strangeness of life.

An epic of self-review.

A meditation place where you go to reach the silent, secret center of yourself.

A map of the future: all you would like to become and do.

A fun book of all that is funny and festive.

Some benefits of a journal:

A means to vent emotions constructively and creatively

Helps us express ourselves with the result of knowing ourselves better

An opportunity to review the day with God, to praise Him and see His hand at work

Makes us accountable when we vow or decide to do something

Clarifies lessons God is teaching us

Helps us organize prayer requests and answers and can serve as an encouragement in dry times

Enables us to discern God's will as we read back and see themes in our life as the direction of God's leading

Serves as a help to zero in on a problem and think it through on paper

A personal way of sharing ourselves with special friends

A good exercise in discipline as we record short teachings stemming from daily readings in Scripture

An indicator of how we are growing

A means of preserving God's workings for future generations

You will be provided with a journal notebook at Orientation. These above thoughts are designed to help prepare you for the discipline and adventure of keeping a journal during the mission.

PREPARATION FOR LIVING IN A NEW CULTURE

To help adapt to living in a culture different than you own make sure:

- your relationship with Jesus Christ is personal and growing.
- you are in good health.
- you have your parent's support.
- you are willing to be flexible, to be a learner, and to serve as part of a team.
- you attend team meetings to prepare before leaving and follow-up activities when you return.

It will be to your advantage to learn as much as possible about the people and their country where you will be serving before you meet them:

- *Talk with someone who is from there or who has visited there.
- *Write to missionaries and pastors where you will be serving and ask how you might pray for them.
- *Learn about your host country. Contact your library. Use your encyclopedia or National Geographic. Obtain information from the appropriate embassy in Washington, D.C., and from their tourist office in New York. (Your library information booth can help you with those addresses and phone numbers.) Learn about the history of the church and other religious groups in that country.**

GENERAL CROSS-CULTURAL PRINCIPLES

1. Be sure you have a genuine appreciation for the culture.
2. When you are overseas and praying, be sure to pray for the nationals.
3. Eat the food. Don't laugh at it. Don't ask what it is, just eat it, and pray that God will give you a special measure of grace if needed.
4. Be very appreciative and sensitive to their culture.
5. Don't act like you are a group of martyrs but be servants.
6. Do not think that you are going to run the program.
7. The nationals will be ministering to you, as well as your ministering to them. Even the career missionaries are ministered to by the nationals. They do not run the show; they just assist the nationals.
8. Keep a very humble attitude and have no negative comparisons with Western culture.
9. A lot of nationals are very sensitive to any amount of pride or criticism that you may have in your actions.
10. Be courteous and quiet.
11. Any English you may teach will be very simple English.
12. Do not expect everything that is said to be translated for you.
13. Do not think of yourself as being big, spiritual examples. Some of the nationals that you will be working with have been disciplined very well also.
14. Be able to share your testimony at a very basic level.
15. Do not expect to save the country in eight weeks, let alone three weeks!

CROSS-CULTURAL NOTES

Once on this mission experience you will be leaving what is familiar and comfortable to you and going to one that is not. As we desire to be witnesses for Christ and to be His representatives, there are several important things to remember. Please consider the following points carefully as you prepare for living in another culture.

1. *When we go to another culture, we are the strange ones.* We are the ones with the unusual perspectives, the funny accents and the weird clothing. It is important to remember that we are the guests in another person's world. We must respect these other people by not criticizing or laughing at them.

2. Watch your language. First of all, don't use phrases like "they dress poorly." When we say these things, we put our own cultural value judgements on someone else. People in British countries do not drive on the "wrong" side of the road. It may be opposite to what we are used to, but there is nothing wrong about it. Also, remember that when you are in a foreign, non-English speaking country, the people around you may understand more than you think of what you are saying. Therefore, *be very careful to speak graciously and avoid at all cost saying something that could embarrass the group or the testimony of Christ.*

3. *Watch your facial expressions.* We communicate a lot through our faces, for example, disapproval, judgment, pleasure, etc. Remember to communicate the right thing at the right time. If someone says, "Do you like the food?" and your facial expression says you feel like you just swallowed a tarantula, no words you say will actually come through. Your facial expression will speak for you.

4. *Be careful with foreign language expressions and with English slang.* Sometimes we think we know more Spanish or French than we really do, and we can make royal fools of ourselves by using wrong vocabulary words or by mispronouncing words. You should try your foreign languages, but do not be too confident. For example, if you are in Germany during the summer time, and you want to say, "I am hot," and you translate it literally, "I am hot," you will end up telling your German friends that you are sexually aroused.

The same is true of English slang. Words like "screwed up" may be very offensive to people in other parts of the English-speaking world. In Ireland, if you tell a mother that her baby is a "cute little bugger," she will probably punch you out. In Ireland, "cute" means sassy or rude, and "bugger" means an illegitimate child.

5. Consider the example of Jesus in Philippians 2:5-11. He left His culture and all that was familiar to Him in order to serve us. We must do the same.

6. If you are asked to speak to a group of people at your project site, focus on God and His power in your life. Use the Word of God in your sharing - it is powerful! Do not make a lot of comparisons between your way of life and theirs. Praise the people for positive qualities you see in them. Treat them as your equals with respect.

7. *If you take photographs this summer, be sensitive to the people.* They may not appreciate having their pictures taken. If this appears to be the case, honor their wishes and do not take them any way.

Take pictures that are a fair representation of the places and people you visited. Show the people in their best setting rather than in their worst. Show the scenes you would want to show if it were your country. Be sure you know what pictures would be prohibited. For example: pictures of uniformed officers are not allowed in some countries. And, be familiar with your camera before you leave home.

8. *Try to understand strange customs, habits, and ways of thinking.* There are real reasons behind all of them just as there are reasons behind our own customs. Some of them depend on climate, some on religion and some on very old traditions. Some are sensible. For some, the reasons are obvious. For others, the reasons cannot be seen though they are certainly there. Try to understand their ways. For example, in Latin areas people do not pick their teeth without cupping the free hand over their mouth. Who is to say that this is not a better custom than the way in which most of us use tooth picks?

9. *Respect these customs and habits of thought even when you cannot understand them* and even when they seem unpleasant or effeminate. They seem as natural to the people who have them as yours do to you. Foreign people cannot seem any more different to you than you do to them.

10. When you associate with foreign people, try to adopt their manners as much as possible. Do not ask them to adopt your ways. This can relate to such matters as relationships with the opposite sex or even such a thing as wearing less expensive clothing when you associate with rural people.

11. *Suppress your own peculiarities as far as possible when they are contrary to the customs of the land.* Remember that some acts which are right in America may hurt feelings or even be insulting abroad. Don't follow American customs before foreigners when they contradict the foreigner's rules.

12. When the foreign customs are none of your business, then mind your own business only. Don't stare or point, for example, to the man who removes his hat when passing a church or a temple. Ignore him. This is his custom.

13. When attending an event such as a play or fine arts performance be very careful not to insult your host by talking or behaving poorly. Remember that people you meet as you serve on your team will need to know Christ. Look for the opportunities, and God may give you the privilege of being His agent to lead even one person into eternal life.

(The above cross-cultural information was written by
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EXPECTATIONS

It is probably impossible for a short term worker to arrive on the field with "realistic" expectations, but the following may at least help you to arrive with "reasonable" ones. You can expect things both positive and negative, easy to handle and hard, and some frustrating times as well as joyous ones.

EXPECT THESE CHALLENGES

The following lists some of the aspects that the short term workers have found difficult. No short term worker found all of these hard and some found practically none of them a problem. At least you are now forewarned to a degree.

Being prepared:

Short term workers have said that no matter how well prepared they thought they were, when they got to the field it was different. So be prepared not to be prepared! It is one thing to know with your head that there will be cultural differences and quite another thing to submit the feelings to these differences. If the going seems rough, a positive attitude and the prayer, "Lord, just what do You want me to learn from this impossible situation?" may have to come to your rescue. But He will be right there, your Rock and your Shield.

The inescapable newness:

Many of you will have come from the highly specialized environment of the college or university. Most of your close relationships have been with people of your own age and with common interests. Even in your church and Christian groups you are generally drawn to those for whom you feel an affinity. Now you face a completely new situation, new country, new language, and new environment. That is a lot of "newness" and difference to cope with in a short time.

Multiple backgrounds:

Since our Reformed Episcopal missionaries come from an inter-cultural background you may have a double dose of cultural adjustments. Also, our teams are somewhat multi-cultural considering the variety of backgrounds and parts of the country they come from. One short term worker had a triple adjustment. But when this worker left she said she would never have learned the meaning of the unity of the Body or understood so well "unity in diversity" if she had not been thrust into this multi-cultural environment.

Lack of Language:

It is hard to realize ahead of time how vulnerable you will feel when dropped into a situation without having the language of the people. It is frustrating to have to "look dumb, feel dumb" and shake your head helplessly.

Dependance on others:

As an independent adult or student coming from a college or university background, pretty much going when you wanted to go, coming when you wanted to come and doing what you wanted to do when you wanted to do it, you may find it painful to all of a sudden find yourself so dependent on others because of a lack of language. How do you ride on a bus? How much should you pay for a bag of peanuts? How do you find your way on a city street? How do you even cope with the simple necessity of finding the mens or ladies room, etc.

Loneliness:

Short term workers have sometimes mentioned the matter of loneliness. One said she just longed at times to have someone her own age, and from her own background to talk to. And at times walking down the street and feeling that you don't belong can be a lonely experience. But you will probably find that you cultivate a greater sense of the Lord's presence in your life as a result of this.

Homesickness:

How about disappointment when hoped-for letters from home and friends do not come through when expected? (Especially the first week.) Line up some letter-writing friends and members of your family to stand by. Be sure they know where to reach you. You might prepare and leave with them some self-addressed airmails or envelopes with your field address as a kind of insurance against those letter-less days.

A feeling of "uselessness":

One short term worker wrote, "For me it was not so much an adjustment to climate, people, insects, etc., -- more just a feeling, just a useless feeling." Without the language your desire to be useful is often thwarted. This is part of what a new missionary faces, and you will go back home better prepared to pray for new workers on the field.

The above list shows for you possible difficulties on the "debit" side. The following, however, will show you that there is a strong "credit" side.

EXPECT THESE BENEFITS

If you have never been outside your home country, you will have the pleasure and excitement of the travel--the *enriching experience of seeing more of God's great world.*

If you have traveled, you will still have a different kind of experience, *travel with a specific focus and purpose*--not just to sightsee, although there will be some of that too.

You will be staying in a place long enough to *form some real relationships*--not as a tourist standing on the side taking pictures. You will be in the pictures!

Living within, and *getting to know something of another culture is a broadening and stretching experience*--a privilege not too many people get. We can all learn a great deal from the different cultures of the world.

You will know a bit more of what it feels like for the foreigner and the immigrant in the United States--something of the vulnerability, the homesickness, the loneliness and what it feels like to be out of your own native, comfortable setting. *This greater understanding can help you to reach out in a more effective way to immigrants or international students back home.*

You will enter for a while an intercultural and inter-church fellowship, and there is the chance to learn not only from Europeans, Asians, Africans, or South Americans, but also from one another the different customs and patterns within our group. This alone is an experience of value.

You will learn first hand, not by hearsay, what it is really like to go through a day in a mission center with its ups and downs, its joys and frustrations.

Finally, *you can expect some fruit from your service.* If the Lord has called you to the summer's work, He has His purpose for you. You can pray that He will, through your testimony, through a flexible, willing spirit and through your love for Him, speak to hearts. You can expect that He will lead you to prepared people, and through your life you can expect to have opportunities to share the truth and good news of Christ.

CULTURE SHOCK

By Dee Wirz

(Used by permission of The Language Institute For Evangelism)

Have you ever heard of culture shock? It's a not-so-rare disease that new (and occasionally old)-missionaries contract when they go to a foreign country. **Everyone catches it.**

What is it? It's riding the train in Tokyo or Osaka during rush hour. It's not having an American style bathroom. It's never being able to use a checkbook. It's being caught up in a crowd of people when you're tired and want to be alone. It's the manipulation by an overdone advertising media. It's not understanding a sermon. It's not being understood. It's a festival parade with portable shrines being carried around as a worship object. It's the stone idol on the corner. It's teaching in a humid room with no air conditioning. It's suddenly being taken somewhere by your pastor and you don't have the slightest idea where you're going or when you'll return. It's not getting a letter for a long time (2 days). It's not having the kind of living quarters, the church atmosphere, or the countryside that you expected.

What is culture shock? It is a compendium of little things that add up to a people whose ways are different from yours.

What are some of the **symptoms** of this disease? One is *criticism*. Most of us newly-arrived missionaries are critical of the culture. The people are indirect, streets are too narrow, prices are too high, traffic is hazardous, etc. You tend to generalize a few negative experiences, and draw negative conclusions about certain aspects of the new culture. At the height of culture shock you're constantly comparing American culture to that of Japan.

Another is *irritation*. Some of your irritation will come from a mere sense of not being in control of most of the situations you're in, due to an inability to communicate or to understand what is going on around you. All of a sudden someone says to you, "Okay, we go now, come on. . ." Or in the midst of your busy schedule you remember the weekly report that must be filled out. Getting lost and feeling helpless could cause one to become a bit frustrated and angry. Waiting in the hot sun for late students when you're taking a group on an outing will certainly test one's ability to control the urge to seem to have enough patience or kindness on hand.

Another symptom of culture shock is *depression*. During the long hours of training or in the midst of a babble of unintelligible sound in the church or marketplace, you see all too well that you were cut from a different pattern. On a hot muggy day (which come in abundance), when you're interrupted by the teacher for the fifth correction in the same sentence, depression can get its foothold. When your body is tense and your mind exhausted, you glance into the long hot summer ahead, and depression becomes a temptation.

