MISSION OF THE MISSIONS MINISTRY

The Missions Ministry of First Baptist Church Brunswick exists to reach people with the Gospel of Jesus Christ. The mission of the Missions Ministry is to educate, equip, and engage the body of First Baptist Church to make disciples of all nations. Jesus’ final command to his disciples is in Matthew 28:18-20: “All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, even to the end of the age.” Jesus further states in Acts 1:8, “But you will receive power when the Holy Spirit has come upon you; and you shall be My witnesses both in Jerusalem, and in all Judea and Samaria, and even to the remotest part of the earth.”

Missions is more than simply sending believers to the mission field; it also includes educating them on the importance of missions and equipping them with the tools needed to be involved in missions such as prayer, culture and language training, personal evangelism training, and discipleship. First Baptist Church desires for all of its members to be engaged in missions on the local, state, national, and/or international levels.

HISTORY OF MISSIONS AT FIRST BAPTIST CHURCH

First Baptist Church Brunswick has been involved in many evangelistic and church partnerships since its formation: Mission Sunday School (1892), Bethel Mission also known as Seaman’s Mission (1902), Calvary Baptist Church also known as Emmanuel Mission (1938), Blythe Island Church (1949), Jekyll Island Baptist Mission (1963), Everett Mission Church (1993), Crossroads Fellowship Baptist Church, Park City, Utah (2000), and The Gallery Church, New York, New York (2005). Along with these partnerships, First Baptist Church continues to desire to reach people with the Gospel on the local, state, national, and international levels. For many years, First Baptist Church has invested in ministries such as the Baptist Ministry Center, CareNet, Fellowship of Christian Athletes, Georgia Baptist Children’s Homes & Family Ministries, and Manna House. On a yearly basis, there are approximately 8-10 short-term mission teams that are sent out to areas such as Arco/Dixville, inner-city Brunswick, North Georgia (USA), North Las Vegas, Brazil, Haiti, North Africa, West Africa, and Russia.

For additional details regarding church history, visit First Baptist Church Brunswick online at www.fbcbrunswick.com.

FORMATION OF THE MISSIONS COMMITTEE

The Missions Ministry is coordinated by the Director of Evangelism & Missions and the Missions Committee. Both entities oversee all missions efforts of First Baptist Church. The Missions Committee is a standing committee as outlined in the Constitution and Bylaws of First Baptist Church:
“It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. It is the duty of every child of God to seek constantly to win the lost to Christ by personal effort and by all other methods in harmony with the gospel of Christ.

Mission Committee members are nominated by the nominating committee, and brought before the church body for discussion and confirmation. Members of the Missions Committee commit to serve for three consecutive years and then their term ends for at least one year. After the one year has passed, the individual may be nominated again to serve another three year term. The Mission Committee is a standing committee with 6 people.

All standing committees are responsible to the church and are therefore expected to make periodic reports and recommendations to the church as necessary...All other standing committees shall bring matters of major importance to the attention of the active deacons before they are presented to the church. The chairperson of each standing committee shall notify the chairman of deacons and/or the pastor when they have an item to be placed on the agenda for the deacons meeting. Each committee member shall have one vote whether they are elected, appointed, or serve ex-officio. There will be no voting by proxy.

1. The committee, in consultation with the staff liaison, shall co-ordinate the missions emphasis of the church.

2. The committee shall promote the growth and development of the Woman's Missionary Union and the Brotherhood as they function in First Baptist Church.

3. The committee shall evaluate missions needs and recommend actions through appropriate church channels.”

**MISSIONS BUDGET**

The Missions Committee along with the Director of Evangelism & Missions will meet annually to discuss and establish the missions budget. Once the budget is established, it will be submitted to the Finance Committee and church body for approval. A copy of the missions budget is available through the church office. Financial reports are generated and distributed to the church body on a quarterly basis during Church Conference.
For short term mission teams to be considered for funding from the annual church budget, prospective team leaders are required to submit an Application for Team Leader on or before August 1st of each year. Applications are available online at www.fbcbrunswick.com and in the Missions Office. Applications are reviewed and approved or denied by the Missions Committee, and the mission trip calendar is established for the subsequent year. Although scheduling a mission trip a year in advance can be challenging, it is imperative that an individual submit the Application so that the Missions Committee can plan and budget appropriately. Submitting an Application does not guarantee a position as a team leader or that the trip will be scheduled. It simply communicates to the Missions Committee that there is a desire and intention to lead a team the following year.

In the event that an individual desires to lead a mission team from First Baptist Church Brunswick and misses the August 1st deadline, he/she may request a meeting with the Missions Committee and submit an Application. However, it is important to note that although approval may be granted by the Missions Committee to lead a team, there may not be budgeted monies available to help offset the cost of transportation. In that case, the entire cost of the trip would be absorbed by the team.

In the annual budget, team leaders are budgeted a small amount to help offset the cost of his/her mission trip. Being a team leader requires a great deal of work and sacrifice; therefore, First Baptist Church aims to assist them and offset a portion of their personal cost. The amount designated for team leaders is established by the Missions Committee annually and is subject to change without prior written notice. A team leader should contact the Missions Committee and/or the Director of Evangelism & Missions to determine the amount designated for his/her trip.

Should a team leader use the monies allotted for team leader in the annual budget, he/she will not be eligible to receive the monies that are designated to offset the cost of transportation (see Finance section). Team leaders will be budgeted for one trip per year.

**SHORT-TERM MISSIONS**

First Baptist Church utilizes short term mission trips as a means for the body of believers to engage in missions for a brief period of time.

**Purpose of Short-Term Mission Trips**

1. To lead people to the saving knowledge of Jesus Christ
2. To grow disciples
3. To build up the church and local missionaries/workers/pastors
4. To assist FBC Brunswick in being obedient to the Great Commission
5. To provide humanitarian aid in appropriate settings
Requirements for Mission Team Participants

1. Faithful follower of Jesus Christ

2. Active Member of First Baptist Church Brunswick or a church similar to the faith and beliefs of FBC Brunswick (Statement of faith available at www.fbcbrunswick.com under “About” and “What We Believe”)

3. Great Commission minded

4. Willing to share the Gospel

5. Able to attend most team meetings and/or training sessions prior to departure, unless the team member lives out of town. In that case, he/she should communicate regularly with the team leader via e-mail and/or phone and be able to fulfill any requirements that are deemed necessary by the team leader.

6. Able to financially absorb the entire cost of the mission prior to departure. In the event there is an unpaid balance on a participant’s account prior to departure, the team member will not be able to accompany the team on the trip. For further information, please see the Financial Policy, Part 1, of the Missions Manual.

7. Team members must be 16 and over, unless otherwise indicated by the Team Leader. Team members under the age of 16 must be accompanied by a parent or legal guardian on the trip, unless it is a mission trip designated for students entering 6-12th grades. Parental or guardian permission is required for team members who are under 19 years of age.

Please see Part 3 of the Missions Manual for further information on the requirements and responsibilities of mission team participants.

Required Documentation:

1. Application for Short-Term Missions

2. Personal Testimony Form

3. Criminal Background Check (Background checks are completed annually and the cost is absorbed by the team participant. For updated cost, contact the appropriate team leader or the FBC Missions Office). In the event that an individual has a history of criminal activities, the Missions Committee and the Director of Evangelism & Missions will discuss the matter and will determine whether or not he/she will be allowed to participate in mission endeavors of First Baptist Church Brunswick.

