



Team Member Guide

TABLE OF CONTENTS

Grace Missions' Guiding Principles	3
Grace Serve & Learn Trips	4
Checklist	5
Important Information	6
Payments and Due Dates	7
Financial Policy and Procedures	8
Fundraising	9
Sample Support Letter	11
Travel Plans	12
Suggested Items to Pack	14
Resources.....	15

CONTACT INFO

Request these three individuals' names and contact info as you may need their assistance throughout the process of leading a Serve and Learn Trip.

Trip Leader _____

Area Coordinator _____

SALT Coordinator _____

GRACE MISSIONS' GUIDING PRINCIPLES

VISION

Our Missions Ministry's vision is to see God's grace changing lives around the world and in our church through missions.

GO

"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." Matthew 28:18-20

SEND

"How, then, can they call on the one they have not believed in? And how can they believe in the one of whom they have not heard? And how can they hear without someone preaching to them? And how can anyone preach unless they are sent? As it is written: 'How beautiful are the feet of those who bring good news!'" Romans 10:14-15

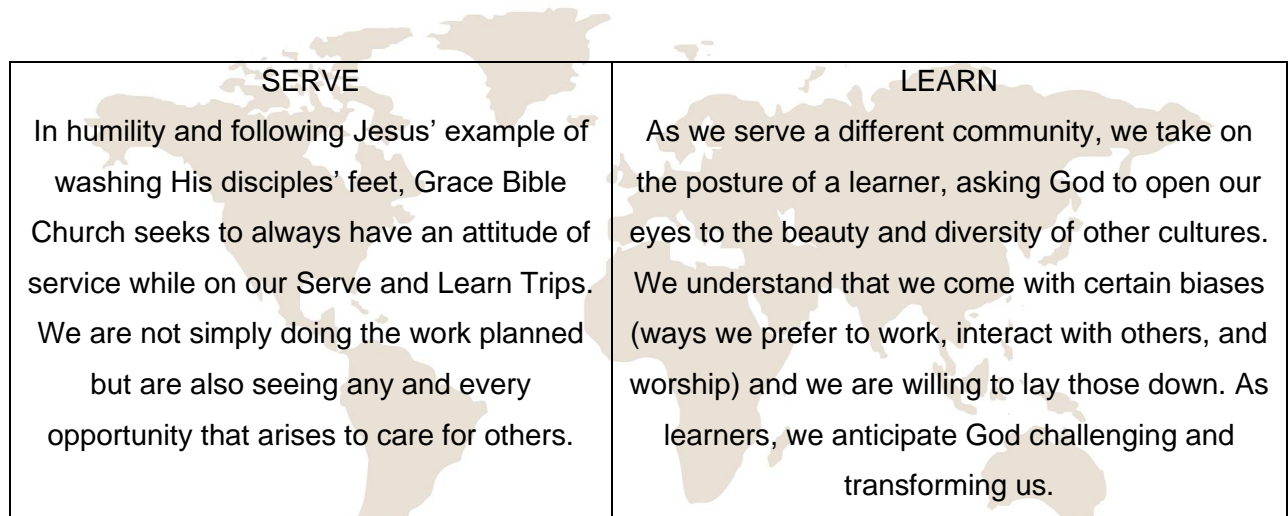
ENCOURAGE

"They preached the gospel in that city and won a large number of disciples." Acts 14:21 "And when they (Barnabas and Paul) had come and gathered the church together, they reported all that God had done with them, and that He had opened the door of faith to the Gentiles." Acts 14:27

GRACE SERVE AND LEARN TRIPS

WHAT IS A SERVE AND LEARN TRIP?

A Serve and Learn Trip is a short-term mission trip generally comprised of 5 to 14 days. Usually short-term missions are in other countries; however, they can also be in areas within the U.S. The goal of a Serve and Learn Trip is to build long-term relationships, engage in training and development in the community's native language, encourage relational evangelism, and seek to serve and strengthen our in-country partners.



SERVE	LEARN
<p>In humility and following Jesus' example of washing His disciples' feet, Grace Bible Church seeks to always have an attitude of service while on our Serve and Learn Trips. We are not simply doing the work planned but are also seeing any and every opportunity that arises to care for others.</p>	<p>As we serve a different community, we take on the posture of a learner, asking God to open our eyes to the beauty and diversity of other cultures. We understand that we come with certain biases (ways we prefer to work, interact with others, and worship) and we are willing to lay those down. As learners, we anticipate God challenging and transforming us.</p>

WHO CAN GO?

