

“TO KNOW HIM  
AND MAKE  
HIM KNOWN”



## **Harvest Community Church Short Term Mission Orientation Booklet**

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**Team Member Orientation Booklet  
For Short Term Mission Trip  
Harvest Community Church**

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Dear Fellow Team Member:

Martin Lloyd Jones once said that we should “continually seek God, but go beyond seeking Him, expect Him, and when He comes in power, yield to Him.”

We are so excited that you have chosen to consider yielding to Him, by serving on a short term mission trip. As you prepare for service as a team member, let me encourage you to “fast and pray” about your role. In the weeks ahead, you will receive much more project-specific information from your team leader about the trip. However the first step is to review the enclosed packet and to complete the application forms then return the forms to your team leader as soon as possible.

In order to provide the best experience possible as a member of the team, we must all work together under the inspiration and leading of the Holy Spirit and we must also commit to certain standards that will help insure a rewarding and exciting trip. These standards are as follows:

- Agree to abide by the local customs
- Abide by the directions and instructions from the Team Leader
- Be willing to take a servant’s role
- Participate in all meetings, activities, and services with my team members
- Refrain from using profanity, from possessing a negative attitude, or using abusive, prejudice, or offensive language.
- Refrain from the use of tobacco products in any form
- Refrain from use of alcohol
- Refrain from using illegal drugs in any form
- Respect the property and rights of team members, trip hosts, and others.

We praise God for your willingness to serve Him. May he richly bless you and minister to you in these exciting days ahead.

In His Service,

The Mission Ministry Team

# TEAM ORIENTATION

## 1. Important Travel Details

- Time leaving and meeting place
- Transportation method to the airport
- Flight schedules
- Any money that is due

## 2. Trip Funding

- Trip Funding is the sole responsibility of the participants. The Trip Leaders will provide a schedule of monies due dates during the trip preparations in which funds are due.
- HCC will not front the money for the airline tickets or any other related trip expenses. All monies must be paid for by the individual participants by the respective due dates. Any exceptions to this rule must first be discussed and then approved by the HCC Mission Team

## 3. Packing Points

Pack as light as you can. Usually we take one suitcase for yourself and one suitcase with items needed for a work project, items for VBS, items that we may give away, etc. Remember that airlines have a weight limit of 50-70lbs. Check with your Team Leader for weight specifics for this trip. Be sure you fill up to the limit but not over that. In addition, you will be permitted one carry-on.

## 4. Suggested items to pack

- |   |                                  |                            |
|---|----------------------------------|----------------------------|
| -- Camera & film  | -- devotional reading item       | -- 1 set of good clothes   |
| -- Passport   | -- Airline Tickets               | -- medications needed      |
| -- Toiletries & soap                                    | -- Photo ID                      | -- medication directions   |
| -- Water bottle   | -- money belt                    | -- list of all medications |
| -- <b>Old Bible</b>                                     | -- pen & notebook                | -- work clothes (3-5 pair) |
| -- Alarm clock  | -- personal items                | -- shower shoes            |
| -- Trash bags   | -- toilet paper                  | -- back pack               |
| -- Wet ones   | -- calculator                    | -- sun screen              |
| -- Snacks   | -- insect repellent              | -- work gloves             |
| -- Blanket  | -- pillow                        | -- ball cap                |
| -- Zipper bags  | -- envelopes for important items | -- paperclip               |
| -- Misc. expense money (small bills w/o marks or tears) |                                  | -- flashlight              |

### As needed items:

- |                  |                 |              |
|------------------|-----------------|--------------|
| -- Sleeping Bag  | -- Air mattress | -- swimsuit  |
| -- Towels        | -- wash clothes | --work boots |
| -- First aid kit |                 |              |

## **5. Dress Code Information**

Dress code varies from country to country and situation to situation. Your team leader will advise you of any special dress code information for the trip if needed. Also remember that the weather here may not be the same as the weather in the country you will be visiting.

