

**The Perfect Trip™ 101**  
**Short Term Missionary and Team Preparation**  
by  
**Douglas Burrier**

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Dear Short Tem Missionary,

Let me congratulate you on rising to the challenge of going into the mission field. I remember my first trip into the mission field. It was home missions to Kensington Avenue Baptist Church in the slums of Philadelphia, PA some 22 years ago. I went to the foreign field for the first time on a trip to Nicaragua over 10 years ago.

Since that time, I have been privileged to take part in many mission trips and partnerships. I have met many people and learned many good lessons in my experiences with those people.

This textbook is the compilation of that knowledge and experience gleaned from our teams, leaders and administrators. The knowledge contained in this manual comes not only from successes but also from failures. However, there is one single truth that you must know and apply to successfully do missions. Effective short term missions support the missionaries and their goals.

A mission team exists only to serve the goals and plans of the mission organization or missionary that they serve. If you really want to be successful in missions, do not try to do the missionary's job. Simply go and support them by doing what they need. Then your only danger is that the missionary will not be prepared or do a good job.

As you travel with your Perfect Trip team and its partners, you can be guaranteed that their goal is to reduce your risks and do the most for Christ in the field. To this end, your leaders have partnered with us to provide support through this training program. Your safety is our consideration as well.

Remember that all of us, from leadership down, exist to support the mission agency and missionaries leading this project. Realize that you do not, and can not, understand all that they are doing or why they are doing it. Support them and work using their methods.

I know that God is going to bless you as you complete this course and prepare for your trip.





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## Introduction

The need for better Short Term Missionary and Leader Training became brutally apparent on my first foreign mission trip. A local association sent 30 of us to eight towns in Nicaragua for an evangelism effort. The four people from my church were sent to Leon, Nicaragua. Our pre-trip training was three sessions mostly focused on fundraising and packing issues. There was little spiritual preparation and virtually no training for what to expect in the field.

Our duties were to be daily neighborhood evangelism and nightly preaching - so, off we went to Nicaragua. What a sight we were: me - a thirty something, white collar minister; a cheerleader; a thirty something, spiritually immature believer; and a rough and ready know it all 17 year old.

After a twelve hour day of travel, we arrived in-country and sat through 5 hours of training only to get to bed late. It was during the training that the in-country leadership realized that they were short one translator so our team (the last to sign up and the closest to the capital city) would not have a regular translator. Instead, we would be sent a translator only for the evening service each night. Upon being dropped off in Leon, we discovered the team would be sleeping in separate houses throughout the community. Our only female – the cheerleader - was very nervous and none of us blamed her. It was shocking to see the poverty and the infrastructure that was at least 100 years behind the United States. It was hard to stay with people that you could not speak to and only having a translator for evening service made daytime evangelism (our purpose) or basic conversations almost impossible. Results were few.

Eight days later, the in-country personnel took the entire team out for a “debriefing” dinner to help us prepare for life after missions and to help us work through the emotions of a mission effort. Our team and other teams really challenged the missionaries with our comments ranging from the long first day with too much training and no adjustment time to the question of how safe we were with no leader or translator. All in all, it was a life changing but really poorly planned, ineffective and unnecessarily challenging mission trip. You can only imagine.

The U.S. leader expressed my deep concerns about the care of short term missionaries and planning upon his return. Several months later, that association mission team called to see if I would help plan the next cooperative trip with the same in-country personnel and I got the opportunity to be part of the solution. I joined their team and we began to prepare for a lifetime of excellent missions by applying the great things and avoiding the weaknesses from that and other trips.

I believe that God either had me go on that trip to see the need or He used me after the fact as part of a team to prepare better short term efforts that took care of the volunteers and achieved the effort's goal. Nonetheless, it began a decade of short term mission work across the street and around the world. It began a decade of helping churches to embrace missions and prepare their people well. It began a decade of helping develop a solid foundation for groups to participate in missions.

Leaders need to be committed to and **missionaries need to know it can be proven that they can travel without illness, confusion, emotional hassle and do effective work.** Projects can get done and followers can be trained to do missions well. This course will help each missionary discover effective philosophies and protocols that prepare them for great mission work.

## Chapter 1

# The Perfect Trip

Over a decade of direct experience has gone into the development of this system to train short term missionaries. Expertise has been gathered, research conducted, information recorded and data analyzed - all to help Churches and other benevolent Christian organizations conduct The Perfect Trip.

**The Perfect Trip is by definition a mission effort (across the street or around the world) that knows its primary purpose, achieves that purpose, has better missionaries at the end and leaves a blessing to those people that it serves.**

### Primary Purpose – Achieving the Purpose

Most mission efforts fail to prepare well, fail to “get the job done” or fail the short term missionaries working on the effort because those in charge have not defined the primary purpose of the effort. These “would be” leaders are not seeing further or faster than the missionaries and the end result is often chaotic efforts that are high maintenance missions. Missionaries end up without translators and hosted people don’t have structure in their days. Without doubt, there are always blessings to every mission effort but how much more can be done so much better if the leaders define the primary purpose of the effort? The Perfect Trip Leader will provide each missionary team with a clear understanding of:

- The expectations for involvement
- The result of not meeting involvement expectations
- The type of trip
- The specific goals of the trip
- The daily schedule for the trip
- The expected outcome of the trip
- The disaster recovery and emergency plans

The leaders will also help the missionaries to complete the primary purpose of their trip by organizing well, working with established and sold on-site missionaries and contacts and completing extensive training themselves. The average team leader will have a minimum of 20 hours of classroom training, three weeks of field mentoring and practicals over a period of time, and will have been a follower on at least three trips.

**This level of training combined with the support of other certified, experienced leaders and team training they provide to missionaries working with them will give the greatest opportunity for the mission team to accomplish its primary purpose.**

### Better Missionaries – Better People

The Perfect Trip should always have better missionaries at the end of the effort. If the effort is one day or one month, short term missionaries should find themselves more devoted, closer to God, wiser, more passionate for missions overall and better prepared to live the Christian life and to reach others for Christ.

Many mission efforts return tired, distraught and worn people who have encountered trials without great success – not to mention illness in many cases. No sending Church or hosting missionary plans on failing at preparation or support of the missionaries they deploy but many have experienced failure. Even when the mission organization is strong, inadequately trained volunteers can become short term missionary casualties. Even when the missionaries are trained and strong, inadequately trained leaders can derail the mission effort. The Perfect Trip Leader knows what it takes to bring back better people:

- A solid short term missiology – that is philosophy of missions or understanding of how to effectively deploy people to do short term mission work.
- A simple system of planning, training, fundraising and deploying missionaries
- Focus on the primary objectives of short term missions.
- Solid individuals, solid teams, and solid projects that have been well prepared.

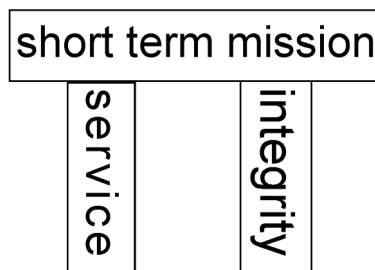
The same requirements apply to leaving a blessing to the long term missions personnel on-site and the people that the effort focused on reaching.

**These great goals for Purpose and People can't be achieved without great leaders - and more importantly – great followers. This is why The Perfect Trip training system has been developed: to give every opportunity for the local church to develop great leaders and great followers for short term mission efforts.**

This course-book is the foundation of a four tier training for missionaries and mission leaders in the short term fields. Research continues and this ten-anniversary edition of the basic training manual is evidence that all of us continue to learn.

## **Integrity and Service**

There are two pillars that hold up every successful mission effort: integrity and service.



**The Perfect Trip requires, without exception, this philosophy of integrity and service. Missionaries are going to do whatever the organization or long-term in-country personnel need and they are going to do it with class, character and excellence while leaving an impeccable reputation in the field.**

Integrity

Integrity has many applications and various definitions. The integrity of steel is tested after production to ensure that it is as strong and durable as planned. The integrity of character is tested by God as believers are sanctified. Integrity, being shown during a test, gives confidence to both the one testing, the one using and, in the case of people, the one tested. Integrity for a product means that it meets the specifications. Integrity for a missionary means that he meets the specifications. Integrity will also result in the missionary fixing problems that arise in her life.

Integrity in the mission effort means that nothing is done by the individual, team or project that shames the name of Christ. It means that the work of the effort is done to the highest standards. It means that the missionaries are wise and handle themselves as ambassadors for Christ. It means that even when wronged the team will do right. It means that nothing will be done that degrades the work or creates division for the people being served or the long term missionaries being supported.

Mission teams with integrity are selfless and support the work that is greater, goes on longer and is beyond their team or organization. Integrity is not selfish and never strays from the focus or purpose of the mission effort.

**Integrity for a mission team is keeping protocol, policies and, without question, not creating problems.**

#### Service

The second most common error is that they determine what they can do or what they want to do and then go to the field to do that thing.

Many long term missionaries and campuses rely on teams and efforts to help complete and fund their mission efforts. Many missionaries would “die” to have a volunteer team and would adjust their planning to get help they would need in the future – now. A service mentality is different and relieves the burden placed on so many missionaries. A service mentality gets the less desired work that ministries need done – done.