Is there a cure for this disease, culture shock? Happily there is! The formula is a compound of patience, language study, a sense of humor, better acquaintance with the people, a relaxing hobby, and some honesty and reality in one's daily relationship with Christ.

The missionary has the confidence that Jesus knows what He is experiencing. Could we dare suggest that in coming to the world, this world, Nazareth, He experienced culture shock? In Luke 9:37-43 He rebuked an unclean spirit and healed a boy whom his disciples had not been able to help. It seems to me that in verse 41 some feeling of His foreignness grips Him: "O faithless and perverse generation, how long am I to be with you and bear with you?" Jesus was a sent one, going from one kind of environment to another. In a much less radical, but not less real way, we are also sent ones. And this One who was sent knows how to help us on the frontiers of our new experience.

Culture shock is the reaction of a stranger to a new environment. We know we will go through it, but we also know that He has been there first.

PHYSICAL PREPARATION

- A. Run or walk three miles, three times a week in the heat of the day.
- B. Do sit-ups, pull-ups, and bent knee sit-ups 3x/week.
- C. Walk as much as possible to toughen your feet.
- D. Be prepared for sun and heat depending on your place of service.
- E. Receive required shots
- F. Prepare for jet-lag. See travel information section.

DIET

- A. Begin to cut down on meat.
- B. Practice eating things you don't like.
- C. Learn self-control in eating habits.

PACKING

Luggage Allowance: The rules for luggage allowed for each person on an international flight go by both size and weight. Each person is allowed to check 2 bags, which must not exceed a total of 106 inches when measuring one length, one width and one breadth of each suitcase. In addition, each bag must not exceed 70 pounds in weight. You may also take one carry-on bag, which must not exceed 45 inches and which must fit underneath your seat on the plane.

WE RECOMMEND ONLY ONE SUITCASE AND ONE CARRY-ON BAG.

Types of Luggage: We recommend that you do not use suitcases which are heavy in themselves. Molded or vinyl/leather suitcases are best for this purpose. Cloth luggage can be easily punctured and is not as durable. Also, many summer workers have suggested that you use a backpack instead of one of the suitcases if you can. It is easier to carry your luggage this way. If you have a suitcase with wheels, this is great. You may also buy wheels which can be attached to suitcases. Plan to bring a smaller daypack to use for short day trips.

The **contents of a carry-on** should include everything you would need immediate access to, prescription drugs and possibly an extra set of clothes in case you are separated from your checked on bags for a day or two. Women's purses are not counted as luggage, so carrying a large purse may be beneficial.

Flights to and from the US go by a 'piece' system in their baggage allowance. Your two suitcases and one carry-on are covered in the price of your ticket, but you could be charged for each additional piece of baggage. To determine exact baggage regulations call them before you start to pack, because they might vary.

Flights other than those to and from the US (when NOT merely a flight you have transferred directly to from another airline as you are proceeding between the US and your destination point) are generally on a "weight" system of 44 pounds. You could be charged for each additional pound over 44. Again, please check with the airline. Please note also that on the return flight, the weight limit might be lower. Any excess charges are a personal expense.

Make and carry a list of contents and approximate values of each piece of luggage in case they are lost or stolen and you need to make a claim. The airlines generally have some baggage insurance (\$9.07 / lb.-verify this figure) . Anything else is your own personal expense.

Be sure to have locks on all your pieces. Duffle bags and backpacks can have small locks attached at each opening. Carry two sets of keys with you as you travel. Better yet, get suitcases with a combination lock!

Most countries have porters, but it is better to take only what you carry by yourself.

It is important to **label your luggage** inside and outside with your home address and your summer address. In case your luggage is separated from you, it can then be shipped to the proper place. Before checking your luggage at the airport, you should secure any straps or long handles so they won't get caught in the conveyor belt.

If your luggage gets lost by the airline, report it before leaving the airport. If your overnight items were in the piece that was lost, check at the ticket desk to see if they might have a free overnight kit for you, which would contain some essentials such as a toothbrush.

Packing: PACK LIGHTLY! First, remember that you must personally carry everything you take to the field through airports, in train stations, up and down stairs, through large crowds, and on public transportation many times before you finally arrive at your destination. If in doubt, don't take it. Girls, don't expect the men to carry your luggage - they have their own to carry!

Leave extra room - while on the field, you will probably acquire many gifts and extra things. Leave extra room in your suitcase for this.

After packing everything you plan to take with you, practice carrying everything you will take on the trip. Repack if necessary. Remember that each one of you will be responsible to carry all your own luggage.

When traveling, it is easier to wear some of your bulkier clothing and shoes than it is to pack them.

Weather: This factor cause us the most problems with lists. Please check with your team leaders, committee members, travel agent, and almanac for weather and climate conditions.

Styles: Please check with your team leaders or committee members for appropriate styles of dress.

GENERAL OBSERVATIONS ON DRESS, TRAVEL AND CONDUCT

They way you dress and your appearance in general should never detract from your message. Short shorts are generally not worn by European Christians, so great care should be exercised in their use, if at all. However, longer shorts (mid-thigh) are alright for private use, sightseeing and the tour if it is warm enough. Be sure to check with your Board of Foreign Missions Team Leader or Missionary if questions arise about what constitutes appropriate attire in your particular assignment. Do not take t-shirts that are inappropriately marked. *Your team leader has full authority to make judgment calls regarding these matters.*

Remember: At all time you are representing not only the RE Board of Foreign Missions, but Jesus Christ. Don't detract from your ministry by a lifestyle that is inappropriate for Europe.

GENERAL TIPS:

Your favorite soap, toothpaste, cosmetic, etc., may or may not be available in Europe. If they are they will be much higher in price. This is also true of medicines, especially if you need a special item.

Electrical equipment: Current in most of Europe is 220 volts, not 110 as here in North America. Some small items have a switch which changes them from one to the other. Additionally, you will need an adapter plug since European sockets are different.

Transformers: Miniature transformers are available in North America (not in Europe) which can be used for small motors such as razors, blow dryers etc.

Determining What to Take:

Drugs and medicine: If you need prescription drugs or medicines, be sure to have enough with you to last out the trip. Carry them with you on the plane and not in your luggage. Many times certain drugs are not available or may be difficult to obtain, then quite often at premium prices. Put drugs, medicines, lotions, etc into plastic (NOT glass) bottles or containers. Identify each item, especially drugs and medicines. Common items carried are cold pills, aspirin, antibiotics, dysentery medicine, air and seasickness pills, constipation remedies and water purifying tablets

For those on work crews it may be wise to take old clothes that can be disposed of at summer's end. This leaves room for souvenirs and gifts on the return trip.

A sleeping bag is essential. Since they aren't easy to wash, you might want to make yourself a sleeping bag sheet. Sew it up like the sleeping bag, leave it open on one side to make it easier to get in and out. You may also want to bring a small pillow and pillow case. An air mattress or pad is also suggested. Your sleeping bag can be rolled up and placed in a heavy polyethylene bag, and it will be shipped as luggage and included in your weight limit, providing it is clearly marked "Accompanied Luggage" and has your name and address on it.

REMEMBER: Keep it light! Many people realize on arrival that they only need about 1/2 of what they brought.

OUTFIT LIST

NOTE: This is a general list. Your team leader or Summer Committee might recommend specific things.

In a sealed envelope in luggage have photocopies of your Passport. Also include extra pictures, plane tickets, travel itinerary and any other documents.

- ___ Passport (plus copies)
- ___ Health History - brief, include allergies, immunizations
- ___ Luggage Keys
- ___ Traveler's Checks
- ___ Cash Money (use money belt, or something similar)
- ___ Credit Card
- ___ Driver's License - US and International if necessary
- ___ Good Reference Bible
- ___ Foreign Language Dictionary
- ___ Songbook of favorites
- ___ Notebook
- ___ First Aid/Medical Kit - Containing:
 - Cold Tablets (), motion sickness pills (), aspirin/tylenol/ibuprofen(), bandaids(), Pepto-Bismol(), Kaopectate (), (and other remedies for gastric upset(), laxative(), antibiotics(), Malaria pills(), antibiotic ointment(), hydrocortisone cream or Caladryl(), enough of your own personal medication(), water purifying tablets (if recommended)(). Other items you personally use...
- ___ Sewing Kit: Needles, light and dark thread, safety pins, buttons, scissors
- ___ clothes pins and heavy string or rope (for clothes line)
- ___ Transparent tape
- ___ Lightweight Fold-up raincoat or poncho
- ___ Small umbrella
- ___ 2 large towels, 2 washcloths
- ___ Alarm Clock (wind-up or battery)
- ___ Address Book - especially of friends and supporters
- ___ Stationary for thank-you notes, postcards to send home
- ___ Several Ballpoint pens/ pencils / refills
- ___ Small Musical Instrument (if you play) - no Pianos!
- ___ Flashlight
- ___ Camera
- ___ Film (several, it can be expensive overseas)
- ___ Flash, batteries
- ___ Converters, transformers, adapters
- ___ Tape Recorder (Small - Walkman type)
- ___ Batteries, Tapes, Cord
- ___ Hostess Gifts
- ___ Eyeglasses/contacts - extra pair!
- ___ Sunglasses
- ___ Laundry Soap/Detergent
- ___ Travel Pack of Wet Ones, Wash & Dry , etc
- ___ Plastic bag for wet/dirty clothes
- ___ Pictures of yourself, family, friends, church - with name, address to give away
- ___ 2 pairs leather work gloves for building projects
- ___ Toiletries:
 - Comb(), brush(), deodorant(), shampoo(), handcream(), bar soap(), facial tissues (small packs)(), toothpaste(), tooth brush(), baby powder(), feminine hygiene needs(), small hand mirror(), toilet paper(), cosmetics(), non-electric razor(), small hair dryer(), any other personal items for grooming()

Remember: Be sure to label everything inside and out. Basic items should go in your carry-on bag in case of loss.

Clothing - General

- Regular shirts /blouses
- Sport shirts
- Slacks, jeans
- Ties
- Belts
- Pajamas
- Shoes
- Socks
- Underwear
- Suits
- Sweaters
- Coat
- Dresses
- Skirts
- Lingerie
- Socks for work

PHOTOGRAPHY

CAMERAS If you have a camera, be sure to take it. If you don't have one, you might want to purchase one. Be cautious about borrowing equipment since it can be lost, stolen, or broken. It is also important that you know how to use the camera you are taking before you arrive at orientation. Always shoot a test roll of film and develop it before leaving home.

FILM Take a good supply with you since it will cost much more overseas. You can easily pay double what you would pay in North America for film. However, if you need additional film, it will be available overseas.

PROCESSING Major film producers such as Kodak operate processing plants in Europe. Also, you will have little difficulty in getting processing done locally, albeit expensive.

AIRPORT X-RAY EQUIPMENT AND FILM

Most airport x-ray equipment will not damage your film, unless you are using 400 ISO/ASA or faster film. If you are concerned about possible damage, you may want to purchase a Sima Film Shield, or similar product, to minimize the risks.

PHOTOGRAPHY HINTS

Many of you will want to put together a slide show to take back to your church. Also remember your friends and what they would like to see. Take a variety of shots, including people, work, and places.

Remember this! One out of two slides may not be good enough to use, so it is better to be too generous in taking pictures than it is to be too frugal.

For photographers -The best slides are Kodachrome (or EKTachrome), ASA 64 or 100 for use with a 35 mm camera.

HEALTH TIPS: TRAVELER'S DIARRHEA

"Delhi Belly," "Montezuma's Revenge," and "Mummy Tummy" are some of the names given to a very common ailment that assails travelers!

If you find yourself with diarrhea, sometimes accompanied by abdominal cramping, either during your travels or shortly after your arrival overseas, you probably have fallen prey to it. Don't be too concerned, but do remember these suggestions.

- Canned juices, hot tea or carbonated beverages can help replace lost fluids and salts. It would be wise to have some Pepto-Bismol tablets with you, in case diarrhea occurs while you are still traveling.

- When diarrhea is present, do not force yourself to eat. Avoid fruits and vegetables temporarily, although well-chewed bananas and orange juice are acceptable. They will provide your body with potassium.

- If you are in a situation where you can suggest what you would like to eat when the diarrhea subsides, remember these foods: boiled rice, cooked cereals, boiled or poached eggs, etc.

- Sometimes diarrhea is followed by constipation (or sometimes travelers have constipation instead of diarrhea). If the constipation follows diarrhea, do not take a laxative. This is the way the body allows the intestines to regain their normal rhythm.

- A prophylactic for dysentery should be taken when staying in any areas where one may have to drink unboiled water or eat unclean food: Plewin, two tablets a day for two consecutive days each week while in the area.

- For simple diarrhea, Kaopectate without neomycin is usually effective or a course of Thalazole (insoluble sulfa).

- If serving in a country during the hot season, one salt tablet a day is advisable.

Miscellaneous Travel Tips

1. Wear loose-fitting clothing. Avoid tight undergarments. Your feet will probably swell after long periods of sitting, so wear shoes that will accommodate this. You may want to take along some slippers to wear when you are airborne, or just slip off your shoes and wear your socks.

2. Drink lots of liquid while traveling, but avoid an excess of soft drinks and other heavily sweetened beverages. Fruit juices are best. A lot of moisture is taken from your body by the low humidity of the aircraft. Humidity in the average jet cabin is 10 to 15%.

3. Move around the plane. Even if you walk around for just a few minutes every hour or so, it will help your circulation and reduce the problem with jet lag.

4. Eat only when you feel hungry. Don't try to eat everything on your tray unless you really want it.

5. Avoid unnecessary exposure to tobacco smoke and the use of aspirin.

6. Try to get some sleep. You may want to use ear plugs and close the window shades. Minimize your intake of caffeine beverages the day prior to your flight as well as during your flight. Using the pillow and blanket provided by the airline may help you rest more comfortably.

