

Short-Term Trip

Team Leader Guide



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A Note from Pastor J.D.

Thank you for considering a short-term mission trip with the Summit. This is more than an overseas trip. You are part of something big: helping to fulfill a promise given to Jesus and, by extension, given to The Summit Church. We are boldly asking God to give us the promise he made to Jesus in Psalm 2:8: “Ask of me, and I will give you the nations as your inheritance” (NIV). *You are part of the answer to that prayer.*

A lifelong commitment to mission often begins with a short-term trip. It certainly did for me. As we often say around here, before God can do something through us, he’s got to do something in us. You’re going to learn first-hand what that looks like. This trip will be the vehicle that the Holy Spirit uses to give you a vision of the gospel you’ve never imagined, as you see what God is doing in the most unreached parts of the world. God is going to overwhelm your heart with compassion. He’s going to open your eyes to spiritual gifts you didn’t even know you had.

But this isn’t just about transforming you. Our short-term trips also play an irreplaceable role in missions. Our career church planters can’t do the work alone. They need teams of people to

come alongside them in their work. Your presence, however brief, however imperfect, multiplies their efforts, so that they can be refreshed to press on in their calling. Each team we send is vital to the mission of God.

Remember, as you go, you are following the God who came to us as a servant. You are going to pick up a towel and “wash feet,” as Jesus did for his disciples — as he did for you and for me.

Thank you for taking this courageous step to follow God as he takes the gospel to the ends of the earth. I’m praying for you, that God would work in you and through you. And I’m excited for you, because you won’t come back the same.



Pastor J.D.



Choose to Lead

As the leader of a short-term trip, you are responsible for planning, recruiting, training and directing the team before the trip, during the trip, and after the trip. This is an amazing opportunity to grow as a leader and individual both practically and spiritually. The church planting team has implemented a process for becoming a team leader to ensure you are ready for this responsibility and understand the importance of the role and responsibilities of a Short-Term Trip Team Leader.

Qualifications and Responsibilities of a Team Leader

Qualifications

- A Christ-follower who demonstrates an understanding of the gospel and the biblical mandate for mission
- A covenant member of The Summit Church who is committed to the vision and beliefs of the church
- Previous cross-cultural or short-term global experience, preferably through a Summit short-term trip
- Ability to cast vision, recruit, handle heavy administrative tasks, and lead others to grow deeper in the global mission of God through serving our long-term field partners and participating in their ministry
- Willing to communicate with and work under the direction of the Summit church planting team and field partners to accept and perform any and all assignments with a God-honoring attitude in a timely manner

- Willing to conform to the standards of national Christians while on the field, even if those standards are stricter than his or her own, for the sake of the long-term ministry of the field partners
- Committed to devoting time and energy to pre-, mid-, and post-trip responsibilities

Responsibilities

- Shepherd first. The first and most important responsibility of a team leader is to disciple his or her team. This discipleship begins from the moment a team leader challenges a potential teammate to join the team. Short term trips are one of the greatest discipleship opportunities at Summit; therefore, team leaders must be ready and willing to take this opportunity to lead the people of God to join the mission of God among the nations in a way that leads to a lifelong commitment to “living sent” around the world and in our own backyard!

- Plan the trip. Team leaders are responsible for planning their trip under the direction of the church planting team and the field partners, including defining the trip objectives, team size, date, and budget in a timely manner. He or she must be ready and willing to handle heavy loads of administrative work in planning the trip and building the team. This will include, but not be limited to, ensuring that all team members raise adequate support and provide all needed documentation (passports, insurance, etc.).
 - Recruit, train and equip the team for cross-cultural ministry. The team leader is responsible for recruiting the team, ensuring everyone applies on time, and making sure team members are prepared for the trip ahead. This includes regular communication with the team and at least three pre-trip meetings. Contextually appropriate ministry is a key component of a short-term trip. Lack of preparation can jeopardize the success of the trip and possibly endanger both the team experience and the work of the field partners.
 - Strengthen the ongoing ministry of the field partners. The intent of a short term trip is to do ministry alongside the local field partners. Team leaders are responsible for leading their team to know, support, and participate in ministry with (and under the direction of) the long-term field partners.
 - Lead in living out the biblical mandate in light of the global realities. Along with the experiences that a short-term trip will bring for each team member, it is the desire of The Summit Church that all members gain a better understanding of what the Bible says about our lives when it comes to God's work among the nations and the worldwide condition of the lost, the poor, and the Church. Therefore, the team leader is responsible for leading the team to "live sent" before, during, and after the trip, resulting in a group of people who have, in light of the gospel, grown deeper in the global mission, locally and around the world.
 - Develop future leaders from within the short-term mission team. Every short-term trip is an opportunity for the building up and teaching of the team members. The team leader should empower potential leaders by involving them in the preparation process.
 - Maintain the financial responsibilities of the team. The team leader is expected to communicate with the church planting team during the fundraising process, keeping the team and themselves accountable for deadlines set by the church planting team. In addition, the leader is expected to keep accounts for all money spent during the trip and submit a financial report to the church planting team within two weeks of return.
- The Process of Becoming a Leader*
- Email the church planting team. The first step toward leading a short-term trip is to contact the church planting team at missions@summitrdu.com to express interest in leading a short-term trip. Include your vision for why you want to lead, where you would go, possibilities concerning who you would work with, and what you would do.
 - Submit a short-term trip leader application. Everyone interested in leading a short-term trip must fill out the short-term trip leader application. The team leader application can be found online at summitrdu.com/shortterm.
 - Interview with a member of the church planting team. Interviews will be scheduled as deemed necessary by a member of the church planting team upon the submission of the team leader application. Interviews will provide an opportunity for additional questions and specific

information to be conveyed.

- Attend team leader training. Once you have been approved as a team leader, you will be invited to a team leader training arranged by the Church planting team. At this point, the Church planting team will instruct you concerning how to move forward with planning a trip and building a team.
- Submit deposit, passport, and insurance card. After attending training, you will be responsible for submitting a \$300 (\$100 for domestic trips that do not include airfare) nonrefundable deposit at summitrdu.com/supportshortterm, uploading a copy of your passport to Managed Missions, and uploading a copy of your medical insurance card (front and back) to Managed Missions.



Get the Vision

Biblical and Global Realities

There is a fundamental, life-transforming truth that we cannot miss as Christ-followers: We were created to impact all nations for the glory of Christ. The testimony of Scripture from Genesis to Revelation is that we were created to enjoy God's grace in relationship to him so that we may extend his glory to the ends of the earth. Matthew 28:19 commands and commissions us to "go and make disciples of all nations ..." Sadly, we have often disconnected the blessings of God from the purpose of God. This has resulted in a self-centered distortion of biblical Christianity, where we know the first part of Psalm 46:10, "Be still and know that I am God," but fail to follow with the second part of the verse: "I will be exalted among the nations, I will be exalted in all the earth."

The purpose behind God's blessing of his people is seen clearly in Psalm 67:1-2: "May God be gracious to us and bless us and make his face shine on us — so that your ways may be known on earth, your salvation among all nations." God's plan for the sake of his name is that the gospel would be preached to all people groups worldwide. God receives the greatest glory when all the people groups of the world glorify him.

Throughout redemptive history God has been calling out a people for himself from every nation to make a new people: the Bride of Christ, his Church. Revelation 5:9-10 says, "And they sang a new song, saying, 'You are worthy to take the scroll and to

open its seals, because you were slain, and with your blood you purchased for God people from every tribe and language and people and nation. You have made them to be a kingdom and priests to serve our God, and they will reign on the earth.'" God is creating a new people for himself from every tribe, language, people, and nation. The ultimate goal of the mission of God is a people from every nation worshiping God in order that his glory might be extended to each and every people group around the world.

The Church is the primary agent empowered by the Holy Spirit under the authority of Jesus to accomplish the Great Commission. We must partner with

other churches and organizations but not abdicate the centrality of the local church in global missions. This is a paradigm shift away from “Which missionaries or mission agencies do we support?” toward “What specific role are we as a local church going to take in global missions?”

We need to take responsibility for a specific part of the task to make disciples of all nations. We have made missions a spectator sport. Most of us sit in the stands watching the players do their own thing on the field and let the missionaries and mission organizations do the work of mission. Often we have subcontracted out our role in God’s mission of making disciples of all nations. Ephesians 1:22-23 says, “And God placed all things under his feet and appointed him to be head over everything for the church, which is his body, the fullness of him who fills everything in every way.” In Acts 1:8 we see the Church empowered by the Holy Spirit for witness to the ends of the earth. In 1 Corinthians 12 we see each believer gifted for ministry and as a necessary part of the Body. Every believer is called to embrace God’s mission and fulfill the role God designed for him or her in the Kingdom. The whole Church must be mobilized for the mission of making disciples of all nations.

Vision

The Summit Church has a vision to plant 1,000 churches in the next generation. We put most of our time, money, and resources to this end. It’s at the center of everything we do and is the core of our DNA. Your participation in a short-term trip is a big part of the vision of planting 1,000 churches!

Why Plant Churches?

There is nowhere in scripture where we are commanded to plant churches. The Church is never told to go plant churches to the end of the age or go search out people groups and plant churches among them. If this is the case, then why is our biggest goal at the Summit to plant 1,000 churches

by 2050?

Though there is no direct command in the Bible to plant churches, the Great Commission is clear that we are to make disciples of all nations (literally peoples, not nation-states). We believe that the best way to fulfill this mandate of evangelizing, baptizing, and teaching obedience is through the planting of contextualized churches among the various people groups and population segments of the world. Why? It is in the process of evangelizing, baptizing, and teaching obedience that local churches are planted.

Biblical church planting is evangelism that results in new churches. There are many ways to plant churches, but the model that we see in Scripture is one that begins with evangelism and ends in new churches following the Lord together in obedience. You think you signed up to just go on a mission trip, but the reality is that you signed up for “Church Planting 101,” because church planting is missions in action. Church planting is both a method and strategy for fulfilling the Great Commission. Church planting tells us how to make disciples, which is what is commanded to us in the Great Commission.

Our Role

Missions is not the ultimate goal of the Church. Worship is. Our desire is to see people in every nation, tongue, and tribe become worshippers of the one true God and be sent out (like us) to make more worshippers. More disciples. Discipleship, simplified for our purposes, is disciplined worship. We want to evangelize the lost, baptize them, teach them to walk in obedience (through teaching the Bible), and gather them together to form a church. This is the overarching vision as you head to your location. You need to know that you are a part of something much bigger than yourselves.

The good news is that the best context for both making disciples and discipling — which includes baptism and teaching obedience — is the local com-

munity of disciples, the church. We will never work outside of this. No matter what our “task,” this will be central. If we are meeting young business professionals in coffee shops or on school campuses, our goal is to evangelize, baptize, and teach obedience. If we are teaching English or basic health in the poorest slum in India, our goal is to evangelize, baptize, and teach obedience. If we are doing research, we are supporting those whose goal is to evangelize, baptize, and teach obedience. If we are prayer walking in the middle of a monsoon, and it seems like we have no purpose, we are praying that the local people we walk by would be evangelized, baptized, and taught obedience. When these things happen, churches will be formed, and the gospel will continue to go forth long after we are gone.

Three Goals for Your Trip

As you prepare, go, and return, our desire is that you and your team will:

- Learn to be with Jesus daily.

- Mark 3:14 says, “He appointed twelve so that they might be with him and that he might send them out to preach.”
- This means that your trip is defined as a success mainly based on whether or not you and your teammates are learning to “be with Jesus.”

- Learn to serve one another.

- In response to the gospel, we are to be unto others as Christ has been to us. Therefore, one of your goals as a team leader is to serve your teammates as Christ has served you. You should lead your team to behold the gospel and, in response, learn to serve one another.

- You should always be asking yourself two things: (1) “How can I serve my team today?” and (2) “How can I make my teammates more successful than myself today?”

- Learn to serve the nations.

- Through serving our field partners
 - You should get to know your field partners before the trip and lead your team in getting to know them and their work. While on the ground, you should constantly be asking yourself, “How can I work with them and minister to them in such a way that their ministry will be more successful for the long-term after I leave?” Be sure to talk via email and Skype/FaceTime as often as possible before the trip.
- Through serving their cities
 - Lead your team in getting to know the city where you are going. The more you know your field partners and their cities, the better equipped you’ll be to serve them well.

Plumblines For Missions

Three plumblines guide how we view missions and church planting at Summit, including short-term trips:

- The gospel of Jesus Christ is at the center of everything.
- The local church is God’s “plan A.”
- People are the mission, not programs.

Why We Take Short-term Trips

- Proclaim the message of the gospel to the nations.
- Glorify God by serving others in response to the gospel of Jesus Christ.
- Provide encouragement to long-term church planters by participating in ministry with them.
- Partner with and empower local churches around the world.
- Provide prayer support to local churches and church planters.
- Equip and disciple trip participants with a vision of God's heart for the nations.
- Develop leaders within The Summit Church.
- Lead the members of The Summit Church to consider their long-term involvement in the mission of God.



Plan the Trip

Once you have been approved and trained as a team leader, your location will be assigned. It is then your first responsibility to plan the trip. You will begin planning and organizing the trip with the direction of the church planting team and the field partners. The objectives of all our short-term trips are driven by our field partners, and thus, your communication with them will be extremely important. In working with both the church planting team and the field partners, you will be guided through the process of clearly defining the objectives, team size, date, and budget of the trip.

1) Define the Objectives

As you begin planning a trip, the first step is to define the objectives of the trip itself. Depending on the focus of the short-term team, your ministry preparation for each team will be different. The church planting team will assist you as needed in determining the objectives of your trip and equipping the team accordingly. Remember: All preparation should be based on the ministry plan given by your field partners. No ministry plans should be made without the approval of the church planting team and the field partners. After an initial discussion, the church planting team will connect you directly to the field partners you'll be working with to further solidify the objectives of the trip. In some contexts, communication should be censored for the sake of the field partners. Guidelines on how to communicate and what can be communicated need to be outlined, and the team should be informed to stay within those guidelines for the long-term

security of the field partners. The church planting team will assist you with this. As you discuss the objectives of the trip with the field partner via email or Skype/FaceTime, here are a few questions you'll want to ask:

- Tell me about what you do and what your goals are in your area. How do you see our team fitting into your broader vision, goals, and strategy?
- How can we best serve and minister to your team?
- What, if any, are the qualifications and limitations for team members that I should recruit (knowledge, skills, health, age, fitness level)?
- What supplies could we bring to encourage and support you?
- What documents are required (entry visa, vaccinations card, etc.)?
- What is our legitimate reason for being in the

country when we come (“short truthful statement”) that we can use when talking about our trip before, during, and after the trip?

In planning, the needs on the field should be discussed with the field partners. The strengths and abilities of the team should be kept in mind, but the opportunities on the field should be the foundation of all the ministry plans. The purpose of the ministry activities is to strengthen the long-term ministry of the field partners. Short-term teams go out from the Summit for the glory of Christ in the nations. This can and will look very different depending on the context and the field partners.

- **Partner information:** The team meetings are the proper context to share information about the field partners. Partner information, much like cultural information, will allow the team to pray specifically for the field partners. Learning about the field partners will put the trip in context of the long-term work on the ground. In addition, this information will allow the team to build a relationship with the field partners prior to serving with them on the field. If there is sensitive information pertaining to the field partners, it should be taken into consideration when communicating to the team. Also, any restrictions in communicating information should be communicated with the team to ensure there is no incidental transmission of information that may jeopardize the trip or the field partners (e.g., blogging about a worker in a restricted area, posting pictures online).
- **Projects:** Along with the ministry activities that will go on during the trip, there may be other avenues to support the work on the ground. These avenues could vary from a ministry event to repairs on a house that will platform the gospel. In such cases, the team may want to contribute financially toward the project as well as focus on it during the trip. If the need is known ahead of time, the team leader may decide to incorporate the estimat-

ed cost into the per-person trip cost.

- **Supplies:** As the ministry focus is determined, it is important to keep in mind the supplies and teaching resources necessary to conduct the ministry. These supplies may be acquired in the U.S. or on the ground, depending on where and how the team is going to serve. The decision on where to acquire resources should be decided jointly by the team leader, church planting team, and field partners. Lastly, the team leader should consider the teaching tools available at the Summit when thinking about teaching resources.

Serve Our Field Partners

The Summit Church has sent out long-term mission teams all over the world and has committed to pray for, support, and serve those partners for the duration of their service. While most of the short-term teams will focus on the strategic needs of our field partners, some teams will focus on serving the field partners themselves, encouraging and equipping them to serve in often very difficult and dangerous contexts. The field partners will work with the team leader to inform the team of the specific needs of the existing field team and how the short-term team can serve them. The following are three main areas short-term teams can serve field partners. This is not an exhaustive list of how you can serve the field partners. You should ask them how you can serve them!

- **Resources:** Often field needs consist of resources that are either unavailable or prohibitively expensive in the context of the field. While many of those resources will be strategic, often they will be simple items of comfort or convenience for the teams on the field. Simple comforts from home, such as food, games, toys for children, or home items can be brought with the team within the international luggage allowance that each team member carries with them. Team

members should be prepared to pack wisely and light in order to maximize the resource ability of each team.

- **Children’s ministry:** Most of the field teams consist of families, often with young children, living in very difficult contexts around the world. Children who grow up overseas, often known as Third Culture Kids, are very uniquely equipped but also have very unique needs. Often it is the needs of their children that serve as the most difficult aspect of ministry for field partners. Within this context, the Summit partners with field teams to serve the children of long-term teams by hosting camps and retreats for children, providing child care and worship during training programs for field personnel, or providing child care for teams to take personal or spiritual retreats.
- **Team retreats:** In partnership with the International Mission Board and other organizations, teams throughout the world often gather for training or spiritual retreats. The Summit Church commits to host these meetings, providing worship teams, teaching, and logistical support for the field teams to be able to gather as efficiently as possible.

Serve Their Cities

As you seek to not only serve our field partners but also serve their cities, this strategic ministry falls into three main categories: engaging the lost, empowering the poor, and equipping the Church. Any strategic short-term teams will encompass at least one, if not all three, aspects.

- ***Engage the lost:*** Engaging the lost centers on sharing the gospel of Christ through various means. This should be more intentionally done in contexts where the Church is not strong. Every team going out from the Summit should be prepared to

engage the lost in the context in which they are placed. The church planting team suggests two “assignments” to prepare to accomplish this goal, regardless of the ministry focus, by explaining the work of Christ on the cross and how it has impacted their lives. The first is mastering a simple yet relevant presentation of the gospel. The second is developing a brief yet clear personal testimony. Both assignments should be adapted to the context to which the team is traveling, and they should be shared in their purest form, being careful not to include irrelevant use of American religious language.

- ***Gospel:*** The gospel is the reason why we go. It is necessary for every team member to understand the gospel and be able to share it clearly.
- **Testimony:** During a short-term trip, there will be opportunities for team members to share their testimony whether formally (e.g., during a local worship gathering) or informally (e.g., while talking to an unbeliever over a meal). To assist team members with sharing their testimony, have each person briefly share their testimony with the group.
- ***Empower the poor:*** Empowering the poor centers on helping those who are impoverished. This ministry is done through humanitarian means but should always be done alongside the local church or as a platform for the gospel. While we do not do humanitarian ministry to gain a hearing for the gospel, to bring humanitarian aid to a people who are suffering and not the gospel is to meet only a secondary need and leave the primary need unmet.
- **Local church:** The Bible speaks of the local church as the primary vehicle for the gospel. Therefore, The Summit Church places importance on short-term

teams to serve through and alongside the local church (where the church is present) and field partners to minister to the needs of the poor.