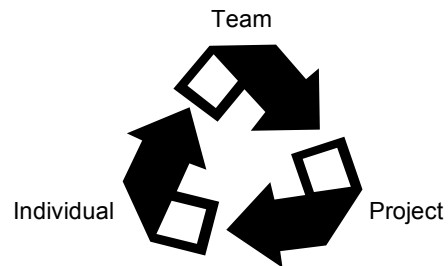
The idea behind service is that we find out what people need and then provide that which they need. Rather than rolling in to build a building or preach a sermon when the people need dentistry, project leaders determine if the project can provide dentistry, and coordinate it or whether the work is simply not a match. Likewise, project leaders know what the teams are great at and are always willing to do something new or less preferred simply to serve the missionaries on-site. They will shovel poop, fill bags with sand, pull out sheetrock, pass out flyers, build or do anything in the world that they are asked to do. Not only will the missionary do the work he will smile and he will do it well.

Service says that the team leader will not have to bear the sole burden of work, prayer or planning. Service says that no one will clean up after the team, out bless the team or have to pamper the team.

**Service says that mission teams do not go out to do their work but to support and do the work that is needed. Service asks what is needed and then serves in that area with characteristically good service.**

## Individual, Team and Project

The following diagram illustrates the dynamic of a mission trip. Trips are made up of individuals, teams and the project. All three groups are dependent upon all of the others and all three groups can create blessings or curses for the other groups.



In the next chapter, the preparation of individuals, teams and projects will be reviewed. It is important here, to understand that any team can not only adversely or positively affect their project or their individuals but they can affect other projects.

It is rare that a team does not go out in conjunction with some Church, Association or organization. If those relationships exist, then the team is building a reputation (or destroying one) as they work. The same goes for individuals and projects.

In the same way that the team is only as strong as the weakest member, the project is only as strong as the weakest team and the short term missions is only as strong as the weakest project. Many people may not realize it but many, many on-site workers and organizations don't like short term missions teams. They endure them for support and labor but they do not like them.

Short term mission teams are typically high maintenance, unorganized, poorly led, selfish, tire easily and wear out in-country missionaries. Many on-site personnel are required to host short term missions teams for PR and support of the organization.

Though The Perfect Trip began to improve the efficiency of short term missions (there are only so many days and then the effort is over) and to provide a better experience for the volunteers to grow in, The Perfect Trip has evolved to encompass sending teams that change in-country personnel's minds about mission teams.

**Well trained and highly organized teams bless missionaries and remind them how “help” can actually help and not take away. The Perfect Trip should bless the in-country people and restore the good name of the short term mission effort by showing that it is not about the team but about the work and the people that the work serves.**

## Chapter 2

# People Preparation

It is excellent when, for the first time, a person decides that they are ready to go to the mission field. Whether it is across the street or around the world, the first and foremost focus of the missionary should be his personal life. He needs to know that he is a Christian. She should feel a passion and desire to go on a short term mission. He should be spiritually challenged and spiritually prepared before embarking on the trip.

Quite frankly, if the people aren't ready, then someone is going to get the short end of the deal on the mission trip. The team might be unproductive, less work might get done or people could actually miss hearing the Good News about Jesus Christ. It is important that every team member be personally prepared.

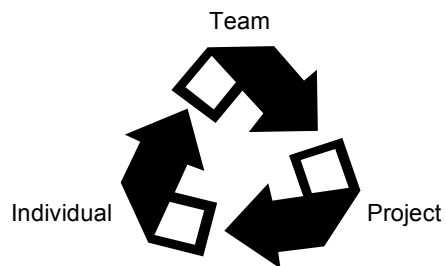
The Perfect Trip™ Mission Plan uses triplets to teach every truth. For example:

- There are three levels of a perfect mission program: the Short Term Missionary, the Team, and the Project levels.
- There are three levels of leader training: the Team Leader, the Administrative Leader and the Project Coordinator levels.
- There are three parts to Short Term Missionary Training: people preparation, support preparation and practical preparation.

This book covers the triplet of Short Term Missionary Training in the next three chapters. The goal is to prepare each person for their first mission team experience and then provide a resource for missionaries to be reminded and refreshed for future trips.

- People Preparation includes the triplet training for the individual, the team and the project.
- Support Preparation includes the triplet training for trip costs, team effort, and raising support.
- Practical Preparation includes the triplet training for general information, protocol and tactical issues (shots, packing, etc.).

The following diagram illustrates the first triplet – People Preparation – of Short Term Missionary Training.



Each person must be prepared and support the needs in each of the areas for the short term mission trip to be effective.

## The Individual

If the short term missionary's life is not squared away, the Team and the Project will not be effective on the mission trip or in the mission effort. The old adage states, "A team is only as strong as its weakest member". Does that mean that each individual missionary has to be perfect? No. However, each team member needs to be living a **consistent, pure** life that is **seeking** to be **perfected** through Christ. It is not about maturity or the length of time that the missionary has been a follower of Christ. It is about the condition of his heart and the inclination of her life.

A missionary's life must be "sold out" and seeking to do what Christ would do. If the individual missionary is struggling with ongoing sin, he will have a hard time in the mission field.

### Repent, Recognize and Reach

The Christian who is ready to mature, ready to serve, and desires to go into the mission field must evaluate the brutal facts of their walk with Christ. Each missionary candidate needs to take this point seriously. The candidate needs to avoid denial and recognize that preparedness will result in salvations while a lack of preparedness can end in personal disaster and people not hearing the Good News of Jesus. The candidate must realize that he is not going on a vacation but that he is signing up to work for God. A candidate who has a desire but finds the brutal facts of his daily walk lacking in regard to personal preparation, needs to repent, recognize, and reach.

He needs to **repent** from that with which he struggles. He doesn't need a session of self pity, self denial or insecurity. He needs to remember that God loves each person. Though God does not want people to sin (in fact, he commands them to not sin), He remains faithful to forgive them when they fall. The first step to purity is to identify any sin and turn from it, seeking God's forgiveness and support.

Following forgiveness, the candidate needs to **recognize** that God is not looking for short term commitment. Regardless of the struggles, God is looking for people whose hearts are committed to Him. The candidate must recognize that, though, God has called her to short term missions, she has more importantly called her to long term consistent living. This lifestyle of seeking to please God and obey Him needs to be the practice of her life before she promises such a wonderful life to others. The missionary must recognize God's expectations for living well and consistently.

Finally, the missionary candidate must **reach** for God and His ways and His mercy. This is the very premise of what the missionary will show, work and claim to others around the world. The missionary needs God and His instruction, ethics and mercy to complete the task. The candidate must prepare by reaching for God and practicing a lifestyle that is dependent upon not only God's direction but daily mercies. The candidate should be reaching for God every moment.

As with any individual preparing for any work or life with the Father, missionaries need to realize that Jesus constantly intercedes for those He has saved and the Spirit constantly works on their behalf. The process of repenting, recognizing and reaching is never ending. God will reveal new issues for which each person will need to repent, recognize and reach – regardless of their maturity level, this is a normal cycle called sanctification.

After the missionary has taken a brutal look at their life with the goal of preparing in purity, she can begin to look in the following areas to prepare and maintain practically.

### **A Laundry List of Good Preparation**

Just like shopping for groceries or preparing a new project around the house or getting passing grades in school, there is a laundry list of ideas that will help the candidate be personally prepared. The candidate should ask:

- **“Do I have a daily quiet time before God? Do I pray? Do I hear from God?”** If not, he needs to begin to have one. Not just for missions but for God. On a mission trip, there will be hustle, culture shock, stress, and attacks of the enemy. It is critical for the missionary to be well practiced in sitting quietly before God and meditating on His word.
- **“Do I have a daily praise time? Am I constantly seeking things for which I can thank God?”** She will also need this trait. There is much depression and trial to be found in the environment of missions whether it is across the street, in a third world country or an impoverished town. A positive attitude, the ability to see the good in people, to see the good in situations, and to know how to thank God are essential ingredients to successful missions. It will be difficult – after all, why would missionaries go to the field if the field were wonderful and godly.
- **“Do I study on a daily basis?”** The missionary can be guaranteed one thing about missions: he will need to have studied, prayed, and be able to hear from God before he arrives. Study is different than a devotional or quiet time. Study is focused on learning as many truths as possible to prepare before leaving for the mission field. These truths will benefit the individual, the team and the people that the team reaches.
- **“Do I have a warrior attitude? Has God shown me that He can and wishes to prepare me, strengthen me, and ready me to do His work?”** If not, she needs to look up the passages on the armor of God in Ephesians 6:10-18 and learn to put it on daily.
- **“Have I ever asked God, no matter my age, how I interact with a group?”** Another guarantee for the missionary is that his abilities to deal with others, even those he knows well, will be put to the test. The candidate needs to ask God to help identify patterns of frustration, anger, or doubt. The candidate needs to pray about his peculiarities and ask God to use them for His work. In a few words, he needs to prepare himself to be part of a group in a tiring and busy environment.
- **“Have I ever considered learning about the culture or learning the language?”** An investment in learning about the culture, history or the language will really help the short term missionary. Each candidate should talk to her team leaders to get ideas, books, or find out about classes. She needs to realize that this training is not just for the foreign field; rather, even those across the street or generation may have a different culture or language.

The individual missionary will have the absolute time of his life as he sees God use him in unusual ways to do great things. Many people have gone before and survived. Some have conquered. The greatest desire is that the candidate be prepared personally to be part of a team. Have no doubt, it will be tough but it will be great!

## The Team

The mission team actually does the work in the individual churches, homes or projects. Team members will work side by side during the day, and sing, share and sometimes worship or preach.

