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WELCOME FROM WORLDWIDE PASTOR

I want to personally thank you for your willingness to lead a Wooddale Short Term Ministry Trip. Your efforts will be an immeasurable blessing to both Wooddalers and the communities you visit and serve. We have put together this Trip Leader Guide to help you understand your role as a ministry trip leader.

WOODDALE WORLDWIDE PURPOSE AND PHILOSOPHY

Wooddale Worldwide is the community and international outreach arm of Wooddale Church.

The purpose of Wooddale Church is to honor God by making more disciples for Jesus Christ.

The purpose of Wooddale Worldwide is to develop within Wooddalers a heart for the world (Mathew 28:19) and to provide the opportunity to make more disciples for Jesus Christ in different cultural settings where Christ is not actively being lived—both in the Twin Cities and “the ends of the earth.”

WOODDALE WORLDWIDE VALUES

– **Value: Commissioned (Matthew 28:19)**

We believe God is calling Wooddalers to take the message of Jesus Christ to those who have not yet heard the Gospel, both at home and abroad.

– **Value: Love of Neighbor (Matthew 22:36-40)**

We believe the love of Christ undoes the spiritual, emotional, social and physical effects of sin in the world. Love for God and neighbor is our first, last, and ongoing goal—regardless of person or response.

– **Value: Reaching other Cultures (Revelation 7:9)**

We believe the Gospel message is for every people group, regardless of culture. We are committed to reaching cultures routinely described as “closed” due to lack of response, social, religious, economic, or political reasons.

– **Value: Respect for Culture (Acts 15:19)**

We believe God is uniquely reflected in and through the different cultures and people of the world. We become as much like the people group we are ministering to, so as to not make it more difficult for them to receive the Gospel.

– **Value: Christian Unity (John 17:23)**

We believe in the priesthood of all believers and recognize the significance of strategic partnerships for the advancement of the Kingdom.

– **Value: Holistic Ministry (Matthew 10:42)**

We believe in ministering to the whole person. We meet real needs while sharing the message of Jesus Christ.

SHORT-TERM MINISTRY TRIPS

Wooddale does short-terms in connection with long-term impact ministries as part of a long term mission strategy. It is one of the best ways to encourage the development of long term teams and to stimulate interest and partnership with churches in mission, as well as aid in ministry effectiveness.

Missions Trips are about *RELATIONSHIPS*

- with God
- with each other
- with missionaries
- with national believers
- with national non-believers

Missions Trips - *for Them*

- Encouragement for missionaries
- Basis for outreach events
- Encouragement for national believers
- Means to demonstrate the love of Jesus by who we *are*, what we *do*, and what we *say*

Missions Trips – *for Us*

- See the *power* of God and His Kingdom in a new way.
- See the *world* as God sees it-- in need of a savior and waiting for hope.
- See the *church* as the multifaceted body of Jesus Christ
- See *God* at work expanding His Kingdom.
- See God *use* us in His plan

Forward Thinking

- What did I learn about God?
- What did I learn about myself?
- What did I learn about the place and people?
- What did I learn about how I might fit into God's dream for this place and people?
- What difference will this trip make in my life?

ORGANIZING YOUR TRIP (PRE-TRIP LOGISTICS)

When arranging travel and lodging, make sure to be in close contact with the organization/global partners you will be ministering alongside. They have likely worked with short-term teams in the past and will know the best arrangements in their country.

RECRUITING YOUR TEAM

Ask the Lord of the harvest to provide workers for the field (Luke 10:2).

Recruiting gives everyone a chance to learn about and get excited for the trip. It allows God to begin to work in hearts and put your team together.

Some things to consider:

- The person's relationship with Jesus Christ. Is it vibrant and growing?
- The person's relationship with others. How do they relate to others?
- The person's personal readiness. Are they able to be flexible and adapt to changing situations?
- The person's gifting, skills, and knowledge. Does this trip require specialists? (e.g. teachers, doctors, nurses, construction workers, etc.)

Use several different ways to advertise to the church. Keep in mind your target audience (e.g. Is it a trekking trip in the mountains for those more physically fit, or an adult English camp?) **Most of the people who go on a trip have gone because they have been personally invited.**

HELPFUL TIPS:

Before you begin recruiting your team, try to have the answer to as many of these questions as possible.

