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Missions Statement

We experience “Life Together” by sharing Christ’s love and His message of hope with the world. We will accomplish this through educating, motivating, and mobilizing the church for this purpose.

OBJECTIVE

The objective of Missions at Tabernacle Baptist Church is to share the Gospel so that lost people of the world accept Jesus Christ as the Savior and Lord of their lives.

METHOD

The method Tabernacle Baptist Church uses to reach the lost is to equip and encourage members to go on mission wherever God leads them.

STRATEGY

Tabernacle Baptist Church is active in short-term and long-term mission ministries, reaching local and world mission fields, supporting the Southern Baptist mission agencies, putting Acts 1:8 into action.

Acts 1:8 - But you will receive power when the Holy Spirit has come upon you ; and you shall be my witnesses both in Jerusalem, and in all Judea and Samaria, and even to the remotest part of the earth.

BIBLICAL MANDATE

Matthew 28: 18-20 - And Jesus came up and spoke to them, saying, “All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.”

Informational Meetings

There will be two Informational Meetings before each trip. The main objective of these meetings is to offer an overview of the mission trip to those interested.

AGENDA

- ◆ **Opening prayer**
- ◆ **Scripture reading**
- ◆ **Overview of the Mission**
 - Where are we going?
 - When are we going?
 - Why are we going?
 - What we can do to help while we are there?
- ◆ **Brief discussion of logistics**
 - Cost and Schedule of Deadlines
 - Team Fund Agreement
 - TBC Global Mission Trip and Partnership Participation
 - Fundraising letter and donor list
 - Meeting schedule
 - Blood type and health considerations
 - Preparations
 - Passports/Visa (if applicable)
 - Insurance
 - Policies and Procedures
 - Accommodations
 - Meals
 - Volunteer Application and fee
- ◆ **Questions?**
- ◆ **Once the team is formed, you will train together for at least six to eight, two-hour training meetings.**
 - It is very important that you attend all Team meetings.
 - The day, time and location of the meetings will be determined by what meets the need of the majority of the Team Members.

First Team Meeting

AGENDA

- ◆ **Opening prayer**
- ◆ **Scripture reading - Biblical basis for missions: Matthew 28:16-20**
- ◆ **Introductions**
- ◆ **Detailed overview of the mission**
 - Location
 - Timing
 - Mission tasks
- ◆ **Brief discussion of logistics**
 - Review and complete the Activity and Deadline Schedule (Administrative Section)
 - Review Financial Policies and Procedures (Financial Consideration Section)
 - Fundraising letters
 - Create a list of donor names and addresses
 - Consider alternate fundraising ideas
- ◆ **Missions Basic Training: Session 1**
- ◆ **Meeting schedule and attendance**
- ◆ **Journaling (Reflections Section)**
- ◆ **Accommodations**
- ◆ **Health considerations (Administrative Section) - Announce Shot Immunizations Required**
- ◆ **Cultural sensitivity (Culture Section)**
- ◆ **Preparation through reading Scripture and materials (Witnessing Section)**
- ◆ **Review Deciding To Go Checklist (Reflections Section)**
- ◆ **Team Covenant**
- ◆ **Questions?**
- ◆ **Provide date, time and location of next Team meeting**
- ◆ **Closing Prayer**

ITEMS TO BE COLLECTED

- ◆ **Volunteer Application Form and 20% of the approximate cost of the trip as a non-refundable deposit (applicable to all qualified applicants)**
- ◆ **Release of Liability form**
- ◆ **Release of Rights form**
- ◆ **Team Fund Agreement & Fundraising**
- ◆ **Team Covenant**
- ◆ **TBC Global Mission Trip and Partnership Participation**
- ◆ **Passport**

Note: The forms to be completed and signed are located in the Volunteer Application packet. Copies of the forms for reference are located in the Volunteer Manual: Administrative, Financial Consideration, Team Building Sections.

Second Team Meeting

AGENDA

- ◆ **Opening prayer**
- ◆ **Scripture reading - Blessed to be a blessing: Genesis 12:1-3**
- ◆ **Introductions**
- ◆ **Team Building**
 - Reviewing Team Building information (Team Building Section)
 - Each Team Member is asked to share the following with the group
 - Why they feel God wants them to go on this particular mission trip
 - What other ministries they are involved in at Tabernacle Baptist Church or their church
 - What other mission activities they have participated in
- ◆ **Financial - Fundraising**
- ◆ **Brief discussion of logistics**
 - Review the Activity and Deadline Schedule (Administrative Section)
 - Fundraising letters should be mailed by now
- ◆ **Passports/Visas (Administrative Section)**
 - Review requirements for a Passport/Visa (you must have a valid Passport - valid for 6 months - before you can apply for a Visa)
 - Passport/Visa Application
 - Reminder that it may take 4-6 weeks or more to process the applications
- ◆ **Immunization Requirements (Administrative Section) - Form Immunization Requirements**
 - Discuss if immunizations are required and if so which ones specifically
- ◆ **Beneficiary Team List (Administrative Section)**
 - Inform each Team Member of the short-term insurance coverage
 - Ask each Team Member to complete the participation list indicating their beneficiary
- ◆ **Questions?**
- ◆ **Journal assignment: "Why am I going on this Mission Trip?"**
- ◆ **Missions Basic Training: Session 2**
- ◆ **Provide date, time and location of the next Team meeting**
- ◆ **Closing prayer**

ITEMS TO BE COLLECTED

- ◆ **Short-Term Insurance Coverage and Beneficiary designation**

Third Team Meeting

AGENDA

- ◆ **Opening prayer**
- ◆ **Scripture reading - Reaching all of the world's people: Matthew 24:14**
- ◆ **Introductions**
- ◆ **Distribute list of Team Members' address and phone numbers**
 - Discuss the importance of using the Team Member list to pray for each Team Member by name
- ◆ **Discuss onsite tasks**
 - Video photographer
 - Medic
 - Music leader
 - Prayer leader
 - Daily devotion while on mission - each Team Member should be given a schedule as to when they will deliver a 5-10 minute morning devotion
- ◆ **Share the culture**
 - Ask each Team Member to share something they have recently learned about the host country
- ◆ **Work available during the Mission Trip**
- ◆ **Language skills**
 - Practice saying phrases such as "Hello, my name is....." "I am an American," "I am a Christian," etc.
- ◆ **Personal testimonies (Testimony Development Section)**
 - Review "How to Share Your Testimony"
 - Develop a 5-minute personal testimony (when translated this will be a 10-minute testimony)
- ◆ **Missions Basic Training: Session 3**
- ◆ **Discuss the prayer covenant list (Prayer Section)**
 - Emphasize the importance of the list
 - Explain the prayer letter
 - Ask Team Members to write their first prayer letter this week
- ◆ **Review logistics**
 - Confirm that all Team Members have or have applied for a Passport
 - If a Visa is required the Team Leader must collect all Passports at the next meeting (this is required to be completed 60 days before departure).
 - Describe the tasks that the Team will be performing: Vacation Bible School, evangelism, prayer walking, etc., and begin planning the items that are needed in order to accomplish the tasks, including equipment, craft items, etc.
 - Ask Team Members to bring in their ideas regarding tasks.
- ◆ **Financial matters**
 - Discuss deadlines
 - Individual account balances will be available

- ◆ **Questions?**
- ◆ **Journal assignment: “How have I personally seen God at work?”**
- ◆ **Provide date, time and location of next Team meeting**
- ◆ **Closing prayer**

