



Mission Trip Information Book

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CONTACT AND GENERAL INFORMATION

Staff

Global Ministries Pastor, Riaan Heyns, rheyns@newlifechurch.org, 719-268-8217

Executive Assistant to Pastor of Global Ministries, Melissa Baker, mbaker@newlifechurch.org, 268-8216

Short-term Initiatives Pastor, Brian Chu, bchu@newlifechurch.org or 719-268-8259

Mission Trip Travel Coordinator, Josh Ayew-ew, jayewew@newlifechurch.org or 719-268-8219

Contact info:

Website: www.newlifeglobal.net

Phone: 719-594-6602

Email: global@newlifechurch.org

Office Hours & Location

Office Location: World Prayer Center, room #104

Office Hours: Mon - Thu 10am - 5pm, Sun 9am-12pm by appointment only, closed on Friday & Saturday

Address: 11025 Voyager Parkway, Colorado Springs, CO 80921

Global Ministries Sunday School:

Join us Sunday mornings for an interactive forum. Facilitators include NLC missionaries, strategic thinkers and staff. A light breakfast, coffee and fellowship is provided Sunday Mornings: 9:30am - 10:30am, room #107 in World Prayer Center

Encounter Prayer Meetings:

Join the NLC family as we build community while seeking God for our families, city and world.

1st Tuesday – Global focus

2nd Tuesday – Marketplace focus

3rd Tuesday – Local focus

4th Tuesday – Supernatural and family focus

6:30pm – 7:30pm in the World Prayer Center

WHO ARE WE

New Life Church Vision

- 1) We exist to love people: New Life Church exists to love people. God sent his Son because he loved the people of the world and Jesus said in John 13:35 that our love for one another would be proof to the world that we are his disciples.
- 2) We exist to equip believers: Equip means to prepare someone for a particular task or situation or to supply them with what they need to be successful. This is the primary role for those of us who are pastors at New Life Church. Our focus should be teaching, praying, leading and equipping the people of New Life for ministry.
- 3) We exist to build leaders: I believe that everything rises and falls because of leadership. I also believe the church should be the best place to learn real leadership, but the church has to be willing to do two things well. We must be willing to give young leaders a place at the table and we should be willing to clean up some messes.
- 4) We exist to build authentic community: We are strongest when we are living our lives with other people. Our enemy knows if he can separate us from our family and distance us from close friends, we are more vulnerable and prone to deception. That's why the church must be a place where genuine friendships can be built and people are allowed to live transparent lives with one another.

Statement of Faith

The Trinity: It is the testimony of the Bible and of the Christian Church that God is One being with three persons. Father, Son, and Holy Spirit. (Matthew 3:16-17; Matthew 28:19)

God the Father: God the Father is the Creator and sustainer of all things, who created the universe in love to respond to Himself. He created humans in His own image for fellowship, and calls man back to Himself through Christ after the rebellion and fall of humanity. (Matthew 26:39; John 14:9; Romans 1:7)

God the Son: Jesus Christ is eternally God. He was together with the Father and the Holy Spirit from the beginning, and through Him all things were made. For man's redemption He left heaven and became incarnate by the Holy Spirit of the Virgin Mary. He suffered, died, was buried and rose again for the forgiveness of our sins. (John 1:1; John 1:14; John 20:28; Philipians 2:5-6; I Timothy 2:5)

God the Holy Spirit: The Holy Spirit is God, the Lord and giver of life, who was active in the Old Testament, and given to the Church in fullness at Pentecost. He empowers the saints for service and witness, cleanses humanity from the old nature, and conforms us to the image of Christ. The baptism of the Holy Spirit, subsequent or at the same time as conversion, releases the fullness of the Spirit can be evidenced by tongues, joy, praise, and other inward and outward manifestations. The gifts of the Spirit always operate in harmony with the Scriptures and should never be used in violation of biblical parameters. (1 Corinthians 14)

The Scripture: We affirm that the Bible containing the Old and New Testaments is the infallible and inspired Word of God, and that its authority is ultimate and final and eternal. It cannot be added to, subtracted from, or superseded in any regard. The Bible is the source of all doctrine, instruction, and correction. (II Timothy 3:16; II Peter 1:20-21)

Salvation: The Word of God declares clearly that salvation is a free gift of God, based on the merits of the death of His Son, and is received by our faith. Salvation is by personal repentance, belief in the Lord Jesus, and personal acceptance of Him into one's life as Lord and Savior. The new life in Christ includes the privileges of inheritance in the Kingdom of God. Salvation is an act of free will in response to God's personal love for mankind. Salvation should produce an active lifestyle of loving obedience and service to Jesus Christ our Savior. (Ephesians 2:8-9; Galatians 2:16; Galatians 3:8; Romans 10:9-10; Acts 16:31)

The Christian Life: The Christian life is filled with trials, tests, and warfare against a spiritual enemy. The shortcomings of the individual and of the Church are because of the process of being made holy. For those abiding in Christ until their death or His return, the promises of eternal blessing in the presence of God are assured. To remain faithful through all circumstances of life, it requires dependence upon the Holy Spirit and a willingness to die to personal desires and passions. (I Thessalonians 5:23; II Corinthians 3:18; II Corinthians 6:14-18; Romans 8:29; Romans 12:1-2; Hebrews 2:11)

The Church: Church exists as local believers gather together, have fellowship and live in holiness. The universal church consists of all communities of believers that accept the correct teachings of the Bible. (Ephesians 2:19-22; John 17:20-23)

Eschatology: We affirm the second coming of the Lord Jesus Christ, the resurrection of believers, and the final judgment. The final judgment will determine the eternal status of both the believers and the unbelievers, determined by their relationship and faith in Jesus Christ. (Matthew 24:30, Acts 1:9-11; I Thessalonians 4:15-17; Revelation 1:7)

WHY WE DO MISSION TRIPS

Global Ministries Mission

New Life Church has a deep heritage of extending Christ's kingdom to the ends of the earth through praying, giving, and sending. We embrace God's decree that every nation, tribe, and tongue will worship before his throne and, subsequently, believe that missions exists because worship does not. Our body has embraced this mandate to take Christ to the nations as our divine call. We commit our time, talents, and treasure to this end and embrace a theologically sound and strategically relevant approach to accomplish the building of Christ's kingdom globally.

Global Ministries Core Values

We believe that we are part of God's global army and that He has given us clear instructions regarding methodology, intentionality, and strategy from His scriptures.

1) To the Jew first

2) From Genesis to Revelation, God's plan remains consistent to reveal Himself to all nations of the earth. He is truly the one true God for all peoples. The heartbeat of God and his pattern, or method for ministry, are inseparable. This divine pattern shows God's heart to reveal Himself through the Jewish people to the nations of the world. We believe God's heartbeat and pattern remain consistent, and, therefore, intentionally go to all nations by going to the Jew first.

3) Going to the Unreached

4) We endeavor to understand our times and to respond accordingly to take the gospel of Christ to the least-reached people groups of the world, especially those located in the geographical 10/40 window. The specific geographical areas of focus include, but are not limited to, the Middle East, China, Northern India, Central Asia, Sahel Northern Africa, South Africa, and Europe.

5) Church Planting and Training of National Leaders

6) The church is growing globally at an explosive rate with some strategists estimating more than 1 Billion people coming to faith in Christ in the next ten years. More than 2 million churches and pastors are needed for this rapid church growth. We believe, therefore, that it is critical to invest in the training of national church leaders and the planting of vibrant, life-giving churches around the world.

