

MISSIONARY VENTURES INTERNATIONAL

Short-Term Mission Team Leader's PREP-Pack



“Carrying the **WORD** to the world through *personal involvement*”

Preface

Missionary Ventures channels sources for the development of churches and ministries to people in need in countries all over the world. We enable the indigenous Christian leader to establish these ministries in their local communities. One of the ways we enable them is by sending short-term mission teams to come alongside them and help in various ways with the ministry. This PREP-Pack takes you through all the steps to prepare your team:

Promote, Recruit, Educate, Prepare.

In addition to finding out how to prepare your team, this manual will show you how to effectively debrief and transition the team members back to everyday life in the States.

MISSIONARY
VENTURES
INTERNATIONAL



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Contents

Introduction	5
Responsibilities of an Effective Leader	6
Something for Everyone!	8
CHAPTER 1	
Promote	10
CHAPTER 2	
Recruit	12
CHAPTER 3	
Educate	13
CHAPTER 4	
Prepare	15
CHAPTER 5	
Follow-up	17
Sample Promotional Flyer	19
Prayer Partner Form	20
Sample Fund Raising Letter	21
Team Financial Records Form	22
Individual Financial Records	23

Introduction

This Team Leader's PREP-Pack was written to simplify your job as a team leader. There are many responsibilities as a team leader. Remember 1 Thessalonians 5:24: "The one who calls you is faithful and He will do it." God has called you to lead a team.

Purpose of Mission Teams

Missionary Ventures team trips are a vital part of the MV ministry. They provide the funds and manpower for many projects on the field such as: evangelism teams to lead people to Christ; medical, dental, and surgical teams to meet physical needs; and construction teams to build churches and buildings for feeding centers and schools.

MV has one main goal for each team member: to enable them to personally experience missions and return to bear fruit. Missionary Ventures has many opportunities for people to stay personally involved. You will be made aware of those opportunities later in this manual.

Why have a Team Leader?

Every team needs a leader to provide spiritual guidance and organization for the team members. MV depends a great deal on the team leader. Leading a team is a process of getting a team from a thought to a reality.

This short-term trip will provide each team member with experiences that will impact them forever. We are unable to spend time with and encourage each one personally. You are the key to getting each one excited, motivated and personally involved, both before and after the trip. We will give you the resources to facilitate their continued involvement.

Thank you for your willingness to help in this great endeavor.

Go for it!

As you read through this manual and see all the things to be done, please do not be overwhelmed. Tackle one thing at a time. Follow the checklist in the margins and read the chapters for more specifics on how to plan and organize effectively.

If you run into any problems or questions, we will be available to help you. Please see contact numbers at right.

Missionary Ventures

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Responsibilities of an Effective Leader

Pray

Read Ephesians 6:18–19. The leaders should pray before, during, and after the trip. Encourage the team members to pray in preparation for and during the trip. Consider a day of fasting and prayer.

Serve

Read Matthew 20:26–28. Jesus taught us that a leader is a servant. Leaders have the responsibility to lead the team along each step of the way. “Just as the Son of Man came not to be served, but to serve....”

Delegate

Leaders are too busy to do everything alone. By enlisting the help of others, the leader is helped and others gain positive experience in being accountable. Although many things may be delegated, the leader is still ultimately responsible to make sure that everything is accomplished.

Preparation Meetings

The leader is responsible to plan, organize, and hold at least five meetings prior to the trip and at least two meetings after. These meetings should be mandatory for the team members.

Encourage the Team

Encourage the team members to prepare spiritually. While the physical details of the trip such as passports, packing, etc., are important, the key is to be spiritually and emotionally prepared. They will minister more effectively if they are well-rounded in their preparations.

“With all prayer and petition pray at all times in the Spirit, and with this in view, be on the alert with all perseverance and petition for all the saints, and pray on my behalf, that utterance may be given to me in the opening of my mouth, to make known with boldness the mystery of the gospel . . .”