ITEMS TO BE COLLECTED

Fourth Team Meeting

AGENDA

- ◆ **Opening prayer**
- ◆ **Scripture reading - The Great Commandment: Luke 10:25-37**
- ◆ **Share the culture**
 - Ask each Team Member to share something they have recently learned about the host country
 - Discuss culture shock (Culture Section)
- ◆ **Financial matters**
 - 50% of the trip cost is due by this ticketing date
 - Provide copies of checks received for the Team
 - Check in with Team Members regarding their fundraising efforts
- ◆ **Onsite tasks**
 - Ask Team Member to sign up for their specific tasks
- ◆ **Supplies**
 - Identify what supplies are needed
 - Determine who will order or purchase the supplies. Remind the Team that it is expected that the supplies will be covered by the Team Fundraising activities.
- ◆ **Missions Basic Training: Session 4**
- ◆ **Practice language skills**
 - Personal introductions
- ◆ **Building Team Unity (Team Building Section)**
- ◆ **Questions?**
- ◆ **Journal assignment: "One experience that I definitely want to have while I am in the host country."**
- ◆ **Provide date, time and location of next Team meeting**
- ◆ **Closing prayer**

ITEMS TO BE COLLECTED

- ◆ **Passport**
- ◆ **Visa application (if required)**

Fifth Team Meeting

AGENDA

- ◆ **Opening prayer**
- ◆ **Scripture reading - Luke 4:14-19, 40-43**
- ◆ **Financial matters**
 - Provide a financial update
 - Cover deadlines
 - Praise reports
- ◆ **Share the culture**
 - Ask each Team Member to share something they have recently learned about the host country
- ◆ **Missions Basic Training: Session 5**
- ◆ **Logistics**
 - Confirm that everyone has a Passport
 - Cover the airline schedule
- ◆ **Pre trip items**
 - Review list of items Team Members need to take on the trip
 - Review Country information
- ◆ **Practice language skills**
 - Personal introductions, e.g., "My name is....."
 - Practice John 3:16
- ◆ **Questions?**
- ◆ **Journal assignment: "The spiritual gifts I bring to this Mission."**
- ◆ **Provide date, time and location of next Team meeting**
- ◆ **Closing prayer**

ITEMS TO BE COLLECTED

Sixth Team Meeting

AGENDA

- ◆ **Opening prayer**
- ◆ **Scripture reading - We go as servants: John 13:12-20**
- ◆ **Our mission as servants**
 - Review “A Servant’s Heart” (Witnessing Section)
 - Review “Being a Bridge Builder” (Culture Section)
 - Be a help, not a stumbling block
 - Learn not to be critical
 - Remember it does not need to be done “my way”
 - Be a servant to each other
- ◆ **Share the culture**
 - Ask each Team Member to share something they have recently learned about the host country
- ◆ **Missions Basic Training: Session 6**
- ◆ **Logistics**
 - Review mission Team Travel Protocol (Administrative Section)
 - Packing List (Personal Preparation Section)
 - Team assignments
 - Onsite work tasks
 - Supplies, discuss how the Team is going to transport the supplies
 - Ask the Team to consider if there is anything else that is needed
- ◆ **How to share your testimony in this culture**
 - If possible plan to have translators at the next Team meeting and have each Team Member share with one other Team Member their testimony through a translator. This will be great practice time for their testimony and witnessing.
 - Advise the Team to plan on spending most, if not all, of the time at the next meeting on witnessing and sharing their testimony.
- ◆ **Financial matters**
 - Provide a financial update
 - Cover deadlines and financial needs in Country
 - Praise reports
- ◆ **Questions?**
- ◆ **Journal assignment: “How I think this mission will affect my life.”**
- ◆ **Provide date, time and location of next Team meeting**
- ◆ **Closing prayer**

ITEMS TO BE COLLECTED

- ◆ **The balance of the trip cost**

Seventh Team Meeting

AGENDA

- ◆ **Opening prayer**
- ◆ **Scripture reading - Growing as disciples: Ephesians 1:17-19**
- ◆ **Share the culture**
 - Ask each Team Member to share something they have recently learned about the host country
- ◆ **Logistics**
 - Review onsite work tasks
 - Remind the Team that flexibility is key; God may change part or all of the Team's plans
 - Designate an "at home" representative. The Team Leader is responsible for contacting this representative when the Team arrives at the destination. The "at home" representative is then to contact each Team Member's family and update them on the status of the Team's arrival.
- ◆ **How to share your testimony in this culture**
 - If possible have translators to work with each Team Member and have each Team Member share with one other Team Member their testimony through a translator. This will be great practice time for their testimony and witnessing. If translators are not available, the Team Members should still practice sharing their testimony with one other Team Member.
- ◆ **Financial matters**
 - Provide a financial update
 - Praise reports
- ◆ **Questions?**
- ◆ **Journal assignment: "How I hope this trip will affect my life."**
- ◆ **Provide date, time and location of next Team meeting**
- ◆ **Closing prayer**

ITEMS TO BE COLLECTED

Eighth Team Meeting

AGENDA

- ◆ **Opening prayer**
- ◆ **Scripture reading - Carry each other's burdens: Galatians 6:2**
- ◆ **Restate the purpose of the mission trip**
- ◆ **Logistics**
 - Review the time the Team is to meet at the Church (30 minutes before departure to the airport). This will give time to load luggage into Church vans and to have prayer with friends and family
 - Provide list of phone numbers where Team Members can be reached in the event of an emergency
 - Review the airline schedule again in the event of any changes
 - Inform the Team that they will receive their airline tickets the day of departure along with their Passports
 - Review the mission Team Travel Protocol (Administrative Section) again
 - Discuss "what if....."
- ◆ **Financial matters**
 - Discuss the options of using cash, traveler's checks, credit cards
 - Ask the Team to consider how much spending money they will need
- ◆ **Prayer time**
 - Join hands and pray over specific, individual prayer requests, as well as requests of the Team
 - Ask each Team Member to pray aloud
- ◆ **Questions?**
- ◆ **Provide date, time and location of next Team meeting**
- ◆ **Closing prayer**

ITEMS TO BE COLLECTED

Team Reunion

Another highlight of any short-term mission project is the Team reunion. It is best to schedule this session three or four weeks after the Team returns, and it should include spouses, parents of youth participants and anyone who has endured the months of preparations of the Team Members. Ideally this is a covered dish picnic at the home of a centrally-located Team Member. After preparing, traveling, living, eating and working together, this reunion is the opportunity to relive some of those wonderful moments the Team experienced together. It also serves to bring closure to the experience.

Activities might include asking each Team Member to:

- ◆ **Share one entry from their journal**
- ◆ **Describe the most meaningful part of the trip**
- ◆ **Illustrate how their life will be changed because of the experience**
- ◆ **Tell about something God enabled them to do that they did not think they could**
- ◆ **Describe their relationship with Jesus Christ before and after the trip**
- ◆ **Share each other's photographs and view the Team video**
- ◆ **Prayer Time**

ITEMS TO BE COLLECTED

- ◆ **Evaluation Forms**

Guidelines For TBC-Sponsored Mission Trip Approval

All trips must be approved by the Missions Committee prior to any plans made or Teams formed in order for the trip to be considered a Tabernacle Baptist Church-sponsored trip. The benefits of being a Tabernacle Baptist Church-sponsored trip include: 1) receipt of Partnership (financial) support, 2) commissioning service, 3) support from the Missions Office, and 4) insurance and reservation support.

TBC-sponsored Mission Trips are approved annually, collectively in October of each year. While there may be extenuating circumstances that necessitate the consideration of mid-year requests, the approved mission trips are part of an overall Missions Ministry strategy and vision and, therefore, require thoughtful and coordinated planning.

A member of TBC must submit a Mission Trip Approval Request Form by September 15 to the Missions Office. Forms may be obtained from the Missions Office. The Forms are to be completed in their entirety. It is appropriate for the preparer to confer with either the Missions Minister and/or members of the Missions Committee in order to complete the Form.

Each TBC-sponsored Mission Trip should be part of a larger plan. Therefore each Mission location needs to have a long-term strategic plan, and the individual mission trips should have clear goals and objectives for accomplishing the strategic plan.

If the mission trip is exploratory, a vision needs to be established as well as goals and objectives of the exploratory visit. A maximum of three TBC members should participate in the exploratory visit: the Missions Minister, the proposed Team Leader, and a member of the Missions Committee.