7) Widows and Orphans

8) New Life Church is blessed to be a blessing. Our desire is to freely give away what we have so freely received, starting with our neighbors and local community and then by extending to the ends of the earth. Widows, orphans, and the poor have a special place in our hearts.

9) Sanctity of Human Life

10) God has allowed New Life Church to be on the forefront of new concepts and critical issues. Today, the world faces unprecedented debate and confusion on the subject of the value and sanctity of life. Global Ministries will focus and invest our resources to save the unborn, halt human trafficking, and proclaim a stand against acts of genocide.

TEAM MEMBER INFORMATION

TEAM MEMBERS do not need any missions or travel experience. They just need a willing heart and attitude to serve people and God. To go on a New Life Global Ministries trip they must complete the team member application and be interviewed by the team leader. Below is the steps/checklist for becoming a team member.

How To Become A Team Member

STEP ONE: Select a short-term trip

- Contact Global Ministries Department
 - Check Global Ministries website: www.newlifeglobal.net
 - Call Global Ministries office: 719-594-6602
 - Email Global Ministries office: global@newlifechurch.org
 - Visit Global Ministries office: room 104, Mon - Thu 10am - 4pm
 - Visit Global Ministries Sunday School: room 107, 9:30am - 10:30am
- Attend General Mission Trip Info/Interest Meeting
 - Contact Global Ministries office for dates & times
 - Check Global Ministries website
- Pray & decide which mission trip you would like to go on
- Attend specific mission trip info meeting
 - Contact Global Ministries office for dates & times
 - Check Global Ministries website

STEP TWO: Application process

- Submit Mission Trip Application to Global Ministries office: Applications are available Global Ministries website, Global Ministries office, info desk in main sanctuary or contact Global Ministries office to have application emailed to you
- Completed application includes:
 - Mission Trip Application signed and dated
 - \$250 first installment towards mission trip:
 - Non-refundable check payable to **New Life Church**, with the **trip name** on the memo line
 - **\$250 first installment is only refundable if trip is cancelled or application is not approved.**
 - 2 recent official 2" x 2" passport photos
 - Copy of your valid passport photo & signature page if available:
 - Valid USA passport does not expire within six (6) months of the trip return date and has at least two (2) blank pages.
 - If you do not have a valid passport, you must apply ASAP
 - Background Check Form signed and dated
- Interview with team leader
 - Interviews will be conducted at mission trip info meeting
 - Or by appointment set up between you and trip leader
 - You'll be contacted by team leader or Global Ministries office for decision on your application

STEP THREE: You have been approved to join a team

Team Member's Individual Responsibility (things to do on your own)

- Have the heart, mind and attitude of a servant
- Create and send out support Letters
 - Make a list of friends, family, co-workers, neighbors, people in your sphere of influence
 - Send support letters to raise finances for you and your team
 - Get sample support letter and instructions from Global Ministries website
 - See sample support letter in this booklet
- Timeline for Raising Support
 - 50% of total trip cost or cost of airline ticket is due 14 weeks prior to departure
 - 100% of total trip cost is due four weeks prior to departure
- Valid Passport
 - Expiration date must be good for six months of travel from your departure date
 - Have at least 2 blank pages for visas
 - Make sure you sign your passport
- How to get a New Passport, Renewal, Lost Passport info
 - Visit your local Post Office
 - Online info: www.travel.state.gov
 - Travel Docs Passport & Visa service: www.traveldocs.com
- Medical & Dental Check Up
 - Your doctor can advise you on your fitness for travel
 - Your doctor will know if you have health risks and can recommend preventive measures
 - Your doctor can check immunization records and see which vaccines need boosting and which new ones are required (based on your destination)
 - Your doctor will know if you need to be aware of any health warnings related to your destination
- Immunizations/Vaccinations: Global Ministries believes everyone going a mission trip should be well informed in the area of immunizations/vaccinations.
 - Some countries do require travelers to have certain vaccinations to enter their country.
 - www.cdc.gov/vaccines for complete and accurate information is available from the "CDC" Centers for Disease of Control and Prevention
 - Immunizations/Vaccinations are available from the following: Colorado Springs Dept of Health: 719-578-3199, Passport Health: 719-387-5528, Walgreens or your doctor
- Travel Tourist Visa
 - Gather travel visa paperwork from Team Leader
 - Complete and submit all paperwork for travel visa to your Team Leader or Global Ministries office
 - Some countries require certain vaccinations before applying for travel visa
- Research Country Information: History, Culture, Politics, etc. The Internet is a great resource to personally learn about the country you will be traveling to. Here are a few online resources:
 - Library of Congress
 - Altapedia.com
 - Lonelyplanet.com
 - Virtualtourist.com
- Attend New Life Next Worship, Connect & Serve
 - Meetings are held the first three Wednesdays of each month
 - This will help you understand the beliefs, culture and dynamics of New Life Church
 - Register for free online at www.newlifechurch.org

- Attend one Global Sunday School class before your departure: This will help you talk to other missions minded people and share your excitement as you prepare to go.
- Attend one Global Sunday School class after you come home: This will help you get adjusted to being home by talking to other missions minded people.
- Activity Release Form: sign, date & return to Global Ministries office

Team Member's Group Responsibility (things to do with your team)

- Have the heart, mind and attitude of a servant
- Attend team meetings/training set by team leader
- Get involved in team fundraising events: This is a great time to build team unity as you raise money together with your teammates
- Attend New Life Commissioning service
 - Why? To recognize and pray for all mission teams going out
 - When? Both morning main services sometime in the month of May *Date to be announced
 - How? Pastor will call all mission teams to the altar area just after the worship time.

Suggestions For Team Member Job Descriptions

Prayer Coordinator: Prayer is essential for every mission trip. This job will help rally prayer partners to pray for the team and hosts before, during and after the mission trip.

Fundraising: As a team, we need to have at least one group fundraising activity. The fundraising team will be responsible for putting into practice whatever we decide as a group, and is approved by the team leaders and church. These people will be the liaison between all involved parties to ensure everything is ready and runs smoothly.

Transportation: This person will coordinate rides to and from the airport for the team. An excellent way to connect with family and friends of trip participants.

Video Camera: One of the best ways to remember the moment is to record it as a video.. We need someone that either has a video camera, or has access to one for the trip to video the trip. Previous experience with a camera is highly recommended. It's a great way to show others what the Lord did through our group.

First Aid: While everyone will be responsible for their own medication (we will speak about that at a later meeting), we need to have one person responsible for the first aid kit as well as following up with team members to make sure all immunizations and prescriptions have been filled.

Cultural/Social Research: A great way to effectively interact with the people you will come in contact with is to learn about their history and culture. During one of the meetings, we will talk about what we have learned about the country's history and current state.

Social Directors: Just as the name implies, we need 2 people to help plan at least two activities outside of the normal meetings. These can be dinners, hikes, you name it. You will be responsible for setting the activities up and making sure everyone knows what is going on, what time...etc.

Encouragement: This job involves creative ways to build community and encourage fellow team members before and on the trip. For example, we could have "servant tasks", which are ways to serve your fellow team members. On the trip, one servant task could be clearing the dishes for your fellow team members or helping your fellow team members carry their luggage. Any type of task that would promote a servant's attitude!

Blogger: This is a great way to document your trip experiences. Also, effective way to communicate back to your friends, family and donors!

