LoveServes INTERNATIONAL

MISSION TEAM LEADER MANUAL

Introduction

Thank you for raising your hand to serve God's people on a Mission trip to the Dominican Republic! We pray this information will be helpful whether you have led previous teams or are brand new at leading a team. Please know that this information is subject to change based on any input you give us. Your wisdom, time, and devotion of love-service for God's people is greatly appreciated.

Before continuing with this manual, be sure to carefully read the **Mission Trip Training and Orientation Manual** written for LoveServes travelers. As a team leader, you should be familiar with the background, policies, and recommendations contained in it. You will likely need to answer questions or refer to it before, during, and after the trip.

Prior to your selection as team leader, LoveServes has worked with Re-Vision to determine the trip dates, church location, and project for your team. Re-Vision will provide you with a one-page description of the church, local pastor, and the project.

LoveServes teams are drawn together in various ways. In some cases, the majority of team members come from one church, and in that case, you will find it easy to bring the team together and develop a bond. Other teams are members of various churches in the same area or from different parts of the country. That will make it harder to do orientation, get to know each participant, and develop a team spirit. We have created this Mission Trip Leader Toolbox to help.
http://loveserves.org/mission-trip-leader-toolbox/

Recruitment of Team Participants

As team leader, you might be called on to help recruit participants for the team. That might include holding an information meeting at your church or other local churches in your area. An information/recruitment session would include the following:

- A description of the LoveServes ministry in the Dominican Republic.
- Purpose of the trip, including a description of the church, project, children's ministry, and community outreach.
- Housing, food, and transportation.
- Anticipated financial cost.

- Question-and-answer period.
- A place to sign up if interested in pursuing.

Leadership Goals

- To show the love of Christ by imitating His leadership style: Servant Leadership.
- To help each member of the team grow spiritually in his/her relationship to Christ.
- To model Christ in your own behavior.
- To monitor the group dynamics so that each person is heard, respected, and given the opportunity to contribute.
- To help resolve conflict if it arises between members of the team.
- To develop an interest in and support for the work of LoveServes International.

Pre-Trip Preparation

Initial Leader-Sponsored Team Meeting

- Review the applications of all team participants to learn more about their backgrounds and purposes for joining the team.
- If possible, plan a team get-together in an informal setting, preferably a home, so that team members can get to know each other. Use an ice-breaker that gives each person a chance to cycle through the group. Spend a few minutes talking about the trip and give team members an opportunity to ask questions. The main objective is for them to get to know each other and to see themselves as a member of the team.
- Establish the importance of prayer in preparation for the trip and spend time in prayer before the evening ends. If you know some of the participants well, you might want to ask them, in advance, if they would be willing to pray when the prayer time begins. Some have never prayed in public and should not feel pressured to do so. However, you can help by providing a list of prayer items and encourage short prayers of thankfulness and praise.

- Have one or two additional meetings that are for team building and prayer. For each meeting, select an ice-breaker and a team exercise(s) that helps the team coalesce. (See Appendix A and B)

Re-Vision

- LoveServes uses Re-Vision, based in the Dominican Republic, to provide housing, meals, transportation, and translators for the mission teams.

- Re-Vision is "a faith-based organization that focuses on establishing and directing long-term partnerships for ministry . . . in the Dominican Republic." They provide resources for economic, educational, medical, and spiritual development in local communities.

- Re-Vision will communicate directly with the pastor of the church where the team will be serving to determine what is needed from the team, the construction and/or community project, materials needed, and any other arrangements that need to be made through the church.

- Re-Vision will put together a tentative daily schedule of activities and requested ministries.

- Re-Vision plans a day where the team can choose activities like zip-lining, canyon walk and repelling, horseback riding, or just relaxing at a park. Some of the activities will require paying a fee. Discuss the options and cost with Melanie, and relay the information to the team.

- If you have questions, you can talk with the trip coordinator or call 844-352-3376

Assigning Travel Team Roles

- The team roles are described in the Mission Team Training and Orientation Manual. While you may wish to ask for volunteers in some of the roles, others require someone with experience and the right heart. After reviewing the applications that include skills and talents and observing team members during the first couple of meetings, you can probably make informed choices. Critical roles include the Devotions Coordinator, Children's Program Leader, and Construction Leader. Two other roles that are needed are: Team Recorder and Team Photographer/videographer. You may ask for volunteers for these two roles.