The Assessment of the mission trip is a critical component of the Approval Process for the following year. An Assessment of each completed Mission Trip is to be conducted within 30 days of the Team's return. The Assessment will be completed by a combination of the Team Members, the Team Leaders, the Missions Committee Member assigned to the Team and the Missions Office, including the Missions Minister. The Assessment should include:

- ◆ Evaluation completed by each Team Member
- ◆ Team Leader's report of the results
- ◆ Review of the results compared to the goals and objectives
- ◆ Confirmation of the long-term strategic plan or adjustment if necessary
- ◆ Recommendation for the continuation (or not) of the Mission Trip in the coming year.

In September of each year, the Missions Committee will collect all of the Assessments and review the results collectively. Based upon this review, the Missions Committee will recommend the list of mission trips for the coming calendar year in the October meeting of the Mission Committee.

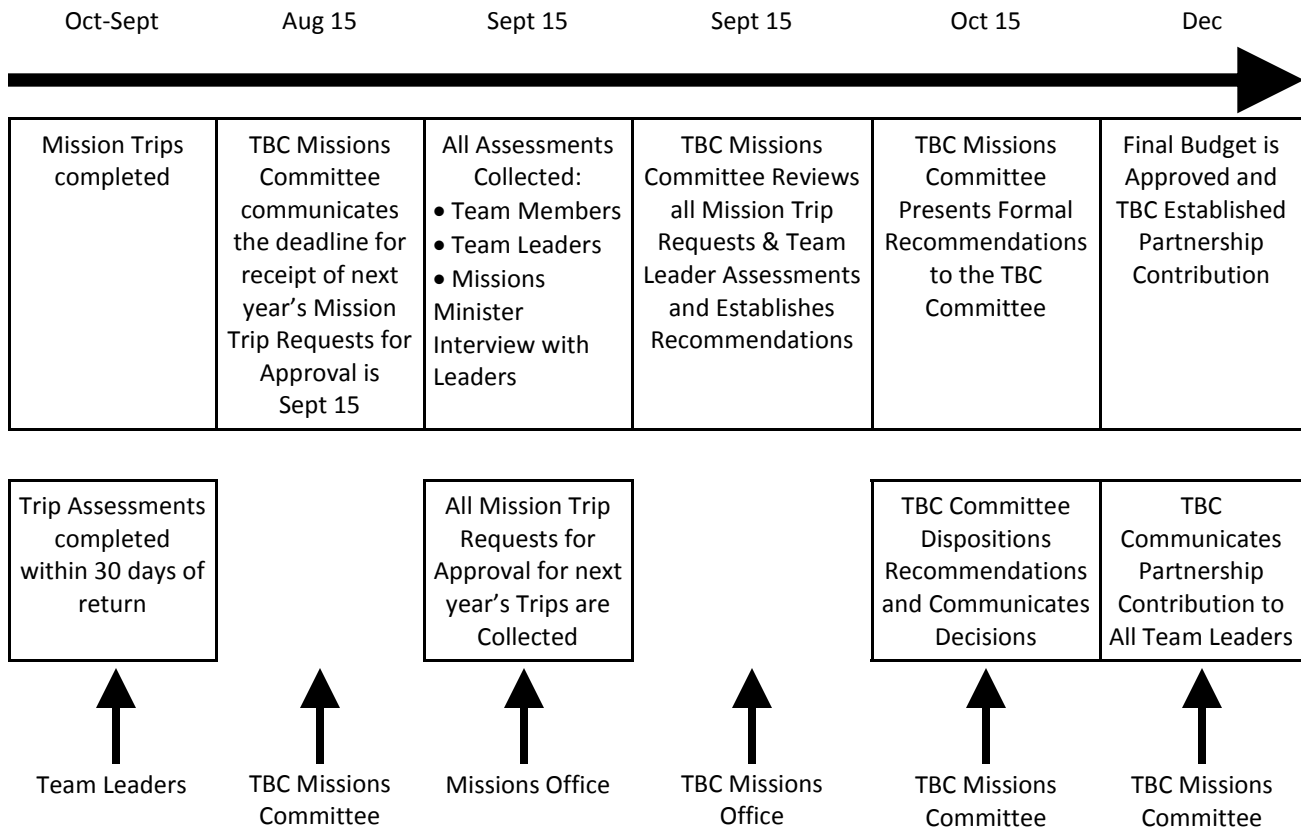
Concurrently, in September of each year, the Missions Committee will assess the effectiveness of each Mission Team Leader based upon

- ◆ Evaluations completed by each Team Member
- ◆ Annual Interview with the Missions Minister. The Annual Interviews must be completed by the middle of September.

The recommended mission trips will be combined with the recommended Team Leaders and certain details of the trip will be established: timing, number of Team Members, etc.

Once the Budget is finalized, the Missions Committee will establish the amount of Partnership contribution and communicate the results to the Team Leaders.

TBC MISSION TRIP APPROVAL PROCESS FLOW



TBC Mission Trip Approval Request Form

Calendar Year:

Prepared by:

1	Mission Location:	
2	Established TBC Mission Activity for this Location or New Location?:	
3	Long-Term Strategy if an Established Location: If a New Location, Describe Vision:	
4	Proposed Mission Trip Goals and Objectives:	1. 2. 3.
5	If an Established Location, Provide a Summary Assessment of the Results:	<u>Team Members</u> <u>Team Leaders</u>
6	Who is the Field Contact?:	
7	Proposed # of Team Members:	
8	Cost Projections per Individual:	
9	Total Mission Trip Cost, including Materials and Supplies:	
10	Partnership Amount (after Budget Approval):	\$

Submit to the Missions Office by September 15.

TBC Mission Team Member and Itinerary Report

Prepared by:

Date presented to the Missions Committee:

1	Mission Team Name:	
2	Mission Team Leader:	
3	Mission Trip Goals and Objectives:	1. 2. 3.
4	Mission Trip Fit Within Long-Term Strategy of the Location:	
5	Dates of the Mission Trip:	
6	Team Member List:	(List or Attach a Copy)
7	Team Member Exception Requests:	
8	Cost of Trip per Individual:	\$
9	Deposits required will be 20 % of the total trip cost:	\$
10	Total Cost of Trip for the Team, Confirm that the Total Cost includes Materials and Supplies, if applicable	\$
11	Partnership Amount:	\$
12	Itinerary:	(List or Attach a Copy)

Qualifications of Team Members

Adult Participants: International and Domestic

In order to participate in a Tabernacle Baptist Church-sponsored Mission trip (a trip that is commissioned, provided administrative support and funded in part by Tabernacle Baptist Church), each Team Member is to meet the following qualifications at the time of application

- ◆ A born again believer in Jesus Christ
- ◆ A member of Tabernacle Baptist Church for at least 3 months*
- ◆ All participants must be involved in tithing
- ◆ All participants must be active in Sunday School (serving in ministries such as Greeter, TBC Volunteer, Shuttle Bus Driver, Children's Sunday School Teacher/Helper also counts toward meeting this requirement) with at least 50% attendance.

* Team Members may consist of individuals who are members of other like-faith churches. In that situation, a letter from the pastor of that church is needed in order to make sure they fall under the same protocol as TBC participants. These Team Members are expected to pay the total cost of the mission trip without financial assistance from Tabernacle Baptist church.

It is understood that there may be extenuating circumstances to several of the qualifications stated above. Any concerns about individual situations should be discussed with the Team Leader and/or the Missions Minister.

The Team Leader will contact each Applicant who does not meet any of the qualifications.

