

First Baptist Church of Show Low

Mission Trip Manual

This is a step-by-step Instruction Manual on how to plan, go on a foreign mission, submit mission reports and mission accounting.

It is a work-in-progress that is meant to be improved on after each mission.

In the back of the manual are forms that can be used to aid in writing the various reports. These forms include:

Proposed Foreign Mission Plan

Mission Team Meeting Agendas

Preparing For Your Trip To Roatan Instructions

Mission Airport Team Leader Check List

Sample Funds Received for Mission Team Members Form

Sample Donation Request Letter

Team Member's List of Donors and Amounts Form

Medical Release Form

Sample Mission Board Report Requesting Funds

Sample Post Mission Board Report

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THE MISSION: 32

- a. **After Arriving, the Mission Team Leader will meet with the Missionaries.** 32

- The day's mission will be decided.
- Team Members will be assigned their mission for the day.
- The Meal Team Leader will plan the meals for the day and assign Team Members as needed.
- At the end of each day, after the evening meal, the Mission Team will meet and the Mission

Team Leader will conduct a Debriefing of the day's activities.

- After the Debriefing the Bible Study Team Leader will conduct a Bible Study.

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1. THE MISSION BOARD

It is strongly suggested that the plan be presented at least Ten Months prior to the mission.

- a. The first step to planning a mission is to present a proposed mission plan to the Mission Board.
- b. The Mission Board must review and approve the mission in order for the mission to proceed.

When presenting a proposed mission plan to the Mission Board the following items must be included.

1. Where and When the mission is planned
 2. What activities are planned
 3. What is the objective(s) of the mission
 4. How the mission will be funded
- c. Who will be the Team Leader on the mission?

The Mission Board will seriously consider the person being proposed to be the Mission Team Leader; however, the Mission Board will make the final decision as to who leads this First Baptist Church sponsored Mission Trip.

2. THE FIRST MEETING OF POSSIBLE MISSION TEAM MEMBERS

The First Mission Team Meeting should be Nine Months prior to mission. When your Mission Plan has received approval of the Mission Board you need to plan and hold a series of Mission Team Meetings. It is suggested that you hold the meetings at First Baptist Church; however, the Mission Team Leader will decide the Date, Time and Location of the meeting.

1.

At a church service announce the Mission. State the Date, Time and Location of the meeting. Make sure it is no more than a week from the time of the announcement to the day of the meeting.

Emphasize that the meeting is for anyone who may be interested; either in going or in just finding out about the mission.

Keep the first meeting casual but specific. The first meeting could encourage or discourage. Potential Team Members will expect the Mission Team Leader to know what he, or she, is doing.

Have a clear plan and are you someone who can keep things under control? What to do:

- a. The Mission Team Leader needs to first state where the mission is. You announced this in the church service but there is a likely chance that someone at the meeting heard about the meeting second hand and is not clear on exactly where the mission is.
- b. State the mission objectives and be as specific as possible.
- c. Explain the requirements: 1) Must have current Passport. 2) If a minor is going his parent or guardian must be at the meeting. In most cases the parent must also go on the mission. If not, an adult on the mission team must be willing to be responsible for the minor. 3) Explain that each person going on the mission have a Christ-like demeanor. Each person must be willing to follow the directions of the particular assigned Team Leader. (i.e. Airport Team Leader, Meal Team Leader, etc.)
- d. State the estimate Mission Expenses
 1. Lodging - This cost normally includes room and meals.
 2. Travel - This is the estimated airline ticket and possible exit fee costs.
 3. Personal- Funds suggested to purchase personal items and for any tourist activities that may be planned.
- e. State Mission Fund Raising
 1. Explain how individuals going on the mission will be able to raise the funds they need to cover their cost.
 - Car washes
 - Letters to friends and family
 - Garage sales
 - Other
 2. Explain how funds will be raised for the Mission.

- Auction
 - Soliciting Vendors
 - Donations
3. Accounting is extremely important. Very strongly stress how receipts are to be delivered to the Mission Team Leader. Explain:
- That an accurate Post Mission accounting must be made. This is not possible without receipts.
 - The receipts must have the date, \$ amount of purchase, where the purchase was made and what the purchase was for.

3. MISSION TEAM LEADER RESPONSIBILITIES AFTER FIRST TEAM MEETING

The Mission Team Leader must make sure he, or she, is prepared for the next Team Meeting. Preparation includes:

- a. Obtain bids on possible locations the Team will be staying while on the mission.
- b. Obtain airline travel dates, times and costs. Include airline rules on luggage. (i.e. cost, weight, number of bags allowed)
- c. While the focus of the mission is evangelism, prepare a list of possible projects to do while on the mission.

4. THE SECOND MISSION TEAM MEETING

This meeting should be held Seven Months prior to the mission. The purpose of this meeting is to:

- a. Discuss the projects you are suggesting. Listen and seriously consider the suggestions of the Mission Team; however, keep in mind the estimated cost and time each project will take. Be careful to not over plan. Remember God has His Plan. So pray serious about each suggested project and leave plenty of room for what God will be doing.

- b. With the Mission Team plan the various mission fundraisers. Start with some specific functions and leave the possibility of adding other functions as needed or possible.
- c. As the Mission Team Leader it is imperative that you delegate. Do not try to run every aspect of the mission. God has prepared others! Therefore, pick a Mission Fund Raiser Leader. Depending on the number and type of fundraisers you are planning.
- d. You may want to pick more than one Mission Fund Raiser Leader. (i.e. Auction Team Leader, Garage Sale Team Leader, etc.)
- e. Discuss the possible dates for each fundraiser. Do not set these dates in stone! The church must first approve any fundraiser on Church premises. The Mission Board will obtain the needed approvals.
- f. Discuss whether a rental vehicle will be needed for the Mission. If so, discuss how funds will be raised for this need.

5. MISSION TEAM LEADER RESPONSIBILITIES AFTER THE SECOND MISSION TEAM MEETING

- a. The Mission Team Leader must then obtain approval from First Baptist Church for the Fund Raising Events and Dates. These approvals are to be obtained through the Mission Board.
- b. Once the Events and Dates are approved the Mission Team Leader will announce at a church service the events and dates at the appropriate times. He, or she, will also inform the congregation of any other items being requested for the mission. Items such as hotel soaps, lotions and shampoos, knitted wash clothes or potholders etc.
- c. The Mission Team Leader will also discuss with the Mission Board as to how the funds being raised will be distributed. The Mission Board will make the final determination as to how the funds will be used.

6. THE THIRD MISSION TEAM MEETING

This meeting should be held Six Months prior to the mission. The purpose of this meeting is to:

- a. The Mission Team Leader will assign each team member responsibilities to be taken care of during each of the fund raising events.
- b. The Mission Team Leader will explain how the funds raised from the fund raising will be used and distributed. This information is based on the directions of the Mission Board. In past foreign mission the funds were used/distributed as follows:
 1. All funds raised from auctions will be used exclusively for actual mission costs. (i.e. materials for projects, food and other items that are to be given to the needy, hiring interpreters and/or guides, etc.)
 2. Funds raised from car washes and garage sales may be used to aide Mission Team Members in their personal mission expenses.
 3. Funds raised by Team Members who have mailed out letters to friends and/or family will be requested to go towards their personal mission expenses. However, the Mission Board will make the final decision on how these funds will be used.
 4. The Mission Board will decide the use of funds raised by donations given directly to the church and requested to go towards either this Foreign Mission or just “Foreign Missions”.
- c. Give the Mission Team Members an update on the current Lodging and Travel Costs.
 1. As the Mission Team Leader he, or she, should have obtained bids from possible lodging locations. The bids should be clear. Does the bid cover both room and meals? Where exactly is the place where they will be staying? What are the amenities?
 2. Air travel prices change frequently and some destinations sell out quickly so the Mission Team Leader should check these costs often and be able to give a “best guess” recommendation as to when Team Members should purchase the airline ticket. Be very clear on which flight they are to book. What airline? What time do/does the flight(s) leave and arrive?