Check on Requirements

Many countries require passports, visas, and particular medical shots. MV will inform the leader what is needed to enter the country. It is then the leader's responsibility to check with each team member to ensure possession of the proper documents and medications.

Communicate

It is very important to communicate regularly with MV's Orlando team trip staff during the entire pre-trip planning time. They are the bridge between the team and MV's Field Coordinators in each country where we work.

Enforce Rules

The rules and guidelines set down throughout the trip by those in authority are there for the purpose of keeping everyone safe. Following the rules will make the trip go smoothly. With everyone's cooperation in this, all should go well.

Solve Problems

Don't be afraid to ask for help when a problem seems impossible to solve. Someone is bound to know the answer or know someone who does. Know who to go to for help.

Debrief

Help the MV field staff in debriefing the team at the end of the trip. Encourage them to continue in missions personally through MV sponsorships and other opportunities. Spend time discussing ways in which the trip was a success and how it could have been improved. Schedule a follow-up meeting.

Provide a Write-up & Photos

MV asks that each team provide to the MV Orlando office a short write-up and a few choice photos to go with it about your trip. Note: this may be delegated! Some of these write-ups will be included in the quarterly MV Update. Look for your article in the Update.

"It is not so among you, but whoever wishes to become great among you shall be your servant, and whoever wishes to be first among you shall be your slave; just as the Son of Man did not come to be served, but to serve, and to give His life a ransom for many."

Matthew 20:26-28

Something for Everyone!

Many great and wonderful things happen in the field on team trips. In addition, there is also the work that goes on in each of the hearts of the people that are on the team. Their lives will never be the same. Team members need to be prepared for the impact that a short-term mission team trip will have on their lives.

How do we prepare them? We provide the variety of opportunities outlined below that allow them to stay involved. Please review these opportunities yourself and then talk about them with your team. Ask the team members to keep these in their mind on the trip. More importantly, encourage them to pray and ask God for His guidance as to how they might be personally involved—bearing fruit in the area of missions—even after returning home.

We will discuss these ongoing ministries in the follow-up stage. The team members will be asked: “How is God calling you?” We will encourage and give your team the opportunity to express their interest.

Sponsor

Child Sponsorship

The sponsoring of children enables Missionary Ventures to fund the establishment of ministries to impoverished, starving, ill, or orphaned children. Examples of the different ministries are: Orphanages, Christian Schools, Feeding Centers, and Malnutrition Recovery Centers.

Pastor Sponsorship

The sponsorship of a native pastor liberates him to preach the Gospel, evangelize a community, start a fellowship and develop a church. This sponsorship is \$50 a month.

Promotor

Church/Group Coordinator

The organization’s representative who will facilitate the church/group mission service activities and will interface with the MV Area Representative.

Area Representative

Volunteers who work part-time or full-time with MV. They function as a “bridge” between Missionary Ventures and a designated area of the U.S. or Canada. They promote missionary involvement and encourage mission trips from churches in their area.

Ambassador

Men and women dedicated to serving God in missions alongside the Missionary Ventures’ team. This includes a commitment of \$100 or more per month. This financial support enables a strong base.

Resource Ambassador

An ongoing provider of materials useful for the mission. Materials needed generally include medicines and medical supplies. The Warehouse Supervisor is available to verify the needs of the mission.

Missionary

Prayer Partner

Committed to pray for Missionary Ventures and our Field Coordinators. These people are on our mailing list to receive our quarterly Update newsletters.

Short-Term Team Trips

The team is comprised of a group of individuals who are sent on one- or two-week missions to assist foreign missionaries in spreading the love of Jesus to the hurting world. Various types of teams include general ministry, youth, construction, medical/dental, and surgical teams.

Team Leader

A team leader is a person who has a desire to lead a short-term mission team made up of people from their church or organization. The leader works very closely with Missionary Ventures’ Team Trip Coordinator in planning and preparing all the details of this important time in a foreign country.

Field Coordinator

The Field Coordinator resides in the foreign country to pioneer involvement with the indigenous Christian leadership of the foreign country, as well as receive and host the team trip members. They coordinate the activity of Missionary Ventures abroad.