## **6. Suggested Travel Tips**

- Take nothing on a mission trip that is of priceless value to you. It is best to take items that you would consider giving away or not feel bad about if they were lost or stolen.
- Do not take expensive jewelry or wear an excessive amount of jewelry on your trip.
- Plan what you think you need for the duration of the trip and then scale back some. People always take more than they need.
- It is helpful to get with other team members to see what they are taking so that you don't double up on items that can be shared.
- It is a good idea to take a change of clothes and carry some personal items with you in your "Carry On Bag" just in case your luggage is lost for a day or so.
- Use the above list plus any other things that you can think of as a check list while you're packing. As you put an item in your suitcase cross it off the list.
- The money that you take with you should be in small denominations. When you go shopping or when you go to purchase something all your money should not be in one spot. Only pull out small amounts of cash at one time and Don't Flash Your Money!
- It is always nice that when you are packing to go on your trip to spend a little time doing something special for your family that is staying behind.
- Remember whatever you buy - you are responsible to bring home.
- Keep all food items and liquid containers in Zip Lock Bags.
- Mark your suitcases with a distinguishable tag so that it is easy to find your luggage on the baggage claim belt. Ribbons will be given to all so we can identify each other's bags.
- When going through customs be sure to have your own suitcases in case you are stopped and checked.
- Outside of the US, if you are asked the purpose of your trip – the answer is Tourist and not Missionary.
- Do not leave your bags unattended in the airport.
- Keep your ticket stubs in case you need your flight numbers for completing paperwork.
- Make sure you have a pen with you at all times for filling out paperwork.
- Think convenience. The more that you have the harder it will be moving around the airport. The more stuff that you have with you the more difficult it is to get storage space on an international flight.
- Plan to keep a journal on the trip. Not only to make note of activities on the trip, but also for what the Lord teaches you.

## 7. Preparing for the trip

- Recruit as many people as possible to be praying for you and the team while on the trip –PRAY---PRAY---PRAY
- Try to learn a few phrases or words in the language of the country you will be going to
- Contact your team leader and ask if there is anything that you can do to lighten their load
- Take time to learn about the culture of the country where you are going. Search the internet or ask the friend to search the internet to acquire information about the country and find a map showing where you are going.
- You will have team devotions at least once a day which are required for all members of the team to attend. If you would be willing to lead devotions one time, contact the team leader and take some time to prepare a devotional for the team.

## 8. Some **BE COMMANDS** that will help keep you from being stung on a mission trip.

- Be Prepared – manage yourself so you can be ready for the day (1 John 2:28)
- Be Prayerful – God does great things when we pray (James 5:16)
- Be Patient –things don't always go as planned (Romans 15:5)
- Be Pondering – take time to reflect what God is doing (Colossians 3:15-16)
- Be Part Of The Team – don't play Solo (1 Corinthians 12:2)
- Be Pleasant – when you have a bad day, so does the team (Heb 3:13)
- Be Prompt – when you're late so is the team
- Be Prudent – WISE – Think First
- Be Positive – No complaining or negative talk
- Be Pliable – easily flexible or molded
- Be Plugged In – stick with the team – do what the team is doing
- Be Peaceable – be a promoter of peace not quarrelsome
- Be Persistent – refuse to give up when faced with opposition
- Be Pleasing to God – in all you do
- Be Protective – the team needs to be looking after each other
- Be Productive – work hard and produce fruit
- Be A Pioneer – have an adventuresome spirit

## 9. Follow The Leader

It is important to follow the instructions of the team leader. You may not like or understand everything that we have to do on the trip but it will either be for the best of the team or to better the witness there in that culture. The team leader is responsible for your safety as well as what is best for the whole team.

Things may not always work out the way that you want them to, Deal with it and get over it!

When in doubt **Ask the Leader**

Keep the team leader informed at all times of any special needs or important information regarding the trip.

The team leader has the right to add a rule or change a rule at any time.

It is the responsibility of the team leader to orchestrate all activities and events on the trip. The team leader's job is to stay ahead of the game plan so that when we get to tomorrow, everything is worked out. That means that there will be times when the team leader may have to go off and purchase items or prepare for certain events. They are not escaping work, they are engaging in their responsibility.

If necessary, there will be opportunities to exchange some money on the trip for spending purposes when you arrive at your destination. You will not need a great deal of money. Only what you may want for gifts or extras. This will vary from person to person. There will be an opportunity to purchase souvenirs.

If you are moved to give some money to people that you meet, do not give the money to the people on your own. Talk it over with the team leader and if the team leader agrees, money should always be given to the Pastor or Missionary that you are working with.