- **Avenues:** There are many avenues that can be used to empower the poor in multiple contexts. The following are two that have proven to be very effective in accomplishing the mandate of empowering the poor.

- **Medical:** This type of ministry is labor intensive prior to and during the trip if the intent is practicing medicine. Educating people on preventative measures and hygiene is a medical option that requires fewer resources and can be reproduced in other locations by trained nationals. However, this area of ministry is highly needed and a very effective platform for the gospel.

- **Business:** This type of ministry has grown in need and acceptance over the past decade. Business can also connect to more affluent people in a society along with ministering to the needs of the poor. It will depend on the context as to which segment of society is ministered to. However, the poor would be the focus in this area.

- **Equip the church:** Equipping the church looks to support the local body of believers as they reach out to their communities and to the ends of the earth. This ministry may range from theological teaching to practical applications. The goal is to equip the saints for ministry in their context.

Define the Team Size

Unless otherwise noted, the minimum team size for

short-term trips is four people, including yourself. It is your responsibility to work with the field partners to determine what the ideal team size for your trip should be. Please inform the church planting team immediately once this is determined.

2) Define the Trip Dates

For most trips, the church planting team works with the field partners ahead of time to determine the general dates for each trip. However, you may be asked to work with the field partners to determine exact dates. Trips are usually seven to 10 days in length.

3) Define the Budget

As a team leader, it is your responsibility to work with the church planting team and the field partners to make financial preparations for the trip. The church planting team and the field partners will assist you; however, it is your responsibility to set the budget, know about the available financial assistance, and understand your financial responsibilities before, during, and after the trip.

Set the Budget

A digital budget spreadsheet must be completed and submitted to the church planting team before the recruiting process begins. Begin this process by talking with the church planting team and field partners about all estimated costs associated with serving in a particular area. Download the digital budget form and instructions for completing it at summitrdu.com/shortterm. Complete the form based on what you find out from the field partner and the church planting team, and submit it to missions@summitrdu.com.

Once the budget is completed, submitted, and approved by the church planting team, the official trip cost will be set, and the trip can be publicized on

The City and Summit's website. It is important to remind team members that the cost is an estimate. We cannot guarantee the exact trip cost until airfare has been secured and other ground expenses have been booked as needed. If there is an increase in costs, the trip cost will be adjusted to accommodate the increase.

Understand Financial Assistance

As the team leader, you should understand and be able to articulate the financial assistance provided to Summit short-term trips.

- *Leadership scholarship:* In order to assist qualified team leaders' participation in global missions, the church planting team will support each team leader up to 50 percent of the trip cost. Team leaders are encouraged to raise as much support as possible, but the scholarship is available if needed.
- *Summit subsidy:* Each trip that is administered by the Summit will have a subsidy applied for each team member, including the leader. This subsidy will be reflected in the cost of the trip as it is communicated. Therefore, participants must raise 100 percent of the communicated/advertised price. Once the team leader submits a completed budget, the church planting team will contact the team leader with the communicated price that will include the subsidy amount. Therefore, team members cannot apply for any additional scholarships, because every team member automatically receives a subsidized trip cost.

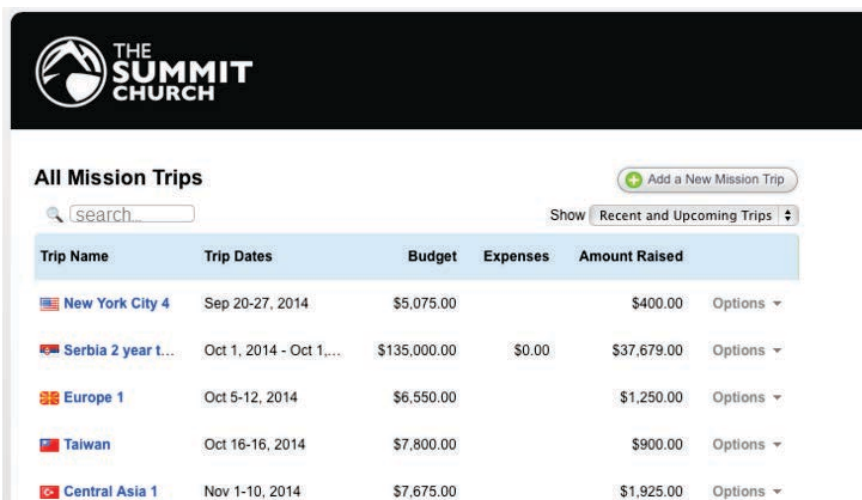


Utilize Managed Missions

Managed Missions is an amazing tool that helps to make the logistics of leading a mission trip simple. In this software, team leaders can approve applications from team members, monitor team member contributions, schedule team meetings, communicate with their team members, and more! This tool is very easy to use, and the following information will help you get started quickly. You will be using this site often during the course of your trip preparation, so please bookmark it or add it to your favorites. Don't hesitate to contact us with any questions.

To begin, please go to summitrdu.managedmissions.com and login. Your login will be the same as the one you created when you applied to be a leader.

Once logged in, this will be your view:



THE SUMMIT CHURCH

All Mission Trips [Add a New Mission Trip](#)

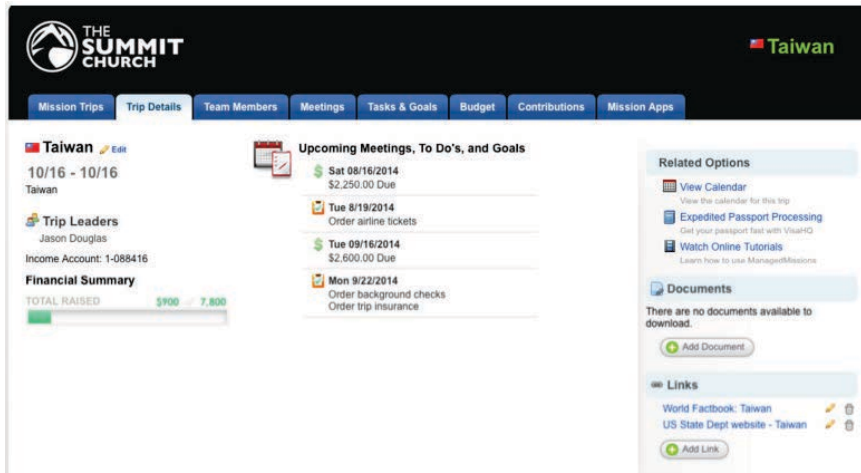
Search:

Show **Recent and Upcoming Trips**

Trip Name	Trip Dates	Budget	Expenses	Amount Raised	
New York City 4	Sep 20-27, 2014	\$5,075.00		\$400.00	Options ▾
Serbia 2 year t...	Oct 1, 2014 - Oct 1,...	\$135,000.00	\$0.00	\$37,679.00	Options ▾
Europe 1	Oct 5-12, 2014	\$6,550.00		\$1,250.00	Options ▾
Taiwan	Oct 16-16, 2014	\$7,800.00		\$900.00	Options ▾
Central Asia 1	Nov 1-10, 2014	\$7,675.00		\$1,925.00	Options ▾

You will see your trip listed (if you are leading more than one trip, you will see multiple trips on this screen). To view your trip, click on the trip name, and you will see a summary of your trip details. There are several tabs across the top that provide easy access to the details you need. Below is a description and instructions for each tab.

Trip Details Tab

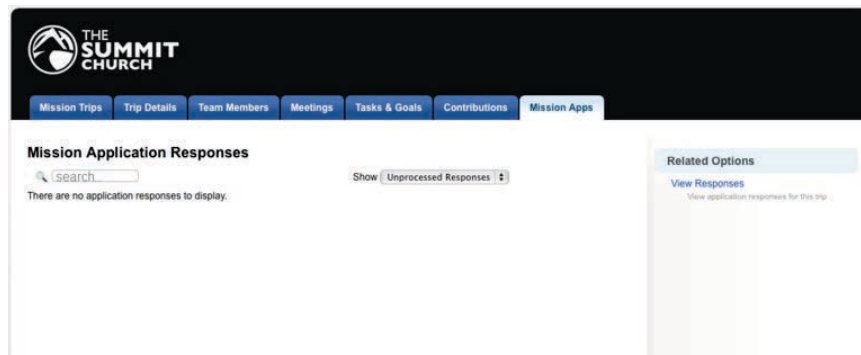


This tab includes your trip details, total amount raised for the team, upcoming deadlines, and requirements for you and your team members. As the leader, you will see your team’s financial summary. However, when individual trip participants login, they will see only their personal financial summary rather than the summary for the whole team. You’ll be able to add team meetings and invite your team members to the meetings you schedule.

A list of other helpful resources can be found on the right side of the page. You’ll be able to add documents and links to this list for your team as needed.

The Summit missions team will post your itinerary in the “Documents” section once it is purchased so all team members can view it. The process and procedure for raising support is also included here for your team to access.

Mission Apps Tab



All applications for Summit trips will be completed in Managed Missions. You can view the applications for your trip by clicking on this tab. You should also receive an email every time someone applies for your trip. To view an application, roll over “Options” to the right of the applicant’s name. You will have two options: “View Response” or “View Person Profile.”

Select “View Response” to view the application. After reading over the applicant’s responses, you can either select “Go Back,” “Approve,” or “Mark as Processed.”

- “Go Back” takes you back to the Mission Apps main page.
- “Mark as Processed” simply notes the application has been processed/viewed by you.
- “Approve” will add the applicant to your team.

You will need to select “Approve” for all applicants you wish to add to your team. Be sure to notify those applicants you have selected, inviting them on your team.

You will need to select “Mark as Processed” for any applicants you do not wish to have on your team; please do this in consultation with the Summit Missions team. In the “Notes” section, be sure to add the reason the applicant was not selected. Only you and the Summit missions team are able to see the notes. Applicants are not able to view any notes added (e.g., not attending).

As your review applications, pay attention to the age of the participants, as some trips are not open to minors and even the ones that are require special paperwork. Please notify the church planting team if you are considering approving a minor for your team.

Once you approve someone’s application, that person will automatically appear as a part of your team under the “Team Members” tab.

Team Members Tab

The screenshot shows the 'Team Members' tab in the Summit Church Managed Missions system. The interface includes a navigation bar with tabs for Mission Trips, Trip Details, Team Members, Meetings, Tasks & Goals, Contributions, and Mission Apps. The 'Team Members' tab is active, displaying a table with columns for First Name, Last Name, Primary Phone, and Email Address. There are 4 team members listed. To the right of the table, there are icons for email, edit, and delete for each member. A search bar is located above the table. On the right side of the page, there is a 'Related Options' sidebar with links for Group Roster, Email the Team, Send Invite Emails to the Team, Export Team Data, Travel Agent Export, and STEP Export.

As you view your roster, you will notice options for each team member. The envelope allows you to email a team member with general trip information or his or her individual login information. The pencil allows you to edit personal information. (If a trip participant updates his or her personal information, you will

receive an email letting you know). The red circle with an “X” will delete the team member from your team. Please do not delete anyone from your trip without confirming first with the Summit missions team. Also, please do not add anyone to your trip under this tab. If someone needs to be added to your trip after the application deadline, email missions@summitrdu.com, and we will send the appropriate link for the trip application to the person who would like to join your team. The new person can submit his or her application to be added to your team.

Other important options available under this tab include:

- “Group Roster”: You can download this to have everyone’s information in one place before you depart for your trip.
- “Email the Team”: Communicate with the team as a whole on information relevant to all of them, like details for the next meeting, total fundraising update, etc.
- “STEP Export”: This option allows you to download your team’s information in the exact template format needed to register your team (if you’d like) with the U.S. State Department before your trip. It is recommended that you do this but not required. It simply notifies the U.S. embassy where you are going so they know that you will be there.

Meetings Tab

Meeting Name	Start	End	Location
Team Meeting	7/30 5:30 PM	7/30 7:00 PM	Summit Church

You should use this tab to schedule team meetings in preparation for your trip. You are required to meet with your team at least three times prior to your trip. It is recommended that you schedule your three meetings as soon as possible. After each meeting, you can track who attended and who didn’t. Remember, each team member is required to attend at least 75 percent of all team meetings.

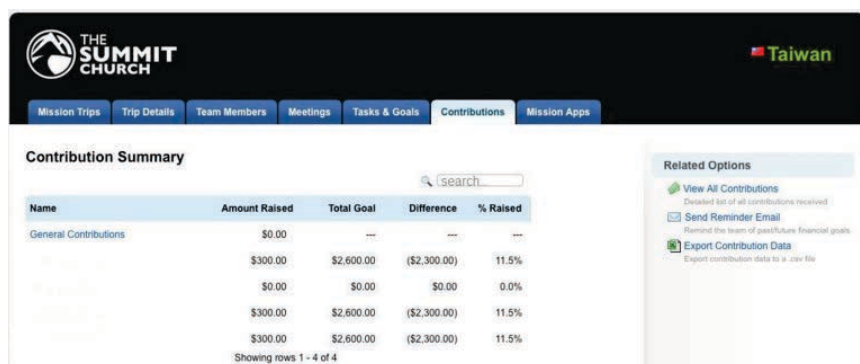
Tasks and Goals Tab

Due Date	Name	Type	Status
8/16/2014	\$2,250.00 due	Fundraising Goal	25 % Complete
8/19/2014	Order airline tickets	Leadership Task	0 % Complete
9/16/2014	\$2,600.00 due	Fundraising Goal	25 % Complete
9/22/2014	Order background checks	Leadership Task	0 % Complete
9/22/2014	Order trip insurance	Leadership Task	0 % Complete

Adding a goal refers to a financial option. The financial goals for your team have already been added. You should see these listed on your “Trip Details” tab as well as on the “Tasks and Goals” tab.

Adding a task refers to an action item (paperwork, reading assignment, etc.) that the team needs to complete. You will see at least two tasks already set for you and your teammates. These tasks are to upload a copy of your passport and to upload a copy of your medical insurance card. You should remind your team members to do this as soon as possible, and as the leader, you can click on the task anytime to see whose documents are missing.

Fundraising Tab



Name	Amount Raised	Total Goal	Difference	% Raised
General Contributions	\$0.00	---	---	---
	\$300.00	\$2,600.00	(\$2,300.00)	11.5%
	\$0.00	\$0.00	\$0.00	0.0%
	\$300.00	\$2,600.00	(\$2,300.00)	11.5%
	\$300.00	\$2,600.00	(\$2,300.00)	11.5%

As trip leader, you will be able to view contributions for all your team members. Each trip participant will see only what he or she has received on this page, including the name of the contributor and the date received.

When a married couple or parent and child are part of the same team, the combined cost will appear, and all contributions will be posted under the name of the husband or parent.

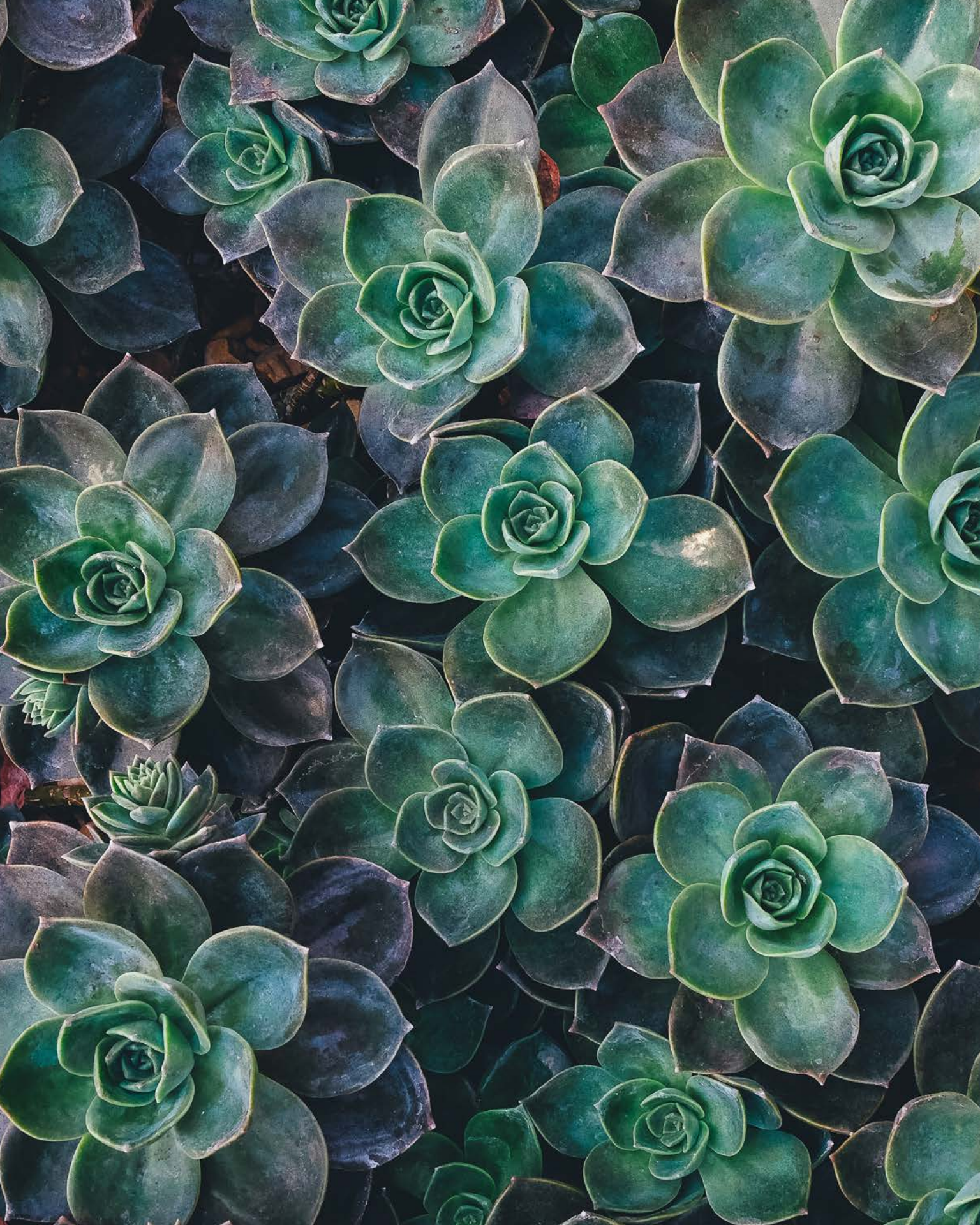
The missions staff manually inputs all contributions for trips to Managed Missions, including online contributions. Please allow up to one week for contributions to display.

All team members will see the name of contributors unless they ask to remain anonymous. For the privacy of our contributors, we will not display the amount an individual contributes to the church.

Frequently Asked Questions About Managed Missions

How do I change my password? When you log on to the site at summitrdu.managedmissions.com, you will see your email in the top right corner. Hover over your email, and you will see the option to change your password.