- What is the purpose of the mission trip?
- What are the dates of the trip?
- Who is leading the trip?
- How much will the trip cost? What does the cost include? When is the money due?
- Who are you working with while in country?
- Pre-trip meeting dates?
- Training? Group fund-raising events?
- Where will you stay?
- How many people can go?
- What is the age limit, if any?
- How do participants sign up?

INTERVIEW WITH PASTOR

All applicants for a short term ministry trip need to schedule an interview with the pastor of Wooddale Worldwide.

MEMBERSHIP INFORMATION

Membership is required for participation on Wooddale ministry trips. If not yet a member, ministry trip participants need to attend a Getting to Know Wooddale Seminar prior to the trip. Exceptions to this requirement must be approved by the Worldwide Pastor.

RAISING SUPPORT

FUNDRAISING PROCESS

- Each team member is responsible for his/her cost of the trip
- 80% of support must be raised prior to leaving to go on trip without a special exception from the Worldwide Pastor
- Determine the amount you will personally contribute to the trip – minimum \$500
- Prayerfully develop a list of at least 50 potential prayer/financial partners
- Draft your fund-raising letter for review by team leaders
- Send out letters w/ response card and *stamped* return envelope
- Make follow-up calls within 2 weeks of mailing
- Track your progress and adjust as necessary
- Send out thank-you letters

Fundraising Comments

- Everyone needs to be personally invested
- You're providing ministry opportunity not begging
- You need supporters – even if prayer only
- This is a witness opportunity
- There will be surprises

GUIDELINES FOR SUPPORT LETTERS

1. Discuss some of the goals of the team:
 - Expand the worship of God
 - Advance the efforts of career missionaries
 - Help break down stereotypes of Christians
 - Experience a different culture
 - Broaden your worldview
2. Share why you are going (i.e. What has God been doing in your life to bring you to this point and/or why do you feel called to go).
3. State the need for prayer and financial support of the amount for your trip
4. List any specific prayer requests.
5. Invite people to **partner** with you in this mission.
6. Ask them to give online or fill out the enclosed card and mail it in the envelope provided.
Enclose small envelopes with the following address pre-printed:
(Trip Name)
Wooddale Church
6630 Shady Oak Road
Eden PrairieMN55344
7. To give online: go to _____, and do _____
8. Mention all donations are non-refundable and tax-deductible.
9. Make it personal – the letter should be your style and sound like you!
10. Do not raise support with another person unless they are an immediate family member—it's proven to yield poor results

Things to include in/with your letter:

- What you will be doing & where you will be going (express enthusiasm)
- How much money you are expected to raise and if additional money is raised the extra will be used for ministry in the country you are going to.
- That checks need to be made payable to **WOODDALECHURCH** (not the team member.)
- Include support card and pre-addressed return envelope in mailing with your letter to your prospective supporter.

Support Card: (provided by Wooddale Worldwide for your specific trip)

- Legibly print your name only on the Team Member line. Do not put your own return address labels on the support card as this blocks the area the prospective supporter is supposed to fill in with their name and address.
- **DO NOT** alter the support card in any way.
- If you run out of support cards, get more from your team leader. If the team leader doesn't have anymore, they should request that more be made and you are asked to wait until they are ready (usually not more than a week.)

Return Envelope:

- Make sure the same address is on the return envelope as is on the back of your support card. Include the **WHOLE** address. If not using a support card then make sure you put the trip name as the Attention line, then the church's address which is Wooddale Church, 6630 Shady Oak Road, Eden Prairie, MN55344.
- Put a first class stamp on the return envelope. (It is proven that your support will be raised faster if you do this.)

Issued Checks

- Make sure checks are payable to Wooddale Church
- Do not accept a check made out to you
- If a check is made out to you, tell them nicely they'll need to reissue it
- Do not accept checks directly given to you
- Do not reissue a check for cash given to you
- If cash is given, make sure there is a note or the support card with the:
 - Contributor's name
 - Contributor's full address
- Do not raise support with another person unless they are an immediate family member—it's proven to yield poor results

TRAVEL

GETTING THERE

Airline tickets are typically arranged through *AFC Travel*.