Generally, Grace attendees who are high school age or older may join a Serve and Learn Trip. However, Grace reserves the right to allow younger individuals or limit trips to adult only. A parent or guardian must go on the trip and will be responsible for the under-aged team member.

CHECKLIST

	Attend informational meeting
	Fill out important information page in this guide
	Turn in application and deposit
	Send out support letters
	Apply for passport
	REGISTRATION CLOSED <ul style="list-style-type: none">• 3 ½ months prior to departure for Central/South America trips and• 5 months prior to departure for other trip locations
	Turn in flight cost
	Attend team meeting 1
	Turn in all other forms
	Turn in in-country cost
	Attend team meeting 2
	Attend team meeting 3
	Attend debrief meetings

IMPORTANT INFORMATION

GENERAL TRIP INFO

Leader's Name and Contact Information _____

Trip Destination _____ Travel Dates _____

Daily Weather _____ Possible Projects/Activities _____

MEETING / TRAVEL	DUE DATE	TIME	LOCATION
Informational Meeting	_____	_____	_____
Team Meeting 1	_____	_____	_____
Team Meeting 2	_____	_____	_____
Team Meeting 3	_____	_____	_____
Serve the City	_____	_____	_____
Commissioning	_____	_____	_____
Airport Arrival	_____	_____	_____
Return / Airport Pickup	_____	_____	_____
Debrief Meeting	_____	_____	_____

PAYMENT	DUE DATE	APPROX COST	EXACT COST
Deposit and application	_____	\$ _____	\$ _____
*Flight cost, all forms, passport copy	_____	\$ _____	\$ _____
In-country cost	_____	\$ _____	\$ _____

*Unfortunately, team members are unable to use points or any other form of payment to purchase flights.

TRAVEL / IN-COUNTRY INFO

You'll need this information when filling out custom forms on your last flight to your destination.

Airline Traveling On _____

Hotel/Lodge Name _____

Hotel/Lodge Address _____

Missionary/In-country Coordinator Name _____

Missionary/In-country Coordinator Phone Number _____

PAYMENTS AND DUE DATES

REGISTRATION AND DEPOSITS

Registration is not confirmed until Grace Bible Church has received an application and deposit. Deposits are non-refundable and non-transferable.

DUE DATES

Please connect with your Trip Leader to determine exact amounts of deposit, flight, and in-country costs. Below is a guide to help determine approximate dates for when these payments must be made. However, these dates can change if Area and SALT Coordinator choose to set dates earlier or later.

CENTRAL/SOUTH AMERICA AND DOMESTIC TRIPS

- 3 ½ months prior to departure
 - Deposit and application
- 2 months prior to departure
 - \$Flight cost and all other forms
- 1 month prior to departure
 - \$In-country cost

ALL OTHER TRIP LOCATIONS

- 5 months prior to departure
 - Deposit, application, and background check
- 4 months prior to departure
 - \$Flight cost and all other forms
- 2 month prior to departure
 - \$In-country cost

FINANCIAL POLICY AND PROCEDURES

PAYMENT OPTIONS

Payments for your trip can be made through the link provided by your Team Leader.

EXPENSES

Additional expenses incurred while on the trip will not be paid for by Grace Bible Church unless discussed prior to departure. All team members are recommended to take an additional \$100 and a valid ATM card for emergency purposes. Cash must be in the form of small bills (\$20s and \$10s) with no evidence of tears or writing.

CHANGES AND CANCELLATIONS

Deposit is non-refundable and non-transferable. Any payments for expenses that have already been paid for are non-refundable. In the event of an emergency, your flight will be cancelled and we will attempt to receive a refund for you; however, this is not guaranteed.

EXTRA FUNDS RAISED

Any amount received in excess of the total cost of the trip will be used for other team members who are still raising funds or towards trip expenses. No refunds will be given.

MONETARY GIFTS IN-COUNTRY

Grace Missions is committed to honoring our relationships in the communities we serve, and for that reason, we do not permit any personal (or team) monetary gifts or pledges to be made while on a Serve and Learn Trip. If you identify a major concern, please address it with your Team Leader, and please do not make any financial commitments.

FUNDRAISING

ASK

- Whether it is a support letter, request through social media, or another form of fundraising, ask your friends and family to support you financially and prayerfully! Answer the W's: who, what, when, where, and why.
- Who are your areas of influence (family, friends, coworkers, community group, sports team, teachers, etc.)?