4. List of 10 Prayer Partners

5. Copy of passport and/or visa for international trips
**Requirements for Team Leaders**

1. Faithful follower of Jesus Christ
2. Active member of First Baptist Church Brunswick
3. Great Commission minded
4. A servant leader who is willing to effectively lead his/her team into difficult and unknown situations
5. Shares the Gospel on a regular basis
6. Able to train team members in evangelism, culture, religious beliefs, language, etc.
7. Team leaders must be 21 years of age or older

*Please see Part 2 of the Missions Manual for further information on the requirements and responsibilities of mission team leaders.*

**Policies for Team Behavior and Attitudes**

Individuals participating on First Baptist Church sponsored mission endeavors are reminded that they are ambassadors of Jesus Christ (II Corinthians 5:20). As teams go on mission they not only represent Him, but First Baptist Brunswick, the United States, and the supporting mission agency (if applicable). For this reason, First Baptist Brunswick requests that each team member seek to be above reproach in his/her actions and attitudes.

1. Team members must submit to the team leader’s authority and leadership.
2. Political uncertainty is always of great concern while a mission team of First Baptist Brunswick is serving on the international mission field. Therefore, FBC requests that team members refrain from expressing political opinions and comments.
3. Refrain from profanity, alcohol, the use of tobacco products, illegal drugs, gambling, immorality and any other activities that do not align themselves with Scripture.
4. All team members must adhere to the behavioral guidelines for each specific team set by the team leader and the missionary agency with consideration toward the culture to which the team is going.
5. A team leader reserves the right to ask an individual whose behavior is unacceptable on the field to return home. Any cost incurred as a result of this action will solely be the responsibility of the team participant.
FINANCES

Because First Baptist Church believes in the importance of missions and the urgency to send out workers into the field, we strive to eliminate as many obstacles for the participant as possible, including financial obstacles. Although each individual is ultimately responsible for the entire cost of his/her own mission trip, First Baptist Church does provide a small stipend to offset travel costs for its members, along with helpful suggestions for securing funds needed for a mission trip.

Financial Policy

1. Team members are expected to raise 100% of the cost of their mission trip. Final payments are due two weeks prior to the team’s departure. All accounts must be paid, in full, prior to departure. In the event that an individual does not pay his/her outstanding balance for the mission trip, he/she will not be able to accompany the team at the time of departure. The individual also forfeits any and all monies that have been given on behalf of his/her trip. Monies will not be able to be used for a trip at a later date, and they cannot be refunded. These monies will remain in the appropriate ministry account and designated accordingly by church staff and/or the Missions Committee.

2. Should an individual receive contributions that exceed the cost of the mission trip through FBC, those monies will be deposited in the appropriate ministry account and designated accordingly by church staff and/or the Missions Committee.

3. Support for a FBC mission trip may be raised within and outside of First Baptist Church Brunswick. Contributions can be given through First Baptist Church.

4. All contributions to First Baptist Brunswick mission trips are non-refundable. For a contribution to be tax deductible:
   - Checks or money orders must be made payable to First Baptist Church Brunswick. (Please do not write a project or individual’s name on the envelope, check, or memo line).
   - Enclose a personal note stating the project and/or individual the contribution is supporting.
   - Members and non-members of First Baptist Church Brunswick will receive acknowledgment from the church for the contribution. In the event that acknowledgment is not received, it is the responsibility of the individual giver to contact the FBC Finance Office or keep track of their donation for tax deduction purposes.
   - IRS regulations prohibit the church Finance Office from giving tax credit for donations specifically designated for individuals.

Transportation Contribution

First Baptist Church members who are mission team participants will receive a monetary amount, as designated by the Missions Committee, to help offset the cost of transportation. Monies are only
available to team members that are 16 and over. In the event that the mission trip is specifically designated as a student mission trip, then monies will be available to individuals that are 12 and over. It is a one-time stipend, per person, per year, and can be used for either a national or international mission trip. Stipend amounts vary each year. Please contact the FBC Missions Office for the most up-to-date information.

**Post Mission Trip Accounts**

Per the Finance Committee of First Baptist Church, all mission trip accounts are to be zeroed out within 60 days after the team’s return. Any monies remaining in the account will be designated by the team leader, Missions Committee, and/or the Director of Evangelism & Missions to the appropriate ministry account.

**The Kingdom Endowment**

First Baptist Church Brunswick has been blessed with monetary gifts specifically designated for evangelistic and missionary endeavors. These gifts are managed by the Kingdom Endowment Committee. In the event that an individual, team leader, or organization desires to request funds for a specific evangelistic and/or mission project, he/she will need to fill out an Application and submit it directly to the Kingdom Endowment Committee for consideration and approval. The Application can be obtained from the FBC Church Office or online at www.fbcbrunswick.com. Once completed, the Application will need to be forwarded to:

Kingdom Endowment Chairman  
First Baptist Church Brunswick  
1311 Union Street  
Brunswick, GA  31520

The Kingdom Endowment Committee meets quarterly. If submitting an Application, this document must be submitted by the 15th of the month prior to the Committee’s meeting. Once the Kingdom Endowment Committee has reviewed the Application, if it is then approved, it will go on to seek the approval of the deacon and church body. The Kingdom Endowment Committee will be responsible for contacting the individual and/or organization on whether or not their Application was approved or denied. For additional information on the Kingdom Endowment, contact the FBC Office.

**TRAVEL**

All mission trip travel arrangements are made by the team leader in coordination with the Director of Evangelism & Missions. The team leader will be responsible for making appropriate airline and ground transportation reservations and purchases. The team leader may choose to go through a travel agency or seek an alternate means to purchase tickets. Travel costs are included in the overall cost of the mission trip.
Insurance

All First Baptist Church Brunswick mission teams participating in international mission travel are required to have travel insurance. Travel insurance is usually purchased through Gallagher Charitable International Insurance Services (aaintl.com), and is included in the total trip cost for each team participant. The safety and health of each of our team members is important, not only to the team participant but also to his/her family and First Baptist Church Brunswick. In the event that there is a health emergency while on the field, First Baptist Brunswick wants to make certain that proper care and treatment can be administered immediately and without delay. Granted, anything can happen while serving on the mission field, but we must be proactive and have a plan of response in the event that an emergency occurs.

LONG-TERM MISSIONS

In the event that an individual/family feels led to serve for an extended period of time on the mission field, he/she will be referred to one of our sister organizations: Georgia Baptist Convention (gabaptist.org), North American Mission Board (namb.net), and/or the International Mission Board (imb.org). These organizations have additional resources, educational tools, and training that will help equip the individual/family for working on the mission field for an extended period of time. In years past, First Baptist Church has served as a sending organization for missionary families; however, FBC no longer serves in this capacity for long term mission endeavors.

Voluntary Missionary Restricted Account

Individuals that desire to volunteer their time on the field, for an extended period of more than two weeks but less than 2 years, can request to be a Volunteer Missionary of First Baptist Church Brunswick. Requests are to be made to the Missions Committee for consideration, and if approved, the Missions Committee will notify the Finance Committee of the request. If an individual is approved by the Missions Committee to be a Volunteer Missionary, then individuals desiring to support him/her can give gifts through First Baptist Church as a tax-deductible donation.

To qualify as a Volunteer Missionary (VM), a VM:

1. Must have a personal relationship with Jesus Christ.

2. Must submit an Application to the Missions Committee at least 4 months prior to his/her expected date of departure.

3. Must submit a detailed budget along with the Application to the Missions Committee at least 4 months prior to his/her departure date. Budget should include expected travel costs, housing, utilities, food, insurance, personal expenses, et cetera.

4. Must be a member of First Baptist Church Brunswick for a period of at least 2 years prior to submitting an application to the Missions Committee.
5. Must be an active member of the body of First Baptist Church Brunswick participating in regular worship, Bible study, faithful giving, and sharing his/her faith on a regular basis.

6. Must be serving under an organization sponsored by First Baptist Church Brunswick, i.e., Georgia Baptist Convention, Southern Baptist Convention, North American Mission Board, International Mission Board. Organizations not directly affiliated with FBC Brunswick must be reviewed and approved by the Missions Committee.