Sharon A. Harder

Account Executive

AFC Travel

511 E. Travelers Trail

BurnsvilleMN55337

phone: 800-599-2925 ext 7635

fax: 952-886-7692

The Indonesia trip arranges travel through *A Wide World of Travel*.

Joe Kimbell

A Wide World of Travel

1340 Como Ave

St Paul, MN55108

651-644-8144 phone

651-603-8757 fax

joe@wideworldtravel.com

IN-COUNTRY TRAVEL

Make arrangements for travel to and from each of the airports, here in Minneapolis and at your final destination. Find out what type of transportation will be needed in-country (air, land, water) and if the expense is covered or an additional charge.

PASSPORT INFORMATION

- Everyone who travels outside the U.S. must have a passport with **6 months remaining validity** beyond your stay
- Those who do not have a passport should apply ASAP
 - Processing time is typically about 6 weeks
 - This DOES NOT include visa processing time
 - First time applicants must apply in person
- For the most recent info/to download a visa application go to: <http://www.travel.state.gov/>
- Sign your passport upon receiving it

- Scan all passports and e-mail scanned copy to yourself and Worldwide (Kathy.emerson@wooddale.org)
- Make a copy of each passport and have team members carry in a different spot from their actual passport

VISA INFORMATION

- Many countries require entry/exit visas
 - Visa stamps are placed in your passport granting border entry and exit
- Check whether your nation requires visas purchased ahead through their consulate or at the border upon arrival
- Most questions can be answered at: http://travel.state.gov/visa/questions/questions_1253.html
- The Worldwide office can help you determine the best way to acquire a visa for your trip

TRAVEL REGISTRATION

Registration at the in-country U.S. Embassy or Consulate:

- Makes your presence and whereabouts known in case a consular officer needs to contact you in an emergency
- Consulates are responsible for evacuating Americans in a disaster or crisis
- Register online at: <http://step.state.gov/step/>

Registration is particularly important for those who plan to stay in a country longer than one month, or who will travel to:

- A country that is experiencing
 - **civil unrest**
 - has an **unstable political climate**
 - is undergoing a **natural disaster** (such as an earthquake or a hurricane)
- A country where there are no U.S. officials
 - If there are no officials: register at the U.S. embassy or consulate in an adjacent country
 - leave your travel itinerary
 - ask about a third country that may represent U.S. interests in the country you're visiting

MEDICAL AND INSURANCE

SHORT-TERM TRAVEL INSURANCE

Medical emergency/evacuation insurance is:

- Mandatory for all team members
- Provided by Insurance Services of America
- Not a substitute for your current health insurance
- Included in trip price

Worldwide will provide you with forms for your team and purchase the trip insurance.

You will be supplied with:

- Emergency phone numbers
- Claims and procedures
- Program benefits and definitions
- Group policy number
- Related Information

More details can be found at: <http://www.missionaryhealth.com/ipbro.htm>

IMMUNIZATIONS

- Make an appointment with a travel clinic to determine specific vaccinations required for the area of travel
- Check with your in-country ministry contact for their recommendations on health precautions and vaccinations
- Check out the Center for Disease Control's web-site at <http://www.cdc.gov/travel/default.aspx> for current vaccination recommendations for each country
 - (This site also provides valuable information about how to stay healthy when traveling.)

EXPENSES (FINANCIAL PREP) TRIP

Prior to trip

- Turn in any recited trip preparation expenses to Worldwide for reimbursement
 - (We try to pay as many of the expenses in advance)

For trip expenses occurred on-site you can:

- 1) Pay for incurred expenses out of pocket and then **submit receipts** for reimbursement upon your return
 - Keep track of **ALL RECEIPTS!**
 - You'll be given an expense envelope to help you stay organized
- 2) Submit a check request for expenses you can reasonably estimate in advance
 - The check will be issued to you personally
 - Check requests submitted to worldwide by Tuesday afternoon can be processed by Thursday of the same week
 - Allow enough time to cash the check before leaving for your trip **KEEP ALL RECEIPTS**