Why isn't a contribution showing up that I am certain has already been given toward my trip? It generally takes three to seven business days for the church planting team to update Managed Missions after a contribution is received. If a contribution is not viewable after seven business days, please contact missions@summitrdu.com. Team leaders should have their team members contact them, and then the team leader should contact the church planting team.



Build the Team

It is the responsibility of the team leader to recruit, empower, and equip the team. We believe the short-term mission team is a representative of The Summit Church as well as a representative of Christ. All short-term teams should be a demonstration of the gospel of Christ to those with whom the team works. So in order to participate in a short-term trip, all individuals should be Christ-followers who are actively demonstrating the gospel in their daily lives. It is preferred that all trip participants be current covenant members or regular attendees of The Summit Church as we seek to mobilize our members among the nations.

1) Recruit the Team

It is primarily the responsibility of the team leader to recruit the team. The church planting team prefers that at least 10 people go on every short-term trip. However, the size of the team is ultimately determined by the field partners based on their needs and the security in a particular area. Unless special approval is given, teams must be a minimum of four people, including the leader. The team leader should recruit the team by getting the word out broadly and following up appropriately with applicants. Each short-term trip will be listed online at summitrdu.com/shortterm and also as an individual event on The City with a public link that can be shared with those interested in the trip via social media, email, etc.

Remember, recruiting is hard work! As you build your team, focus on recruiting more than simply informing. Your goal is not just to tell people that the trip is happening; your goal is to communicate to specific people why this specific trip is the one for them and walk with them through the decision process. Your discipleship of your team begins with the moment you first challenge someone to join your team!

Get the Word Out

You should begin spreading the word about the trip immediately after the trip budget is approved and the trip is listed online. The church planting team encourages team leaders to mobilize their campus and small groups for the trip first, as well as challenging families to go together whenever

possible. The team leader is expected to be intentional about inviting people to join him or her on the team. In addition to your small group, talk with your campus pastor about promoting the trip at weekend services through stage announcements and rotating slides.

Here is a sample letter you could use in an email to spread the word:

Dear _____,

I would love to invite you to join me in the mission of God through taking a short-term trip to (region) in (month). This would be a great opportunity for you to become an even bigger part of our church's efforts to fulfill the Great Commission, reach the lost with the gospel, and plant 1,000 churches in our generation!

About the trip:

(Short description of the trip and why you think this person should go)

Purpose of the trip:

(Overview of the region and status of the Church in this country)

(How this team will partner with the work)

Details:

Leave from RDU:

Return to RDU:

Approximate cost:

Deadline for applications and \$300 deposit:

Action steps:

Pray about your involvement in this trip, and put your "yes" on the table.

Let me know if you're interested.

Apply online at summitrdu.com/shortterm by (application due date).

Thanks again for your prayerful consideration of this trip. I am praying for you to consider this opportunity!

Follow Up with Applicants

As applications are submitted for the trip, you will be notified via email. You should immediately follow-up with each application to thank that person for applying and inform him or her of what that person needs to know to begin raising support. If any applications are in question regarding whether or not they should be approved, you should consult the church planting team for guidance. Typical reasons someone is not approved are he or she isn't a believer yet or he or she experienced a destructive situation that could be heightened by the trip or harmful to the team.

2) Communicate About Deadlines, Finances, and Support Raising

The team leader is responsible for empowering the team by communicating all necessary information to the team. You must let the team know that you are their primary contact for any information about the upcoming trip. This includes information about deadlines, finances, support raising, and upcoming team meetings. If one of your team members has a question about the trip, you should collect his or her question and email missions@summitrdu.com. This makes the communication flow much faster and empowers you as the leader. Beginning 90 days before departure, it is recommended that the team leader send at least a bi-monthly email to all team members to communicate important information and reminders.

The team leader should clearly communicate the trip deadlines to the team and lead the team members in meeting the deadlines. Payment deadlines may be adjusted on a team-by-team basis depending on deadlines imposed by the airline, travel agent, and/or field partners. However, clear date and amount deadlines will always be viewable in Managed Missions by all trip members. If deadlines aren't met, participants cannot move forward with the trip. As a team leader, you are responsible to communicate all financial deadlines with your team members and hold them accountable for meeting

them. If you miss a deadline as a leader, the entire trip could be postponed.

The team leader must also understand and communicate the financial responsibilities and support raising details involved for all who participate in a short-term trip. The team leader is responsible for sharing this information immediately with all team members and ensuring that each participant understands the guidelines outlined below. This will allow team members to have a clear understanding of the support raising process and have as much time as possible to raise financial support and meet deadlines. Support raising is hard work, so coach your team members along the way, and use this as a discipleship opportunity to encourage them to work hard and trust God to provide.

The following information regarding support raising can be found as a separate document to send to team members at summitrdu.com/shortterm. It is also positioned as a download viewable to all trip leaders and members on Managed Missions.

- **Pay your deposit.** Upon being added to the team, you need to pay your *non-refundable, non-transferable* \$300 deposit (\$100 for domestic trips without airfare). The deposit will be credited toward the cost of the trip. Your application is not complete and no additional funds can be accepted until you have paid your deposit. Your initial deposit can be given in one of two ways:
 - **Give online** at summitrdu.com/supportshortterm. You'll enter your name as well as your trip name.
 - **Mail a check** to the church at 2335-114 Presidential Dr, Attn: (Name of your trip), Durham, NC 27703, and include a slip of paper that indicates "Name of trip, your name, initial deposit." Checks should be payable to The Summit Church.
- **Raise support.** After applying, being accepted, and paying your deposit, your next step is to raise support. You may self-fund all or part

of the trip or raise funds for the trip through support letters and other means. However, we encourage everyone to raise at least some support for trips. Here is everything you need to know about raising support.

- **Contributions are for the trip, not individual participants.** All monies given to The Summit Church are given for the mission trip, not for individual team members; however, each team member is expected to contribute or raise support for their portion of the total trip expenses. Money contributed to the church by you or at your request will be used to meet trip expenses and is non-refundable, even if you are unable to participate in the trip or receive contributions in excess of your share of expenses. Each participant will be responsible for paying all costs incurred by the church on their behalf for the trip. All funds contributed to The Summit Church for your team are given for the church planting efforts of the church and are subject to tax law and the financial policies of the church.
- **Everyone going on a Summit trip has already received a subsidy.** Trips administered by the Summit have been subsidized with missions funds. The published trip cost reflects this subsidy, reducing the amount for which you are responsible. Since the church has covered a portion of your costs, additional scholarship money is not available; you will need to cover the entire portion of team expenses communicated to you by your trip leader.
- **How people give toward your trip.** You must pay your non-refundable, non-transferable deposit (see section above) before the church can accept contributions on your behalf. All contributions made to

the Summit are considered tax-deductible expenses and are non-refundable. Once you've paid your deposit, contributions can be made by you or your supporters in two ways:

- Give online at www.summitrdu.com/supportshortterm. Contributors will be asked to provide your name as well as the trip name.
- Mail a check to the church at 2335-114 Presidential Dr, Attn: (Name of your trip), Durham, NC 27703. Checks should be payable to The Summit Church and include the form that is a part of the sample support letters below. **Your name should not be written on the memo line of the check.** If you receive any checks from contributors, you should submit them to your team leader or to the Summit missions team on a weekly basis along with the form from the support letters.
- **Viewing contributions:** You are able to view the contributions made to the church at your request by signing into your account on Managed Missions. **To protect the financial privacy of contributors, you will see names and dates but not the amount contributed to the church.** Contributions are posted manually into trips on Managed Missions as reports are received from the finance team. **Please allow at least one week for your initial deposit or contributions to post** before asking your trip leader about contributions you are aware of that do not appear in your record.
- If your team raises more than the total cost of the trip, those funds are placed into a general fund to subsidize future mission trips. The missions staff will make

all decisions about the allocation of team overages once the final payment deadline for your trip has passed. Due to the tax-exempt status of contributions, no money will be refunded to any individual contributor or participant.

- **Payment deadlines:** As a rule, Summit short-term trips involving airfare will follow these financial deadlines.
 - 120 days from trip departure: Your \$300 non-refundable, non-transferable deposit is due once you are accepted to the team.
 - 75 days from trip departure: Majority of funds are due, and airline tickets are purchased. All team members must meet this goal before tickets can be ordered for any team members. Airline tickets will not be ordered for those who miss this deadline. The total cost for trip leaders and Summit staff is due on this date.
 - 45 days from trip departure: The full cost of the trip is due for all other participants.
- **Cancellation by participant:** If you have to withdraw from a trip, there are several things you should know:
 - Deposits are never refundable.
 - Other contributions made on your behalf are also not refundable if the trip takes place. Contributions are refundable only if Summit cancels the trip and must be at the request of the contributor. Refunds can only be considered for contributions that have not received receipts for tax purposes.
 - If an airline ticket has been purchased, the church reserves the right to fill the vacated spot with another individual and credit that person with support dollars to ensure

the trip takes place

- Once the final accounting for a trip is complete, other unspent funds may be held in reserve for up to 12 months, after which they are transferred to a general account for short term trips.

• **How to raise support:** One of the first steps of your mission effort is trusting God to provide the funds. Raising support is an act of faith that God will get you where he wants you to go. It can be a time-consuming process, so get started as soon as you are accepted to the trip. Don't procrastinate. There are several ways to raise support.

• *Support Letters*

- **Why?** We advise you to send out support letters, regardless of how much you can pay with your own funds. Remember the goal is to raise supporters, not just support. You are looking for a team of people to invest in what God is doing in your life, not just asking people for money. You need to be completely covered in prayer as you go on your mission, and the support raising process is ideal for that. Also, your letter itself can act as a challenge to other Christians to be involved around the world.
- **How many?** We recommend that you send personalized support letters to at least 30 people for most trips.
- **Who?** Ask the Lord's help in coming up with your support list. Don't be shy! Send letters to friends, family, extended family, coworkers, non-believers, and anyone who might want to know what you are up to and might be able to help. Your letter may be an opening for you to share the gospel with non-believers. You will be amazed how God will raise funds for you as you let him direct you.
- **How?** As soon as your application is

approved and you've paid your deposit, write your letters and put them in the mail. You should write the letter yourself and have someone check it for spelling and grammar. Avoid a standard "form" letter if possible. The body of the letter can be the same for all recipients, but personalize at least the name at the top and, if possible, an opening remark or closing comment for each letter you send. Limit your entire letter to no more than two pages. Below are two sample support letters to help you. Be sure to customize these to accurately reflect the details of your trip. Use a type font that is easy to read (12 or 14 point), and be sure to cover the following:

- Your call and motivation to go
- When and where you are going (use non-specific language when visiting closed countries)
- What you will be doing and to whom you will be ministering
- What you want from those who get your letter:
 - Prayer: Give specific ways to pray for you and those you are going to serve.
 - Financial help: Mention your financial deadlines.
- Details regarding financial gifts:
 - The amount needed
 - How to give online or by check (participants' names should not be on any checks given)
 - Tax deductible nature of contributions
 - Summit will advise you they contributed but will not reveal the amount.
 - Thank them for praying and supporting you
- **Phone calls:** Around 10 days after your letters are mailed, make follow-up phone calls to most of those to whom you sent letters. This will give you a chance to tell

them a bit more about your trip and ensure they do not forget about your letter. If you aren't making phone calls, you aren't raising support!

- Other fundraising suggestions: Below are several other ways to raise funds for a trip. Due to the number of people involved in church planting, The Summit Church is unable to host or advertise for fundraisers on campus or through the Summit's website or The City.
 - Odd jobs: Mow lawns, baby-sit, or find other creative ways to earn additional money.
 - Personal sacrifice: Cut off the cable, bring your lunch to work, drink water instead of soft drinks. Put any money saved toward the trip.
 - Yard sale: Host a team-wide yard sale. Ask friends and family to donate items for the sale and split the money between each participating team member.
 - Make something: Use special talents or skills to make items for sale, and find a creative place to sell the items.

Common Misconceptions About Support Raising

- MYTH: Friends don't ask friends for money. I'll lose friends.
- TRUTH: The Body of Christ supports one another, and most friends will be happy to know about your trip and contribute what they can!
- MYTH: You shouldn't ask people to give; just ask them to pray.
- TRUTH: You should definitely ask people to pray, but you should also ask them to give as they are able to the mission of God through your trip!
- MYTH: If you have the money, you should just pay for your own trip.

- TRUTH: Of course you should put some "skin in the game" yourself; however, not raising any of the support is robbing others of the opportunity to invest in what God is doing in you and around the world!
- MYTH: You should only ask people that you think have disposable income and can afford it.
- TRUTH: It isn't about the amount someone is able to give but rather the fact that they do give and join the mission of God in that way! You'll be surprised how God uses your request for support to shape others and call them deeper into his global mission.
- MYTH: You can't ask people for money that you asked last year.
- TRUTH: Remember you aren't raising support; you are raising supporters. Therefore, when done in the right way, you are building a team around you to pray for you, guide you, encourage you, and indeed support you as you follow the Lord's call on your life. Therefore, as you build your support team, it is completely fine to ask people for support as you have the opportunity to take part in different opportunities!

Sample Support Letter 1

Dear _____,

The Summit Church has been sending teams to work with church planters around the world for a number of years. Each time, God has used the team in wonderful ways to refresh the church planters in the area and reach the surrounding communities. This year a team is going to South Africa to work with our church planter in the largest city, Johannesburg, and the surrounding areas. I am excited to be a part of this team that will be in South Africa July 31 to Aug. 10, 20xx.

The primary goal of this mission trip is to work with a local church in an impoverished area of the city. We will assist them as they faithfully strive to present the gospel of Jesus Christ to the people of their mission field. We hope to partner with that church and our church planter in reaching their community while also ministering to them personally and spiritually. We want to strengthen them and encourage them to persevere.

We will conduct Backyard Bible Clubs with the local children. These will include Bible stories, playing games, and most importantly presenting the Good News of Jesus Christ. We plan to help provide some training for the national workers in South Africa, as well as minister to our church planters. We will prayer walk through different areas of the city and work with refugees from other areas of Africa, many of whom are Muslim.

I am asking you to consider being my partner in this great challenge. If at all possible, even a small contribution to assist with the \$2,300 cost would be greatly appreciated. I believe the return on our joint investment will yield eternal results! The biggest part of my support is due by April 30, 20xx. The remaining portion is due by June 1. If you can assist me financially, you may give online at summitrdu.com/supportshortterm. Be sure to enter my name as well as "South Africa" for the trip name. If you prefer to give by check, it should be payable to The Summit Church. Be sure to enclose the form below with your check. My name should not be written in the memo line of the check. You can mail your tax-deductible gift to The Summit Church, South Africa Team, 2335-114 Presidential Dr., Durham, NC, 27703. For your financial privacy, the church will tell me that you have contributed, but they will not disclose the amount.

Most importantly, I ask for your prayers. If you will pray, then I believe God can use me in a mighty way and do "immeasurably more than all we ask or imagine" (Ephesians 3:20). Please pray for the local church and church planters we are going to serve. Pray that God will grant them fruitful ministries. Pray for the spiritual preparation of our entire South Africa team and for those we will encounter. Pray that I will be sensitive to the leading of the Holy Spirit and obedient to his voice. I appreciate your prayer and support for this trip.

With gratitude,
Tom Walters

(Please return this portion with any donations.)

This donation is given to support the South Africa team and was made at the request of Tom Walters.

Please mail your tax-deductible gift to:

The Summit Church

South Africa Trip

2335-114 Presidential Dr.

Durham, NC 27703

Please provide the following:

Your name:

Mailing address:

(If different than your check)

Sample Support Letter 2

Hello!

I pray that this letter finds you well. It's hard to believe that this fall marks the beginning of my second year of owning a townhouse, my third year of marriage, and my third year of teaching. Since finishing college, God is teaching me that life isn't all about me and that I am on this earth to love God and love others. In fact, God has given me a unique opportunity to put these lessons into action. From Dec. 14 to 22, John and I are participating in a short-term trip to Central Asia. When I would normally be frantically shopping for Christmas gifts, this year I'll be serving overseas to introduce people to the greatest gift of all: Jesus Christ!

Our church, The Summit Church, has established multiple church plants in countries throughout the world, including one in Central Asia. This church plant is comprised of members from our congregation who moved to Central Asia with the hope of seeing an entire city transformed by the power of the gospel. The purpose of our trip is to aid this Central Asian church by encouraging the church planters and hosting various outreaches within the city. As a teacher, I may even visit the local schools.

If you would like to help, there are two ways to be involved. First, and most importantly, you can help by supporting me in prayer! Pray that the Holy Spirit would already begin working in the hearts of the people that we will encounter, allowing them to know the love of Christ that surpasses knowledge, that they may be filled with all the fullness of God (Ephesians 3:14-21). Pray that God would prepare all of us for what he will do during our trip. Your prayers are greatly appreciated, so feel free to pray as the Holy Spirit leads.

Second, you can help by supporting me financially. The largest portion of my \$2,500 cost is due July 20. Any amount of money that you are willing to give will be greatly appreciated. If you are able, you may give online at summitrdu.com/supportshortterm. You'll enter my name and "Central Asia" for the trip name. If you prefer to give by check, checks should be payable to The Summit Church. Be sure to enclose the form below with your check. My name should not be written in the memo line of the check. You can mail your tax-deductible gift to The Summit Church, Central Asia Team, 2335-114 Presidential Dr., Durham, NC, 27703. For your financial privacy, the church will advise me that you have contributed but will not disclose the amount.

I am truly blessed to call you my friends and family, and I would love to hear an update from each of you. Know that you are all in my prayers and that I am excited about what God is doing in our world — locally and globally!

Sincerely,
Sarah Kennedy

(Please return this portion with any donations.)

This donation is given to support the Central Asia Team and was made at the request of Sarah Kennedy.

Please mail your tax-deductible gift to:
The Summit Church
Central Asia Team
2335-114 Presidential Dr.
Durham, NC 27703

Please provide the following:
Your name:

Mailing address:
(if different than your check)

3) Equip and Disciple the Team

The team leader is responsible for facilitating team meetings before the trip. It is ideal to have all team meetings planned and scheduled 120 days before the trip departure. A minimum of three meetings are required for each team; however, you may choose to meet more than three times with your team. Additional meetings or gatherings can be useful in preparing for ministry, building community, and praying for the ministry of the short-term trip and field partners.

The following are factors to consider when choosing dates:

- Begin formal training after registration is closed. For an average trip, registration will be closed 120 days prior to departure. It is recommended that sensitive information not be covered until this point. This does not mean that a team cannot meet prior to this time. In fact, it is recommended that teams gather in advance for prayer, general information, and to get to know one another.
- For teams consisting of one or more small groups, utilizing regular meeting times (before, during, or after) and locations may prove to be a possibility. If some training is done during small group time, it will offer those not going on the trip to be a part of the trip in a greater way and possibly help with the preparation process.

Preparation for the trip is critical in making the most of each short-term trip. The team leader is primarily responsible for equipping and discipling the team for communicating the gospel, understanding the basic culture of the trip location, growing together in unity with the team, and exploring how and where God is calling each team member to leverage his or her life for the gospel. This equipping begins well before and during the trip and continues after the trip.

Each team meeting is planned to last approximately an hour and a half. Remember that the main focus of any meeting should not be the logistics. Please do cover the logistics with excellence; however, the focus should be on the gospel (the reason for the trip), how to know Jesus more, how to serve one another, and how to serve the nations.