There will be busy times, fun times, intense times, slow times, and rest times. The purpose of any trip is always to invest in the lives of people while being a servant. However, it is just as important on the trip to hear from God as it is to do something for the Lord. The more of a personal investment in prayer and relationships that you make, the better experience you will have. One of your purposes should be to build a relationship.

## 10. Prayer Considerations

As you prepare for the days ahead, pray for:

- Those who make up your prayer support group
- Those who God has chosen for you to minister to on the trip
- Those who make up your financial support team and for the raising of any support needed
- The other team members
- The unity of the team
- Your field contact, missionary, or the local church ministry that you will be partnering with.
- You to stay in the center of God's will so that you can hear His voice and learn all that He has for you during this project
- Your team leader and for wisdom in making the necessary decisions
- You to remain focused and to keep a devotional time that will take priority over the hectic schedule that may arise
- Protection during travel
- His Glory to be exalted
- Those who are seeking Him to come to have a personal relationship with our blessed Savior

## 11. Medical Information

- You know yourself and your health better than anybody. Be careful to take care of yourself. When it's time to rest—rest. Eat well, drink lots of liquids and try to sleep well.
- Be sure to pack some over the counter medicine for diarrhea.
- If you are on medications of some type, be sure to check with your doctor prior to going on the trip to see if your dosage should be changed due to weather conditions, travel schedules, etc. Also be sure that you take enough of a supply for the entire trip.
- If you are on a great deal of medications, it may be helpful to have your doctor write you a note verifying your medical needs. Keep that with you in your documents. Do not offer the information unless you are asked specifically for that information.
- Medical Insurance is required for all Short term Mission Trips through Harvest Community Church. While on the trip, please keep your medical insurance information on you at all times.
- Also for health information and warnings related to the country or region you are traveling to be sure to check the Centers for Disease Control web site: [www.cdc.gov/travel/](http://www.cdc.gov/travel/)

## 12. Phone Calls

It may or may not be possible to make phone calls while on your trip. In most cases phone calls are very expensive. It is recommended that you take an AT&T calling card with several minutes on the card. The team leader will attempt to contact the church once you arrive at your destination, however, do not tell you family that you will call at certain times. It may not be possible. It is also helpful to call AT&T before going to find out the country code for calls to the US from your destination. This will save you a great deal of money if you already know the country code.

## 13. Culture Notes

If this is your first short term mission trip out of the United States, you may experience a brief period of Culture Shock! Don't be alarmed. It's normal. Be patient. When you enter another culture, they are not weird, you are! They do not talk funny, you do! Just because you do not speak their language does not mean that they do not understand what you are saying. People can also read body language and facial expressions very easily. Be careful about making comparisons and criticisms. They take what we say and how we act very personally. Always be grateful and be gracious. If you take food or drink offered, plan to eat or drink it, otherwise politely refuse the food or drink.

Remember in some countries, water is a precious luxury. You need to be cautious about how much you use each day when showering. Do not drink the water, unless the team leader tells you it is ok.

Although we often want to take pictures of everything, it may not always be appropriate. Never take pictures of military personnel or military locations. Always ask someone first before taking their picture.

Privacy is the foreign concept in a foreign country.

Always greet the people with a smile and be friendly.

Don't cut your cultural experience short by refusing to try something just because it is different. Expand your world view by experiencing the culture to the fullest.

Be sure to spend some time before you leave researching the country and culture you are going to. This will help you relate to and understand the people better and offer inroads to communication with your hosts. Some great places to start on the Internet are:

CIA World Factbook : [www.odci.gov/cia/publications/factbook/index.html](http://www.odci.gov/cia/publications/factbook/index.html)

Altapedia [www.atlapedia.com/online/country\\_index.htm](http://www.atlapedia.com/online/country_index.htm)

The Library of Congress Country Study: [lcweb2.loc.gov/frd/cs/cshome.html](http://lcweb2.loc.gov/frd/cs/cshome.html)

## **14. Road Rules for the Trip**

- Review the rules outlined in your introductory letter. No smoking, drinking, or use of profanity on the trip.
- Never go off by yourself. Always travel in groups and if the team leader is not with you be sure that they are aware of where you are at all times.
- Always have your passport with you.
- Be mindful and respectful of arrival and departure times
- The team leader always has the last word.
- Be on time for all activities or events