** If you do not provide receipts to show how these funds were used for the short-term trip, you may be issued a tax form at the end of the year for amounts that paid to you

Post-Trip

- Remainder of expenses owed must be paid upon return

TRAVEL AND PACKING TIPS

- Try to keep your personal items to one smaller bag—No one notices if you wear the same shirt multiple days in a row
- You'll pass through security checks, and customs much quicker with one carry-on bag (and/or purse/briefcase) containing your travel documents, a changes of clothes, and basic personal items (in case luggage is lost)
- Regularly check the airline's website for travel regulations
- Use a second allotted bag for team (optional) project supplies

- Arrive at the airport *earlier than required*, regardless of the airport and/or country. Airport traffic and passport control and security lines are hard to predict
- Pick-pockets target tourists and travelers for money and documents (passports, visas, driver's licenses, etc.). Use a hidden money belt or neck pouch for these documents
- Keep the pockets of purse or bag or openings facing your body
- Wear backpacks should be worn on the front, pockets facing your torso
- Pack two different cards (e.g. VISA and an AMERICAN EXPRESS) in case one is not accepted for whatever reason—surprises often happen when you travel. Note: experience has shown that MASTERCARD is often not accepted overseas
- Call your credit card companies before leaving and inform them of your travel plans so that they will not assume your card number has been stolen and is being used illegally in a foreign country
- ATM fees can be expensive and sometimes don't work/can't be found so bring your spending money for the trip with you
- Big, crisp bills are preferred to smaller bills and often receive a better exchange rate
- Keep about \$25 of local currency on you while in-country—more if you plan to do some shopping at the markets
- Spread the cash around; place different amounts in different pockets so you don't pull out a "wad" of cash in front of vendors and/or potential thieves
- Carry a few extra \$1 bills to be used for tips when local currency is not easy to obtain
- When dealing with authorities in other countries, be humble and respectful regardless of the circumstances.
- Westerners are often perceived as arrogant, thinking themselves "above the law" even in foreign countries—the best way to deal with any discrepancies is simply to cooperate
- When driving about town, keep your hands and cameras inside the window
- At night, keep the window's mostly rolled up
- Car doors should be locked at all times
- With regard to picture taking, you will see many people and things you will want to photograph, both beautiful and horrific—be respectful and discreet in all situations
- Ask permission before taking someone's picture
- Assign one or two people from your group who have a photography interest to be the official team photographers. For any group shot, theirs should be the only camera on which the photo is

taken. This is a good way to get team photos without appearing to flaunt wealth or make everyone pose for countless pictures. It is the photographer's duty to get (digital) copies to team members upon return.

SEND OFF SERVICE

One thing that distinguishes mission trips from general tourism is that you are sent or commissioned--by Wooddale, your supporters, and God--instead of just leaving. A send off service is the opportunity for your supporters, friends, family, and the Worldwide team to pray over, commission, and send out you and your team on your trip. (Luke 10:1-12).

SCHEDULING YOUR SEND OFF SERVICE

- Pick a date as close to your actual departure date as possible
- E-mail Kathy Emerson (Kathy.emerson@wooddale.org) to reserve a room at Wooddale Church for your service
- Invite the Worldwide Pastor as soon as you set a date
- Make sure your team members invite their friends, family, and supporters—being sure to include, time, date, and location
- Inform Lee Ranney (lee.ranney@wooddale.org) of your service so it can be included in the Wooddale Week

During the Trip (On-Site)

WOODDALE EXPECTATIONS

You and your team are ambassadors of the Lord Jesus Christ to His world. He is making his appeal to the world through you. (2 Cor 5:20) You are also representing Wooddale Church and your supporters. It is therefore expected that you and your team conduct yourself according to the highest standards of integrity and morality. Refrain from any behavior that may hinder your ministry, or the in-country ministry, for the duration of the trip. Follow the conduct guideline in the application. Anything less than this standard of excellence puts you, the team, and the ministry at risk.

EXPENSES

TRIP FINANCIAL ADMINISTRATOR

*Actual duties may vary slightly according to trip

Objective:

Provide timely and accurate financial tracking and reporting for Worldwide ministry trips. The system should track all trip expenses and provide details of donations received by individual trip participant.