- The Devotions Coordinator will select team members to do devotionals each morning using the book devotional, Why Not Let Your Light Shine, as a guide.

(Remind the Devotions Coordinator that women can lead devotions as effectively as men).

- The Children's Program Leader will need to identify two or three helpers to help prepare materials for the program. He/She will need to know in advance what the D.R. church wants the team to do and what the team's role will be. He/She can then plan activities, lessons, and obtain materials as needed. (See Appendix G)

- The Construction Leader will need a description of the project and any plans that are available. Re-vision will purchase materials and have tools available. However, depending on the project, team members may bring some of their own tools.

- The Team Recorder is responsible for keeping a written record of the team's activities, as well as insights and feedback for the LSI leaders. Each day during the trip, the Team Leader should gather the team for a time of reflection and debriefing. The Team Recorder is responsible for capturing important notes, decisions, key things learned, and suggestions for future trips. This information should be shared at a debriefing meeting with LSI leaders after the team returns.

- The Team Photographer is responsible for keeping a digital record of the trip. It is helpful to have images of the team in action, as well as before/after photos of construction projects. The Team Photographer also helps coordinate the sharing of photographs among team members both during and after the trip. While all team members are welcome to take pictures, the Team Photographer is charged with the responsibility to document the trip activities. Please use Appendix F - PARTICIPANT'S RELEASE
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LoveServes Team Meetings

The LoveServes Coordinator will contact you to set up two to three team building and training sessions. If possible, the Coordinator will be there to run the session but may have to do it by video. An outline for the three sessions is available from the coordinator. (See Appendix C)

Team Communication

Once you have reviewed the team applications, put together a list of names, phone numbers, and email addresses for your own use. You will want to distribute the list to the team members, but first ask for permission from each person.

Project Costs and Raising Funds

Each mission team will have an assigned project to work on while in the Dominican Republic. In selecting a site for a team visit, LoveServes selects a church that has started or wants to start a project to reach their community with the gospel. During the week, the team will spend part of their day helping church and community members work on the project. Re-Vision staff will assess material costs for the project in advance and each team is expected to raise the funds to cover the materials needed for the week.

When recruiting individuals to serve on a mission team, be sure to give them a rough estimate of the overall costs. The LoveServes Coordinator will help you determine the various cost components, including an $850 base fee plus projects costs, and airfare. The base cost of $850 will cover housing, food and transportation. Project costs will vary as will the airfare.

In some cases, churches will help with project costs for participants from the church. Talk to the team early on about working together to raise money for the project. Also, provide them with a form letter (See Appendix D) that they can send to friends and family requesting donations for the trip. Additional information is provided in the Mission Team Training and Orientation Manual.

Letters Requesting Support

There are two form letters, one for churches that have or are willing to provide a tax-deductible process, and one that can be used by all others. Information on tax-deductions is provided. (See Appendix E)

The second paragraph in the letters should be changed to include information relevant to the specific trip being funded. The template letter includes information from a previous trip and is only there as an example.

Travel Arrangements

Teams members that come from different churches or from different parts of the country will need to make their own travel arrangements. Encourage them to purchase the tickets early.

For churches that send mission teams on a frequent basis, it is possible to set up a church account for the team. Each team member can put the necessary funds into their church account and get a tax deduction. A church staff member, or one of the mission team members, can work through a travel agency to purchase tickets for the team and pay through the church account. The IRS provides instructions on how to accomplish this legally and those instructions are included. (See Appendix E)

Effective Leadership

The responsibility of a leader is to communicate a clear vision, lay out goals that match that vision, and help the team achieve the end result. The vision is to serve the local church in reaching the community for Christ. The goals might include reaching the children in the community through a children's program or helping build a child-care center at the church. Each mission trip will have its own set of goals and you must keep your team focused on meeting them.