Team Member Expectations Worksheet

Name: _____

Date: _____

1. What do you hope to accomplish on this mission trip?
2. What do you hope the Lord will do in you?
3. What are your concerns or fears about this trip?
4. What do you expect from your team leaders, for you personally and for the team?
5. What would the next level of your spiritual walk look like to you and how can I (as your team leader) encourage you in this area?

How To Give Your Testimony

- Remember, you may have a translator. You may have to pause quite frequently, depending on the skill level of the translator. Use simple phrases and avoid slang, which is difficult to translate.
- Avoid mentioning material possessions you have at home. For example, don't talk about how you learned to trust God when your Porsche was almost stolen.
- Remember the particular culture. It may be inappropriate to discuss certain topics or activities. For example, "I met my husband at a church dance."
- Keep it brief.
- Possible subjects to cover are a brief spiritual autobiography or what God has been teaching you while you have been in the country.
- Communicate your appreciation of the people, the church, the country, and the culture.
- Avoid making negative comparisons between the host culture and your own.
- Avoid inside jokes between you and your teammates. They only confuse the nationals.
- Dress properly for the worship service. Customs are not as lax in most other countries when it comes to church.
- Reflect the role of the student instead of a teacher. Avoid large sweeping suggestions on how they could improve their country, or situation, or church.
- Write down your main points before getting up. This keeps you from getting off on irrelevant tangents.

TEAM LEADER INFORMATION

TEAM LEADERS need to have experience in short-term mission trips either on a New Life Global Ministries trip or as part of another ministry. To be a team leader they must complete the team leader application and be interviewed by a member of the Global Ministries staff. Below is the checklist for becoming a team leader.

How To Become A Team Leader

STEP ONE: Select a mission trip to lead

- Contact Global Ministries Department
 - Check Global Ministries website: www.newlifeglobal.net
 - Call Global Ministries office: 719-594-6602
 - Email Global Ministries office: global@newlifechurch.org
 - Visit Global Ministries office: room 104, Mon - Thu 10am - 4pm
 - Visit Global Ministries Sunday School: room 107, 9:30am - 10:30am
- Attend General Mission Trip Info/Interest Meeting
 - Contact Global Ministries office for dates & times
 - Check Global Ministries website
- Pray & decide which mission trip you would like to lead

STEP TWO: APPLICATION & INTERVIEW PROCESS

- Submit Trip Leader Application to Global Ministries office: Applications are available Global Ministries website, Global Ministries office, info desk in main sanctuary or contact Global Ministries office to have application emailed to you
- Completed application includes:
 - Mission Trip Application signed and dated
 - \$250 first installment towards mission trip:
 - Non-refundable check payable to **New Life Church**, with the **trip name** on the memo line
 - **\$250 first installment is only refundable if trip is cancelled or application is not approved.**
 - 2 recent official 2" x 2" passport photos
 - Copy of your valid passport photo & signature page if available:
 - Valid USA passport does not expire within six (6) months of the trip return date and has at least two (2) blank pages.
 - If you do not have a valid passport, you must apply ASAP
 - Background Check Form signed and dated
- Interview with Global Ministries Staff
 - Contact Global Ministries office for appointment
 - Review Team Leader Guide
 - Read and sign Leader Agreement in Leader Guide
 - You'll be contacted by Global Ministries office for decision on your application

STEP THREE: YOU HAVE BEEN APPROVED TO BE A TEAM LEADER

Team Leader's Individual Responsibility (things to do on your own)

- Have the heart, mind and attitude of a servant
- Primary role is to recruit, train and fundraise with the team
- Read, agree and sign Team Leader Agreement
- Attend Team Leader Training: Contact Global Ministries for information
- Meet monthly with Short-Term Initiatives Pastor for coaching and trip/team updates

- Timeline for Raising Support
 - 50% of total trip cost or cost of airline ticket is due 14 weeks prior to departure
 - 100% of total trip cost is due four weeks prior to departure
- Create and send out support Letters
 - Make a list of friends, family, co-workers, neighbors, people in your sphere of influence
 - Send support letter to raise finances for you and your team
 - Get sample support letter and instructions Global Ministries website
- Valid Passport
 - Expiration date must be good for six months of travel from your departure date
 - Have at least 2 blank pages for visas
 - Make sure you sign your passport
- How to get a Renewal, New Passport or if you lost your passport info
 - Visit your local Post Office
 - Online info: www.travel.state.gov
 - Travel Docs Passport & Visa service: www.traveldocs.com
- Medical & Dental Check Up
 - Your doctor can advise you on your fitness for travel
 - Your doctor will know if you have health risks and can recommend preventive measures
 - Your doctor can check immunization records and see which vaccines need boosting and which new ones are required (based on your destination)
 - Your doctor will know of any health warnings related to your destination that you need to be aware of
- Immunizations/Vaccinations: Global Ministries believes everyone going a mission trip should be well informed in the area of immunizations/vaccinations.
 - Some countries do require travelers to have certain vaccinations to enter their country.
 - www.cdc.gov/vaccines for complete and accurate information is available from the “CDC” Centers for Disease of Control and Prevention
 - Immunizations/Vaccinations are available from the following: Colorado Springs Dept of Health: 719-578-3199, Passport Health: 719-387-5528, Walgreens or your doctor
- Travel Tourist Visa
 - Gather travel visa paperwork from Global Ministries
 - Complete and submit all paperwork for travel visa to your Team Leader or Global Ministries office
 - Some countries require certain vaccinations before applying for travel visa
- Research Country Information: History, Culture, Politics, etc. The Internet is a great resource to personally learn about the country you will be traveling to. Here are a few online resources:
 - Library of Congress
 - Altapedia.com
 - Lonelyplanet.com
 - Virtualtourist.com
- Attend New Life Next Worship, Connect & Serve
 - Meetings are held the first three Wednesdays of each month
 - This will help you understand the beliefs, culture and dynamics of New Life Church
 - Register for free online at www.newlifechurch.org
- Attend one Global Sunday School class before your departure: This will help you talk to other missions minded people and share your excitement as you prepare to go.
- Attend one Global Sunday School class after you come home: This will help you get adjusted to being home by talking to other missions minded people.

Team Leader's Group Responsibility (things to do with your team)

- Have the heart, mind and attitude of a servant
- Primary role is to recruit, train and fundraise with the team
- Coordinate team meetings: 3 - 5 team meetings before departure is recommended
- Coordinate team fundraising events: This is a great time to build team unity as you raise money together with your teammates
- Coordinate transportation to and from Colorado Springs or Denver airport for your team: Here are a few options to help you arrange transportation for your team:
 - Ask friends, family, neighbors & co-workers for rides
 - New Life Transportation Department: Call 719-594-6602 to reserve a 15 passenger van
 - Grayline Bus Charter: (719) 633-1181 or www.grayline.com
- Collect Team Members passports 2 weeks prior to departure: this helps avoid team members from forgetting their passports the day of departure.
- Gather all travel tourist visa applications from team members and deliver to Global Ministries office when completed
- Attend New Life Commissioning service
 - Why? To recognize and pray for all mission teams going out
 - When? Both morning main services sometime in the month of May
 - How? Pastor will call all mission teams to the altar area just after the worship time.

What To Expect From Global Ministries

Coordinate Travel & Ministry Outreaches: The Global Ministries staff will arrange the airline travel, in-country transportation, process visas and ministry outreaches for your mission trip. Our staff will be in direct contact with the host missionaries to make your mission trip a success.