7. Go to the rest room and hold a wet towel or face cloth to your face and breath in the moist fumes.

8. If you are subject to motion sickness, be sure to take some Dramamine or Benadryl, (either one available without a prescription from a pharmacy). The first dose should be taken a half hour to an hour before you board the aircraft.

9. If you have a sensation of popping in your ears, chewing gum, yawning, or swallowing will help.

SOME TIPS - DO'S AND DON'TS

1. If you are assigned to one missionary, correspond with him/her as soon as you have the address. Have the Reformed Episcopal Board of Foreign Missions send you recent prayer letters so you can begin to get acquainted with the work of the mission center you will be going to. You can start a fellowship of prayer and thus be involved even before you get there.
2. When on the field, don't be afraid to ask questions, and learn as much as you can about the country and your own mission center. Go back home well informed.
3. Keep your eyes open to see what you can do to help, and then do it. If you are one of the non-observant kinds of people, tell your missionary so, and that you really want to help in any way you can.
4. Pray that an open, frank relationship will be established between you and your missionary. If you are from another country try to learn as much as you can of his/her cultural patterns, and try to adapt where it will make the missionary more comfortable.

Tell your missionary that you want to learn as much as possible while you are together, and to let you know what things are unacceptable or bothersome. You will be richer for the experience and it will make for a happy relationship between you.

5. Reserve judgment! Many things in the work may seem strange to you, but there may be reasons for doing things that come from a long experience in the country. So ask about what you do not understand.
6. Watch out for comparisons -- "My country vs the field". You can answer questions of interested persons, but be careful to indicate that things are "different" not necessarily "better" in your country. The "better" things in our cultures have come largely through Christ.
7. Be ready to accept justified criticism of your own country with a spirit of humility. You may be surprised to discover how nationalistic and defensive you may feel when you are in another country. Many Nationals get their concepts of the West from the movies. You may be able to correct wrong impressions, but receive gracefully justifiable criticism. Besides it can often be a good jumping-off point for a witness to the Gospel -- sinful man, therefore, sinful nations!
8. There may be times when your schedule will not be full. You have quite likely come from a busy and hectic time -- finishing up a school year. Free time may actually be a novelty to you. How will you handle it? Be prepared for it. Plan to catch up on your reading (books can be borrowed on the field). How about that Bible study you wanted to do but never had time for? If you are really at loose ends, befriend some national children -- they may think it great fun to try to teach you some of their language. Not only will such activities be profitable for you, it will be a relief to the missionary to know that you can take care of free time yourself.
9. Do not be disappointed if in a short period of time you feel that you have not moved all the mountains that you had hoped to, or that you have not had a great and glorious ministry. Even if you had the opportunity to teach English and had contact with students, it takes time to build relationships and mutual trust. However, what you have done will be fitting into God's plan for you.

MEMO FOR STUDENTS AND VOLUNTEERS:

"Accept life with humility and patience." Ephesians 4:2 (Phillips)

THE PURSUIT OF GOD AND MAN:

- a. Make each day an experience with God.
- b. Observe the church. What is its need? How can you help?
- C. Get to know people and their needs.
- d. Make it your goal to make at least one real National friend wherever you are. Be sensitive to them as people.
- e. Ask men about their relationship with God.
- f. Seek to be generous, compassionate, helpful.
- g. It is easy to dry up mentally - read something fresh and worthwhile each day.
- h. Learn from older missionaries. Ask questions.

SOCIAL RESPONSIBILITIES

- a. Don't become a "burden to your host". Ask what you can do.
- b. Remember your financial responsibilities.
- c. Learn the local greetings quickly. It will "establish you".
- d. Learn all you can about local culture and life.
- e. You have no privileges because you are white or American. These may actually be negative factors you will have to overcome.
- f. Keep up your correspondence, especially on longer trips
 1. Please write to us during the summer so we can keep up the prayer support.
 2. Write to your families about your experiences.
 3. Let your prayer partners and churches know what the Lord is doing for you.

PRACTICAL SUGGESTIONS:

- a. A small backpack is helpful if you will be doing any traveling on weekends.
- b. Think of school friends also when taking pictures.
- c. You are in politically sensitive areas - don't involve yourself in politics. Listen, but don't speak.
- d. Secure your belongings, passport, camera, etc. They are not easily replaced.
- e. Because of increased pickpocketing everywhere, bring a money belt or cloth bag that can be hung around the neck or hidden under one's clothes.
- F. "Where he leads me, I will follow - What he feeds me, I will swallow." Be prepared for a change of diet.
- G. Bring maps and pictures of your home - the Nationals are interested in your family and where you live.

Ephesians 4:1-3 (Phillips):

"As God's prisoner, then, I beg you to live lives worthy of your high calling."

"Accept life with humility and patience, making allowances for one another because you love one another."

"Make it your aim to be at one in the spirit, and you will inevitably be at peace with one another."

THOUGHTS ON BEING "OVER 30" AND GOING ON A SHORT-TERM PROJECT

If you are over 30 and interested in going on a Short-term Missions assignment, we are delighted! We recognize the need for those with more experience and greater maturity. These qualities help provide balance on the teams. However, we feel it only fair to inform you of what life on a Short-term assignment might involve:

- You may have to submit to someone younger than yourself.
- Summer teams usually sleep on the floor in sleeping bags.
- It may be necessary for you to share a room with several others or sleep in an open dorm.
- Some teams may have to wash their clothes by hand.
- You may find yourself without the bathroom/toilet facilities that you are used to. Showering daily may not be possible and hot water is sometimes not available.
- Some younger participants may lack maturity. Love, patience and forbearance are essential.
- You may not have the kind of diet you prefer.
- You may have to go to bed late and rise early.
- Traveling might be done in older vans or trucks - or even boats!
- You will be following a simple lifestyle, where you will have little control of your own spending.
- The labor may be very physical.

We hope this information will be helpful as you consider going on Short-term mission assignment. May the Lord show you the direction that you are to take.

SUPPORT

In this section we have chosen to present to you two different methods of support raising. The first is the method used by most faith missions. With this method the emphasis is on raising your prayer support and financial support is secondary. Our prototypes for this were OMF, GEM, & TEAM.

The second method is that used by missions other than the "Faith" missions. Traditionally these are the denominational missions. We have used the PCA (MTW) summer program as the prototype for this.

We are not recommending one method over another. It is up to you to consider both and prayerfully decide which method you choose to use. Perhaps you may want to combine them. Whatever you do remember that if God wants you to go He will supply the needs and along the way teach you the lessons He thinks you need to learn. The blessing & strengthening of faith one receives using either method is that of seeing how God supplies our needs in His time and in His own way.

One of the most common concerns of short term workers is the question of where the money will come from that is needed for the time in the ministry. Over the past years, God has done many miracles in providing for the needs of workers who have gone before you. We can have confidence in God because He has promised in His Word to care for our needs.

"And this is the confidence which we have before Him, that, if we ask anything according to His will, He hears us. And if we know that He hears us in whatever we ask, we know that we have the requests which we have asked from Him." I John 5:14,15

"And my God shall supply all your needs according to His riches in glory in Christ Jesus." Philippians 4:19

The most important thing you can do about the financial aspect of your ministry is to pray. God is concerned about you, and is able to meet your needs. He wants you to ask and depend on Him. Look on this as an opportunity to see your faith grow, and to experience His blessing far beyond your expectations.

Besides praying yourself, another thing you can do that will be a great encouragement to you, is to establish a support group for your overseas ministry.

1. Get a small group of 5 to 10 friends to covenant together to pray for you from now until you come back from your short term ministry.

2. Ask these friends to tell one other friend about what you are doing, and ask them for prayer.

3. If you are in school, your friends may not have a lot of money to contribute to your support for the short term ministry, but they can pray with you for your support. Share your vision, expectations, and needs for your ministry with these friends. They can serve as encouragers.

4. Ask your pastor, or some other leader in your church with whom you are close, to covenant personally to pray with you. Keep him informed as to how you are coming with your plans.

5. Ask your whole church to covenant to pray for you, and for your support.

6. Share your plans with your Bible study group and/or Sunday School class.

7. If you have invitations to share with other churches and other groups, accept them. Some of your friends may help you by inviting you to their church or groups.

8. When you have an opportunity to speak, your testimony is probably the most important part of what you say.

Simply share what God has done in your life and what your plans are for the summer. Even if you are financially able to support yourself, allow others to share in your missionary experience through their financial contributions.

By developing these close supportive groups who are committed to helping you reach your short term position, it will help you to not feel alone in the task. Through prayer with others, God will strengthen you and answer your prayers.

PRAYER LETTERS

A brief, personalized prayer letter is an effective means of initially informing people about your plans to go overseas. Here are some **guidelines** for writing a letter.

1. **Be personal** -- Your friends are interested in you. In your opening paragraph, share briefly how you were led to participate in this ministry. Even though this will probably be a typed, printed letter, try to make it sound like you. Be friendly and personal.
2. **Be brief, but informative** -- in your second paragraph, include major details about the kind of ministry you will have overseas. Explain what you will be doing and who you will work with. Try and make it interesting by telling a little about the country to which you are going.
3. **Present your need** -- there are many ways to ask people for help, and you should do this in a way that is comfortable for you.

The RE Board of Foreign Missions stands with you in prayer that the Lord will supply your needs, both spiritually and financially for all activity related to the short term program.

4. **Be creative** -- use your imagination in writing and designing the letter. Art, pictures, quotes, borders, colored paper, creative writing, etc., all help make your letter more personal and creative.

Following this you will find a sample letter which will give you some ideas for writing your own prayer letter. You may use the same wording as given in the sample if you wish, or use your own.

Be sure to write thank-you notes to anyone who offers to support you either with prayer or financial help. This is extremely important! Also, do not judge people for how much they give. Some people who you expect to give may not; others you don't expect to may give generously.

Be sure as well that you continue to communicate with your supporters while you are actually involved in your short term ministry.

1. **Make a list of supporters' names and addresses.** Leave a copy at home and take one with you. You will want to write to your supporters while you are away.
2. Have a friend or relative send out newsletters for you two or three times to these supporters while you are gone. Send a letter to the friend and have them duplicate it and send it to the list of addresses. Perhaps your home church would want to do this for you. This would apply only to a 1 or 2 month program. You will probably want to communicate with your supporters one time while you are gone - preferably when you first arrive. Otherwise your postcard may not reach home until AFTER you arrive home.

SAMPLE PRAYER LETTER

Dear _____,

I am excited to share with you an opportunity that the Lord has opened up for me in my desire to serve Him. I have been accepted by the Reformed Episcopal Board of Foreign Missions for their short term summer program. The denomination has ministries in five different countries at this time. All are very different, but have one common goal-that of reaching the unreached for Jesus Christ.

I will be working in _____. (Tell about the country itself. See #2 under Prayer Letters.)

I realize the tremendous need for prayer in a ministry like this, and so I am asking you to join me in this work through prayer. Some of the prayer needs I have are:

1. Team unity
2. For the career missionaries who will be team supervisors
3. For the team leader
4. That I will be used effectively in communicating Christ
5. That the hearts of those I come in contact with will be receptive to Christ
6. For my physical, mental, and spiritual well being
7. For a servant attitude on my part
8. For a spirit of adaptability
9. For the raising of my support.

I am responsible to raise my own support which will cover my travel expenses and room and board during my short term ministry. If you would like to share in this ministry with me, prayerfully or financially, I would appreciate hearing from you.

Thanks for letting me share with you the privilege I have of being able to serve the Lord in this way. Your care, interest, and prayers are much appreciated! God bless you.

Because of Christ,

Your name

PRAYER PARTNERS

Missionaries and Christian workers the world over will agree that the Lord's work goes forward by prayer. Certainly the prayer support of those back home is just as important as their money. Satan's darts are often directed full force against summer workers as well as career missionaries. If he can cause a defeat now, he may have changed the course of a lifetime. Let's pray together for victory! Many friends and relatives will want to join in the ministry of prayer.

It will be an encouragement to you to know specifically who these prayer partners are. You will want to use this page to record the commitment of **FIVE** people who will covenant to pray each day for your ministry. This can be kept for your own records and as a reminder to pray for them!

On the next page is a letter that you can send to prospective prayer partners. After you have asked someone to be your prayer partner, send them this letter so that they will know what is involved. You may copy the letter filling in the blanks of date, name, your name or you may type a new letter using this as an example. Be sure to include a stamped, self-addressed postcard in with your letter for the person to respond.

1. Name _____
2. Name _____
3. Name _____
4. Name _____
5. Name _____

Date

TO:

Dear _____,

Thank you for inquiring about becoming a prayer partner for me and the Reformed Episcopal Short-Term Missions Team. Prayer partners serve on the front line of the spiritual battle we are engaged in. A prayer partner is someone who:

TAKES SERIOUSLY THE GOD-GIVEN PRIVILEGE of having a part in the work of his partner on the field, through prayer. He looks upon himself as an actual partner, a fellow-worker, in all that is being done through the missionary.

Prays SPECIFICALLY for definite prayer requests which the missionary makes known.

Prays EARNESTLY, pleading the promises of God, and claiming victory in the all-conquering name of Christ.

Prays CREATIVELY, seeking the guidance of the Spirit of God for insights and understanding of situations for which prayer has already been asked.

DOES NOT FORGET TO PRAISE GOD for His answers to prayer.

KEEPS IN PERSONAL TOUCH WITH HIS MISSIONARY. If it is a true partnership, the missionary partner is interested in praying for his homeside fellow-worker, too.

If you are interested in making the prayer partner commitment, please return the enclosed card to me.