Responsibilities of Team Members, Team Leaders, Global Missions Office and Missions Committee

Missions Office	Missions Committee	Team Leader	Team Members
<ul style="list-style-type: none"> • Have a servant's heart 	<ul style="list-style-type: none"> • Have a servant's heart 	<ul style="list-style-type: none"> • Have a servant's heart 	<ul style="list-style-type: none"> • Have a servant's heart
<ul style="list-style-type: none"> • Commit to pray for the Team and Team Members 	<ul style="list-style-type: none"> • Commit to pray for the Team and Team Members 	<ul style="list-style-type: none"> • Commit to pray for the Team and Team Members 	<ul style="list-style-type: none"> • Commit to pray for the Team and Team Members
<ul style="list-style-type: none"> • Interpret Mission Policies and Procedures 	<ul style="list-style-type: none"> • Establish Mission Policies and Procedures 	<ul style="list-style-type: none"> • Understand, enforce and meet all Mission Policies and Procedures 	<ul style="list-style-type: none"> • Respect and submit to the Team Leader
<ul style="list-style-type: none"> • Maintain all applications and forms 	<ul style="list-style-type: none"> • Review applications with Team Leader and confirm that Members meet the qualifications 	<ul style="list-style-type: none"> • Collect forms and funds according to the schedule. Obtain receipts for all expenses and submit to Missions Office immediately upon return 	<ul style="list-style-type: none"> • Submit forms and funds according to the schedule
<ul style="list-style-type: none"> • Provide reports to Team Leaders regarding Team Members meeting requirements 	<ul style="list-style-type: none"> • Attend at least 1 Team Meeting 	<ul style="list-style-type: none"> • Schedule and lead Team meetings and events 	<ul style="list-style-type: none"> • Attend all Team meetings and events
<ul style="list-style-type: none"> • Receive funds and report status to the Team Leader 	<ul style="list-style-type: none"> • Provide a list of Team Members and Itinerary to the Committee for prayer support 	<ul style="list-style-type: none"> • Contact each Applicant who does not meet the requirements and distribute Team Member list 	<ul style="list-style-type: none"> • Put the Team ahead of self
<ul style="list-style-type: none"> • Reserve the Commissioning Service 	<ul style="list-style-type: none"> • Attend the Church Commissioning Service 	<ul style="list-style-type: none"> • Attend the Church Commissioning Service 	<ul style="list-style-type: none"> • Attend the Church Commissioning Service
<ul style="list-style-type: none"> • Serve as the liaison with the Travel Agent 	<ul style="list-style-type: none"> • Join the Team and the Pastor for prayer after the Commissioning Service 	<ul style="list-style-type: none"> • Clearly define the objectives of the Mission 	<ul style="list-style-type: none"> • Be on time <ul style="list-style-type: none"> ▪ Meetings ▪ Activities

Missions Office	Missions Committee	Team Leaders	Team Members
<ul style="list-style-type: none"> • Manage the other Missions Ministries 	<ul style="list-style-type: none"> • Volunteer in other Missions Ministries 	<ul style="list-style-type: none"> • Volunteer in other Missions Ministries 	<ul style="list-style-type: none"> • Complete the Evaluation Form
<ul style="list-style-type: none"> • Provide insurance and reservation support 	<ul style="list-style-type: none"> • Assist Team Leaders in other ways as requested and communicate Team needs to the Committee 	<ul style="list-style-type: none"> • Prepare the Activity and Deadline schedule, ground costs, and fundraiser schedule 	
<ul style="list-style-type: none"> • Ensure consistency of communication of all Mission Trips across the Church, e.g., use of Video, bulletin, inserts, signs 	<ul style="list-style-type: none"> • Invite the Team Leader to a Missions Committee meeting to report the results of the mission activities 	<ul style="list-style-type: none"> • Complete Evaluations for each Team Member within 30 days of return 	
<ul style="list-style-type: none"> • Schedule and conduct an annual interview with each Team Leader 	<ul style="list-style-type: none"> • Meet with the Team Leader after the Mission Trip, rejoice with their successes, and ask for suggestions for improvement 	<ul style="list-style-type: none"> • Complete an annual interview with the Global Mission's Minister 	
<ul style="list-style-type: none"> • Lead the Annual Mission Leadership Conference 	<ul style="list-style-type: none"> • Attend and support of the Annual Mission Leadership Conference 	<ul style="list-style-type: none"> • Attend the annual Mission Leadership conference 	
<ul style="list-style-type: none"> • Lead the Annual Mission Conference 	<ul style="list-style-type: none"> • Attend and provide support of the Annual Mission Conference 	<ul style="list-style-type: none"> • Attend and provide support of the Annual Mission Conference 	
<ul style="list-style-type: none"> • Collect Mission Trip Approval forms and participate in approval process 	<ul style="list-style-type: none"> • Approve Mission Trip and Team Leader assignment 	<ul style="list-style-type: none"> • Submit request form for Mission Trip Approval 	
	<ul style="list-style-type: none"> • Manage the Missions Budget and lead the Fund Promotion 	<ul style="list-style-type: none"> • Identify the "At Home" representative 	

Activity and Deadline Schedule

Activity	Where to Submit	Timing	Actual Date Due (Please Fill In)
Volunteer Application	Team Leader or Missions Office	1st Team Meeting	
Deposit - 20% of estimated trip cost	Team Leader or Missions Office	1st Team Meeting	
Release of Liability form	Team Leader or Missions Office	1st Team Meeting	
Release of Rights form	Team Leader or Missions Office	1st Team Meeting	
Team Fund Agreement	Team Leader or Missions Office	1st Team Meeting	
Team Covenant	Team Leader or Missions Office	1st Team Meeting	
TBC Mission Trip and Partnership Participation Form	Team Leader or Missions Office	1st Team Meeting	
Short-Term Insurance Coverage and Beneficiary designation	Team Leader or Missions Office	2nd Team Meeting	
Passport	Team Leader or Missions Office	4th Team Meeting	
Visa application (if required)	Team Leader or Missions Office	4th Team Meeting	
25% of Trip Cost	Team Leader or Missions Office	8-10 weeks before departure	
50% of Trip Cost	Team Leader or Missions Office	By the ticketing date	
Balance of Trip Cost	Team Leader or Missions Office	2 weeks before departure	

Note: The forms to be completed and signed are located in the Volunteer Application Packet. Copies of the forms for reference are located in the Volunteer Manual: Administrative, Financial Considerations, Team Building Sections

Short-Term Insurance Coverage

Tabernacle Baptist Church will purchase short-term insurance for each Team Member participating in a mission trip through IMB suggested carrier.

Refer to the benefits listed on the next page for details.

Short-Term Insurance Coverage International Missions

Coverage Example

Coverage	Persons Ages 13 to 69	Persons Age 70 and Over and Children
Accidental Death and Dismemberment Principle Sum	\$100,000	\$10,000
Disability Income, per month for 1st through 100th months, Accident	\$1,000	
Disability Income, per month for 101st through 200th months, Accident	\$500	
Disability Income, per month for 4th through 54th months, Sickness	\$250	
Medical Expense, \$100 Deductible Note: \$2500 of this benefit can be used to meet eligible medical expense incurred in the US	\$10,000	\$10,000
Medical, Legal, Passport, and Baggage Assistance	See AIG International Services Summary	See AIG International Services Summary
Emergency Medical Evacuation	\$75,000	\$75,000
Repatriation of Mortal Remains	\$7,500	\$7,500
Family Coordination	\$15,000	\$15,000
Assistance Service	Included	Included
Property & Baggage Insurance, \$100 deductible, per family unit - not applicable to Children	\$2,500	\$2,500

Note: Travel Accident Insurance for USA and Canada-based mission operations provide coverage based upon location and duration. See the Missions Office for detailed coverage based upon your specific North American mission trip.

Source: Adams & Associates International

Beneficiary Information List

Purpose of Trip:

Country:

Dates:

Name (As it appears on your passport)	Birthday/Age	Beneficiary

Note: This copy is for your records. The form to be signed is in the Application packet and must be turned in to the Team Leader at the Second Team Meeting.

Policy on Team Leader/Team Member Communication with Host

It is the Missions policy that all correspondence between Tabernacle Baptist Church and the hosts concerning the Team's ministry, Team logistics, Church commitments and any other business-related matters be shared with the Missions Office. Team Leaders are the primary contact with the hosts. As it is critical that the Missions Office be aware of the details of each mission trip, the Team Leader is expected to share all relevant information with the Missions Office.