7. Must be serving for more than a 2-week term, but no more than 2 years. The Missions Committee reserves the right to re-evaluate this condition on an “as needed” basis for an individual requesting additional service time on the field.

8. Must provide regular reports to the Missions Committee and/or First Baptist Church Brunswick while serving on the field. Reports can be received through various communication resources, such as email, networking sites, internet, U.S. mail, and telephone.

9. Must be willing to report back to the Missions Committee and/or First Baptist Church Brunswick on the long-term mission endeavor upon his/her return.

10. Must coordinate with the Chairman of the Missions Committee and/or the Director of Evangelism and Missions about the disbursement of monetary funds while the individual is serving on the mission field. Most disbursements will be made on a quarterly basis into the individual's checking account. Prior to departure, the Volunteer Missionary will need to provide a sufficient amount of deposit slips to their local bank to the FBC Finance Office. The Missions Committee does reserve the right to change the disbursement guidelines on an “as needed” basis to accommodate the Volunteer Missionary.

11. Agrees that in the event he/she has to return to the United States unexpectedly or should the focus of the trip shift from its original intent, any and all monies provided by First Baptist Church Brunswick will immediately cease and no additional funds will be released without the consent of the Missions Committee and/or First Baptist Church Brunswick.

12. Agrees that the Volunteer Missionary account remains under the sole control of First Baptist Church Brunswick. Although monies may be designated for a specific individual, First Baptist Church Brunswick has the authority to disburse monies designated for a Voluntary Missionary as it sees fits.

13. First Baptist Church Brunswick and the Missions Committee reserves the rights to add, delete, update, or edit any of these criteria pertaining to the Voluntary Missionary's account.
OTHER MISSION TRIPS

Because First Baptist Church encourages its people to be on mission, there are times when individuals and/or groups will participate in mission endeavors on their own or with another church and/or organization. Although it is not specifically designated as a First Baptist Church mission team, FBC desires to encourage, support, and pray for these individuals while on the field. Prior to departure, First Baptist Church commissions teams before they go out. The individual and/or group may contact the Director of Evangelism & Missions to schedule a commissioning with the church calendar.

It is important to note that individuals and/or groups that participate in other mission trips not designated as a First Baptist Church mission trip will not be able to receive a transportation contribution (see Finance section) for his/her trip. Also, per Georgia tax law, because his/her trip is not designated as a First Baptist Church mission trip, donations and support cannot be made through First Baptist Church Brunswick as a tax deductible donation. The only exception to this rule would be in the case of Volunteer Missionary (see Long Term Missions section).

NATURAL DISASTERS AND RELIEF EFFORTS

There is much instability in our world today. Scripture is very clear that there will be wars, rumors of wars, earthquakes and famines as the second coming of Jesus Christ approaches. First Baptist Church Brunswick stands committed to assist in challenging times such as these. When major natural disasters occur, the Missions Committee and the Director of Evangelism & Missions will be debriefed on the situation. Decisions will be made regarding the best way to respond. First Baptist Church Brunswick relies heavily on information from the Georgia Baptist Convention, Southern Baptist Convention, North American Mission Board, and the International Mission Board, as well as personnel on the field, and will be in contact with them to discuss relief efforts and how FBC can be involved. To assist the FBC church body, updates are made regularly online at www.fbcbrunswick.com and on First Baptist Church’s Facebook page.

PARTNERSHIPS AND RESOURCES

First Baptist Church Brunswick partners with many local, state, national, and international agencies to reach people with the Gospel. Through these partnerships, First Baptist Church is able to develop relationships, minister in unreached areas, and more strategically reach people with the Good News of Jesus Christ. First Baptist Church strives to support our partners through prayer and financial support. Beginning in August 2011, ministry partners will be asked to submit itemized budgets for their respective churches and/or organizations. Budgets will be evaluated by the Missions Committee for the primary purpose of making sure that these churches and/or organizations continue to have the furtherance of the Gospel at the forefront of their ministry.

For a complete listing of First Baptist Church Brunswick’s partnerships and resources, information can be retrieved online at www.fbcbrunswick.com or by contacting the FBC Church Office.
APPLICATION FOR SHORT TERM MISSIONS

PERSONAL INFORMATION

Full Name: ________________________________________ _____________________           Date:    __________ _________

Present Address:  _____________________________________________________________

City:  _________________________________________ State:  _______________________  Zip Code:   ________ _____

Telephone: _____________________ (H) ______________ _________ (W) _____________________ (C)

Email Address: ____________________________________ ___________________________________________________ __

Date of Birth: ____________________________________  Social Security Number:  _________________________ _________

Citizenship:  _____________________________________  Country of Birth:  _______________________________ _________

Passport Number:  ________________________________ Expiration Date:   _________________/______________

City and State Where Issued:  _____________________ ___________________________________________________ _____

Name as It Appears on Passport:  ________________________________________________________________

Beneficiary (For Insurance Purposes): _____________ ___________________________________________________ _______

Gender:  ____ Male  _____ Female

Marital Status:  ____ Single  ____ Married  ____ Separated  ____ Divorced  ____ Engaged  ____ Widowed

Spouse's Name: ____________________________________ ___________________________________________________ _

Names & Ages of Children:

___________________________________________________ ___________________________________________________ ___

___________________________________________________ ___________________________________________________ ___

___________________________________________________ ___________________________________________________ ___
ADDITIONAL INFORMATION

In an effort to serve the First Baptist Brunswick community as well as the world faithfully, we must take into account the following information:

1. Do you have a criminal record of any kind? If yes, please explain:
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

2. Do you have, or had you any problems with alcohol/drugs/substance abuse that could affect your participating on a mission trip?
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

3. Have you been involved in the occult or anything similar that could still be a burden in your walk with the Lord?
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

EMERGENCY CONTACT

Name: ________________________________  Relationship to You: ________________________________
Address: ________________________________
City: ________________________________  State: _____________  Zip Code: _____________
Telephone: __________________________ (H)  __________________________ (W)  __________________________ (C)

HEALTH INFORMATION

Do you have any medical restrictions or disabilities that require special provisions?
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

If yes, please explain:
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________
   ____________________________________________________

Allergies to medications, food, pollen, etc.
   ____________________________________________________
Has your reaction ever required emergency care?

___________________________________________________

Please list any major illnesses or surgeries that you have had within the past 5 years:

___________________________________________________

___________________________________________________

___________________________________________________

___________________________________________________

Are you under the care of a physician or healthcare provider for a chronic medical condition (such as a heart or lung problem, diabetes, high blood pressure, etc.)

___________________________________________________

Please list any prescription medications you are taking:

___________________________________________________

___________________________________________________

___________________________________________________

___________________________________________________
MISSION PROJECT INFORMATION

Name of Mission Project:

___________________________________________________

Name of Team Leader:

___________________________________________________

Date of Project: _________________________________

Do you have previous short term mission trip experience?  ______Yes  ______No

If yes, please list previous mission field experience:

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<tr>
<th>Country</th>
<th>Mission Organization</th>
<th>Dates</th>
<th>Ministry Objectives</th>
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Do you have any language training, special skills, talents, etc. that will be helpful on the mission field? If so, please briefly describe.

___________________________________________________

___________________________________________________

___________________________________________________

___________________________________________________

CHURCH INVOLVEMENT

CHURCH MEMBERSHIP:  _______ First Baptist, Brunswick   _______ (Other) _________________________

How long have you been a member? _______

Do you attend worship regularly?  _______ Every Week  _______ Twice a Month  _______ Every 6 Months  _______ Once a Year

Are you an active member of a Bible Study Fellowship class/Small Group?  _______ Yes  _______ No

List any ministries and/or leadership roles that you have been involved:

___________________________________________________

___________________________________________________

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<th>What are your spiritual gifts?</th>
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<th>Have you had training in personal evangelism? If yes, please list:</th>
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Please provide a brief testimony (2 minutes or less) of how God saved you. Also include why you feel led to go on a mission trip and how you feel God will use you on this specific mission endeavor. Keep in mind the basics of a personal testimony: when, where, what circumstance, why, and what a difference it has made in your life personally.

