



SHORT TERM MISSIONS GUIDE

Our Beliefs at East White Oak

- We believe the Bible to be God's Word. It is inerrant and infallible and teaches truthfully on whatever subject it addresses.
- We believe God created the world, and all life, including human beings.
- We believe that salvation from God's judgment is only possible by appropriating the work of Jesus Christ on the cross by faith. We receive this salvation when we believe on the Lord and trust fully in His blood. By doing this we are born again of the Holy Spirit and receive the gift of eternal life. Salvation comes therefore by grace alone, through faith alone, in Christ alone.
- We believe the Gospel is the basic message of the Bible and the church. It is God's invitation to be saved from His judgment.
- We believe that whoever truly trusts in the finished work of Christ for salvation receives the gift of eternal life and is eternally secure. That is, a truly saved person cannot lose the salvation that God has given.
- We believe that Christ died for the whole world and that all humanity is eligible to believe on Christ and be saved.
- We believe that each Christian receives the gift of the Holy Spirit at the moment of conversion.
- We believe that the Devil is real and that he has a host of evil powers called demons that assist him in destroying the lives of people and turning them from God.
- We believe that the Bible teaches that upon death the believer passes immediately into the presence of Christ in Heaven. Unbelievers pass immediately into Hades and at the final judgment are sentenced to be eternally separated from God (Hell).
- We believe that Christ's second coming will be "pre-tribulational" and "pre-millennial." That is, that the church will be caught up to be with Christ prior to the great tribulation and will return with Him to rule on the earth in a 1000 year kingdom after the seven year tribulation.



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Please read each document carefully and fill out the appropriate application (Short Term Team or Short Term Application). Provide your signature where necessary and return application to your Team Leader, an EWO Mission Team member or the church office at:

East White Oak Bible Church
11922 E. 2000 North Rd.
Carlock, IL 61725

If you have any questions about these documents or short-term missions at EWO, please contact the church office at 309-454-3833.



INTRODUCTION TO SHORT-TERM MISSIONS

Definition of a Short-Termer:

A short-termer is a believer who goes into a cross-cultural ministry up to 12 months or less, and who consider this a vital step in preparing for a missionary career or life at home as a Global Christian.

Goals for short-termers include:

1. A desire to serve God in the ministry of missions in obedience to the Great Commission.
2. Wanting to learn first-hand what missions is really all about.
3. Seeking to determine if God is calling them into full-time Christian service.

Requirements for Short-Termers:

1. Have an active and effective commitment to Jesus Christ.
2. Be willing to serve as a representative of Christ and a cross-cultural disciple-maker if God so leads.
3. Be a member or regular attendee of East White Oak Bible Church.
4. Be willing to accept full requirements of the short term assignment.
5. Have a personal willingness and openness to spiritual growth.
6. Have strong recommendations from church leaders.
7. If going with an agency, East White Oak Bible Church needs to approve the agency.
8. Engage in pre-field orientation and preparation from the agency and/or sending church.
9. A candidate under 18 is strongly encouraged to participate on a team (either East White Oak or non-East White Oak) or in a ministry with a current East White Oak missionary. Approval by parents is required for a candidate under 18.

Application Process for Short-Termers:

Team Leaders:

You are interested in leading an East White Oak (EWO) **Short Term Mission Trip**.

What are the **STEPS** needed to make this happen?

Use the **CHECKLIST that follows to guide you** in making this happen.

Short Term Team Members or Short Termers going as Individuals:

You are interested in an East White Oak (EWO) **Short Term Mission Trip**, to serve as a **member on a team** or as an **individual short termer**.

What are the **STEPS** needed to make this happen?

Use the **CHECKLIST that follows to guide you** in the process!!