- d. Discuss soliciting local vendors for donations to the Auction. Discuss how to approach potential donators. Discuss who each plans to solicit so that vendors are not visited by multiple times by different Team Members.
- e. Discuss where donations will be stored prior to the Auction and Garage Sale(s). There will also be donated items that will be taken on the mission. First Baptist Church may not be able to store items so you must have a possible off-site location to store items prior to their use.
- f. By this meeting the Mission Team Leader should have obtained information on possible projects that can be done will on the mission. Be very careful about announcing a project to the congregation.
- g. If people donate specifically for the project you announce and that is then not done, the funds donated specifically for that project must be held until a future team does it, or must be returned to the donor. If it is determined that one or more projects can be done, be specific as to what materials will be needed. Is it viable to take some of the materials with the Mission Team or is it best to purchase the materials at the Mission site?

7. MISSION TEAM LEADER RESPONSIBILITIES AFTER THE THIRD MEETING

- a. It is imperative that within a week after your Mission Team meeting the Mission Team Leader contacts the Mission Board and informed the board of the progress of the Mission. Has Lodging been secured? Are there any changes to the mission? What is the estimated number of team members? Inform the board of any issues. Is there anything the board can help with?
- b. Speak to the Mission Board concerning the possibility of storing mission items on First Baptist Church premises. Be specific about what is being requested to be store. How much will be stored? How long will it be stored?
- c. Fund Raisers are crucial to the success of the Mission. By now the Mission Team Leader should be able to confirm the dates and times of the fund raising events with FBC. Get the confirmations in writing so that there are no miscommunications. Normally an email

works fine. But even after you have received an email, follow up with either a phone call or another email to make sure.

- d. As soon as possible after your third mission team meeting get confirmation on the lodging, what the cost is and what it includes. At the fourth mission team meeting the Mission Team Leader should be able to tell the team exactly what these costs are.
- e. If it has been decided that a vehicle will need to be renting for the mission, the Mission Team Leader should at least have obtained the details of the rental. How much will it cost? What is being rented? When do team members have to have these funds deposited at FBC?
- f. As soon as possible after your third mission team meeting the Mission Team Leader should submit the form to FBC that will generate the sending of the Lodging down payment. If the funds are to be wired, make sure to have the information needed to do so. (Routing and Account numbers).

8. THE FOURTH MISSION TEAM MEETING

This meeting should be held Five Months prior to the mission. The purpose of this meeting is to:

- a. The Mission Team Leader needs to inform everyone truly interested in going on the mission to have their funds for the Lodging and meals deposited with FBC by... (The deadline date for lodging and meal funds is normally four months prior to the mission).

This is imperative as the specifics of the mission will start being planned at this point and the Mission Team Leader will need to know who is really going so he, or she, can plan accordingly. (i.e. room assignments, actual lodging and food \$ amounts needed, what projects will actually be planned for).

- b. The Mission Team Leader should be checking airline prices regularly. He, or she, should be able to give the Mission Team some averages of what the prices have been. Remember, stick with the same airline, same flight, same flight times that you have decided on and informed the team about.

- c. The Mission Team Leader should have been in regular contact with contacts at the mission site to help him, or her, determine what projects are viable and within the mission scope. At this meeting the Mission Team Leader should be able to discuss these projects with the Mission Team and, as best as possible, decide on which one(s) the team will be doing. (Note: things always change, God is still in control, and projects may not develop as planned once you get there. Be prepared to flexible!)
- d. Normally the airlines allow two checked bags of 50 lb. maximum weight, one carry-on and a purse. As the Mission Team Leader you should periodically check to make sure you know the current rules on this. IT IS VITAL INFORMATION! Normally one of the two checked bags is used for the team member's personal items (i.e. clothes, medicines, etc.)
- e. If this bag is less than 50 lbs., other mission materials are added to the bag to get it up close to 50 lbs. The second checked bag is for mission materials. The back pack is also used for mission materials; however, leave room for the team member to be able to fit some personal items. Everyone, including men, should have some type of purse. This allows for the maximum of mission materials. (Note: Very important, be very careful of the rules pertaining to carry-on items. You do not want them confiscated.)
- f. At this point you should have a good idea of the amount of mission funds you will have for the mission and mission team members should have a good idea of where they are with their funds. However, now is the time to discuss whether additional fund raisers are needed; either for the mission or to help team members with their mission expenses. The Mission Board has the option of voting to move mission funds for specific mission costs or to aide a mission team member. Be careful about this. You may be setting precedents.

9. MISSION TEAM LEADER RESPONSIBILITIES AFTER THE FOURTH MEETING

- a. As after previous meetings it is important to report to the Mission Board the progress of the mission. Make sure they know about any changes in the mission or the mission team. Again, be clear if there is anything you need help with. You have a better chance of getting what you need if you are specific.
- b. All missions should include the gift of bibles. You should have a fair idea of how many are needed for your mission. Order at least half now.

- c. You should also begin to purchase the other items that you will be taking with you. Small items such as flip-flops. If you are doing a project where the materials may be needed to be either shipped or purchased in advanced at the mission site, you should seriously be researching this.

Team Members can also be sent on mission in advance of the Mission Team to purchase materials. If you choose this option you had better be prepared. Who is going ahead, where are they staying, do they have the skill to obtain what is needed and be ready when the team arrives?

- d. **A mission report will need to be completed at this point.** By now you have had an auction. Funds from the auction are for the purchase of materials for the mission. To actually be able to spend the funds you must **write a mission report requesting the funds**. You must be specific in what you want and what it is going to cost. **AND YOU MUST PRODUCE RECEIPTS!!!!**

10. THE FIFTH MISSION TEAM MEETING

This meeting should be held Four Months prior to the mission. The purpose of this meeting is to plan the specifics of the mission. The Team Mission Leader needs to do the following:

- a. The Mission Team Leader should confirm that all Team Members either have their Passports, or at the very least applied for them. You cannot plan or assign responsibilities to a Team Member if you are not fairly sure he or she will be able to leave the country. Plus, if they have not taken care of this, how much faith can you have that they will follow through on what could be a vital part of the mission?
- b. The Mission Team Leader should confirm with FBC that all Team Members have paid their Lodging and Meal funds. Again, you cannot plan or assign responsibilities to a Team Member if you are not fairly sure he or she will actually be going. **Lodging and Meal funds are non-refundable.** Therefore, if a Team Member has paid you can be fairly certain he or she is going. It is very likely that the lodging you have confirmed has limited space, so you need to stick with the first 'x' number of people that the lodging has room for. This also helps get people to get their funds in on time. It does not necessarily limit how many people can go on the mission, but it does limit how many can stay with the core team members. The people that get their funds in on time are the core team

members because these are the people who the responsibilities will be assigned to and they need to be staying where the Mission Team Leader is staying.

- c. At this point the Mission Team Leader should assign the rooms to the Team Members. Married couples normally share a room. Single men and women are never to share a room. This is another reason for the deadline for Lodging and Meal funds. Rooms are limited.

You need to know who is going so you can assign rooms accordingly. The policy has been that no one sleeps in the common room (area where we meet for the meetings and/or where team members socialize).

- d. The Mission Team Leader should advise team members to go ahead and purchase their airline tickets. Depending on where the mission is flights could sell out. It is better to pay a slightly higher price than not be on the flight. There are several things that can affect the success of the mission. Not keeping the team together on the same flight is a logistic problem you don't need.
- e. At this meeting the Mission Team Leader should hand out the “**Preparing for your Mission Trip**” instructions. This will give Team Members the specific items they need to do and prepare for in plenty of time. It is a ‘check list’ of things to do. Before you hand these out make sure you re-read them and make changes as needed for your particular mission.
- f. At this meeting the Mission Team Leader **must** stress the vital importance of all Team Members delivering mission expense receipts to the Mission Team Leader, or in some cases the person he, or she, has designated as the Mission Accountant. The Post Mission Board Report cannot be completed without all the receipts. Most Mission and Accountant Team Leaders prefer all receipts including personal receipts, such as airline tickets, baggage costs etc. (not personal non-mission items). By including all costs it aides in planning future missions. Without a complete accounting it could hinder future missions.