Below is an example team meeting, but the team meetings and training material that should be used to equip the team prior to the trip is found in Inkilling, an online tool used to train the team. A member of the church planting team will explain that tool.

Team Meeting 1: The Gospel

The purpose of the first team meeting is to (1) introduce the team members and cast vision for the trip, (2) review logistical information, and (3) begin spiritual preparation as a team.

- Introductions: Begin the meeting with simple introductions, previous trip experience, expectations, and motivations for going. Record contact information for all team members.
- The vision: Explain the overall vision for the trip, including why you are going, who you will be working with (field partner bio), and what you hope to see accomplished through the trip.
- Logistics: Take time to review the important logistical information below.
 - Discuss team member responsibilities (outlined and initialed by each team member in their application).
 - Review deadlines (as laid out in Managed Missions).
 - Review “How to Raise Support” to ensure everyone understands the process of raising support. Set goals as needed.
 - Discuss the Importance of prayer support (asking people to be intentional about praying for the team).

- Ensure everyone has necessary passports, entry visas, and vaccinations.

Passports: Every person traveling outside the U.S. is required to have a passport, regardless of age. It is important to ensure that each team member who does not have a passport applies for one in a timely manner. Allow at least four to six weeks to receive a passport after applying (although it may be received in as little as two weeks). The church planting team recommends team members apply for a passport upon registering for a trip if they do not already have one. Passports are good for 10 years, and most countries require that a passport will not expire for at least six months after entering the country. If a team member's passport is expiring, he or she should renew his or her passport before the trip. If someone on your team is traveling with a non-U.S. passport, be sure to let the church planting team know. Information about how to apply for a new passport or renew an existing passport can be found online at travel.state.gov/passport.

Entry Visas: Some countries allow entry visas to be obtained upon arrival in the country. Some countries require travelers to apply for a visa prior to departure. Information regarding entry and exit requirements and fees should be discussed with your field partners and can also be found at the country's embassy website or the U.S. Department of State's website (travel.state.gov/travel).

Vaccinations: The team leaders should be aware of the Center for Disease Control and Prevention's (CDC) recommendations for vaccinations for international travelers going to a particular country and be able to communicate these clearly to team members. Country-specific information can be found on the CDC's website (cdc.gov/travel). In some instances, either the country you are traveling to or the U.S. requires a particular vaccination. Customs agents may require proof of vaccination before you

are allowed entry into that country. Check with field partners to determine what is required and recommended. It is up to each team member — in consultation with his or her physician — to determine if and what vaccinations are needed. The team leader can provide the CDC's requirements and recommendations, but the team members must make the decision about what is best for them. NOTE: Vaccinations are not included in the cost of the trip and may or may not be covered by insurance.

- **Spiritual Preparation:** This portion of training concentrates on developing a biblical perspective for the trip, maximizing impact through interaction with people on the field, and helping create a long-term impact in the lives of team members. It is not uncommon for some of the logistics for a trip and even for the original target people group or field team to change during the preparation process. In these situations, the spiritual preparedness of the team will allow team members to see these changes as opportunities and to respond to them in a God-honoring manner. The biblical mandate and global realities should be communicated throughout this time of spiritual preparation, although it may not be covered in one particular session. On average, 15 to 20 minutes per training session should focus on the team's spiritual preparation. Each team member is expected to be in the Word daily, especially prior to the trip. During training meetings, this lesson time can take the form of a devotional with a response time, but this time will look different for each team depending on its members, destination, and ministry focus. The team leader will decide how this time will best prepare his or her team.

- **Suggested Scripture to read together:**
 - Psalm 67: God's grace and blessing

given to make himself known

- Psalm 96: God is great, and his people are to declare him among the nations.
 - James 2: Saving faith produces works
 - Matthew 28:16-20: Great Commission: Make disciples of all nations.
-
- The gospel: Have everyone in the group write out the gospel on a sheet of paper. Challenge them to limit this to one paragraph that can be shared quickly with someone without memorization. Have the team share the gospel with someone else on the team and help one another in this process.
 - Testimonies: Have everyone on the team write out their testimony, the basic story of how they began to follow Jesus. Ask them to limit this to 100 words or less and then share it with someone else on the team.
-
- Prayer: Spend time in prayer together for one another and for the trip. Pray that God would make a great name for himself through the obedience of the team as they join his mission.
 - Preparation for next meeting: The next team meeting will involve learning about the city and culture where your team will be going. Below is a list of questions. Consider assigning each team member a question to answer for the next meeting as you learn together about where you will be serving. The team leader should also consider asking the field partners to Skype/FaceTime during the next team meeting to help the team learn more about the ministry in which the team will be participating.
-
- Questions to Research About Your City or Country:
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- How many years has your country been a country? How many people live in the city where you are going?
 - What are the main religions of the people in your country? What percentage of people adhere to these religions?
 - What are the main languages in the country where you are going? What about in the specific city where you will be serving? How do you say “hello” in the main language of your city?
 - What are the top five professions of the people in your city?
 - What are the main ethnicities represented in your country and city?
 - What type of racism is present in your city?
 - What are the top five recreational activities of people in your city?
 - What type of government runs your country and city?
 - What are the top five historical events that have shaped the landscape of your country?
 - What is education like in your country?
 - How do men and women interact with one another in your city?
 - What is appropriate dress in your city?
 - What types of actions are extremely offensive and should be avoided by visitors to your city?



Take the Trip

After planning the trip and building the team, the team leader is responsible for leading the way during the trip itself through being a shepherd to the team and managing the finances.

1) Be a Shepherd

When the team is on the ground, there is a lot of responsibility for the team leader. This may include making tough decisions that affect the health and safety of the team you are leading. This part of being a team leader can be difficult at times and very humbling. Spiritual warfare is real and may show itself in different forms during your effort. The enemy does not like what we are doing and will try to discourage us and keep us from doing what God has set out for us to do. We can trust that what Satan means for harm, God will use for good. The team leader is responsible for staying aware of the team's safety and making good decisions as the trip moves along.

Daily Discipleship Through Devotions and Prayer

Team meetings on the field: During your time on the field, regular team meetings are important for your team. You should meet at least once as a team every single day to pray and possibly read Scripture together. As the team leader, you should use this time to help focus your team, process what the Lord is doing in and through them, and cover logistics. A great question to ask your team every day is, "How have you seen God at work in you and around you today?"

- **Spiritual:** Leading your team through devotions and spending time in prayer are important elements to your time on the field. A team devotional will be provided to you and your teammates before you depart. You may choose to lead your team to use this guide in a variety of ways, including having everyone read the devotions on their own and then discuss together or reading them together as a group and then discussing. Either way, it is not optional to meet daily for prayer and devotion. An important part of your time together will be allowing team members to share what the Lord is doing in their lives. Having time for you to share and process as a team what is happening is often one of the most important elements of any trip. This is a great discipleship opportunity, and the team leader should help each team member process what God is doing and how he is calling them to join the mission of God long-term.
- **Logistical:** Use the team meeting to inform or remind your team their responsibilities for that day or the next day, including the schedule and ministry assignments. This is also a great time to remind the team to keep receipts and handle any accounting tasks.
- **Continued coaching:** The team members will

continue to look to you during the trip just like they did for training during team meetings. See yourself as a coach. There will be things that you need to continually keep in front of your team, such as cultural sensitivities (body language, dress, etc.). In addition to reminding them of things discussed in training, you should be there to talk through things with them and help them process what is happening. Preparing the team to communicate when they get home will be another part of coaching. An important part of the trip is making sure team members can share what the Lord has done when asked by friends and family. Depending on the context, there may be some things such as specific names and locations that team members cannot share for the security of those they partnered with. When serving in a context like this, you will need to coach the team on what is appropriate to share and the best way to do so.

Be Aware of Team Safety and Make Good Decisions

As the team leader, you are responsible for making decisions that affect your team. However, you will be working with another leader on the field: the field partners. It is important to work closely with the field partners throughout the duration of the trip. It is vital that the team members go to you as the team leader instead of going to the field partners with questions or concerns. You will be the voice of the team to the field partners so the team does not overwhelm the field partners with unnecessary questions or concerns. Below is a list of areas that will pertain to your trip and guidance on how to lead your team to be aware of safety and make wise decisions:

- **Emergency contact information:** The team leader should have emergency contact information for the field partners, the church planting team, and the U.S. embassy within the country you are working. This information should be with you at all times. The field partners will have local emergency contact information such as hospitals and police. Make sure your team members have the address where they are staying with them at all times in case someone gets separated from the group. Please leave all pertinent contact information with the church planting team as well.
- **Security:** The team leader should also work out a contingency plan with the field partners in case the field partners do not pick them up from the airport, luggage is lost by the airline, etc. Upon arriving in country, it is a good idea to communicate the team's arrival with someone back home. The team can call or email one individual and have that person forward the information on to one contact person for each team member. Please copy the church planting team on these communications. This will allow the team to communicate their arrival and give updates once or twice during the trip. There is some degree of risk in almost any situation we find ourselves in overseas. This risk is well worth it when it comes to the glory of God being spread throughout the nations. With the help of the field partners, you may need to guide your team in what is worth the risk and what is not. For example, team members often like to wander away from their hotel at night to see what's around or look for a snack. In many of the places we work, it is dangerous for Americans to walk around alone at night, and it's not worth the risk just so someone can find a snack. When traveling, it is important to follow a few safety guidelines. Stay together as a team. Keep up with luggage and bags in the airport. When carrying money, keep it on your person. Be mindful of your surroundings.

- Responding to emergencies: It is rare, but emergency situations may occur while you are on the field. As the team leader, you will be responsible for making decisions to guide your team through such instances. It will be important to look to the field partners for guidance if you find yourself in an emergency situation. Contact the church planting team as soon as possible to inform them of the situation.
- Personal health: Chances are good that someone will get sick at some point while you are overseas. As the team leader, you want to minimize these chances as much as possible. With input from your field partners, you will need to instruct your team in the areas of personal hygiene, food, and water. Team members should be cautious but also sensitive to the culture they are in. This may mean eating or drinking something offered to the team that you normally would not eat or drink. The church planting team will provide you with the medical information provided by the team members on their applications. You should take this with you as a reference in the event of a medical emergency.
- Cultural: The field partners should make decisions that are cultural. They have been in that context longer than the team and have a better understanding of what is appropriate. Examples of cultural decisions include what you wear, eating and drinking, and interactions between men and women.
- Security and safety: You should look to the field partners to make decisions when it comes to the safety and security of the team. Having been on the field, they will have a good understanding of possible threats and how to handle emergency situations. If field partners advise against the team doing any particular activity for security reasons, it is up to you as the team leader to make sure that the team complies.

- Financial: As the team leader, you make all financial decisions for your team. You can and should look to the field partners on how to use money in that context, but you are responsible for staying within the trip budget and handling the money once on the field.
- Ministry: Ministry decisions will be made between you and the field partners prior to the trip. It is possible that plans will change while you are on the field. If that is the case, look to the field partners first before making adjustments. The field partners may look to you as the team leader to make some ministry decisions based on your team. If that happens, be prepared to make the decision based on your team's strengths. Remember: Be flexible!
- Unexpected yet inevitable situations: Most likely, something will happen that is not in the schedule (transportation breaking down, ministry plans being cancelled at the last minute, etc.). When this happens you will look to your field partners for direction. The field partners have most likely dealt with a similar situation and will know how to best respond.
- Team member concerns: It is rare, but occasionally a situation will arise when a team member acts in a way that is not honoring to the Lord or respectful to the culture. If you have a team member who will not follow your direction as the team leader, you have the right to remove him or her from a situation that may be harmful to himself or herself, the team, or relationships on the field. This may mean keeping him or her at the hotel or sending that person home at his or her own expense.

Be Safe with Kids

Children are a precious resource entrusted to us, and their care and protection is a top priority. In a world where sexual and physical abuse of children is a sad reality, many churches, including Summit, are taking steps to ensure that the children related to their ministry are safe and secure from sexual and physical abuse. It is your responsibility as a team leader to discuss this with your team and talk through how to always be above reproach when working with children overseas (including national children and the children of our field partners). Check with your field partner regarding any special training they want you to complete regarding child safety before you go. Also, resources for this are found at imb.org/go under “Mission Trip Resources” >> “Child Protection.”

Wisdom and Responsibility with Social Media

Please help us pray effectively for you while you are gone by posting appropriate photos to Facebook, Twitter, and Instagram as Internet connections permit. Please lead your team in this, and give them good instructions about what to post and what not to post. Make sure you check with your field partner about what is OK to post as it relates to security. Also, remember to lead your team in posting pictures of your people with local people whenever possible and not just of themselves.. Post descriptions and pictures that accurately show what you are doing. Remember, perception is reality; therefore, ask yourself, “Does this picture make it look as if I’m on vacation?” If so, don’t post it! Be sure to tag @SummitRDU on Facebook, Twitter, or Instagram!

Team Conflict Resolution

Overseas workers are particularly susceptible to conflict for a few reasons. First, we are all sinners who need to be reminded of and changed by the gospel daily. Also, God has created us with different talents, ways of thinking, and gifts of the Spirit in

order to make a complete Body, where we smooth out each other’s “rough spots.” Sometimes that is uncomfortable! More so, Satan is fighting against the gospel going forth to every nation. What better way to stop it than to render God’s missionaries ineffective due to sin and conflict? Likewise, culture shock and isolation can bring out the worst in people.

Because of these factors, it’s not a matter of if but when and how your team will experience conflict. Being diligent to prevent it, however, means less occurrences and more redemptive resolutions.

1. Decide from the beginning to live in submission to the Bible’s teaching on unity in the Church, and verbalize your expectations for one another. For example:

- We will submit to one another out of reverence for Christ (Ephesians 5:21).
- Gossip, slander, and passive aggression will not be tolerated (Ephesians 4:31, Colossians 3:8, 1 Peter 2:1).
- We will respond to each other’s concerns by listening first and responding with the love and grace we’ve been shown in Christ (Proverbs 15:1).

2. Foster open communication.

- Leaders and members should set aside time for fun, quality connection, and communication to build trust.
- If something bothers you, be brave and humbly share your thoughts with the other person. Both of you will learn a lot about each other that way, and it will build pathways of communication to guide you through larger disagreements.

3. Model a lifestyle of repentance.

- It is essential that everyone in the group regularly, openly confesses to their own

personal brokenness and gives glory to God for saving them and using them (grace).

- People respond to sin not with “Do better next time” legalism but with the gospel of joy and love that embraces the sinner and points them to Jesus, the only perfect One and the Power at work in us and in the country we’re trying to reach.
- If someone is despairing, the community is quick to remind that person of the gospel and to step into his or her troubles with compassion.

Guidelines for Navigating Conflict

1. Change begins with you.

- Allow the Lord to search your heart. Ask him to reveal any idols of your heart that might be causing you to react wrongly or harbor bitterness. How is God seeking to sanctify you through this?
- Seek to learn more about the person(s) who are in conflict with you. What makes them feel respected? What brings them joy? How do they bond with friends? What communicates appreciation to them? How are they doing emotionally? What might they be needing from you that you haven’t been giving them?
- Continue to live life together, doing things that humbly demonstrate love and brotherhood to them. Don’t give into the impulse to push them away.
- Many fights are caused by misunderstandings or deep insecurities. When you take the time to get to know people and love them, great works of healing can happen.

2. Remember God’s sovereignty.

- God put you with these people for very good reasons.
- Opposites are oftentimes the best partners, but only if they recognize the value in one another. Ask the Lord to show you the ways

that your teammates balance you, the gifts they have that you don’t, and vice versa.

Seek to cultivate that, and share your appreciation with them.

3. Seek outside counsel if necessary.

- Sometimes we need someone outside of our situation to speak into it, especially if one party has given up seeking resolution.
- Choose someone that you both trust and respect who is in a neutral position to mediate one or more sessions where you are both held accountable to biblical truth and are able to freely share both sides of your experience.

In-country Debrief

You should meet with your team on one of the last days in country to process the trip as a team and celebrate what happened. This is a great discipleship opportunity as you get to talk with your team about how what you’ve learned will transfer back home.

Questions to discuss together during this time include:

- How have you learned to be with Jesus?
- How have you learned to serve one another?
- How have you learned to serve the nations?
- How has your view of God and the world changed as a result of this trip?
- In what ways have you grown spiritually through this process?
- What do you believe is the greatest barrier to people coming to Christ in this culture? How would you bridge this barrier if you lived here long-term?
- Who do you know from home that you think should get involved in the ministry here?
- How are you burdened to pray specifically for the field partners and their ministry here?
- Who is a national you met while here that you’ll continue to pray for once you are back

home?

- How was this trip different than you expected?
- What was the most humorous moment for you?
- Overall, what is the biggest thing you are taking home with you? How will this trip change your life at home?

2) Manage the Finances

The team leader is responsible for managing the finances. This includes paying the bills, keeping the receipts, and turning in all necessary information to the church planting team in a timely manner upon your return.

As team leader, you are responsible for tracking and accounting for expenses while on the field. You'll want to have a plan in place before you leave and monitor expenses continually during your trip. If you or your team plan to use ATMs or credit cards while overseas, be sure to advise your bank of your travel before you leave. Check with your field partner early on to determine the best way to handle expenses while overseas.

Ask them:

- Are ATMs prevalent and easily accessible? If so, you may want to deposit some or all of the money in your account and access it as needed. Be sure to consider daily withdrawal limits if you have large cash expenses to pay such as lodging. ATM fees are legitimate trip expenses, so check your bank statement and include those on your final expense report to the church.
- Are credit cards accepted? Which ones? You may want to charge large expenses such as lodging to your credit card and reimburse yourself rather than carry large sums of cash.
- Is cash the best way to pay? If so, be sure to ask your field partner about currency exchange in the country you're visiting — denominations they will change, condition

of bills, any serial number or year restrictions, etc. Be very discreet when carrying large amounts of cash. You may choose to divide large amounts of cash among your team members while travelling. And since you're using it for travel expenses, do not declare amounts greater than \$10,000 on any customs or immigration forms as you arrive at your destination.

Pay the Bills

The church planting team will make payments for team expenses on behalf of your team before departure (typically including airfare and travel insurance). The team leader and field partners should work together to determine the best way to pay for ground expenses. There are two options for handling ground expenses:

1. Field partners request partial or full payment prior to the team's arrival for certain expenses for the trip. In this case, the team leader should notify the church planting team of the date payment is due and the total amount due at that time, and the church planting team will send a check to the field partners.
2. Team leader pays cash for ground expenses while in country (this is the more common and preferred way to handle in-country expenses). In this case, a check for the expenses will be issued by the church planting team to the team leader and should be cashed by the team leader prior to the team's departure (currencies should be exchanged upon the guidance of the field partners). Expenses will then either be paid for by the team leader as needed or be given to the field partners upon arrival. The team leader will be responsible for keeping track of all cash and expenses throughout the duration of the trip. In this case, the team leader should communicate with the church planting team at least 10 days prior to the date the check is needed to discuss when the check should be picked up at the church office.