- Preparation
    - Review information on team members and use the meetings to get to know them.
    - Gather information on the church, community, culture, etc.
    - Go over the LoveServes vision and mission information, as well as the Helping without Hurting videos.
    - Be sure to take care of your physical, mental, and spiritual preparation.
    - Go over the schedule planned by Re-Vision and check with them if you have any questions or concerns.
    - Select icebreakers and team exercises that you will use during the trip and get needed materials together to take with you. (Ice-breakers and team exercises are included; see Appendices A and B.)
    - As mentioned in the introduction, read through the Mission Trip Training and Orientation Manual and, if you have questions, check with the Coordinator to get an answer.

- Leadership Traits
    - Spiritual Maturity.
      While spiritual maturity is not generally listed under leadership traits, it is important for leading a mission trip. You cannot ask others to practice spiritual disciplines that you yourself don't practice. Go over the fruit of the Spirit listed in Galatians 5:22-23 and consider their place in your life. Pray that you will exhibit them in your leadership role.

    - Modeling. As the group leader, participants will watch what you do and say to determine the standard for behavior. Appropriate behavior and attitudes, regardless of your level of frustration, will set the tone for the group.

    - Listening. Leaders have a tendency to talk more and listen less. However, the ability to listen is one of the most important characteristics of effective leadership. Listen carefully with strong eye contact, thereby, sending a strong message that you care about what the person has to say. Listening is a bridge to

developing trust and allows for further opportunities to impact a person's life.

- Communication. Plan what you are going to say ahead of time. Wait a moment to make sure you have everyone's attention. Speak clearly and concisely. Watch the team to see if they are paying attention and understanding what you are saying.

- Observation. Watching and observing individual and group behavior in a new setting is important for analyzing how well each person is adjusting. Who is being left out or withdrawing? If there are wide variations in age between team members, how are they interacting? Who is reluctant to speak and needs encouraging?

- Humility. Part of being a servant-leader is to exhibit the Christ-like attribute of serving others, including members of your team.

- Fairness. Treat each member of the team equally. Playing favorites can destroy a team and will undermine your effectiveness. Some people are harder to love than others, but work to include and respect each person.

- Recognize and Celebrate Achievement. Recognize the work and accomplishments of individuals and the team. Encourage and thank them as you work with them. At the evening share time, celebrate the accomplishments of the day and thank God for helping each person in his/her efforts.

Extroverts and Introverts

The presence of extroverts and introverts on a team presents a challenge to any leader. Here are some characteristics of each:

- Extroverts are energized in a group setting. They enjoy social connections. They enjoy talking and easily speaking their thoughts.

- Introverts are more inwardly focused and are quiet, introspective thinkers. Group interactions can be emotionally and physically draining. Finding a quiet corner at times and withdrawing is generally helpful for them.

These differences play a role in group dynamics. As a leader, you can help control these tendencies by making sure extroverts don't dominate the discussion. You can

also give introverts opportunities to contribute, as well as opportunities for alone time to recharge their energy.

Leading a Small Group

Throughout the pre-trip meetings and each day during the trip, there will be group meetings where you will want to encourage healthy discussion. In some meetings you will have a specific topic to discuss. Carefully define the topic and keep the group on task. On other occasions, you will want individuals to share what they have experienced and learned. Remind them to keep their answers focused so everyone has a chance to contribute.

- Take note of who is contributing and who is holding back. When you ask a question, give strong eye contact to those who are not talking to encourage them to participate.

- If one or two individuals dominate the conversation, avoid looking at them when you look for an answer and, if they answer anyway, break in after a short time and say, "Let me see what others are thinking."

- Don't be afraid to call on someone by name. You can say, "John, I haven't heard from you yet; what was your experience like today?"

- Don't be afraid to share a personal experience if it will help to give others permission to do the same. Keep it short since you want the team members to contribute.

- Affirm individuals when they have contributed to the discussion. Thank them for their comments. When someone makes a good observation or comment, ask others if that was their experience.

- When someone shares a personal burden that they are dealing with or a struggle that is particularly difficult, take a moment to pray for the person. If he/she is asking for prayer to overcome some life issue, you can place a chair in the center, have him/her sit down, and ask everyone to gather around and pray. Encourage them to all pray at the same time and then close the prayer as people finish.

Security

As Mission Trip Leader, you need to pay attention to security throughout the trip. While Re-Vision will take care of where the team will stay and transportation throughout the week, you need to emphasize the importance of staying together as a group. No one should leave without permission and without being accompanied by a member of Re-Vision or a church leader.