This enables the team leader to focus on:

- **Recruiting their team**
- **Training their team: lead, disciple, mentor, be a friend, life coach, etc.**
- **Fundraising with their team**

Pastoral Care: Global Ministries pastors are available to provide pastoral care for you and your team. As individuals gather to be part of your team, you may find some personalities or situations difficult to handle. One of our pastors can work with you, helping to discover how best you can lead and guide your team through each stage of the mission trip process.

Coaching/Mentoring: Team Leaders will meet with Global Ministries staff once a month before departure to discuss details of the trip and receive leadership advice.

Prayer: We believe prayer is a valuable and strategic tool. The Global Ministries staff commits to pray regularly for you and wants to be informed of any pressing and specific prayer requests. Every team sent out from New Life will be prayed over at either: Tuesday night 6:30 pm prayer meeting, Global Sunday School 9:30am - 10:30am and/or Sunday morning commissioning service.

Financial Support from Global Ministries: Team Leaders will receive financial support from Global Ministries by the rate of \$100 per team member. Example: Team of 11 including team leader = \$1,000 for team leader.

Characteristics Of A Team Leader

Flexible: No mission trip goes exactly as planned. If you are not willing to be flexible and ready to make the best of a difficult situation, the team will not be either. You must trust that God has the mission trip in his hands and His plans are better than human plans. Often, unexpected changes open doors for more effective ministry if you are willing to look for opportunities to serve. (Proverbs 16:9)

Integrity: Whatever moral standard you set by personal example will be the benchmark for the rest of the team. Since the team may operate autonomously, the team leader is often the highest available authority. Thus, it is imperative that leaders live a life firmly established in integrity and above reproach before the trip begins. If you do not set an example of integrity, you lose legitimacy to enforce standards within your team. (Proverbs 10:9)

Humble: Humility is essential to a successful mission trip. It enables a team to: operate with a servant's heart, connect openly with people, be quick to overlook faults and forgive, be willing to take on any task no matter how daunting or unpleasant, and be a blessing to the people in-country rather than a burden. (James 4:6)

Strategic: The leader must set the mission and vision of a team. Without direction and focus from the leader a team easily falls into a vacation mentality. You must direct people to pray, to connect with people, and look for ways to serve. (Proverbs 29:18)

Encouraging: Many team members will be stretched beyond their comfort zones. Leaders need to encourage team members to try new things and intentionally connect with people on the field. (Romans 1:11-12)

Constantly in Prayer: Leaders play an important role in establishing spiritual protection for their team. You must have an active and vibrant prayer life before, during and after your mission trip. You are not only responsible for setting an example through daily prayer, but for specifically praying for each individual on the team, directing the team in prayer, and ensuring that the team is covered by intercessors back home. (1 Thessalonians 5:16-18)

Daily in the Word: Since leaders will be constantly giving to their team, they must be daily receiving from the word. (Matthew 4:4)

Able to Establish Authority: You must be willing to make difficult, sometimes unpopular, decisions that affect the rest of the team and the course of the mission trip. You must also be ready to confront team members on inappropriate behavior. As a leader, you cannot be afraid to quickly confront issues and do what is necessary to maintain righteousness and unity in the team. (Romans 12:3-8)

Never Complaining: You must set the standard that complaining is unacceptable. Your team will emulate the attitude you portray. (Philippians 4:12)

Church Attendance: Being involved in a community of believers is essential to a healthy spiritual life. As the Team Leader attending church on a weekly basis helps you to see and connect with the members of your team, as well as model to them the importance of belonging to a church family. (Hebrews 10:25)

How To Handle Team Finances

Cash to Carry Money Procedure

Team leaders are given “Cash to Carry” money to pay for certain predetermined items for purposes of the mission trip (example: food, water, lodging, emergency and miscellaneous items related to the mission trip). **DO NOT GIVE MONEY DESIGNATED FOR EMERGENCY OR MISCELLANEOUS TO HOST MISSIONARY OR OFFERINGS FOR THE CHURCH.** Global will pre-determine any offerings for host in advance. If you feel the prompting of the spirit to give away money...feel free to give out of your own personal finances!

Team Leader responsibilities

- Stewardship of the “Cash to Carry” money
- Keep receipts and log financial transactions on provided spreadsheet
- If a receipt can not be given, a description of the expense should still be documented
- Receipts, spreadsheets and cash should be kept in envelopes provided and should always be kept in a secure place
- Return any unused money to Accounting Department within 24 hours of return. There is a drop box upstairs to the left of Executive offices available when offices are closed.
- Return transaction log and receipts to Accounting Departments within 7 days of return
- Sign & Date Financial Agreement

Determining Team Budgets: Global Ministries Department is responsible for determining the team budgets for all mission trips.

- Team leaders will see the projected budget for the trip in advance.
- If the team meets the 50% fundraising deadline, Global Ministries will absorb any increase in final budget.
- If the team does not meet the 50% fundraising deadline, Global Ministries is not obligated to absorb any increase in final budget.

Team leaders will:

- Receive a budget for trip expenses while on the mission field
- Be given “Cash to Carry” to pay for certain ground expenses
- Make an appointment the week of the trip with Global Ministries Staff to pick up “Cash to Carry”
- Must keep a log of all transactions
- Return any unused money to Accounting Department within 24 hours of return
- Keeping receipts for all transactions and return to Accounting Departments with 7 days of return
- Read, agree and sign “Cash to Carry” agreement.

HOW TO RUN YOUR TEAM MEETINGS

Team Meetings should be fun, informative and practical. Five team meetings is suggested which include meeting as a group for fundraising events, prayer, ministry practice, dinners, etc.

Meeting Topics: Time is a precious commodity for you and your team members. Knowing when to schedule team meetings and for what purpose can be a challenge sometimes. The following is a list of suggested topics that should be discussed at team meetings.

- Trip information
- Team sign-up
- Learning about the country
- Team building activities
- Information and planning for support-raising activities
- Filling out forms and other logistical details
- Fellowship and family get-together (where members invite their families to meet other team members and get to know one another better)
- Five Team meetings plus one when you return
- Planning for mission task i.e., VBS, building project, teaching

Meeting Agenda: Productive meetings are important. It is often helpful to have an agenda before the meeting begins to keep the group on topic and to get tasks accomplished. This agenda does not need to be shared, but will help you keep focused and on time.

The following list of agenda items that are important components of a mission trip meeting.

- Opening devotion
- Prayer (its good to take time to pray specifically for the trip and ask for prayer requests)
- Review of past meetings or topics (old business)
- Preview of what is coming
- Main topic/reason for meeting
- Questions
- Fellowship

Field Meetings: Your meetings during the mission trip will not be quite the same as when you were at home, although some components should remain the same. The team should meet once or twice a day, depending on your schedule. One meeting should be a quick time for devotion/prayer and checking in with everyone. The other meeting should be longer and include time for debriefing and sharing. Your team training will help your team understand positive ways to use the field meetings. Your mission host may or may not be involved in your meetings on the field. Make sure that all conversations remain honest, but positive, especially if your volunteer coordinator or a national worker is with you. They worked very hard to prepare for your team, so please be sure to affirm them. If problems do arise, please speak honestly but respectfully with the mission host.

MINISTRY/OUTREACH PREPARATION

You will learn of specific ministry opportunities that your team will be participating in during the trip. It is vital that the team be aware and prepared for those opportunities.