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HOLD HARMLESS, WAIVER OF LIABILITY, AND EMERGENCY MEDICAL CARE AUTHORIZATION

First Baptist Church of Brunswick, Inc. (hereinafter “FBC”) is offering the opportunity for a missions trip to _____________ on __________, 20___ (hereinafter referred to as the “Trip”). I, ______________, of Brunswick, Georgia, in consideration of the opportunity to participate in the Trip, and in consideration of other obligations incurred, hereby agree as follows:

1. I fully understand that I may be traveling or staying in areas of the world which may have unstable political, economic, and security situations where acts of war, potential danger from lack control over local population, terrorism, or violence could occur at any time.

2. I fully understand that I may encounter difficult climates and living conditions; that risks are present concerning means of travel, food, water, diseases, pests, and poor sanitation and other health related situations. Medical or emergency medical treatment may be inadequate or not available.

3. I accept and assume all responsibility for my personal actions and any and all risks of property damage or personal injury which occur during or as a result from my participation, including potential injury while working.

4. With the above in mind, I fully understand and agree that FBC and all of its entities, their staff members, successors, assigns, officers, agents, representatives, ministry divisions, mission trip leaders, volunteers, entities and other participants shall not be responsible or liable in any way for any accident, loss, death, injury or damage to myself or my property, in connection with the Trip or any portion of the Trip even if said injury or action is due to the alleged negligence of FBC or such other participants. Further, I do hereby agree to indemnify and unconditionally hold FBC and such other participants harmless against and from any and all liabilities, damages, claims, suits, judgments and associated costs and expenses (including, without limitation, reasonable attorneys’ fees) of whatsoever kind in connection with the Trip or any portion of the Trip. Further, I make this agreement on behalf of my heirs, agents, fiduciaries, successors and assigns. I waive, knowingly and voluntarily, each and every claim or right of action I have now or may have in the future against the Church knowingly and voluntarily, each and every claim or right of action I have now or may have in the future against the Church or such other participants related to the Trip, even if any such claim or right of action is caused by FBC’s alleged negligence.

5. I hereby state that I am in good health and have all medications necessary to treat any allergic or chronic conditions, and I am able to administer such medications without assistance. If at any time during the Trip I need emergency medical care and am not able to give consent because of my physical or mental condition, I authorize emergency medical care decisions to be made on my behalf, and I specifically release FBC, in making those emergency medical care decisions, from any and all liability associated with said decisions, even if injury or death is the result of FBC’s alleged negligence.

6. I have carefully read the foregoing and I understand that my signature herein holds FBC, its officers, employees, mission trip leaders, volunteers or other agents or representatives of any nature, harmless for any liability for injury, damage, loss, or accident as outlined herein, and for any loss or damage related to any scheduling delays or interruptions.

7. This document does not release FBC or such other participants from gross negligence.

8. I have read carefully, agree to, and intend to be legally bound by all terms of this hold harmless, waiver of liability, and emergency medical care authorization.

______________________________
SIGNATURE

________________________________________
PRINT NAME:

SUBSCRIBED ANDSWORN TO before me on this ____ day of ____________, 20__.

________________________________________
NOTARY PUBLIC, State of Georgia
INTRODUCTION

Thank you for volunteering to lead a short term mission team from First Baptist Church Brunswick. It is a big undertaking which will require much planning, hard work, and prayer. The Team Leader Manual is designed to assist and equip you to effectively lead a short-term mission team. The Missions Committee and Director of Evangelism & Missions are available to help and support you as you prepare for your mission trip.

Purpose of Short Term Missions Trips

The purpose of any short term mission trip from First Baptist Church Brunswick is to obey the Great Commission as stated by Jesus in Matthew 28:19-20: “Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”

In carrying out the Great Commission, FBC Brunswick short term mission teams should pursue excellence and strive for the highest Christian purpose. Short term teams can have a positive impact for God’s Kingdom as they partner with long-term missionaries and local believers in their ongoing discipleship ministries. Short term teams provide support and encouragement to local believers and missionaries on the field, as well as provide humanitarian assistance in the name of Jesus. They also assist in the development of long-term, strategic relationships throughout the world.

This pursuit of excellence has been developed into an established set of best practices standards known as The Seven U.S. Standards of Excellence in Short-Term Mission (http://www.soe.org/explore/the-7-standards/), with the vision “to see all STM endeavors committed to God-honoring standards and Christ-like practices for greater kingdom impact among the nations.” Developed by mission networks and over 400 mission leaders, these standards are not intended as a rigid, legalistic system - but rather to encourage, enable, and equip believers, churches, and mission organizations. When striving to reach these standards, FBC short term mission teams can be effective instruments in carrying out God’s redemptive mission throughout His world.

A brief version of The 7 Standards is included below. Additional details can be found in the Manual’s Appendix and on the SOE website (www.soe.org) which includes Scriptural references and key quality indicators:

The Seven U.S. Standards of Excellence (SOE) in Short-Term Mission

1. GOD-CENTEREDNESS

An excellent short-term mission seeks first God’s glory and his kingdom, and is expressed through our:
• Purpose — Centering on God’s glory and his ends throughout our entire STM process
• Lives — Sound biblical doctrine, persistent prayer, and godliness in all our thoughts, words, and deeds
• Methods — Wise, biblical, and culturally-appropriate methods which bear spiritual fruit

2. EMPOWERING PARTNERSHIPS

An excellent short-term mission establishes healthy, interdependent, on-going relationships between sending and receiving partners, and is expressed by:
• Primary focus on intended receptors
• Plans which benefit all participants
• Mutual trust and accountability

3. MUTUAL DESIGN

An excellent short-term mission collaboratively plans each specific outreach for the benefit of all participants, and is expressed by:
• On-field methods and activities aligned to long-term strategies of the partnership
• Goer-guests’ ability to implement their part of the plan
• Host receivers’ ability to implement their part of the plan

4. COMPREHENSIVE ADMINISTRATION

An excellent short-term mission exhibits integrity through reliable set-up and thorough administration for all participants, and is expressed by:
• Truthfulness in promotion, finances, and reporting results
• Appropriate risk management
• Quality program delivery and support logistics

5. QUALIFIED LEADERSHIP

An excellent short-term mission screens, trains, and develops capable leadership for all participants, and is expressed by:
• Character — Spiritually mature servant leadership
• Skills — Prepared, competent, organized, and accountable leadership
• Values — Empowering and equipping leadership

6. APPROPRIATE TRAINING

An excellent short-term mission prepares and equips all participants for the mutually designed outreach, and is expressed by:
• Biblical, appropriate, and timely training
• On-going training and equipping (pre-field, on-field, post-field)
• Qualified trainers
7. **THOROUGH FOLLOW-UP**

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

- Comprehensive debriefing (pre-field, on-field, post-field)
- On-field re-entry preparation
- Post-field follow-up and evaluation

**REQUIREMENTS FOR TEAM LEADERS**

1. Faithful follower of Jesus Christ
2. Active member of First Baptist Church Brunswick
3. Great Commission minded
4. A servant leader who is willing to effectively lead his/her team into difficult and unknown situations
5. Shares the Gospel on a regular basis
6. Able to train team members in evangelism, culture, religious beliefs, language, etc.
7. Team leaders must be 21 years of age or older

**RESPONSIBILITIES OF TEAM LEADERS**

1. Trip planning:
   a. Pray and seek God’s direction on where He wants you to lead a team. If possible, partner with long-term missionaries/mission organizations who have experience with utilizing short-term teams and have solid community development programs in place (particularly in poverty-stricken areas of the world).
   b. For short term mission teams to be considered for funding from the annual church budget, prospective team leaders are required to submit an Application for Team Leader on or before August 1st of each year. Applications are available online at [www.fbcbrunswick.com](http://www.fbcbrunswick.com) and in the Missions Office. Applications are reviewed and approved or denied by the Missions Committee and the mission trip calendar is established for the subsequent year.
   c. In the event that an individual desires to lead a mission team from First Baptist Church Brunswick and misses the August 1st deadline, he/she may request a meeting with the Missions Committee and submit an Application. However, it is important to note that although approval may be granted by the Missions Committee to lead a team, there may not be budgeted monies available to help offset the cost of transportation. In that case, the entire cost of the trip will be absorbed by the team.
   d. Schedule an informational meeting 4-6 months prior to trip departure. The meeting should be advertised in the weekly worship guide and via other internal church media two weeks
prior to the meeting date. Printed information must be received by the church office by Monday at noon, in order to be printed in the worship guide for the subsequent Sunday.