- 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 as a team and ask permission to move to another store. Take a translator or staff member with you.

In-Country Guide

If the team is predominately from one church, check to see if the church can provide van or bus transportation to the airport. Team members will enjoy traveling together and it helps set the tone for the week.

Airport Arrival in the Dominican Republic

- Immigration Form. The destination address for all mission trips is
  AAVI, Inc Street Diagonal B No. 18-A
  Urbanización Renacimiento, Mirador Norte, Santo Domingo, DR

- Remind the team that they will need their passports, custom form, and baggage claim ticket.

- Remind them, if questioned about their purpose, to respond, "on holiday for missionary work."

- Make sure they each have the address for the location where they are going (the Coordinator will provide this to you, or you can check with Re-Vision before the trip).

- After going through customs, the team will pick up their luggage at the carousel.

- Keep the team together as you exit the baggage area into the reception area, and look for a LoveServes representative.

- Help load the bus/trailer at the airport. Make sure everyone uses the bathroom before leaving, as the trip could be lengthy, depending on the destination.

On the Bus, Traveling to Your Destination

- Welcome the team to the Dominican Republic! Dios te Bendiga! (Which means God Bless you!) Amen! (one of the phrases they will learn)

- Lead the team in prayer for a safe journey to the destination and His favor on them throughout the week.

- Thank them for giving their time, talents, and resources to be on this trip! God is in the business of multiplying investments!

- Have them look out the window during the drive to observe the differences from what they see at home.

- Check to see if there are questions. If you don't know the answer, see if the LoveServes representative can answer it, or make a note to check later.

- Let them know there will be an orientation session once we arrive at camp.

Arrival at Camp (Reminders before unloading the bus)

- Never drink any water that isn't bottled or from the team water coolers. Use your refillable water bottles instead of plastic cups. Use bottled water for brushing your teeth.

- Never throw toilet paper in the toilet, as the plumbing system in the DR cannot handle the TP. Always fold up and place TP in the small trashcan next to the toilet (please let us know if there is no TP or trash can).

- Don't go anywhere alone! Also, explain that for now, don't wander off the property until we've established what is safe.

- Remember to put on your Mission H.A.T.—be HUMBLE, ADAPTABLE, AND TEACHABLE—and get ready to serve one another.

- Dinner will be at _____time and orientation will follow dinner. Be sure to thank the cooks for the meal! Set a pattern of appreciation for the team to follow!

- Inform the team of their room assignments.

Orientation

The Team Leader will provide an orientation for the team members once the team has arrived at the housing in the D. R. and are settled into their rooms.

- Set up a room with chairs in a circle on the perimeter of the room.

- Check to see when Re-Vision can provide US$ exchange before orientation begins.

- Once all are seated, check to see if all are settled in their rooms or if there are any questions.

- Introduce Melanie and give her time to introduce her staff and talk about Re-Vision.

- Depending on how well the members of the team know each other, you can select a different set of ice-breakers than the two listed next.

- Ice-breaker/Get to Know Each Other.
    - "This or That" (See Appendix B).
        - Present two words and have the group shift to "this" side or "that" side of the room based on which they identify with more. For example: Beach or Mountain.
    - "Double Circle" (See Appendix B).
        - Half of the team in an inner circle facing out and the other half is in the outer circle facing in. Share one interesting thing most people don't know about you, then the inner circle shifts one place left and repeats. Each shift lasts approximately 90 seconds and then you have them shift again until the inner circle has gone completely around.

- Present and discuss the key goals for the team and each individual.
  Ask yourself, "what does God want?" We may have come on this trip for different reasons, but the reality is that God wants to do something in you and through you while you are here. So, what does God want?
    - He wants you to see the Great Commission acted on this week (Matt. 28:19-20).
    - He wants you to experience and express "love to the least of these" (Matt. 25:35).
    - He wants you to see how the Church is equipped for the work of the ministry (Eph. 4:12).

- Group feedback on "initial impressions."
    - What did you see on the drive over?
    - What did you feel?
    - What did you learn?