CHECKLIST TO GUIDE SHORT TERM TRIPS

For Short Term (ST) Team Leader

- ___ 1. Pick up a Short Term Missions Guide and become acquainted with the contents, especially the section on Short Term Leadership: Qualities and Responsibilities of a ST Team Leader (pages 5-6). (*A ST Team leader needs approval of the Mission Team, even if he/she has served as a previous leader.*)
- ___ 2. You will need to pick up and fill out the Short Term Team Application or update and revise an original one as there will be differences in dates and team information. Submit this application with those of present team members to the Mission Team.
- ___ 3. Submit a request to the Mission Team for the formation of a team to the ministry area of interest. This needs to be done 7-8 months prior to the desired time frame. A member from the Short Term Sub-Committee will work with you in preparations for your trip.
- ___ 4. Make contact with the EWO missionary or other Christian worker in the particular country or location of interest to obtain confirmation of willingness to host a team and what types of ministry might be available.
- ___ 5. Promote the short term trip with specific dates through various means within the church body.
- ___ 6. Bring together in an introductory meeting those expressing interest in this short term trip. Share general information about the location and ministry opportunities as you understand them to be at that point as well as information related to the process involved in going on the short term trip. Allow time for questions. Make certain that each one interested has a short term team application.
- ___ 7. Give a deadline of two weeks for indicating a definite "yes" to be included as a member of the team. Give a month deadline for completion and submission of applications to you as leader.
- ___ 8. Call a second meeting between the two deadlines: two weeks to indicate a definite "yes" to the team and a month for the completion and submission of the application. At this session, share goals team members have included or are including on their applications. Go over the team covenant. Share expectations of team members, including fundraising matters such as personally being responsible for a 10% non-refundable deposit towards the purchase of the air ticket. Make certain each team member has a current passport if going out of the U.S.
- ___ 9. With a recommended travel agent or agency* research and bring together the best travel prices. Add in anticipated expenses for field accommodations, food, and other possible expenses, and share the total cost of the trip with team members at least 4-6 months ahead of the ministry trip.
- ___ 10. Purchase air tickets on the basis of team member confirmation not on estimates of number of team members. **Make certain the 10% of each team member is in before booking them a ticket and that the fundraising of the team shows indication for full payment of the tickets. The goal is to be able to pay for tickets from funds collected rather than purchasing tickets via a charge card.** Tickets can also be purchased on an individual basis once the air flight is scheduled.
- ___ 11. Arrange regularly scheduled meetings and orientation of team members on topics such as fundraising and writing of support letters, cultural awareness, how to prepare for a short term ministry trip and the importance of being a good learner. Bring in individuals who have served cross-culturally or gone on short term trips who can be trainers to prepare team members.
- ___ 12. Stay on top of deadlines for completion of applications, support letters and fundraising. Follow up with individual team members to encourage and support in every way. Availability as a leader is important.
- ___ 13. Use other suggestions given in the Short Term Missions Guide under **Responsibilities of a Short Term Team Leader** (pages 5-6) for preparing your team.

*** Recommended Travel Agents/Agencies to work with toward the purchase of tickets:**

MTS (Menno Travel Service): Robby Kurian, Int'l Travel Consultant; E-mail: robbyk@mtstravel.com;

Website: www.mtstravel.com; Phone: 877-833-9474; Fax: 866-351-1693; gives quotes, books, holds bookings until payment deadline.

Fellowship Travel International: Phone: 800-235-9384; Website: www.fellowship.com; will give quotes, deposit info and dates due; and hold bookings until a given payment deadline.

Economy Travel: Phone: 888-222-2110; Website: www.Economytravel.com

CHECKLIST TO GUIDE

Short Term Team Member or Individual Short Termer

As a prospective short term team member or individual, you have trusted Christ as personal Savior and are a member or regular attendee of East White Oak Bible Church. You sense the Lord leading you to involve yourself in a short term mission assignment and are prayerfully considering it. Following are steps needed to make such a ministry trip a reality.

- ___ 1. Pick up a Short Term Missions Guide and become acquainted with the contents.
- ___ 2. Pick up the appropriate Short Term Application - as a Team member or as an individual.
- ___ 3. Fill out the application and submit it to your team leader, or if applying as an individual, to EWO's Mission Team. This needs to be done 4-6 months in advance of your departure date.
- ___ 4. For individual short termers, seek an appointment with the Mission Team to share your vision, goals, and plans.
- ___ 5. For team members, attend any and all team meetings and become an active, contributing member of the team as preparations are made.
- ___ 6. Make certain you have an up-to-date passport if going outside the U.S.
- ___ 7. Begin to make preparations for fundraising by being ready to provide personally at least 10% of the required amount needed for the air ticket. Be prepared to submit this deposit before tickets are booked.
- ___ 8. Write a fundraising letter to send to individuals who know you well. Read and follow information given in the Short Term Missions Guide under Preparations for Short Term Mission Trips: Fundraising and Support Letters (pages 9-10).
- ___ 9. Read carefully questions and answers under SHORT TERM TRAVEL, FINANCES, and FAQ'S in the ST Guide (pages 11-13). Direct questions you may have to your Team Leader if a team member, or to EWO Mission Team members if a ST individual.