2. Team selection:
   a. The team leader and Director of Evangelism & Missions will collaborate to select the team members, after each prospective member has filled out an Application for Short Term Missions.
   b. Team members must be professing believers in Jesus Christ and meet the criteria set forth in the Missions Team Member Manual. If an individual has a significant medical problem or a criminal background, the team leader will meet with the Director of Evangelism & Missions and/or Missions Committee to determine if the applicant will be allowed to be part of the team.
   c. A non-refundable deposit, as designated by the team leader, guarantees the team member a place on the team.
   d. Each mission team has a maximum number of allowed members, as determined by the team leader and the Missions Committee.
   e. Once a team has reached maximum capacity, a waiting list may be established.

3. Team preparation:
   a. Team meetings: schedule regular meetings and lead them effectively. Suggested number of meetings prior to trip: 4-6. In general, a team should meet approximately once a month for several months prior to trip departure.
   b. Schedule other events, including the team Commissioning Service which is normally held during a Sunday evening worship service prior to trip departure. Team leaders are responsible for reserving rooms for meetings as well as requesting transportation (such as to and from the airport) through the office of First Baptist Church. Requests (meeting room reservations, vans for transportation, etc.) should be submitted to the Director of Evangelism & Missions, and then they will either be approved or denied by the staff. If possible, requests should be submitted in writing on the appropriate form (Purple Sheet), by noon the preceding Monday so that it can be discussed by the staff on Tuesday of the given week.
   c. Assign/delegate responsibilities to team members
   d. Encourage team members in their walk with Jesus; share Scripture and devotions in meetings and via e-mail prior to trip.

4. Communication:
   a. With partner ministry organization or missionary on the field to determine local ministry needs,
   b. The FBC Brunswick Director of Evangelism & Missions, and
   c. Mission team members.
5. Trip preparation:
   a. Communicate with the local missionary/missions organization about their specific needs; plan to work with the missionaries and local believers, utilizing their knowledge and experience. Plan carefully, particularly before any poverty alleviation efforts (i.e. relief, recovery or development) in materially poor areas. For more information, see *When Helping Hurts* by Steve Corbett and Brian Fikkert.
   b. Coordinate purchasing, organizing and packing supplies necessary for the trip such as school or VBS supplies, medications and supplies for medical teams.
   c. Ensure that all team paperwork has been submitted to the Director of Evangelism & Missions in a timely manner, and that all payments have been submitted to the Finance Office of First Baptist Church.
   d. Prepare for emergencies: bring the team emergency medical kit, emergency phone numbers and emergency information for each person on the team.
   e. Review travel details with the Director of Evangelism & Missions, and coordinate transportation to and from the airport.

6. Mission Trip Responsibilities:
   a. Deliver monies due for trip (for food, lodging, interpreters, transportation) to the host missionary or organization if necessary. Prior to the trip, coordinate with your field representative the best way to transport team monies.
   b. Work with host missionary/missions organization to coordinate ministry efforts. Remember that you are under the umbrella of their ministry. Your team is going to assist them; do not have a separate ministry agenda.
   c. Facilitate daily devotions and reflection times. Devotions may be delegated to other team members, but the team leader should give at least one devotion.
   d. Handle any conflicts or emergencies that may arise and communicate with the Director of Evangelism & Missions as needed. A team emergency medical kit is available, and should be taken on international trips and available to the team at all times. Team leaders need to be familiar with what it contains (inventory list is in the kit). Only qualified healthcare professionals should administer IVs and injectable medications.

7. Post Trip:
   a. Hold a post-trip debriefing party or meeting. This is an informal meeting and an opportunity to celebrate what went well and discuss any trip challenges.
   b. Coordinate the team report to the church, which includes scheduling a time for the team to report back to the church. Reports are normally given on the 3rd Sunday evening of the month and must be scheduled and approved by the church staff. Preparation includes asking 2-3 team members to speak and creating a team slide show. This can be delegated to other team members if appropriate. Team reports are usually allotted 15 minutes, which includes any audiovisual presentations.
c. Other suggested post-trip activities: share team photos and videos online (Shutterfly, Snapfish, Facebook), send thank you cards to individuals who donated towards the trip (include photos if possible).

d. Consider planning other meetings and service activities after the mission trip to engage team members in local service and discipleship opportunities.

TEAM TRAINING

Leading a short-term mission team into a different culture and environment requires a good deal of planning and preparation. Meetings and team training sessions are a critical part of preparing your team to effectively minister and share the Gospel. Be sure to include a time of prayer during each meeting.

Main Topics to Cover for Team Training

1. General trip information (location, length, travel, costs, team deadlines)
2. Goals and objectives of the trip. The primary goal is always to share Jesus and to make disciples. Teams do this in various ways: medical missions, building projects, Vacation Bible school, working in orphanages, etc.
3. Roles and responsibilities of the team leader and team members
4. Culture and religion training
5. Evangelism training: preparing a testimony and sharing the Gospel
6. Passports, Visas (if necessary), vaccinations
7. Team paperwork
8. Intercessory prayer

SUGGESTED MEETING OUTLINES

Meeting #1 (3-4 months prior to departure)

The first meeting is a time to get acquainted with your prospective team members. It is important that all team members understand that they will be representing Christ and First Baptist Church Brunswick on the trip, and that their primary objective is to share the Gospel.

1. Discuss the primary purpose of the trip and any applicable Scriptures.
2. Spend time in prayer and encourage team members to spend individual time with God in prayer and in the Word on a daily basis.
3. Discuss basic details of the trip: where you will be traveling, climate, environment, basic safety concerns.
4. Discuss length of trip
5. Detail cost of the missions trip and provide a basic break down of costs if possible. Discuss payment for the trip and encourage team members to send out support letters early in the trip preparation process.
6. Team paperwork: have all prospective team members fill out the Application for Short Term Missions and turn it in at the first meeting if possible.
7. Passport and/or Visa: strongly encourage all prospective team members to apply for a passport and/or visa immediately if necessary. These documents may take weeks to arrive.

8. Discuss vaccinations and prophylactic medications if applicable: country-specific recommendations available at [www.cdc.gov](http://www.cdc.gov).

9. Distribute the FBC Team Member Manual to each person and encourage them to read through it prior to the next meeting.

10. Inform team members of established time frame for turning in paperwork and trip payments.

11. Discuss other things such as team t-shirts

**Meeting #2 (2-3 months prior to departure)**

Meeting 2 should include more in-depth information on the place where the team will be traveling and ministering. Discuss important cultural things such as acceptable dress and language/greetings since this varies widely throughout the U.S. and the world. If you have never traveled to the country of interest, communicate with the missionary on the field and/or someone who has recently traveled to that country. If you have not traveled there recently, update yourself on any recent political or environmental changes that may have occurred (elections, political unrest, natural disasters). If some of your team members have never traveled internationally, particularly to a third world country, it is important to prepare them for what they will experience.