11. MISSION TEAM LEADER RESPONSIBILITIES AFTER THE FIFTH MEETING

- a. Again, as after previous meetings it is important to report to the Mission Board the progress of the mission. You are at the point of confirmations. The first real deadline

has come. You should be able to report who is going and what is most likely planned to do.

- b. The Mission Team Leader should follow-up and confirm that the Team Members either have or will be purchasing their airline tickets soon. He, or she, should be checking the flight regularly and informing Team Members of how many seats are left on the plane.
- c. As Team Members purchase their tickets the Mission Team Leader should obtain copies of their tickets. This gives firm confirmation that the tickets have been purchased, that they booked the correct flight(s) and it allows for accurate accounting of mission expenses.
- d. The Mission Team Leader should begin preparing the Bible Study that the team will be doing while on the mission. If you know who your Mission Bible Study Team Leader is going to be you could go ahead and delegate this to that person. They need to know what you want them to focus on as the Mission Theme. The Bible Study should focus on something that promotes Team Unity.
- e. By now the Mission Team Leader should be fairly certain of the number of people on the Team. Based on the actual number of Team Members he, or she, may need to purchase more items that the Team will take. The number, or actually weight, of total items taken is based on the number of Team Members.

12. THE SIXTH MISSION TEAM MEETING

This meeting should be held Two to Three Months prior to the mission. The purpose of this meeting is to assign Team Leaders. The Team Mission Leader needs to do the following:

- a. Assign Team Leaders
 - Airport Team Leader
 - Meal Team Leader
 - Project Team Leader(s)
 - Bible Study Team Leader(s)
 - Accountant Team Leader(s)
 - Free day Team Leader(s)

- b. Explain the duties of each of the Team Leaders.

This is important. The Mission Team Leader needs to be specific and clear as to who is responsible for what and exactly what they need to accomplish.

Each of the Team Members needs to hear and understand not only what they are responsible for but also what their other Team Member's responsibilities are. This reduces confusion, prevents conflicts and gives each Team Member a confirmation that they are part of the Team.

While not every Team Member will be assigned a Leader position, each Team Member should be told how they would fit on the team.

In addition, assigning the Team Leaders now not only gives them plenty of time to prepare but it also leaves time to adjust the roles if needed.

- c. As the Mission Team Leader you need to be consistent about obtaining mission expense receipts. If you cannot obtain receipts now, while still at home, you will probably not be able to obtain them while on the mission. You may need to assign this responsibility now to the Account Team Leader.

13. MISSION TEAM LEADER RESPONSIBILITIES AFTER THE SIXTH MEETING

- a. Once again, as after previous meetings it is important to report to the Mission Board the progress of the mission. Inform the Board whom you assigned as Team Leaders. You may want the Team Leaders to be able to go directly to the Board to seek their help in preparing for their mission duties. If you want the Team Leaders to go directly to the Board you must inform the Board of this; otherwise the Board will wait until you confirm their authority.
- b. Either the Mission Team Leader or the Accountant Team Leader must update the accounting of the mission. I.E. How much is in the mission fund for this mission? What funds are designated (for back packs? for bibles? Etc.). What has been spent and on what and where has it been spent? What is planned to be spent prior to arriving at the mission site. When does the next payment need to be sent for the Lodging and how much?

- c. The Mission Team Leader should be regularly be checking the weather at the mission site. This could change what goes into the luggage, which could change the weight, which could change the amount of mission items you take.
- d. The Mission Team Leader should make additional contacts with the missionaries at the mission site. Have any plans changed there? If missionaries on site are responsible for anything pertaining to the preparation of the team's arrival, are they on track?

Between now and the meeting planned for one week prior to the mission you most likely do not need to have another meeting; unless issues have arisen warranting one. As the Mission Team Leader you should:

- Be in regular contact with your Team Leaders confirming the progress of their duties.
- You should be checking to see that Team Members are progressing in their preparations.
- You should keep in touch with the Mission Board insuring them that the mission is on track.
- You should be checking the weather at the mission site.
- You should be checking the flight status for any flight schedule changes.

Note: It is normally not necessary to have another meeting with the team after the sixth meeting unless there is an issue that warrants it. If the Mission Team Leader is staying in contact with the Mission Board, the Team Leaders, the Team Members and the Missionaries on site, the next Mission Team Meeting should be held from One Week to Three Days prior to the mission.

14. THE SEVENTH MISSION TEAM MEETING

This meeting should be held one week prior to the mission. The purpose of this meeting is to give and receive information. It is also to divvy up the backpacks and mission materials that the Mission Team is taking. In addition, The Mission Team Leader, and possibly one or more of the Team Leaders may need to discuss or give instructions to the Mission Team. At this meeting:

a. Assign Back Packs/Luggage.

1. Each Team Member should be given a backpack filled with mission materials. Normally this would be bibles. Leave room in the backpack for the Team Member to be able to fit some personal items such as any medications they take, something to read on the flight(s) etc.
2. Fill each Team Member's 2nd bag to be checked with Mission Materials. Try to keep each one to know more than 48 lbs. This leaves a couple of lbs move from one bag to the next if needed. Plus sometimes the scales at the airport cannot be as accurate as they should be.

If you end up on a scale at the airport that says the checked bag is over 50 lbs. you can ask them to weight it on one of the other scales. If they will not do this you can move some items to one of the other bags.

b. Discuss Personal Items that Team Members take on the Mission.

1. Medications - If it is a prescribed medicine the medicine must be in a bottle with the person's name and prescription on the label. Over the counter medications are okay but must meet the airport's security requirements. I.E. no liquids over 3 ounces. Some Team Members prefer to carry their prescriptions in their carry-on luggage. If so, make sure they meet the airport's security requirements.
2. Personal Luggage-Each Team Member will be able to bring one personal checked bag. Again, try to keep this bag to a maximum of 48 lbs. If the Team Member decides to only take a small amount of personal items, the bag may be used to take more mission materials.

c. At this time the Mission Airport Leader should discuss the plans on how each Team Member will be arriving at the airport on the day of the flight. Some may choose to go to Phoenix a night or more before the flight. If so the Mission Airport Leader will need to know each Team Member's plan.

Also at this time the Mission Airport Leader should discuss how each Team Member will be getting to the airport. Who will be carpooling? While each Team Member will be responsible for his, or her, two check bags and two carry-ons, they may have one of the other team members store and/or take their luggage to the airport. If so, the Mission Airport Leader will need to know.

- d. The Mission Airport Leader should discuss the time all Team Members are to check-in with him, or her, at the airport. It is best for all Team Members to meet in the lobby area before beginning to check-in for their flight. The Mission Airport Leader will make sure all luggage and backpacks are accounted for. If some Team Members know that one of their bags is overweight now is the time to make the adjustments. After all Team Members and luggage are accounted for the Mission Airport Leader will make sure each Team Member gets checked in and makes it through airport security, makes it to the gate of departure and gets on the flight.
- e. If there is a lay-over and/or plane change, the Mission Airport Leader will instruct all Team Members where they may get something to eat, if time permits. He, or she, will instruct all Team Member where and what time they will need to meet at the next gate. He, or she, will then make sure all Team Members get on the flight. **Note:** All this will be gone over again on the day of the flight.