Fundraising Ideas:

1. Collect pre-worn sneakers for recycling/reuse: <https://gotsneakers.com>
2. Multiple types of online fund raising product sales: www.abcfunding.com
3. Crowd Funding: www.Fundly.com
4. Restaurant profit sharing: <https://papajohnscards.com>
5. "Give it up" Fundraiser: Ask your supporters to pick a luxury that they spend money on daily (drink, snacks, etc.). Then, for a month, don't spend that money. Instead donate the cost to your trip instead. Or organize a challenge with a group of friends to "Give it up" for a month. Reward them with prizes for the top donors.
6. Sports event Watch Party: Host a watch party with food and a donation request. You get to share your enthusiasm for your trip and your friends company at the same time.
7. Popcorn and snacks for fund raising: www.poppinpopcorn.com
8. Rent a Worker: You (and a couple of willing volunteers) can put your skills up for hire. You can do odd jobs or run errands for supporters for a donation to your project or cause. Use Social Media and explain the purpose.
9. Organize a Bake Sale: Everyone loves sweet treats. Ask a local store to allow you to use their front walk.
10. Birthday Gift Fund Raiser: Turn your special day into an occasion to give. Invite your friends to make a donation that matches your age, or birth date (some number) in place of a Gift/Card. Spread the word. Friends want to help.
11. Ink Cartridge Recycling: <https://www.planetgreenrecycle.com/pages/join> Collect used printer ink cartridges and send them in (Postage is covered). They pay \$1 for each cartridge

FOLLOW-UP

- Call and thank those who have already supported you and give them an update on your financial support.
- Ask those who haven't supported you financially to pray for you as you continue to raise support. Also, ask them to be a prayer warrior for you and your team while you are serving in-country.

PRAYER REQUEST

- A week prior to departure, remind financial supporters and prayer warriors to pray for you and your team while you serve in-country by sending them a text, email, letter, or postcard.

UPDATE SUPPORTERS

- A week to two weeks after you return from your trip, send a thank you text, email, letter or postcard to all of your financial supporters and prayer warriors.
- Share your experience with them, and challenge them to go with you on a future trip.

SAMPLE SUPPORT LETTER

Dear _____,

I hope this letter finds you doing well. (Add your personal greeting). I am very excited to share with you the opportunity God has given me to serve in Nicaragua and how you can be a part of it.

I am planning to take part in a Serve and Learn Trip with Grace Bible Church from (Dates). We will be going to Managua, Nicaragua and are partnering with local residents to build new friendships and share the Gospel while we teach soccer. We will be working through a group called Connect Ministries, whose vision is to provide an opportunity for people to connect with Christ and other people through personal experiences with another culture.

I am writing to ask for your support in prayer before, during and after the trip, for me and my team. I expect that our trip will be a huge learning experience for me, as well as the local folks that we will be working with. I believe that there is nothing better to strengthen our own faith and improve our understanding of our world and country than to be immersed in a different culture and learn firsthand what their lifestyles and beliefs are. While learning from them, and sharing our own perspectives, I think that everyone involved will come away with a better perspective of each other, and how we relate through Jesus.

In addition to my time investment, (include your personal investment of vacation time, lost pay, etc), the total cost of the trip is \$1,500. I am hoping to rally some financial support from friends who also believe in the value of mission trips. These expenses include air fare, ground transportation, lodging, meals, and the materials we need. My prayers and goal are to raise \$1000 by (Date) to offset the cost of this trip. In addition to your prayers, any financial support that you could come along side me with would be greatly appreciated. If you can financially help, the best way is to go online to insert link here and specify myself as the recipient.

Thank you for considering both requests. If you have any questions I would love to hear from you. My phone number is _____ and my email is _____. After my trip I plan to send a note about what we did and learned, with an update and some pictures of the trip. Let me know of any questions you may have for me. I am excited about this opportunity and am looking forward to partnering with you as we partner with the local community.

Sincerely,

(Your Name)

TRAVEL PLANS

AIRLINE TICKETS

The Serve and Learn Trip Coordinator will purchase all airline tickets; unfortunately, team members are unable to use points or any other form of payment to purchase flights. **Those who have not turned in their flight cost by the due date given will not receive a ticket.**

PASSPORT INFORMATION

Every person traveling outside the United States is required to have a passport regardless of age. Team members should allow 6 or more weeks to receive a passport after applying. Information on how to apply for a new passport or renew an existing passport can be found under “Your U.S. Passport” tab at passports.state.gov. *Passports must be valid for 6 months from the last travel date.*

VISA INFORMATION

Each Serve and Learn Trip is different. You may need to get a visa for a certain trip. The team leader will communicate all the information needed in regards to a visa.