- If U.S. dollars are required (as opposed to withdrawing funds from an ATM during the trip), you must notify the SunTrust Bank at the corner of Miami Boulevard and Highway 70 approximately two weeks prior to cashing the check and advise them you will need crisp, new bills. Worn or torn money or bills with writing on them may not be accepted in another country. Certain countries may require bills printed after a certain date. Be sure you check with your field partner.
- If foreign currency is required, follow the instruction of your field partners in exchanging currencies prior to the trip's departure. Note: There is often a fee when exchanging currencies; you will need to include this fee in your budget to ensure your team will have sufficient finances throughout the trip. Consult with your field partners and the church planting team regarding additional precautions when taking money into a foreign country.
- The only money that should be left on the field, whether with the field partners or others, is that which was budgeted in the budget spreadsheet submitted to the church planting team prior to departure. Remaining, unspent funds should be brought back to the church planting team (in U.S. dollars, if needed, there is a currency exchange counter in the international section of RDU terminal 2). Exchange fees and ATM fees should be included on that sheet as well. These funds will go toward making short-term trips happen in the future as well as being used to bless our long-term field partners. Before returning to the U.S., it is the team leader's responsibility to exchange foreign currency back to U.S. dollars. This cash should be turned in to the church planting office as soon as possible after arriving home (next business day).

Keep the Receipts

Receipts should be collected and submitted for every expense. We recognize that certain vendors do not issue receipts, but in those situations the team member must create a receipt. A receipt is required for every transaction. The team leader is responsible for turning in all receipts and any remaining money (in U.S. dollars) to the church planting team upon the team's return. Receipts should be turned in with the budget spreadsheet. The appropriate spreadsheet can be obtained by emailing missions@summitrdu.com. Team leaders may be held responsible for reimbursing the church for any unaccounted-for expenses. Make sure you bring all receipts back! Without receipts, the church may be forced to report this as taxable income to the IRS. The receipts are also needed for the church's accounting records. An envelope system is a good way to track and record expenses. Before you leave to come home, be sure all team members return their unused currency to you. Remember that any unused currency is due back to the church ASAP, and your final accounting reconciliation is due to the church planting team within two weeks of your return.

Helpful hints as you manage the finances:

- Each night, the team leader should make sure that all expenses were recorded. This will be much easier than waiting until you get home to try to remember every purchase!
- Cut several sheets of paper into squares so you will have homemade receipts if a vendor does not give you one. If an official receipt is not given, this is the next best thing. The team leader can write the date, expense, and amount on the receipt and ask the vendor to sign it.
- Trip participants will need to bring their own money for things like airport food, souvenirs, etc. The money raised for the trip only includes expenses in the country they are serving and for team-related expenses.

Bring It Home

Upon returning home from a short-term mission trip, it is important to recognize that the culture and world we live in every day can make us forget the experience. One of the main outcomes desired from these experiences is to live every day in our normal lives in a way that consists of serving others, leading people to Christ, and discipling them to do the same. The 2 percent of each team member's year spent on the field should impact the other 98 percent spent at home. Additionally, for future direction and improvement, feedback from both the leader and the team are important. With this in mind, there are three key elements for the team leader to be part of after returning home from a short-term trip.

1. Meet with the Team

A post-trip meeting should take place within 30 days of the trip. As days and months pass — to avoid a dropoff of energy to serve others locally and in all nations — each team leader is asked to have regular correspondence with the team. Obviously, through the formation of a new small group or in your existing small group if you went to the field together, this is the ideal and easiest way to correspond. However, if this is not the case, the team leader is asked to email the team regularly and encourage continued prayer for each other as well as those in the field. Social get-togethers are another terrific way to continue building relationships as well as encouraging and praying for each other. While there may not be a parade in your team's honor, a certain amount of celebration

and commemoration are in order. This meeting isn't just a chance for some communal backslapping. It's a time to debrief and cover some important information for "living sent" back home. From the very beginning (before the trip), you should stress the importance of this meeting with your team.

Suggestions:

- Create a fun, casual environment to gather your team.
- Reconnect as a team:
 - Find out what has been going on since your trip.
 - Share photos and videos.
 - Share stories and memories from the trip.
- Talk about the next steps team members are taking as a result of the trip. These next steps are what will take the trip from an

experience to a catalyst for life change. Ask individuals to share what they plan to do next. Consider the next steps that you should recommend to different team members.

These next steps might include:

- Joining or starting a small group: When on the mission field as a team, special bonds and relationships are formed. If members of the team are not already in a small group, this is a perfect opportunity to connect them with your group or form a new group.
- Attending Starting Point to pursue covenant membership at Summit.
- Encourage team members to get involved with local ministries. This allows what the team did on the field to carry over to their time at home. Remind the team members that they do not have to wait until the next short-term trip in order to join the mission of God again. There are countless opportunities to get connected to strategic ministry through the Summit!
- Meeting with the church planting team to discuss the possibility of another trip or a longer term of service.
- Discuss trip leadership with those on the team who seem ready to move in that direction for future trips. If someone on the team is interested in leading a team in the future, please have them email missions@summitrdu.com.
- Pray:
 - Pray for the local people and ministry partners that you engaged when you were on the field.
 - Pray for the team and what's next for each of them.
 - Pray earnestly for your own community, and ask God to give you a heart for the people there. Ask God to help you see yourself as a missionary right where you live — sent there to preach the gospel to those in your community.

2. Evaluate the Trip

Within 30 days of returning, the team leader should complete the Short-Term Trip Leader Evaluation Form in order to provide valuable feedback about how the trip went, stories about the amazing things God did during the trip, issues that need to be addressed, and the future possibilities of other trips to the same location. Also, within 30 days of returning, the team leader is asked to send the Short-Term Trip Member Evaluation Form to each team member and ask them to complete the form to provide valuable feedback about how the trip went, the things God did in and through them, and the possibilities of future trips. Both evaluation forms can be found at summitrdu.com/shortterm.

3. Follow Up with Supporters

Before each person embarked on the trip, many participants asked others for prayer and financial support. As a team leader, you are encouraged to hold your team members accountable for follow-up with those who provided this support. This is a great way to witness to others and share your experience with them, possibly moving them toward serving in a foreign context as well. You should be accountable to your supporters for what you see God do on this mission. God's glory is our singular purpose for going, and he will be the one doing the work. Our responsibility is to be obedient and to report back to those who sent us how we saw God work (Acts 4:20). If someone helped you go or supported you in prayer, you should give them a report when you get back. As one who was sent out, you have the responsibility to now be not only a "goer" but a "sender." Talk about your experience with everyone you can, and use it as an opportunity to thank those who prayed for and supported you but also to encourage others to get involved!





Team Leader Checklist

There are many important steps and details involved in leading a short-term trip. Your hard work and dedication to the task are much appreciated. Here is a checklist to help you stay on task before, during, and after your trip.

Choose to Lead

- Begin praying and asking the Lord to give you direction for the location, people, and purpose of the trip as well as your responsibilities as a leader.
- Complete the team leader approval process (no fewer than eight months before the anticipated trip date):
 - Contact the church planting team (missions@summitrdu.com) to express interest in leading a short-term trip.
 - Submit a Short-Term Trip Leader Application. This application is located at summitrdu.com/shortterm.
 - Interview with a member of the church planting team (interviews will be set up after applications are received).
 - Attend team leader training (you will receive an invitation after your application has been approved).

Planning the Trip

- Communicate with the church planting team and the field partners to define the objectives, team size, dates, and budget for the trip.

WHERE are you going (destination)?

WHY are you going (purpose)?

WHO is going (team size)?

WHEN are you going (trip dates)?

HOW much will it cost (per person)?

- Submit a digital budget spreadsheet to the church planting team. Obtain this form by emailing missions@summitrdu.com

Build the Team

- Begin recruiting a team (minimum of four participants) through your small group and other connections.
- Promote the interest meeting via The City and social media.
- Communicate and follow up with those who express interest. Ensure they are aware of upcoming deadlines.
- Ensure all team members submit their Short-term Trip Team Member Application in a timely manner (at least 120 days from departure).
 - \$300 deposit (\$100 for domestic trips) is non-refundable and non-transferable and can be paid at summitrdu.com/supportshortterm.
 - One color copy of passport uploaded to Managed Missions
 - One copy of medical insurance card (front and back) uploaded to Managed Missions
- Schedule team meetings once registration has closed (120 days before the trip).

Meeting dates, times, and locations:

- 1.
 - 2.
 - 3.
 - 4.
- Hold first team meeting: The Gospel.
 - Articulate all trip vision, objectives, and purpose (including ministry plans).
 - Review trip deadlines and logistics (90, 60, and 30 days from departure).
 - Review financial and support raising responsibilities.
 - Begin spiritual preparation (what is the gospel, how to share your faith, etc.).
 - Assign team members questions about the city where you are going, to be reported on at the second team meeting.

- Continue to follow up about prayer and financial support efforts.
- Hold second team meeting: The City.
 - Give update for trip deadlines (120, 75, and 45 days, specific dates located in Managed Missions).
 - Review and update about trip logistics.
 - Review support raising progress.
 - Continue spiritual preparations.
 - Focus on learning about the city, culture, and specific area where the team will go.
 - Skype with field partners (if possible).
- Hold third team meeting: The Team.
 - Review final logistics and packing procedures.
 - Continue spiritual preparations.
 - Review ministry plans.
 - Distribute flight itineraries and emergency contact information.
 - Lead team building activity or discussion.
 - Possibly share a meal together.

One Month From Trip Departure

- Final support should have been received (by 45 days from departure).
- All members of team should inform bank and credit card company they will be out of country for specific dates.
- Arrange transportation to the airport or departure location for the team.

Two Weeks From Trip Departure

- Discuss check request for ground expenses with the church planting team via email.
- Meet with a member of the church planting team. Pick up trip insurance cards, group devotional guides, and other information.

- Ensure each member of your team is fully prepared and all their questions are answered.
- Have a meeting (within 30 days) to debrief and fellowship with the team.

Arrival on the Field

- Notify the church planting team of arrival by emailing missions@summitrdu.com.
- Organization at the place where you are staying: organize it, clean, break the chores up.
- Direct all team members to stay awake until bedtime to help with the time transition.
- Complete the Short-term Trip Leader Evaluation Form within 30 days of arrival.
- Ask the team to complete the Short-term Trip Member Evaluation Form within 30 days of arrival.
- Remind the team to send out updates (security sensitive) and “thank you” notes to supporters.

During the Trip

- Consistently encourage and direct your team members.
- Disciple your team through daily devotions and prayer and continual debriefing (“What is God teaching you?”, etc.).
- Coach your team as they participate in ministry.
- Pray earnestly for your team members as the Holy Spirit guides them deeper into the global mission of God.
- Work closely and respectfully with the field partners to encourage them and strategically join their ministry.
- Be sure to set the pace and lead by example.
- Keep receipts for all purchases.
- Keep up with accounting daily.

Arrival Back Home

- Turn in leftover cash in U.S. dollars to the church planting team immediately.
- Turn in all receipts with budget worksheet within two weeks of arrival.



summitrdu.com/shortterm

Short-Term Trip

Team Member Training



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A Note from Pastor J.D.

Thank you for considering a short-term mission trip with the Summit. This is more than an overseas trip. You are part of something big: helping to fulfill a promise given to Jesus and, by extension, given to The Summit Church. We are boldly asking God to give us the promise he made to Jesus in Psalm 2:8: “Ask of me, and I will give you the nations as your inheritance” (NIV). *You are part of the answer to that prayer.*

A lifelong commitment to mission often begins with a short-term trip. It certainly did for me. As we often say around here, before God can do something through us, he’s got to do something in us. You’re going to learn first-hand what that looks like. This trip will be the vehicle that the Holy Spirit uses to give you a vision of the gospel you’ve never imagined, as you see what God is doing in the most unreached parts of the world. God is going to overwhelm your heart with compassion. He’s going to open your eyes to spiritual gifts you didn’t even know you had.

But this isn’t just about transforming you. Our short-term trips also play an irreplaceable role in missions. Our career church planters can’t do the work alone. They need teams of people to

come alongside them in their work. Your presence, however brief, however imperfect, multiplies their efforts, so that they can be refreshed to press on in their calling. Each team we send is vital to the mission of God.

Remember, as you go, you are following the God who came to us as a servant. You are going to pick up a towel and “wash feet,” as Jesus did for his disciples — as he did for you and for me.

Thank you for taking this courageous step to follow God as he takes the gospel to the ends of the earth. I’m praying for you, that God would work in you and through you. And I’m excited for you, because you won’t come back the same.

Pastor J.D.



Get the Vision

Biblical and Global Realities

There is a fundamental, life-transforming truth that we cannot miss as Christ-followers: We were created to impact all nations for the glory of Christ. The testimony of Scripture from Genesis to Revelation is that we were created to enjoy God's grace in relationship to him so that we may extend his glory to the ends of the earth. Matthew 28:19 commands and commissions us to "go and make disciples of all nations ..." Sadly, we have often disconnected the blessings of God from the purpose of God. This has resulted in a self-centered distortion of biblical Christianity, where we know the first part of Psalm 46:10, "Be still and know that I am God," but fail to follow with the second part of the verse: "I will be exalted among the nations, I will be exalted in all the earth."

The purpose behind God's blessing of his people is seen clearly in Psalm 67:1-2: "May God be gracious to us and bless us and make his face shine on us — so that your ways may be known on earth, your salvation among all nations." God's plan for the sake of his name is that the gospel would be preached to all people groups worldwide. God receives the greatest glory when all the people groups of the world glorify him.

Throughout redemptive history God has been calling out a people for himself from every nation to make a new people: the Bride of Christ, his Church.

Revelation 5:9-10 says, "And they sang a new song, saying, 'You are worthy to take the scroll and to open its seals, because you were slain, and with your blood you purchased for God people from every tribe and language and people and nation. You have made them to be a kingdom and priests to serve our God, and they will reign on the earth.'" God is creating a new people for himself from every tribe, language, people, and nation. The ultimate goal of the mission of God is a people from every nation worshiping God in order that his glory might be extended to each and every people group around the world.

The Church is the primary agent empowered by the Holy Spirit under the authority of Jesus to accomplish the Great Commission. We must partner with other churches and organizations but not abdicate the centrality of the local church in global missions. This is a paradigm shift away from “Which missionaries or mission agencies do we support?” toward “What specific role are we as a local church going to take in global missions?”

We need to take responsibility for a specific part of the task to make disciples of all nations. We have made missions a spectator sport. Most of us sit in the stands watching the players do their own thing on the field and let the missionaries and mission organizations do the work of mission. Often we have subcontracted out our role in God’s mission of making disciples of all nations. Ephesians 1:22-23 says, “And God placed all things under his feet and appointed him to be head over everything for the church, which is his body, the fullness of him who fills everything in every way.” In Acts 1:8 we see the Church empowered by the Holy Spirit for witness to the ends of the earth. In 1 Corinthians 12 we see each believer gifted for ministry and as a necessary part of the Body. Every believer is called to embrace God’s mission and fulfill the role God designed for him or her in the Kingdom. The whole Church must be mobilized for the mission of making disciples of all nations.

1,000 Churches in a Generation

Recognizing the biblical and global realities, we, The Summit Church, seek to glorify God by making disciples of all nations. To that end, we are striving to plant 1,000 churches by 2050. We believe the church is the primary agent of God in the world, both in sharing the gospel and meeting the physical needs of the poor and disadvantaged around the world. A vital part of accomplishing this vision is sending short-term teams to strategic places around the world. We believe that going short term to serve leads to going long term to plant your life in a strategic place around the world.

Plumblines

Three plumblines guide how we view missions and church planting at Summit, including short-term trips:

1. The gospel of Jesus Christ is at the center of everything.
2. The local church is God’s “plan A.”
3. People are the mission, not programs.

Why We Take Short-Term Trips

- Proclaim the message of the gospel to the nations.
- Glorify God by serving others in response to the gospel of Jesus Christ.
- Provide encouragement to long-term church planters by participating in ministry with them.
- Partner with and empower local churches around the world.
- Provide prayer support to local churches and church planters.
- Equip and disciple trip participants with a vision of God’s heart for the nations.
- Develop leaders within The Summit Church.
- Lead the members of The Summit Church to consider their long-term involvement in the mission of God.

Resources

Let the Nations Be Glad, John Piper





Getting Started

Deadlines

- 120 days from trip departure:
 - Your \$300 non-refundable, non-transferable deposit is due once you are accepted to the team.
 - Passport
 - Do you have one?
 - When is the expiration date? Is it six months beyond your return date?
 - Upload copy of passport page to Managed Missions (managedmissions.com).
 - Read through “How to Raise Support” (see page number).
 - For more info, go to travel.state.gov/passport.
 - Begin praying for your team, our on-field partners, and the work.
 - Be in the Word daily (use the Summit Reading Plan).
- 90 days from trip departure (or before first meeting):
 - Read and work through “Preparing to Share” (see page 17).
- 75 days from trip departure:
 - Majority of funds are due and airline tickets are purchased. Team members must meet this goal before tickets can be ordered. Airline tickets will not be ordered for those who miss this deadline.
 - Immunizations
 - Check with cdc.gov/vaccines.
- 45 days from trip departure:
 - The full cost of the trip is due for all participants.
- You will have three mandatory team meetings.



Logistics

Your one-stop shop for everything from passports to insurance to what to pack!

As the leader, you will need to fill in the blanks throughout this logistics section before the team meetings.

This includes team member responsibilities regarding passports and immunizations, deadline dates, emergency contact information, airport transportation, and baggage restrictions.

Tasks for Team Member

- *Team Member Responsibilities*
(app.managedmissions.com)

- *Deadlines and Tasks*

- *Documents and Immunizations*

It is never too early to begin the paperwork that precedes any organized journey overseas. In fact, we recommend that you start soon to complete the items and procedures our office requests from you to ensure a smooth trip logistically.

- Background checks? Release forms?
- Passport
 - All travel outside the U.S. requires a valid passport. **If you do not have a passport**, you should apply for one as soon as possible, as the process can take several weeks. You can apply for a passport at most post offices or online at travel.state.gov/passport.
 - **If you do have a passport, please check the expiration date to make sure it will be valid for at least six months after your return date. If your passport is scheduled to expire within six months following your return date, you will need to renew it prior to the trip.**
 - In addition, make sure your passport is in good condition and has empty pages for passport stamps (two empty pages are needed for trips requiring visas).
 - We also recommend that you carry two photocopies of your passport with you on the trip.
- Immunizations
 - Helpful general immunization information is available on the website for the Centers for Disease Control, cdc.gov/travel.
 - You can also contact Passport Health at passporthealthusa.com, or call 888-499-PASS to schedule immunizations or locate a local agency that administers them. We recommend that you carry any available inoculation records with you during your trip.

Travel Information

- *Travel Insurance*

- As a part of your trip, traveler's insurance will be purchased for you. As the team leader, make sure your team members have their enrollment numbers and benefits information.

- *Emergency Contact Information*

- Name:
- Phone number:
- Address:
- Email:

- *Airport Transportation Plan*

-

- *Luggage Restrictions*

- Number of checked bags:
- Weight restrictions for checked bags:
- Carry-on weight and size:

How to Raise Support

One of the first steps of your mission effort is trusting God to provide the funds. Raising support is an act of faith that God will get you where he wants you to go. It can be a time-consuming process, so get started as soon as you are accepted to the trip. Don't procrastinate! There are several ways to raise support.