15. MISSION TEAM LEADER RESPONSIBILITIES AFTER THE SEVENTH MEETING

- a. As after each Mission Team Meeting the Mission Team Leader should report to the Mission Board.
- b. Either the Mission Team Leader or the Mission Accountant Team Leader should update the accounting of the mission. The Mission Board will need to know what has been spent, an estimate of what else will be purchased before the Mission Team leaves, what funds will need to be taken with the Mission Team, and what funds, if any, will need to be wired while the Mission Team is on Mission.
- c. The Mission Team Leader should check the weather at the mission site and inform the Mission Team so that they can pack for the mission accordingly.
- d. The Mission Team Leader should contact the Missionaries at the mission site and confirm their arrival time.
- e. The Mission Team Leader should remind all Team Members to make sure they have their passports and plane tickets with them before they leave home.

16. MISSION AIRPORT TEAM LEADER RESPONSIBILITIES

- a. Once all Mission Team Members have arrived at the airport the Mission Airport Team Leader will gather them together and organize the check-in process.
- b. He, or she, will make sure all Mission Team Members have their tickets and passports.
- c. He, or she, will make sure all Mission Team Members have their back packs.
- d. He, or she, will make sure all Mission Team Members have their two bags to check in.
- e. He, or she, will make sure all bags to be checked are 50 lbs. or less.
- f. After all Mission Team Members have checked their two bags the Mission Airport Team Leader will make sure all Mission Team Members make it through airport security.
- g. The Mission Airport Team Leader will make sure all Mission Team Members have gotten on the plane.
- h. If there is a Layover or Plane Change the Mission Airport Team Leader will instruct all Mission Team Members where they may get something to eat.
- i. The Mission Airport Team Leader will make sure all Mission Team Members know the gate number of the next flight and when they need to meet there.
- j. He, or she will make sure all Mission Team Members make it onto the flight; with all their carry-ons.
- k. After arriving at the Mission Site airport, the Mission Airport Team Leader will make sure all Mission Team Members make it through customs and have gathered in the baggage area.
- l. The Mission Airport Team Leader will make sure all Mission Team Members have their luggage and carry-ons before they leave the baggage area.
- m. The Mission Airport Team Leader will make sure all Mission Team Members, their luggage and carry-ons have made it onto the vehicles that will take them to their lodging.

17. MISSION TEAM LEADER RESPONSIBILITIES AFTER ARRIVING AT THE MISSION LODGING

- a. After arriving at the lodging the Mission Team Leader will gather all Mission Team Members, the luggage and back packs in the room at the lodging where the meetings will be held.
- b. The Mission Team Leader will distribute the Mission Team Members, along with their personal luggage to their assigned rooms.
- c. A short time after everyone has settled in the Mission Team Leader will gather everyone in the meeting room and give them an orientation on the culture of the country they are in. He, or she, will be clear on what their expected behavior/dress will be.
- d. After the orientation the Mission Team Leader will instruct the Mission Meal Team Leader to take some Mission Team Members and go to the store to purchase food for the Mission Team.
- e. While the Mission Meal Team Leader is gone the Mission Team Leader should make contact with the person who will be purchasing Mission Materials for the mission. If possible arrange the first purchase.
- f. As soon as possible after returning from the grocery store, the Mission Meal Team Leader will see to it that a meal is prepared for the Mission Team and will assign Mission Team Members to kitchen clean up. He, or she, will make sure the Mission Accountant Team Leader receives all receipts for the purchases he, or she, has made.
- g. If there is a church service that night, all Mission Team Members will attend the service. This is important for it gives the Mission Team Members their first experience with the people they will be serving.

18. THE MISSION

- a. Either first night or first thing the next morning the Mission Team Leader will meet with the Missionaries and the interrupters/guides for the following:
 - The first day's activities will be decided.
 - Each Mission Team Member will be assigned their mission for the day.
 - The Mission Meal Team Leader will plan the meals accordingly for the day.
 - At the end of the day, after the evening meal, the Mission Team Leader will hold a debriefing meeting.
 - After the debriefing the Mission Bible Study Team Leader will conduct a Bible Study.
- b. Each day will be a repeat sequence of the first day. The activities will change but the basic plan will be the same. Meals, Daily assignments, mission activities, debriefing and Bible Study.
- c. Each day the Mission Team Leader, or the Mission Accountant Team Leader will obtain the receipts for any purchases made with mission funds.
- d. The "Free-Day" Mission Team Leader(s) will plan the "Free-Day" activities to commence before the end of the mission. The site missionaries and/or interrupters/guides can probably help with this.
- e. The Mission Team Leader will give a debriefing on the last day of the mission. He, or she, will confirm with the Mission Accountant Team Leader that he, or she has collected all receipts for purchases made with mission funds.
- f. At this time the Mission Airport Team Leader will perform the following:
 - Will make sure all Team Members, luggage and backpacks arrive at the airport on time.
 - Will make sure all Team Members have paid their Exit Fee(s).
 - Will make sure all Team Members have successfully checked their bags and have obtained their Boarding Passes.
 - Will make sure that all Team Members have made it through Security.

- Will make sure that all Team Members have gotten on the plane.
- Will make sure that all Team Members have collected their luggage at customs and have rechecked them for the next flight.
- Will make sure that all Team Members have made it through customs and have gather at the gate for the next flight.
- Will make sure that all Team Members have made it on the plane.

Note: Once the Mission Team has arrived at the airport of origination each member is responsible from that point to get themselves back to their own homes.

19. FINAL MISSION TEAM LEADER RESPONSIBILITIES

- a. The Mission Team Leader **must** complete a Mission Board Report to be delivered to the Mission Board as soon as possible after the end of the mission. The Mission Board Report shall include:
 - An itemized accounting of all funds spent on the mission.
 - All receipts shall be enclosed with the report.
 - A detailed account of all mission activities.
 - A detailed summary of all items distributed.
 - A detailed summary of all project activities.

- b. The Mission Team Leader shall be responsible for planning and scheduling a presentation before First Baptist Church of Show Low summarizing the Mission. The presentation should include at least the following:
 - Oral presentation by the Mission Team Leader and Team Members, which covers the mission and their personal experiences.
 - Pictures taken of the mission activities.
 - Any videos taken of the mission activities.

PROPOSED FOREIGN MISSION PLAN

Location of proposed mission? _____

What are the proposed activities on this mission?: _____

How many Team Members are you proposing? _____

Is there a proposed Mission Team Leader? ____ Yes ____ No

If Yes, who? _____

What is the estimated mission budget?(Lodging/Meals/Materials) _____

How do you propose to raise funds for this mission? _____

Do you plan to store mission items on Church Premises? ____ Yes ____ No

If so, what, how much and for how long? _____

Have you made contact with anyone at the mission site? ____ Yes ____ No

If so, who and what will be their roll in this mission? _____

When is the estimated date of this mission? _____

How long will the mission be? _____

Has a First Baptist Mission Team been to the proposed mission site before this mission?

Yes No

If so, when and who was the Mission Team Leader? _____

This Foreign Mission is being proposed by:

Name

Contact Phone #

FIRST MISSION TEAM MEETING AGENDA

Keep the first meeting casual but specific. The first meeting could encourage or discourage. Potential Team Members will expect the Mission Team Leader to know what he, or she, is doing. Are you someone who can keep things under control?

Have a clear plan.

What to do:

The Mission Team Leader needs to first state where the mission is.

State the mission objectives and be as specific as possible.

Explain the requirements:

- Must have current Passport.
- If a minor is going his parent or guardian must be at the meeting. In most cases the parent must also go on the mission. If not, an adult on the mission team must be willing to be responsible for the minor.
- Explain that each person going on the mission have a Christ-like demeanor. Each person must be willing to follow the directions of the particular assigned Team Leader. (i.e. Airport Team Leader, Meal Team Leader, etc.)

State the estimate Mission Expenses

- Lodging - This cost normally includes room and meals.
- Travel - This is the estimated airline ticket and possible exit fee cost.
- Personal- Funds suggested to purchase personal items and for any tourist activities that may be planned.

State Mission Fund Raising

Explain how individuals going on the mission will be able to raise the funds they need to cover their cost.

- Car washes
- Letters to friends and family
- Garage sales
- Other

Explain how funds will be raised for the Mission.