SHORT TERM LEADERSHIP and TRAINING

Qualities of a Short Term Team Leader:

1. Is a sensitive, mature Christian who seeks to practice in daily life the spiritual principles of prayer and personal Bible study desired in each short term.
2. Is a member of East White Oak Bible Church for at least one year and one who has been involved in some aspect of ministry, e.g. leading a small group or teaching a group, a leadership position if possible. Has strong recommendation from church leaders.
3. Has good communication skills and an ability to work well with others.
4. Has a sensitivity to other cultures and if possible, some first-hand experience with other cultures. Willing to be a learner.
5. Has a good grasp of requirements needed for a cross-cultural trip and the ability to organize these ideas in an orderly manner to be useful in training and easily followed by team participants.
6. Has an ability to spend time with short termers, being approachable and available for discussion, Questions and answers, and sharing of ideas. At the same time, being willing to be vulnerable, able to lovingly confront and hold team members accountable.
7. Recognizes and utilizes the gifts and abilities of team members. ("A lot can be done when one doesn't care who gets the credit.")

Responsibilities of a Short Term Team Leader:

1. You have a desire or sense the Lord would have you bring together and lead a team on a Short Term mission trip to a particular country or location, possibly a place where EWO missionaries or other Christian workers are serving. Indicate this desire to EWO Mission Team.
2. Use the CHECKLIST at the beginning of the GUIDE as STEPS to follow. Check off as each step is completed.
3. Spend time with each team member to get to know them and their walk with God, and to assess abilities and gifts and where they might fit within the team.
4. Continue to connect with field facilitator for further information regarding ministry tasks, housing, transportation, cost of trip, and other details of importance to the team.
5. Make prayer a priority for each other during the preparation stage, while on the field, and following the trip. Pray especially for team unity in every decision and activity that takes place.
6. In the course of meeting together, if it becomes apparent that there is an issue or issues the team leader discerns regarding a member of the team resisting or avoiding authority, the team leader needs to confront the team member before ticket deadlines. If there is any insubordination on the field, immediate expulsion at personal expense may be necessary.

- 7. Team leader is responsible to determine and arrange for the finances that will be used by the team in the cross-cultural setting. Whether this will be withdrawal from a bank account set up for this particular trip, whether individuals will be personally responsible for individual finances, etc.**
- 8. In travel to and from place of ministry, keep team together as much as possible. Organize check-in at the airport.**
- 9. In place of ministry, team leader is liaison between team and the field facilitator for outworking of assignments, and for any issues that arise between team members and field receivers.**
- 10. Once in place of ministry, arrange daily debriefing times to discuss highlights and concerns of the day's activities. If possible, schedule a debriefing/evaluation time with the field facilitator at the conclusion of the trip. Schedule a longer debriefing time with team members as a follow up session within a week or ten days after returning home.**

SHORT TERM TRAINING

Individuals are most effective in a cross-cultural context of ministry when they have received appropriate training in several areas:

1. Personal Preparation
 - Having an understanding of a biblical basis for mission
 - Understanding the purpose of outreach
 - Being spiritually prepared personally through regular Bible study and prayer
 - Willing to surrender personal agenda for the sake of team unity
 - Understanding something of spiritual warfare and the importance of prayer
 - Readiness for adjustments, change, conflict resolution
2. Cross-Cultural Awareness
 - Learning about cultural context and people
 - Learning appropriate greetings, dress, behavior
 - Need for respect and acceptance of differences
3. Logistics
 - Travel arrangements and necessary documents
 - Prescriptions, immunizations, health, and hygiene
 - On field housing, transportation, food
 - Packing and airline restrictions
 - Risk and liability issues
 - Customs and immigration
 - Policies: cancellation, dating, smoking/drinking, photos & videos, personal I-pod issues
4. Team Prep Activities
 - Building team unity through discussions, games (e.g. the human knot or the blindfolded obstacle course), a ceremony accepting team covenant
 - Geographical understanding of context to which team is going
 - Readiness activities for cross-cultural context: simulated games, role play, guest from culture to share cultural dress, language, taboos, and other issues
 - Teamwork on fundraising letter and approaches to fundraising
 - Determining individual team roles – e.g. coordinating prayer requests, peacemakers, “captains”, behind-the-scene members, “glue” members and others

The Mission Team will designate individuals to work with teams and individuals in preparing for ministry trips.

