



|Bethany Global|
TRIP LEADER
MANUAL

2024

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I. General Information

Hello! We are thrilled to hear that you are leading a Mission Trip! We understand that you may have many questions, a lot of questions, but there's no need to worry. Our team and project coordinators are available to assist you and answer any inquiries you may have. The following pages will provide information on how to be a mission trip leader, what to discuss during team meetings, and practical steps to ensure a successful trip. We suggest that your team meetings resemble small group gatherings. Take some time at the beginning to get to know one another, play games, and share a meal. Focus on building team unity before delving into the material. The Trip Leader Manual contains a breakdown of what needs to be discussed in the required meetings. While all of the information in the manual must be covered, we want you, as the trip leader, to have the flexibility to discuss the topics at your own pace. This includes three meetings before the trip and one post-trip debriefing meeting. We encourage you to read the information thoroughly.

The manual includes a lot of practical information, but we ask that you always include a short devotional, prayer, and words of encouragement for your team. Keep your focus on the Kingdom! If you have any questions or would like more information about your destination, the ministry you're serving, travel, etc., please do not hesitate to contact the Missions Department.

Thank you for leading your team!

Bethany Global Department

Mission and Vision

Serve - Evangelize - Impact

1. **Serve** - Our purpose is to actively engage in service, rather than simply observing the host church's ministry. We will actively seek opportunities to support the host church and align ourselves with God's calling for them. As the leader, kindly ensure that each member of your team has the chance to actively participate and gets an opportunity to get their hands dirty by serving!
2. **Evangelize** - We will share the Gospel in as many ways as possible to reach as many people as possible. Testimonies, games, Sunday services, prayer in the streets & door-to-door witnessing are some ways we will share Jesus with the nations to reach them. We are after souls!
3. **Impact** - Our heart is to impact every place that we are sent significantly. Ask yourself:

“Is this church, school, city, orphanage, or refugee center better now that Bethany has been here?”

Leadership Expectation:

As a team leader, you have a critical mission ahead of you. You have been responsible for leading, serving, and shepherding a team. You're encouraged to follow the example Christ has given us... lead by serving. Being a mission trip leader is about shepherding the flock God has given you for this season. Your first responsibility is to the team members, not the mission. This may be a paradigm change for many, but as you prepare your team to go on the field, you will find it a fantastic blessing.

Your Mission

- Develop fully devoted followers of Christ who are living their lives to glorify God.
- Educate team members about God's plan to reconcile others to Himself.
- Partner with ministries/organizations to share Christ's love in word and deed.
- Equip team members to use this experience as an evangelistic tool in their spiritual journey.

Expectations of you While Serving as a Trip Leader

- Be an extension of Bethany Church and the body of Christ.
- Attend all Bethany Church leadership meetings as scheduled.
- Discover people to go on this journey with you! People love to be invited.
- Help promote Bethany Global mission trips.
- Lead with integrity.
- Pray regularly with and for your team and all those involved in the trip.
- Be intentional about the relationships with team members (discipleship) as you challenge them in their spiritual walk during this trip experience.
- Give the proper time to all aspects of the preparation process for yourself and others: spiritual, emotional, physical, and intellectual.

- Ensure the team attends the Mission meetings and one post-trip meeting. These meetings help the team get together and prepare them for what lies ahead, as well as be able to minister on the trip.
- Communicate with the Global department extensively. The Global Department will communicate with the location hosts and share all pertinent information with the trip leader and co-leader (admin). The trip leader and co-leader will ensure the team has all the information.
- Schedule a time to pick up the Trip supplies and summary from the Global Department about a week before departure. These supplies will have all the pertinent information, such as flight itineraries, daily itineraries, financial accounting forms, copies of passports, contact information for team members and people on the ground, petty cash for food in airports, and miscellaneous items.
- Keep track of all receipts and fill out daily trip paperwork regarding experience and money to turn in to the Global Department at the end of the trip.
- Lead/Pastor the team.
- During the trip, debrief every day with the team: best moments and worst moments.
- Be a Servant Leader and lead by example!

(Combined green points) Lead the team with integrity, serving as a pastor and servant who leads by example.