1 Promote

- With the help of an MV Orlando Representative, decide on:
 - ◆ Destination _____
 - ◆ Dates _____
 - ◆ Approximate size of group _____

- Find out necessary documentation (passports, visas, etc.) and be sure each team member is up-to-date on all of the needed items.

- The country we are going to requires: _____

- Check into required shots and preventive medicine if applicable.

- Begin promoting the team.

- Schedule a promotional meeting. Meeting date:

- Plan the promotional meeting.

This section contains information and tools to help you promote increased interest and involvement in your team. By now you have already established the destination, dates, and approximate size of the team with the MV Team Trip Coordinator.

Hold an informational meeting for those interested in the trip who would like more information. Contact the MV Orlando office to see if there is someone available in your area to come as a representative of Missionary Ventures. Then begin making announcements and spreading the word.

Following are some ideas to help you in planning your promotional meeting:

Flyers

Flyers are eye-catching and give people general information about the country and the ministry. A sample promotional flyer has been included in this packet for your reference (see page 19.) The flyer should advertise the dates, country, and the ministry projects.

This should be passed out at the informational meeting. If you would like a master copy similar to the one we have created, please contact the MV Orlando office and request one. We will be happy to provide it for you and you can make copies as you need them.

Personal Testimonies

Testimonies of those who have previously been on a mission trip are powerful tools in promoting a team. Invite a veteran team member to your meeting to share. Many times they have photos and exciting stories from their own experience that will catch the attention of other people.

When looking for someone to give a testimony, think about matching the age range of the experienced person with that of the group of people you are targeting for your team.

Word of Mouth

Your excitement about the trip as a leader will be a major drawing factor. When someone is excited about something, other people want to know about it—*so tell them!* If there are other people already signed up to go with you, encourage them to promote the team trip by talking with their friends and acquaintances.

Video/Slide Presentation

Missionary Ventures has a short seven minute video that is an excellent tool to show people what a mission trip is all about. It shows clips of all the different types of teams and includes quite a few personal testimonies. If you don't have an MV video, call the MV Orlando office and ask for one.

If you know of someone who has gone on a trip before and has slides, find out if you can use them. You may even be able to get that person to tell about the different slides.

Videos and slides are good because they provide somewhat of a hands-on experience. Watchers are able to hear and see for themselves a part of the culture that they have an opportunity to visit.

Applications and Deposit Fee

Distribute the applications at your informational meeting. Plan to collect the applications and deposit fee at your first team meeting. MV requires that the deposit money be turned in to the Orlando office not later than two months prior to the trip (earlier is even better). Set the date of your first team meeting and announce that you will need the applications completed and fee ready at that time.

We require a minimum deposit from each person of \$100. This is a step of faith by the team member of their commitment to the team.

Be Prepared

One very common question at the informational meetings is, "What are we going to do once we get there?" Please refer to the general types of ministry opportunities stated in the sample promotional flyer. The application process is used to help your MV coordinator determine which need/ministry will match the talents of the team. Once the team is formulated, we take the talents of each person into account when creating an itinerary. We wish to make use of the talents God has given each team member. We have to be patient and wait until the team is formulated.

Begin to think about dates and times for the following team trip meetings. We ask that you hold at least five pre-trip meetings. These meetings are extremely important to the effectiveness of your team and its ministry in the foreign country. Go ahead and tentatively set the meeting dates so you can announce them at the informational meeting.

2 *Recruit*

- ❑ Hand out applications and tell date of collection.
- ❑ Schedule team preparation meetings and set the location.
- ❑ Inform team members of team meetings.
- ❑ Begin to come up with fund-raising ideas.
- ❑ Contact people not at the promotional meeting and give them the necessary information.
- ❑ Recruit people who will pray for team members using prayer partner forms.
- ❑ Send a copy of each team member application to MV.
- ❑ Communicate with MV any new information.