VACCINATIONS

Each Serve and Learn Trip is different. It may or may not be suggested that you receive vaccinations. Information on vaccinations can be found at cdc.gov/travel or at your local doctor’s office. Locations to receive the vaccinations can be found at passporthealthusa.com. *Vaccinations are the responsibility and at the discretion of the team member.*

INTERNATIONAL TRAVEL INSURANCE

Grace Bible Church will purchase International Travel Insurance on your behalf. You will receive the insurance policy via email once the insurance has been purchased. This will be factored into the overall cost of the trip. *This insurance does not include trip cancellation coverage.*

TRIP CANCELLATION

In the event of an emergency, the Serve and Learn Trip Coordinator will cancel your flight. Deposits are non-refundable and non-transferable. Cancellations prior to purchasing flights in full will result in no additional fee. However, cancellations after purchasing flights in full may result in an additional fee above and beyond the \$150 deposit.

TRAVEL PLANS

SECURITY

When traveling, it is important to follow a few safety guidelines:

- It's suggested you leave your passport in a secured area and have a copy of your passport on your person at all times while in-country.
- Stay together as a team. Always have a buddy with you.
- If you leave the team, tell the team leader where you are going.
- Keep an eye on luggage and bags in transit.
- When carrying money, keep it on your person, preferably in the front pockets of your pants.
- When carrying a purse, it is suggested to carry one that zips closed.
- Be mindful of your surroundings.
- Use common sense.

PACKING

Pack light! Each airline has different baggage allowances and costs which can be found online at the airline's website. Most airlines allow one or two checked bags weighing up to 50 pounds and two carry-on bags: one personal (purse or computer) and one small suitcase or backpack that can be stored in an overhead compartment or under the seat in front of you. Please note that each trip is different and you should discuss with the team leader exact items/clothing that need to be packed for your specific trip.

ADDITIONAL SPENDING MONEY

All team members are recommended to take an additional \$100 for personal needs and a valid ATM card for emergency purposes. Cash must be in the form of small bills (\$20, \$10, \$5) with no evidence of tears or writing. Each serve and learn trip is different; please consult with your Trip Leader to determine total additional money each trip participant should carry.

SUGGESTED ITEMS TO PACK

Trips are held in different locations and at different times of the year. Please ask your team leader for a more detailed packing list.

CARRY-ON

- Passport and Copy of passport
- Visa(s) and Copy of visa(s)
- Entry fee or exit fee
- Money (\$100 in small bills [\$20, \$10, \$5] with no tears or writing)
- ATM card (call and make company aware of all countries you will be transiting)
- Bible, Pen, and Journal
- Gum
- Toothbrush and Toothpaste
- Jacket
- Extra outfit(s) and underwear in the event of a missing bag
- Phone and Charger
- Any personal medications that you need in the next week

Note: Liquids must be in small containers in zip-lock bag. No large liquid containers allowed.

CHECKED LUGGAGE

- Work pants or shorts for each work day
- Casual outfits for evenings/dinners
- Jacket or Sweater
- Sunday church outfit
- Tennis shoes and Shoes for evening
- Work gloves
- Hat or Bandana
- Trash bag for dirty clothing
- Hand sanitizer and Hand/Body wipes
- Sunglasses and Sunscreen
- Toiletries: toothbrush, toothpaste, shampoo, conditioner, body wash or soap, deodorant, etc.
- Medicine: Aspirin, Ibuprofen, anti-nausea, etc. (Let leader know of any medical condition)
- Antibiotic Cream for cuts, Itch Cream for stings/bites, and Insect repellent

RESOURCES

- *Before You Pack Your Bags, Prepare Your Heart* by Cindy Judge
- *When Helping Hurts* by Steve Corbett and Brian Fikkert
- *Giving Wisely* by Jonathan Martin
- *Serving as Senders Today* by Neal Pirollo
- *Multiply* by Francis Chan
- *Let the Nations Be Glad* by John Piper
- *The Hole in Our Gospel* by Richard Stearns
- *The Poor Will Be Glad* by Peter Greer and Phil Smith
- *The Great Omission* by Steve Saint
- *God is at Work* by Ken Eldred