Process:

An individual(s) will be identified for each trip who will be assigned the role of financial administrator. This volunteer will be accountable to Wooddale Worldwide and the Wooddale Accounting Department. The financial administrator will:

1. Be a member in good standing of Wooddale Church,
2. Be recommended by Wooddale Worldwide pastor or pastor coordinating the mission trip,
3. Have achieved background and credit check clearance,
4. Be approved by the Board of Elders (since they will function as a counter),
5. Comply with reporting guidelines established by Wooddale Worldwide,
6. Follow established accounting procedures and guidelines,
7. Be properly trained by Wooddale's Accounting and Worldwide staffs.

Income Tracking:

1. All financial support will be made payable to Wooddale Church and received directly by Wooddale Worldwide. Contributions will include a donor card indicating the amount of the contribution, the name of the team member to whose account the contribution is to be credited, and the name and address of the donor.
2. On an agreed upon schedule, the financial administrator will:
 - Come into Wooddale to scan all contributions into Fellowship One.
 - Keep a current spreadsheet listing of each trip, indicating date, name and address of donor, amount of contribution, amount of non-contribution (if any), and name of the short term missionary. This spreadsheet will also be provided to the accounting department.
 - Provide a report of contributions to the trip leader and Wooddale Worldwide as requested.

Expense Tracking

The financial administrator will be responsible for collecting all receipts for reimbursable expenses, entering them into a spreadsheet and submitting them to Wooddale Worldwide for payment. The Wooddale Church accounting department will be responsible for making timely payments for all approved expenses.

REENTRY PREP

A critical and often overlooked part to any short-term ministry trip is reentry. It is vital to prepare both yourself and your team to anticipate and know the signs of reentry stress.

- Talk about reentry with your team BEFORE leaving and ON your trip
- Check out the Debriefing and Reentry tools included in the training guide
- Make sure your team members *expect* changes in their lives before they you even leave

Coming Home (Post-Trip)

A short-term ministry trip does not end when you land in your home country.

- Debriefing is an essential part of the trip
- Refer to ReEntry in the Training Guide and “The Next 51”
- Worldwide appreciates being involved helping your team end well

POST-TRIP FOLLOW-THROUGH (TEAM ONLY DEBRIEFING MEETING)

- Invite Richard
 - Worldwide should take part
- Introduction to Richard and Worldwide
- Challenge/encourage to follow-through

- Main question: What continuing part does God want for you in his overall mission?
 - Why follow-through? Difference between follow-up and follow-through.
 - Revisit the questions from the “Forward Thinking” section ([link](#))

Here are some questions you might want to encourage your team members to address:

1. Please take some time to describe how YOU have changed as a result of your experience.
2. Please recount in story form or narrative one or more specific examples of how you saw others’ lives changed as a result of God’s work through your team:
3. Culture is different wherever you go. What did you learn about your visiting culture that you were not aware of previous to your visit? What do you feel is necessary to prepare future teams going to on this trip in the future?
4. What would you have added/deleted to the packing list?

REPORT –BACK MEETING

Within a month of your return from the ministry trip you should schedule a Report Back meeting. It is important to have this meeting to share with the church and your supporters about what you experienced God doing while on your trip. In addition, you will be given an opportunity to have a booth and a short report back during the Summer Missions Festival Street Fair.

For scheduling your Report Back meeting, follow the same steps under [‘Scheduling Your Send Off Service’](#)

MINISTRY TRIP EVALUATION

Upon returning from your ministry trip, it is helpful both to you as a leader and the Worldwide team to receive feedback about the trip.

CONTINUING YOUR JOURNEY – MINISTERING BACK HOME

NEXT STEPS

[The Next 51](#)

LOCAL MINISTRY OPPORTUNITIES

<http://wooddale.org/connect/missions-outreach>

Submit all required information and forms to the Worldwide Office.