You start recruiting your team through the application process. At your promotional meeting, gather a list of all interested and potential team members. Hand out the application forms along with deposit information and due dates for getting these back into your hands. Send some information to those not able to attend the informational meeting. Consider sending general notes and notices from the meeting, an MV promotional flyer and an application.

Set a definite schedule for the next meetings. Announce your tentative dates and then adjust to any conflicting schedules. Follow through with a personal phone call to your team members to answer any initial questions. Make sure all are informed about the next meeting place and time.

Prayer Partners

Another idea that previous teams have utilized is to have prayer partners. A sample form is shown on page 20. Maybe someone is unable to go on the trip themselves, but would be willing to commit to daily prayer for a particular person on the team. Prayer partners are as important as the team members themselves.

Be sure to encourage the prayer partners to attend each of the meetings, as they will want to be familiar with the activities of the team. (The meetings for them should not be mandatory as they should be for the actual team members.)

Communicate with MV Orlando

As you receive the applications, you need to get them ready to send to MV after the first team meeting. Make two extra copies of each of the applications. One of the copies is to be sent along with the collected money to the MV Orlando office. Include your name and the dates of your trip to help us keep track of what is coming in. The other copies could be left either at your church office or at a central location in case of an emergency.

As you see progress with your team and as you find out new information, continually communicate with the MV Orlando office. Also, as questions come up, feel free to call. We will do all we can to answer your questions.

Educate

3

Once your team is formulated, you are ready to begin educating them in the how-to's of a team trip. As previously stated, pre-trip meetings are extremely important to the effectiveness of your team and its ministry in the foreign country. They are very helpful to keep the members informed of the newest developments of the trip. Meetings are also beneficial because they allow the team members to get to know each other and start "gelling" together as a team.

Fund Raising

Besides the usual car washes, bake sales, garage sales, and auctions, there is also a support request letter. This is a letter that each team member writes and sends out to family and friends requesting financial support for the mission trip. Included in this packet is a sample letter (see page 21) to give your team members ideas to draw from.

In your fund raising efforts, please keep the following things in mind:

- ◆ Missionary Ventures is a not for profit 501 (C) 3 corporation. Therefore all donations, including the donations to team members for their trip, may be deducted for tax purposes. (In order to receive the deduction, checks must be written to Missionary Ventures, Inc. Please include a separate sheet of paper—don't write it on the check—designating which team and team member the money is to be applied to.)
- ◆ Team members are our primary source for ongoing involvement and future financial support. We make no money on team trips; rather, it goes to cover the costs of lodging, food and ground transportation. The Field Coordinators are donor-supported volunteers who do not profit financially from the teams either.
- ◆ When you return, we hope that all team members will remain a part of the MV family by assisting in many of the ways mentioned on pages 8 to 9 of this manual and by joining various other MV short-term team trips.

Finances

Collect trip money from each team member, keeping careful records of what money you have received from which team member. Forms are provided on pages 22 to 25 to help you. In general, we ask for a deposit of \$100 two months prior to the trip, ticket money six weeks prior to the trip, and the balance by one month prior to the trip. Be sure to have all of the money in your hands in plenty of time to pass it along to the MV Orlando office by the deadlines.

You may wish to suggest a payment plan to be collecting money from each of the team members as they get it to keep the money coming in. This also breaks it down into smaller increments for the team members so they do not have to give you a large lump sum at the very end near the deadline.

- Contact potential speaker/trainers for team pre-trip meetings.

Money Due Dates:

Deposit of \$100

2 months prior to trip

Date: _____

Airline ticket money

6 weeks prior to trip

Date: _____

Balance

one month prior to trip

Date: _____

Meeting #1

- First team meeting
Date: _____

- Collect applications and deposit fees as discussed previously.
- Review Team Trip Handbook
- Discuss necessary documentation
- Cover financial obligations and begin discussing fund-raising
- Begin short language lessons
- Hand out & collect release of liability forms obtained through MV
- Discuss Prayer Partners and hand out the forms

Team Leader:

- Update MV on team preparation progress
- Send copies of applications and liability forms to MV
- Discuss ministry areas with MV
- Ask any questions about things that came up at the first meeting or about things concerning the next meeting

Meeting #2

- Second team meeting
Date: _____

- Discuss medical requirements
- Discuss ministry areas and assignments (“ministry teams”) and begin delegating
- Language lesson
- Talk about fund-raising letters
- Confirm passport applications
- Pass out team list with addresses and phone numbers
- Talk about the importance of spiritual preparation
- Begin to collect Prayer Partner forms

Leader:

- Update MV on team preparation progress
- Ask any questions about things that came up at the second meeting or about things concerning the next meeting

Meeting #3

- Third team meeting
Date: _____

- Formalize plans for collecting money from members and donors
- Confirm progress of ministry teams
- Language lesson
- Continue to recruit Prayer Partners as needed
- Discuss foreign culture and fitting in
- Special guest speaker may be helpful

Leader:

- Update MV on team preparation progress
- Ask any questions about things that came up at the third meeting or about things concerning the next meeting
- Check money due dates to stay on schedule

Prepare

4

Final preparations are underway, and the excitement is rising. By now, you should have a copy of your itinerary. If not, you will be receiving it soon from the MV Orlando office. It is time to collect money balances, gather the last of the prayer partner forms, and keep organized.

Itineraries

Team members may wish to leave a copy with someone at home. You should also leave a copy at the church office or a central location in case of an emergency.

Prayer Partner Forms

Begin to collect these forms as you can. Continue to distribute them as you see people are interested. You will want to at least have enough to cover each of the team members—but you don't have to stop there!

Packing

Please refer to the Team Trip Handbook for details on what to bring and on clothing. The two main things to remember are to be conservative in your clothing selections and “when in doubt, leave it out.”

The airlines generally allow two suitcases under 70 lbs. for check-in and one carry-on piece. We may ask that your team members pack their personal items in only one of their two check-ins and then leave the other space available for ministry and supply items.

You will need to coordinate with the MV office concerning the available space. When you know how much room you need for your ministry items, let us know what space is left for supply items that are necessary. Thank you—this is a tremendous help to us.

Write-up & Photos

MV asks that each team provide to the MV Orlando office a short write-up and a few choice photos to go with it about your trip. Note: this may be delegated! Ask the team members to keep this in mind during their trip. Their lives will be impacted and changed—they will be telling stories galore to their family and friends when they return. We are simply asking that a few of them write out those stories and share them with us that we might pass them along to others.

Some of these write-ups may be published in the quarterly MV Update. You never know just how the Lord will use the stories shared and photos taken by your team members. Never mind that they may not feel they are world-class writers! Missionary Ventures has editors that can *help to revise the write-ups submitted, if necessary, to make them suitable for publication.*

- Fourth team meeting
Date: _____

Meeting #4

- Discuss packing list/review tips
- Collect release of liability forms, if not already done so
- Check on team members' finances
- Review ministry areas and their progress
- Collect last of the prayer partner forms
- Idea: have a practice service in front of others or in church
- Discuss the opportunity to submit an article and photos to MV for publication in the quarterly "Update"

Leader:

- Purchase any necessary supplies
- Update MV on team preparation progress
- Ask any questions about things that came up at the fourth meeting or about things concerning the next meeting

- Fifth team meeting
Date: _____

Meeting #5

- Inform group of time and meeting place for flight
- Collect final payments
- Make sure everyone has emergency numbers (found in back of Team Trip Handbook.) One copy packed with you, and one copy left at home
- Hand out copies of the team field itinerary
- Distribute any items team members need to pack, or plan a group packing time
- Collect copies of passports

Leader:

- Leave emergency numbers at church office or some central place
- Update MV on team preparation progress
- Ask any questions about things that may have come up in the fifth meeting or anything else concerning your trip
- Final trip money due to MV

Additional suggested topics for your meetings:

- ◆ Tips on giving testimonies and/or presentations in the field
- ◆ Team relationship problems and how to handle them
- ◆ Illnesses on the field
- ◆ Gift giving
- ◆ Tips for entering life back home
- ◆ Unforeseen circumstances and how to handle them

Follow-up

5

This is the time at the end of the trip where team members evaluate the time, the preparation for what they have actually experienced and the overall organization of the trip. The follow-up time begins on the last day of the trip and then continues throughout the following weeks as the team members return home, are debriefed by the leaders of the church/team, and share their experiences with others.