Yours in Christian Fellowship,

Reformed Episcopal, Short-Term Missions Team

SUPPORT TEAM DEVELOPMENT

(PCA - MTW Model)

1. Make a list of 50 people and those churches that might be interested in your ministry.
2. Contact your pastor or missions chairperson about how to request support in and through your church.
3. Work on the presentation of your ministry.
 - A. Know why you are going and what you will be doing.
 - b. Draft a personal letter to briefly state what you are doing, why you are doing it, and your growth need.
 - c. Be able to explain the summer project, in twenty minutes, and your vision for your service. Share your "dazzling vision"!
 - d. Know how much money you need, why it is needed, to whom it goes, and how to make out the check.
4. Personally contact the ten most likely supporters and set up appointments.
5. Send a letter to those whom you are unable to contact personally.
6. How to close the interview.
 - a. After you have shared about the ministry, be sure and discuss the actual cost of the ministry.
 - b. Ask each person if he would be willing to be a part of your prayer and financial support team. Your prayer team is priority!
 - c. If you do not get a clear commitment, then be sure to set a specific time within the week when you will call him back, after he has prayed about being a part of your support team.
7. After any interview, follow up with a thank-you letter or card.
 - a. If the person has already committed money, acknowledge his gift and thank him
 - b. If the person has not made a commitment, thank him for his time and remind him you will get back to him.

HELPFUL SUGGESTIONS

1. Pray and have others pray for your support.
2. Go to God's Word and claim promises about his provision.
3. Ask supporters for references.
4. Get an appointment with you church as soon as possible.
5. Be able to explain clearly who is sponsoring this program.
6. Basic objective of interview:
 - a. Inform people.
 - b. Give them opportunity to have a ministry.
7. Remember, you are not begging for money; you want to be a team with your supporters--your time and skills and their prayer and/or finances.
8. Be on time, dress neatly, show kindness, etc.
9. Never, never pressure someone into giving. God alone has specific people for your team, so do not feel discouraged if one you thought would want to help refuses. God is your provider.

FUND RAISING

(This information is included for your knowledge. Not to be put in a letter per se. It may help as you answer questions from possible supporters.)

It is important to realize that the youth and adults who participate on a short-term missions project are not going on a vacation or retreat. We consider them to be short-term missionaries sent directly to the mission field by The Board of Foreign Missions and the local church. Money contributed or raised for these programs ought to be viewed as an investment. It is an investment in the spiritual obedience and growth of those who participate and those who send them. It is an investment in the mission field because of the work that will be done. Other missionaries tell us how much the work of Short-termers encouraged their congregations, brought others to saving faith in Christ and ministered to other missionaries. The investment you make pays great dividends that have a breadth of influence.

Here is some information we have put together if you are still facing a struggle with the cost, either personally or from your church leadership.

COMMON OBJECTIONS TO THE SHORT-TERM EXPERIENCE:

1. One of the most common objections raised against the short-term experience is that it costs too much.

RESPONSE: These projects may be costly, but you need to see the money as an investment in the individual's growth and discipleship. Parents will spend hundreds, even thousands of dollars on computers, books and school in order to have their student learn. Few experiences teach a person about so many different areas of life as does the short-term experience. Is the cost too much if in return the person is going to see the hurting world and do something about it; to experience a different culture and people; to be obedient to the Great Commission? An investment in one's spiritual life will pay great dividends for the individual and the church.

2. Sometimes this same objection comes from the teenagers you may be recruiting to participate.

RESPONSE: Ask the person to total how much they estimate they have spent over the past year on clothes, CD's, dates, and entertainment. The figures, if honest, will astound most people. Therefore the question often isn't whether the mission project is too expensive, but rather whether or not it is important enough in that person's priorities. Ask them next to figure up how much money they have given to the Lord's work over that same period. If stewardship is a necessary mark of identification of a follower of Christ, then a wonderful opportunity to be faithful in what is often the most overlooked aspect of spirituality among teenagers.

3. Another form the same objection comes in is: The short-term experience is not a wise investment of funds. It is better stewardship to send the money directly to the field. They can do the work better and cheaper.

RESPONSE: This objection is correct if your only goal is getting the work done. But the short-term experience is designed as a tool for discipling your team in servanthood and missions. As important as the actual work is, it is equally important that we build world Christians who can have an influence beyond just this one project. Nothing can accomplish this like going to the mission field. Short-term trips have been the most significant influence in the call of many full term missionaries. For your leadership to decide it is better stewardship to send the money to the field, it may be meeting an immediate need at the expense of a long term investment that will pay dividends in other places in the world.

SUPPORT LETTER

The goal of a support letter is to raise up a group of people who will join with you and the rest of your summer team to share Christ and serve others in a place outside of your home. This group may take part in the summer missions project by praying for you, and/or by contributing funds to help cover the costs of the project. You and the others on your team will actually be the ones to go and serve. You will have a ministry to your supporters as you share with them what you learn and experience before, during, and after the project.

Be sure that you pray through the whole process of raising support for your project. Prayer is powerful!

By writing and distributing a "support letter" you will be informing friends and family of your desire to serve this summer and of how they can participate. Here are some guidelines to follow when writing your prayer letter.

1. **CATCH ATTENTION:** Begin your letter with something that catches the reader's attention and makes them want to read on. IF possible, type the letter and try to include the following points:

1. Where you're going.
2. What you hope to accomplish.
3. The goals of the project.
4. What you hope to learn.
5. When you leave and return.
6. Who is sponsoring the project.
7. What your support needs are.
8. How they can participate through prayer:
9. List 3 to 5 specific prayer items.
10. Finances (make checks payable to: Board of Foreign Missions)
11. When the finances are needed.
12. Your plan for updating them on the progress of the project.
13. A photo of you and/or your team (optional).
14. A personal note on each letter.
15. A "thank-you" for considering being a part of your support team.

2. **BE CONCISE:** Try to keep you letter to one page. It should be to the point and very interesting. Try to omit details that will not matter if they are left out. Ask questions to spark their interest, for example, "Do you know the number of people in Mexico who profess to be evangelical Christians?" "Did you know there are more people living in Mexico City than in all of Canada?"

3. **PROOFREAD!** Before sending your letter have another person read your letter. Pray that the letter will be effective in communicating about your team's summer missions project and that God would lay it on the hearts of people to support your team. Pray that the home supporters will be blessed as they give.

4. **MAIL IT OUT:** Consider sending your letter to 40 people: first to Christian family members and friends and then non-Christian family members and friends. Also, your group could divide up your church directory to help avoid church members receiving many letters.

After sending your letter, contact each person either by phone or in person to see if they have any questions that need to be answered. Write a note of thanks immediately to those who commit themselves to supporting you prayerfully and/or financially.

SAMPLE SUPPORT LETTER.

(Be creative with your letter!)

April 14, 1990

Mr. and Mrs. John Davis
506 Joppa Road
Towson, MD 21204

Dear Mr. and Mrs. Davis,

Ever since the high school team from Grace Presbyterian Church returned and shared about their experiences last summer on their missions trip in Mexico, I have been thinking that I too could learn a lot from a similar experience. I am now part of the team of ten from our church who will be going to Mexico City July 10-20, 1990.

We will be serving with Presbyterian churches to reach out to children in several neighborhoods to let them know about the Lord, and to build an extension on a church building. We also hope to encourage the MTW missionaries there.

I am asking people to join with me in praising God for the opportunity I have to serve on this missions experience. Please also pray that our team will be unified and care for each member of the team. Pray that we will be able to clearly share Christ with people we meet.

The cost for me to participate in this project is \$740. This includes the on-site expenses and our airfare. It is due by May 30, 1990. I have contributed myself towards some of this cost and have received some of the funds from my parents and the missions committee at church. I am looking for 15-20 others who will be a part of my "home team" by praying for me and contributing to my financial need for this project. If you are interested in being one of my "senders," please let me know or return the slip at the bottom to the church. Checks should be made to Grace Presbyterian Church, and mailed to Grace at 106 Willow Lane, Towson, MD 21212.

Thank you for considering being a part of my team! I will keep you informed of the progress of our preparation.

Veronica Carlson

I would like to assist Veronica in her missions project
with Grace Presbyterian Church to Mexico City, July 10-20 by

_____praying for her weekly before and during the
project

_____ contributing \$_____ towards Veronica's financial needs

Name
Address
Phone

SUPPORT RAISING IN THE SCRIPTURES

God is the ultimate source of what we need - not your supporters, your plans, or your hard work.

Paul asked for assistance in carrying out his vision to share the Gospel. *Romans 15:20-24, 2 Corinthians 1:16*

People give to God ultimately - not to you. Giving is vertical, not horizontal.

Be confident that the ministry you will be involved in is important. *1 Corinthians 12:21, 1 Samuel 18:38-40*

Do not fear rejection of people. *Psalms 56:3,4*

The two approaches of letting your needs be known to God and to people are both biblical. Both require faith.

1 Chronicles 29:12- "Both riches and honor come from thee..."

Psalms 50:12- Remember that everything belongs to the Lord-
"If I were hungry, I would not tell you; for the world and all that is in it is mine."

Matthew 9:38- Pray that you may be one of the laborers sent out into the Lord's harvest field.

2 Corinthians 9:8- Expect results as you sow. "God is able to provide you with every blessing in abundance, so that you may always have enough of everything and may provide in abundance for every good work."

Ephesians 5:20- "...always and for everything give thanks in the name of our Lord Jesus Christ to God the Father."

Philippians 4:6- have no anxiety about anything, but in everything give thanks in the name of our Lord Jesus Christ to God the Father."

Philippians 4:10 Having someone on your support team is an opportunity for people to express in a tangible way their concern for the spread of the Gospel.

1 Thessalonians 5:18- "give thanks in all circumstances; for this is the will of God in Christ Jesus for you."

Romans 8:28,29- "We know that in everything God works for good "with those who love Him, who are called according to His purpose. For those whom He foreknew He also predestined to be conformed to the image of His Son, in order that He might be the first-born among many brethren."

Pray through the support raising process:

Mark 11:24- "...whatever you ask in prayer, believe that you receive it, and you will."

Be honest with God.

AVOID THESE ATTITUDES:

Do not see the financial need as your goal. Be involved with the people

Do not be apologetic. You are a child of the King! A royal ambassador.

Do not be timid, but filled with the Holy Spirit. *2 Timothy 1:7*

Do not compare yourself with others who are also raising support.

MINISTRY TO YOUR SUPPORT TEAM

1. You can **pray** for them!
2. While you are at the project site, **send at least one postcard** to supporters, family and friends as time allows. Make address labels before you go, or be sure not to forget your address book! Tell them how God is working in and through you. Share some thoughts on what you are learning. Remember that in most locations you will probably return home before the letters and postcards do, therefore you might want to consider mailing them as soon as you arrive.
3. When you return home (within three weeks) write **follow-up letter** to your supporters. Do this while your experience is still fresh in your mind. Tell them how God worked through you and your team, as well as some of the new insights you learned. You might help them to gain new insights as they read what you have shared (Acts 14:27).
4. **Thank them** for their part in enabling you to go!

IDEAS FOR FUND RAISING

The following are suggestions from other groups for you to consider as you begin the process of fund raising. **Please check with your Pastor or Church leaders as to the appropriateness in your particular church situation.**

Team Members:

Challenge each of the team members to consider how much they and their families can contribute towards the costs of the missions project. You might encourage your students to not have all of their support come from their family members.

Church Missions Budget:

Some churches set aside funds in the missions budget for members of the church who are serving overseas either on a short or long term basis.

Support Letter - See the section entitled Support Letter

Work-a-thon

Have the members of your team available to do a variety of jobs such as painting, babysitting, lawn work, typing, cleaning, etc. There could be a bulletin board at church where people could list jobs that they would like to have done for so much per hour.

Car Wash/Cake Auction/ Walk-a-thon

One way to organize the car wash is to have people pledge that for every car the youth group washes, they will pay X amount. Then the you group advertises and carries out a FREE car wash. If people make contributions to your project you may decide ahead of time to accept them or not to. You could have someone go to the adult Sunday school classes to ask for pledges and have those people who pledge be on the honor system as far as giving their pledges when the car wash is over.

If your youth team is ambitious they could also wax cars for hire.

A clean-up project could be done in the same format as the car wash (with pledges), but instead of washing cars you could have the youth collect trash in the neighborhood and be sponsored for every bag of trash they collect.

Garage Sales

It has been said that the best time to have a garage sale is the first weekend after the first of the month.

Flower Sales

You could have the youth group sell flowering plants such as lilies around Easter and mums for Mother's Day. The flowers could be used to decorate the church prior to these celebrations and then taken home by those who purchase them.

Valentines Day Dinner

Sponsor a Valentine's Day dinner to raising funds for the missions project. Some meals that are easy to prepare are spaghetti (cook the noodles in water and oil ahead of time and store them in a cooler), or chili and salad.

BASH (Benefit Auction by Sr. Highs)

Have each student talk to people in the church about donating items or services which can be auctioned off (a dinner for two, a piano lesson, a bike, etc.).

International Dinner or Breakfast

Have participants put on a dinner for the whole church specializing in foods of the country where you will be serving. Have some people wear clothes similar to what the people wear in the country you are going to, sing songs in the language of the people. Have some of the team members present to the congregation some of the details about what the team will be doing. This could be done by presenting a skit depicting a particular aspect of the team's ministry.

Sometime after the meal you could have the people indicate on preprinted cards if they can offer support to the team through prayer and/or financial support. Encourage the sponsors to meet with the participants prior to the project to pray together.

Loans/Scholarships

There may be someone or a group of people in your church who would be willing to make funds available for participants on a loan or scholarship basis.

Telethon

Set a day when the high school students will be making telephone calls to let people know about the ministry your group plans to have over the summer.

Penny Chain

Ask people to contribute pennies for your missions project. Often time people will contribute nickels, dimes, quarters and even dollar bills. Have large (pickle) jars in several locations around the church so that they are convenient for the people to get to. Set one particular day when the team will be stretching out the pennies in one long chain. If you do this on a smooth surface this will make it easier to pick up the coins when you finish.

Get a local newspaper or television station to cover the event. When you are ready to count all the coins you might try to find a bank that will accept the coins without being rolled.