- Other information to cover with the team.
    - Love on the cooks—they thrive on words of affirmation and lots of smiles! Say "Gracias" after every meal. Learn their names!
    - Remember that the schedule may change. However, if the leader has asked you to be prepared or to show up at a certain time, please do your best to be punctual. But, recognize that Dominicans may not start at the scheduled time. Be patient and just relax.

- Showers will likely be cold water. Again, don't drink the water from the shower. Be respectful of others that may need to use the bathrooms.
- If you need to exchange your US$, we can do that _____ evening after dinner.
- Be camera sensitive! Please, when walking down a street, don't snap pictures as if you are at a zoo. Think how you would feel if people were taking pictures of you or your house? During ministry times, on the jobsite, or if you invite someone you've met to take a photo with you, those would be fine.
- Never give money or items to individuals. If you bring items to donate or leave behind, we will collect them at the end of the trip. The Re-Vision team will take them to the Church for their use, or to give to people they know need it.
- Never go alone, never!
- Everyone should be ready to share a 3-5 minute testimony of what God has done and is doing in their lives. Try to include your favorite scripture verse and why/how it has impacted your life.
- Use the translators (use, don't abuse). They are here to serve. They have a gift that you don't and they are happy to help. But, remember to be kind and patient through the process. Speak clearly and slowly in short phrases and give time for the translator to speak.
- On construction, work with safety in mind. Focus on relationships as you work. Get to know individuals from the church or community as they work alongside you. Ask an interpreter to help you during breaks.
- Drink a lot of water to keep from getting dehydrated! Take breaks as needed, particularly during high heat and humidity.
- Go over any special roles that are assigned to individuals.

First Full-Day Agenda

You should have a specific agenda worked out before leaving for the Dominican Republic. Don't be surprised if it changes after you arrive. However, give the team a schedule for the coming day so they know what to wear and bring with them.

- Personal devotions
- Breakfast (time?)
- Team Devotions (remind the person assigned to lead devotions in the morning)
- Break (20-30 minutes)
- Team building and ministry preparation

- Lunch (time?)
- Leave for community (time?)
- Listen to the vision from the Dominican Pastor (introduce him – give background if needed)
- Community walk
- Dinner (time?)
- Service (time?)
- Team meeting and debrief

Leader's First Day

- Be sure to connect with Melanie Spence (Re-Vision Director) or the Re-Vision representative to go over last-minute arrangements regarding the project (construction or otherwise), children's ministry, services during the week, community visitations, etc.
- Check with the Construction Leader and the Children's Ministry Leader to make sure they know what to expect and are prepared.
- If time allows, select and run a team-building exercise. (See Appendix B)
- Take time to meet with the pastor when you arrive on site. Take one of the translators with you. Get a sense of his expectations.

Evening Debrief and Sharing Session

Each evening, prior to retiring for the night, gather everyone together for a time of sharing what they experienced, learned, highlights, issues, etc. Use the information included in leading a group to get everyone involved. Eventually, move the discussion in a spiritual direction. You can do that in a number of ways, but here are a few possibilities:

- What is God doing in your life, or what is He teaching you through this experience?
- What would you like to see God do in your life this week?
- What did you see or experience today that needs prayer?

Break the group up into three or four small groups to pray for the needs presented, for the coming day's activities, or other requests that they can present in their smaller group.

Managing Conflict and Discipline Issues

Review the "Guidelines, Personal Conduct and Boundaries" section in the Mission Training and Orientation Manual.

Hopefully, the team will work together cohesively and there won't be any conflict! Pay attention, particularly during the early group meetings, for behavior or attitudes that might cause problems later. Anticipate conflicts and address them so they don't become larger issues.

It is always better to discuss an inappropriate behavior or conflict with individuals alone, rather than in the group. Emphasize that we are representing Christ in everything we do and say.

In the case of a conflict between two or more individuals:

- Listen carefully to both sides and emphasize the following Biblical concepts:
    - Unity in Christ (Rom. 12:5; I Cor. 1:10; Col. 3:13-14).
    - Concept of being one body with many parts working together (I Cor. 12:12-23)
    - The importance of not judging others (Matt. 7:1-2; Luke 6:37-42).
    - Willingness to forgive (Matt. 11:24-25).

- Take time to pray with the individuals involved.