Trainers for the Training

Qualities of a Trainer:

- Has some first-hand cross-cultural experience
- Has good cross-cultural sensitivity
- Has good communication skills (able to make training materials relevant and understandable, able to use a variety of appropriate methods and materials)
- Is a sensitive, mature Christian with a gift for teaching and training
- Has a good grasp of the specific subject matter being taught (biblical basis of missions, purpose of ministry, importance of being witnesses....)
- Has the ability to work well with others
- Has the ability to spend time with trainees (approachable and available for discussion, Q&A's....)
- Is one connected to and involved in ministry at East White Oak

Preparations for Short-Term Mission Trips:



Passport Information:

- **If you do not have a passport, apply right away as it can take several weeks to process.**
- **Passports are good for 10 years**
- **Expired passports can be renewed** (and is cheaper)
- **New passports will cost \$135** – You can renew or acquire a passport at our Bloomington/Normal post-office located off Towanda and Empire. You will need to apply six months in advance of your trip departure. If you live quite some ways from B/N, find out what nearest post-office has an international office. You will need two pictures of yourself when you apply for your passport. You can get passport pictures taken at Walgreens, CVS, or AAA. Indicate that you need them for a passport, and they will give you the appropriate size. You will also need your driver's license and an original birth certificate with the seal on it when you fill out the application.

Medical Information

You will definitely want to **visit or consult your doctor a.s.a.p.** and indicate your travel plans. Make sure you are up to date with immunizations and medications you may need. Be open and honest about your health. A general website that can provide information about health issues is one by CDC (Centers For Disease Control & Prevention): <http://wwwn.cdc.gov/travel/default.aspx> . Type in your destination and the website will make some recommendations or give some facts. You can then explore with your doctor.

Use the information for obtaining necessary immunizations from your regular physician or from a county health department such as:

McLean County Health Department <http://www.mcleancountyil.gov/Health>) or

Peoria County Health Department (<http://www.peoriacounty.org/pcchd/immunization> . Many times the prices of county health departments are often worth the extra travel.

Here are some general things to be thinking about:

- **Tetanus shot** – Normally this is good for 10 years. Consult your doctor and make sure your immunization is up to date.
- **Hepatitis A&B** – Immunization against Hep-A&B is highly recommended if you are going to a developing country. It involves getting a shot a.s.a.p. and a follow up injection 6 months after the initial shot. Consult your doctor on this matter.
- **Malaria** – You can take pills to protect against malaria for certain regions of the world that tend to have greater mosquitoes in rainy places and countries prone to malaria. Note that you can take pills when in doubt just to be on the safe side and they will not hurt you.
- **Typhoid** – Consult web site and your doctor about the region to which you will travel, and ask if typhoid is something you need.

Fundraising and Support Letters

General Principles and Expectations of Fundraising for Short-Term Trips:

- 1. Be prepared to make a 10% personal deposit before an air ticket can be purchased for you. Then, you will want to prayerfully consider how much you can (personally) give to the remainder of the trip and commit to it. If you can pay for it all – go for it. Even if you do have your own support, write a letter for prayer support.
- 2. EWO expects those who cannot pay for the trip completely out of their own pocket to write a personal support letter in a timely fashion (see suggestions below). Have someone check the letter for content, grammar, and spelling. Make a list of your relatives and close friends who do not attend EWO and distribute your letter to them. It is desired that support letters NOT be distributed to the general populace of EWO. If you have family at EWO or friends who are truly “like family,” you can include them in your distribution.
- 3. Team Support Letter to Church: While EWO discourages writing a personal letter to the church requesting funds for a given missions trip, it is open to ONE letter from an entire short-term team that can be distributed to the congregation. This step should only occur after (Steps #1-2) have occurred.
- 4. Financial Assistance: The Mission Team will attempt to help when participants have followed steps #1 & #2 (above).