TEAM CONCEPT

You will be carrying out your ministry in teams. Once the teams are formed you will receive the names and addresses of the other team members. We encourage you to correspond between each other. The more you know each other and the more cohesive you are as a team, the more effective your ministry will be. Pray that God will raise up the right team and continue to pray for your team's ministry to the career missionaries and nationals.

In this section we are including the article Team Evangelism Principles. We feel that the ideas contained in it are useful to all of us in any situation, and in any place.
(Not just Love Europe)

WHAT MAKES A SUCCESSFUL SHORT-TERM EXPERIENCE

Focus on God every day in your relationship with Him.

Be courteous, polite and cheerful towards all you meet-people you meet in the stores, bus drivers, other Christians, etc.

Do not expect fancy living conditions. Do not consider this time a vacation. Although you will be away from home, and your experience will be very exciting, remember you are there to serve.

No alcohol, drugs, smoking or bad language will be allowed at any time during the project

Be FLEXIBLE! Look at this project as an adventure. Do not insist on your own way, or complain when plans are changed, or you are inconvenienced in some way (Philippians 1:14). Your positive attitude will set an example for other team members. Seek to learn and experience as much as you can even if this means sacrificing some of your own comfort, preferences, or holding back your personal opinion.

You will have opportunities to develop friendships with the people you will be serving. Work on building those friendships. If you agree to write folks you meet, be sure to follow up on this promise or they will be disappointed.

You are about to be introduced to the idea of a Team Covenant. At Orientation as team members you will compose your own Team Covenant, one that is unique just for you all this summer. Please begin thinking about this as you read the following material and prepare for the summer together.

TEAMWORK

One of the most valuable aspects of your experience on a mission team will be your learning what it means to work as a team. The following principles will help each of us to make our teamwork a success.

1. **Personal Growth:** If a team is going to grow, you must grow first. For this reason, daily prayer and Bible reading, as well as writing in your journal, is essential for your team. You must be growing and being stretched by God so that you can contribute spiritual perspectives to your team. Have your daily quiet times for your team's sake as well as your own. (John 10:27)

2. **Leadership:** People have been appointed as leaders of the teams you will be serving on. All team members should make a serious effort to support, respect, and follow their team leaders (1 Peter 2:13-17). Pray for your team leaders every day: they will confront many decisions (many you will not even know about), and they need your support and prayers.

3. **Servanthood:** Projects work well when everyone goes with the attitude of serving. We must "look out for the interests of others" (Philippians 2:3-11). Leaders are to be servants as they seek the best for the team (Mark 10:45). Team members are to be servants as they encourage, support, and affirm each other (1 Peter 4:8-11). Everyone should go with the attitude: "How can I help everyone else to do his or her best?" Be willing to do any task that is asked of you.

4. **Team work:** Short-term missions teams are not supposed to be 13 or 14 individuals doing his or her own thing. They are to be united teams who combine their efforts to achieve a goal or goals. There are always several things to remember that help make positive teamwork on a mission project:

a. **Keep short accounts:** This means that we are committed to working out our difficulties with each other. It is difficult to live with people for 2 to 4 weeks without someone getting on someone else's nerves. In all of those matters, we must go to the person with whom we have problems and ask forgiveness. Remember, if a brother or a sister is upset with you, go and make things right. Or, if you are upset with someone else, go and make it right with them—Matthew 17:1-5, 18:15-35, James 5:16-20.

b. **Work your problems out one-on-one:** this means that if we are upset with someone, go and work it out with him or her. Do not take your problems to someone else because the third person is then forced to take sides. Pretty soon, the team is either divided or one person is left out altogether (Proverbs 16:28, 26:20).

c. **Prayer:** If team members are to experience a spiritual unity, they must pray. This means small group prayer, individual prayer and whole team prayer. Many problems would be solved more quickly if we had prayed first.

d. **Build Team unity:** This takes work, but it is best achieved when team members commit themselves to loving, forgiving, and serving each other (Colossians 3:12-14). Make it your aim to encourage each member of your team.

5. **Relationships:** Relationships are what make teamwork possible. To enable good, healthy relationships, team members are required not to date or establish "favorites" on their team. For those who go on a team as a "dating" couple, they are asked to forego hand-holding, kissing, or anything that will alienate them from the rest of the team.

6. **Team Covenants:** Covenants are statements written to each other on a team that we are willing to abide by certain guidelines and commitments which will make our team function properly. Follow these agreements. Live up to your commitment to each other. Write your own before you come to orientation, and then we will all work together on forming a single one.

7. **Adventure:** This summer will see dozens of staff and students on teams. On each team, people will face a choice—"Will I seek to learn and experience as much as possible, or will I be limited and held back by my fears, opinions, and preferences?"

Don't go to McDonald's when you can eat native food! Don't let your fear of bugs keep you from enjoying the places we work! Don't let the fact that people look different or speak another language keep you from trying to communicate! Sacrifice your comforts so that you can learn and grow. David said, "I will run the way of Thy commandments, For Thou will enlarge my heart."

Let God "enlarge your heart" and your vision for the world this summer!

(This section on teamwork was taken from material written by Paul Borthwick, Minister of Missions, Grace Chapel, Lexington, MA)

SAMPLE COVENANT

KENYA TEAM COVENANT

We, the members of the team to Kijabe, Kenya, believing that God has called us together to serve, agree together concerning the following:

I. OUR VISION

We desire to be a team of people characterized by Christ-like behavior exhibited through unconditional love, unselfish service, and unified teamwork. Our ultimate purpose as a team and as individuals is in accordance with I Corinthians 9:23.

II. OUR TEAM OBJECTIVES

We believe that we can fulfill this vision through the following commitments to each other:

A. Teamwork: we commit ourselves to be a group of individuals who unite as one, striving to accomplish the same goal: glorifying Christ/increasing His Church.

B. Communication: we commit ourselves to resolve all intra-team conflicts according to biblical principles. This involves prayer as the first step, personal confrontation as the follow-up step, and the counsel of a third party (namely, a leader) as a third and final resort. In all issues of conflict, we commit ourselves to maintain a humble spirit of confidentiality, while seeking to obey Ephesians 4:29.

C. Forgiveness: we commit ourselves to the recognition of sin as our common enemy so that we each may be sensitive to our human failings and forgive each other. We recognize that forgiveness is manifested through an understanding, forgetful attitude and the continuation of demonstrated love. In accordance with Hebrews 12:15, we commit ourselves to resolving any bitterness because we realize that bitterness will drag the whole team down.

D. Spiritual growth: we commit ourselves to personal worship and fellowship with God through obedience to the Lordship of Jesus Christ and on openness to learn from God's Spirit in all situations. We agree to have the same attitude of Paul the Apostle with respect to failure (Philippians 3:12-14) and with respect to perseverance (I Corinthians 9:24-27).

III. OUR TEAM STRUCTURE

We believe that the following structural elements will enable us to carry out our team objectives:

A. Team meetings: before, during, and after the project, our team meetings will be crucial for fulfilling the commitments mentioned above. These team meetings shall include: team devotions, team prayer, time for communication of details and plans, and time for individual relational development.

B. Personal quiet times: we will all attempt to be as faithful as possible in our daily time with God because we believe that growing individually is essential to growing as a team.

C. Affirmation: we commit ourselves to the sending of daily notes of encouragement to one other member on the team throughout the course of our project. These notes shall be sent according to a rotation of members so that each person must encourage (at one time or another) every other member a few times.

D. Ministry opportunities: we will seek to be a witness of the love of Jesus to the people we meet all throughout our trip. This shall include testimonies, speaking at churches, and Christ-like behavior. See John 4:35.

E. Work: we recognize that, if our objectives are to be completed, we must all commit ourselves to work to the best of his/her God-given ability every day of the project. See I Corinthians 10:31.

F. Prayer: We commit ourselves to daily prayer every day up to and including our project for individuals on our team as follows:

Monday: Paul & Christie Friday: Jon & Jim
Tuesday: Andy & Laura Saturday: Kelly & Tom
Wednesday: Elaina & Becky Sunday: Jared & Kirstin
Thursday: Jeff & Glenn

G. Leadership: we recognize that Paul Borthwick is the official leader of our team, and that Christie Borthwick, Tom McLaughlin, and Kirstin Wells are also team leaders. In situations of team concern, these leaders will be the team guides. We also recognize that the Kenya team is an opportunity for us all to develop God-given leadership ability, and we commit ourselves to that end through the pursuing of individual growth opportunities that may arise.

IV. Evaluation/Accountability:

We shall hold each other on the team accountable to this covenant, and we shall measure our success in keeping this covenant by:

- A. Correcting each other according to biblical and covenant principles. See Colossians 1:28.
- B. Responding without defensiveness when we are corrected, believing that other team members have our best interests and the best interests of the team in mind. See Proverbs 27:5-6.
- C. Meeting as a team within one month after we return home to review the covenant and evaluate our performance as a team.

I, _____, as a member of the Kenya team, commit myself to abide by this covenant to the best of my God-given ability.

Signed: _____

Dated: _____

TEAM COVENANT - EXAMPLE BROOKVILLE BAPTIST CHURCH

19__ DOMINICAN REPUBLIC TEAM

I. TEAM VISION

In appreciation for all God's blessings to us, we are expressing our thanks to Our Father by answering his call to serve Him (II Cor.9:12).

God has called each of us to serve him in unity. Our desire is that our vision in the area of missions and servanthood may be expanded. We desire to exemplify Christ-like servanthood as a group. Our desire is that we will be open to God's ministering to us through the people we come in contact with and our experience.

II. TEAM GOALS

1. Unity - We desire to be unified in everything we do, as modeled by Christ in John 17:21-23 (Rom. 15:5-6, John 13:34-35).
2. To share the vision of World Servants with others.
3. To grow closer to our Lord and Savior, and the team members.
4. To lay a foundation that will provide an open door so that the Gospel can be freely shared with the people of Batey Estrella (Prov. 18:16).
5. To be open to opportunities the Lord gives us to share the Gospel with anyone we come in contact with.
6. To learn to lean on Jesus and not our own strength (Deut. 33:27, Zech. 4:6).
7. That all our actions would glorify God (I Cor. 10:31).

III. STRUCTURE

1. We will meet daily as a group to pray, sing, and share our day's experiences. This will be a time of worship and encouragement.
2. We will all memorize Matthew 9:37-38.
3. To share the vision of World Servants, we will go to at least one other church to share our experience.
4. We will have a daily time with God for personal growth through prayer and bible reading.
5. Each person will hold one other person accountable by inquiring daily about their Quiet Time and memory verse. We will also pray each day for the person we are holding accountable.

Marguerite asks/prays for Donny
Paul asks/prays for Marguerite
Dale asks/prays for Paul
Donny asks/prays for Leo
Dennis asks/prays for Dale
Leo asks/prays for Dennis
Paul asks/prays for Joe

Joe asks/prays for Paul

6. To be ready to forgive as God has forgiven us (Col.3:13, Matt. 5:23-24) and to ask for forgiveness when we have offended others (Matt. 6:14-15).
7. We will bring tracts and have testimony ready to share with people we come in contact with (I Peter 3:15).
8. We commit to resolving any conflicts among the team by following the biblical guidelines of Matthew 18:15-20 and to maintain standards of confidentiality according to Proverbs 17:9.

IV. EVALUATION

1. We will correct each other when we stray from the biblical principles and standards we agree to in this covenant by using the model in Psalm 141:5.
2. We will consult the covenant at team meetings.
3. We will have one-on-one checks.
4. We will meet together as a group within two weeks after our return to discuss the presentation we will be making at other church (es).
5. We will contact World Servants at a future date to inform them of our progress.

Signed:

_____	_____
_____	_____
_____	_____

WRAP-UP AND DE-BRIEF

The following goals have been established for this time:

1 - A time of reviewing your summer:

Often, it is difficult to evaluate your effectiveness in ministry or service while being at that particular location. Hopefully, it will be possible for you to take a realistic look at your self and your ministry during the wrap-up time in preparation for your return home. For some, this will be the most important time of the entire summer.

2 - A time of sharing your experiences:

Whether sharing your experiences on an individual basis or during the report time, it is our hope that you return home with an idea that your Short-term experience was an effective ministry. The experience of others has shown that a great deal of understanding of the summer ministry is gained through this time of sharing together. The fellowship is a highlight of the summer as the feeling of unity continues to develop.

3 - A time of enjoying life together:

After working hard, a time of rest and refreshment is in order. As everybody spends this time together, we hope that you will be spiritually and physically refreshed for your return home.

4 - A time to schedule a Team Reunion:

We recognize that a full team reunion may be impossible because of the various geographical locations. Therefore, we plan to include some of these suggestions in our debrief time before you return home. However, we would certainly suggest that you try to schedule a team reunion or at least regional ones if everyone is unable to get together. (See: Reunion Section).

5 - A time for thinking of your future in missions:

This is an ideal time to get one-on-one with the team leaders to discuss further involvement in missions and how to follow up on your commitment, if that should be the direction that God is leading you.

6 - A time to begin to plan your presentation to your church and other supporters. (See section: "When you return home")

7 - Begin to fill out evaluation form:

Evaluations are a necessary ingredient to any project. Use the evaluation form provided and begin to work on it while on the field, during the debrief and after your return home. Please send the Board of Foreign Missions a copy for our records and information. We will use these evaluations to make improvements in the program for future years. Your feedback is very valuable!

REUNION

The experience of others has shown that one of the best ways to make the most of your summer missions experience is to get together within a month of when you return. During this time you could:

1. pray and thank God for how He worked during the project.
2. evaluate and review your team covenant.
3. thank your leaders and other team members.
4. bring your journals and share lessons you learned and the ways God worked in your life.
5. make some personal commitments as to how you want your life to be different now that you have returned.
6. organize your presentation to share with your church about the highlights of your summer experience.
7. Look over and share pictures.
8. share and pray about struggles you are having readjusting.