APPENDIX OF FORMS

- [Application](#)
- [Short-Term liability release](#)
- [International Insurance Provider Census Form](#)
- [Temporary Vehicle Storage](#)
- [Checklist for Short-Term Ministry Trip Leaders](#)
- [Checklist for Short-Term Ministry Trip Participants](#)
- [Debriefing guide](#)
- Ministry Trip Evaluation

**Wooddale Church
Short-Term Mission Trip
Release of Liability (Adult)**

In signing this form, I _____, agree to hold Wooddale Church, its officers, employees, representatives or other agents harmless for any injury, loss, damage, or accident that I might encounter while on one of its mission trips to _____ for the approximate dates of _____.

(Team Member's Name)
(Location of Trip)
(Dates of Trip)

I realize and acknowledge that my participation on a mission trip to a foreign country includes many risks and possible dangers. I am well aware that my travel to a foreign country exposes me to such risks as accidents, disease, war, political unrest, injury from construction projects, and other calamities.

I hereby assume any such risks that might result from my travel to a foreign country, and I unconditionally agree to hold Wooddale Church, its officers, employees, representatives or other agents harmless for any liability concerning my personal health and well-being, and any liability for my personal property that might be lost, damaged, or stolen while on a mission trip.

I have carefully read the foregoing and I understand that my signature herein holds Wooddale Church, its officers, employees, representatives or other agents harmless for any liability for injury, damage, loss, accident, delay, or irregularity in schedule.

Signed _____ and dated _____, 20_____
(Team Member's Signature)

Witnessed by _____

In the state of _____

In the county of _____

On this _____ day of _____, 20_____, before me personally appeared to be known to be the person who executed the above release, and acknowledged that voluntarily executed same.

NOTARY PUBLIC _____

Date of expiration of Notary Commission _____

Notary Seal

Wooddale Church
6630 Shady Oak Road
Eden Prairie, MN 55344
(952) 944-6300



WOODDALE CHURCH

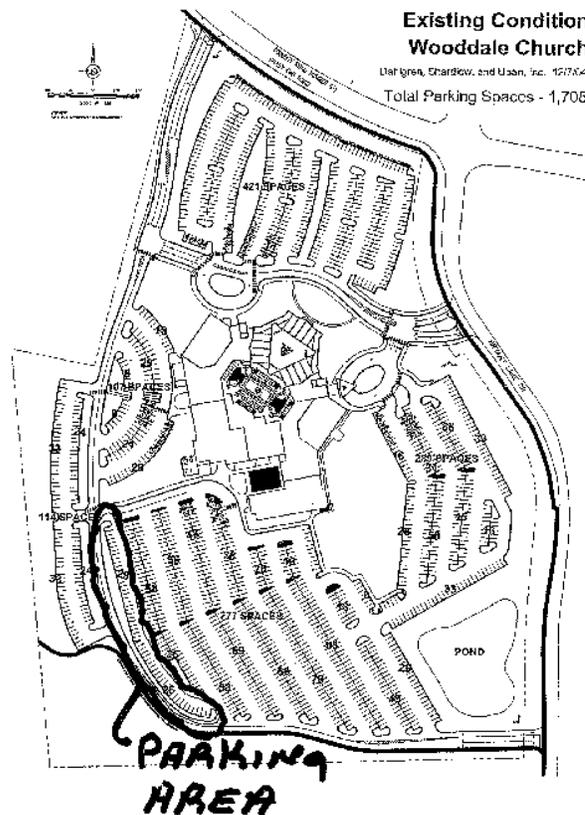
TEMPORARY VEHICLE STORAGE NOTIFICATION & INFORMATION SLIP

1. Name of Church Sponsored Event or purpose: _____
2. Dates to be stored on site: _____
3. Name of Registered Vehicle Owner: _____
4. Home address: _____
5. Owner's home & Cell phone No. : _____
6. Vehicle Description (year, make, model, & color):

7. Vehicle State of License Registration & License No.

8. Name of In-Town Contact person: _____
9. Contacts phone No. : _____

Please Turn into Facility Manager prior to departure on Event.