- Be the liaison between the ground ministry and team members.
- Check on each team member daily to ensure everyone feels okay and to remind them about food/water safety.
- As the trip ends, encourage team members to find their "next step," reaching out to internationals, leading a small group, local outreaches, etc.
- Upon returning, give the required filled-out forms and leftover money to the missions department within a week of returning home.
- Set up a Post Trip celebration where the team can share pictures and debrief about the experience and encourage them in their "next step."
- Prepare a briefing for mission night about the trip.
- Encourage your team members to attend and complete the Next Steps.
- Be intentional about the team's focus on the partnering project/mission.
- Monitor team member payment deadlines and hold any team members accountable as necessary.
- Most of all – remember to make decisions in the best interest of the team, not necessarily the individuals.
- Continually check the status of the area(s) to be visited.

Responsibilities of a trip admin

- Be an extension of Bethany Church and the body of Christ.
- Attend all Team Meetings as scheduled.
- Ensure the team attends the Mission meetings and one post-trip meeting. These meetings help the team gather together and prepare them for what lies ahead, as well as be able to minister on the trip.
- Ensure all forms, copies of passports, and passport information are collected and given to the Global Department promptly.

- Ensure the Manage Mission information is completed as required.
- Please communicate with the team frequently (via text, phone, email, etc.), informing them of team meetings, payment deadlines, and other trip info.
- Schedule a time to pick up the trip packet from the Global Department about a week before departure. This packet will have all the pertinent information, such as flight itineraries, daily itineraries, host information, contact information for team members and people on the ground, petty cash for food in airports, and T-shirts.
- To complete Flight check-in
- To fill out the online form required by the Country (if needed)
- Be a Leader of the team and support in the field.

II. Pre-Trip Preparations

Team Building

This is the time to build interest, recruit for your mission team, and give them the following steps! As a team leader, you might be called on to help recruit participants for the team. That might include:

Recruitment

PROVIDED by the Global Department using any platform given to promote (social media, push cards, stage, events, lobby booth, etc.)

It is time to be more PERSONAL and make personal connections to fill up your trip and respond to interests, whatever the form.

Personally, contact anyone interested through email, phone call, or text to give details on your trip and any next steps for them to take. Remember to be timely in communication.

Sign up Interested Members Officially

- How to help people to sign up for a trip?
- Make sure that you know how to sign up for a trip. If you need any support, please get in touch with the Bethany Global team. If you have a co-leader, that person can help you with the signup process.
- Please encourage them to submit the application fee and complete their Managed Missions Profile. **MANAGED MISSIONS** is the only way to sign up. PHONE CALLS and emails are not accepted to sign up for a trip.
- Every trip will get push cards with trip information and a QR code to make the signup process more accessible.
- Look to advise them on the next steps for any needed documents that are time-sensitive.

Team meetings, training, and orientation preparation are the keys to a successful trip! The purpose of the meeting:

- To build a sense of community and to know each person on your team individually. Ask them questions about themselves, such as: How long have you attended church? What made them want to go on a mission trip? What excites them in life? What are their passions and gifts? Have they been on a mission trip before? Feel free to open up and let them get to know you also. Be personable and relatable!
- Bring leadership to your group by having a short devotion and time of prayer together.
- Send an inspirational thought, devo, or fact about the Country.
- Help oversee team members following guidelines for securing documents, due dates for funds, and any other timeline-sensitive items. They must have a valid passport that will not expire within *six months of your RETURN date*.
- Establish a plan for transportation to and from the airport. Bethany Global is not responsible for your shuttle and transportation in Louisiana.
- You can purchase \$100 worth of pizza for one of your team meetings.
- Practice people telling their testimonies quickly and effectively.
- **Cultural Preparation:** Discuss different aspects of the trip the team may need to prepare for. Encourage group conversations about these various topics. If you have been to this city or Country before, mention specifics (for example – women wearing shorts/leggings in Israel is often considered immodest, especially at 'holy' sites).
- Team Meetings- Trip Preparation (Monthly, Twice a Month, Weekly)
- Team Meetings - During the Trips Devotional Thoughts
- Team Meetings- Post Trip - Debrief

Scriptures

As you prepare for a specific mission trip, use these scriptures to pray for yourself, the mission team, and the people God will bring into your life as you walk in faith and obedience to Him:

- For Protection: Psalm 34:7, Psalm 91:9-10, Psalm 121:7-8
- For Courage: Isaiah 43:1, Psalm 31:24 Joshua 1:9, Psalm 27:1-5
- For Your Needs: Phil. 4:19, Matthew 6:33, Luke 22:35
- For His Power: John 14:12-14, John 15:16, Luke 10:17-19, Acts 1:8
- For His Glory: John 15

Cultural Sensitive

Whether going to a different city or continent, you will encounter some form of culture shock when leaving home. Unfortunately, how things are done in "our world" forms the basis for how we believe things "should be done" in the rest of the world. Nothing is more damaging to ministry than turning people away from the message by offending them or their culture by something we do or say. We need to stay open as to how other cultures are different. To be effective in ministry, we should move from judgment-passing to diversity-embracing. Here are some tips on ensuring you understand the culture and represent God to the people you will serve.

- Make time for a quiet time.

- Be relationship-oriented instead of task-oriented.
- Be flexible.
- Share God's love in everything you do.
- Pray that God will open your eyes to see the people as HE sees them. Cultural Values
- Feelings of frustration, irritation, tension, impatience, embarrassment, and confusion are inevitable. The most important thing is how you respond. Think about how Christ wants us to respond when these situations arise.
- Always respect others and act as a servant. Culture is neutral when viewed from a Christian view.
- Always respect others and act as a servant.
- Have a willingness to submit and try new things.
- We are guests—don't act like it is your home.
- Ask questions; try to understand their culture and customs.
- Be honest about your feelings and discuss them with your team.
- Remember that God can use our discomfort about cultural differences to stretch us and give us a larger view of Him and His world.

Safety, Health, and Risk Management Policies

Health and safety are two of the most significant concerns for most travelers traveling to places they have never been to before. Bethany Church and its staff take both very seriously.

Security

As a mission trip leader, you must pay attention to security throughout the trip. It would be best to emphasize the importance of being together as a group. No one should leave without permission or being accompanied by a team member.

- Encourage team members to leave expensive jewelry at home.
- Home visits should always include someone from the church and a translator.
- If the team goes shopping, stay together and ask permission to move to another store. Take a translator or staff member with you.

Travel Warnings and Alerts

Often, when an individual decides to go to a place they have never been, both then individual and family begin to listen more closely to what is happening within that particular Country. Because there are so many sources for news and opinions (some reliable and not so reliable), we regularly monitor the US State Department's travel warnings and alerts.

Emergency Medical/Travel Insurance

Please note that the cost of the missions trip does not include insurance coverage. If you would like to have insurance during the trip, we kindly request that you make the necessary arrangements independently.

Vaccinations/Immunizations

Regarding vaccinations and immunizations, we defer to the US State Department's recommendations and requirements. For country-specific information, please visit travel.state.gov. For more general advice, please visit cdc.gov or a local travel clinic. For

specific advice, please talk with your doctor.

Disease Precautions

When traveling to foreign countries, it is possible to become exposed to uncommon diseases in our Country. While many immunizations protect us from certain conditions, there are others where immunizations have not yet been developed. Take necessary travel precautions to decrease the risk of exposure.

On-Trip Emergency

Before departure, you will be given an emergency contact that you can give to family and friends, should they need to get ahold of you, in the event of an unforeseen circumstance.

Health and Medical Considerations

As team leaders, please ensure that you have the necessary information on each person to make decisions in case a team member has a medical emergency or accident. Each team member must complete the medical information form on managed missions and other documents the host requires. These forms must be given to the team leaders before departure. In case of an emergency, Team Leaders will keep copies with them during the trip, and an electronic copy will be held on Google Drive.

Water

Generally, the only water or beverages that can be considered safe are boiled water (the best and most reliable method), hot drinks (tea or coffee) made with boiled water, canned or bottled carbonated beverages, bottled water with a seal that has not been broken, or water that has been chemically cleaned. Carbonated bottled water tends to be better than non-carbonated water. BE SURE to wash and dry the top area where you put your mouth on ALL cans! Contaminated water may have come in contact with the top of the can. Do not drink beverages served with ice. In developing countries, using something other than untreated or tap water is best for brushing your teeth and rinsing your mouth.