The most important thing a team can do is **know one another** as individuals. To accomplish this they will need to spend time together, to pray together, and to prepare together long before they leave. Many teams have “new” people (for the sake of missions, hopefully all teams have new people!) and others are comprised of people that might know one another well. Either way, the members will interact in an entirely new way when they begin to act as a team.

Each missionary will eat, sleep, and breathe these other missionaries’ lives. Individuals will have to rely on one another, trust one another, trust their leader, make decisions together, follow decisions they might not understand and, surely, hold up one another in the Lord. In a well built team, it is often said, “**There is no ‘I’ in team.**”

The mission team will be a minority – which makes sense because they would not be needed if they were part of the majority. The team will encounter challenges ranging from language barriers to culture barriers to extremely diverse foods and the team will need to face the challenges together. The mission team must simply be a family that is individually and corporately focused on God. His work is the central purpose. Everything -- every decision, every potential problem, frustration, everything -- must be made second to His work and His people who the team is reaching.

In team life, the time to solve problems is later. The time to work it out is later. The primary and immediate focus must be on His work. When missionaries remove themselves from the equation and are a Team, they will see God work in a tremendous way and see hundreds of lives touched.

### A Laundry List for Team Preparation

- **Get to Know Your Leader** - The Perfect Trip efforts will have a team leader that has been certified. This leader will have been selected from a core of pre-qualified, experienced and learned leaders who understand all aspects of a Short Term Mission Effort. These leaders will not only have completed this 4 hour course but 16 hours of short term mission effort leadership training and countless hours of on-the-job training and mentoring. The stories that they can share and the experience that they can dispense will be valuable to each team member.
- **Understand the Team Structure** – Individuals make up a team and the leader does not have to make all the decisions or do the work alone. Remember though, the team leader will be the central contact who can and will communicate with the local pastors and leaders to determine the schedule, team needs, and other information.
- **If You are Experienced then Participate** – Larger teams always have sub-units or sub-teams that divvy up the work from transportation to cooking to cleaning. Smaller teams use individuals to head up the same tasks. Missionaries who are experienced need to volunteer and let the Team Leader know that they are willing to serve no matter the need or capacity. Missionaries who understand the airport can help there; those good with money can help with money and so on.
- **Schedule times other than the team meetings to pray and be together** - Individual schedules can be hectic; however, team missionaries can help by making this trip a top

priority. They can help the Team Leader by scheduling and supporting already scheduled times to talk, to dream, to share, to have fun, and to pray with one another. Missionaries should avoid waiting until the last few moments to meet – it will weaken the team.

- **Take the Team Member Test** - The test is included in the Addendum Section of this course book. After completing the test, share the results with one another. Share individual strengths and weaknesses. It is essential that the team gets to know something about one another.
- **Prepare written one to two page testimonies and share them.**
- **Determine who will lead** - After spending some time together, determine who will lead some of the sub-team or various tasks such as teaching, devotions or who will be comfortable serving as a construction leader.
- **Support Existing Leadership** – Do not undermine, speak poorly of or create conflicts with existing leaders or team members. Regardless of the stress, remain committed to one another in the Lord.

## The Project

The Project is made up of all the teams (not just one team but all of the teams that will serve in the same type effort, country, region or ministry), servants and missionaries (full time and short term), agencies and institutions who have come together to help people in a certain area. Some projects have a long life and are referred to as Partnerships and some projects last only long enough to accomplish certain support or tasks. Each project is lead by a set of leaders (all certified as Team Leaders) who bring their varying skills to the project for a predetermined period of time.

It is important to realize the impact of the individual and the team on the life of a project. Indiscretion on the part of either can neutralize the effectiveness not only of a project in a certain place or county but can impact the global ability of Churches, partner organizations in missions or funding to continue to help people. The individual simply can not choose actions that reduce the effectiveness of the Project or the companies and individuals who make up Project Leadership.

It is important to remember that the Project is only as good as the best team. Teams can support the project by:

- Following project guidelines
- Following and supporting project leaders
- Following and supporting missionaries in the field
- Not making commitments with the name of any project entities.
- Not making commitments or taking actions that shame the efforts of the project or Christ.
- Receiving training to become a team and then project leader.

## Chapter 3

# Support Preparation

Chapter 1, People Preparation, covered the first of three areas of Short Term Mission Effort preparation using the triplet of Individual, Team and Project preparation.

This chapter covers the second triplet of preparation – Support Preparation. The Short Term Missionary must acquire financial and prayer support to accomplish the dream that God has given her to go on mission. Missionaries often get nervous about finding support but it is good to remember that the **same God who called the missionary is aware of the need.**

The following diagram illustrates the second triplet – Support Preparation – of Short Term Missionary Training.



Each missionary must be prepared and support the needs in each of the areas for the short term mission effort to be effective.

### Trip Cost

Each missionary has already committed his time to join a team to do the actual mission work. The need for individual and team preparation is understood but the missionary has already seen that his greatest role is found in teamwork.

The cost of the trip is calculated by the Project Leadership and distributed evenly amongst the missionaries. The team philosophy of The Perfect Trip Method mandates that the individual be committed to helping support the short term mission effort as a team player.

### Articulating Trip Cost Components

Initially, it may not seem important to the individual that he understand the cost of a mission trip but it is important. He needs to be educated when he approaches entities and individuals to raise support for or to advertise the mission effort. It is not fair to ask a potential sponsor to give funds toward an effort when the missionary can not articulate what the money is funding or the importance of the need.

With all of the mishandling of finances in today's world, it is important that the integrity of the Project, as well as the mission trip, be guarded. The individual assists in this process by being educated and understanding so that they can:

- Respond intelligently about the cost and funding of an effort
- Present a unified answer thus thwarting division
- Be confident of the integrity of finances when investing
- Be clear when requesting support from individuals or entities

### **Cost Components of the Trip**

There are cost components of an effort that will always be included in the trip cost – assuming that the expense is required. These cost components are:

- Total Cost of Transportation (Airfare, Trains, Buses, etc.) used by the Team
- Total Cost of Food consumed on location during the trip
- Total Cost of Insurance for the Team
- Total Cost of Translators or other Support Personnel
- Total Cost of Materials that are not being granted or donated by other entities

There are other times when additional costs will be included in the trip. The Trip Leader will identify any of these costs in the Initial Team Meeting. The potential cost components are:

- Support of leadership personnel if they have traveled frequently during the year to support teams. It is impossible to continually raise money and great leaders do not meet the demand. There are times when a team may have to sponsor the cost of key leaders.
- Non-material support needed during the project for the missionary or people being helped.

### **Items Not Covered in the Trip Cost**

A general rule of thumb states, "Any cost that is not controlled by, for, or incurred on behalf of the entire team or its effort is not considered a trip cost and therefore is not included in the trip cost nor is such a cost reimbursable."

Costs of this nature are dinner at an airport, taxi fare to an airport, airfare to get to the team departure point, a partial or full reimbursement of travel expenses for someone opting a different mode of travel, personal expenses, shopping money, gratuities for individual purchases, etc. Individuals should not expect to be compensated for or raise funds for spending money or other such non-essentials.

## The Team is Being Funded – Not the Individual

Fundraising for the cost of a trip is not a competition. A competing dynamic can be productive but only for a third-party cause such as who can raise the most for the Fun Run. Competition breaks apart and degrades the team philosophy of the Short Term Mission Effort.

The best way to raise prayer and financial support for a team is to do it as a team. Historical and financial data demonstrates that more financial support is raised easier by a team than by the individuals working separately. It also increases the ownership of the effort as a team and thus improves the effectiveness of the team once deployed. Therefore, all **team finances are raised as a team**. The individual must commit to raising at least his portion of the trip expense but he is still working for the team. If his efforts raise more funds than the cost per missionary, those funds go to the team effort.

The philosophy behind this approach comes from Scripture. In this approach, individuals realize that all of the funds in the whole earth are God's funds. If a missionary's efforts are blessed beyond expectation or need, she realizes that God has provided that money to His mission effort. She realizes that the funds may cover an unexpected cost on her trip, another trip or another project. It always seems that when someone faces tough economic times or has little avenue to seek sponsors that the extra blessing of God in another team member's efforts meet that need.

The following are mandatory components of this philosophy:

- All missionaries participate in team fundraising. If a team fundraising event is being conducted, every team member helps.
- All missionaries raise funds. There are no "free rides." A missionary makes adequate and comparable efforts to raise the funds for the mission effort or opts to self-fund the individual fundraising goal (the total mission effort cost divided by team members).
- Missionaries choosing to self-fund the individual goal must determine that at the time of registration and must self fund the entire amount regardless of the amount raised by the team as a whole. This guards not only the philosophy but the individual's integrity – if the individual believed God told him to self-fund his portion of the team goal, to not do so would constitute stealing from God. It does not matter if the trip is over funded before he completes self-funding – he chose to commit this way instead of participating in online and letter fundraising.
- Individual participation in the trip is dependent on the effort to raise the individual goal. If for some reason the team fund raising falls short of the total cost of the trip, a decision will have to be made regarding who does or does not travel and that decision will be made first on individual efforts and then on amounts raised.

The Frontier Foundation embraced this philosophy years ago and in those years has never seen a mission trip be under funded. Every missionary capable of being deployed was deployed. Finances never prevented the completion of any short term effort or the participation of any individual. In short, consistent application of this philosophy gets everyone to the field as a team. It works.

The mantra for successful short term mission trip financial support is, like all other aspects of the trip, "Team, Team and More Team."