Reunion Reminder:

TEAM REUNION MEETING: Date: _____

Time: _____

Place: _____

Remember to bring: _____

WHEN YOU RETURN HOME

1. Your church and other supporters will want to have a report of your Short-term experience. The following will be helpful:

a. Be creative in thinking up of fresh ways of communicating what went on during the project. Several of you from one area may want to put a slide show together, having individuals give testimonies about what they learned. Some examples of things you may want to share include the following:

- How God answered prayer and provided for the team scripture verses that were especially meaningful
- the response of the people you served.
- how the lives of the team members will be changed because of the team experiences.
- opportunities open to others in the church in the future for similar summer missions programs.
- some of the songs you learned during the project.

b. Have a panel interview where the youth leader/pastor acts as a host and asks the participants questions in interview style. Write out the questions for him ahead of time. Have all the participants at the front of the church.

You may want to use some of these questions:

- What was the most meaningful thing about the trip?
- What was the hardest thing about the trip?
- What did God enable you to do that you didn't think you could do?
- What was your reason for going?
- What did you learn from the people you met on assignment?
- How has your life changed through this experience?
- How would you describe your relationship with Jesus before and after your trip?

c. Have a slide presentation which would walk through the highlights of the trip. Share personally how God worked in and through you. Be sure to invite all the senders/supporters and give them special thanks for their involvement in the missions project. You might also want to schedule a presentation at schools, IVF or other missions groups, youth groups etc.

2 - Try not to separate yourselves from others in your church who did not serve on a project. One of the things that you will soon realize is that most people will not be as interested in hearing of the experience as you will be telling it. You most effectively communicate the benefits of your experience by living a changed life.

3 - Try to line up some service opportunities immediately upon return so you can build on the experience and any commitments you have made. Some suggestions for continuing your missions involvement are: develop a missions ministry team, pray for church missionaries, work with groups of people from other cultures, inner city evangelism and outreach, sponsoring an RE missionary family. Your Pastor/Youth Pastor/Missions Leader may be able to give some guidance or call the Board of Foreign Missions.

4 - While you were away from home, it is likely you were keenly aware of your need for the Lord and His Word. When you return home, continue to spend quality time in God's Word.

5 - When you return home you will probably appreciate more your life at home. Make it part of your life-style and the attitude of your heart to live simply and to often give thanks to God for His work in your life. Be a good steward/manager of all that God has entrusted you with.

6 - Share with your family and friends how your life was changed as a result of your participation in the Short-term Assignment. Give glory to God as you speak!

7 - Be sure to write notes of thanks to all your supporters when you return. Remember that part of your ministry is to them as you share how God worked in your life during the summer.

8 - When you return home consider how you might be able to continue supporting and encouraging the missionaries you met in the place where you served. This could be done by continuing to write to them every three months, by contributing to their financial needs, and/or by praying for them regularly.

READJUSTMENT AFTER RETURNING HOME

One of the most difficult aspects of any mission team is returning home. After an intense experience with a team of people we return home to people who have not had this same experience, who do not understand how wonderful your team was, and who sometimes do not seem to be anxious to listen to you.

HOW DO YOU READJUST TO NORMAL LIVING?

The following suggestions are to help you readjust.

1 - Don't expect your family, friends, etc. to be as excited about your trip as you are. Remember that they have been having a series of experiences that are totally different from yours. If you keep your expectations low, you are less likely to be disappointed.

2 - Plan to meet with your team at the Reunion. Sometimes this is the best way to deal with the depression, loneliness, frustration that can occur after your trip.

3 - Make a few practical applications for your self after your trip. (See "Personal Application Form"). The excitement of a mission trip can sometimes lead people to make unreasonable demands on themselves when they return home. If your excitement leads you to say, "I am going to pray for every missionary our Foreign Board and my church sponsors every day, and I am going to memorize every verse in the Bible on missions" - you are probably headed for failure and frustration. Make some realistic applications of how you intend to build your interest in and knowledge of missions.

4 - Try to stay in touch with one or two of the people that you met and got to know on your trip. Receiving a letter from the place where you served often helps you to remember the good experiences that you had.

5 - Be cautious about negative reporting about your trip. Sometimes there are problems and these stick in our mind. If we report about these problems right away, people who did not go on the trip will think that the whole trip was bad.

6 - Young people should realize that your parents probably missed you more than you missed them. When you get home after a trip and your parents say, "Did you miss us?" it is hard not to be honest if you did not. But be gentle. Don't alienate your parents by belittling their love for you.

7 - Go over your journal. This will help you to readjust in two ways. First, it will help you remember all of the growth you experienced. Secondly, it will bring specific instances to mind that you can tell your friends when they ask you about your trip. (Most people stop asking questions if all you give them is generalized answers. Try to give specific examples and stories.)

8 - Contact your prayer partners. Ask them to keep praying for you as you readjust to daily living. Thank them for their prayers. Tell them about the trip.

CONTINUING YOUR INTEREST IN MISSIONS

Our desire in sending out people on a summer missions experience is not to give them a grand experience or to give opportunities to travel cheaply. **OUR DESIRE IS TO PRODUCE GLOBAL CHRISTIANS**, men and women who are cultivating Christ-like compassion for the rest of our needy world, and sharing the gospel to our neighbors.

How can this be done? The "spiritual high" that many experience after a missions experience soon disappears, and we are left low on feelings. How can we grow as a result of these teams to develop an ongoing interest in and a commitment to world-wide missions?

Here are a few practical suggestions:

1 - **READ:** There are many missions biographies, histories, biblical studies of missions and monthly newsletters that will teach you more about what the needs of the people are around the world. Your reading about missions will expand your vision of God's work in the world and will help you to see where you fit in.

2 - **PRAY:** Maybe you are not a great reader, but you can pray. Get copies of missionary prayer letters or join the Frontier Fellowship with its daily prayer guide. Make it a daily habit to pray for the missionaries you visited. Pray alone or with others. Pray for people groups (Hindus, Moslems, etc.) and for countries. Operation World is a good resource book to use as you pray.

3 - **LEARN:** Go to a conference like the Urbana Convention, or other missions conferences when they are offered at your church or neighboring churches. Ask a lot of questions. Get to know and talk with retired missionaries or those on furlough. Find out why Christians believe in missionary service. Find out how some people are going into "unreached" areas as tentmakers, using their secular jobs to declare Christ.

4 - **LISTEN:** Visiting missionaries, the abundance of tapes available, and the world news are all things that world-concerned Christians must listen to. Hear about needs and commit them to prayer. Study world governments and commit them to prayer. Ask the hard questions and learn.

5 - **GO:** Seek out information about continued opportunities to serve overseas in future - perhaps next summer. Ask one of your friends to go with you! Develop friendships with international students. God will lead you with respect to missionary service overseas as you seek His will here and now by being a "missionary" to the people around you.

READ...PRAY...LEARN...LISTEN...GO

SHORT-TERM MISSION ASSIGNMENT - Follow-up Contact List

1. Names and addresses of people I need to write to, to thank:

2. Names and addresses of missionaries, local people and other friends to whom I need to write:

RECOMMENDED READING

1. "Operation World"- Patrick Johnson (Zondervan)
2. "Shadow of the Almighty"- by Elisabeth Elliot (Harper Collins)
3. "Through Gates of Splendor"- by Elisabeth Elliot (Revell)
4. "A Mind For Missions"- by Paul Borthwick (NavPress)
5. "6 Questions To Transform Your World View"- by Paul Borthwick
6. "Peace Child"- by Don Richardson (Regal/Gospel Light)
7. "Eternity In Their Hearts"- by Don Richardson (Regal/Gospel Light)
8. "Afghanistan: The Forbidden Harvest"- by J. Christy Wilson (David C. Cook)
9. "The Great Omission"- by Robert McQuilken (Baker)
10. "Hudson Taylor's Spiritual Secret" (OMF)
11. "From Jerusalem To Irian Jaya"- by Ruth Tucker (Zondervan)
12. "A History Of Christian Missions"- by Stephen Neill (Penguin)
13. "Born For Battle"- by Arthur Matthews (STL/OMF)
14. "Let The Nations Be Glad"- by John Piper
15. "Ministry Cross Culturally"- by Lingenfelter
16. Any good Missionary Biography from your local Christian Bookstore
17. William Carey Library/ Mission Resource Catalog/ P.O. Box 40129/ Pasadena, CA 91114
1-818-798-0819
18. " Perspectives on the World Christian Movement Course / a missions course offered on 4 levels; either 12 or 25 week course; includes video and can be used in church or small group setting/ available through The U.S. Center for World Mission/1605 E. Elizabeth St./ Pasadena, CA 91104/ 1-818-798-0819

CROSSING CULTURE ISN'T JUST OVERSEAS

When you think of a cross-cultural experience you most often think of going overseas. Overseas is not the only place to experience the "conflict of cultures" that causes one to feel uncomfortable and unsure about how to respond. Major cities in our country are filled with representatives from nearly every nation on earth.

It is also interesting to note that even within your Short-term assignment team you will be crossing cultures. Since these Short-term assignments are open to the entire denomination, there will be many different cultures represented on the team: Inner-city - Suburban; North - South - East - West; Black - White etc.

PARTICIPANTS EMERGENCY LIST: Copy A

Copy A for team member; Copy B for team leader.

NAME

People To Call in Case of Emergency:

1.

2.

3.

Allergies:

Special Needs:

Medications:

PARTICIPANTS EMERGENCY LIST: Copy B

Copy A for team member; Copy B for team leader.

NAME _____

People To Call in Case of Emergency:

1.

2.

3.

Allergies:

Special Needs:

Medications:

PERSONAL APPLICATION OF WHAT I HAVE LEARNED: Copy A (for team member)

NAME: _____

Read over your Journal, Debrief Notes, the section on Continuing Your Missions Interest. What application are you going to make as a result of your Short-term Mission Assignment?

1. Are you going to write a missionary? Who? By when?

2. Are you going to read a missionary book? What? By When?

3. Are you going to tell friends about the team? Who? By when?

4. Are you going to speak in any classes at school?

5. What ways are you going to grow in your devotional life?

6. What country (countries) will you try to learn more about so that you can pray for that country?

7. For whom are you going to be praying now?

WHO WILL HOLD YOU RESPONSIBLE TO CARRY OUT THESE APPLICATIONS?
(Keep this copy A. Give Copy B to that person.)

PERSONAL APPLICATION OF WHAT I HAVE LEARNED: Copy B (for person holding me accountable)

NAME: _____

Read over your Journal, Debrief Notes, the section on Continuing Your Missions Interest. What application are you going to make as a result of your Short-term Mission Assignment?

1. Are you going to write a missionary? Who? By when?

2. Are you going to read a missionary book? What? By When?

3. Are you going to tell friends about the team? Who? By when?

4. Are you going to speak in any classes at school?

5. What ways are you going to grow in your devotional life?

6. What country (countries) will you try to learn more about so that you can pray for that country?

7. For whom are you going to be praying now?

WHO WILL HOLD YOU RESPONSIBLE TO CARRY OUT THESE APPLICATIONS?
(Give this copy B to that person. Keep copy A for yourself.)

SHORT-TERM MISSION ASSIGNMENT EVALUATION FORM

NAME: _____

DATE: _____

COUNTRY OF MINISTRY: _____

OCCUPATION: _____

1. As you planned for your summer ministry, what were some of your objectives and how were they realized?

2. What do you think is the greatest lesson that you learned on your Short-term Mission Assignment?

3. How did you learn this lesson? (i.e., what experiences, people, etc., helped you to learn it?)

4. Of all the assignments before you went, what was the most helpful in preparing you for your assignment?

What was the least helpful?

5. Did you have opportunity to interact with nationals?

___Not enough ___Enough ___Fair Amount ___Too Much

6. Was there opportunity for interaction with host missionaries?

___A little ___Some ___Fair Amount ___A lot

7. Was there a balance of work - fellowship - recreation - touring? Please explain

8. How well were the individual activities planned by the missionaries in _____? To what extent did they assist you in relating to people, in moving around the country and in ministry as a whole?

9. Knowing that there is a difference in life-style, etc., between people living in the USA and in _____, how would you rate the accommodations, food, etc., given to you?

10. How did this ministry effect you in the following areas:

a. Your self image?

b. Your personal relationships?

c. Your spiritual life?

d. Your ability for service?

e. God's overall plan for your life?

f. Other areas?

11. Are you going to keep praying for any of the people you worked for? Who?

12. Are you going to keep in touch with any of the people you worked for? Who?

13. How can the Reformed Episcopal Board of Foreign Missions help encourage you regarding world missions?

14. Where do you rate yourself regarding missions service?

I am definitely going to be a missionary or tentmaker

I am open to being a missionary, but I am unsure where

I have just started thinking about being a missionary, and I am unsure where

I am going to be a supporter of other missionaries

I am opposed to the idea of missionary work

I have never really thought about missionary work

15. What would be your biggest piece of advice concerning improving our teams in the future?

16. Any general comments. Please express any thoughts, feelings, etc., here.

SIGNATURE: _____ DATE: _____

MENTAL PREPARATION

- A. Learn about the country to which you are going:
ie - history, geography, religion, culture, currency,
exchange rate, basic language, relationship with
U.S., 5 major cities, form of government, National
leader's name, dates of independence, population and size,
names of different birds and animals you might see.