Food

A good rule of thumb is: "Boil it, cook it, peel it, or forget it!" Foods of most concern are salads, uncooked fruits and vegetables, unpasteurized (not boiled) milk and milk products, raw or undercooked meat, or fish and shellfish. Be careful with fish caught in freshwater because there can be toxins that do not cook out. Make sure all food is thoroughly cooked. Do NOT eat food from street vendors! When eating fresh fruits and vegetables, wash them very well and peel them. Do not eat the peelings.

Questions/Concerns

If there are any questions or concerns regarding health and Safety, please feel free to contact global@bethany.com

Documentations and travel requirements

- Your passport
- Visa, if it is required by the Country
- Your PCR test (If applicable)
- Your Trusted Panabios QR Code (If applicable)
- Your Host Invitation Letter (not sure if this is supposed to be capitalized)
- Make sure your cell phone is set up for international travel.
- Call your bank and let them know you are traveling internationally.
- We will have a shopping day and market time. Feel free to bring spending money.
- Travel deadlines
- Crisis Management
- Advance travel information form for those who are traveling to Cuba (Dviajeros)
- E-ticket – online form for those who are traveling to the Dominican Republic
- Waiver Bethany Church
- Waiver Church Host (If required)

Budgeting and Fundraising Tips

For many, coming up with the money needed for a mission trip is a challenge and a massive step of faith. Over the years, we have seen God's faithfulness to provide for hundreds of individuals and families. Do not let this be the one thing that keeps you from going. Listed below are some of the suggestions on how to pay for your trip:

Personal Sacrifice

Do all that you can do! Often, a commitment to go requires significant personal sacrifice. Support can be raised within and outside of Bethany using the methods described in the Fundraising Guidelines section of this packet.

Here are just a few ways to sacrifice and raise additional funds:

- Reduce or eliminate luxury spending (coffee, eating out, entertainment, etc.)
- Get a temporary part-time job or ask others if they need help with special projects.
- Collect and sell unwanted items on Craigslist or Facebook marketplace.

Personal Support Letters

Personal support letters can be sent to your family, friends, co-workers, and employers. It is the single most effective way to raise support. This can be in the form of a letter, email, or even a phone call. You would be surprised at the generosity and interest of people in supporting what you are doing. A note of caution concerning this:

- Do not pressure people.
- Limit your number of requests.
- Avoid spamming too many people.

Personal Employer

Some companies have a fund to support employees' good work locally and worldwide. Be sure to take a moment to talk to your employer to tell them what you are doing and if they have a special giving fund.

Team Fundraisers

Please note that we do not do team fundraisers. We encourage team members to do all they can to help one another. Still, we have found that personal fundraising is more effective than team fundraising.

Keep Email Addresses Private

Don't send group emails that show the addresses of all the recipients. We must be sensitive to others' privacy by not opening them up to the "replying to all" option and flooding their email inboxes or borrowing email addresses for future solicitations. Use the "Bcc" or "blind copy" option so recipients can't see everyone else's email address.

Give Thanks

Most people don't mind deservedly being publicly thanked on Facebook, Instagram, and LinkedIn. Generosity is a virtue people appreciate being associated with.

Logistics

Travel

Establishing a plan for transportation to and from the airport. Bethany Global is not responsible for your transport in Louisiana.

Update the team on any new information concerning the mission trip.

Review trip itinerary-depart/return dates and times in the trip summary.

Remember, international teams should arrive at the airport 3+ hours before their flight.

Itinerary

The Global team will provide a Trip summary document with all the essential information about your trip. It is going to be updated monthly leading up to the trip. You will be able to find information such as:

- Trip Overview and Vision

Where we are going, local pastor, local church, city, and demographics, Vision and Goals.

- Host Church and Local leader

Name, church's name, cell phone contacts, etc

- Prayers for your trip

Pastor Jonathan would like to pray over you and your team on stage at South the Sunday before your departure, if possible. If it is not, we will work to put together a video element for your campus.

- Flight information

Flight number, time, airport, bag, etc.

- Ministry Itinerary

Tentative itinerary; day by day and possible projects;

- Requirements

By Country: visa, insurance, Vaccination, etc

- Important Information

As luggage allowed, cash, etc

Packing List

Luggage Requirements: Double-check with the Bethany Global team for how much luggage will be allowed for your trip.