## **Raising Financial Support**

There are two broad categories of support that are needed for the short term missions team: prayer and financial support. In this section, policies and procedures for raising support will be discussed. First, there will be a presentation of the broad policies affecting the solicitation of any type of support from any type of person.

Each missionary, team and project must comply with these policies and these procedures to ensure integrity, consistency and proper stewardship. In some cases, a large team will have sub-teams which each complete these support raising steps.

### **Broad Policies Regarding Raising Support**

- Teams and individuals are not to raise financial support in the name of the team or any ministry or entity involved in a project for items that are not official team costs or topics. In essence, the missionaries and the team are not to seek benefit for themselves.
- The raising of support should never be done in such a way, joking or with intent, that can be perceived as or is manipulative or forceful. Missionaries are giving people the opportunity to invest by becoming supporters financially or in prayer.
- Letters, emails or other publications, printed or electronic or telephone campaign dialogues that are used to raise support must be approved by the Team Leader and must conform to the basic requirements in the appropriate templates.
- No spamming should be utilized to raise support.
- No communication should state verbally or otherwise that the team member is raising support for himself. All communications should indicate that support is being raised for a trip, an effort or a project.
- No follow-up on non-responsive potential sponsors is allowed. Following up with a person who has not responded creates uncomfortable circumstances and dynamics. If God moves in their heart, sponsors will respond as directed.

### **Raising Support Is Uncomfortable – No It Isn't!**

Many people are uncomfortable when they first think about raising financial support from other people or companies. Raising financial support for the team and project can be uncomfortable and feel awkward without education but a historical understanding and an empirical view will help the individual to understand the process. Some people have been against “fundraising” for many years but operating with integrity and understanding the complete cycle of God’s support requires that such people have a change of heart.

There are some people who have been given the spiritual gift of giving. Others have been blessed tremendously and seek to serve God’s work by distributing His money. Others can’t go on a mission effort so they want to take part and support it. Some people simply want to know what is going on and help however they are able. Each short term mission trip can involve many more people than just the few who receive the opportunity to go to the field. The missionary needs to understand, as with all other aspects of the trip, fundraising is not about “getting money for his trip” because it is a team effort that is part of a project that is part of a mission organization.

*“The missionary is not trying to raise money to get himself or herself out on a trip. You are giving others the opportunity to invest God’s money so that the people may hear the Gospel of Christ and that missionaries already in the field might be supported.”*

The missionary must understand that it does not matter whether the team is going to build a building, provide medical services, bring an orphan to the U.S, help in the inner city or preach. In all cases, **the team purpose is still the same - bring Jesus to the world.**

Some missionaries are not going to have any problem with the concept of fundraising. These missionaries must remain careful to honor an opposite and balancing point. The individuals and the team are giving people the opportunity to invest. They should not coerce, pressure or nag people to invest. The team should never stray from this perspective and remember that people are not required to give. There is no spiritual obligation or act of obedience required of people, companies or churches in regard to giving to a team trip or project. The missionary rests on the Father, knowing that he should not take raising support into his own hands through repetitive efforts that make potential sponsors uncomfortable.

### **Preparing the Team before Seeking Support**

If several missionaries are going from a single church or ministry, it will be helpful for the team to determine how that church or ministry will invest. This will help avoid conflict and confusion as the individuals and the team prepare to raise support. With the permission of the church, a consolidated advertising plan is very helpful. The team should pick one member for each church or ministry and have her:

- Determine the appropriate leader responsible for mission investments
- Meet with that leader and determine if the ministry will invest.
- If the ministry will invest in the team, does the ministry wish to
  - Take one special offering
  - Use the budget
  - Have individuals raise money
  - Have a special presentation

Each missionary will need a list of friends, family, and Christian businesses outside of the church as well. The absolutely **best way to prepare a list is to pray** and ask God to help guide in the preparation of the list.

### **Seeking Support**

Whether making phone calls, completing a mass mailing, sending online emails or sending individual support request letters, the missionary should use the standard form letter or the web-mail templates as the basis of her communication (a standard letter and online instructions are included in the Addendum Section). All communications should include at minimum the basic information as indicated in blue in the template.

Missionaries should realize that, though they are sending their letters to a list of people who have been selected in prayer, they are sending a support letter that will compete with busy schedules and many other pieces of mail. The letters need to be kept brief, clear and focused

on the team effort. Missionaries are encouraged to use the one page template or the standard web-mail language during their first team support preparation. Letters mailed need to include a response card and an addressed stamped envelope.

If Teams will utilize the services of the Christ Mission International., a donation and missionary support agency, to receive and process their financial support, all donations must be deposited through the team to Christ Mission. Donations solicited indirectly, through mail, email or mass mailings can use Christ Mission's address to send their donation directly to the Donation Processing Department. Christ Mission will keep track of the support raised for the team and send IRS tax receipts. The Team will keep track of how much support is raised per team missionary.

Individual missionaries should not collect or keep donations. Any donation made directly to a missionary should be in the form of check to protect the integrity of the team member. If absolutely necessary, the missionary can accept cash but must issue a receipt to the donor and keep a copy to deposit with the cash.

The Perfect Trip model does not allow the placing of countertop displays, individuals selling fundraising items or other such solicitation by individuals to raise support. Team or project fundraising events or sales must be approved through the Team or Project Leaders.

## **How to Raise Prayer Support**

There is a tendency for people to commit to prayer but to not remember. This is often the case even for the pretty committed, growing prayer warrior. As well, it is easier for people to pray for specific items. It is more difficult to storm the throne asking for generalities.

There is also a tendency to ask groups for prayer. For example, when a missionary asks a church to pray for them certainly everyone would like to commit. No one is going to stand up and say, "**No, I will not pray.**" But once again, the missionary is relying on the memory, even of well meaning people, for their prayer support. There should be more emphasis given to specific prayer and to raising prayer support in the same focused manner as financial support.

### **The Minimum Effort**

The team must raise prayer support. Years of support and experience should weigh heavy on the hearts of each missionary. The team, the individual should not take the prayer support ministry lightly and the team leader will hold the missionary accountable to enlist support. Akin to financial support, if the team does not meet the 10x rule as a whole, team members not reaching their portion of the team goal may not be able to travel to the field.

### **Preparing the Team before Seeking Support**

Each missionary will need a list of friends, family, and Christian businesses outside of the church. The absolutely best way to prepare a list is to pray and ask God to help guide in the preparation of the list.

If more than one person is going from a particular group or church, those missionaries may want to create a unified effort to build your church prayer group. This will allow the church to participate in the lives of all of those who are going out from their fellowship. One approach is to use a massive list of potential prayer supporters compiled by the missionaries of the group or church. These missionaries send a group invitation to each person signed by all of the missionaries working on the list.

Long term prayer is the best type of prayer for a mission team. The individuals and the mission team need prayer while they raise financial support, gather resources, spend time together as a team and prepare lessons and testimonies. The best teams that have been mobilized use a 100 days of prayer approach that asks the prayer partner to pray for 90 days before and during the trip and then for 10 days afterward.

### **Seeking Support**

Once the lists are compiled and the deadline is set – the missionary will need to get on the phone and call or email potential prayer partners. Once a person agrees to be a prayer partner, the missionary should turn in the name, address and email address to the trip administrator.

The missionary should make the appeal with no manipulation, pressure or coercion. The team needs people who want to pray not people who feel they have to pray. Nonetheless, the team should solicit from a broad range of people making sure to provide opportunities for new prayer partners to get involved in missions. The individual and team must remember the principle that many can not go but would love to support missions.

The team, with the help of leadership, will create and maintain a regular communications structure or create an overall prayer calendar with specific prayers for each week or days. If the prayer calendar approach is used, a periodic letter or email or call of encouragement will help the supporter to stay involved. Another great prayer tool is a prayer bookmark that gives the trip details and names of the missionaries on the team.

## **Following Up on Support**

The missionary must remember that, whether it is financial or prayer support, the goal is getting people involved in the mission effort. It is impossible for people to feel involved in the effort if regular communication does not occur. One form of mandatory communication is the follow up letter, card or photos.

The importance of this to the overall project and to the future mission efforts and projects can not be understated. Just as with the prayer and financial support letter, the follow up letter should detail the trip name, participants, the sending Church or partners, and include a good summary of the work and results.

The follow up letter is not so much a marketing tool as it is polite, good etiquette and an opportunity for the supporter to see what “they” did while the team was on mission. They are part of the mission team and need a briefing.

Team leaders will usually have a trip conclusion activity where missionaries can sign letters, share stories and mail thank you letters.

## Chapter 4

# Trip Preparation

Chapter 1, People Preparation, covered the first of three areas of Short Term Mission Effort preparation using the triplet of Individual, Team and Project preparation. Chapter 2, Support Preparation, covered the second of three areas of Short Term Mission Effort preparation using the triplet of Trip Cost, Raising Financial Support and Raising Prayer Support.

This chapter covers the third triplet of preparation – Trip Preparation. The Short Term Missionary must now prepare to deploy to the field even if the field is across the street. Preparing for the work, whether it is in their house, community, country or across the globe, requires preparation to accomplish the dream that God has given her to go on mission.

The following diagram illustrates the third triplet – Trip Preparation – of Short Term Missionary Training.



Each missionary must be prepared, support the needs and conduct the work well for the short term mission effort to be effective.