1. RESOURCES:

- a. "CULTUREGRAMS" (None available on Uganda)
David M. Kennedy Center for International Studies
Publication Services
280 HRCB
Provo, Utah 84602 Phone 801-378-6528

b. NATIONAL TOURIST OFFICE OF THE COUNTRY

1. German National Tourist Office
747 Third Avenue
New York, NY 10017
Phone 212-308-3300
2. French Government Tourist Office
610 Fifth Avenue Room 222
New York, NY 10020
Phone 1-900-420-2003 or 212-757-1125
3. India Tourist Office
30 Rockefeller Plaza N. Mezz.
New York, NY 10020
Phone 212-586-4901
4. Brazilian Tourist Information Office
60 E. 42ND ST. #1336
New York, NY 10165
Phone 212-286-9600
5. Uganda Tourist Office
336 E. 45 th St
New York, NY 10017
Phone 212-949-0110

c. EMBASSY OF THE COUNTRY:

1. Embassy of the Federal Republic of Germany
4645 Reservoir Road NW
Washington, DC 20007
2. French Embassy
4101 Reservoir Road NW
Washington, DC 20007
3. Indian Embassy
2107 Massachusetts Ave. NW
Washington, DC 20008
4. Embassy of Brazil
3006 Massachusetts Ave. NW
Washington, DC 20008

5. Embassy of Uganda
5909 16th St. N.W.
Washington, DC 20011
202-726-7100

d. COUNTRY PROFILES - published by US government - found in most libraries.

e. BACKGROUND NOTES - published by US State Department
Bureau of Public Affairs
Office of Public Communication
Editorial Division
Washington, DC
Phone 202-647-6575

f. LOCAL LIBRARY

1. Check Books in Print
2. Catalog system for country - specific titles
3. Computer searches (DIALOG, SDC, BRS, ISI)
now available at most major libraries
4. Encyclopedia Britannica or similar comprehensive summaries.

B. READING LIST - Required and Recommended:

See separate page

C. CROSS CULTURE:

In this section on Culture, we have chosen to include the article 'A Wide Open Heart.' The author is George Verwer founder and International Co-ordinator of Operation Mobilization. Although we are not drawing from a multi church and international background, we are drawing from many backgrounds. The north is very different from the south as is the east from the west. Even within these geographic areas there are many differences. We will also encounter cultural differences between our black brethren and our white brethren. There will also be a wide variety of ages represented by the team and all need to learn to work together. The principles in this article can be applied to our own situation so as you read this keep an open mind.

(Following are the resources for German, but these resources are also available for many other languages). A handy (smallish) German-English/English-German Dictionary is a must. You'll want to carry it along with you. Here are four other resources that we have found to be good selections:

- 1) LIVING GERMAN: THE COMPLETE LIVING LANGUAGE COURSE: 40 lessons on two 60-minute cassette tapes, with matching Conversational Manual and two-way Common Usage Dictionary.
- 2) SEE IT (PICTURES) & SAY IT IN GERMAN, by Margarita Madrigal and Inge Halpert -- A Signet Language Book (Penguin Books, USA, Inc.)
- 3) BARRON'S GERMAN AT A GLANCE: Phrase Book and Dictionary (very limited) for Travelers, by Henry Strutz-- Barron's Educational Series Inc.
- 4) GERMAN MADE SIMPLE: A Comprehensive Course (larger, more complete, yet reasonably priced 7 1/2 x 10 paperback) for Self-study and Review, by Eugene Jackson and Adolph Geiger -- Made Simple Books (Doubleday & Company), Inc.

And or all of there are excellent guides. ENJOY!

JOURNAL NOTEBOOK

Throughout the summer you will be stretched spiritually, mentally, and physically. You will have both "high points" and "low points." You will increase your vision and burden, but at times may feel as though you're in the wrong place.

One of the most meaningful things you will do this summer is to keep a journal. The purpose is to help you look back and remember your team experience, your growth with God, your life lessons that you are learning, and your personal feelings during the trip.

Journal writing can include the following:

1. Notes and daily prayers from your quiet time. Where is God in relation to you? Do you feel close to Him? What is He teaching you? What do you need to be praying about? Who should you remember in your prayers?
2. Lists of experiences related to your team which you might include:
 - a. The people on your team and what you know about them
 - b. The people that you meet: your impressions, observations, etc.
 - c. New things that you see-animals, plants, birds, etc.
 - d. Cultural difference that you have. You might want to write down things like, "The people here are different from me because..."
 - e. Language phrases that you learn.
3. Team meeting notes from the team meetings during the trip. Include in this notes to yourself - "I need to write X a thank you note," or, "I need to ask Y how she's doing," or, "I must ask Z to forgive me for laughing at him."
4. What are you learning about missionary service? Keep a record of your thoughts, impressions, feelings, and prayers as you contemplate whether or not God is calling you to be a missionary.
5. One excellent exercise is to spend an hour or so on the day before your trip to detail your hopes, fears, dreams, expectations, etc. Then pray about each of these issues, giving them up to God. THEN, AFTER YOU RETURN, spend another hour or so going over the trip - How did God answer your prayers? Were your hopes fulfilled? Were your fears relieved? What were the differences between what you thought was going to happen and what actually happened?
6. Remember to be confidential about your journal. Don't leave it out where someone else might read it, and don't read someone else's. If you are recording your feelings of loneliness or fear, you might feel very embarrassed to have someone else read your notes.
7. PRAY. The journal is one of the best tools for helping keep our minds on track as we pray. Rather than wandering all over the place in our minds, we can stay on one theme at a time because we are writing it down.

Your journal will be a very important part of the debriefing seminar at the end of your summer. Be diligent.

MEDICAL INFORMATION

IMMUNIZATIONS

Instructions:

1. Following is a list of immunizations you will need to get for your assignment. Begin early, because some come in series.
2. Obtain your immunizations at your local Public Health Department, Student Health Center, or from your own physician.
3. Fill out the Immunization History for your country found in the back of the manual with the date you obtained each required immunization along with the Doctor's Immunization Statement. Return these forms to:

Rev. Frank M. Spadafora
c/o Providence Chapel Reformed Episcopal
357 Hartford Rd.
Mt. Laurel, NJ 08054

THIS IMMUNIZATION HISTORY IS YOUR MEANS OF COMMUNICATION WITH THE BOARD OF FOREIGN MISSIONS THAT YOU HAVE RECEIVED THE PROPER IMMUNIZATIONS. YOU WILL NOT BE GIVEN CLEARANCE TO LEAVE FOR YOUR ASSIGNMENT UNLESS THE IMMUNIZATION HISTORY HAS BEEN RECEIVED AND THE PROPER IMMUNIZATIONS INDICATED.

The immunizations listed for each country are required for your international assignment. NOT ALL OF THE IMMUNIZATIONS ARE REQUIRED BY THE GOVERNMENT FOR ENTRANCE INTO THE COUNTRY, BUT THEY HAVE BEEN STRONGLY RECOMMENDED FOR PEOPLE WORKING CLOSELY WITH NATIONAL POPULATIONS. Check with your personal physician and make sure that he understands where you will be going, what you will be doing, and how long you will be gone (see Doctor's Immunization Statement).

BEING A GOOD GUEST:

1. Be creative in showing your appreciation to your hosts for their hospitality. Some suggestions are:
 - A. Leave an American check for a token amount.
 - B. Offer to take the family out to dinner.
 - C. Leave your host family your extra currency upon departure, if it is not an unreasonable amount.
 - D. Take gifts from the States to leave with them.
2. Gas is expensive. Be prompt to pay your part of transportation expenses. A gallon can cost two to four times as much as in the States and guests usually require a lot of transporting.
3. If you stay in the home of a national or an American (even if only overnight), a good way to show your appreciation is to leave a small gift with them. Pack a few small American made gifts, such as magazines, university T-shirts, individually wrapped candies that won't melt, notecards, small jars of jam, special teas, coffee, and chocolate chips. Prepare yourself to be a guest in several people's homes.
4. Hospitality is a command from the Lord. Many of the staff entertain constantly and love it, yet some may have some difficulty. None of the items above are a "must", yet will help you be more sensitive to those who minister to you as you travel.
5. Also be sure to have inexpensive gifts for the nationals enough to go around. Such as: pens, pencils, picture calendars, bookmarks, kitchen towels, stationary, homemade crafts, key rings, post cards of your home state.

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5. Also be sure to have inexpensive gifts for the nationals enough to go around. Such as: pens, pencils, picture calendars, bookmarks, kitchen towels, stationary, homemade crafts, key rings, post cards of your home state.

TEAM COVENANT WORKSHEET

A team covenant is designed to help a team know what to expect about leadership, relationships, and team commitments. It is also designed to give us a way to make corrections in our relationships, and to help us see if we succeeded as a team. **YOU WILL BE WORKING ON A TEAM COVENANT AT ORIENTATION. READ THE ENCLOSED SAMPLES FOR IDEAS.**

The parts of a covenant:

I. Team Vision: What are the qualities and characteristics that we want to be evident in our team as a "community"?

II. Team Objectives: How will we arrive at this community? What commitments do we need to make each other?

III. Structure: What will enable us to fulfill these commitments? Meetings? Discussions? Who is the leader?

IV. Evaluation/Accountability: How will we correct each other? How will we hold each other accountable to fulfill the covenant?

Recommended Reading

Here is a list of books for recommended reading following your trip. In compiling a list such as this from a variety of sources, it is difficult to know all the books. We have included only those books recommended by more than one group, unless we ourselves have read or reviewed them, or they were OK'D by Dr. Milton Fisher who has a broader knowledge of the authors and publishers. Needless to say, we have NOT read all of them.

TITLE	AUTHOR	PUBLISHER
1. <u>Operation World</u>	- Patrick Johnson	- Send the Light/ WEC
2. <u>In the Gap</u>	- David Bryant	- Intersity Press (IVP)
3. <u>Uncle Cam</u>	- James and Marti Hefley	- Word/ Wycliffe
4. <u>Shadow of the Almighty</u>	- Elisabeth Elliot	- Zondervan
5. <u>Through Gates of Splendor</u>	- Elisabeth Elliot	- Revell
6. <u>Give Up Your Small Ambitions</u>	- Michael Griffiths	- Moody
7. <u>On the Crest of the Wave</u>	- Peter Wagner	- Gospel Light/Regal
8. <u>A Mind for Missions</u>	- Paul Borthwick	- NavPress
9. <u>C.T. Studd, Cricket Pioneer</u>	- Norman Grubb	- Moody
10. <u>Hudson Taylor & Maria</u>	- John Pollock	- Zondervan
11. <u>Myths About Missions</u>	- Horace Fenton	- IVP
12. <u>I Don't Feel Called - Thank the Lord</u>	- Don Hillis	- Tyndale
13. <u>The Great Commission For Today</u>	- David Howard	- IVP
14. <u>Christian Mission In The Modern World</u>	- John Stott	- IVP
15. <u>The Making of a Missionary</u>	- Herbert Kane	- Baker
16. <u>Disciple</u>	- Keith Phillips	- Gospel Light/Regal
17. <u>Stop the World/ I want to get on</u>	- Gospel Light/Regal	
18. <u>Student Power in World Evangelism (Missions)</u>	- David Howard	- IVP
19. <u>A Global View of Christian Missions</u>	- Herbert Kane	- Baker
20. <u>Hammered As Gold</u>	- David Howard	- IVP
21. <u>Who Shall Ascend</u>	- Elisabeth Elliot	- Revell
22. <u>Good Broth to Warm Our Bones</u>	- Hugh Stevens	- Nelson
23. <u>Never Touch A Tiger</u>	- Hugh Stevens	- Nelson
24. <u>Afghanistan: The Forbidden Harvest</u>	- J. Christy Wilson-David C. Cooke	
25. <u>Today's Tentmakers</u>	- J. Christy Wilson	- Tyndale
26. <u>The Church at the End of the 20th Century</u>	- Francis Schaeffer	
27. <u>Missionary Method's, St. Paul's or Ours</u>	- Roland Allen	- Erdman
28. <u>The Spontaneous Expansion of the Church</u>	- Roland Allen	- Erdman
29. <u>David Brainerd's Personal Testimony</u>	- Walter Searle	
30. <u>That Everyone May Hear</u>	- Edward Dayton	
31. <u>Key to the Missionary Problem</u>	- Andrew Murray	- CLC
32. <u>Everything You Wanted to Know About The Missionary Field, But Are Afraid You Would Not Learn Until You Get There</u>	- Charles Troutman	
33. <u>The Great Omission</u>	- Robertson McQuilken	- Baker
34. <u>Roman Catholicism</u>	- Loraine Boettner	
35. <u>Have We No Rights</u>	- Frances Williamson	- Moody (Order from OMF)
36. <u>Hudson Taylor's Spiritual Secret</u>	- Overseas Missionary Fellowship	
37. <u>Once Bitten</u>	- Anne Townsend	- Regal (Order from OMF)
38. <u>Revolution of Love</u>	- George Verwer	- STL
39. <u>Touch The World Through Prayer</u>	- Wesley Dewell	- Zonderan
40. <u>Priority One - What God Wants</u>	- Norm Lewis	- Promise
41. <u>The Disciplined Life</u>	- Richard S. Taylor	- Bethany House
42. <u>Born For Battle</u>	- R. Arthur Mathews	- STL/OMF Books

The following were recommended, but we do not have the authors:

43. Ordering Your Private World
44. Your God is Too Small
45. The Friendship Gap
46. The Silent Language
47. Short Term Service
48. What On Earth Are You Doing
49. Don't Fake it: Say It With Love
50. The Other Side of the Coin
51. The Pursuit of God
52. Do's and Taboo's

Doctor's Immunization Statement

Dear Doctor _____,

This summer _____ will be participating in a short-term missions trip to _____. The trip will include living and working with the _____ nationals. There will be a specific work project such as building a playground, digging out an air strip, renovating and painting old buildings, or putting up new buildings. There will also be opportunity provided for mingling with people in the market place or town square, as well as staying in their homes.

After careful research we as Board are requiring the following immunizations for _____ protection. These requirements have been set up after consulting with a number of other organizations who have similar programs, the US Public Health Department, and the embassies or health organizations of the countries involved. We are very aware of the fact that these immunizations are not required for tourists in Europe, nor do countries require them for entry. However, in some cases the US does require them for re-entry, and in any event _____ will not be functioning as a tourist but as a member of the community.