Testimonies: Team members should be prepared to share their testimony and end it with an altar call. Take time during team meetings to hear each other's life stories. This will take several team meetings. Once each team member has had a turn to share have them form their testimony into a 5 to 10 minute sermon. You can stand up and practice with each other giving feedback as a team.

Preaching: Every team member should have a sermon, separate from their testimony, prepared before they begin the trip. Churches in some cultures have been known to call team members up to preach in front of the congregation without any prior notice. Be prepared.

Vacation Bible School: For teams working with children it is a good idea to prepare enough crafts and projects to run a VBS. Assume the in-country contact will leave you in charge of the children for six hours and you are responsible for the songs, lessons and crafts.

Manual labor: Some teams will be doing construction projects that will test their physical limits. Hold each other accountable to be in the best possible shape in order to accomplish maximum ministry.

Drama: If your team is responsible for ministering through drama, you should schedule at least two half-day practices and run through the drama with music until everyone has their role down. Be sure to have team members switch roles in case of injury or sickness.

Local ministry project: At least one of your team meetings should include a ministry opportunity in the local community. It is important to interact with the team in ministry before your trip. Specific talents and individual callings will become apparent that will be useful to use and highlight on the trip.

Country research: Make it a goal to know as much about the country as possible. Information that you learn from history and culture are great ways to start conversations with contacts and people that you interact with. Assign different topics for team members to research and return to a team meeting to share a report. Begin conversations with contacts and people that you interact with. The more you know about them and their culture communicates how much you care.

TEAM LEADER AGREEMENT

I believe New Life Church Global Ministries will make every effort possible for my mission trip to be a success! In order for me to lead a mission trip with New Life Church I agree to the following:

- Recruit my team
- Train my team
- Fundraise with my team
- Meet with Global Ministries once a month to discuss status of my team and trip details
- Be submitted and supportive to the New Life Church and the Global Ministries Department
- The cost and budget of the trip determined by New Life Global Ministries
- Allow Global Ministries to coordinate airline flights and in-country transportation.
- Review final flight schedule with Global Ministries Staff before tickets are purchased
- Discuss with Global Ministries staff before making any changes to the ministry schedule or travel arrangements that will impact the team budget
- Be responsible for coordinating rides for my team to and from airport (Denver or Colorado Springs)
- Make an appointment the week of the trip with Global Ministries Staff to pick up "Cash to Carry"
- Keep a log & receipts for all financial transactions for the mission trip
- Return any unused money to Accounting Department within 24 hours of return
- Return log and receipts for all transactions and to Accounting Departments within 7 days of return
- I WILL NOT GIVE MONEY DESIGNATED FOR EMERGENCY OR MISCELLANEOUS TO HOST MISSIONARY OR OFFERINGS FOR THE CHURCH. (Global will pre-determine any offerings for host in advance. If you feel the prompting of the spirit to give away money...feel free to give out of your own personal finances!)

Leader's Signature

Print Name

Date

Global Ministries Staff Signature

Print Name

Date

FUNDRAISING & DONATIONS

New Life Global Ministries Fundraising Philosophy

We believe that team members raise funds for the entire team and not just for themselves. Also, teams raise funds for all Global Ministries mission teams and not just their own team. The goal is for all New Life Global mission teams raise money as a church body. The benefit is seen when one team member exceeds their personal goal, they can help other team members that are below their goal. Also, when one team exceeds their team goal, they can help other teams that fall short of their team goal. There are no refunds if a team member or team exceeds their team fundraising goal. Any excess funds in a team member or team account will be used for missions ministry purposes as directed by New Life Church Global Ministries.

Donation Instructions

- Checks must be made to New Life Church in order for the donor to receive a tax credit.
- Memo section: write name of mission trip
- Include a reply card or note with the name of mission trip, name of team member & name of donor
- Mail check and reply card or note to team member.
- Any checks directly sent to the church must include a reply card or note with the name of mission trip, name of team member & name of donor.

New Life Church
Attn: Accounting Dept
11025 Voyager Parkway
Colorado Springs, CO 80921

Online Donations

An account will be made for each individual going on the team. Families going on the team will have one joint account.

Donations Are Non-Refundable

- **If you cancel your trip, all your donations will go to the team general fund.**
- **If you raise more than the cost of your trip, there will be no refunds to you or your donors.**
- **Once a donation is given to New Life Church, the donor and intended team member does not have ownership of the donation.**

What if A Team Members Or Team Raises More Than Their Goal

Any excess funds raised by a team member or team will be used to help team members or teams that have fallen short in their fundraising. No refunds will be given to donors.

Team Members Not Fully Raising Funds

Any team member that does not fully raise the cost of the trip is personally responsible for the amount not raised. Global Ministries has the right to use excess funds raised by team members for the benefit of a team member who has not fully raised their support. However, this should only be done when the team leaders believe the team member has put full effort into raising the needed funds. Ways to judge this effort are by the number of support letters sent out, number of follow up phone calls, and attendance/participation at team fundraising events. Team leaders must keep track of each individual team members' amount they have raised and if they find themselves in a situation where a team member must contribute personally, those conversations will be handled by team leaders and Global Ministries Staff.

Team Leader Responsibilities

Communicate to your team that team members are responsible for raising their own funds and the church is not paying for their mission trip. Carefully track the progress of team members in raising money and meeting financial deadlines. Also, communicate that it is a team effort to raise the overall amount. The two primary ways our teams raise money are personal support letters and team fundraisers.

Team Member Responsibilities

Team members are responsible for raising funds for themselves and the team. The church is not responsible for paying for your mission trip. Do your best to fundraise and meet financial deadlines. The two primary ways our teams raise money are personal support letters and team fundraisers.

Benefits Of Raising Financial Support

- Allows others to be part of spreading the Gospel through their financial support
- Builds team unity as you raise finances together
- Team leaders can relate to the team by sharing in the fundraising process
- Trusting for God's provision

Fundraising is a very important part of every mission trip! Team members and team leaders should fundraise for their trip with their team. Asking for financial support may be outside of your comfort zone but even Jesus had financial supports for His ministry:

*After this, Jesus traveled from one city and village to another. He spread the Good News about God's kingdom. The twelve apostles were with him. Also, some women were with him. They had been cured from evil spirits and various illnesses. These women were Mary, also called Magdalene, from whom seven demons had gone out; Joanna, whose husband Chusa was Herod's administrator; Susanna; and many other women. **They provided financial support for Jesus and his disciples.** (Luke 8:1-3)*

Global Ministries will provide tools to help you with fundraising ideas, support letters and marketing. We encourage you to look beyond the New Life Church body for your financial support. This is a great opportunity to reach out to the community and let them know about your mission trip. Global Ministries will let team leaders know of any opportunities to fundraise, as they become available.

TEAM FUNDRAISING

Money from Team fundraisers are not always applied evenly to each team member. It depends on the overall need of the team to raise the total. Once the team has most of their support raised, the money is divided among those team members who were not able to complete their fundraising goal. Once the fundraiser money is factored in, the team member is responsible for the remaining balance due.

TEAM FUNDRAISING POLICY

1. Fundraisers are not allowed on church property during:
 - Sunday morning or evening services.
 - Large gatherings or special events such as Easter, The Thorn, Desperation Conference, Mother's Day, Father's day, 4th of July, Thanksgiving, Christmas, etc.