Due to the large amount of work and planning that is involved with each Team, it is essential that the Missions Office coordinate and be kept informed of all arrangements, logistics, and ministry involved with each Team. In order to successfully coordinate each trip and make it the most productive it can be, individuals must not take it upon themselves to request any additions, deletions or changes involving the Team's ministry and/or logistics with the host. All such requests and suggestions must be directed to the Team Leader and/or the Missions Office.

It is also understood that a copy of all **non-personal** correspondence between Church members, Team Leaders, and Team Members and the host will be forwarded to the Missions Minister. These copies can be sent in any of the following ways:

Fax Number: 770-382-6988

E-Mail: smcombs@tabernaclebaptist.org
AND
kstrange@tabernaclebaptist.org

Address: Tabernacle Baptist Church
112 East Church Street
Cartersville, GA 30120

Team Covenant

We, the members of the short-term missions Team, believing that God has called us together to serve, agree together concerning the following:

1. Our Mission

We desire to be a Team of people characterized by Christ-like behavior exhibited through unconditional love, unselfish service and unified teamwork. Our ultimate purpose as a Team and as individuals is in accordance with I Corinthians 9:23, "I do all things for the sake of the Gospel, so that I may become a fellow partaker of it."

2. Our Team Objectives

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

- A. **Teamwork.** We commit ourselves to be a group of individuals who unite as one, striving to accomplish the same goal: glorifying Christ and increasing His church.
- B. **Communication.** We commit ourselves to resolve all inter-team conflicts according to Biblical principles. This involves prayer as the first step, personal confrontation as the follow-up step, and the counsel of the third party (namely, a leader) as a third and final resort. In all issues of conflict, we commit ourselves to maintain a humble spirit of confidentiality, while seeking to obey Ephesians 4:29, "Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, so that it will give face to those who hear."
- C. **Forgiveness.** We commit ourselves to the recognition of sin as our common enemy so that we each may be sensitive to our human failings and forgive each other. We recognize that forgiveness is manifested through an understanding, forgetful attitude and the continuation of demonstrated love. We commit ourselves to resolving any bitterness because we realize that bitterness will drag down the whole Team. In accordance with Hebrews 12:15, "See to it that no one comes short of the grace of God; that no root of bitterness springing up causes trouble, and by it many be defiled."
- D. **Spiritual Growth.** We commit ourselves to personal worship and fellowship with God through obedience to the Lordship of Jesus Christ and an openness to learn from God's Spirit in all situations. We agree to have the same attitude of Paul the Apostle with respect to:

Failure - Philippians 3:12-14. “Not that I have already obtained all this, or have already been made perfect, but I press on to take hold of that for which Christ Jesus took hold of me. Brothers, I do not consider myself yet to have taken hold of it. But one thing I do: Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus.”

Perseverance - I Corinthians 9:24-27. “Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever. Therefore, I do not run like a man running aimlessly; I do not fight like a man beating the air. No, I beat my body and make it my slave so that after I have preached to others, I myself will not be disqualified for the prize.”

3. Our Team Structure

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

- A. **Team Meetings.** Before, during and after the project, our Team meetings will be crucial for fulfilling the commitments mentioned above. The Team meetings shall include Team devotions, Team prayer, time for communication of details and plans, and time for individual relational development.
- B. **Personal Quiet Times.** We will attempt to be as faithful as possible in our daily time with God because we believe that growing individually is essential to growing as a Team.
- C. **Affirmation.** We commit ourselves to encouraging one another through verbal affirmation and/or the sending of notes of encouragement to one another as often as possible.
- D. **Ministry Opportunities.** We will seek to be a witness of the love of Jesus Christ to the people we meet throughout our trip. This shall include testimonies, speaking at churches and Christ-like behavior. John 4:35 says, “Do not say, ‘Four months more and then the harvest?’ I tell you, open your eyes and look at the fields! They are ripe for the harvest.”
- E. **Work.** We recognize that, if our objectives are to be completed, we must all commit ourselves to work the best of our God-given ability every day of the project. I Corinthians 10:31 says, “So whether you eat or drink or whatever you do, do it all for the glory of God.”
- F. **Prayer.** We commit ourselves to pray every day for each Team Member and the project.

- G. **Leadership.** We recognize the official leader of our Team is the Team Leader. In situations of Team concern, we commit ourselves at all times to be in a submissive attitude to our Leader. We also recognize that this Mission trip is an opportunity for all of us to develop God-given leadership ability, and we commit ourselves to that end through pursuing of individual growth opportunities that may arise.

4. **Evaluation and Accountability**

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

- A. **Correcting each other according to Biblical and covenant principles.**
Colossians 1:28 states, "We proclaim Him, admonishing and teaching everyone with all wisdom, so that we present everyone perfect in Christ."
- B. **Responding without defensiveness when we are corrected.**
We believe that other Team Members have our best interest and the best interest of the Team in mind. Proverbs 27:5-6 states, "Better is open rebuke than hidden love. The kisses of an enemy may be profuse, but faithful are the wounds of a friend."
- C. **Meeting as a Team within one month after we return home.**
We will review the covenant and evaluate our performance as a Team.

As a member of the Team, I commit myself to abide by this covenant to the best of my God-given ability.

Team Member Signature

Date

Note: This copy is for your records. The form to be signed is in the Application packet and must be turned in to the Team Leader at the First Team Meeting.

Release of Liability

In signing this form, I _____, agree not to hold Tabernacle Baptist Church, its officers, employees or other agents liable for any injury, loss, damage, or accident that I might encounter while on one of their mission trips.

I realize and acknowledge that my participation on a mission trip to a foreign country includes many risks and possible dangers. I am well aware that my travel to such a foreign country exposes me to such risks as accidents, disease, war, political unrest, injury from construction projects and other calamities.

I hereby assume any such risks that might result from my travel to a foreign country, and I unconditionally agree to hold Tabernacle Baptist Church, to its officers, employees or other agents blameless for any liability concerning my personal health and well being, or any liability for my personal property that might be lost, damaged, or stolen while on a mission trip.

I have carefully read the foregoing and I understand that my signature herein holds Tabernacle Baptist Church, its officers, employees or other agents harmless for any liability for injury, damage, loss, accident, delay or irregularity in schedule.

Signed _____ and dated this _____ day of _____, 20_____.

Witnessed by: _____

Witnessed by: _____

Parent Signature if the volunteer is under 18 years of age

Note: This copy is for your records. The form to be signed is in the Application packet and must be turned in to the Team Leader at the First Team Meeting.

Travel Protocol

We will have a fun and enjoyable trip if we keep the following protocols in mind.

- ◆ All Team Members will wear Team shirts while on route and returning from the mission city. The exception will be when the Team is going to a country that is hostile to Christianity or Team Leader is advised not to do so.
- ◆ All Team Members will “look out” for each other in regard to luggage, Passport checks and security.
- ◆ When in the airport or on airplanes, “look out” for one another’s carry ons and personal items.
- ◆ Be aware of where the other Team Members are at all times. When you must leave the group, leave with another Team Member always. Never leave the group by yourself.
- ◆ Never, never leave your Passport or tickets with anyone; keep these with you at **all** times.
- ◆ Several times en route, you will need to show your Passport with your airline tickets. Have them together and readily available.

Immunization Requirements

Trip Requirements

- ◆ Place of Destination: _____
- ◆ Required Immunizations: _____

Immunization	Date Recieved

Signature: _____ Date: _____

Note: This copy is for your records. The form to be signed is in the Application packet and must be turned in to the Team Leader at the First Team Meeting.