- Auction
- Soliciting Vendors
- Donations

Accounting is extremely important. Very strongly stress how receipts are to be delivered to the Mission Team Leader. Explain:

- That an accurate Post Mission accounting must be made. This is not possible without receipts.
- The receipts must have the date, \$ amount of purchase, where the purchase was made and what the purchase was for.

SECOND MISSION TEAM MEETING AGENDA

- a. Discuss the projects you are suggesting. Listen and seriously consider the suggestions of the Mission Team; however, keep in mind the estimated cost and time each project will take. Be careful to not over plan. Remember God has His Plan. So pray serious about each suggested project and leave plenty of room for what God will be doing.
- b. With the Mission Team plan the various mission fundraisers. Start with some specific functions and leave the possibility of adding other functions as needed or possible.
- c. As the Mission Team Leader it is imperative that you delegate. Do not try to run every aspect of the mission. God has prepared others! Therefore, pick a Mission Fund Raiser Leader. Depending on the number and type of fundraisers you are planning.
- d. You may want to pick more than one Mission Fund Raiser Leader. (i.e. Auction Team Leader, Garage Sale Team Leader, etc.)
- e. Discuss the possible dates for each fundraiser. Do not set these dates in stone! The church must approve any fundraiser on the Church premises. The Mission Board will obtain the needed approvals.
- f. Discuss whether a rental vehicle will be needed for the Mission. If so, discuss how funds will be raised for this need.

THIRD MISSION TEAM MEETING AGENDA

The Mission Team Leader will assign each team member responsibilities to be taken care of during each of the fund raising events.

The Mission Team Leader will explain how the funds raised from the fund raising will be used and distributed. This information is based on the directions of the Mission Board.

Foreign mission the funds will be used as follows:

- All funds raised from auctions will be used exclusively for actual mission costs. (i.e. materials for projects, food and other items that are to be given to the needy, hiring interpreters and/or guides, etc.)
- Funds raised from car washes and garage sales may be used to aide Mission Team Members in their personal mission expenses.
- Funds raised by Team Members who have mailed out letters to friends and/or family will be requested to go towards their personal mission expenses. However, the Mission Board will make the final decision on how these funds will be used. Mission Team Members should request that donors mail their checks, made out to FBC, to them. The Mission Team Member should the Donors List Form along with the checks they received. Do not make FBC staff produce this list.
- The Mission Board will decide the use of funds raised by donations given directly to the church and requested to go towards either this Foreign Mission or just “Foreign Missions”.

Give the Mission Team Members an update on the current Lodging and Travel Costs.

As the Mission Team Leader he, or she, should have obtained bids from possible lodging locations. The bids should be clear. Does the bid cover both room and meals? Where exactly is the place where they will be staying? What are the amenities?

Air travel prices change frequently and some destinations sell out quickly so the Mission Team Leader should check these costs often and be able to give a “best guess” recommendation as to when Team Members should purchase the airline ticket. Be very clear on which flight they are to book. What airline? What time do/does the flight(s) leave and arrive?

Discuss soliciting local vendors for donations to the Auction. Discuss how to approach potential donors. Discuss who each plans to solicit so that vendors are not visited by multiple times by different Team Members.

Discuss where donations will be stored prior to the Auction and Garage Sale(s). There will also be donated items that will be taken on the mission. First Baptist Church may not be able to store items so you must have a possible off-site location to store items prior to their use.

By this meeting the Mission Team Leader should have obtained information on possible projects that can be done will on the mission. Be very careful about announcing a project to the congregation.

If people donate specifically for the project you announce and that is then not done, the funds donated specifically for that project must be held until a future team does it, or must be returned to the donor. If it is determined that one or more projects can be done, be specific as to what materials will be needed. Is it viable to take some of the materials with the Mission Team or is it best to purchase the materials at the Mission site?

FOURTH MISSION TEAM MEETING AGENDA

- a. The Mission Team Leader needs to inform everyone truly interested in going on the mission to have their funds for the Lodging and meals deposited with FBC by

This is imperative as the specifics of the mission will start being planned at this point and the Mission Team Leader will need to know who is really going so he, or she, can plan accordingly. (i.e. room assignments, actually lodging and food \$ amounts needed, what projects will actually be planned for).

- b. The Mission Team Leader should be checking airline prices regularly. He, or she, should be able to give the Mission Team some averages of what the prices have been. Remember, stick with the same airline, same flight, same flight times that you have decided on and informed the team about.
- c. The Mission Team Leader have been in regular contact with contacts at the mission site to help him, or her, determine what projects are viable and within the mission scope. At this meeting the Mission Team Leader should be able to discuss these projects with the Mission Team and, as best as possible, decide on which one(s) the team will be doing. (Note: things always change, God is still in control, and projects may not develop as planned once you get there. Be prepared to flexible!)
- d. Normally the airlines allow two checked bags of 50 lb. maximum weight, one carry-on and a purse. As the Mission Team Leader you should periodically check to make sure you know the current rules on this. **IT IS VITAL INFORMANTION!** Normally one of the two checked bags is used for the team member's personal items (i.e. clothes, medicines, etc.)
- e. If this bag is less than 50 lbs., other mission materials are added to the bag to get it up close to 50 lbs. The second checked bag is for mission materials. The backpack is also used for mission materials; however, leave room for the team member to be able to fit some personal items. Everyone, including men, should have some type of purse. This allows for the maximum of mission materials. (Note: Very important, be very careful of the rules pertaining to carry-on items. You do not want them confiscated.)

- f. At this point you should have a good idea of the amount of mission funds you will have for the mission and mission team members should have a good idea of where they are with their funds. However, now is the time to discuss whether additional fundraisers are needed; either for the mission or to help team members with their mission expenses. The Mission Board has the option of voting to move mission funds for specific mission costs or to aide a mission team member. Be careful about this. You may be setting precedents.

FIFTH MISSION TEAM MEETING AGENDA

- a. The Mission Team Leader should confirm that all Team Members either have their Passports, or at the very least applied for them. You cannot plan or assign responsibilities to a Team Member if you are not fairly sure he or she will be able to leave the country. Plus, if they have not taken care of this, how much faith can you have that they will follow through on what could be a vital part of the mission?
- b. The Mission Team Leader should confirm with FBC that all Team Members have paid their Lodging and Meal funds. Again, you cannot plan or assign responsibilities to a Team Member if you are not fairly sure he or she will actually be going. **Lodging and Meal funds are non-refundable.** Therefore, if a Team Member has paid you can be fairly certain he or she is going. It is very likely that the lodging you have confirmed has limited space, so you need to stick with the first 'x' number of people that the lodging has room for. This also helps get people to get their funds in on time. It does not necessarily limit how many people can go on the mission, but it does limit how many can stay with the core team members. The people that get their funds in on time are the core team members because these are the people who the responsibilities will be assigned to and they need to be staying where the Mission Team Leader is staying.
- c. At this point the Mission Team Leader should assign the rooms to the Team Members. Married couples normally share a room. Single men and women are never to share a room. This is another reason for the deadline for Lodging and Meal funds. Rooms are limited.

You need to know who is going so you can assign rooms accordingly. The policy has been that no one sleeps in the common room (area where we meet for the meetings and/or where team members socialize).

- d. The Mission Team Leader should advise team members to go ahead and purchase their airline tickets. Depending on where the mission is flights could sell out. It is better to pay a slightly higher price than not be on the flight. There are several things that can affect the success of the mission. Not keeping the team together on the same flight is a logistic problem you don't need.

- e. At this meeting the Mission Team Leader should hand out the “**Preparing for your Mission Trip**” instructions. This will give Team Members the specific items they need to do and prepare for in plenty of time. It is a ‘check list’ of things to do. Before you hand these out make sure you re-read them and make changes as needed for your particular mission.