Examples of Fundraisers not allowed on New Life Church property:

- Selling flowers during Mothers day on Sunday morning
- Dinner banquet during Christmas evening service
- Car Wash during Sunday morning services
- Selling items

Examples of allowed fundraisers on New Life Church property:

- Silent Auction Dinner on a Thursday evening as long as there are no big church events scheduled
- Car Wash on a Saturday afternoon as long as there are no big church events scheduled
- Spaghetti Dinner on Monday evening as long as there are no big church events scheduled

2. Donations are non-refundable
3. Any funds collected above the individual's and/or team's required amount will be either donated to needs directly related to the ministry of this trip or to fund additional needs for other within New Life Church Global Ministries trips.

These team events provide the team with an opportunity to share about their trip's purpose and how people can be involved with supporting the project. While the team may be focused on raising support for their trip, the events should be primarily focused on community building.

Team leaders may delegate responsibilities of team fundraisers by assigning the "job" of fundraising to other team members. Those team members should be responsible for coordinating the event but the entire team should participate. If you are planning to have more than one fundraiser, you may wish to divide the duties among several or all team members.

Be creative! Each year we will have multiple Global Ministries teams heading out. While that is so exciting, remember that Global Ministries may be overburdened with requests to support teams financially. Challenge your team to think of new and creative fundraising ideas and potential donors specifically targeted in the community (outside of New Life Church).

Decide how many fundraising “events” you want to do with your team. We recommend no more than 2-3 events per team. Also remember that any events that would require tech labor from the church (ie. concerts, movie nights) must be paid for by the team’s budget.

Helpful Hints:

- Coordinate fundraising events with other teams – it really assists in the community building aspect and creates a larger buzz about the event!
- Delegate responsibilities to team members for fundraising events.
- Set deadlines for support to be raised (see timeline above).
- Plan to have all funds raised one month prior to departure date.
- Cover support letters at your first team meeting.
- Set a deadline for support letters to be completed and mailed.
- Clarify what events qualify as tax-deductible status so your donors are knowledgeable. If a good or service has been given in connection to a person’s donation, it is not tax deductible (ie. donations for a movie night are tax deductible, but not a dinner).

Fundraising Event Ideas

- Carwash (look for an organization to match the funds that you raise)
- Coffee house independent of all Frontline services
- Silent fundraiser or Benefit
- Fun Run
- “Chore” requests-babysitting, house cleaning, etc.
- Restaurant Night
- Golf Charity Scramble

HOW TO WRITE AND SEND SUPPORT LETTERS

1. Letters should be no longer than one page in length. Anything longer will lessen the effect of the letter.
2. Donors should send donations to you personally:
 - This will let you keep a personal track record of your donors and prayer support
 - Then you will bring your donations to New Life Accounting Department
3. Be sure to include supplemental materials such as:
 - Self addressed (to you), stamped envelope
 - Reply card: this allows your reader to notify you of their support (whether it's prayer, financial or both)
4. Letters should include a brief description about the country/culture you are going to.
5. Letters should also have information on the sending organization and the hosting organization. The sending organization is the church or ministry planning the trip. The hosting group is the mission agency and/or national church with whom you are working.
6. Include a description of what the team will be doing. Mention why the team is doing this particular project. For example, if the team is building a medical clinic – why is that a need in the community?
7. Include the cost of the trip per person.
8. Mention why you want to be involved in this trip. Briefly list your strongest reasons for going on this trip. You may mention a desire to become more globally aware and develop a deeper faith. But readers would be more likely to donate money to an actual project or activity they can see.
9. State how you would like your readers to be involved. You need to address why you are asking people to contribute financially. Go back to the project description mentioned in the third guideline and ask the reader to participate in this endeavor by supporting you and contributing to the specific expenses you would incur by going. This need not be a long “sales pitch” but rather a simple request.
10. Clear instructions on how contributors are to respond, including:
 - Make the check payable to New Life Church
 - Checks should not be made payable to you if the contributor wishes the donation to be tax deductible)
 - Name of mission trip written in the memo section of the check
 - Complete the reply card and send it (as well as the check if applicable) back in the self addressed envelope
 - Specific date of when you need the funds
 - Also mention that online donations are available at the church website www.newlifechurch.org
11. Please be sure to mention in your letter that any funds collected above the individuals and/or team's required amount will be either donated to needs directly related to the ministry of this trip or to fund additional needs within New Life Church Global Ministries.

Please use the following in your letter for consistency:

- Checks can be made payable to New Life Church, with the memo reading “Men's Afghanistan 2012”
- Do not put my name in the memo section
- Return check, reply card or note with my name and trip name to me in the enclosed envelope by (deadline)
- You can also make a donation online at www.newlifechurch.org. Click on the “GIVE” tab and follow the instructions. You may be asked to log in with a username and password but you will not be added to any mailing lists or promotional materials. Select the Men's Afghanistan team and select my name when it asks for a team member
- All contributions are tax deductible and are non-refundable.
- If I am successful in raising my financial goal, any and all excess funds will be applied to either the needs directly related to the ministry of this trip or to fund additional mission needs within New Life Global Ministries.

SAMPLE SUPPORT LETTER

Dear Joe,

I hope you are having a great summer! You are an important person in my life so I want to share with you an exciting ministry opportunity that God has presented to me.

New Life Church is to going to Honduras on a mission trip from June 10 – 20, 2012. The goal of the trip is to serve one of our New Life missionaries that works with orphans in a small village in La Ceiba, Honduras. I will be helping to put a new roof on at the orphanage and also feed over 1,000 children in the community.

I need 20 prayer partners to stand with me and believe God for the success of this mission trip. Prayer support is essential for me and all the lives that will be impacted in Honduras.

Another way you can be involved is to help provide financial support. I only need to raise \$3,000 for this exciting mission trip. I have included a postage-paid envelope and reply card to make it easier for you to contribute. Also, there will be a total of 20 students going on this trip and we have a team goal to raise \$66,000. *(Multiply the individual cost by total team members, and then add 10% of team total for your team goal)* I will need to raise all my funds by April 1st 2011 in order to pay for airline tickets and other items.

If you would like to make a financial contribution to this team, a check can be made payable to New Life Church, with the memo reading "Honduras Orphans 2012". Return to me in the enclosed envelope by (deadline). Or, if you'd prefer, you can make a donation online at www.newlifechurch.org. Click on the "GIVE" tab and follow the instructions. You may be asked to log in with a username and password but you will not be added to any mailing lists or promotional materials. Select the "Honduras Orphans 2012" team and type my name when it asks for a team member. All contributions are tax deductible and are non-refundable. If I am successful in raising my financial goal, all excess funds will be applied to either the needs directly related to the ministry of this trip or to fund additional mission needs within New Life Global Ministries.

I look forward to doing God's work in Honduras and letting you know all about how God has worked through this team when I return in June. If you have any questions or would like more information concerning this trip, please contact me at 719.555.1234 or email me at emailme@email.com.

God Bless,

Your name

P.S. I need to raise \$3,000 by April 1st so I can help orphans in Honduras! *(Very important to re-state your need)*

SAMPLE REPLY CARD

Name of Mission Trip _____

Name of Team Member _____

- Yes, I will commit to praying for your team!
- Yes, I will commit to financially supporting your team by giving \$_____

- Please make your check payable to New Life Church
- Memo Line: Write HONDURAS ORPHANS 2012
- Please do not put my name in the memo line or write the checks to me.
- Mail this reply card back to me:
- "TYPE IN YOUR MAILING ADDRESS"

Donor's Name
Address
Phone #
Email

HOW TO FOLLOW UP WITH POTENTIAL DONORS

WEEK #1 Create a list of names: friends, family, classmates, co-workers, etc.