TBC Mission Team Leader Evaluation of Team Member

Mission Team:	Team Leader:	Team Member:
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Please circle the appropriate numerical response and provide additional comments on your response.
 A rating of a 5 indicates excellent performance, a 4 is above average performance, a 3 is satisfactory performance,
 a 2 is improvement in performance is needed, a 1 is unacceptable performance

1. Completion of Assignments

1	2	3	4	5
---	---	---	---	---

 Comments: _____

2. Submission to Authority

1	2	3	4	5
---	---	---	---	---

 Comments: _____

3. Servant's Heart

1	2	3	4	5
---	---	---	---	---

 Comments: _____

4. Team Player

1	2	3	4	5
---	---	---	---	---

 Comments: _____

5. Enthusiasm - Circle One: Higher than Most Equal to Most Lower than Most
 Comments: _____

6. Spiritual Maturity - Circle One: Higher than Most Equal to Most Lower than Most
 Comments: _____

7. Recommended for Future Teams? - Circle One: Yes No
 Comments: _____

8. Recommended for Team Leadership? - Circle One: Yes No
 Comments: _____

9. What additional comments would you like to provide?

Note: This copy is for your records. The form to be completed is in the Application packet and must be turned in to the Missions Office within 30 days of return.

TBC Mission Team Member Evaluation of the Mission Trip

Mission Team:	Team Leader:	Team Member:
---------------	--------------	--------------

PREPARATION

1. How effective were the Team Meetings in preparing you for the trip?
 Comments:

1	2	3	4	5	6	7
---	---	---	---	---	---	---

2. Assess your Team's ability to raise funds.
 Comments:

1	2	3	4	5	6	7
---	---	---	---	---	---	---

3. How supportive was the Missions Office?
 Comments:

1	2	3	4	5	6	7
---	---	---	---	---	---	---

4. How supportive was the Church overall of your Mission Trip?
 Comments:

1	2	3	4	5	6	7
---	---	---	---	---	---	---

5. Rate your knowledge/understanding of the Mission policies and procedures.
 Comments:

1	2	3	4	5	6	7
---	---	---	---	---	---	---

MISSION TRIP

1. What were the goals of the Mission Trip?

2. Were the goals achieved? Please describe.

3. How effective was the Team Leader in leading the Team?
 Comments:

1	2	3	4	5	6	7
---	---	---	---	---	---	---

4. Assess your Team's teamwork: bonding, ability to work together.
 Comments:

1	2	3	4	5	6	7
---	---	---	---	---	---	---

5. How many people were on the Team? _____ Was this the "right" number? _____ Please explain.

REFLECTIONS

1. How did the trip affect your personal relationship and walk with Christ?

2. Are you likely to participate in a future mission trip to the same country? Why or why not?

3. What 1 or 2 changes would have made the Trip more effective/satisfying/successful?

Note: This copy is for your records. The form to be completed is in the Application packet and must be turned in to the Missions Office within 30 days of return.

Disciplinary Action

In the unlikely event that disciplinary action is required, it is important that everyone on the Team understand that there are instances which warrant a Team Member being asked to leave the mission field. The Team Leader will counsel the Team Member and provide ample opportunities in most cases to prevent requiring them to return home; however, there are situations which will require the immediate removal of the Team Member from the mission field. Any costs incurred as a result of the early return home are the full responsibility of the Team Member. The following are examples of situations which would require disciplinary action; this is not an all inclusive list.

Situations requiring Team Leader counseling of the Team Member include

- ◆ Inappropriate attire
- ◆ Causing disharmony among the Team Members
- ◆ Inappropriate actions or words, e.g., cursing, verbal abuse
- ◆ Insubordination to the Team Leader

Situations requiring the immediate removal of the Team Member include

- ◆ Alcohol, drug, or tobacco abuse
- ◆ Physical violence
- ◆ Misconduct including significant disruption among the Team, continuation of inappropriate attire, insubordination to the Team Leader

Financial Policies and Procedures

Tabernacle Baptist Church's short-term mission ministry is an experience in faith for all those who participate. Individuals must exercise their faith in believing the Lord is leading them to go on a trip, and that faith must be exercised throughout every aspect of the mission experience. Trusting the Lord to supply the funds necessary for their trip is one of those aspects that an individual does by faith, and it is a wonderful opportunity to have their faith increased and developed as they see God move on their behalf.

It is the stated policy of the Missions Ministry that each individual who chooses to participate as a member of a short-term mission team will be responsible and accountable for raising the amount of money required for their personal travel, daily living expenses, and their portion of any general Team expenses that are necessary for the Team to fulfill its ministry.

We believe that if the Lord wants an individual to go on a short-term mission trip and that individual does everything they are required to do by the Missions Ministry in regards to fundraising, then the Lord will supply the funds that are necessary to fulfill their obligations and commitments. Therefore, each individual is strongly encouraged to submit this aspect of the program to the Lord and to totally trust Him to be the source of the funds required.

The following policies and procedures are offered to ensure that each individual fully understands their personal financial responsibilities in regard to the Missions Ministry as well as to ensure consistency and equality in the application of the financial policies.

Global Missions Ministry Responsibilities

Each volunteer will be fully informed of their personal responsibility for raising the specified amount by the Missions Ministry and the Team Leader.

All volunteers will be reminded that failure to meet the financial requirements as outlined in these financial policies and procedures may result in their not being able to participate on the short-term mission trip.

The Missions Ministry representative who conducts the Team's orientation session will ensure that these financial policies and individual responsibilities are fully covered during the orientation session.

The Missions Ministry will prepare timely and updated financial reports for the Team and will make these reports available to the Team Leader prior to each weekly meeting.

It is the Team Leader's responsibility to discuss the financial status of each individual and the Team during each Team meeting. Financial deadlines will be reviewed and those individuals who are behind in their fundraising will be met with on an individual basis.

Individual Fundraising

The following policies govern fundraising and the individual's responsibilities:

- ◆ Each Team Member will fully comply with all fundraising policies established for the Mission Trip and will do all that is required by those policies to raise the specified amount.
- ◆ Each Team Member may send letters requesting support to family members and personal friends outside the church.
- ◆ All support letters are to be sent with the express purpose of soliciting contributions for expenses related directly to the mission trip only. Under no circumstances are individuals permitted to seek financial assistance for personal use or the offset possible income loss that may occur as a result of participating on the mission trip.
- ◆ Each Team Member is required to submit 20 % of the trips total cost non-refundable deposit with their application for the trip, and this amount must be submitted no later than the first Team training meeting after orientation. Any exception to either the amount or the deadline must be approved by both the Team Leader and the Missions Minister. It is also understood that this deposit is totally non-refundable in the event an individual must cancel their participation on the mission at any time after the deposit has been made. The only exception is if the individual does not meet the qualifications. If the applicant does not meet the qualifications, the 20 % deposit will be returned.
- ◆ Each Team Member is personally responsible for the payment of any fees and expenses required for the following:
 - Passport
 - Passport photos
 - Visa
 - Immunizations
 - All personal items such as clothing, toiletries, prescriptions, etc.
- ◆ Support Letter Guidelines
 - No letters to TBC members unless they are family.
 - Letters can be sent to family and friends outside the church.
 - A sample letter will be provided by the team leader.

Tabernacle Baptist Church Partnership

Mission volunteers are expected to raise 100% of their financial needs. However, the Church desires to partner with Church volunteers and has a program to support the financial requirements of the mission trip. Each Tabernacle Baptist Church Team Member who has been a member for three months or greater, who attends Sunday School 50% or more (serving in ministries such as Greeter, TBC Ministry Volunteer, Shuttle Bus Driver, Children's Sunday School Teacher/Helper also counts toward meeting this requirement) and who tithes 10% or more to Tabernacle Baptist church will automatically receive a Church contribution into their trip account once they have paid the 20% initial deposit.

The amount of the contribution will be determined annually based upon the approved Church budget.

Extenuating circumstances, e.g., history of illness and unemployment may affect Sunday School attendance and the tithe fulfillment. These circumstances should be noted on the Application and discussed with the Team Leader.

Multiple Family Members

When there are multiple family members that are participating on the same Team, they may elect to either send individual or joint letters requesting financial support. However, it is understood that contributions must be credited according to the instructions of the donor. If contributions are received and the donor has designated the support for all individuals or is silent on the distribution, then those funds will be equally divided among all individuals. If contributions are received and the donor has designated the support for only one of the individuals, then those funds will be fully credited to the individual designated by the donor.

The account for each individual will be considered independently, and all financial policies will apply to each individual.