At this meeting the Mission Team Leader **must** stress the vital importance of all Team Members delivering mission expense receipts to the Mission Team Leader, or in some cases the person he, or she, has designated as the Mission Accountant. The Post Mission Board Report cannot be completed without all the receipts. Most Mission and Accountant Team Leaders prefer all receipts including personal receipts, such as airline tickets, baggage costs etc. (not personal non-mission items). By including all costs it aides in planning future missions. Without a complete accounting it could hinder future missions.

Preparing For Your Trip To Roatan

“Approximate” Mission Cost: Plan on:

- ◆ \$ _____ for Airline tickets, baggage and Exit Fee
- ◆ \$ _____ for the _____ days you will be at lodge
- ◆ \$ _____ (at least) for spending money (there is a planned fun day)

MISSION TRIP PREPARATION

- If you are a minor you **MUST** have a Medical/Liability Release Form
- First and most importantly, **obtain your passport!** This process is lengthy and otherwise expensive, especially when a rush order is needed. See <http://travel.state.gov/passport>
- Obtain **immunizations** (Hepatitis A&B, Typhoid, Polio & Tetanus). (**OPTIONAL**)
- **Contact the local public health clinic** or a personal family physician to discuss your personal needs. (Optional but recommended)
- **Obtain prescriptions** for Malaria & Antibiotic (Cipro) from family physician (Optional).
- It also recommended that you take **garlic tablets** prior to and during your trip, as this seems to help repel mosquitoes and sand fleas.
- Roatan Honduras is very **HOT** and you must ensure that your **Physician approves** you to be in a very hot, humid country. It is very important while in Roatan that you drink plenty of purified water.
- You may want to obtain Travel Insurance. Cost varies depending on age and coverage. Ron and Jamie’s cost normally range around \$75 each through Travel Guard. (Optional)
- Complete a simple internet search or check out www.studyspanish.com/travel

AIRLINES AND FLIGHT INFO

The First Baptist of Show Low team will be flying Continental. The flights for this trip are as follows:

Depart:

Return

Important: **Checked Bag weight limit is _____**

Two bags will be brought by you. One for your personal things and one for materials we will be taking to Roatan. You will also be given a backpack to carry on the plane. This backpack will have also have Roatan materials. You should have room in the backpack for personal items.

Our plan for the return flight is to; if possible, place one bag inside another so that we only have to pay for one bag on the return flight.

You must pay for the bags when YOU check YOUR bags. You will need to plan to **pay \$40 - \$50 cash** or debit when YOU check your bags.

You must also plan to pay **at least \$15 for your one bag or \$40 for your two bags on the return flight.**

You must also plan to pay an Exit Fee of **at least \$35-\$39** (amount varies, be prepared) at the airport when we leave Roatan.

You will be asked to complete customs forms during your flight. When filling in the customs form, indicate that the items you are carrying are “personal”, and that you are going to Honduras on a mission trip. If one of the forms or the immigration official ask where you will be staying in Roatan Honduras, give the address:

Name _____
Location _____
Phone # of mission site contact _____

Also, please consult the Transportation Security Administration for the latest updates on travel guidelines and restrictions for Travelers. www.tsa.gov

PERSONAL CHECKLIST BEFORE PACKING

- Bug Repellent
- Flashlight
- Bible
- Journal
- Toiletries (soap, shampoo, toothbrush, toothpaste, etc.)
- Hand sanitizer
- Sunglasses
- Hat
- Sun block
- Tennis shoes
- Water shoes or sandals
- Two bottles of water – save your bottles and use them through the week
- Umbrella or poncho (October through January is the raining season in Roatan Honduras)
- Camera
- Extra batteries
- Back-pack or something to carry your water and other items in during the day
- Waist Pouch (women – not advisable to carry a purse)
- Snacks (be mindful of the heat and to not choose snacks that will easily melt)
- Prescribed medicine
- Tylenol
- Allergy medicine
- Malaria and Cipro Medications **(OPTIONAL)**
-

PACKING

- Pack one set of clothing and personal items into a carry-on suitcase. There are situations where luggage sometimes does not make the same flight and will arrive the following day. Often there are size and weight restrictions. You should check with the airlines before leaving to see if there are any current embargos.
- Currently you may check 2 suitcases at 50 pound bags each. Plan to use some of the space in the 2 checked 50 pound bags for (medical supplies, hygiene's, clothes, shoes, literature for ministry, etc.).
- You may carry on the plane one personal item such as a back-pack. This is good for carrying personal items and snacks you want for the flight and while in Roatan.

When packing for Roatan, keep these things in mind:

- It is **HOT, HOT, and HOT!!!** Pack light-colored clothes.
 - Women: It is suggested that women be very conservative in their clothing. Short shorts & tank tops are not recommended; mid-length shorts, pants and skirts are appropriate.
 - Men: Wear long shorts; due to the heat, jeans are NOT advised.
- The sun is bright and extremely hot. Bring sunglasses, sun block and a hat.
- You will be on your feet. Bring only comfortable shoes. The area where you will be working is rocky with large hills and clay.
- At Son Rise Church you may dress casually. At most island churches, women wear dresses/skirts, and men wear professional casual dress.
- Pack light and plan to mix and match skirts/slacks/shirts to save space.

IMPORTANT!!! ALWAYS KEEP YOUR EYES ON YOUR PASSPORT!

On the black market, passports can sell for thousands of dollars.

ROATAN AIRPORT INFO

The Airport is very small. We will be picked up from the airport in Roatan, Honduras. You must first provide customs your passport, and then retain your luggage. A slip will be placed in your passport upon going through customs. **DO NOT LOSE THE SLIP. YOU MUST HAVE IT UPON DEPARTURE.** Make sure you account for your entire luggage. Your Team Leader should organize one person in the airport to collect luggage to take to the truck. You should coordinate all tipping for luggage with your Team Leader.

MONEY MATTERS

The Honduran currency is the Lempira, and it has a value of about 18.9 Lempira's to one US dollar as of July 2010. Dollars are usually accepted in souvenir shops and hotels. Smaller denominations are preferable. You must be very careful about Lempira to USA Dollar exchange.

Women will want to use a purse with a strong shoulder strap and not wear flashy or expensive jewelry. **We strongly recommend that you leave all jewelry with sentimental value at home.**

NEVER LEAVE IMPORTANT ITEMS LYING AROUND AS THEY MAY DISAPPEAR. PLEASE KEEP UP WITH CAMERAS ESPECIALLY—MANY FREQUENTLY ARE LEFT AT THE DINNER TABLE.

GUIDELINES

- Be careful what you say in English, as some of the Islanders understand English.
- Do not give money or gifts to individuals; gifts should be coordinated through Team Leader.
- Please be careful giving out candy, gum, and other favors, which could create small crises. This will spread quickly throughout the village and you will have more people than candy, etc...

RECREATIONAL ACTIVITIES

Although you will be working hard on mission critical activities during your trip at the site, there will be some available down time (at the direction and planning of your mission team's trip coordinator). Honduras is famous for many water sport activities and home to some of the most inexpensive scuba diving available.

Most likely Friday will be our recreational activities day.

Activities:

Scuba/Snuba diving

Sail-boating

Parasailing

Power snorkeling

Iguana farm

Swimming

**ABOVE ALL ELSE, BRING:
FLEXIBILITY
HUMILITY
UNITY**

**Be prayed up, emptied out (of self), and prepared to be
the hands, feet, eyes, and ears of Christ.**

Jesus came NOT to be served, but TO serve. Mk 10:45

For questions about this mission trip you can contact: _____ at:

Name : _____ Cell () _____ Email: <mailto:jmsl@yahoo.com>

Name: _____ Cell () _____ Email: _____

SIXTH MISSION TEAM MEETING AGENDA

The purpose of this meeting is to assign Team Leaders. The Team Mission Leader needs to do the following:

Assign Team Leaders

- Airport Team Leader
- Meal Team Leader
- Project Team Leader(s)
- Bible Study Team Leader(s)
- Accountant Team Leader(s)
- Free day Team Leader(s)

Explain the duties of each of the Team Leaders.