Support Letters

1. Why? We advise you to send out support letters, regardless of how much you can pay with your own funds. Remember, the goal is to raise supporters, not just support. You are looking for a team of people to invest in what God is doing in your life, not just asking people for money. You need to be completely covered in prayer as you go on your mission and the support-raising process is ideal for that. Also, your letter itself can act as a challenge to other Christians to be involved around the world.

2. How many? For most trips, we recommend that you send personalized support letters to at least 30 people.

3. Who? Ask the Lord's help in coming up with your support list. Don't be shy! Send letters to friends, family, extended family, coworkers, non-believers, and anyone who might want to know what you are up to and might be able to help. Your letter may be an opening for you to share the gospel with non-believers. You will be amazed how God will raise funds for you as you let him direct you.

4. How? As soon as your application is approved and you've paid your deposit, write your letters and put them in the mail. You should write the letter yourself and have someone check it for spelling and grammar. Avoid a standard "form" letter if possible. The body of the letter can be the same for all recipients, but personalize at least the name at the top and, if possible, an opening remark or closing comment for each letter you send. Limit your entire

letter to no more than two pages. You will find two sample support letters in this guide to help you. Be sure to customize these to accurately reflect the details of your trip. Use a type font that is easy to read (12 or 14 point), and be sure to cover the following:

- Your call and motivation to go
- When and where you are going (use non-specific language when visiting closed countries)
- What you will be doing and to whom you will be ministering
- What you want from those who get your letter:
 - Prayer: Give specific ways to pray for you and those you are going to serve.
 - Financial help: Mention your financial deadlines.
- Details regarding financial gifts:
 - The amount needed
 - How to give online or by check (Participants' names should not be on any checks given.)
 - Tax deductible nature of contributions
 - Summit will advise you they contributed but will not reveal the amount.
- Thank them for praying and supporting you.

5. Phone calls. About 10 days after your letters are mailed, make follow-up phone calls to most of the people to whom you sent letters. This will give you a chance to tell them a bit more about your trip and ensure they do not forget about your letter. If you aren't making phone calls, you aren't raising support!

Other Fundraising Suggestions

Below are several other ways to raise funds for a

trip. Due to the number of people involved in church planting, The Summit Church is unable to host or advertise for fundraisers on campus or through the Summit's website or The City.

1. Odd jobs: Mow lawns, baby-sit, or find other creative ways to earn additional money.

2. Personal sacrifice: Cut off the cable, bring your lunch to work, drink water instead of soft drinks. Put any money saved toward the trip.

3. Yard sale: Host a team-wide yard sale. Ask friends and family to donate items for the sale, and split the money between each participating team member.

4. Make something: Use special talents or skills to make items for sale. Find a creative place to sell the items.

Common Misconceptions About Support Raising

1. MYTH: Friends don't ask friends for money. I'll lose friends.

TRUTH: The Body of Christ supports one another, and most friends will be happy to know about your trip and contribute what they can!

2. MYTH: You shouldn't ask people to give. Just ask them to pray.

TRUTH: You should definitely ask people to pray, but you should also ask them to give as they are able to the mission of God through your trip.

3. MYTH: If you have the money, you should just pay for your own trip.

TRUTH: Of course you should put some "skin in the game" yourself; however, not raising any of the support is robbing others of the opportunity to invest in what God is doing in you and around the world!

4. MYTH: You should only ask people that you think have disposable income and can afford it.

TRUTH: It isn't about the amount someone is able to give but rather about the fact that they do give and join the mission of God in that way. You'll be surprised how God uses your request for support to shape others and call them deeper into his global mission.

5. MYTH: You can't ask people for money that you asked last year.

TRUTH: Remember you aren't raising support; you are raising supporters. Therefore, when done in the right way, you are building a team around you to pray for you, guide you, encourage you, and indeed support you as you follow the Lord's call on your life. Therefore, as you build your support team, it is completely fine to ask people for support as you have the opportunity to take part in different opportunities.

Resources

The God Ask, Steve Shadrach

Fundraising Your Ministry, Scott Morton

Sample Support Letter 1

Dear _____,

The Summit Church has been sending teams to work with church planters around the world for a number of years. Each time, God has used the team in wonderful ways to refresh the church planters in the area and reach the surrounding communities. This year a team is going to South Africa to work with our church planter in the largest city, Johannesburg, and the surrounding areas. I am excited to be a part of this team that will be in South Africa July 31 to Aug. 10, 20xx.

The primary goal of this mission trip is to work with a local church in an impoverished area of the city. We will assist them as they faithfully strive to present the gospel of Jesus Christ to the people of their mission field. We hope to partner with that church and our church planter in reaching their community while also ministering to them personally and spiritually. We want to strengthen them and encourage them to persevere.

We will conduct Backyard Bible Clubs with the local children. These will include Bible stories, playing games, and most importantly presenting the Good News of Jesus Christ. We plan to help provide some training for the national workers in South Africa, as well as minister to our church planters. We will prayer walk through different areas of the city and work with refugees from other areas of Africa, many of whom are Muslim.

I am asking you to consider being my partner in this great challenge. If at all possible, even a small contribution to assist with the \$2,300 cost would be greatly appreciated. I believe the return on our joint investment will yield eternal results! The biggest part of my support is due by April 30, 20xx. The remaining portion is due by June 1. If you can assist me financially, you may give online at summitrdu.com/supportshortterm. Be sure to enter my name as well as "South Africa" for the trip name. If you prefer to give by check, it should be payable to The Summit Church. Be sure to enclose the form below with your check. My name should not be written in the memo line of the check. You can mail your tax-deductible gift to The Summit Church, South Africa Team, 2335-114 Presidential Dr., Durham, NC, 27703. For your financial privacy, the church will tell me that you have contributed, but they will not disclose the amount.

Most importantly, I ask for your prayers. If you will pray, then I believe God can use me in a mighty way and do "immeasurably more than all we ask or imagine" (Ephesians 3:20). Please pray for the local church and church planters we are going to serve. Pray that God will grant them fruitful ministries. Pray for the spiritual preparation of our entire South Africa team and for those we will encounter. Pray that I will be sensitive to the leading of the Holy Spirit and obedient to his voice. I appreciate your prayer and support for this trip.

With gratitude,
Tom Walters

(Please return this portion with any donations.)

This donation is given to support the South Africa team and was made at the request of Tom Walters.

Please mail your tax-deductible gift to:

The Summit Church

South Africa Trip

2335-114 Presidential Dr.

Durham, NC 27703

Please provide the following:

Your name:

Mailing address:

(If different than your check)

Sample Support Letter 2

Hello!

I pray that this letter finds you well. It's hard to believe that this fall marks the beginning of my second year of owning a townhouse, my third year of marriage, and my third year of teaching. Since finishing college, God is teaching me that life isn't all about me and that I am on this earth to love God and love others. In fact, God has given me a unique opportunity to put these lessons into action. From Dec. 14 to 22, John and I are participating in a short-term trip to Central Asia. When I would normally be frantically shopping for Christmas gifts, this year I'll be serving overseas to introduce people to the greatest gift of all: Jesus Christ!

Our church, The Summit Church, has established multiple church plants in countries throughout the world, including one in Central Asia. This church plant is comprised of members from our congregation who moved to Central Asia with the hope of seeing an entire city transformed by the power of the gospel. The purpose of our trip is to aid this Central Asian church by encouraging the church planters and hosting various outreaches within the city. As a teacher, I may even visit the local schools.

If you would like to help, there are two ways to be involved. First, and most importantly, you can help by supporting me in prayer! Pray that the Holy Spirit would already begin working in the hearts of the people that we will encounter, allowing them to know the love of Christ that surpasses knowledge, that they may be filled with all the fullness of God (Ephesians 3:14-21). Pray that God would prepare all of us for what he will do during our trip. Your prayers are greatly appreciated, so feel free to pray as the Holy Spirit leads.

Second, you can help by supporting me financially. The largest portion of my \$2,500 cost is due July 20. Any amount of money that you are willing to give will be greatly appreciated. If you are able, you may give online at summitrdu.com/supportshortterm. You'll enter my name and "Central Asia" for the trip name. If you prefer to give by check, checks should be payable to The Summit Church. Be sure to enclose the form below with your check. My name should not be written in the memo line of the check. You can mail your tax-deductible gift to The Summit Church, Central Asia Team, 2335-114 Presidential Dr., Durham, NC, 27703. For your financial privacy, the church will advise me that you have contributed but will not disclose the amount.

I am truly blessed to call you my friends and family, and I would love to hear an update from each of you. Know that you are all in my prayers and that I am excited about what God is doing in our world — locally and globally!

Sincerely,
Sarah Kennedy

(Please return this portion with any donations.)

This donation is given to support the Central Asia Team and was made at the request of Sarah Kennedy.

Please mail your tax-deductible gift to:
The Summit Church
Central Asia Team
2335-114 Presidential Dr.
Durham, NC 27703

Please provide the following:
Your name:

Mailing address:
(if different than your check)

What to Pack

To help avoid any last-minute anxiety, take some time now to familiarize yourself with what you will need and begin to set those things aside. It can be wise to designate a “prep area” in your home or apartment to begin organizing your travel items.

Cultural Respect

As ambassadors for Christ and visitors to another country, we want to be sensitive to the cultural and moral standards of the people we visit. The gospel is offensive, but we don't want to be! Dressing nicely and modestly conveys respect for our hosts, and we can assure you that people you visit will be dressed as nicely as they can be.

Because some regions and cultures are more conservative than others, we encourage you to refer to your on-field partners for proper dress code.

For reasons of respect as well as security, we recommend that you not wear flashy or expensive jewelry. If you have questions about the cultural appropriateness of any items, feel free to talk with your team leader and on-field partner. Thank you for your understanding and sensitivity to this matter.

Think Light and Small

One practical key to your enjoyment of your trip is to travel light! We want you to be comfortable and take items you truly need, but we also know that a big part of your comfort is to not be encumbered by too much stuff. The packing list and tips in this section will enable you to travel as lightly as possible. To help you pack as lightly as possible, we recommend that you plan to wear some clothing more than once during your journey.

Most of us already “think light and small” when it comes to buying travel-size toothpaste, mouth-

wash, deodorant, etc, but you can also get such items as hairbrushes, hand-held hair dryers, curling irons, and similar items in lightweight travel sizes.

Here are some tips for traveling lightly:

- Say “no” to optional items.
- Consider washing clothing during the trip to wear more than once.
- Consolidate your gear with a traveling companion.

Feel free to bring personal electronic devices such as laptops, iPads, mobile phones, and iPods, but be aware of the additional security precautions that may be needed for these items.

Take a small backpack that you can pack with your small items, such as a Bible, journal, Trip Guide, etc. and that will be easy to maneuver with.

Plug Adapters and Power Converters

In order to charge your appliance, you may need an adapter, which can be found in the travel/suitcase section at most of the large discount stores. Many people find universal adapters most convenient and user-friendly, but if you want to see if the plugs on your computer and small appliances will work in-country, check out whatplug.info, and click on your destination country.

Also, check to see what voltage range your device can handle. If your transformer cannot handle the different voltages, you will also need to purchase a power converter. Consider buying a converter, keeping the receipt, and keeping the converter unopened in its original packaging. Then you can return it if you did not need it.

Luggage Regulations and Recommendations

Because luggage regulations are constantly chang-

ing, check online with your airline before you begin your actual packing. Also, check tsa.gov for items that you may and may not place in your luggage and your carry-on bag.

If you exceed the allotted baggage amount or weight, you will be responsible for the fee.

If you would prefer to lock your checked luggage, it's best to use a "TSA-recognized locking mechanism." Look for this designation on any locks you buy. For more information, visit the TSA website at tsa.gov.

Baggage Tags

We recommend that you tag your bags with a personal marker, whether a colored tape or ribbon, for easy identification. Also, your luggage should include a copy of your personal information and return address on the inside of each bag.

Resources

"Packing Like a Pro", The Traveling Team
thetravelingteam.org

Potential Packing List

For Checked Luggage

- Women
 - Modest blouses, shirts, tops (no tank tops or spaghetti straps)
 - Long dresses or skirts
 - Long pants (casual and business casual)
- Men
 - Business casual shirts (Polo-style shirts and T-shirts are OK.)
 - Pants (casual and business casual)
- All
 - Jeans
 - Shorts (if needed)
 - Underwear
 - Hosiery or socks
 - Recreational shoes or sandals
 - Sleepwear
 - Light sweater and/or jacket
 - Rain cover
 - Sun hat
 - Small backpack or fanny pack
 - Swimsuit (if needed)
 - Gifts for host team
 - Personal Items
 - Deodorant
 - Mouthwash
 - Shampoo
 - Washcloth
 - Razor and shaving cream
- Personal care items
 - Vitamins and supplements (if needed)
 - Comb or brush
 - Travel hair dryer (if needed)
 - Curling iron (if needed)
 - Small container of laundry detergent
 - Small bottle 30+ SPF sunscreen
 - Small bottle of aloe-vera
 - Insect repellent with DEET
 - Pepto-Bismol and Imodium tablets
 - Personal first-aid pouch (bandaids, aspirin or Advil, antibacterial ointment, etc)
 - Travel alarm
 - Small flashlight

- Fresh batteries and memory cards for camera
- Power converter, international plug adapter
- Energy bars or snacks, powdered drink mixes (if desired)
- For Carry-on Bag and/or Purse
 - Passport (original and two photocopies)
 - Copy of visa (if required)
 - Bible
 - Your Summit Trip Guide
 - Camera
 - Travel-size hand sanitizer
 - One change of clothing, including underwear
 - Personal care items for first 24 hours
 - Eye drops
 - Travel-size toothbrush
 - Travel-size toothpaste
 - Pens and paper
 - Prescription medications
 - Small travel container with Pepto-Bismol and Imodium tablets, aspirin or Advil, vitamins, etc
 - Breath spray or mints
 - Energy bars or snacks (if desired)
 - Water bottle/bottled water (purchase or fill up after clearing security)
 - Toilet paper/tissue





Preparing to Share

- Work through how to share “His Story” section.
- Work through how to share “Your Story” section.
- Be prepared to share “His Story” and “Your Story” at the first team meeting.

His Story

The gospel is the greatest news we could ever share. This section is designed to help you begin to think through and process how to share the gospel. If it is truly of the utmost importance to us, then we should be ready to share it clearly and concisely!

Any 3: Anyone, Anywhere, Anytime

- Get to the point.
 - Identify yourself as a believer.
 - “What religion do you follow?”
- Get them to lostness.
 - Talk about sin.
 - “In your religion, how is sin forgiven?”
- Get them to the gospel.
 - “I know my sins are forgiven. Can I share with you how I have this assurance?”

His Story: The Cross Tool

1. Creation: In the beginning there was only God. With his voice he created everything that exists — the earth, the sun, the moon and stars, and animals. God also created a very special creation, and that was man and woman. They had a perfect relationship with God.

2. Fall: God gave them only one command to follow, which was to not eat of a particular tree, but man and woman disobeyed God. This disobedience is called sin, and because man and woman sinned, their relationship with God is broken.

3. The Lamb: God requires a sacrifice for our sins. Because God loves us, he sent his only Son, Jesus, to be the perfect sacrifice. Jesus was called the “Lamb of God who takes away the sin of the world.”


4. The Cross: Jesus died on a cross for our sins; he

was a spotless sacrifice for us. He lived a perfect life we could not live, died in our place, and took the punishment that we deserved for our sins.

5. The Resurrection: They buried Jesus in a tomb and put a stone in front of it, but three days later Jesus rose from the dead, proving that he is the Son of God. He met with many of his followers and then returned to Heaven. Through his death and Resurrection, we can have forgiveness of sin and a right relationship with God.

6. His return: Jesus said that one day he will come again to judge the world. At that time, those who have repented from their sins and believe in Jesus as Lord will spend eternity with God in Heaven. Everyone who rejects this truth will spend eternity separated from God.

Go & Tell

5 Tell: 

Romans Road

(A) Romans 3:23 says, “For all have sinned and fall short of the glory of God.”
This verse clearly states that we are all sinners, and we have fallen short of the glory of God. This means that we no longer enjoy fellowship with a glorious, holy God.

(B) Romans 6:23 says, “For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord”
We just learned that we have all sinned. Now we see that God’s punishment for sin is death, which means eternal separation from God in hell.

(C) But wait, there is Good News. We have a free gift from God of eternal life through the Lord Jesus.

(D) Romans 5:8 says, “But God shows his love for us in that while we were still sinners, Christ died for us.”
God loved us so much that while we were still sinners, God sent Jesus to die for our sins. Jesus took the wage of sin, which is death, in our place.

(E) Romans 10:9 says, “If you confess with your mouth that Jesus is Lord and believe in your heart that God raised him from the dead, you will be saved.”
This verse says that in order to receive the free gift eternal life, we must do two things:
First, we must confess with our mouths that Jesus Christ is Lord. This means that you believe Jesus alone is our Lord and Savior. We must believe there is no other who can forgive our sins. We must profess Jesus is the one true God.
Second, we must believe in our hearts that God raised Jesus from the dead. This means we believe Jesus died on the cross for our sins and rose again on the third day.

Third, after we tell others the gospel, we need to ask them if they believe.
If they say, “Yes,” then lead them in a prayer of repentance and faith like this:
“Lord, I admit that I am a sinner and that I deserve to be punished by death. But today I repent of my sin, and I know that Jesus died in my place to pay the wage of my sin. I believe that Jesus rose from the dead, and I confess that Jesus is Lord. I receive eternal life. Thank you, Jesus. Amen.”


Next 6 Appoint & Meet 

Diagram: A cross-shaped diagram with a person on the left and a sun labeled 'God' on the right. The left arm is labeled 'Romans 3:23' and 'Death'. The right arm is labeled 'Romans 6:23' and 'God'. The top arm is labeled 'Romans 5:8' and 'God'. The bottom arm is labeled 'Romans 10:9-10'.

Questions

- Have you ever heard this story before?
- What did you like about the story?

- Are you ready to repent of your sins and follow Jesus only?
 - “Yes”: Start meeting with them for discipleship.
 - “No”: Ask, “Would you be interested in hearing more about Jesus?” If “yes,” then share with them stories from Jesus’ life found in the book of Luke.

If you share the gospel and they are not yet ready to follow Jesus but are interested in knowing more, begin by sharing different stories about Jesus found in the gospels. Here are a few ideas we call stories of hope.

Stories of Hope:

- Woman at the Well: John 4
- Jesus Calms the Storm: Matthew 8:23-27
- The Paralyzed Man: Mark 2:1-12 and Luke 5:17-26
- The Bleeding Woman: Mark 5:24-34
- Jesus Feeds the 5,000: Matthew 14:13-21 and John 6:1-13
- The Prodigal Son: Luke 15:1-2, 11-32

Resources

Any 3: Anyone, Anywhere, Anytime: Win Muslims to Christ Now!, Mike Shipman

Plumblines

- Jesus commanded us to make disciples, not converts.
- The Gospel is not just the diving board, it’s the pool.
- Christians grow not by moving beyond the Gospel, but deeper into the Gospel.

Discipleship: When Someone Believes

- Teach them the Cross evangelism tool, and have them practice telling it.
- Make a list of five people they know (circle of influence), believers and non-believers.
- Tell them to go teach what they’ve learned to those five people, evangelizing and equipping from the very beginning. Our goal is to make disciples who make disciples.
 - Set up a time to meet with them again and start short-term discipleship.