Any deviation from this policy must be approved by the Missions Minister and the Missions Committee.

Dates and Deadlines

Although specific dates will vary from Team to Team, the date when non-refundable airline tickets must be purchased for the Team's travel is critical in the fundraising process. These dates will be outlined in each Team's Activities and Deadline Schedule. The Missions Office will review the financial status of each individual and the Team prior to purchasing the airline tickets to ensure that adequate funds are available to cover the expenditure. The following policies and procedures apply

- ◆ Each individual must have raised at least 50% of the trip cost by the ticketing date.
- ◆ Team Members who have not raised at least 50% of their funds by the ticketing date will not have an airline ticket purchased for them. All funds raised by these individuals are to be refunded to those who have supported them with approval by the Missions Committee, less any money already expended by the Church in anticipation of their participation, e.g., airline deposits.
- ◆ The deposit will be due 2 weeks after the orientation meeting.
- ◆ All trip fees must be in the church office 2 weeks before the team leaves.

It is the Team Leader's responsibility to collect all receipts from the mission trip and submit them to the Missions Office immediately upon return.

Team Fundraising

The Missions Office must approve each fundraiser prior to any advertisement, ticket sales, or expenses incurred in support of the Team fundraiser. The Missions Office must approve all arrangements such as date, time, location, ticket sales, etc. Under no circumstance should Team participants make independent commitments and arrangements without prior approval from the Missions Office.

All gross receipts from the fundraiser are to be turned in to the Missions Office by the Team Leader, who will give the Missions Office a breakdown of receipts, expenses and a list of the Team Members who participated.

Financial Overages

All funds raised by the individual Team Members and the Team must be used for the specific mission trip and ministry. Maintaining an accurate accounting of all expenses is critical; therefore, the Team Leader is responsible for obtaining receipts (hand written receipts are acceptable) for ALL purchases and submitting them to the Missions Office. A final Team and individual accounting will not be available until after the Team has returned from the trip and all receipts and expenses have been calculated.

In the event that an individual raises more financial support than is required for their participation on the trip, the excess funds will be placed in the Team Fund, which will be applied to the entire Team's balance.

There are times when the Team as a whole raises more funds than needed for the specific mission trip. If any funds were provided by the Discretionary Fund of the Missions Budget, a refund, up to the amount provided, will be transferred back to the Discretionary Fund. If there were no contributions from the Discretionary Fund or if there are excess funds remaining after the Discretionary Fund contributions are repaid, the Team may elect to 1) carry forward the balance for the next mission trip to this location, 2) provide the funds to the host for use in their ministry, or 3) other options as approved by the Missions Minister. The Team Leader must notify the Missions Office of the Team's majority decision.

A person choosing not to participate in fundraising or support letters should not expect any of the raised funds to be applied to their balances.

TBC Mission Trip and Partnership Participation

I, _____, a mission volunteer to
_____ on the following dates _____,

understand that I am expected to raise 100% of the financial needs of the mission trip.

However, I will be eligible to receive a partnership contribution from Tabernacle Baptist Church if I meet the following requirements.

- ◆ A born again believer in Jesus Christ
- ◆ A member of Tabernacle Baptist Church for at least 3 months*
- ◆ Tithe at least 10 % of my gross annual income to Tabernacle Baptist Church.
- ◆ Sunday School attendance (serving in ministries such as Greeter, TBC Ministry Volunteer, Shuttle Bus Driver, Children’s Sunday School Teacher/Helper also counts toward meeting this requirement) of at least 50% for at least 3 months

The amount of the partnership contribution will be determined annually based upon the approved Church budget. If I have extenuating circumstances, they have been noted on my Application and discussed with my Team Leader, who will notify the Missions Office, as appropriate.

*Team Members may consist of individuals who are members of other like-faith churches. In that situation, a letter from the pastor of that church is needed in order to confirm the same requirements of TBC members. These Team Members are expected to pay the total cost of the mission trip without financial assistance from Tabernacle Baptist Church.

By signing below, I attest that I meet all of the above requirements.

Team Member Signature

Date

Team Leader Signature

Date

Note: This copy is for your records. The form to be signed is in the Application packet and must be turned in to the Team Leader at the First Team Meeting.

Team Fund Agreement

I, _____, a mission volunteer to
_____ on the following dates _____,

Agree that funds raised for my trip over the total individual trip cost will be placed in the Team Fund, which will be applied toward the total Team balance.

Sincerely,

Team Member Signature

Date

Parent Signature for Team Members under 18 years of age

Date

Team Leader Signature

Date

Note: This copy is for your records. The form to be signed is in the Application packet and must be turned in to the Team Leader at the First Team Meeting.

Fundraising Information

God has chosen YOU to go on a mission! Praise the Lord for this opportunity. Let the excitement begin, watching God work in miraculous ways to provide financial support for your mission. How will people know you are going? Send them a letter! This letter to your family and friends explains the mission and your need for prayer and financial support.

As God’s children, we all have a responsibility and a part in spreading the Gospel of Jesus Christ to the entire world. One of these parts is being a “Sender.” This is the person who supports people who are called “Go.” They may support through prayer, encouragement, or they may contribute financially toward the funds needed to go.

You may think it is crazy, rude or even extremely hard to ask your family and friends for support, but here is what the Bible says about it.

“Each man should give what he has decided in his heart to give, not reluctantly or under compulsion, for God loves a cheerful giver. And God is able to make all grace abound to you, so that in all things at all time, having all that you need, you will abound in every good work.”

2 Corinthians 9:7-8

“This service that you perform is not only supplying the needs of God’s people but is also overflowing in many expression of thanks to God.”

2 Corinthians 9:12

“How shall they call on him in whom they have not believed? And how shall they believe in him of whom they have not heard? And how shall they hear without a preacher? And how shall they preach, except they be sent?”

Romans 10:4-15

The Lord will bless those who give their prayers or financial gifts. Do not think that you are a burden asking for their support. You are inviting them to be a partner in sharing the gospel with the lost in other countries. Give them the opportunity to do their part as “Sender.” You are looking to advance the Kingdom of God with their help.

Rely on God to meet your needs. Trust Him to provide for you, and you will be amazed at what He does.

The most effective fundraising tool is the Support Letter. Here's how you do it.
Step 1.

Create a list of at least 50 prospective partners.

- ◆ All family, close and distant
- ◆ Friends and their parents
- ◆ Neighbors, old and new
- ◆ Old acquaintances
- ◆ People you work with
- ◆ Churches in your area
- ◆ Church where you grew up
- ◆ Civic clubs
- ◆ Parent's friends
- ◆ Former/present teachers
- ◆ Business people
- ◆ Your wedding list
- ◆ Your doctor and dentist
- ◆ Coaches
- ◆ Your Christmas card list
- ◆ Anyone else you know
- ◆ No TBC member unless family

Step 2.

Write your own letter or copy a sample letter and personalize it.

- ◆ Make a rough and a final draft
- ◆ Keep it short and simple
- ◆ Be as personal as possible
- ◆ Be honest and direct
- ◆ Include the mission cost
- ◆ Offer to answer any questions
- ◆ All checks should be made payable to Tabernacle Baptist Church
- ◆ Ask them to pray and give (Use prayer cards)
- ◆ Set a deadline for needed funds
- ◆ Be clear, accurate and neat
- ◆ Hand sign each letter
- ◆ Include the mission dates
- ◆ Include the trip's purpose/tasks
- ◆ Contributions are deductible if guidelines are followed
- ◆ Include a return envelope with your name and the Team's name
- ◆ Thank them for their support

Step 3.

Print and mail your letters and prayer cards.

Step 4.

Pray for the Holy Spirit to lead people to be "Senders," partners in an eternal endeavor.

Step 5.

Keep track of all responses. Acknowledge all responses immediately and with a thank you. Begin planning ways to again thank each supporter when you return - thank you letters telling of God's work through you, share photos, report to Sunday School class or church, small gifts from the country, give supporters names of new national friends to pray for.

Step 6.