### Mission Protocol

It can not be overstated – everyone must work well together as a team. Likewise, it is absolutely essential that each missionary fit into the culture of their destination and the culture of their mission project as well as possible. The mission team will normally be culturally diverse from the people it serves. Food will be different, traditions varied and languages diverse. The team that is of a similar social culture will find itself spiritually different in culture. Even when bringing people to his culture, the missionary will still need to adapt and understand the culture of those brought. The short term missionary will be challenged to understand or embrace the Mission Project culture in the beginning stages because she is new to missions, new to the Project and probably hasn't planned and administrated large mission efforts.

The Perfect Trip is based on vast amounts of research, experience and learning form long term missionaries, short term mission organizations, mission effort administrators and practical application and testing. Huge investments of time, education and money in planning, analyzing, and debriefing those who participate in missions work resulted in the refinement and economization of the Short Term Mission process. The establishment and refinement of Mission Protocol, however, is the central support to the entire effort and finds its result in the creation of many written, and some unwritten, guidelines used around the world. These

“protocols” provide to missionary team and individual conduct as they participate in projects around the globe.

Mission Protocol helps the missionary candidate to prepare for the effort by helping him understand the game plan, expected behaviors, traditions and practices in several key areas. Mission Protocol refers to all that has been developed or done that will guide the leaders, teams, and missionaries as missions work is completed across the street and around the globe. The Perfect Trip incorporates two levels of protocol:

- Universal Protocols that apply to all efforts; and,
- Local Protocols are specific for each effort or project.

Missionaries understand that they must keep all points of protocol if they are to travel to the mission and stay on location. Violations of protocol, for any reason, can prevent future service as a short term missionary. The reason for this strict approach lies within the understanding that the **short term missionary is only involved for a short time but the positive and negative impacts of their behavior and mission stay with the full time workers for a long time**. Short term missionaries are not able to be trained to understand all of the customs, adaptations and truths of mission work locally or around the globe. Therefore, without question, the individual missionary is to be guided by the Universal and Local protocols until he has spoken to his Team or Project Leader. The Universal and Local protocols to which the missionary is subject have been communicated to and approved by “local” or “on-site” missionaries; therefore, the missionary is **not to violate protocol**, even at the direction of a “local” leader unless directed by Team or Project Leadership.

Even if it is uncomfortable, the missionary should graciously and politely insist on following the Mission Protocol by explaining that they are a “follower” and not the leader. The only variation of this policy is in the threat of life or limb.

## Universal Protocols

### The All Volunteer Principle

**All volunteers are missionaries** and:

- Can contribute something to the mission effort.
- Should be given the opportunity to contribute in service to the effort.
- Can learn something from the Christians in the land they will visit.
- Are limited in their knowledge and understanding of local culture and customs.
- Are unlimited in the amount of love, friendship, and spiritual blessing they can share.

### The Promise Principle

In the heat of the moment, with all passion and great intent, missionary after missionary has promised to stay in touch for a lifetime. However, few people have the discipline to maintain so many friendships over a lifetime and, once back home, find guilt and sorrow for not keeping their commitments. As well, there can be a loss in the heart of those to whom the missionary ministered.

- **Missionaries should not promise** to support a church or its pastor.
- Missionaries should not make commitments to future gifts or trips to the USA.
- Rather than make promises of future involvement, the missionary should wait until she is scheduled for another commitment and then inform the people.

### The Follow the Leader Principle

The Team Leader may not always be correct but missionaries should not undermine his ability to lead. Likewise, the leader may have many reasons unknown to the short term missionary for their actions and may not be wrong. The Project Leadership will determine travel and missions plans. The Team Leaders will implement these plans and adapt them in the field for security, safety and organization. The damage can be far reaching if a missionary undermines a pastor/leader in the field and then leaves a mess for other people to clean up. Idle criticism of the Team Leader shared among team missionaries can demotivate and disable a team in the field.

- Missionaries should not criticize their leader.
- Missionaries should not criticize a missionary or other leader among the pastors or people.
- Missionaries should speak to their team leader at an appropriate time and find either consolation or explanation.
- **Missionaries must be committed to following the leader – no questions asked.**

### The No Burden Principle

As unbelievable as it is, it is true – there are missionaries who go in the field and ask for money and belongings. There are missionaries who ask those they serve to feed them with no offer of support. There are missionaries who unwittingly ask for a trinket or personal memento that the one being served will never deny. Pastors and Christians in the foreign field will move out of the homes to let teams have a place to stay. **Missionaries should be gracious and be no burden** by:

- Bringing their own supplies and materials.
- Covering their own expenses on location and in route.
- Not asking for favors or attention.
- Doing everything possible to relieve the burden of those they serve.
- Cleaning up quicker and helping sooner than anyone else.

### The Fund Raising Principle

Fund raising for Short Term Missions **must be directed toward financing a specific project** or program. It must:

- Encompass elements which will only reflect favorably upon Christ's church and the mission work.
- Be done straight forward and open without compromising Christian principles.
- Never be done toward people who live in the mission field that the team is serving.
- Never require up front investment in order to raise money.
- Be approved by Project and Team Leaders before being conducted.

### The Travel Principle

These well proven and common sense precautions can prevent disappointment and problems while traveling as a team. All missionaries and sub-teams:

- **Use the "Buddy System"** and never travel alone.
- Need to inform a designated leader of their plans and destination.
- Split team money and critical documents carrying them in multiple locations.
- Should avoid areas of dense population or traffic (such as markets) without a guide and interpreter.
- Traveling to Third World airports should maintain a close proximity to leadership and exhibit trust and followership to reduce confusion as airports/transportation can be hectic and scary to first time missionaries.

### The Modesty Principle

**Modest dress will provide a good Christian testimony** and becomes the standard when traveling to so many diverse people groups. The following will always fall outside the guidelines of a modest standard based on experience and should not be worn:

- Short shorts
- Tank tops (both sexes)
- Halters
- Any suggestive clothing

Bathing suits should be one piece and modest for both sexes. Shorts for men and women should be walking length.

### The Modesty Morality Principle

Modesty is not drawing attention to oneself and prevents causing stumbling, confusion or distraction to the mission effort. Missionaries are to refrain from tobacco, alcohol, coarse words, and significant demonstration of mood swings. **Selflessness is the key to success** for the project. There is to be no intimate, or "guy-girl" type of behavior during the trip except as is modest amongst married couples. These trips are specific in purpose and such dating or flirting activities can cause great harm.

### The Watch Principle

Most countries other than the U.S. are not tied to schedule and such a hurried lifestyle. Latin American and island workers will schedule appointments “at a time” which can mean that time plus or minus 2 hours. However, whether in the U.S. or around the globe, field planning, group management and on location implementation takes time. There will be many times that the missionary finds herself waiting for an assignment or answer. In those times, missionaries can bless the people by spending time with them. The missionary should **disregard his watch, look to the full effort and trust leadership.**

### The What Do I Eat Principle

Teams traveling in like cultures or countries will experience little challenge in dining but should be prepared to accept whatever food is given, make no special requests even if asked and to take only what they will consume.

Teams interacting with foreign peoples, hosting in their country or traveling abroad, may encounter foods that are extremely different. When traveling abroad:

- All host families will be trained to provide cooked and clean food.
- If in doubt of the purity of a food source or beverage, missionaries should ask their leader but in his absence should not worry about asking the hosts. The hosts will not be offended and the missionary will avoid the possibility of illness.
- The missionary should never eat raw food to include fruit and vegetables unless these have been properly prepared.
- The Team will provide purified water for team use.
- Missionaries should not brush their teeth with local water, open their mouth while bathing or otherwise participate in incidental consumption of local water when in foreign and extremely rural locations.

When hosting in country, teams should:

- Provide cooked and clean food.
- Not be offended if a guest does not like the food or questions safety of consumption.
- Expose the visitor to local food as he will be interested.

In all cases, regarding food, food service and food preparation, **‘When in doubt - the missionary should “don’t”.’**

### **Local Protocols**

Local protocols are determined by Project Leadership and instructed and administered by Team Leaders. Local protocols regard “dos and don’ts” specific to the culture of the people being served and the work at hand. Local protocols – though specific to the particular effort or team – are binding and must be followed.

## **Trip Type**

There are many Short Term Trip opportunities and organizations achieving wonderful results for both the short term missionaries and the peoples served. The short term missionary will never be the same after putting himself in a place of total reliance on God and solely serving others for a period of time.

There are also other organizations that use volunteers as a means to raise funds for their mission effort by charging very high fees for participation. In many cases, these missions or organizations do not allow for intensive work and often operate as “benevolent vacations.” This will not be the case with The Perfect Trip teams.

The Perfect Trip Team leadership will have worked well ahead of the trip to ensure the need, the preparation and the integrity of the in-country missionaries and peoples being served so that the team’s effort will not have been wasted with bad stewardship. This planning begins with the selection of one of four Perfect Trip Types: evangelism, construction, service or hosting.

The trip type will determine, to a great extent, the individual, team and project preparations that need to be made. The trip type affects not only the work but the packing, funding and travel of missionaries and those they serve. The four trip types are covered in the following section of this chapter.

### **Evangelism Trips**

Goal:	To support the local congregations, pastors and missionaries as they try to expand the reach of Christianity in their world.
Short Term Impact:	Amazing and immediate because missionaries have intentionally bridged to a different culture to share about Jesus. This intentional bridging is enough to create quite an interest in the message and indicates concern, selflessness and importance to the people being visited or hosted.
Leadership:	Each team or sub-team will have a leader, and an interpreter as appropriate, when going into the community. Families hosting in their country usually have translators available by phone, visit or at group events. God has used a team’s testimonies, even more so when translated, and the team’s presence to result in tremendous change and many salvations.