Take the space below, and try to write out the gospel as clearly and concisely as you can.

Your Story

Sharing a personal testimony may be the most powerful tool available to the willing witness. Stories have a way of breaking down barriers. People usually turn off their critical thinking skills and drop their guards to listen to a story. This is especially true in international contexts as people want to know all about your culture.

Three Major Components of a Testimony

1. Life before Christ (front)
2. Coming to know/trust Christ (middle)
3. Life after Christ (back)

Two Major Kinds of Testimonies

1. *Salvation*: Focus on how you came to trust Christ.
2. *Situation* (present impact): Focus on how Jesus is impacting your life in relation to typical human needs, problems, and issues.

Shaping Your Testimony

1. Write what your life was like before you came to know Christ.
2. Write how you came to know you were lost and how you came to see Jesus as the forgiver and leader of your life.
3. Write out one or two of the major positive differences/changes Christ is making in your life.
4. Write in understandable language, removing religious terms that would not be understood.
5. Try to develop your testimony around one major theme with supporting information.
6. The testimony should be prepared to be shared in about three minutes if shared without dialogue.
7. Keep your testimony on point and without too many details that distract people from seeing Christ.

Testimony “Don’ts”

1. Don’t embellish details or worry that your testimony is not exciting enough to share.
2. Don’t use too many Scriptures (one to three are probably in order).
3. Don’t feel that you have to share all your testimony at once if the situation warrants a delay.
4. Don’t be negative about other religions or on any matter if possible.

Sharing “Dos”

1. Ask people questions about themselves. This will usually lead to the lost person’s asking you about yourself.
2. Share your testimony from any starting point: front, middle, back, or middle, back, front, and even back, front, middle.
3. Focus on how your story connects with the lost person, not just on telling your story.
4. Be natural and authentic.
5. Practice sharing your testimony with Christian friends, get feedback, and make adjustments.
6. Close in such a way as to lead the person to Christ, not away from him if that person does not receive Christ in that setting (ask the person to go on the “Taste and See” journey).
7. Share in the confidence of Christ as you relive your experiences.

My Testimony

(Write out in each section what you will share.)

1. Life Before Christ

2. Coming to Know/Trust Christ

3. Life After Christ



Team Meeting 1: The Gospel

The purpose of the first team meeting is to (1) introduce the team members and cast vision for the trip, (2) review logistical information, and (3) begin spiritual preparation as a team.

Things to do before we meet:

- Fill in what responsibilities team members have regarding insurance, passports, immunizations, and appropriate deadlines.
- Make sure above information is copied in “Logistics” section under “Tasks” as well.
- Read and check the “Getting Started” page.
- Read and work through “Preparing to Share.”
- Read through “How to Raise Support.”
 - Be familiar with the process and know what points you need to emphasize for the team.
- Scan over the meeting schedule, fill in blanks with information team members need, and read relevant passages.

Introductions

The Vision

1. Why are we going to this particular place?

2. Who will we be working with?

3. What will we be doing?

Logistics

Team Member Responsibilities

Deadlines and Tasks

PASS to schedule immunizations or locate a local agency that administers them. We recommend that you carry any available inoculation records with you during your trip.

- Travel Insurance
 - As a part of your trip, we will purchase travel insurance for you. The benefits include:

Documents, Immunizations, and Insurance

- It is never too early to begin the inevitable paperwork that precedes any organized journey overseas. In fact, we recommend that you start soon to complete the items and procedures our office requests from you to ensure a smooth trip logistically.
- Background checks? Release forms?
- Passport
 - All travel outside the U.S. requires a valid passport. If you do not have a passport, you should apply for one as soon as possible, as the process can take several weeks. You can apply for a passport at most post offices or online at travel.state.gov/passport.
 - If you do have a passport, please check the expiration date to make sure it will be valid for at least six months after your return date. If your passport is scheduled to expire within six months following your return date, you will need to renew it prior to our trip.
 - In addition, make sure your passport is in good condition and has empty pages for passport stamps (two empty pages are needed for trips requiring visas).
 - We also recommend that you carry two photocopies of your passport with you on the trip.
- Immunizations
 - Helpful general immunization information is available on the website for the Centers for Disease Control, cdc.gov/travel/default.aspx.
 - You can also contact Passport Health at passporthealthusa.com, or call (888)-499-

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How to Raise Support (see “How to Raise Support” in the “Logistics” section)

Spiritual Preparation

- We are going on a spiritual mission to do spiritual work. “Spiritual work requires spiritual people operating in spiritual power.” We need to be in the Word daily from now until after the trip.
- This portion of training concentrates on developing a biblical perspective for the trip, maximizing impact through interaction with people on the field, and helping create a long-term impact in the lives of team members. It is not uncommon for some of the logistics for a trip and even for the original target people group or field team to change during the preparation process. In these situations, the spiritual preparedness of our team will allow us to see these changes as opportunities and to respond to them in a God-honoring manner. The biblical mandate and global realities should be communicated throughout this time of spiritual preparation, although it may not be covered in one particular session (see the “Vision” section).

Each team member is expected to be in the Word daily, especially prior to the trip. During training meetings, this lesson time can take the form of a devotional with a response time.

Read and Study Psalm 67

What is the theme of this passage?
God blesses us to be a blessing to the nations. In Genesis 12:1-3, God calls Abraham and says he will be blessed to be a blessing to the nations. By faith, we are Abraham's descendants. But the main point is that God would be praised among the nations.

What recurring words, ideas, or pictures are there?
Blessing, praise, and the nations — let them all lead to his praise.

How does God look at the nations?
He guides, judges, cares for, and blesses the nations.

What is God's desire for the nations?
That all nations and peoples would bless his name and praise and worship him.

How should our prayers be shaped by this passage?
We can turn this song into a prayer: "Lord, bless us, not for our own sake but that the nations might be blessed through us. May they praise you. May they see you as the just Judge and great Provider, who guides us all."

Resources

Gaining by Losing, J.D. Greear

Spiritual Disciplines for the Christian Life,
Donald Whitney

Celebration of Discipline, Richard Foster

Plumblines

- In light of global lostness, excellence must be balanced by 'good enough.'
- God commanded us to make disciples, not converts.
- The Great Commission is completed through multiplication, not addition.
- The Gospel of Jesus Christ is at the center of everything.
- Belief unlocks the power for the mission of God.

His Story

Take this page to write out the gospel. Try to do it in one paragraph if possible. Then, find a partner and share the gospel with that person, and help each other.

As the leader, be prepared to coach some people through this. As you are in contact with the field personnel, they might share a specific or strategic way to share the gospel in their context. It is good to share that here with your team.

Your Story

Write out your testimony in the space below. Your testimony is the basic story of how you began to follow Jesus. Try to do it in 100 words or less, and then share it with someone else on the team.

Prayer Points

Spend time in prayer together for one another and for the trip. Pray that God would make a great name for himself through the obedience of the team as they join his mission.

What prayer requests does the team have? What prayer requests do the field partners have?

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Preparation for the Next Meeting

The next team meeting will involve learning about the city and culture where your team will be going. Below is a list of questions; consider assigning each team member a question to answer for the next meeting as you learn together about where you will be serving. The team leader should also consider asking the field partners to Skype/Face-Time during the next team meeting to help the team learn more about the ministry in which the team will be participating.

Cultural Research Project: Questions to Research About Your City or Country

- How many years has your country been a country? How many people live in the city where you are going?
- What are the main religions of the people in your

country? What percentage of people adhere to these religions?

- What are the main languages in the country where you are going? What about in the specific city where you will be serving? How do you say “hello” in the main language of your city?
- What are the top five professions of the people in your city?
- What are the main ethnicities represented in your country and city?
- What type of racism is present in your city?
- What are the top five recreational activities of people in your city?
- What type of government runs your country and city?
- What are the top five historical events that have shaped the landscape of your country?
- What is education like in your country?
- How do men and women interact with one another in your city?
- What is appropriate dress in your city?
- What types of actions are extremely offensive and should be avoided by visitors to your city?

Resources

Gospel, J.D. Greear

Radical, David Platt

Prayer, Tim Keller

Operation World
operationworld.org

Joshua Project
[joshua project.net](http://joshua-project.net)

Plumblines

The Gospel of Jesus Christ is at the center of everything



Team Meeting 2:

The City

The purpose of the second team meeting is to (1) continue growing in team unity and spiritual preparation, (2) review logistical information, and (3) learn about the city and the culture where the team will go. Consider Skyping/FaceTiming the field partner during this meeting.

Things to do before we meet:

- Make sure team members have passports and appropriate immunizations.
 - If you do have a passport, check the expiration date to be sure it will remain valid for at least six months after your return date.
 - Check to be sure your passport has at least two empty pages and that it is in good condition.
 - Check with your healthcare provider regarding recommended immunizations for the region to which you're traveling. Obtain a copy of your inoculation record.
 - Research the latest baggage and packing regulations on airline websites and tsa.gov.
 - Share "His Story" and "Your Story" with three people.
 - Research your country and city using the questions provided in meeting 1.
 - Develop your support raising plan, and put it into action. Check with your team and make sure they are taking steps forward in this.
- Develop a prayer team, and challenge your team members to do so as well.
 - Read relevant passages for this meeting, and fill in needed information.

The Vision: The City

As you seek to not only serve our on-field partners but also their cities, this strategic ministry falls into three main categories: engaging the lost, empowering the poor, and equipping the church. Any strategic short-term team will encompass at least one, if not all three, aspects.

1. Engage the Lost

- Engaging the lost centers on sharing the gospel of Christ through various means.
 - A relevant presentation of the gospel adapted to the context to which the team is going.
 - Brief but clear personal testimony.

2. Empower the Poor

- Empowering the poor centers on helping those who are impoverished. This ministry is done through humanitarian means but should always be done alongside the local church or as a platform for the gospel.
 - The local church is God’s primary vehicle for the gospel. Therefore, the Summit places importance on short-term teams to serve through and alongside the local church and on-field partners to minister to the needs of the poor.

3. Equip the Church

- Equipping the church supports the local Body of believers as they reach out to their communities and to the ends of the earth. The goal is to equip leaders for ministry in their context.

Spiritual Preparation

We are going on a spiritual mission to do spiritual work. Robert Fortenberry states, “Spiritual work requires spiritual people operating in spiritual power.” We need to be in the Word and praying daily from now until after the trip.

Read and Study Luke 10:1-12

What is happening in this passage?

Jesus is sending out the 72.

What commands does Jesus give?

Pray, go, trust, look for people of peace, heal the sick, and proclaim the gospel of the Kingdom.

Where does Jesus send the disciples?

He says “go” — wherever you go.

How does he send them?

Two by two.

What attitude does Jesus tell them to have?

They are sent as lambs among wolves, yet they

are at peace and full of trust and go in power.

Prayer Requests

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Logistics Review

- Do we have passports in hand or in process?
- Do we have up-to-date immunizations? If not, have we scheduled a doctor’s visit?
- Support raising update

The Culture

This section of training is to cover the targeted country, people group(s), and culture in which your team will be working. This information should be collected through conversations with your field partners. Consider having each team member report on what he or she has learned about any of the questions listed at the end of the first meeting. Other sources to learn about the trip location are Joshua Project and Operation World. The information gathered will be helpful to guide the team on how to begin to pray.

Basic info:

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- Symptoms
 - Disorientation
 - Fear
 - Weariness
 - Desire to stay back

- 10 Keys to Overcoming Culture Shock

1. Prayer
2. Daily time in the Word of God
3. Be an open learner
4. Be patient and gracious
5. Develop positive and realistic expectations beforehand
6. Smile and laugh (a lot!)
7. Talk with your team leader and on-field hosts.
8. Be curious, and ask good questions about the local culture
9. Expect and believe the best about others. Respect, love, and empathy can go a long way.
10. Debrief. Processing is the key! Journal and talk with your team and leaders
 - As believers we are not exempt from culture shock, but we do have a strength to draw upon: the Holy Spirit. As you feel anxious or frustrated, stop and ask God to help you be Jesus to these people by filling you with love, joy, patience, peace, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-23).

“Different is not bad. It is just different.”

Cultures vary from country to country and people to people. This does not mean that the variance is for the worst. All cultures stem from the Tower of Babel (Genesis 11) and have been affected by sin. Cultures should not be ranked as to which is better than the other. It should be the desire of the short-term team to learn about a culture for the sake of communicating the gospel to the people who live in that particular culture.

Culture Shock

The team should prepare to encounter culture shock. Culture shock is due to sizeable changes in one’s surroundings (culture, environment, time) that affect behavior in a noticeable way. The common symptom is disorientation. It is important to prepare for the likelihood that this could occur by taking steps to prevent it. The more one learns about a culture and prepares oneself, the less shock one may experience.

- What is culture shock?
 - Webster’s: a sense of confusion and uncertainty sometimes with feelings of anxiety that may affect people exposed to an alien culture or environment without adequate preparation.
 - Google: the feeling of disorientation experienced by someone who is suddenly subjected to an unfamiliar culture, way of life, or set of attitudes.

The Country

Religion: Studying a country's religion(s) provides insight into that country's worldview and culture. Religion is also a common area of tension from within and with neighboring countries. It is important to understand as much as possible the religion(s) commonly practiced by the target people group.

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Politics: In the world today, the political environment in any particular country can change in a matter of days. It is very useful to have a grasp of the current government and the political situation surrounding it.

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History: It is also important to have a good understanding of significant events in a country's history. These events shape cultures, and a good understanding of such events may allow you to cross cultural boundaries more easily.

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Economic Development: This factor can differ from one area of a country to another, but a general understanding on how advanced a society is

economically can be beneficial when planning ministry activities.

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The Specific Area

People Groups: The concept of people groups is one that needs to be solidified throughout the training. It is valuable to know with whom you will be working. Cultures, primary religions, and ministry focus can differ greatly from one people group to another. Therefore, the more information collected about the group(s) the team will be working with, the better the team can prepare.

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Security: The Bible teaches us to lay down our lives for the sake of the gospel, but it also teaches us to be "wise as serpents." Security related to specific aspects or to all aspects of a trip depends on context ranging from cultural norms, religious customs and tolerances, and/or dangers that arise from crime. Security risks will not always affect the team as much as they may affect the field partners and/or the nationals. Country, people groups, cities, and even neighborhoods can differ greatly in terms of safety, and all concerns should be discussed with the field partners and church planting admin prior to the trip. Safety precautions should also be wisely talked about with the team. A good rule of thumb is the team always stays together (or in groups).

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Cultural Norms: The team should know how to conduct themselves, monitor their words/conversations, and even watch their attire. The answers to “What is acceptable?” and “What is not acceptable?” must be learned prior to departure. This could prove to be an issue of team safety depending on the context of the trip. When evaluating cultural sensitivities, both the country and the specific people group(s) should be taken into consideration.

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Survival Language

The team leader should communicate with the field partners to provide a list of phrases in the local language. These phrases will allow the team to interact with people on a basic level. Frequently, an attempt to learn the local language is greatly appreciated by locals, and it creates a positive setting for conversations. Below is a suggested list of phrases. The final list should be distributed to all team members.

English Phrase	Local Language
Hello.	
Goodbye.	
Thank you.	
You're welcome.	
Please.	
Excuse me.	
I'm sorry.	
What is your name?	
My name is.	
How are you?	
I am well.	
Yes/No	
I don't understand.	
Do you speak English?	
Where is the bathroom?	

Resources

Cross-Cultural Connections, Duane Elmer

Ministering Cross-Culturally,
Sherwood Lingenfelter

When Helping Hurts,
Steve Corbett and Brian Fikkert

The Master Plan of Evangelism,
Robert E. Coleman

Follow Me, David Platt

Breaking the Islam Code, J.D. Greear

New Birth or Rebirth, Ravi Zacharias

Prayer Cast
prayercast.com

“Post-traumatic Stress”, Brad Hambrick
bradhambrick.com/ptsd

Plumblines

God’s strategy for completing the Great Commission is planting churches in strategic cities.

People are the mission.





Team Meeting 3:

The Team

The purpose of the third team meeting is to (1) communicate any last minute logistics and packing details, (2) continue spiritual preparation, and (3) grow as a team in unity and purpose (consider having a potluck for this third team meeting).

Things to do before we meet:

- Make sure everyone knows what and how to pack (see “What to Pack” in “Logistics”).
- Encourage everyone to write out expectations and desires for this trip.
- Make sure all paperwork is complete (passport, immunizations, etc.).
- Print itinerary, and put it in the folder for it in “Logistics” under “Travel Information.”
 - Encourage everyone else to do the same.
- Look over the meeting, read any relevant passages, and fill in any additional information.

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Gifts for team

Logistics

(See “Travel Information” under the “Logistics” section, and fill in appropriate information.)

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Packing List

Must haves

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Spiritual Preparation

Remembering the 'Why'

- Why are we going?
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- What is our vision for going?
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Team Goal

Read Mark 3:13-15: "And he went up on the mountain and called to him those whom he desired, and they came to him. And he appointed twelve (whom he also named apostles) so that they might be with him and he might send them out to preach and have authority to cast out demons."

- The primary and ultimate reason that Christ called his original disciples to himself and the primary reason he has called you to himself: to be with Jesus. It is only out of this primary and ultimate reason that everything else we do flows.

We have three goals as a team:

1. Learn to be with Jesus daily.
 - This means that each day you are gone is a success or failure, based only on whether or not you walk with Jesus.
2. Learn to serve one another.
 - It means striving each day to set your teammates up to be more successful than yourself. Ask yourself each day how you can do that in every situation.

3. Learn to serve the nations.
 - Through serving our field partners
 - Through serving their cities

Gospel and Testimony Practice

Break into pairs and practice sharing His Story and Your Story.

Read and Study Revelation 7:9-17

What is happening in this passage?

Believers are before God's throne, worshipping him for his salvation.

What characters are found in this passage? Who are they? Where do they come from?

Believers from every tribe, tongue, and nation are worshipping.

What are the characters doing in the passage?

Worshipping him and crying out to him.

What does this passage show/teach us?

God will fulfill his mission to redeem people from every tribe, tongue, and nation. He will do it! He has shown us that it will be done.

How should this passage shape our heart and attitude as we go on mission?

We can go with great confidence that our work is not in vain, because his work is never in vain, nor does his Word return void. He will bring fruit from every tribe, tongue, and nation. So may we go boldly and ask him to do mighty things!

Prayer Points

- Take time to pray over each other and for the work you are going to be a part of, the field workers, and the people you will serve.

- Possible Passages
 - Ephesians 1:17-23
 - Colossians 1:9-12
 - Psalm 2:8
 - Psalm 67
 - Ezekiel 36:24-29
 - Acts 19:18-19
 - Matthew 28:18-20
 - Psalm 27

Resources

Cross-Cultural Servanthood, Duane Elmer

Pray for Our World

summitrdu.com/prayforourworld

Plumblines

Believe the best about others.



Blessing Field Personnel

Our on-field partners are often members from our church that we have sent out. They have sacrificed a lot to go and be the constant fragrance of the gospel in their community. They may be facing culture shock and various trials, setbacks, or frustrations. As a part of the same Body, we want to be a blessing to these workers who have given up home, family, and comfort for our Lord. We don't want to pity them, but we want to bless them. Here we are including some ideas to truly bless and encourage our church planters and their families. This is not an exhaustive list, and it is a great idea to check directly with the team to see what needs they may have.