Physical Needs and Limitations

The weather in the Dominican Republic can vary greatly depending on the season and location. The summer months are particularly hot and humid, and teams must take precautions to avoid dehydration and fatigue. Dehydration can be particularly dangerous! Thirst isn't always a reliable indicator of a body's need for water. It is important that all team members increase their water intake.

- Make sure everyone brings a water bottle to the work site.
- Encourage frequent breaks.

- Assign someone in the group to call out water breaks for everyone.

- Watch team members for signs of fatigue and dehydration.

- Remind the team of dehydration signs

- Less frequent urination
- Dark color urine
- Fatigue
- Dizziness

- Rotate people on jobs that require hard labor in full sun (e.g. concrete work).

Reflection on the Week and Preparation for Going Home

The last evening together, set up a place for the group to meet and reflect on the week. Anticipate what they might face when they return. Use the "Re-Entry: What Do I Do When I Get Home" outline (See Appendix F) for the meeting with questions and suggestions for discussion in the following four areas:

- "Reflection on the Week" (10 minutes)
- "Insights Learned from the Week" (10 minutes)
- "Applying Your Learning Back Home" (15 minutes)
- "Coping with Re-Entry" (20 minutes)

Try to draw the answers out of the participants. For example, in the section, "Applying Your Learning Back Home," let the participants come up with how they can live their lives back home as intentionally for Christ as they did on the mission trip. You can always add what they miss from the list in your guide.

Remind the team that there is a section in the devotional book, Less of Me More of Him, that gives them an opportunity to reflect on and summarize their thoughts. Also, they can prepare a short (30 seconds) response to the question, "How was your trip?"

Leader's Post-Trip Guide

Planning a Post-Trip Team Event

Teams develop close bonds when working together on a mission trip. Most want to get together again so they can talk about their experiences and look at pictures. Try to set up an informal get-together as soon as possible. It doesn't take long for everyone to get back into their regular routine, and the longer you wait, the more difficult it will be to bring them together. Try planning an event before you leave for the D.R. Having an agreed-on time and location on their calendars before going will make it easier.

Encourage the team photographer and recorder to provide pictures and a written summary for team members.

While the trip is fresh in your mind, write up a critique of the mission program and give it to the LoveServes Coordinator. If possible, set up a meeting to discuss the strengths and weaknesses of what you observed and experienced, as well as any suggestions for improvement.

Returning to a Home Church

Encourage pastors to recognize and celebrate individuals participating in a mission trip. Pastors and youth leaders can do the following:

- Interview travelers live or in a video clip during a service.
- Select one or two individuals to give testimonies of what God has done in their lives as a result of traveling with the team.
- Encourage others to participate on a mission experience.
- Pray for the D.R. church, pastor, and community and the work of LoveServes.

Sharing Experiences with Donors, Family, Friends, Co-workers, and Others.

- Remind the team members to thank their donors and to share their experiences with them.
- Use the information from the "Reflections' and "Insights" that you wrote to develop "your story" for friends, family, co-workers, and others.
- Encourage others to support the work of LoveServes.

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Appendix A

Ice-Breaker Questions

A great way to help people open up is to ask them fun questions that allow them to express their personality or interesting things about them. Here is a list of 20 safe, useful icebreaker questions to help break the ice:

1. If you could have an endless supply of any food, what would you get?
2. If you were an animal, what would you be and why?
3. What is one goal you'd like to accomplish during your lifetime?
4. When you were little, who was your favorite superhero and why?
5. Who is your hero? (a parent, a celebrity, an influential person in one's life)
6. What's your favorite thing to do in the summer?
7. If they made a movie of your life, what would it be about, and which actor would you want to play you?
8. If you were an ice cream flavor, which one would you be and why?
9. What's your favorite cartoon character, and why?
10. If you could visit any place in the world, where would you choose to go and why?
11. What's the ideal dream job for you?
12. Are you a morning or night person?
13. What are your favorite hobbies?
14. What are your pet peeves or interesting things about you that you dislike?
15. What's the weirdest thing you've ever eaten?
16. Name one of your favorite things about someone in your family.
17. Tell us about a unique or quirky habit of yours.
18. If you had to describe yourself using three words, it would be…
19. If someone made a movie of your life, would it be a drama, a comedy, a romantic-comedy, action film, or science fiction?
20. If I could be anybody beside myself, I would be…
21. If you were a comic strip character, who would you be and why?
22. What thought or message would you want to put in a fortune cookie?
23. If you had to give up a favorite food, which would be the most difficult to give up?
24. What is one food you'd never want to taste again?
25. If you won a lottery ticket and had a million dollars, what would you do with it?
26. You've been given access to a time machine. Where and when would you travel to?
27. If you could be any superhero and have super powers, which one would you like to have and why?
28. Mount Rushmore honors four U.S. presidents: Washington, Jefferson, Lincoln, and Roosevelt. If you could add any person to Mount Rushmore, who would you add and why?
29. What award would you love to win and for what achievement?
30. If you could transport yourself anywhere instantly, where would you go and why?
31. In your opinion, which animal is the best (or most beautiful) and why?
32. What is one item that you really should throw away, but probably never will?
33. Growing up, what were your favorite toys to play with as a child?