#### Schedule

Missionaries will be involved in a daily schedule of reaching people for Christ through four primary means:

- The worship service;
- Street ministry;
- Encouragement ministry;
- Home visits.

## Work

Worship services, or events, will most likely be held on a daily basis with a large rally on the last day or a special service advertised. Street ministry can be as creative as the team and need only be submissive to the culture. Teams might use clowning to share the Gospel. Missionaries might perform tricks for crowds and then share the Gospel while others participate in wordless street drama that communicates the story of Christ. Some missionaries simply walk from store to store sharing as they go.

Encouragement ministry involves the missionary connecting with the local church and sharing his life with the people. If the missionary is a pastor, he can share his life with the pastor. The encouragement of singing, praying and sharing a cup of coffee can be a reminder of less intense times (mission work is hard for the in-country missionary) and glimpse of the bigger body of Christ.

Home visits are an incredible opportunity to share the Gospel to someone who has invited the missionary. Many people, domestic and foreign, will happily allow a special guest to visit them for coffee and conversations. Churches will often schedule visits with people on their long term evangelism list and, as an honored, invited guest, the missionary has an incredible evangelistic opportunity.

All team missionaries will have printed testimonies in the common language of the people they are reaching for Christ.

There will be two short devotions a day: breakfast and lunch. Missionaries must trust this system of devotion. Even though the work day will be broken up by these times, the team will see increased productivity – guaranteed.

## *Foreign Sector*

The mission candidate should be aware that most foreign worship experiences are different than the North American conception of worship. There is generally a lot of singing and testimonials with more women leading and involved in the services. In third world and especially Latin or Island cultures, the sound system (most churches have one) will be LOUD. Applying the “Watch Principle”, the service will start about when it starts and end when it ends.

The people will embrace the missionaries as their honored guests, friends and family. The missionaries will each have the opportunity to preach an evangelistic message, sing, or give testimony. The actual schedule will be developed by the local pastor and confirmed with the Team Leader.

In the foreign market, especially in the Latin culture, the home visit will prove as beneficial as the evangelistic service. Many men and boys will not respond publicly initially but will listen and accept Christ in their homes and then publicly proclaim Christ. Many people need an intimate and one on one presentation of the Gospel.

Breakfast will usually be served around 8 AM followed by home visits or street ministry. After lunch many missionaries, even in the U.S., will experience a siesta, or rest time, and not resume work until 2 PM. Layover times like these are great times to practice encouragement ministry. Some home or town visits will result in missionaries eating lunch where they were visiting. Generally, the evening will be spent in services that last from 1.5 to 3 hours.

## Construction Trips

- Goal:** To support the local congregation, mission or missionaries by completing specified construction projects.
- Short Term Impact:** Immediate help to the community and tremendous impact because of the visual progress of benevolence. In some cases, the volunteer labor may not seem as inexpensive as the local labor; however, the mission trip is not only raising moral support but also financial support to complete the project.
- Leadership:** It is imperative that individual missionaries follow the identified leaders and not detract from the completion of the project due to excessive discussion or opinion. The leaders have been trained and are qualified to complete the specified project. Simply put, there are, most certainly, ten ways to put up a rafter but each missionary should give their input when solicited and then follow the leader's directions. It is important to stay after the task assigned and not to stray such that leaders have to track down workers. There will be plenty of time to evangelize and share as the team focuses first on completing the project.

### Schedule

The missionary should expect the first day to be consumed with planning meetings and preparation. This is often the most frustrating of all days since he and his teammates will really want to "get after the task." Be assured that adequate planning will significantly increase the amount of overall investment the team can make during their stay.

Work will generally end prior to dinner unless the trip is short and specific in nature. There will be three short devotions a day: 9 AM, Lunch and Late-Afternoon. Missionaries must trust this system of devotion. Even though the work day will be broken up by these times, the team will see increased productivity – guaranteed.

Breakfast will usually be served early (6 - 7 AM) so that work and travel may begin. Work will continue until lunch. In foreign fields, after lunch many volunteers have experienced a siesta time and did not resume until 2 PM. The remainder of the day is spent working on projects with Church Services usually occurring only twice a week in the evenings.

## **Service Trips**

- Goal:** To support the local congregation, mission or missionaries by completing a specified service project. Service projects include medical trips, food relief trips, well drilling and the like.
- Short Term Impact:** Immediate help to the community and tremendous impact because of the visual progress of benevolence. Immediate evangelism opportunities.
- Leadership:** The in-country missionaries or pastors will determine the process and means by which this project is completed. Teams will generally follow the plan laid out by those leaders. Flexibility and selflessness are the keys to successfully completing the service project.

### Schedule

The missionary should expect the first day to be consumed with planning meetings and preparation. The beginning and ending times for work will not be consistent due to travel and service project requirements. There will be three short devotions a day: 9 AM, Lunch and Late-Afternoon.

Breakfast will usually be served early (6 - 7 AM) so that work and travel may begin. Work will continue until lunch. In the foreign field, many volunteers have experienced a siesta time after lunch and did not resume until 2 PM. The remainder of the day is spent working on projects with Church Services usually occurring only twice a week.

## **Hosting Trips**

- Goal:** To support missionaries traveling to the Trip Location or to support people to be reached for Christ by bringing them to the Trip Location. Alternate objectives exist as well such as helping orphans find families, students doing ministry, etc.
- Short Term Impact:** Immediate support to enable ministry to be done by those arriving. Provision of the Gospel, a solid hosting experience or other specific personal impact to the people brought to the Trip Location for ministry.
- Leadership:** The host country – the Team's Country – workers will follow Team and Project leadership as they support and reach those traveling to their location. Those traveling may have their own additional leadership structures that need to be understood and honored by all missionaries.

### Schedule

The missionary should expect the first day to be consumed with the arrival, reception and settling down of the guests. Generally, daily responsibilities will include the provision of three meals a day and, in many cases, transportation and entertainment.

The schedule will vary depending on whether the guests are hosted in homes or whether they reside as a team at a central location.

## Tactical Planning

### Room and Board

Short Term Missionaries usually stay in one of three places:

- Private homes, their home if they are hosting or the homes of the others if they are traveling.
- A mission compound or house that serves as a center for mission work for the overall project
- Temporary dwellings erected or converted from existing on location buildings such as churches, fellowship halls and the like.

In foreign countries, especially third world locations, the team will experience everything from having electricity and phone to having such utilities only for certain hours or not at all.

#### Private Homes

Evangelism trips that reach more than one community or host visitors to the Team's community will usually require that the mission teams for each community stay in homes in that community or host guests in their homes. Some teams or individual guests may be split among several homes while other teams/guests live in a single home or building together. Construction and service teams will less frequently use community accommodations.

If a missionary is asked to dwell alone and finds him or herself uncomfortable, he or she should not hesitate to discuss this with the Team Leader. **If a host senses undue discomfort by a guest being hosted, she should contact the Team Leader immediately.**

Depending on location, the bathroom facilities for a traveling team may be different and range from U.S. standards to a hole in the ground. In extreme field work, missionaries will take bucket baths in a private location. Others might stand outside in a five foot high block shower wall and use a spigot. In the less rural foreign market, some will have a bathroom similar to U.S. standards but the missionary should expect hot water to be unexpected.

Families are gracious and polite and, though it may feel uncomfortable at times, there are many benefits to staying in homes. Likewise, there is great benefit for the missionary who opens his home to host a mission participant. **Hosts should be unafraid but sensitive to privacy and quiet times of their guests.**

In some poorer or foreign markets, the family will not eat with the team or individuals but rather serve the missionaries first. Missionaries should not be troubled but respectfully honor the family's honor.

#### Missionary Campus

A team staying at a main campus or central location may find itself sharing accommodations with other mission teams or other missionaries working cooperatively on the same project or with the same in-country mission organization. It is initially easier and more comfortable to stay together because of "safety in numbers" and social familiarity but there are many medium term challenges to living in close quarters.

Campuses usually have established facilities for cooking, cleaning and bathing that mimic North American standards. Cooks are usually provided and food safety is less of a concern in the foreign field.

Common use areas and rooms should be kept clean with each individual looking after their own work. The common chores of cooking, cleaning and sweeping should be proactively shared by all missionaries. The team will find great peace and less conflict by embracing the concept of out-serving one another. As well, late night noise and dress will be a concern in such situations.

Teams do not require too much team interaction after work hours as many missionaries will need down time and rest. Team Leaders will be available at all times.

#### Temporary Dwellings On-Site

Temporary dwellings provide the benefit of team camaraderie but usually lack the infrastructure of the Mission Campus. Port-a-potties or outhouses are common along with cold showers and bucket baths in the foreign field. The benefits of “safety in numbers” for new missionaries and social familiarity exist but so do the associated challenges.

Common use areas and rooms should be kept clean with each individual looking after their own work. The common chores of cooking, cleaning and sweeping should be proactively shared by all missionaries. The team will find great peace and less conflict by embracing the concept of out-serving one another. As well, late night noise and dress will be a concern in such situations.

Teams do not require too much team interaction after work hours as many missionaries will need down time and rest. Team Leaders will be available at all times.