Debriefing Meeting in the Field

On the last night of the trip, the team leaders and members will all gather together for a sharing meeting. Each person will be asked to share what impacted them the most, what he/she learned while in that country, etc.

Hand out MV's Short-Term Missions evaluation/participation form. Have them look over the form and fill it out. We welcome their thoughts on the overall trip, what impressed them the most and any suggestions for future team trips. Collect them at the end of the meeting and hang onto them.

Team members will have another opportunity to look their responses over at the follow-up meeting before you hand them in to Missionary Ventures. This will allow them to reflect upon how they were impacted while actually on the trip. The trip is not over yet though. There is still much to be learned and felt during the re-entry into their everyday lives.

Ask for volunteers to submit articles to MV telling about the trip, a personal experience, a touching story. . . . Please be sure to include photo captions and names of the people (if applicable) in each photo submitted. This is to be handed in at the follow-up meeting.

Meeting #6

- Have each person share a testimony
- Hand out and explain/discuss the Evaluation Form
- Request volunteers to submit articles and photos
- Collect the Evaluation Forms

- Sixth team meeting
Date: _____

Leader:

- Keep track of the Evaluation Forms in order to take them to the follow-up meeting
- Make sure those who are submitting articles are working on them in the week or so to come so they may be handed in at the follow-up meeting

Follow-up Meeting/Get-Together

Schedule and hold a meeting one to two weeks after the team members have returned home. (Leave enough time for team members to get film devel-

oped.) Many times it is a letdown to come home after such an experience on the mission field where there are so many new things and new experiences. You've been ministering together with a sense of purpose and fulfillment. It is a "mountaintop experience" from which you must come down.

A follow-up meeting provides an excellent way for the team members to get back together to reminisce and share feelings about the trip, returning home, and plans to go again or stay involved in some other aspect of missions. It is a time to share stories, pictures, slides, videos. The team members may even wish to bring along a good friend or a family member to introduce them to the possibilities of short-term trips and other opportunities available through Missionary Ventures.

Seventh team meeting
Date: _____

Meeting #7

- Show photos / slides / videos
- Share individual testimonies of what they felt coming back home
- Ask: "How is God calling you?" (See the Evaluation Form)
- Ask: "Where do we go from here? . . . another team?"
- Discuss recruitment of new team members
- Hand back Evaluation Forms to be reviewed and revised
- Collect all Evaluation Forms
- Collect articles to submit to Missionary Ventures
(Please include a contact name and phone number if we have questions about your trip, write-up, or photos.)

Leader:

- Report back to Missionary Ventures
- Mail Evaluation Forms / articles and photos to:
Missionary Ventures
PO Box 593550
Orlando FL 32859-3550

Appendix

Sample Promotional Flyer

MV will personalize a flyer for each team, specialized for the country they are going to. This flyer tells in detail about the country, various ministries in that country, activities, accommodations, and costs.

HONDURAS Short-Term Mission Trip

About the Country

- ◆ Honduras is the second poorest country in Central America
- ◆ Beautiful, with fertile soil and rich harvests of fruit & vegetables
- ◆ Latin population, but many Caribbean coastal area people speak English
- ◆ Mosquito Indians are an unreached people who inhabit Honduras and need the Gospel

Ministry Projects

The main focus of a short-term team is to encourage the local pastors and missionaries in their outreach ministry to the individual communities. To do this Missionary Ventures sends teams prepared and equipped to minister in the village churches with:

- ◆ Personal testimonies and music
- ◆ Outdoor evangelism through dramas or mime
- ◆ Children's ministry in schools, orphanages or feeding programs

Many various construction projects requiring many levels of talents are available during the year. Additional funds are required for construction materials depending on the project assignment.