Keys to Writing a Fundraising Support Letter

- Use **one page** (front only) and try not to be too wordy. Effective graphics are useful.
- **Know typographical errors** (just kidding!) Avoid typographical errors in both spelling and grammar. Draw on some good proof readers to strengthen your letter.
- **Capture your excitement about the trip.**
- **A return form and pre-addressed envelope can be used** – the goal is to make it easy for them!). Whatever method is used for replies, *letters need to indicate that **checks are to be made out to East White Oak Bible Church**, 11922 E. 2000 North Rd, Carlock, IL 61725. **Do not write name(s) of team member(s) on memo line.*** Use a separate note to indicate this information.
- **Suggested Paragraph Order for Fundraising Letter:**
 1. Indicate excitement and introduce your mission destination. Use text-boxes, attractive headings, captions, and photos, and keep your letter succinct but interesting.
 2. Specify the value of the ministry that you are investing in and basically build a compelling case for why people should be interested in the trip and partnering with you.
 3. Include the names of East White Oak missionaries you will be visiting (e.g. Mark and Meg Kuzdas with Christian Light Foundation). If your particular missionary has a website, list it or list the website of their mission sending agency. This gives potential donors a chance to check it out for themselves. (e.g. - www.kuzdas.com)

4. Share the specifics of what your trip will seek to accomplish or experience. (e.g. VBS, construction, etc.) **USE BOLD HEADINGS TO SEPARATE IDEAS IN YOUR LETTER!**
5. Include a request for prayer and financial support for the (total amount) you are seeking to raise and date of return, but most of all, request prayer for the goals you are seeking to reach.

- **To whom do you send support letters to – East White Oak’s Policy? (See General Principles and Expectations, page 9)**

- **When should support letters be sent?**

Send letters EARLY in the process. The ideal planning time that should be allotted for most short term trips is about 4-6 months. The greater the magnitude and cost of the trip, the greater the training and time for raising such funds should be. A short term trip costing approximately \$500 will not require as much leeway as a trip of \$1500-2500 to Africa or Brazil. Trip leaders must bear this in mind and should interact with the Mission Team prior to advertising their trip.

Note: Team leaders can negotiate how some of this works on an individual basis. But an early conversation needs to occur where a clear understanding of when personal contributions will be made in a timetable that is agreeable to both parties. It is vitally important that support letters go out VERY EARLY in the process! Trip Leaders are responsible for ensuring that this happens, holding everyone accountable. The sooner it is accomplished the better it will be because the extra time will provide a realistic picture of how much personal and support funding has come in and will allow the Mission Team an adequate window for considering a team gift if needed.

Please contact the Mission Team or church office if you have further questions. We are here to help you towards a successful and purposeful mission trip.

The EWO Mission Team
East White Oak Bible Church
11922 E. 2000 North
Carlock, IL 61725
309-454-3833

SHORT TERM TRAVEL, FINANCIAL and Other FAQ'S

1. How is the cost determined?

Each team budget contains several major expense categories: airfare; vehicle rental and gasoline; housing; food; shipping costs, visas and work permits; ministry materials; construction materials; and more. Every effort is made to minimize costs without jeopardizing the quality, effectiveness, or safety of the ministry.

2. What is NOT included in the cost?

Personal expenses such as:

- Passports/passport photos
- Prayer letters
- Medical exams, shots, and travel medications
- Souvenirs
- Personal meals separate from the team
- Tourist-type events unless agreed to by the entire team.

3. What is expected from each team member related to raising funds for the trip?

The issue of fund raising will be discussed at one of your initial team meetings. In general, we use two basic principles when it comes to raising support for mission trips.

- a. We encourage each team participant to make a **personal contribution of 10%** to the cost of air tickets for the trip, payable as a deposit prior to ticket purchase. Thereafter, a team member can contribute whatever is possible to the total cost of the trip. Further support can be raised through the writing of prayer letters. (See b. following)
- b. We encourage team participants to seek **financial support from friends and family via prayer letters**. Even if team members can afford to pay for the entire trip themselves, they are encouraged to send out prayer letters to raise prayer awareness. Two of the critical goals of the trip are: to involve as many people as possible in world missions, and to understand that partnership in missions involves prayer support as well as financial support.

Benefits of partnership development are learning to trust God to provide for your needs through the Body of Christ, having the Body of Christ approve you in a tangible way, and getting your family and friends interested and involved in missions.

For guidance in **support-raising** and writing **personal prayer letters**, see **pages 9-10 in this Guide**. Team members should submit their prayer letter to their team leader for approval prior to distribution. Individual short termers may submit their prayer letter to a member of the Mission Team for approval prior to distribution.