If there's a long time-span between your supporter's response and your departure date, send them a postcard one week before you leave reminding them to pray for the mission.

Step 7.

After you return, send another thank you note or call with news about the work God did

Cash Donations

Cash donations should be placed in a envelope with the donor's name and address clearly printed on the front along with the name of the recipient as well as the Team's name.

Do not write a personal check for cash given to you.

Personal Checks

Checks should not be made payable to an individual. All checks should be made payable to Tabernacle Baptist Church.

Donor Envelopes

Place the name of the Mission country and the date of the trip in the place indicated on the front of the return envelope.

Your name should appear on the back bottom right-hand corner of the envelop. This is a designated safeguard for you and helps ensure that the Missions Office will account for the contribution in the correct Team Member account.

All donations should be given to either the Team Leader or the Missions Office.

Sample Fundraising Letter 1

September 15, 2009

Mr. and Mrs. Jones
123 State Street
Cartersville, GA 30120

Dear Bob and Judy,

I have been given the opportunity to serve as a volunteer missionary in Guatemala from December 1, through December 12, 2009. I am now preparing myself physically and spiritually for this trip. I will be on a team with 15 other members of Tabernacle Baptist Church in Cartersville, GA. We will minister to the physical, as well as the spiritual needs of the people.

The cost of the mission trip is \$1,500. If you desire to help with the expense of the mission trip, it would be greatly appreciated. Please make your check payable to Tabernacle Baptist Church, and mail the envelope to:

Tabernacle Baptist Church
Missions Ministry
112 East Church Street
Cartersville, GA 30120

I must have all funds raised by October 15, 2009.

Please be in prayer for the team as we prepare and journey to Guatemala.

Love in Christ,

Mike Missions

Sample Fundraising Letter 2

September 15, 2009

Mr. and Mrs. Jones
123 State Street
Cartersville, GA 30120

Dear Bob and Judy,

I have exciting news! I have been given an opportunity to go on a short-term mission trip this winter with my church

Tabernacle Baptist Church is sending a short-term mission team to Guatemala. Our 12-day mission trip to Guatemala departs December 1 and returns December 12. We will be holding Bible studies, visiting orphanages and building a Sunday School room for a village church.

I would like to ask you to participate with me in this ministry as a “sending” partner. Financially I need to raise \$1,500 before October 15. Spiritually I need dedicated prayer support through every phase of this mission - for fundraising as well as safety and effective ministry while on field.

To partner with me financially, please send your check made payable to Tabernacle Baptist Church in the enclosed envelope.

And remember to pray for safety, effective ministry, health and changed hearts as we journey to Guatemala. I'll tell you all about it when I return.

Thank you for your time, prayers and gifts.

In His Service,

Mike Missions

Fundraising Ideas

Buy a Mile

Make a poster of a map with a line drawn or string placed between your town and the location of your mission. Or blow up a map at your local printer and put it on a piece of foam core. Take the total cost of the trip for your group and divide that number by the number of miles you need to travel. This number will be the “cost per mile” of the trip for your group. Then ask people to donate one or more miles. Keep a running total of how many miles are left to raise by drawing the route with a color marker.

Rock A Thon

This fundraiser requires participants to solicit pledges from your family and friends for the hours you “rock” in rocking chairs. Print some forms for the pledges. Also ask people to donate rocking chairs for the event. The “donators” pledge an amount for each hour that you rock. It can be an overnight thing - play games, watch movies, eat pizza - all while rocking.

Duck Race

Buy, have someone donate, or have a sponsor buy a bunch of yellow bathtub ducks. Write a number on each and “sell” them . On the appointed day, release them into the local stream or creek . The first duck to cross the finish line wins. Typically a donated dinner at a nice restaurant makes a good prize. Make sure you keep track of all the ducks and remove them from the stream at the end of the event.

Fun Run

Sponsor a 10K run/5K walk. Participants seek sponsors, and an entry fee is charged. This provides a platform to share about your short-term outreach.

Bake Sale

Another twist to the still effective fundraiser is to auction off whole cakes, pans of brownies or pies. An added event is auctioning for the chance to push a pie into the face of a prominent volunteer, local celebrity, pastor or team member. This requires an easily cleaned area and someone who is a very good sport!

People Auction

People offer services to be auctioned. A variation on this theme is “rent-a-kid” for yard cleaning, window washing, childcare, etc. A combination of the Event and Auction is to ask local merchants and restaurants to donate products, services and gift certificates. These certificates can also include certificates by young people to babysit or do housecleaning or yard work.

Garage or Rummage Sales

These old standards are still effective. Ask people from church and the community to donate items.

Car Wash

Include a car wash space the same day as the rummage sale so people can get their car washed while they are shopping. Sell snacks and drinks this time. Individuals can create coupons to sell weekly car washes at their home. The same can be done with other labor/services such as babysitting, raking leaves, and dog walking etc.

Pet Show

Get the whole neighborhood involved. Charge an entry fee and get donated prizes for categories, such as best dressed, cutest, pet and owner look alike, best catcher. Try pet shops, stores and vets for gift certificates.

Dinner with the Mission Destination as the Theme

Team members can serve as waiters and waitresses in national outfits and present a drama or mime they plan to present on the mission. Prepare food similar to the region where the mission will be. Team members sell tickets ahead of time and also at the door.

Penny Drives

Collect change and have supporters gather change for a period of time.

Collect Recyclables

Collect recyclable bottles and cans from friends, family, neighbors and supporters. Turn in for the redemption value.

Businesses as Sponsors

Ask businesses to act as sponsors. Team Members can work for the company for a day. Have pictures taken in the company's uniform then post the picture in a prominent place with a donation jar to remind people of the outreach and the involvement of the business partner.

Teach a Skill Workshop

For example offer computer introduction for 3 hours, calligraphy training, scrap booking techniques. Charge by the half hour, hour or each session.

Delivery/Pickup Service

Offer delivering and pick up services for groceries, dry cleaning, etc. Charge by the half hour, hour or each errand.

Work Day

Sponsor participants for a community project such as park clean up, eight hours of labor to assist in a community project, help an elderly person, etc.

Events

Plan an event and use part of the price of each ticket as a donation. Ask local merchants to donate some of their proceeds or products or an event such as a fashion show. Also social clubs with humanitarian goals may be helpful.

Theatre Party

Local semi-professional theatres will often offer a lower rate if the entire theatre is “bought out.” Then your group gets the difference between the normal ticket price and the rent price.

Sell Eggs

Go door to door asking people if they would like to buy an egg for a suggested donation, and tell them why you are raising money. A fun twist is to say they can break it on your head. This is especially fun with people you know.

Christmas Gift Wrapping

You can earn money from local malls by wrapping presents. Just call your mall and find out if they have a program or if they would mind if you did this on your own. Also check with local stores to see if you can set up your own table, asking for a donation for the gift-wrapping.

Sell BBQ

Other items to include

- ◆ Tubs of frozen cookie dough or candy
- ◆ Cookbooks, crafts or quilts
- ◆ Products from local Christian bookstores
- ◆ Donated restaurant meal tickets
- ◆ T-shirts and sweatshirts
- ◆ Coupon books for homemade items
- ◆ Babysitting services
- ◆ Pancake breakfast, spaghetti supper, chili cook-offs
- ◆ Krispy Kreme donuts. Find the Krispy Kreme nearest you at www.krispykreme.com

Gospel Bracelets

Sell two for \$10; the person gets to keep one along with an explanation of the beads and they give one back for you to take overseas for mission use.

1. Blue - In the beginning, God created the Heavens.
2. Green - And He created the earth.
3. Brown - He made man out of the dust of the earth. And everything God made was good.
4. Black - Then man sinned, and his sin separated him from Holy God.
5. Yellow - So God sent His Son Jesus.
6. Red - To die on a cross, shedding His blood as payment for man’s sin.
7. Clear - So your sins could be washed away, God’s judgment for sin removed, and your relationship with God restored.
8. Purple - If you ask Jesus into your life, you become a child of God.
9. Gold - With an eternal home with God in Heaven.