If, after careful consideration you wish to waive these immunizations, then please sign below indicating that you understand our requirements, but that you personally think they are unnecessary.

Doctor's signature _____ Date_____

Participants signature _____ Date_____

Witness _____ Date_____

Witness _____ Date_____

Attached will be a list of immunizations for appropriate country.

IMMUNIZATION HISTORY For BRAZIL, INDIA or UGANDA

NAME _____

(Mail this form to the person indicated on Checklist)

Please have Physician initial and date where indicated

1. Measles: Those born after 1956 should ask their doctor if they are adequately immunized. Date _____

2. TB Skin Test: This test is to see if you have ever been exposed to Tuberculosis. The test is given and read 3 days later. Your TB test should have been given within the last year.

DATE

___ Positive _____ // ___ Negative _____

3. Tetanus-Diphtheria: Booster within the last 5 years.

DATE

Initial _____ Booster _____

Final _____ Booster _____

4. Typhoid: The initial series is two shots, four weeks apart. You'll need a booster after three years.

DATE

Initial _____ Booster _____

Final _____ Booster _____

5. Gamma Globulin: Helps build resistance against hepatitis. Get this shot right before your departure. (See your personal Physician).

DATE

Initial _____

Booster _____ Booster _____

NOTE: In light of recent medical studies concerning the safety of this immunization, we leave this decision up to the individual doctor. ___ Yes ___ No Doctor's Signature _____ Date _____

6. Polio: Booster within the last 10 years (or as an adult)

DATE

Initial Series _____

Booster _____ Booster _____

6. Cholera: Note: Cholera shot only 45 % effective! See your doctor and tell him where you are going. Best prevention is to follow food and water precautions in manual.

DATE

Initial _____ Booster _____

Final _____ Booster _____

7. YELLOW FEVER: DATE

Initial _____

Booster _____ Booster _____

8. Mefloquine: Malaria pills - begin 1 week before you leave, once a week while gone and once a week for 4 weeks after return. _____ is physically fit to participate in a _____ (how long) program in a foreign country under possible strenuous conditions.

Doctor's Signature _____ Date _____

IMMUNIZATION HISTORY For GERMANY or FRANCE

NAME _____

(Mail this form to the person indicated on the Checklist)

Please have Physician initial and date where indicated

1. Measles: Those born after 1956 should ask their doctor if they are adequately immunized. Date _____

2. TB Skin Test: This test is to see if you have ever been exposed to Tuberculosis. The test is given and read 3 days later. Your TB test should have been given within the last year.

DATE
____ Positive _____ // _____ Negative _____

3. Tetanus-Diphtheria: Booster within the last 5 years.

DATE
Initial _____ Booster _____
Final _____ Booster _____

4. Typhoid: The initial series is two shots, four weeks apart. You'll need a booster after three years.

DATE
Initial _____ Booster _____
Final _____ Booster _____

5. Gamma Globulin: Helps build resistance against hepatitis. Get _____ this shot right before your departure. (See your personal Physician).

DATE
Initial _____
Booster _____
Booster _____

NOTE: In light of recent medical studies concerning the safety of this immunization, we leave this decision up to the individual doctor. Yes No Doctor's Signature _____ Date _____

6. Polio: Booster within the last 10 years (or as an adult)

DATE
Initial Series _____
Booster _____
Booster _____

_____ is physically fit to participate in a _____ (how long) program in a foreign country under possible strenuous conditions.

Doctor's Signature _____ Date _____

RELEASE AND PERMISSION AGREEMENT between the undersigned releasor, _____ and the Board of Foreign Missions of the Reformed Episcopal Church.

In consideration for the opportunity afforded to me to serve in a missionary capacity with the Board of Foreign Missions of the Reformed Episcopal Church, I, _____, the undersigned releasor, residing at _____, in the municipality of _____ and in the State of _____, and the Board of Foreign Missions of the Reformed Episcopal Church, a not-for-profit corporation organized under the laws of the State of _____, agree as follows:

1. Release from Liability

a. I, the undersigned releasor, agree to release and forever discharge, for myself, my heirs, representatives and assigns, the Board of Foreign Missions of the Reformed Episcopal Church, the Officers, Directors and Trustees of the Board of Foreign Missions of the Reformed Episcopal Church, their co-workers, associates and employees, successors and assigns, the Reformed Episcopal Church and any sending or sponsoring church, their representatives and employees, of and from all manner of action, causes of action, suits, agreements, promises, and all demands whatsoever in law or in equity, which against the above named entities or individuals I ever had, now have, or which I, my heirs, representatives and assigns forever can, shall or may have, for or upon, by reason of any matter, arising out of my travel and while doing the work of the Board of Foreign Missions of the Reformed Episcopal Church, and/or while working for or with the Officers, Directors and Trustees of the Board of Foreign Missions of the Reformed Episcopal Church, and/or their co-workers or associates or employees, anywhere in the United States of America, Canada, Germany, France, Brazil, or in any other country in the world.

b. I furthermore hereby grant permission to the Board of Foreign Missions of the Reformed Episcopal Church, the Officers, Directors and Trustees of the Board of Foreign Missions of the Reformed Episcopal Church, their co-workers, associates and employees, to arrange travel for me within the United States of America, Canada, Germany, France, Brazil, or in any other country in the world for an unlimited period of time. In giving this statement of release and permission, I promise that I, and my heirs, representatives and assigns will not hold the Board of Foreign Missions of the Reformed Episcopal Church, the Officers, Directors and Trustees of the Board of Foreign Missions of the Reformed Episcopal Church, their co-workers, associates and employees, successors and assigns, the Reformed Episcopal Church and any sending or sponsoring church, their representatives and employees, responsible for any accident, sickness, disablement, damage, or death wherein I am involved while traveling or while doing the work of the Board of Foreign Missions of the Reformed Episcopal Church, and/or while working with the Officers, Directors and Trustees of the Board of Foreign Missions of the Reformed Episcopal Church, and/or their co-workers or associates or employees, anywhere in the United States of America, Canada, Germany, France, Brazil, or in any other country in the world.

2. Insurance Coverage

a. I understand that the Board of Foreign Missions of the Reformed Episcopal Church does not provide any insurance coverage for losses, sickness or injuries that may occur to me while participating in the missions field. I understand that I am responsible for providing my own insurance coverage. I understand that in case of emergency I will be responsible for any travel expenses, should emergency transportation back home be necessary. As far as medical insurance, I have the following coverage:

Insurance Company: _____

Address: _____

Policy and/or group plan number: _____

The participant is (the insured) (a covered dependent of the insured). The named insured is _____.

3. Medical Consent

a. In the event of a medical emergency and I am unable to make a decision concerning my own health and welfare, I hereby consent to the necessary and proper treatment, surgery and/or anesthetic by a licensed physician or health care professional.

4. Termination of Services

I agree to abide by the rules of the Board of Foreign Missions of the Reformed Episcopal Church during my travel to and from the missions field and in connection with my service and activities while there, including the right of the Board of Foreign Missions of the Reformed Episcopal Church through its representatives to terminate my term of service for such cause as it in its discretion may deem reasonable. In the event of such termination, I agree to return immediately to my residence in the United States of America and to reimburse the Board of Foreign Missions of the Reformed Episcopal Church for any additional cost of such return transportation.

5. Severability

This agreement is severable. If any portion is deemed to be unenforceable, that portion shall be severed from the agreement and the remainder of this agreement shall remain in effect and enforceable.

6. Acknowledgment

- a. I acknowledge that I have read this agreement in full and I understand each and every term contained herein.
- b. I am eighteen years of age or older.

IN WITNESS WHEREOF, the said releasor has hereunto set his or her hand and seal this ___ day of _____, in the year of our Lord One Thousand, Nine Hundred and _____.

Signature of the Releasor X _____.

BE IT REMEMBERED that on this __ day of _____, in the year of our Lord, One Thousand, Nine Hundred and _____, before me, the subscriber, a Notary Public in the State of _____, personally appeared _____, who first made known to me the contents of the above instrument, and who I am satisfied is the person mentioned in the within instrument, and thereupon he/she acknowledged that he/she signed, sealed, and delivered the same as their voluntary act and deed, for the uses and purposes therein expressed.

X _____
A Notary Public of the State of _____

My commission expires _____.

State of _____.

County of _____.

RELEASE AND PERMISSION AGREEMENT between

the undersigned releasor(s), _____ (and _____) and the Board of Foreign Missions of the Reformed Episcopal Church.

In consideration for the opportunity afforded to (our) (my) child, _____ (the minor), to serve in a missionary capacity with the Board of Foreign Missions of the Reformed Episcopal Church, (we) (I), _____ (and _____), the undersigned releasor(s), being the parent(s) or guardian(s) of the said minor, and residing at _____, in the municipality of _____ and in the State of _____, and the Board of Foreign Missions of the Reformed Episcopal Church, a not-for-profit corporation organized under the laws of the State of _____, agree as follows:

1. Release from Liability

a. (We) (I), the undersigned releasor(s), agree to release and forever discharge, for (ourselves) (myself), (our) (my) heirs, representatives and assigns, the Board of Foreign Missions of the Reformed Episcopal Church, the Officers, Directors and Trustees of the Board of Foreign Missions of the Reformed Episcopal Church, their co-workers, associates and employees, successors and assigns, the Reformed Episcopal Church and any sending or sponsoring church, their representatives and employees, of and from all manner of action, causes of action, suits, agreements, promises, and all demands whatsoever in law or in equity, which against the above named entities or individuals (we) (I) ever had, now have, or which (we) (I), (our) (my) heirs, representatives and assigns forever can, shall or may have, for or upon, by reason of any matter, arising out of travel by the said minor, _____, and while he/she is doing the work of the Board of Foreign Missions of the Reformed Episcopal Church, and/or while working for or with the Officers, Directors and Trustees of the Board of Foreign Missions of the Reformed Episcopal Church, and/or their co-workers or associates or employees, anywhere in the United States of America, Canada, Germany, France, Brazil, or in any other country in the world.

b. (We) (I) furthermore hereby grant permission to the minor, _____, to travel within the United States of America, Canada, Germany, France, Brazil, or in any other country in the world for an unlimited period of time.

c. (We) (I) furthermore hereby grant permission to the Board of Foreign Missions of the Reformed Episcopal Church, the Officers, Directors and Trustees of the Board of Foreign Missions of the Reformed Episcopal Church, their co-workers, associates and employees, to arrange travel for the said minor within the United States of America, Canada, Germany, France, Brazil, or in any other country in the world for an unlimited period of time. In giving this statement of release and permission, (we) (I) promise that (we) (I), and (our) (my) heirs, representatives and assigns will not hold the Board of Foreign Missions of the Reformed Episcopal Church, the Officers, Directors and Trustees of the Board of Foreign Missions of the Reformed Episcopal Church, their co-workers, associates and employees, successors and assigns, the Reformed Episcopal Church and any sending or sponsoring church, their representatives and employees, responsible for any accident, sickness, disablement, damage, or death wherein the said minor is involved while traveling or while doing the work of the Board of Foreign Missions of the Reformed Episcopal Church, and/or while working with the Officers, Directors and Trustees of the Board of Foreign Missions of the Reformed Episcopal Church, and/or their co-workers or associates or employees, anywhere in the United States of America, Canada, Germany, France, Brazil, or in any other country in the world.

2. Insurance Coverage

a. (We) (I) understand that the Board of Foreign Missions of the Reformed Episcopal Church does not provide any insurance coverage for losses, sickness or injuries that may occur to the said minor while participating in the missions field. (We) (I) understand that (we are) (I am) responsible for providing such insurance coverage. (We) (I) understand that in case of emergency (we) (I) will be responsible for any travel expenses, should emergency transportation back home be necessary. As far as medical insurance, (we) (I) have the following coverage:

Insurance Company: _____

Address: _____

Policy and/or group plan number: _____

The participant is (the insured) (a covered dependent of the insured). The named insured is _____.

3. Medical Consent

a. In the event of a medical emergency, as parent(s) or guardian(s) of the said minor, (we) (I) hereby consent to the necessary and proper treatment, surgery and/or anesthetic by a licensed physician or health care professional.

4. Termination of Services

(We) (I) agree that the said minor shall abide by the rules of the Board of Foreign Missions of the Reformed Episcopal Church during his/her travel to and from the missions field and in connection with his/her service and activities while there, including the

right of the Board of Foreign Missions of the Reformed Episcopal Church through its representatives to terminate his/her term of service for such cause as it in its discretion may deem reasonable. In the event of such termination, (we) (I) agree the said minor will return immediately to his/her residence in the United States of America and (we) (I) agree to reimburse the Board of Foreign Missions of the Reformed Episcopal Church for any additional cost of such return transportation.

5. Severability

This agreement is severable. If any portion is deemed to be unenforceable, that portion shall be severed from the agreement and the remainder of this agreement shall remain in effect and enforceable.

6. Acknowledgment

- a. (We) (I) acknowledge that (we) (I) have read this agreement in full and (we) (I) understand each and every term contained herein.
- b. (We are) (I am) eighteen years of age or older.

IN WITNESS WHEREOF, the said releasor(s) (have) (has) hereunto set his or her hand and seal this __ day of _____, in the year of our Lord One Thousand, Nine Hundred and _____.

Signature of the Releasor(s) X _____.

X _____.

BE IT REMEMBERED that on this __ day of _____, in the year of our Lord, One Thousand, Nine Hundred and _____, before me, the subscriber, a Notary Public in the State of _____, personally appeared _____ (and _____), who first made known to me the contents of the above instrument, and who I am satisfied (are) (is) the (people) (person) mentioned in the within instrument, and thereupon (they) (he/she) acknowledged that (they) (he/she) signed, sealed, and delivered the same as (their) (his/her) voluntary act and deed, for the uses and purposes therein expressed.

X _____
A Notary Public of the State of _____

My commission expires _____.

State of _____.

County of _____.