This is important. The Mission Team Leader needs to be specific and clear as to who is responsible for what and exactly what they need to accomplish.

Each of the Team Members needs to hear and understand not only what they are responsible for but also what their other Team Member's responsibilities are. This reduces confusion, prevents conflicts and gives each Team Member a confirmation that they are part of the Team

While not every Team Member will be assigned a Leader position, each Team Member should be told how they will fit on the team.

In addition, assigning the Team Leaders now not only gives them plenty of time to prepare but it also leaves time to adjust the roles if needed.

As the Mission Team Leader you need to be consistent about obtaining mission expense receipts. If you cannot obtain receipts now, while still at home, you will probably not be able to obtain them while on the mission. You may need to assign this responsibility now to the Account Team Leader.

SEVENTH MISSION TEAM MEETING AGENDA

The purpose of this meeting is to give and receive information. It is also to divvy up the back packs and mission materials that the Mission Team is taking. In addition, The Mission Team Leader, and possibly one or more of the Team Leaders may need to discuss or give instructions to the Mission Team. At this meeting:

Assign Back Packs/Luggage.

Each Team Member should be given a back pack filled with mission materials. Normally this would be bibles. Leave room in the back pack for the Team Member to be able to fit some personal items such as any medications they take, something to read on the flight(s) etc.

Fill each Team Member's 2nd bag to be checked with Mission Materials. Try to keep each one to know more than 48 lbs. This leaves a couple of lbs move from one bag to the next if needed. Plus sometimes the scales at the airport cannot be as accurate as they should be.

If you end up on a scale at the airport that says the checked bag is over 50 lbs. you can ask them to weight it on one of the other scales. If they will not do this you can move some items to one of the other bags.

Discuss Personal Items that Team Members take on the Mission.

Medications- If it is a prescribed medicine the medicine must be in a bottle with the person's name and prescription on the label. Over the counter medications are okay but must meet the airport's security requirements. I.E. no liquids over 3 ounces. Some Team Members prefer to carry their prescriptions in their carry-on luggage. If so, make sure they meet the airport's security requirements.

Personal Luggage-Each Team Member will be able to bring one personal checked bag. Again, try to keep this bag to a maximum of 48 lbs. If the Team Member decides to only take a small amount of personal items, the bag may be used to take more mission materials.

At this time the Mission Airport Leader should discuss the plans on how each Team Member will be arriving at the airport on the day of the flight. Some may choose to go to Phoenix a night or more before the flight. If so the Mission Airport Leader will need to know each Team Member's plan.

Also at this time the Mission Airport Leader should discuss how each Team Member will be getting to the airport. Who will be carpooling? While each Team Member will be responsible for his, or her, two check bags and two carry-ons, they may have one of the other team members store and/or take their luggage to the airport. If so, the Mission Airport Leader will need to know.

The Mission Airport Leader should discuss the time all Team Members are to check-in with him, or her, at the airport. It is best for all Team Members to meet in the lobby area before beginning to check-in for their flight.

The Mission Airport Leader will make sure all luggage and back packs are accounted for. If some Team Members know that one of their bags is overweight now is the time to make the adjustments.

After all Team Members and luggage are accounted for the Mission Airport Leader will make sure each Team Member gets checked in and makes it through airport security, makes it to the gate of departure and gets on the flight.

If there is a lay-over and/or plane change, the Mission Airport Leader will instruct all Team Members where they may get something to eat, if time permits. He, or she, will instruct all Team Member where and what time they will need to meet at the next gate. He, or she, will then make sure all Team Members get on the flight.

Note: All this will be gone over again on the day of the flight.

MISSION AIRPORT TEAM LEADER CHECK LIST

All Mission Team Members are present at airport meeting site.

All Mission Team Members have their tickets and passports.

All Mission Team Members have their backpacks.

All Mission Team Members have their two bags to check in.

All bags to be checked are 50 lbs. or less.

All Mission Team Members have made it through airport security.

All Mission Team Members have gotten on the plane.

If there is a Layover or Plane Change, all Mission Team Members have been instructed where they may get something to eat.

All Mission Team Members know the gate number of the next flight and when they need to meet there.

All Mission Team Members have made it onto the flight; with all their carry-ons.

After arriving at the Mission Site airport, all Mission Team Members have made it through customs and have gathered in the baggage area.

All Mission Team Members have their luggage and carry-ons before they leave the baggage area.

All Mission Team Members, their luggage and carry-ons are on the vehicles that will take them to their lodging.

Sample Funds Received for Mission Team Members Form

| Mission Team Member | Lodging/ Meal Funds Received | Funds received via donations requested to go to Team Member | Total Funds Still Needed |
|----------------------------|---|--|-------------------------------------|
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Sample Donation Request Letter

Date:

Dear friends and family,

Hello everyone, I have the opportunity to go to the Honduran island of Roatan in February of 2012.

The economy was hard on people last year. For many it is even harder this year. So if it is not possible for you to help me in this mission financially please pray for me.

Last year our team focused mainly on visiting and sharing God's Word. We also handed out back packs containing bags of rice, beans, flour, lard, as well as a Bible and various personal items.

This year we plan to follow that same plan. However, we are also planning to do some other work too. There will be a day or two of working at a local school teaching English. We hope to build some permanent trash containers in the Colonia; and we may be working on the water system in the colonia.

Whether we are repairing the water lines, working on building trash containers, teaching English or just visiting people and sharing God's Word; along with providing some food, a bible and a few personal items we know that God has a plan and we hope to be of useful service.

As noted earlier, I am writing you today to ask you to **pray** for the entire Roatan Mission Team. If I have learned anything on these missions it is that God is the One in control and He determines each of our steps. The mind of man plans his way, But the Lord directs his steps. Proverbs 16:9

So please pray that each of us follow the guidance of the Holy Spirit so that we can be used to the fullest possible service to God and the people of Roatan.

Here are the names of the February 2012 Mission Team Members:

Ron & Jamie McDonald

Kim Wakefield

Cole Wallace

Mark & Ben Jacobs

Sally Summerland

Francis & Laurel Hostler

However, if you are able to send a donation to help me with the financial cost of going on this mission, you can send your tax deductible donation to:

Please make the check out to First Baptist Church. Include a note requesting that your donation go towards my mission expenses.

Thank you in advance for your service of prayer.

Team Member's List of Donors and Amounts Form

| Name/Address of Donor | Date Donation Received | Check # | Amount Received |
|---------------------------------|------------------------|---------|-----------------|
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| Total Donations Received | | | |

FIRST BAPTIST CHURCH

ROATAN, HONDURAS TRIP 2/25-3/4/2012

MEDICAL RELEASE FORM

Name _____ Birth date (under 18) ____/____/____ Sex _____

Address _____

Home Phone (____) _____

If Under 18 years old...

Father's Name _____ Emergency Phone Number (____) _____

Mother's Name _____ Emergency Phone Number (____) _____

Guardian's Name _____ Emergency Phone Number (____) _____

MEDICAL INFORMATION

Family Physician _____ Phone Number (____) _____

Insurance Company _____ Policy Number _____

1. Chronic illnesses or medical conditions (stomach upsets, rash, frequent colds, etc.)? _____

2. Medications? _____
What? _____

3. Any activity restrictions? _____

HEALTH HISTORY (Check, if applies, Give approximate dates)

Approx dates)

____ Ear infection _____

____ Heart defect/disease _____

____ Convulsions/epilepsy _____

____ Diabetes _____

____ Bleeding/clotting Disorders _____

____ Hypertension/A.D.D. _____

____ Mononucleosis _____

DISEASE VACCINATION DATE (Check, if applies.)

____ Tetanus _____

____ Chicken Pox _____

____ Measles _____

____ German Measles _____

____ Mumps _____

____ DPT _____

____ TD _____

____ Tuberculin Test _____

____ Influenza b (HIB) _____

CONSENT FOR EMERGENCY TREATMENT

In case of emergency, I hereby give permission to the physician selected by First Baptist Church to hospitalize, secure proper treatment for, and order injection, anesthesia, or surgery for myself (or minor child) as listed above. I also hereby give permission for my child to participate in all activities, travel, projects in Roatan, Honduras.