Packing & Travel Tips:

The most important rule of packing is to TRAVEL LIGHT! You only have one bag to work with. If you have to think twice about it, don't bring it. Remember that you will carry your suitcase on transportation, through the airport, in the hotel, or on the base. We recommend you bring a duffle bag or suitcase with wheels. Make sure YOU can carry it.

REQUIRED ITEMS:

- Bible, notebook, pen;
- Toiletries:
- Deodorant
- Shampoo + Soap
- Hair Brush
- Toothbrush + toothpaste
- Toilet paper / Kleenex
- Towel + Washcloth
- Sunscreen
- Insect repellent (with 30% DEET + more)
- Refillable water bottle
- Money Bag

RECOMMENDED ITEMS:

- Travel pillow
- Snacks (optional)
- Granola bars
- Crackers
- Beef Jerky
- Fruit Snacks
- Wet wipes / Towelettes / Hand Sanitizer
- Prescribed Medications
- (2x what you need: ½ in 2 different bags in case of loss)
- Other Medications: Aspirin, Imodium AD, Nausea Medicine...etc.
- Spending Cash Money – (\$20-150)

CLOTHING

Don't bring your favorite clothes. We will be working outside and very hands-on in some situations. Bring clothes that are comfortable, modest, and light. 2-3 outfits for services, 2-3 for outside ministry activities. Also, bring some shoes that you can walk in all day.

- Jeans
- T-shirts & Shirts
- Dresses / Skirts
- Shorts
- Underwear
- Shoes

- Shower Shoes

If you are traveling with your family, WHAT SHOULD MY FAMILY BRING?

While remembering the need to pack light and that YOU will be carrying these items, we wanted to offer some ideas for family-friendly things to bring.

- Journal
- Kids Ministry Backpack - candy, suckers, no chocolate, small toys, light-up rings, simple plastic things to give out, game card ideas, laminated hole punch on a ring for inexperience, inflatable ball, go-to lessons/story cards, stickers, evangelistic bracelets with story cards, balloons, hand wipes, card teaching how to share their testimony, first aid kit with meds for adults and kids. (Hair ties are great with littles; braiding hair draws a huge crowd of kiddos.)
- Provided by CENTRAL (Optional): Kids Ministry Case (if visiting a school) - lego for team challenge (God created you for a purpose), lesson story cards, craft supplies for younger kids, construction paper, scissors, yarn, wooden dowels, plates, shaving cream, skits (instruction cards - no talking necessary but demonstrating concept), an inflatable ball with pump, tattoos, shaving cream for pie in the face, Bible, lesson, skit.

WHAT SHOULD I BRING FOR MY KIDS?

While remembering the need to pack light and that YOUR KIDS will be carrying these items, we did want to offer some ideas for kid-friendly things your kids can bring.

- Disposable camera, stickers, candy, protein bars, baby wipes, coloring pack with crayons

III. During the Trip

Team Leadership and Delegation

Check with the Bethany Global office to let us know you have arrived safely and periodically throughout the trip.

Documenting the Trip

The Team Leader and co-leader are responsible for capturing video and pictures of the mission team in action while on the trip. The Team Leader or co-leader should send a picture of the departure and arrival of the teams and save it into the **TRIP FOLDER** with a brief trip update and 4 pictures of the team serving, including a group photo (we ask that these photos be submitted by the halfway point of the trip).

Upon returning home, the Team Leader should provide the missions department with a copy of all videos and pictures capturing the mission trip experience.

Meetings

All teams are expected to have meetings throughout the mission trip experience. It is understood that the schedule and logistics are so diverse between our teams that it is impossible to suggest a "best time" or "best circumstance" to plan a team meeting while on the field. However, each Team Leader is expected to find the time and prioritize the scheduling of team meetings. These meetings process the trip and its experiences as a

community and allow one to share or ask questions about these experiences. Praying together at these meetings is also vital.

Prayer

Schedule a time to pray together as a team. Keep short accounts of wrongs and past hurts, and work to keep the focus on why God called you to this trip and what he wants you and your team to learn from this experience. If you as leaders do not set the tone for this – your team will not follow. **Last Night**

1. Alert your team that the spiritual attack continues after the mission trip. In fact, when we get back home, our guard is down, and Satan knows it. Prepare your team for it. They need to understand how to combat and fight the Enemy.
2. Give practical tips for re-entering their worlds back home. When re-entering, participants often do not understand their emotions.