4. Is financial support available from the church?

As expressed above we have found that given enough time to pray, plan (budget), save money, and send out personal prayer letters on schedule, the funds will come in. If necessary, the Mission Team may be able to help when participants have followed **steps 1 and 2** under **General Principles and Expectations of Fundraising for EWO Short Term Trips (p. 9)** of the **Short Term Guide**.

5. What if more money comes in for me than what I need?

Throughout this ministry trip, you will function as part of a team. Your effectiveness is determined not just from an individual standpoint, but also as a team. Each person's ability to raise funds varies. Therefore, since the goal is to fund the entire team, any monies given beyond what you need will go to support other team members who are struggling with their funds, or for proposed projects to be accomplished.

6. How important are financial deadlines?

The deadlines are vital. Usually the deadline is based on a major payment for airline tickets, visas, housing accommodations, or vehicle rental deposits. Therefore, every effort must be made to meet financial deadlines on time. A 10% deposit is required for the purchase of your air ticket and is not refundable should you decide not to go after the ticket is purchased. If through unforeseen circumstances you face difficulties with raising the remaining funds for the trip, let your team leader or Mission Team member know.

7. Is this trip tax-deductible?

Yes, as long as the person giving financial support to you makes the check out to East White Oak Bible Church. The church will only give receipts on donations of \$25.00 or more. Otherwise, the canceled check is the receipt. Please inform your financial supporters.

Your personal monies that you contribute are also deductible as a charitable donation. However, in order for a contribution to be deductible, it must also be non-refundable. If you change your mind about participating on a team or if something arises that prevents you from going as planned, all monies given for you (both personal monies and monies contributed by family/friends), are not refundable nor transferable. The protocol noted in #10 below will then be in effect.

Certain other personal trip-related expenses paid by participants may be deductible as a charitable contribution. Be sure to consult IRS Publication 526 (Charitable Contributions) and/or your tax prepare for more specific information.

8. What is the proper way to explain to people how to give money to the team or to an individual candidate personally?

This topic will be covered by your team leader at one of your first team meetings, but the following points may be helpful:

- Funds given for a ministry trip are to be above and beyond normal tithes and offering commitments made by them.
- Make all checks payable to East White Oak Bible Church.
- Your name is not to be noted anywhere on the check, but it is to be noted on a sticky note or on a Financial Response form which may be provided.
- Funds that exceed your individual needs will go to assist others on your team. Excess funds will not be carried over for your participation on another ministry team. Contributions are non-refundable.
- All funds must be in by the final deadline.

9. Is it possible to find out who has given and how much they have given towards my support?

As a general rule, when people give money to a church for any purpose they expect that their donation to be kept confidential. There are exceptions to this rule when it comes to missionary support, but the office still tries to maintain some level of confidentiality. In order to find a good balance, the office's policy has been to give you the names of donors along with the total monies in your account, but not to give the exact amounts given by each donor.

10. If I decide to cancel my involvement in the trip or the trip itself is canceled, can I get my money back?

According to East White Oak's interpretation of the tax codes/laws, tax-deductible contributions are non-refundable. These funds will, however, stay in the Short-Term Missions Fund to assist other East White Oak sponsored short term teams. If you cancel your involvement after travel documents are purchased (airfare, visas, etc.), you will be expected to cover all fees, penalties, and losses incurred at that point.

11. Will I need shots?

Many of the places to which short termers go recommend immunizations, especially if they are developing countries. In some instances you may go to a country that “requires” immunization against a particular disease. If an immunization is required, you will need proof of that immunization to enter the country or to return to the United States. For the most up-to-date information on what is needed for the country you will visit, contact Centers for Disease Control (www.cdc.gov) or a local travel clinic. Your team leader will also notify you of any shots required for your particular trip.

12. What is a visa?

A visa is permission to enter a foreign country requiring such a document. It is granted by the government of the country and is stamped into your passport or affixed to your passport. Not all foreign governments require a visa. You will need to check the Foreign Entry Requirements for the country you plan to visit. Please check to see if the visa can be granted at the port of entry or needs to be obtained prior to leaving the U.S.

If a visa is required prior to leaving the U.S., appropriate visa application forms can be obtained for you to complete. Most visa applications require two-three passport-size photos as well. The visa fees for each team member is included in the team budget. (Note: If you are not a U.S. citizen, please make certain that the team leader and the Mission Team know this information. It may mean a different visa process for you.)