**Suggested topics for discussion:**

1. Country/region history: a basic understanding of a country’s history will help team members understand why certain conditions exist such as political unrest, dictatorships, poverty, etc.
2. Culture/language training: customs, acceptable dress and greetings, basic words to know
3. Religious beliefs
4. Show photos and/or slide show of prior mission trips to that country, if possible
5. Specific ministry plans for your trip (i.e. construction, VBS, evangelism, medical work)
6. Delegate tasks to team members where appropriate. If any team members are gifted musically, consider asking them to prepare some worship songs for the trip (chord charts, lyric sheets, etc.). Some of the team members will be asked to lead team devotions during the trip.
7. Finalize the team roster for flights and insurance
8. Provide a packing list for the team
9. ALL necessary paperwork should be turned in by this meeting
10. Review time frame for turning in payments

**Meeting #3 (6-8 weeks prior to departure)**

A big focus of this meeting should be training your team members to share the Gospel. Some team members will be very comfortable with sharing, while others may be new at sharing their faith. Encourage
them to develop their own testimony: how they came to saving faith in Jesus Christ and how God has worked in their life since that time.

1. **Evangelism Training.** Review basics of how to share the Gospel (Romans Road, etc). Below is a simple way to explain salvation with supporting Scripture references:

   All human beings are God’s creation but are born alienated from God. Only God is perfect and our wrongdoing (sin) separates us from God (Romans 3:23). Because God is just, he must punish sin. However, He demonstrated His great love for humankind by sending His Son Jesus Christ to die and pay the penalty (death) that justice demands (Romans 5:8). God loves His creation and does not wish for anyone to be separated eternally from Him, but wants all people to repent and believe in Him (John 3:16, 2 Peter 3:9). Salvation is possible only through faith in Jesus Christ, not by any works or good deeds (Ephesians 2:8-9, Romans 6:23). Jesus stated in John 14:6: “I am the Way, the Truth, and the Life. No one comes to the Father except through Me.” Unfortunately, those who reject Jesus and His gift of salvation will be separated from God forever (John 3:18).

2. **Professions of Faith.** Scripture says, “Do not grow weary in doing well for at the proper time you will reap a harvest…” Discuss with team members that many individuals do not accept Christ as Savior the first time they hear the gospel. Often, it takes many individuals “sowing” and “watering” in a person’s life before God’s Spirit leads them to genuine faith in Jesus Christ.

3. **Team members share their personal testimonies.** By sharing your personal testimony, it can help deepen relationships among team members. Attempt to keep testimonies 2-3 minutes in length. Obviously there are many starting points to sharing your personal testimony, but one suggestion, “I had a life changing experience when…” Include statements regarding your life before Christ and your life once a relationship was established with Him. Finally, include information as to how your life is now after journeying with Christ for a period of time.

4. **Review passport/visa and vaccination information.**

5. **Continue plans for ministry, dividing responsibilities and delegating tasks if applicable.”**
Meeting #4 (2-4 weeks prior to departure)

Meeting 4 is a good time to finalize and discuss trip details: ministry plans, trip logistics such as departure time, driver to and from airport, etc.

1. Discuss trip logistics: travel, food, lodging, communication with family while on the trip.
2. Finalize ministry plans. Make sure that all necessary supplies have been purchased or ordered.
3. Make sure that all team members have their passports/visas and have turned in all necessary paperwork.
4. Discuss culture shock as well as any suggested/required reading material.
5. Spend extra time in prayer for your trip.

Meeting #5 (1-2 weeks prior to departure)

Meetings 4 and 5 can be combined if needed. It is a time for confirming last-minute details with the team, packing team supplies, and answering any last-minute questions.

1. Pack team supplies.
2. Remind team members to fill prescriptions for prophylactic medications.
3. Make sure that final payments have been made. Team members may not depart for the trip until their entire balance is paid in full. For more details, please see the Missions Manual Financial Policy.
4. Review travel itinerary.

MEDICAL MISSIONS

Many international trips will include healthcare professionals. There are huge needs for medical services in most developing countries and medical missions is a wonderful way to minister and share the Gospel. Please be sure that only licensed, qualified healthcare professionals (registered nurses, nurse practitioners, physician assistants, physicians) administer prescription medications. Medications can do great harm (particularly to children) if administered for the wrong condition and in the wrong doses. Lay persons (without formal medical training) can still help by administering over-the-counter medications according to package directions and assisting with basic wound care. A good resource is the book, Where There is No Doctor by David Werner, Jane Maxwell, and Carol Thuman.

Often, friends and family want to help by donating medications and medical supplies for mission trips. Donations should only be made at the request of the team leader. Below are some guidelines for medication donations.

- Donate only unopened, unused, in-date medications. We can only accept medications that still have 3 months or more until they expire. Most countries do not allow expired medications to be brought into the country.
- **Determine specific medical needs.** When possible, check with the missionary on the field or a healthcare professional who has traveled to the area of interest to find out its specific medical needs.

- **Consider refrigeration.** Remember that refrigeration is not readily available in many developing countries. Antibiotic suspensions such as Bactrim, Zithromax, Amoxil, Omnicef, Cleocin, Biaxin, Ceftin and Lorabid do NOT need refrigeration.

**Medications to Avoid (in general):**

<table>
<thead>
<tr>
<th>Medications</th>
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<tbody>
<tr>
<td>Diuretic antihypertensive medications (HCTZ, Dyazide), particularly in hot climates (may cause dehydration)</td>
</tr>
<tr>
<td>Long-term maintenance medications that are often difficult to supply on an ongoing basis (osteoporosis, depression, some blood pressure medications)</td>
</tr>
<tr>
<td>Medications that require regular blood work monitoring such as cholesterol meds</td>
</tr>
<tr>
<td>Narcotic pain medications (in most cases, it is illegal to bring narcotic medications into other countries)</td>
</tr>
<tr>
<td>Psychiatric medications</td>
</tr>
<tr>
<td>Bottles of rubbing alcohol and hydrogen peroxide</td>
</tr>
</tbody>
</table>

**Medications that are often needed (many are over-the-counter items that can be purchased from any pharmacy):**

<table>
<thead>
<tr>
<th>Medications</th>
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</thead>
<tbody>
<tr>
<td>Allergy medications (Claritin, Allegra, Zyrtec)</td>
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<tr>
<td>Antibiotic cream/ointment (Neosporin, Bactroban)</td>
</tr>
<tr>
<td>Antibiotics, including children’s suspensions and chewable tablets</td>
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<tr>
<td>Antifungal creams: Topical such as Lotrimin, Tinactin and vaginal creams such as Monistat</td>
</tr>
<tr>
<td>Eye antibiotics (Gentamycin, erythromycin)</td>
</tr>
<tr>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Eye drops, lubricating (Systane, etc) and allergy (Patanol, Optivar)</td>
</tr>
<tr>
<td>Fluconazole (antifungal medication)</td>
</tr>
<tr>
<td>Motrin, especially children and infants’</td>
</tr>
<tr>
<td>Selsun Blue shampoo</td>
</tr>
<tr>
<td>Stomach medications (Pepcid, Zantac, Tums, Prilosec, Prevacid)</td>
</tr>
<tr>
<td>TYLENOL, especially children and infants’</td>
</tr>
<tr>
<td>Vitamins, particularly chewable children’s and liquid infants’ vitamins, and vitamins with <strong>iron</strong>.</td>
</tr>
</tbody>
</table>

**SUMMARY**

Leading a mission team is a significant responsibility which requires much preparation and prayer. A successful mission trip is only possible through the power of the Holy Spirit. First Baptist Church Brunswick, the FBC Director of Evangelism & Missions, and the Missions Committee are ready to support and assist you as you work to fulfill the Great Commission.