Conflict Resolution Strategies

One of the most incredible reflections and most powerful witnesses of God's love is a team serving in unity. Jesus prayed in John 17, "Father, make them one so that the world will know that you have sent me." We can be direct answers to His prayer when we minister in unity. Being a unified team requires determined effort on the part of each team member. The Enemy will attack a team's unity through unresolved conflict, so let's look at how to deal with it.

Conflict is not always a bad thing

Ways that conflict can be useful

- Helps to raise and address problems
- Helps people be honest; for example, it motivates them to participate
- Helps people recognize and benefit from their differences
- Helps people to see things more clearly
-

Not resolving conflicts is a problem because it can

- Bring discouragement
- Cause more and continued conflicts
- Cause inappropriate behaviors
- Remove God's blessing from the team
- Destroy the unity of the team
- Destroy the witness of the team

Unresolved conflict/unforgiveness

- Creates roots of bitterness that defile many – starting with you.
- It is like drinking a deadly poison and wondering why the person you're angry with didn't die.
- Affects our relationship with God. Matthew 18:21-35
- Is used by Satan to get the better of us. 2 Corinthians 2:11

Forgiveness

- May not take away the hurt
- Does not deny the injury

- Is taking the initiative towards reconciliation
- Is the miracle of a new beginning
- Demonstrates Christ's presence. John 13:35

Common ways people deal with conflict

- Avoid it- pretend it is not there, or ignore it. This approach tends to worsen the conflict over time.
- Accommodate it- give in to others, sometimes to the extent that you compromise yourself. This
- Tends to exacerbate the conflict over time and causes conflict within you.
- Competing- work to get your way rather than clarifying and addressing the issue.

Steps to resolving conflict

1. Reflect

Acknowledge the conflict – don't deny it. Reflect first on your part in it. Ask: Why does it hurt? Why am I angry? "Lord, is there something you want to show me? Help me to see it."

- Matthew 5:23-24; Psalm 51:6, 139:23-24

2. Repent

Own your part in the conflict, and ask God to forgive and heal you. Ask God to show how to go to the person. What is the best way to approach them? What are the words to say?

- Ephesians 4:29, 31

3. Confront

Go in love with a humble attitude – don't go in anger. Please don't talk to others about it. Go directly to the person to talk about the situation. Listen to them. Own your part in it, and don't accuse them. Focus on behaviors or problems, not the person. Seek to understand them and how they feel.

- Ephesians 4:25-26; Matthew 18:15

4. Reconcile

Be forgiving in your words and actions. Seek mutually accepting solutions for a greater goal. Be flexible, but be honest. Focus on similarities rather than differences. Common goals are great unifiers. How many stories have you heard of strangers acting together in times of emergency? When a common goal is made evident, the natural reaction is to put differences aside. Pray together. If the conflict cannot be resolved, it is time to bring in a leader. It is not the time to stew on it or talk about it with teammates. Go to a leader for counsel.

- Ephesians 4:32, 5:1-2

5. Endure

Realize that reconciliation and restoration are typically quick and challenging. They require the rebuilding of trust, which involves both parties. Because we're all different,

rebuilding will be worked out differently. Watch your heart, emotions, and words during the reconciliation process.

- Proverbs 18:2; 1 Peter 5:8

IV. Post-Trip Activities

Debriefing and Evaluation

Leader Debriefing

Team leaders should meet with the Global Team for a debriefing time to discuss at least some of these critical questions.

The Trip

- If you were to rate this trip from 1 (poor) to 5 (excellent), what number would you assign and why?
- What brought you the greatest joy on this trip?
- What brought you the most significant frustration?
- What did you learn about the on-site ministry that surprised you?
- If you were to lead a trip back to the exact location, what would you want to do differently?

The Team

- Describe the team dynamics.
- Describe the working relationships among your on-site host, other leaders, and yourself.
- Were any team members who stood out as possible future trip leaders?
- Were there people who were a problem for you? If so, in what ways?
- How did you handle these situations?
- Were any team members who indicated they might be gifted for longer-term mission service?