Before you go:

1. Get your small group to write notes for each member of the family.

- Even if you don't know them personally, a note from their home church can mean the world. Knowing you took the time to write and pray over them may be just the encouragement they need.

2. American food

- Check with the team and see what they miss (Oreos, flavored coffee creamers, etc.).

3. Kids' things

- Check and see if they need school books. If they are homeschooling, they may need supplies.
- Is there a birthday coming up? Maybe an appropriate toy is ideal.

4. Find out something they love or really care about, and surprise them with a gift.

- Collegiate merchandise, sports equipment, books, etc. — nothing huge, but just something that says, "Hey, we know what you like, and we want you to know we love you."

While on the ground:

1. Be humble, and trust our field personnel.
2. Offer to cook a meal for them or treat them to a meal.
3. If they have children, offer to babysit one night so that they can go out on a date.
4. Be intentional to serve them.
 - Do they need help cooking?
 - Are there dishes to do?
 - Can you clean the house?
5. Love on their kids. Play with them. Speak life over them.
6. Know the power of your words. Encourage them.
7. Use appropriate Scripture.
 - Ask God to show you ways to speak encouragement and life into them.

After you return:

1. Facebook friend them.
2. Email them, and respond to their updates, even if it is only a few sentences.
3. Be their advocate, help connect them to one, or connect with their advocate.





Keeping a Journal

One of the greatest ways to remember your trip and to grow along the way is to journal. After sending out many teams and going ourselves, we have seen how powerful a journal can be. So we encourage you to record your memories, observations, prayers, thoughts, and reflections each day.

We have provided several guided sections developed to encourage you, build you up, and prepare you each day. We also provide space for you to journal freely. As you will discover, the more you use your trip journal, the richer your journey will be. You will not regret it, and it may enrich your life in ways you were not expecting.

First Day Questions:

1. What did you feel?

2. What did you see?

3. What did you hear?

4. What did you smell?

5. What did you taste?

6. If you had to describe your day in one word, what would it be?

7. What are your thoughts and what are you anxious, excited, or nervous about as you begin this adventure?

8. Pray that God would enable you to see as he sees and to love as he loves. Ask him to fill you with the fruit of the Spirit and to embolden you to proclaim his gospel.

Daily Reflection Questions

1. What did you see that was new today?

2. What did you learn:
• About the culture?

- In their language?

- About Jesus?

3. How did you learn to serve today?

4. How did you serve the on-field partners?

5. What did you do today?



In-Country Debrief

(Prepare yourself before leading the group through this time)

You should meet with your team on one of the last days in country to process the trip as a team and celebrate what happened. This is a great discipleship opportunity as you get to talk with your team about how what you've learned will transfer back home. As an example, prepare your "Coming Home" story, and share it with the team at the end of this in-country debrief. Questions to discuss together during this time include:

1. How have you learned to be with Jesus?

2. How have you learned to serve one another?

3. How have you learned to serve the nations?

4. How has your view of God and the world changed as a result of this trip?

5. In what ways have you grown spiritually through this process?

6. What do you believe is the greatest barrier to people coming to Christ in this culture?

7. How would you bridge this barrier if you lived here long-term?

8. Who do you know from home that you think should get involved in the ministry here?

9. How are you burdened to pray specifically for the on-field partners and their ministry?

10. Who is a national you met while here that you'll continue to pray for once you are back home?

11. What was the most humorous moment for you?

12. Overall, what is the biggest thing you are taking home with you? How will this trip change your life at home?

Now, challenge the team to work through "Coming Home" to prepare to share their story, and then share your story.



Coming Home

As you are on your way home, take some time to look back over your journaling and in-country debrief. We hope and pray God has both used you and taught you a lot. Below we have provided some questions to help you bring home what you have seen and learned during your trip. These questions have been designed to help you share clearly what God did on your trip and what he is doing in you. God wants to leverage what he has done in you and through you during this trip to impact those closest to you at work, at home, and in your small group.

1. What was the strategy of the field partner?

2. What did you do as a part of this strategy?

3. What moments do you never want to forget? What moments broke your heart? What moments made you smile?

4. In what ways are you different today than when you began this journey?

5. What is one story or interaction that shows: a) what you learned, b) what you did, and c) how people can pray and join in the work?

6. Lastly, what was the funniest moment or story?

These questions will help you clarify what you did and what you are learning. As you process this, work on developing a one to three-minute “elevator speech” that you can use to share with anyone who asks about the trip. There will be some people who want to hear more, but most people will want the short version. If you can clearly share what you did, how it’s important, and how the listener can pray and partner with the work, you may profoundly impact your audience. One way to help people engage is to share your funny story. Allow them to laugh with you, and then clearly share your elevator speech. People will be more likely to connect and listen well.

Another way to make your sharing more impactful is to pick a handful of your favorite pictures and store them on your cell phone, especially ones that help communicate your “elevator speech.” Then, as you share, you can help people visually, emotionally, and auditorily engage with what God is doing.

Re-entry Stress

A. Definition

Re-entry stress is like culture stress (also called culture shock) in many ways — only in reverse. While culture stress is associated with a sense of disorientation brought on by a new and unfamiliar environment, re-entry stress is precipitated by re-turning to a setting you presume to be familiar but

which in reality is no longer the same.

It is the unexpected and often subtle nature of such change that can cause stress for you as you return from cross-cultural service. What was once familiar and comfortable no longer appears the same. Something definitely has changed — sometimes it is the environment, but often times it is you who has changed.

Suddenly you find yourself out of phase with your own culture. Your reaction may come in the form of bewilderment, dismay, disillusionment, and perhaps even irritation or anger. Somehow, “Things are just not the way they used to be,” “Nobody seems to care,” and “Nobody really understands.”

There are several contributing factors to re-entry stress. One is that you are being caught by surprise; you do not anticipate change and consequently are unprepared to cope. Another factor is value conflict. Your values, once taken for granted and even highly cherished, now seem of lesser significance or of little importance. Your way of thinking, your manner, and your responses to many situations have been changing. Often these changes are not apparent until you are back in your home culture.

B. Common Symptoms and Effects of Re-Entry Stress

1. Disorientation: feeling out of place, not fitting in

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| <ul style="list-style-type: none"> 2. Feelings of loneliness, isolation, or being lost in the crowd 3. Restlessness: a desire to “get away” from those who don’t seem to understand or care 4. Feeling that nobody understands your experience or that nobody cares 5. Feeling tired and listless 6. Critical attitude toward home country, its waste, extravagance, wrong way of doing things, etc. 7. Loss of identity: just “another cog in a big wheel” 8. Inability to communicate new ideas and concepts freely 9. Feeling of superiority: standing aloof from others because of your overseas experience 10. Feeling of dissatisfaction 11. Defensiveness in responses 12. Retreat, withdrawal, lack of concern 13. Unnatural, uncomfortable responses to “ordinary” situations 14. Confusion over conflicting attitudes and responses 15. Rejection of overseas experiences or a desire to forget and not talk about them | <ul style="list-style-type: none"> 2. Continues to identify with the home culture for the most part but has strong negative reactions to it. 4. May express a strong judgmental attitude toward the values and lifestyle of the home culture (church, family, friends, politics). 5. May feel deep guilt over home culture’s materialism and affluence. 6. May tend to daydream a lot about the short-term experience, holding on to memories. 7. May be unaware of other alternatives to impact the home culture (church or campus group). <p>This person needs someone who has been through re-entry stress to help in understanding the transition process and exploring options.</p> |
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B. Imitate and Be Re-Socialized. A person who responds this way to re-entry stress:

- 1. “Goes native” in U.S. culture by reverting immediately back to conventional norms.
- 2. Resumes life as if nothing happened.
- 3. Is unable to translate the impact of short-term experience to the rest of life.
- 4. May have a very high need for acceptance by the home culture.
- 5. May be afraid of the repercussions of being different or standing on one’s convictions.

This person needs to be with compassionate, mission-minded people who can assist in sorting out the short-term experience.

Re-entry Coping Styles

A. Isolate and be alienated. A person who responds this way to re-entry stress:

- 1. Pulls away from being in a stressful situation by being alone or with like-minded people (e.g. former short-termers).

C. Integrate and Be Proactive. A person who responds this way to re-entry stress:

- 1. Accepts the reality of transitions between two

cultures.

2. Relates with the home culture in a way that does not compromise or negate new values or lessons learned from short-term experience.
3. Recognizes that changes have occurred through the short-term experience.
4. Continues to learn lifestyle, incorporating the old and new.

This person seeks support from like-minded people.

Tips for Dealing with Re-entry Stress

Prepare for re-entry stress before you leave home by expecting it! You will never be completely at home again after your time of service, because part of your heart will remain with the people you serve. This is the price you pay for the richness of loving and knowing people in more than one place.

1. Expect it, and realize that it is normal! Give yourself time to work through it. Be patient with yourself and others as you go through this process.
2. Keep your sense of humor, and remember to laugh!
3. Remind yourself to be thankful for the opportunity God gave you and the things you experienced and learned.
4. Realize the difference between readjusting totally to “the way things were” and incorporating new values based on all that you experienced.
5. Develop community with people who have been overseas and with whom you can discuss (and if they are Christians, pray for) the transition you are experiencing and the needs

of the world. Encourage each other in thinking globally.

6. Seek out friendships with people from the region where you served — international students, refugees, businessmen, etc. Make the nations part of your life at home!
7. Be prepared for the people who ask “How was your trip?” but really don’t want to hear more than a superficial “It was great!” response. Recognize that not everyone will be interested in all the details that you think they should care about. Pray through ways that you can share who God is and his heart for the nations, even in your short answers. And seek out the people who want to listen to more details, too.
8. Take initiative to figure out how to serve your local church and community. Analyze their ministries and your gifts, and then seek out opportunities (or help create opportunities) that integrate what you have learned overseas with the priorities of your church.
9. Recognize that your friends and family may be under a great deal of stress themselves. Be prepared to counsel, comfort, pray for, and bless them, as much as to receive their counsel and care.
10. Remember that God is calling you to himself here, just as he did there. Seek him, and make the most of every opportunity you are given here, just as you sought to do there.

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Team Meeting Debrief: What's Next

Upon returning home from a short-term mission trip, it is important to recognize that the culture and world we live in every day can make us forget the experience. One of the main outcomes desired from these experiences is to live every day in our normal lives in a way that consists of serving others, leading people to Christ, and discipling them to do the same. The 2 percent of each team member's year spent on the field should impact the other 98 percent spent at home.

Social get-togethers are another terrific way to continue building relationships as well as encouraging and praying for each other. While there may not be a parade in your team's honor, a certain amount of celebration and commemoration are in order. This meeting isn't just a chance for some communal backslapping. It's a time to debrief and cover some important information for "living sent" back home.

Things to do before we meet:

- Schedule a debrief meeting with your team within 30 days of returning.
- Create a fun, casual environment in which to gather your team.
- Work through the “Coming Home” section, and be prepared to share what God is teaching you and what you think he might be leading you to do.
- Pray for one another.
- Pray for the work you did and that continues to go on.
- Who have you shared your story with?
- Who have you shared the gospel with since returning home?
- Plumblines: “Do what you do well.”

Read and Study

Coming Home: Exodus 32

By Bruce Venable

Moses had been on a mission. He was spending time with God and then reporting to the people as God instructed. From Exodus 24:18, we know that it was 40 days, and if you add the previous trips “up the mountain,” it was a little longer. During this period Moses received the 10 Commandments, various laws for governing the people, property rights, personal injury, and more. From the very lips of God, Moses received guidelines for living a life pleasing to God, a plan for developing a community committed to God, and a blueprint for the place to worship God. Obviously, this was big stuff! Moses had been in God’s presence.

Make a list of the emotions you think Moses may

have experienced as he descended from the mountain.

For more than “40 days,” you have been on assignment with God. The time has come for you to descend the mountain and report to your people all you have seen, experienced, and heard.

Identify the emotions you have experienced upon your return.

Which of these emotions are the same ones you think Moses felt?

As is the case with many missionaries, Moses did not come home to what he had hoped and expected. Read Exodus 32:1-7.

In verse 1 we see that the people:

- Lost sight of how God had used Moses.
- Determined that whatever God was doing with him was not going to affect them.

You may have faced similar attitudes from close friends and family upon your return home. There may be a struggle to understand their lack of interest. Sometimes it is difficult to find people willing to just listen to your story. If this is the case, consider this:

1. Your friends and family may not have become corrupted, but they have not been to the mountain-top with you.

- While you have been out of your normal routines, they have continued in theirs. While you were stretched beyond imagination, they may have been plain bored. While you witnessed God at work, they may have just gone to work. While God has molded and changed you, they may be the same as they were when you left. Let's face it: Coming back to the same environment as a different person can have some challenges.
- Take a moment to summarize in a few sentences how you believe God has changed you while you've been serving. How would you describe the "different" you?

2. They can never fully understand what you have experienced.

- Have you ever seen a great movie and tried to describe it to someone? Something is usually lost in the interpretation. Really, unless they see it or experience it, they just don't get it. This is not necessarily a bad thing. It is just how it is. This was your journey with God, not theirs. Don't get too frustrated by getting hung up on the fact that no one fully understands. Some people will understand more than others. But God knows full well. Celebrate your experiences with him as well as others.
- Write some one-sentence descriptions of your experiences. You can probably write a notebook full, but think about them for a while and write some simple, concrete statements that highlight the trip.

3. Some may not even be concerned.

So what do you do? How do you cope with these issues so that you can correctly process all that is inside of you? Here are four practical suggestions that come from Exodus that we can see from Moses' experience.

1. Moses intervened for those he cared about (Exodus 32:7-14). Moses didn't develop a "Sick 'em God" attitude. He didn't become spiritually aloof and think he was better for his experience. He simply pleaded with God to spare them. You see, coming down from the mountain didn't change the ministry to which God had called him. The geographical location changed; he was no longer going to be on the mountain. But his call to lead the people to know God was the same. So it is with you.

2. Moses reconnected with another leader that God had chosen (Exodus 32:19-22). Moses' anger was certainly apparent. But his concern was to find out what had happened and then do what was necessary to make a difference. He went to Aaron to begin the process. You should reconnect with a spiritual leader. This may be your pastor, BCM director, church collegiate minister, or small group leader. Obviously they are not responsible for other people's actions. But they are ones you can count on to help you find direction and understanding while on this part of your spiritual journey.

3. Moses redefined relationships (Exodus 32:23-28). He calls for the followers of the Lord to gather with them. What happens next is incredibly drastic. But remember this: It was his responsibility to keep God's people pure. In order to do so, 3,000 were slain. Now, don't go purchase your sword. But ask yourself this question: "What do I need to do in order to walk through this portion of my life?" Simply put, there may be those with whom you have relationships that pull you down. You may need to back away from those people in order to continue on the new path God has led you on. You've changed. Perhaps new close relationships are in order so that you may acquire solid footing on your new path. Don't withdraw from everyone. Find others of similar values and desires.

4. Moses stayed connected to God. Don't run from the One who has been faithful. Many times spiritual highs can lead to lows. Moses continued to be faithful to God and lead the people. Living a life of faithful obedience isn't always easy, but it is always worth it. Remain faithful to God no matter what. We are reminded in I Corinthians 15:58, "Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain."

A story is told about a boy who lived in the mountains with his family. He heard that a circus was coming to town the coming weekend. He had always wanted to see a circus. He could only dream of what that would be like. So, he asked his father if he could attend. His father agreed that if he finished his chores early on Saturday, he could go.

Saturday came, and he awoke extra early and did his chores with extreme diligence and speed! After he finished, his father gave him the money that he would need in order to pay the admission to attend. The boy began his journey into town, trying to imagine the sights and sounds he would experience.

As he entered the town, he was awed! Coming down the street was the most incredible sight he could ever imagine. It defied words. It was more than he imagined. He pushed his way to the front of the crowd to get a view of the incredible sights. There were beautiful floats made of tissue with colorfully dressed people waving and throwing candy into the crowd. There were jugglers, animals of all kinds, and so many incredible people doing amazing things. And the clowns ... some were so tall, others small, and all of them looked so happy.

As one of the clowns made his way toward the little boy, he extended his hand. The boy thought that this must be the time that he was to pay his money for admission. So, he quickly dug into his pocket, grabbed the money his dad had given him and placed it into the clown's hand.

When the parade had passed and the crowd began

to move away. The boy went and started home. His mind was full of the wonderful things he had experienced. It wasn't until the next week while at school that he realized his mistake. He only attended a parade, the beginning of the circus, and had missed the main event.

God forbid that you would walk away from a journey of memorable experiences and place your hopes and dreams into the "hand of a clown" and miss the main event. God is not finished with your journey. God is not finished with you. Perhaps it was only the parade, and the main event is still ahead. Jesus said, "I came to give you abundant life." Move forward.

Pray and ask God what needs to happen next in your life. Write a plan for the next week. What steps do you need to take?

"What's Next"

Talk about the next steps team members are taking as a result of the trip. These next steps are what will take the trip from an experience to a catalyst for life change. Ask individuals to share what they plan to do next. Consider the next steps that you should recommend to different team members. These next steps might include:

1. Joining or starting a small group: When on the mission field as a team, special bonds and relationships are formed. If members of the team are not already in a small group, this is a perfect opportunity to connect them with your group or form a new group.
2. Attending Starting Point to pursue covenant membership at Summit.
3. Getting involved with local ministries. This allows what the team did on the field to carry over to their time at home. Remind the team members that they do not have to wait until the next short-term trip in order to join the mission of God again. There are

countless opportunities to get connected to strategic ministry through The Summit!

4. Meeting with the church planting team to discuss the possibility of another trip or a longer term of service.

5. Discussing trip leadership with those on the team who seem ready to move in that direction for future trips. If someone on the team is interested in leading a team in the future, please have them email missions@summitrdu.com.

To Find Out More

Email:

Call:

Follow-up Information

Your preferred email address:

Your preferred phone number:

I would like more information about:

- Local outreach
- North American church planting
- Leading a short-term trip
- Mid-term opportunities
- Long-term opportunities

God is asking me to:

- Pray about _____

- Take next steps to _____

Dear World Traveler,

On behalf of The Summit Church, we want to thank you for going and serving among the nations. We believe God has given the Church as his “Plan A” to reach the nations; therefore, we have the vision of planting 1,000 churches in our generation. Thank you for going to encourage those who are on the front lines of planting God’s Church and joining in their efforts. We hope and pray that God has impacted your heart and life as much — if not more — than he has used you on this journey.

As you come home, we want to ask you to do three things. First, share your story as clearly and concisely as you can. You may be the only person someone knows who has gone overseas. You have an incredible opportunity to quickly share why you went, what you did, and what God is teaching you. Second, we ask you to pray. Pray for our on-field workers. Pray for local believers. Pray for God to move, and invite others to pray with you. You can lead your small group or family to pray specifically for the workers and the work. Third, ask God, “What would you have me do next?”

We are so grateful for your willingness to go and serve, and we deeply value your work. Thank you again for joining in God’s mission to redeem his world. May we spur one another on to love and good works, not growing weary, for we know that in due time we will reap a harvest. May God find us faithful and plant 1,000 churches through us!

Sincerely in Christ,

The Summit Missions Staff