Once the team is formulated, Missionary Ventures takes the talents God has given each team member (indicate on your application) into consideration to determine which ministry to plug the team into.

Other Possible Activities

- ◆ Shopping in a local market
- ◆ Tasting local foods in a "typical restaurant"
- ◆ Opportunity to go swimming in the Bay of Honduras
- ◆ See the ancient Mayan Ruins near Copan
- ◆ Travel into some of the beautiful rain forests to see colorful birds and maybe even a monkey!



Accommodations

Dormitories with bunk beds. Bed linens are available, but if you have any extra to bring and donate, it is always appreciated. Plan to bring your own towels. Details on other items to pack are found in the Short-Term Mission Team Member's Handbook.

Cost

Total trip expense is estimated at \$_____ (Subject to adjustment because of airfare rate hikes, strikes, or changes in carrier.)

Includes: trip deposit, round trip air travel, transportation in country, all meals, departure taxes, and lodging.

Applications

A trip application is to be completed and returned to your team leader along with a \$100 trip deposit at least two months prior to the trip. This deposit is refundable up to two weeks prior to trip departure.

Prayer Partner Form

Team member: Fill out this form carefully and thoughtfully. Your prayer partner will be more effective in praying for things specifically.

Team Member Name: _____

Address: _____

Country visiting: _____

Trip Dates: _____

Please answer the following questions so your prayer partner will be able to pray more specifically for you:

1. I am going on this MV short-term mission because:

2. While on this trip, I hope to accomplish:

3. Before I leave, please pray for these aspects of my preparation:

4. While I'm gone, please pray especially for:

Sample Fund Raising Letter

Today's Date

Dear Mr. Doe,

Praise be unto God who always gives us the victory through our Lord Jesus Christ!

I thank God for the work that He has done in my life. My involvement in my home church, *name of church*, is preparing me for what lies ahead in my life.

Along with the daily routine of my life, I believe that there is a need to expose the gospel and the anointing of Christ to a lost, hurt, and dying world. It's easy to get caught up in our own lives and forget that there are people all over the world who are hurting and need help. I thank God that this *spring* I have the opportunity to go on a short-term mission trip with a group from my church (*youth group*). This will be the _____ year that I have gone on a missions trip. I am excited about the opportunity I will have to minister to the people of _____.

I am not going for a vacation. While in _____, I will be ministering in orphanages, homes for abandoned street children, feeding the homeless, doing dramas in the city square, as well as ministering in many churches.

I am looking forward to this opportunity to make a difference in other people's lives as God has in mine. The testimony of those who have participated in previous mission trips is that their lives were changed, their walk with the Lord was strengthened, and their vision for mankind was expanded.

The cost of this trip is \$_____, and it is due on Month, date, year. I would like you to pray about getting involved in supporting this special time of my life. Any financial help you give will be greatly appreciated. As you sow into my mission trip, I will be praying God's word for you, that as you have given, it will be given back to you good measure, pressed down, and shaken together. (Luke 6:38)

May God continue to bless you abundantly.

In Christ,

Your Signature

Team Financial Records Form

Team Trip Dates: _____

Deposit Amount: _____ Due Date: _____

Ticket Amount: _____ Due Date: _____

Balance Amount: _____ Due Date: _____

	NAME	PHONE NUMBER	PAID DEPOSIT	PAID TICKET	PAID BALANCE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Individual Financial Records

1. Name:

DATE	NOTES	\$ REC'D	BALANCE

2. Name:

DATE	NOTES	\$ REC'D	BALANCE

3. Name:

DATE	NOTES	\$ REC'D	BALANCE

4. Name:

DATE	NOTES	\$ REC'D	BALANCE

5. Name:

DATE	NOTES	\$ REC'D	BALANCE

6. Name:

DATE	NOTES	\$ REC'D	BALANCE

7. Name:

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19. Name:

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Additional Notes