**Suggested Reading:**


Short Term Missions Team Member Manual

Part III
INTRODUCTION

Thank you for volunteering to go on a short term mission team from First Baptist Church, Brunswick. The Team Member Manual is designed to provide you with all the information needed to participate in a mission endeavor of First Baptist Church. It will hopefully answer any questions that you might have concerning the reason we go on mission, travel, financial resources, etc. The FBC Missions Committee and Director of Evangelism & Missions are always available to assist you as you prepare for your short-term mission adventure.

Purpose of Short Term Missions Trips

The purpose of any short term mission trip from First Baptist Church Brunswick is to obey the Great Commission as stated by Jesus in Matthew 28:19-20: "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

In carrying out the Great Commission, mission teams should pursue excellence and strive for the highest Christian purpose. Short term mission teams can have a positive impact for God’s Kingdom as they partner with long-term missionaries and local believers in their ongoing discipleship ministries. Short term teams provide support and encouragement to local believers and missionaries on the field, as well as provide humanitarian assistance in the name of Jesus. They also assist in the development of long-term, strategic relationships throughout the world.

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• Comprehensive debriefing (pre-field, on-field, post-field)
• On-field re-entry preparation
• Post-field follow-up and evaluation

Requirements for Mission Team Participants

1. Faithful follower of Jesus Christ

2. Active Member of First Baptist Church Brunswick or a church similar to the faith and beliefs of FBC Brunswick (Statement of faith available at www.fbcbrunswick.com under “About” and “What We Believe”)

3. Great Commission minded

4. Willing to share the Gospel

5. Able to attend most team meetings and/or training sessions prior to departure, unless the team member lives out of town. In that case, he/she should communicate regularly with the team leader via e-mail and/or phone and be able to fulfill any requirements that are deemed necessary by the team leader.

6. Able to financially absorb the entire cost of the mission prior to departure. In the event there is an unpaid balance on a participant’s account prior to departure, the team member will not be able to accompany the team on the trip. For further information, please see the Financial Policy section of the Missions Manual.

7. Team members must be 16 and over, unless otherwise indicated by the Team Leader. Team members under the age of 16 must be accompanied by a parent or legal guardian on the trip, unless it is a mission trip designated for students entering 6-12th grades. Parental or guardian permission is required for team members who are under 19 years of age.

Steps to Participating on a Short Term Mission Team

1. Pray and read God’s Word. If you feel that God may be calling you to be part of a short term mission team, begin exploring the possibility by asking God in prayer. Read God’s Word for affirmation of your call.

2. Attend an informational meeting. Each team leader schedules an informational meeting 4-6 months prior to the trip. Plan to attend this meeting if possible. It does not obligate you to the trip. The meeting is simply a way to learn more about the trip and the people you may be serving. It is also an excellent time to meet the team leader and ask any questions that you may have regarding the trip. Informational meetings are promoted in the Sunday Worship Guide, on monitors throughout the Education Building, and at the Global Missions Center which is located outside of Beach Hall (Education Building). Mission calendar
information is also available online at www.fbcbrunswick.com, or you can contact the FBC Missions Office for additional information at 912-265-4150.

3. Continue to pray and read God’s Word, and consider fasting. Enlist fellow believers to pray for you as you seek God’s leading.

4. When you feel God’s leading to go forward with the trip, commit. A nonrefundable deposit guarantees your place on the team.

All team members are required to submit the following information:

1. **Application for Short-Term Missions.** If a team member has a diagnosed major medical problem, he/she must obtain a note from his/her healthcare provider stating that he/she is in stable health, able to travel and to participate in team activities.

2. **Personal Testimony Form.**

3. **Criminal background check.** Background checks are completed annually and the cost is absorbed by the team participant. In the event that an individual has a history of criminal activities, the Missions Committee and the Director of Evangelism & Missions will discuss the matter and will determine whether or not he/she will be allowed to participate in mission endeavors of First Baptist Church Brunswick.

4. **Enlist 10 prayer partners.**

5. **Provide 2 copies of your passport and/or visa for international mission trips.**

All documentation must be fully completed and submitted, and a non-refundable deposit must be made in order for you to be placed on a team. Documents can be downloaded from the mission downloads page at www.fbcbrunswick.com or picked up from the Missions Office. **Documentation can be submitted in writing or via email to the appropriate team leader.** Individuals that desire to participate in one or more mission trips per year will be required to submit this documentation each time. After completion of a mission trip, documentation will be discarded appropriately.

Information on the Application for Short Term Missions and the criminal background check is considered confidential information and will not be released to the general public. The Missions Committee and staff of First Baptist Church will be the only individuals to review this documentation. Background checks are renewed annually. The cost to First Baptist Church to conduct a background check is $15.00 which is included in the cost of each participant’s mission trip. The cost may change without prior written notice.

A non-refundable deposit commits an individual to going on a mission trip. Each team leader will designate a specific deposit amount and a deadline for it to be turned into the FBC Finance Office. **It is imperative to have the deposit turned in by the deadline date.** Envelopes are available at the Global Missions Center with the designated mission trip name on it. The deposit holds your place on the team.
Policies for Team Behavior and Attitudes

Individuals participating on First Baptist Church sponsored mission endeavors are reminded that they are ambassadors of Jesus Christ (II Corinthians 5:20). As teams go on mission they not only represent Him, but First Baptist Brunswick, the United States, and the supporting mission agency (if applicable). For this reason, First Baptist Brunswick requests that each team member seek to be above reproach in his/her actions and attitudes.

1. Team members must submit to the team leader’s authority and leadership.

2. Political uncertainty is always of great concern while a mission team of First Baptist Brunswick is serving on the international mission field. Therefore, FBC requests that team members refrain from expressing political opinions and comments.

3. Refrain from profanity, alcohol, the use of tobacco products, illegal drugs, gambling, immorality, and any other activities that do not align themselves with scripture.

4. All team members must adhere to the behavioral guidelines for each specific team set by the team leader and the missionary agency with consideration toward the culture to which the team is going.

5. A team leader reserves the right to ask an individual whose behavior is unacceptable on the field to return home. Any cost incurred as a result of this action will solely be the responsibility of the team participant.

RESPONSIBILITIES OF TEAM MEMBERS

Trip preparation:

1. **Passport/Visa.** If you do not have a passport/visa, you should apply for one immediately. It can take several months to obtain a passport or visa once the application has been submitted. You may find current information at [www.travel.state.gov](http://www.travel.state.gov). You can download the necessary forms, find current passport fees as well as locations for applying for your passport. Upon receiving your passport, please make two color copies of the front page (with your picture) and give them to your team leader.

2. **Finances.** Each team member is responsible for their own trip expenses. FBC Brunswick usually provides a stipend for church members, to cover part of their travel expenses. This amount may vary year to year, so please check with your team leader or the Director of Evangelism & Missions for the current amount.

3. **Raising Support:** Many team members are able to raise financial support from family and friends. Not everyone is able to go on a mission trip and individuals are often happy to support those who do. A sample letter is included in the Appendix at the end of this Manual.
a. Compose your own letter. Make it your letter and make it personal. Although sample letters are a good tool to peruse, the last thing a donor wants to receive is a preprinted letter with your signature.

b. Include information such as country; culture; the sending organization (church or agency); cost; trip details; how the donor can be involved; and how to give (make checks payable to FBC Brunswick, etc.).

c. Keep the letter brief and limit it to a one page document.

d. Mail the letter and include a self-addressed, stamped envelope.

Immunizations and Medications:

Your team leader will provide you with information on any necessary vaccinations or prophylactic (preventive) medications. Although many areas do not require any vaccinations, it is important to have your regular shots (particularly tetanus vaccine) up to date. You can obtain additional information about recommended vaccines and medications from www.cdc.gov or your local health department’s travel clinic.