Checklist for Short-Term Ministry Trip Leaders

Pre-Trip Planning:

- _____ Prepare trip brochure/flyer (with help of Worldwide Office)
- _____ Plan two trip informational meetings (with help of Worldwide Office)
- _____ Advise prospective team members to meet with Worldwide Pastor or others as designated
- _____ Advise prospective team members who are not yet Wooddale members to sign up for *Getting to Know Wooddale* class (dates can be provided by Worldwide Office)
- _____ Schedule training dates, times, and rooms through Worldwide office
- _____ Schedule retreat date and meeting place (if appropriate)
- _____ Order and pick up support cards from Worldwide Office (approx. 50/person)
- _____ Submit information to Worldwide Office for travel health insurance for any prep trips you may take.

Trip Preparation and Training Sessions:

- _____ Submit list of all approved trip participants
- _____ Submit team training schedule
- _____ Determine and have a trip financial administrator approved
- _____ Confirm status of passports (if applicable) (www.travel.state.gov)
- _____ Apply for visas (if applicable)
- _____ Determine immunization needs (wwwn.cdc.gov/travel and missionary in location)
- _____ Purchase travel tickets
- _____ Develop/modify packing list
- _____ Arrange transportation to airport
- _____ Submit signed and **notarized Trip Release of Liability** for each team participant
- _____ Submit information to Worldwide Office for travel health insurance (list of team participants, including date of birth and dates of travel for each participant)
- _____ Submit copies of passports for each team participant (make sure they are signed)
- _____ Schedule send-off
- _____ Schedule ministry report date and room within 1 month of return

Prior to Leaving:

- _____ Submit emergency contact list for all team participants
- _____ Submit finalized trip itinerary including contact information while in-country
- _____ Submit Wooddale Vehicle Storage Information Slip for each car that will be left in Wooddale's parking lot (if applicable)
- _____ Pick up Wooddale's international phone (if applicable)
- _____ Submit copy of training manual (hard and/or electronic)
- _____ Call credit card companies and inform them of international travel itinerary

Post-Trip Follow-Through:

- _____ Confirm ministry report date
- _____ Clarify/confirm room and refreshment needs for ministry report
- _____ Schedule dates and rooms for team debrief and follow-through meetings

Checklist for Short-Term Ministry Trip Participants

Submit all required information and forms to your trip leader.

Pre-Trip Planning:

- Submit trip application to your trip leader or the Worldwide Office (include a check for the trip deposit)
- Check to see if passport is valid for 6 months AFTER return date
 - Apply for passport if necessary
- Schedule a time to meet with the Worldwide Pastor or the pastor leading the trip
- If not yet a Wooddale member, sign up for *Getting to Know Wooddale* class
- Add training dates to your personal calendar
- Add retreat date to your personal calendar (if applicable)

Trip Preparation and Training Sessions:

- Send out prayer and support letters
- Confirm status of your passport and apply/renew as needed (if applicable) (www.travel.state.gov)
- Get photos for visa (if applicable)

- Make appointment with travel clinic for needed immunizations
(wwwn.cdc.gov/travel)
- Submit signed and notarized Release of Liability
- Provide date of birth and dates of travel for travel health insurance
- Submit/or e-mail scanned passport to your leader so he/she can make copies
(make sure it is signed)
- Prepare your personal testimony/story
- Prepare for team devotions
- Complete assigned ministry preparation tasks
- Write a list of pre-trip expectations as directed by leader
- Add ministry report date to your personal calendar

Prior to leaving:

- Submit Emergency Contact information
- Provide trip itinerary including contact information while in-country to
family/friends
- Submit Wooddale Vehicle Storage Information Slip if you will be leaving your car
in Wooddale's parking lot
- Call credit card companies and inform them of international travel itinerary

Post-Trip Follow-Through:

Add dates for team debrief and follow-through meetings to your personal calendar

Debriefing a Short-Term Mission

Who am I? What have I learned about myself?

Who is God? How has my understanding of God changed?

Who are we? What have I learned about community?

What is the impact of culture on faith? How do I see life and the gospel differently because of what I've experienced?

What's wrong with the world? Why is there such suffering and injustice in it?

What does it mean to be a follower of Christ? What have I learned about discipleship?

What's of value? How do I live here in light of what I've seen there?

Where am I going? What is God calling me to be and to do as a result of this experience?

Any other thoughts or comments?

The Eight Great Questions from *Short-Term Missions Workbook* by Tim Dearborn