## **15. Tips for Shopping**

- Exchange your money to the country's currency. For information on currency exchange rates go to the Yahoo site: [finance.yahoo.com/currency](http://finance.yahoo.com/currency).
- Keep your money divided in small amounts in different pockets.
- Have your calculator with you to calculate the exchange rate
- Bartering is a customary practice in many cultures. When bartering, start low (but not insulting to the seller) and work up to the price you are willing to pay.
- Be patient, be willing to walk away. More than likely there is another shop right around the corner with the same merchandise.
- Stick to your limit to what you are willing to pay.
- Look for small items that you can bring back for friends and family that helped support your trip.
- Support Christian vendors when possible
- Buy in a bulk and in a group if several team members are buying the same item
- Don't ruin your Christian witness for the sake of getting a great deal.

## **16. After you return from your mission trip**

- Send thank you notes to the people or organizations that supported you on the trip.
- Look for opportunities to share your experience with friends and family about what the Lord did in your life.
- Be mindful that many people will not appear to be as excited to hear about your story as you are to tell them. Be careful to not overdo the experience.

## 17. A few final thoughts

- Prepare to expect the unexpected
- Things don't always go the way that we want them to go, but they always go the way God wants them to go.
- Don't forget to pack your flexibility with you.
- Mission teams are only as strong as the people on them. The effectiveness of the trip depends on prayer and YOU! Exercise your faith to believe God for miracles on your trip.
- Be patient with the people on your team. Everyone has personality habits that are annoying—INCLUDING YOU!
- Being is more important than doing on a mission trip.
- Be open to hear what the Lord is trying to say to you on this trip. During the time you will be free from the everyday distractions that fill your everyday life. God speaks loudest when we are free from distractions.

**LOOK OUT ! YOU'LL NEVER BE THE SAME**

## **PASSPORT PROCEDURES**

### **Application For New Passport**

You can pick-up a passport application at a local post office. It will usually take 4-6 weeks to receive your passport, so it is vital that you begin the process to acquire a passport as soon as possible.

The applicant must appear before a local, designated passport acceptor (usually a post master or the prothonotary at the local court house) for the signing and witnessing of the application. The closest post office to Harvest Community Church is:

#### **Kittanning Post Office**

North Jefferson Street  
Kittanning, PA 16201

724-543-1959

#### **The address for the Prothonotary is:**

Armstrong County Court House  
2<sup>nd</sup> Floor –Market Street  
Kittanning, PA  
724 -548-3252

**For Specific information on the requirements, documentation and proof of identity, go to the U.S. Department of State website:**

**[www.travel.state.gov/passport](http://www.travel.state.gov/passport)**

**Forms for first time and renewal applications are available for download and printing from the website. If you do not have availability to the Internet, please see the church secretary for assistance.**

**The Trivisa.com is a commercial service that helps a person get passports and visas quickly. [www.trivisa.com](http://www.trivisa.com)**

Once you receive your passport, please check it for accuracy and report any mistakes at once to the passport acceptor that processed your application. If you are in need of quick service, additional fees may be paid for fast service.

**Harvest Community Church  
Short Term Missions Trip Team Covenant**

**Trip Destination:** \_\_\_\_\_

**Trip Dates:** \_\_\_\_\_

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*So, as those who have been chosen of God, holy and beloved, put on a heart of compassion, kindness, humility, gentleness and patience; bearing with one another, and forgiving each other, whoever has a complaint against anyone; just as the Lord forgave you, so also should you. Beyond all these things put on love, which is the perfect bond of unity. Let the peace of Christ rule in your hearts, to which indeed you were called in one body; and be thankful. Let the word of Christ richly dwell within you, with all wisdom teaching and admonishing one another with psalms and hymns and spiritual songs, singing with thankfulness in your hearts to God. Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.*

**Colossians 3:12 - 17**

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I hereby agree as a member of the Harvest Community Church Short Term Missions Team to abide by Colossians 3:12-17 for the glory of my Lord and Savior Jesus Christ.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

*After signing, please tear off and give to your Team Leader.*