I therefore agree to assume as an explicit condition of my or my child's/ward's participation, any and all risks, including, but not limited to these enumerated above. I agree to hold harmless the above named sponsor, the sponsoring church or group from any and all liabilities, claim, demands, and causes of action whatsoever which may arise due to the participation of myself or my child/ward. I realize also that in the event of illness or injury while participating in its activities, medical treatment may be required, I hereby give permission for any such treatment to be rendered, and I agree to bear the cost of such treatment. If any changes occur, I will contact the director.

Signature (Parent or guardian if under 18 years old) _____ Date _____

RELEASE OF LIABILITY

I have volunteered to participate with First Baptist Church, 700 Central, Show Low, AZ 85901 on a Mission Trip to Roatan, Honduras on January 2-10, 2010. I have recognized that participation on a trip of this nature may be hazardous and dangerous. Therefore, I am, for myself, my heirs, executor and/or administrator, remise and releasing and forever discharging FIRST BAPTIST CHURCH and all its officers, agents, servants and employees, acting officially or otherwise, from any and all reason of injury, damage, (including property damage to any of my belongings), loss or death which may occur from any cause including, but not limited to any accident and/or occurrence while participating individually or with others while on this Mission Trip.

Participant Signature _____ Date: _____

Parent Signature _____ Date: _____

Required for participants under age 18

Sample Mission Board
Report Requesting
Funds

Mission Board Report

Date: December 9, 2009

The Mission Board met at First Baptist Church on December 9, 2009

Attended: Ron & Jamie McDonald, Francis Hostler

Items discussed concerned pertained to the Roatan Mission Fund.

The first item discussed concerned a request for financial aid. Jim Heath has made a request to the Board for reimbursement of an expense he has made for the Roatan Mission coming up in January 2010. He has provided a receipt.

The second item discussed was a final meeting date for those planning to go on the January 2010 mission trip. Jamie stated that this meeting will be to give everyone the final instructions concerning the mission plan and to distribute the items to go into everyone's second bag.

The third item discussed was a reimbursement to Donita Crane for craft items she bought for Roatan. Actually she purchased materials to make holiday wreaths, which were sold to raise money for the Roatan backpacks.

After a short discussion the Mission Board voted to reimburse Jim Heath \$1,463.40.

The Board set December 21st at 6pm for the final meeting of the people going to Roatan in January 2010. Jamie stated she would follow-up and make sure all parties are informed, and reminded, of this meeting.

The Mission Board also voted to reimburse Donita Crane \$46.26

Therefore it was decided that Ron McDonald will contact First Baptist Church of Show Low and request that a check payable to Jim Heath in the amount of \$1,463.40 be mail to Jim, as soon as possible to 10025 N. 103rd Ave., Sun City, AZ 85351. Ron will also request that a check, payable to Donita Crane in the amount of \$46.26 be prepared and given to Donita when available. These funds are to come from the Roatan Mission Fund.

Jamie will follow-up and make sure all parties are informed, and reminded, of the meeting on December 21st at 6pm.

End of Report.

Sample Post Mission
Board Report

Mission Board Report
February 17, 2011

A Total of \$17,712.20 was raised for the 2011 Roatan Mission Trip. These funds were from the following resources:

- \$3,867.71 from the auction
- \$126.58 from Ron McDonald
- \$13,717.91 expenses paid by individuals who went on the mission
($\$3,867.71 + \$13,717.91 + \$126.58 = \$17,712.20$)

Of these funds \$13,656.21 were paid personally by the people who went on the mission. These funds specifically covered the mission costs (House Rental \$1,500, food for the team \$992, Van Rental \$928, Van Insurance \$81, Phone and Internet \$40, Construction of Levy Road \$327, Gas for Rental Van \$37, Misc. Purchase for the Team by Ron McDonald \$89.58, Airline & travel related expenses \$9,723.33).

A railing was built around the roof of the Well Housing at Clinic Esperanza for a cost of \$441. These funds came from the Roatan Mission Fund.

The total amount of funds spent for the items that went into the backpacks was \$2,391.62. These funds also came from the Roatan Mission Fund.

The team purchased food for Esmeralda in Flowers Bay for a total of \$133. Funds used for the purchase of food for Esmeralda came from the Roatan Mission Fund.

A total of \$614.84 was spent for the Levy's. Of this amount \$327 came from the Roatan Team Fund and \$287.84 came from the Roatan Mission Fund.

A total of \$222 was spent for the Zittrower's. These funds also came from the Roatan Mission Fund.

A total of \$436 was spent for Enrique. These funds also came from the Roatan Mission Fund.

The total funds raised for the 2011 Roatan Mission was \$17,650.50. The Total amount spent on the 2011 Roatan Mission was \$17,567.67 leaving a balance of \$82.83 in the Roatan Mission Fund.

| | |
|---|-----------------------------|
| The total Funds raised for the 2011 Roatan Mission | \$ <u>17,712.20</u> |
| The 2011 Roatan Mission total expense | \$ <u>-17,629.37</u> |
| Current Fund Balance as of 02/09/11 | \$ <u>82.83</u> |

An itemized expenditure report is attached.

Receipts are in attached envelope

2011 ROATAN EXPENSES

| | | |
|---------------------------------------|-------------------|--------------------------------|
| For Clinic Esperanza | | Paid from Mission Fund |
| Rice & Beans | \$171.00 | Receipt from Fecha |
| Lumber for Clinic Railing | \$270.00 | Receipt from Serrano's |
| Total Clinic Material Expenses | \$441.00 | |
| | | |
| Purchased for Back Packs | | Paid from Mission Fund |
| 12/27/10 Wal-Mart 360 – 1 gallon bags | \$37.62 | Receipt from Show Low Wal-Mart |
| 01/02/11 Rice, Beans & Lard | \$377.00 | Receipt from Factura Comercial |
| 01/03/11 Rice, Beans & Flour | \$708.00 | Receipt from Fecha |
| 01/03/11 Lard | \$44.00 | Receipt from Sun Supermarket |
| 01/05/11 1 gal. bags, Lard | \$75.00 | Receipt from Plaza Mar |
| 01/05/11 Rice, Beans & Flour | \$814.00 | Receipt from Factura Comercial |
| 01/06/11 Rice, Beans & Flour | \$336.00 | Receipt from Factura Comercial |
| Total Back Pack Expense | \$2,391.62 | |
| | | |
| Food for Esmeralda | | Paid from Mission Fund |
| 01/19/11 | \$43.00 | Receipt from Plaza Mar |
| 01/19/11 | \$90.00 | Receipt from Plaza Mar |
| Total Prison Expense | \$133.00 | |
| | | |
| Purchases for the Levy's | | Paid from Mission Fund |
| Wal-Mart in Show Low | \$36.84 | 36" Trampoline |
| Paid Yourgin Levy for Guide Services | \$100.00 | Paid Cash, no receipt |
| Food for Levy Family | \$151.00 | Receipt from Sun Supermarket |
| | \$0.00 | |
| New Road | \$327.00 | Paid from Mission Team Funds |
| Total Levy Expense | \$614.84 | |
| | | |
| Purchases for the Zittrower's | | Paid from Mission Fund |
| Show Head for Efficiency Apt. | \$22.00 | Receipt from Serrano's |
| Booster Pump for house | \$200.00 | Receipt from Invepa |
| Total Zittrower Expense | \$222.00 | |
| | | |
| Enrique Expenses | | Paid from the Mission Fund |
| Gas for Enrique's vehicle | \$85.00 | Receipt from Petrosun |
| Guide Fee | \$200.00 | Paid Cash, no receipt |
| Food for Enrique | \$151.00 | Receipt from Sun Supermarket |
| Total Enrique Expense | \$436.00 | |