### **Food and Beverage**

This subject can be summed up for the short term missionary in a few words: **short term missionaries will eat what is provided.** In domestic or more economically prosperous locations, the food, even if different in culture, will seem more consistent with U.S. standards. However, in less prosperous nations or locations, the missionary should expect staple foods like potatoes, pasta, rice and grains. The rule of thumb for dining expectation should be that the more rural and more foreign the trip, the more different the dining.

Missionaries should be sensitive and eat what is prepared for the team. Team meals will be prepared to a safe standard and each new experience should be tried. In campus or group living, the missionaries should not expect to be served “hand and foot” but should rather be cooperative.

#### *Foreign Locations – Third World Locations*

The missionary should always follow the guidance of the team leader. In many places the milk is not pasteurized and is, therefore, not safe to drink. Be flexible but careful and follow these guidelines:

- Though boiled water for coffee and tea is safe, the missionary should not drink the water from the tap, pool, well or any unsure source. No one should hesitate to ask if the water is pure.

- The missionary should not eat fruit that was not prepared by the team or by those enlisted and trained by the team.
- The missionary should understand that peeling fruit does not mean that the fruit is safe to eat. Generally, vegetables and fruits need to be washed and sanitized before preparation to eat.
- The missionary must not eat undercooked or raw foods, to include sunny side up or over-easy eggs.
- Food, candy or bread from street vendors is tempting but carries an increased health risk.

### **Health and Medical**

Preparing for health concerns varies dramatically depending on the mission location to which the missionary is assigned. However, preparing for health concerns is not just for the foreign mission field where teams encounter health issues previously unknown. Hosting trips need to be aware of the consequences of their home country on the people being hosted. Mission efforts going across the street can experience entirely different health hazards if the effort is medically based or a diverse culture from the team's home. Missionaries with large efforts might experience different health concerns and, thus, preparations based on their sub-team's location.

Team Leaders will stress the principle of “**conservative but optimistic**” health preparation.

The Perfect Trip Team or Sub-Team always has a complete medical kit (a medical kit shopping list is included in the Addendum) appropriate to the trip type. The **Perfect Hosting Trip has a medical plan**, to include identified doctors and emergency care, distributed to host units for families. This provides adequate preparation for safety and relieves each missionary from the need to prepare for his own first aid or health needs.

#### Health Insurance

All missionaries and hosted peoples will be **required to maintain health insurance** for the duration of the mission effort or the Team will provide such insurance to the participants.

Health insurance purchased domestically in a team's home location usually will not provide for medical care on mission type trips due to the potential dangers to which a missionary willingly exposes himself. Domestic health insurance will rarely cover return travel due to medical emergency. For this reason, short term missionary insurance, covering return travel and medical costs while abroad, is purchased for each missionary traveling abroad.

Health insurance for people hosted will either be provided by the group or purchased by the Team to ensure that adequate coverage of foreigners while in the team's country or the adequate coverage of workers while on site at the team's location.

### Travel Exhaustion

Mission efforts requiring travel or extended work “across the street” will encounter travel exhaustion in the missionaries. Travel exhaustion leads to work related accidents and contributes to emotional/spiritual challenges for the missionaries and hosted peoples. The stress of preparing for a mission effort, traveling or working extended hours, eating different foods, maintaining different schedules affects missionaries and people hosted.

Travel exhaustion often results in digestive and other general illness related symptoms that are mistaken for Traveler’s Diarrhea or like illness. The Perfect Trip will allow for adequate sleep, rest, and other “down times” for missionaries and hosted peoples. A consistent schedule, adequate rest, devotions, reasonable days, prayer and moderate food consumption are the best preventative measures for Travel Exhaustion.

Travel Exhaustion that is not recognized and remedied can result in actual illnesses.

### Immunizations

Many missionaries have traveled without any vaccinations. Many countries require no record of vaccination for entry before, during or upon return from travel. The Perfect Trip Protocol of “conservative but optimistic” **does not support travel without vaccinations.**

Project and Team Leadership have received all of the immunizations as required for the most intense of trips. Though additional information or requirements may be provided by Team Leaders or Project Directors, the following guidelines apply to all missionaries for all trips.

For all trips, the missionary must have the following immunizations:

- MMR
- Tetnus

For third world trips, the missionary must have the following immunizations in addition to all those listed above:

- Complete Hepatitis A
- Current Polio Booster (if traveling to Africa, Haiti, Cuba or other polio outbreak country – check with Traveler’s Health organization)
- Typhoid Fever (for those traveling rurally in Central America, the Caribbean or other Typhoid prone areas)

For medical or disaster relief trips, the missionary must have completed at least the first two (or the equivalent in alternate procedures) of the three series Hepatitis B immunization.

### Fecal Oral Syndrome – Primarily Around the World Efforts

The most important principle in health preparation is the “fecal oral syndrome”. This syndrome says that some 90% of all illness is contracted by transmission to the mouth or nose.

Transmission includes minor illnesses perhaps from dirty hands to missionary hands to mouth and more serious illness as transmitted from fecal matter. Traveler’s diarrhea, Cholera and Hepatitis A, among many other diseases, are all transmitted orally.

Good hygiene, such as hand washing after defecation, reduces a risk. Unfortunately, many countries do not have the facilities or education regarding hygiene to reduce the risks. Understanding that missions work mandates contact, the missionary is well prepared if he

understands the importance of keeping his hands out of his mouth and nose at all times. **The missionary should not put anything into their eyes, nose or mouth, while in a third world country**, except pure food and beverage. Nose and teeth picking are usually the overlooked contacts that result in illness. Brushing teeth with tap water instead of bottled water and opening ones mouth while in the shower are usually the overlooked activities resulting in illness.

Hand sanitization (handled politely) after contact with people, dirt or water becomes essential. Missionaries should remember that chewing on pencils and pens constitutes oral contact.

#### Malaria Treatment and Prevention – Primarily Around the World Efforts

The CDC recommends Malaria Treatment before, during and after traveling to malaria infested areas. The Team Leadership will inform missionaries of any risk prior to the trip. Malaria prevention includes the use of medicines, bug repellents and screening. **Prevention is highly recommended** for The Perfect Trip but not issued as a mandatory directive. Missionaries should consult their doctor or request references from the Team leader regarding malaria prevention.

#### Traveler's Diarrhea – Primarily Around the World Efforts

The number one health concern for rural or foreign travel remains Traveler's Diarrhea. This is a miserable illness that is caused by several varying factors all related to dirty conditions, viruses or bacteria for which a First World Citizen's immune system has no tolerance. Alike food poisoning, this illness can become severe if untreated. The best solution is to use Pepto-Bismol and keep hydrated. If the symptoms do not improve in 24 hours, an anti-diarrhea medication such as Imodium AD is recommended. In severe conditions or for project concerns, a missionary can request an antibiotic from her Team Leader.

The **best prevention is to consume only pure food and beverage** and to observe health guidelines for fecal-oral syndrome.

### **Money**

A missionary should be aware of three categories of expense to be considered when planning for his trip:

- Trip Cost as presented in Chapter 2;
- Preparation costs to include medical, passports and other pre-trip purchases;
- Spending money.

A Financial Planning Checklist is included in the Addendum of this book to assist the missionary in planning for the overall costs. The missionary is responsible for all individual preparation costs as well as spending money. These monies are not to be raised from supporters and do not qualify as team expenses.

If **traveling to a foreign location**, the missionary will want to take small denominations of bills to facilitate conversion. Team Leaders will instruct missionaries regarding conversion of funds. No matter the destination of the effort, any effort extending over three days will most certainly be a day for shopping and relaxation. Incidental food costs will be incurred as the missionary travels.

If **serving on a hosting effort**, the missionary will need to prepare for or seek assistance with costs associated with the hosting of participants. Some spending money might be required for people being hosted as converting money may be difficult. Some people being hosted will be unable to afford a meal. Some mission efforts require the host family to take the hosted person shopping and include entertainment events. All of these costs, along with food costs, are the responsibility of the host and are generally not raised as part of the trip cost.

### **Clothes and Supplies**

This area of tactical preparation is the most popular for group discussions. Many hours and thousands of questions have been asked and answered time after time. This section should assist the missionary with many of the basic questions. Here are some general principles:

- The missionary should ensure compliance with Modesty Protocol.
- Casual and modest clothes will win all of the time.
- On almost every mission trip, the die-hard suit fan will be overdressed.
- Missionaries should not just bring shorts. Some nights can be cool and the bugs can be bad if missionaries are outdoors in the evening.
- In third world hot countries, women have found that modest, longer, light summer type outfits provided a cooler outfit than shorts or pants.

Team Leaders will certainly provide any specific requirements or restrictions on a per trip basis but a general planning guide has been provided in the Addendum.

#### Less Is More

As the missionary packs, he needs to embrace the “Less is More” principle of packing. This principle states that **if the missionary does not have to bring it, the better it is to not bring it**. Not only does this save on space but it reduces time in baggage claims, unloading trucks and reduces weight. Inexperienced missionaries sometimes pack far too little but usually pack far too much. Those packing far too much usually end up leaving various items as they travel to reduce the hassle and transportations.

Trip Leaders and experienced missionaries will always say, “The first trip is on me. I will help you carry your heavy, over-packed luggage but after that first trip – you are on your own after that!”

#### Laundry – Primarily Around the World Efforts

The quantities of clothes may need to be increased based on length or if there are no laundry capabilities. However, almost every location provides the ability for a local person or Laundromat to help with washing. In the worst conditions, the missionary can “shower wash” or “river wash” clothes.

Washing clothes allows missionaries to embrace the 1-1-1 factor: that is, one on, one dirty and one in the wash. This supports the “less is more” philosophy.