- Make your letter personal: you can change format into a brochure or postcard
- Mail your letters with a stamped return envelope

WEEK #2 Connect with more potential donors

- Hand out letters to people that you do not have addresses
- Call people that you do not have addresses and tell them about your trip
- Ask your friends, family, classmates & co-workers to give the letter to their friends

WEEK #3 Connect with more potential donors

- Send an email blast two weeks after you mail your letter. Create a condensed version of your letter and email all your contacts. Attach the original full letter to the email
- Use Facebook or other social media to promote your trip
- Telephone your friends and tell them about your trip

WEEK #4 Re-contact people on your list to give them an update on your fundraising

- Send everyone a follow up letter
- Email Blast
- Social Network: Facebook, Twitter, etc .

4 WEEKS PRIOR TO YOUR FINANCIAL DEADLINE: MAKE FINAL SUPPORT APPEAL

- Send final support letter emphasizing financial deadline

3 WEEKS PRIOR TO YOUR FINANCIAL DEADLINE: MAKE FINAL FINAL SUPPORT APPEAL

- Email Blast
- Social Network
- Phone Call

BONUS FUNDRAISING TIPS

- Keep electronic copy on your computer to email to people you meet
- Keep extra letters in your car to hand out to people you meet
- Purchase small souvenirs or postcards for everyone that donates to your trip

Ideas For Fundraising Contacts

Parents, brothers, sisters

Aunts, uncles, cousins

Grandparents, retired people

Current/former employers

Current/former customers

Current/former neighbors

Friends/employers of parents

Service/sales reps

People who led you to Christ

Avon/Mary Kay lady

Doctor/Dentist/Chiropractor

Hospital personnel/Nurses

Apartment managers/landlord

Realtors

Kiwanis/Jaycees/Lions Club

YMCA/YWCA

Rotary & women's clubs

Men/Women Christian Business Club

Boy/girl scout leader

Hair stylist/barber

Police/mailman

Grocery store personnel

Plumbers/electricians

Coaches/trainers/directors

Co-workers

Builders & contractors

Bank personnel

Attorneys

Senators, congressmen, reps

Chamber of Commerce

Mayor, civic leaders

Foundations, trusts

Newspaper editor

Advertising agencies

Military personnel

College Missions Office

Missionary societies

Church Mission Board

Bible study/prayer group

Church friends/teachers

Pastors/elders/deacons

College friends/professors

High school friends/teachers

Sunday school class/teachers

Christian bookstore

Prayer lists

Christmas card lists

TV/Radio stations

Flyers in local circulars

Newspaper Ads

HEALTH, SAFETY & IMMUNIZATIONS

Preparations

Have a medical and dental checkup before you leave for the following reasons:

- Your doctor can advise you on your fitness for travel.
- Your doctor will know if you have health risks and can recommend preventive measures.
- Your doctor can check immunization records and see which vaccines need boosting and which new ones are required (based on your destination).
- Your doctor will know of any health warnings related to your destination that you need to be aware of.

Immunizations/Vaccinations & Medications: Global Ministries believes everyone going a mission trip should be well informed in the area of immunizations/vaccinations.

- Some countries do require travelers to have certain vaccinations to enter their country.
- www.cdc.gov/vaccines for complete and accurate information is available from the “CDC” Centers for Disease of Control and Prevention
- Immunizations/Vaccinations are available from the following: Colorado Springs Dept of Health: 719-578-3199, Passport Health: 719-387-5528, Walgreens or your doctor
- Please consult with your personal physician about all medications and immunizations.

Flying/Arriving Preparation

- Drink lots of water while flying.
- Alternate periods of rest with periods of a little activity.
- Change the time on your watch to match local time.
- Go to bed when evening comes instead of immediately upon arrival (this will lessen the effect of jetlag).

Bringing Medications

- We recommend carrying your medication supply in a carry-on bag, in case your checked luggage gets lost.
- Write down the ingredients of your medications so a pharmacist can assist in recommending a similar formulation in the event you lose your medication and need replacements. (Copies of prescriptions are also helpful.) Allergy injectables should be described in detail by your doctor to avoid any complications.

Personal Safety

- Be careful with your cash, and don't carry too much of it.
- Traveler's checks, cash, passports and tickets should **not** be carried in bags that can be snatched; a body belt is safer.
- Make sure a friend or family member has your itinerary and flight details as well as a contact number before leaving (New Life provides this information).
- Take a photo of your passport, credit card details and reservations and send it to yourself at a universal email account (Gmail, Yahoo, Hotmail, etc.). This way, you always have a copy of your travel documents, which could speed up the replacement process if your bag is lost or stolen.

Common Diseases and Pitfalls

- Diarrhea is one of the most common health problems encountered while traveling abroad; it's often caused by impurities in the drinking water. (If this happens to you, keep hydrated with safe drinking water!)
- If possible, get a prescription for Cipro (or other antibiotic) from your doctor.
- Avoid ice, salads, re-heated food, uncooked shellfish, unpeeled fruit and food from street vendors.
- Routine immunizations: See vaccination section.
- Malaria: Cover up by wearing long pants and long sleeves. Use DEET and take anti malaria medication.
- Avoid sunstroke and sunburn. These occur most often during the day when the sun's ultra violet rays are most harmful.

Essentials to Bring

Any medications you're currently taking

Band-Aids in a variety of sizes

Antihistamine tablets for allergic reactions

Spare pair of contact lenses or glasses

Insect bite treatment

Mosquito repellent

Emollient eye drops

Duct tape

Sunscreen

Alcohol wipes

Ear plugs

Safety pins

Tweezers

PACKING GUIDELINES

Each trip is unique, and so is what you pack. Your packing requirements will depend on New Life's guidelines as well as the culture and climate of the place you're going. We also rely on the missionary and ministry being visited to assist in knowing what to pack.

Listed below are general items to bring. A more detailed list will be provided that pertains specifically to your trip closer to the date of departure.

Items To pack

- One checked suitcase and one carry-on bag (preferably a backpack) and a personal item (laptop, camera bag or purse).
- Running, tennis shoes or hiking shoes
- Camera (a site will be set up upon return to share pictures)
- Flashlight with extra batteries
- Bible, pen and notebook with paper
- Toiletries
- Hand sanitizer
- Sunscreen and sunglasses
- Water bottle
- Bug spray (make sure repellents contain DEET)
- Umbrella and rain gear
- Personal favorite snack foods
- Any necessary medication that you require (labeled in your carry-on)
- Personal money for soft drinks, souvenirs, etc
- Optional: toilet seat covers and toilet paper.

Items To Leave At Home

- Short shorts or mini-skirts
- Halter-tops or midriff tops
- Clothing with inappropriate advertisement (e.g., beer)
- Video games
- Expensive jewelry or expensive clothing (attracts thieves)

MISCELLANEOUS INFO

Travel Visa

If a travel visa is required for ministry trip, further information will be provided for your specific trip.

Credit Card/Cash

It's best to carry both cash and credit cards for your personal purchases. You may be in remote locations when purchasing gifts and souvenirs, and credit cards and American money may not be accepted. You'll have an opportunity to exchange money to the local currency if needed. In cities, major credit cards are usually accepted. Your cash and credit cards should be kept on you at all times.