If you do not have a passport, we recommend that you begin the process immediately. Complete passport information can be found on http://travel.state.gov/pasport/passport_1738.html. You can also pick up a passport application at the Bloomington Post Office on Towanda Avenue.

13. What about travel insurance?

Basic emergency medical evacuation/transportation, trip cancellation, lost baggage, accidental death, and dismemberment coverage is not included in the team budget. If your personal medical insurance doesn't cover you out of the country or you don't have personal medical insurance, you will be required to purchase additional medical coverage at your own expense. There are several insurance companies that specialize in short-term mission travel coverage at very inexpensive rates. Leave information on insurances with the church office.

14. Is it possible for individuals to arrange separate itineraries to visit friends, participate in other ministries, or sightsee before or after the trip, or to use personal frequent flyer miles?

With rare exceptions, personal itineraries are to be avoided unless it is necessary to accomplish the goals of the team.

15. Is alcohol accepted by team members on an EWO short term trip?

For the sake of team unity and to avoid any offense to both host and host cultures, EWO requests that team members abstain from drinking alcoholic beverages.

ROLE OF LOCAL CHURCH WITH SHORT TERM TRIPS

Pre-field:

1. Promote short term trips and encourage participation on trips by individuals within the church.
2. Provide information as to ministry possibilities and opportunities with church-supported missionaries and assist with contacting these on-field missionaries.
3. Assist in the designating and appointing of a team leader for teams.
4. Encourage team leader and trainers in the preparing of team members for ministry.
5. Encourage individuals pursuing short term ministry trips or internships.
6. Provide prayer support at all times and financial support as possible.
7. Provide a commissioning ceremony for the team or with an individual short-termer with the entire church prior to team's departure.

On-field:

1. Connect with missionary/missionaries hosting the team prior to team's arrival to assure that on-field preparations have been made.
2. Continue prayer support throughout the duration of the trip for safety, protection, and effectiveness of ministry.
3. Provide a means for maintaining contact with a team or individual throughout the duration of the trip and share updates with the congregation.

Post-field:

1. Welcome team leaders and members as well as individuals as they return from the trip.
2. Provide opportunities to report: a brief report to the entire church body as soon as possible; other reporting opportunities with groups within the church.
3. Continue to mentor individuals interested in pursuing longer-term missions.

SEVEN STANDARDS OF EXCELLENCE IN SHORT-TERM MISSIONS

1. GOD-CENTEREDNESS

An excellent short-term mission seeks first God's glory and His kingdom, and is expressed through our:

Purpose – Centering on God's glory and His ends throughout our entire STM process

Lives – Sound biblical doctrine, persistent prayer, and godliness in all our thoughts, words, and deeds.

Methods – Wise, biblical, and culturally-appropriate methods which bear spiritual fruit

2. EMPOWERING PARTNERSHIPS

An excellent short-term mission establishes healthy, interdependent, on-going relationships between sending and receiving partners, and is expressed by:

Primary focus on intended receptors

Plans which benefit all participants

Mutual trust and accountability

3. MUTUAL DESIGN

An excellent short-term mission collaboratively plans each specific outreach for the benefit of all participants, and is expressed by:

On-field methods and activities aligned to long-term strategies of the partnership

Goer-guest' ability to implement their part of the plan

Host receivers' ability to implement their part of the plan

4. COMPREHENSIVE ADMINISTRATION

An excellent short-term mission exhibits integrity through reliable set-up and thorough administration for all participants, and is expressed by:

Truthfulness in promotion, finances, and reporting results

Appropriate risk management

Quality program delivery and support logistics

5. QUALIFIED LEADERSHIP

An excellent short-term mission screens, trains, and develops capable leadership for all participants and is expressed by:

Character – Spiritually mature servant leadership

Skills – Prepared, competent, organized, and accountable leadership

Values – Empowering and equipping leadership

6. APPROPRIATE TRAINING

An excellent short-term mission prepares and equips all participants for the mutually designed outreach, and is expressed by:

Biblical, appropriate, and timely training

On-going training and equipping (Pre-field, on-field, post-field)

Qualified trainers

7. THOROUGH FOLLOW-UP

An excellent short-term mission assures debriefing and appropriate follow-up for all participants, and is expressed by:

Comprehensive debriefing (pre-field, on-field, post-field)

On-field re-entry preparation

Post-field follow-up and evaluation

(U.S. Standards of Excellence www.STMstandards.org)