## **Addendum Section**

## Team Missionary Test

Please answer these items. Team leaders will help lead a share time. Have fun in answering but answer honestly. If you think you know one another well, take the test for each other! Good luck and happy teaming!

- What is your favorite color?
- What is your favorite food?
- How old are you?
- What do you do for a living?
- How big is your family?
- What makes you really happy?
- What makes you really sad?
- Describe the last time you got angry.
- Describe the last time you got impatient.
- What three things quickly frustrate you?
- Are you quiet or loud?
- Do you like to talk?
- Are you a question asker?
- Do many repetitive questions bother you?
- What time do you usually get up?
- When do you usually go to bed?
- Are you a good sharer?
- Are you shy?
- Do you like to laugh?
- Would you rather start a discussion or wait until one starts?
- Do you interrupt?
- What do you like best about you?
- What scares you most about this trip?
- Are you grumpy in the morning or night?
- Do you like being kidded with?
- Does constant noise get to you?
- Does constant quiet get to you?
- Can you sit in a chair for 10 minutes?
- Can you sit in a chair for 20 minutes and do nothing?
- Do you nap a lot?
- What are you like when you are mad at a friend?
- What do you act like when you get frustrated at someone you don't know well?
- Did you like school?
- Describe your first date.
- Do you like sports?
- What do you do when you get sick?
- Do you like to read?
- Are you nervous?
- What do you act like when you are tired?

## Standard Letter

The following letter is the recommended text for donation letters for Short Term Mission Trips. Missionaries will need to substitute trip, email and name information.

- If missionaries adapt the letter or personalize it – please do not use any manipulative or begging or sympathy type language. Though, no one would do this intentionally, mission teams must ensure that they use the highest standards and methods as people seeking support and involvement. Missionaries are encouraged to not let the letter get longer than one page.
- If the letter is sent by inserting this text into a rich HTML or attaching it as a Word Document, the links for email and for the donation website are active and usable with simply a click.
- Online Donation Processing can be provided for Christ Mission Partners.
- If the letter is mailed, include one of the prayer/donation slips from the page following the letter.
- If the letter is mailed, the missionary should include a self addressed stamped envelope. The address should read:

Donation Processing Department  
Organization Name  
Trip Name  
3575 Acworth Due West Road  
Acworth, Georgia 30101

Dear Bob,

I am so excited. I am certain that God has called me to go to Haiti with a Short Term Mission Team from The World Mission Center. Our team is 8 persons strong and we are building a prayer and support network as a team.

We are going to put a roof on a feeding center that will service 1,000 kids a month. The entire team is trying to raise \$4,500 (about \$750 per teammate) that goes to support not only our expenses but provides supplies and materials needed to complete the project.

Our team has seen how so many people long to pray and to give because they can't go but really want to help in a personal way.

Prayer for support, encouragement, success and safety is our primary need. As well, we would like to ask you to pray for Pastor Luben, the leader of the mission in Haiti. Would you please email me to let me know that you will join our prayer network? My email address is:

[doug.burrier@servantdriven.org](mailto:doug.burrier@servantdriven.org)

You can also invest in the team prayer or expenses by returning the enclosed slip to:

Donation Processing Department  
The World Mission Center  
Nica Construction 2004  
1234 Bob's Street  
Bob's City, Georgia 30000

or by visiting our website and making a donation via our secure web server. Here is the link:

[www.enteryourdonationpagelinkhere.com](http://www.enteryourdonationpagelinkhere.com)  
Trip # CMA0104 Nica Construction Feb. 2004

Thank you for joining our prayer team. Once we hear from you we will be sending pictures and a prayer itinerary for your refrigerator or car visor or wherever. Thanks again for your involvement.

I would like to participate and get involved supporting your team for the Nica Construction Trip (CMA0104) sponsored by

## The World Mission Center

I would like to join your prayer support team – please send me a packet.

I would like to give \_\_\_\_\_ and have enclosed a check – payable to Donation Processing Department (if you want to give using a credit card please use the Donation Site listed on the letter and the Secure PayPal Server)

\_\_\_\_\_

Name

Address if Different than Check

I would like to participate and get involved supporting your team for the Nica Construction Trip (CMA0104) sponsored by

## The World Mission Center

I would like to join your prayer support team – please send me a packet.

I would like to give \_\_\_\_\_ and have enclosed a check check – payable to Donation Processing Department (if you want to give using a credit card please use the Donation Site listed on the letter and the Secure PayPal Server)

\_\_\_\_\_

Name

Address if Different than Check

I would like to participate and get involved supporting your team for the Nica Construction Trip (CMA0104) sponsored by

## The World Mission Center

I would like to join your prayer support team – please send me a packet.

I would like to give \_\_\_\_\_ and have enclosed a check check – payable to Donation Processing Department (if you want to give using a credit card please use the Donation Site listed above and the Secure PayPal Server)

\_\_\_\_\_

Name

Address if Different than Check

## Medical Kit Stock Listing

Medical Kit Stocking List	Construction	Service	Evangelism
Advil	✓	✓	✓
Tylenol	✓	✓	✓
Aspirin	✓	✓	✓
Pepto Bismol	✓	✓	✓
Immodium AD	✓	✓	✓
Tums	✓	✓	✓
Cold & Cough Pills	✓	✓	✓
Benadryl (Allergy Relief)	✓	✓	✓
Sudafed (Decongestant)	✓	✓	✓
Visine A (Antihistamine)	✓	✓	✓
Eyedrops (Lubricant)	✓	✓	✓
Cipro (Antibiotic)	✓	✓	✓
Cotton Balls	✓	✓	✓
Cotton Swabs	✓	✓	✓
Thermometer	✓	✓	✓
Tip Covers for Thermometer	✓	✓	✓
Tweezers	✓	✓	✓
Clippers	✓	✓	✓
Tampons and Pads	✓	✓	✓
Pocket Tissues	✓	✓	✓
Bar Soap	✓	✓	
Stink-Kill (Benzocaine)	✓		
Adhesive Bandages	✓	✓	
2x2 Sterile Gauze Pads	✓	✓	
3x3 Sterile Gauze Pads	✓		
2" Self-Adhering Bandage	✓	✓	
1" Cloth Tape	✓	✓	
Rubber Gloves	✓	✓	
Instant Cold Pack	✓	✓	
Alcohol Swabs	✓	✓	
Rubbing Alcohol	✓	✓	
Hydrogen Peroxide	✓	✓	
Neosporin+Pain Relief	✓	✓	
Scissor	✓	✓	
8" Gauze Bandage/Wound Care	✓		
4" Gauze Bandage/Wound Care	✓		

## Trip or Effort Cost

This table is provided for the individual who is seeking to fund their entire trip or who wishes to calculate personal cost for preparation and spending monies.

Trip or Effort Item	Standard Cost	Your Amount
<b>Trip Cost</b>		<input style="width: 100px; height: 20px;" type="text"/>
<i>(missionary may raise funds for this amount)</i>		
<b>Preparatory Costs</b>		
<i>(missionary may not raise funds for this amount)</i>		
Complete Immunizations at a Private Facility	\$300	_____
Complete Immunizations at a Public Facility	\$150	_____
Malaria - Doctor Visit	\$25	_____
Malaria Medications	\$40	_____
Passport	\$80	_____
Passport Expediting Fee (10 day turnaround)	\$80	_____
Doctors Visits for Hosted Child	\$50	_____
Clothes for Hosted Child	\$150	_____
Dental Appointment for Hosted Child	\$50	_____
Food Expense for Hosted Person per Week	\$50	_____
<b>Total Preparatory Costs</b>		<input style="width: 100px; height: 20px;" type="text"/>

## Clothing

= Cold Weather, H=Hot, A=All Trips, L=Large Efforts, R=Rural

Item	Evangelism	Construction	Service
Jeans or Work Pants	1	3	3
Work Shorts (depending on location and qty of pants above)	1	1 or 2	1
Khakis for Community Work (Guys or Gals)	3	1	1
Short Pants for End of Day	H	H	H
Flannel Pants of Like for End of Day	C	C	C
Work Shirts	1	3	3
Casual Shirts for Church or Community	3	1	1
Casual Dresses for Church or Community	3	1	1
Recreation Shirts	3	3	3
Modest Bed Clothes	1	1	1
Sweaters (seasonal in C.A. areas)	3	1	1
Jacket	C	C	C
Skull Cap or Cold Weather Hat	C	C	C
Gloves or Mittens	C	✓	✓
Ball or Brim Hats	✓	✓	✓
Swimsuit	✓	✓	✓
Flip flops (shower and beach)	✓	✓	✓
Comfortable walking shoes	✓	✓	✓
Comfortable casual church shoes	✓	✓	✓
Boots		✓	
Underwear	6	6	6
Socks	6	6	6
House Shoes	C	C	C
Standard Luggage (Carry On, Case unless altered below)	1	1	1
Waterproof Trunks	L	A	L
Backpacks	R	R	R
Soap	✓	✓	✓
Shampoo	✓	✓	✓
Toothpaste/Brush	✓	✓	✓
Deodorant	✓	✓	✓
Toilet Paper (if staying in community)	✓	✓	✓
Flashlight	✓	✓	✓
2 Towels and Washcloths	✓	✓	✓
Water Bottle for Work and Travel	✓	✓	✓
Deep Woods Off	✓	✓	✓
Sunscreen	✓	✓	✓
Personal Medicines	✓	✓	✓