Cameras/Video

You're welcome to take pictures and video during the trip; however, it's your responsibility to keep up with these items. When we return, a date and place will be arranged to share pictures with the group.

Information On The Web

- Passport: www.travel.state.gov/passport_services.html
- Center for Disease Control: www.cdc.gov/travel
- World Time Zones: www.worldtimeserver.com
- Currency Converter: www.oanda.com/corverter/classic?user=pathfinder2
- CIA Country Fact Book: www.odci.gov/cia/publications/factbook/indexgeo.html

Prayer Support

Before you pack your bags, prepare your heart! Communication with God is the only way to have a successful and powerful experience on your trip. Through prayer, we can use our gifts more appropriately to sanctify ourselves and the world around us. Take time to listen to His voice.

Be still and know that I am God. ~ Psalm 46:10

Ask!

Ask people around you to support you through finances and prayer.

Ask God to:

- Prepare your mind and heart for the trip ahead.
- Help you effectively share the Word.
- Use your specific gifts in ministry to others.
- Show His love through you.
- Bring you a spirit of joy.
- Give you a heart that is flexible and available for whatever the task may be.
- Teach you, especially when outside your comfort zone.

COMMON QUESTIONS

What if I want to extend, shorten or deviate from the team? New Life Global Ministries does not allow any team member(s) or team leader initiated deviations in traveling to and from the mission field. With safety, liability, and IRS tax implications according to Tax Code Section 170(j), participants cannot lengthen or deviate from a mission trip for personal reasons.

- To keep things simple: everyone travels to the mission field together and everyone travels home together.
- The only reason for a variation in someone traveling with a different schedule than the whole team would be for ministry purposes directed by New Life Global Ministries.

What if I do not fully raise the funds for my trip? Any team member that does not fully raise the cost of the trip is personally responsible for the amount not raised. Global Ministries have the right to use excess funds raised by other team members for the benefit of the team member who has not fully raised their support. However, this should only be done when the team leaders believe the team member has put full effort into raising the needed funds. Ways to judge this effort are by the number of support letters sent out, number of follow up phone calls, and attendance/participation at team fundraising events. Team leaders must keep track of each individual team members' amount they have raised and if they find themselves in a situation where a team member must contribute personally, those conversations will be handled by team leaders and Global Ministries Staff.

What if my team or I exceed the fundraising goal? Any excess funds raised by a team member or team will be used to help team members or teams that have fallen short in their fundraising. No refunds will be given to donors. Donors and team members do not have control of donations once given to New Life Church.

What Happens With The Money Raised In Group Fundraisers? Group fundraisers are not always applied evenly to each team member. It depends on the overall need of the team to raise the total. Once the team has most of their support raised, the money is divided among those team members who were not able to complete their fundraising through support letters. Once the fundraiser money is factored in, the team member is responsible for the remaining balance due.

What is included in the price of my mission trip?

- The wonderful experience of serving the Lord, New Life Church and host missionary
- Roundtrip airfare
- Travel visa
- In-country costs: lodging, meals & transportation and airport exit tax

What is not included in the price of my mission trip?

- Cost of new, renewal or replacement passport
- Tourist entry visa if required
- Vaccinations/immunizations
- Souvenirs
- Meals while traveling to the airport and while in-transit at the airport
- Transportation to and from the airport: team members are responsible for their own ride to and from the airport. Generally, team members will meet at the airport 3 hours prior to departure.

How do I get to and from the airport?

- Transportation to and from the airport is the responsibility of the team member.
- Generally, team members will meet at airport 3 hours prior to departure
- Here is suggested ways to arrange airport transportation:
 - Ask friends, family or neighbors for rides
 - Grayline Coach Service (719) 633-1181
 - Contact New Life Church Transportation Dept to rent 15 Passenger Van (719) 594-6602

How do I reserve a room at the church for my team meetings or fundraisers?

- Email Global Ministries Short-Term Initiatives Department with your request
- bchu@newlifechurch.org

How do I pay for Airport Tax? The mission organization sponsoring the team will provide the Global Ministries with the amount of airport tax that is due per person. Global Ministries will give cash to the team leader prior to departure to pay any required airport tax.

How do I pay for meals while traveling to and from the mission field? Individuals are responsible to bring their own money to purchase meals, snacks, coffee, etc while traveling to the airports, in the airports and on the return home. Meals while on the mission field are covered in participants trip cost.

How do I pay for souvenirs and personal items while traveling? Any items such as souvenirs, gifts for friends, toiletries, etc are responsible by the individual and are not included in the cost of the mission trip.

MISSION TRIP CANCELLATION POLICY

1) Cancellation of trip by New Life Church Global Ministries due to safety concerns:

The safety of all mission teams is a top priority. Due to the global nature of the work done by missionaries, teams, and volunteers, safety issues can and will arise with little or no warning.

- a. Global Ministries staff constantly monitors all world events in areas that will affect its mission teams and missionaries.
- b. If a situation (natural, political, terrorist, etc.) occurs that will affect the safety of a team, the situation will be evaluated by the Host Missionary (Missionary responsible for the team) and Global Ministries staff.
- c. The Host Missionary and Global Ministries staff will have the authority to cancel or change the dates of a trip at any time.
- d. Global Ministries staff will be the main contact with the mission field and will have the authority to cancel or suggest a change of dates for a trip based on information from all parties.
- e. Global Ministries staff will be responsible for updating the Team Leader of all necessary communications from the field and will serve as the main contact for the team during the evaluation process.
- f. If the U.S. State Department advises against all but essential travel, all Global Ministries trips will be canceled or rescheduled.
- g. In the event of trip cancellation due to safety concerns, a special billing or reimbursement may be processed. All retrievable costs will be refunded to the team. All non-retrievable costs (plane ticket fees, first installments, etc.) will not be refunded. Reimbursements will be managed by Global Ministries staff.
- h. If the trip is rescheduled, the team will be responsible for all change fees and first installments. Item "g." above of this policy will serve as the governing policy for a team or a team member unable to serve during the rescheduled time.

2) Cancellation of trip by New Life Church Global Ministries or the Host Missionary due to safety concerns:

In the event that Global Ministries must cancel a trip for reasons not covered in section 1 of the trip cancellation policy, the following policies will govern.

- a. The Host Missionary will communicate the reason(s) for canceling the trip to Global Ministries staff, and the Team Leader.
- b. In discussion with the Host Missionary, appropriate Global Ministries staff, and the Team Leader an action plan will be put into place. This plan should cover the reimbursement of costs, potential of rescheduling the team, or the placement of the team in a different field.
- c. Reimbursement of funds to the team must be approved by Global Ministries staff.

3) Cancellation of the trip by the team or team member:

In the event that the team or a team member cancels a trip, the following policies will govern.

- a. Teams and team members have the right to cancel service with Global Ministries at any time.
- b. Those who cancel their trip will be responsible for all costs that cannot be recovered by Global Ministries.
- c. Team member first installments and donations are non-refundable.
- d. Global Ministries will not refund any portion of a purchased plane ticket. This includes, but is not limited to, cancellation fees, change fees, taxes, etc.
- e. Pre-trip costs accrued by the team or team members will not be reimbursed Global Ministries.
- f. Teams or team members who cancel a trip, but plan to reschedule with Global Ministries, may be able to transfer the first installment to the next trip.