Spiritual Preparation:

Spiritual preparation is one the most important parts of getting ready for your trip. Make time to spend in God’s Word and in prayer every day. Pray that God will prepare your heart, the hearts of your team members, and those that you will be ministering to while on the field. Consider the spiritual discipline of fasting. Seek God’s guidance as you prepare.

Personal Testimony:

You will be asked to provide a short written testimony. Your testimony is more than just filling out paperwork, it is your story. It is a story of how God opened your mind and heart, saved you by His amazing grace, and changed your life. If you do not have a story, be sure to discuss this in further detail with your team leader. Take time to think and pray before writing your testimony. Praise God for what He has done in your life. Let this inspire you to share your story of God’s grace with others. If you have any questions, contact your team leader.

Packing:

Plan to pack light. You will have to carry what you pack. On most trips, all checked luggage will be utilized for carrying ministry supplies. See the suggested packing list and packing tips in the Appendix. Check with your team leader about any needed team supplies such as medications, VBS materials, etc. before gathering supplies or soliciting donations.
Communication/Meetings:

Each team member is expected to communicate with their team leader (respond to phone calls and e-mails) in a timely manner. Local team members are expected to attend team meetings, unless precluded by work, illness, or emergency. Team preparation is critical to the cohesiveness and effectiveness of the team. It is also important to prepare for the cross-cultural challenges that you might experience.

Missions Trip Responsibilities:

1. Flexibility is one of the most important qualities to develop. On the mission field, there is a schedule but things may change at a moment’s notice. Plan to be flexible and support the team leaders’ decisions.
2. Speaking through an interpreter. Communication is always a challenge in a foreign country. Interpreters are usually available to help. Remember to speak slowly and carefully.
3. Avoid paternalism. Allow others to do for themselves. Aim to work WITH those around you, particularly local believers, instead of doing “to” and “for” them.
4. Some team members may be asked to facilitate a devotion one day of the trip. Prepare in advance for this opportunity.
5. Keep a trip journal. Even though this is not a requirement, it is a wonderful thing to document all that God does in and through you during your mission trip.

Post Trip:

1. Some mission team members find it difficult to adjust to life after returning home from the mission field. They may have difficulty expressing their feelings to others who have not experienced similar things. Talk about these feelings with your team leader, team members, family and/or close friends. Journal and pray through your emotions as you share them with other believers that you trust. Suggested reading: Re-Entry: Making the Transition from Missions to Life at Home by Peter Jordan.
2. Participate in the team report to the church. Reports are normally given on the 3rd Sunday evening of the month and your team leader will notify you of the date in advance. Preparation includes asking 2-3 team members to speak and putting together a team slide show. The team leader may delegate this to you if appropriate.
3. Write thank you notes or letters to those who supported your trip financially and/or through prayer. Include pictures if possible, as well as stories of how you saw God at work during your trip.
4. Hopefully, your perspective on missions and disciple-making will be broadened and changed as a result of your trip. Seek God and ask Him how He wants for you to be involved in personal disciple-making, local ministries and future national/international mission trips.
SUMMARY

Serving on a short term mission team can be a life-changing experience. It requires spiritual preparation beforehand and hard work during the trip. First Baptist Church Brunswick, the Director of Evangelism & Missions, and the Missions Committee are ready to support and assist you as you work to fulfill the Great Commission.
APPENDIX 1

Sample Support Letter

Current Date

RE: Haiti Mission, June 2012

Dear Family and Friends,

I hope that you and your family are doing well! God has recently provided an amazing opportunity to join a team from my church, First Baptist Church of Brunswick, on a mission trip to Haiti.

Haiti is a country of natural beauty and beautiful people who have unfortunately suffered the ravages of years of brutal dictators, natural disasters, poverty, and disease. However, God is bringing beauty from the ashes in places like Jubilee Blanc where homes are being built, children are attending school, malnourished kids are being fed, and hope is being restored.

First Baptist Church of Brunswick will be sending its first team this year to Gonaives, Haiti on June 2-9, 2012. We will be ministering in Gonaives as well as Jubilee Blanc, its impoverished suburb. I will be assisting a medical team as well as helping local children through a daily feeding program and other ministries. We look forward to building friendships and serving God in Jubilee.

The total cost per team member for our mission trip is $1500 (due March 27th). Would you prayerfully consider donating to help offset the cost of this trip? If you cannot give, I would greatly appreciate your prayer support. Prayer is so important, and we appreciate everyone who is willing to pray on our behalf. You can send a tax-deductible donation in any amount to __________________________. Make the check payable to First Baptist Church of Brunswick and enclose a note with my name and “Haiti 1” written on it. Please do not write this on the memo section of the check.

I am looking forward to serving the people of Gonaives and Jubilee, but more importantly, having the opportunity to share the hope of Jesus. Thank you so much for your support and prayers!

For His Glory,

John Johnson

Enclosure
APPENDIX 2

Suggested packing list (specific items may vary based on location of the trip):

1. Alarm clock, small
2. Bandanas (2-4)
3. Bible
4. Bug spray
5. Camera and charger
6. Chapstick
7. Ear plugs
8. Eye drops, lubricating. Contact lens supplies if applicable.
9. Fan, small portable with batteries
10. Febreeze, travel size
11. Flashlight, small (and batteries)
12. Flip flops (for wearing around house and in shower)
13. Gold bond powder (travel size)
14. Hat
15. Hand sanitizer
16. Hand wipes
17. Journal, small
18. Medications, including malaria prophylaxis (Chloroquine or Doxycycline), Cipro, Tylenol, Advil, Tylenol PM, Imodium, Pepto Bismol, cold and/or nausea med etc.
19. Money ($100 cash is usually sufficient)
20. Off Clip On Bug Repellant fan and refills (if mosquitoes are prevalent)
21. Packs of Powerade, Gatorade, Propel mix
22. Pajamas, lightweight
23. Pants
24. Passport and copy of passport
25. Pens
26. Personal hygiene items such as deodorant, toothbrush, toothpaste, nail clippers, shampoo, conditioner, soap
27. Poncho or lightweight rain jacket
28. Scrubs (for medical personnel)
29. Shirts, lightweight
30. Shorts (for wearing at the mission house)
31. Skirt s (for women)
32. Snacks (trail mix, power bars, cheese or peanut butter crackers, peanut M&Ms, no chocolate as this will often melt)
33. Socks
34. Sunglasses
35. Sunscreen
36. Swimsuit
37. Trash bags (for dirty laundry)
38. Travel toilet paper and/or travel sized packs of Kleenex
39. Underwear
40. Visa, if needed
41. Walking shoes and/or tennis shoes
42. Water bottle, refillable
43. Wet wipes (travel size)
Packing Tips

1. Pack light! Only one piece of carry-on luggage is usually allowed and each person is responsible for carrying his/her own luggage.
2. Luggage should be in good condition for travel. It should have wheels that roll freely along with an easy pull handle. Do take into consideration that luggage can be damaged during travel, and therefore, it is important to not take your best luggage.
3. Make sure that all important items such as glasses, contact lenses, prescription medications, and at least one change of clothing are in your carry-on luggage.
4. Tightly secure any liquid items that might come open while traveling. Carry on liquids/gels must be in 3 ounce (or smaller) containers. Consider placing them in ziplock bags. For current information on air travel, see http://www.faa.gov/passengers/prepare_fly/
5. Leave any valuable jewelry or keepsakes at home.
6. Consider leaving a little room for souvenirs.
7. Consider bringing a small gift for the host missionary and/or family. Below are suggested gift ideas:
   a. Children: apparel/clothing, arts/crafts, children’s books, hair accessories, hats, small games, movies, pajamas, puzzles, stickers
   b. Adults: apparel/clothing, Bible study resources, chocolate, coffee, hats, lotion, tools, stationary