The Team Leader

- What did you learn about yourself on this trip?
 - What might God be teaching you as a result of this trip?
 - What are your strengths and weaknesses in leading a team?
 - Were there any new insights you discovered regarding team leadership?
- Long-Term Results
- Do you think we should send a team back to the exact location? Why or why not?
 - What do you see as the potential long-term field benefits and drawbacks of our sending teams to this location?
 - What is the potential long-term impact on the people in our church if we

- send additional teams to this location?

Team Debriefing

Reassure the team there will be a "reunion" within a few weeks of return, where everyone can gather to share pictures, memories, and processes together. Set up the date for the post-trip meeting while on the trip. That will give the team something to look forward to.

- What was the most memorable moment of the trip?
- What was one of the most personally challenging things you were asked to do, and how did that impact you?
- What did God teach you through this trip, and where are you currently at spiritually?
- What are you going to do with what God taught you?
- What were your biggest struggles, and how have you/are you working through them?
- What has been the reaction of others as you have shared?
- How has God been stretching you?

Team Next Steps

After the trip, we want to encourage those passionate about missions to take the next step in their calling. Here are several ways you can encourage them to get involved.

1. Continuing Engagement and Support:

Encourage your team members to come back home and get connected! Be intentional about being a resource for them. Find ways to get them plugged into a small group, volunteering, etc

2. Sharing Stories and Outcomes:

Encourage others to participate in a mission experience.

3. Sharing Experiences with Donors:

Remind the team members to thank their donors and share their experiences.

4. Fill out the Survey

Encourage the team to answer the Survey as soon as possible when they return home. Their feedback is so important. That will help us to plan better future trips.

V. How to get a passport

Passport Step by Step

It is your responsibility to get a passport. The process is relatively simple but can take time. Once you have been approved and added to a mission trip, please get a passport as soon as possible.

You have 2 options when getting a passport:

1 - Do it yourself. It is fairly easy to do and will be the cheapest option. You can read more details on how to do this below.

2 - Work through a 3rd party company. I recommend using VIP Passports (<http://www.vippassports.com/>).

They will tell you exactly what you need to send them and then get the passport for you. This will cost a little bit more but is more convenient.

This link will give you the clearest instructions on how to apply or renew your passport: <https://travel.state.gov/content/travel/en/passports/apply-renew-passport/how-to-apply.html>

This is an overview of what the link above covers:

Step 1 - Fill out your form

- Refer to the above link for the correct form

Step 2 - Collect your supporting documents

- Citizenship evidence
- Identification
- Proof of relationship (for children under 16)

Step 3 - Get your photo

- A 2" by 2" color photo. Places like Walgreens/cvs do this. It's a good idea to get a few pictures

Step 4 - Calculate your fees

- This will depend on your situation and how fast you need the passport.

Step 5 - Submit

Other Helpful Links:

- <https://www.tripsavvy.com/how-to-get-a-passport-in-the-usa-3150300>
- <https://www.usa.gov/passport>

VI. Forms

Waiver of risk, last page of the manual.

WAIVER AND ASSUMPTION OF RISK

I, _____, hereby fully waive and release Bethany Church and any of their employees and/or volunteers and/or Directors (Releasee) from any and all claims for personal injury, property damage, or death that may result from my participation in the short-term missions trip to _____ beginning _____ and ending on _____.

I hereby voluntarily, at my own risk, sign this Waiver and Assumption of Risk in sole consideration of being permitted to use the Company's facilities or property.

I hereby acknowledge and understand that there are dangers and risks associated with the activities described above, which have been fully explained to me.

By signing this Waiver and Assumption of Risk, I fully assume the dangers and risks and agree to use my best judgment while engaging in those activities. I further agree to indemnify and hold harmless the Releasee, its employees, agents, and officers, from and against any and all liability incurred as a result of or in any manner related to my participation in the activities.

I hereby certify that I am of legal age and competent to execute this Waiver and Assumption of Risk, that in doing so of my own free will and accord, voluntarily and without duress, and that I do so intending to bind myself, my executor, my heirs, and administrators or assigns to the fullest extent.

In the case that I am a minor my parents or guardian will sign on my behalf.

I have read and understood the foregoing and acknowledge my consent to the terms of this Waiver & Assumption of Risk by signing this Waiver.

Date: _____ Signature: _____

Printed Name: _____