Appendix B
Team-Building Games & Exercises

"This or That" Exercise

Dog or Cat?
Netflix or YouTube?
Phone Call or Text?
Toast or Eggs?
Cardio or Weights?
Facebook or Twitter?
Ice Cream Cone or Snow Cone?
Mobile Games or Console Games?
While walking: Music or Podcasts?
iOS or Android?
Pop or Indie?
Cake or Pie?
Swimming or Sunbathing?
High-tech or Low-tech?
Big Party or Small Gathering?
New Clothes or New Phone?
Rich Friend or Loyal Friend?
Football or Basketball?
Work Hard or Play Hard?
Nice Car or Nice Home Interior?
What's worse: Laundry or Dishes?
Bath or Shower?
Sneakers or Sandals?
Watch or Play sports
Sweet or Salty
Money or Fame
Pasta or Pizza
Comedy or Drama
Piercings or Tattoos
Puzzles or Board Games
Steak or Chicken
Glasses or Contacts?
Hamburger or Taco?
Couch or Recliner?
Online Shopping or Shopping in a Store?
Receive: Email or Letter?
Passenger or Driver?
Tablet or Computer?
Car or Truck?
Blue or Red?
Money or Free Time?
Amusement Park or Day at the Beach?
At a movie: Candy or Popcorn?
Pen or Pencil?
Toilet paper: Over or under?
Tablet or Computer?
Most important in a partner: Intelligent or Funny?
Dine In or Delivery?
Sweater or Hoodie?
Comic Book or Comic Strips?
Motorcycle or Bicycle?
Book or eBook?
When sleeping: Fan or No Fan?
Ninjas or Pirates?
TV Shows or Movies?

“Double Circle” Exercise
Half of the team in an inner circle facing out and the other half is in the outer circle facing in. Share one interesting thing most people don’t know about you, then the inner circle shifts one place left and repeats. Each shift lasts approximately 90 seconds and then you have them shift again until the inner circle has gone completely around.

Picture Pieces Game
Time Required: 30 minutes
This problem solving activity requires that the leader choose a well-known picture or cartoon that is full of detail. The picture needs to be cut into as many equal squares as there are participants in the activity. Each participant should be given a piece of the “puzzle” and instructed to create an exact copy of their piece of the puzzle five times bigger than its original size. They are posed with the problem of not knowing why or how their own work affects the larger picture. The leader can pass out pencils, markers, paper, and rulers in order to make the process simpler and run more smoothly. When all the participants have completed their enlargements, ask them to assemble their pieces into a giant copy of the original picture on a table. This problem solving activity will teach participants how to work in a team and it demonstrates how each person working on their own part contributes to an overall group result.

Blind Drawing Game
Time Required: 10 - 15 minutes
Rules: Divide everyone into groups of two. Have the two individuals sitting back-to-back. Give one person a pen and paper and the other person a picture. The person with the picture describes the picture to their teammate without actually saying what it is. For example, if the image is a worm in an apple, do not say, "Draw an apple with a worm in it." The person with the pen and paper draws what they think the picture depicts, based on the verbal description. Set a time limit for 10 - 15 minutes.

This is an activity that focuses on interpretation and communication. Once the drawing is finished, it's always interesting to see how the drawer interprets their partner's description.

Sneak-a-Peek Game
Time Required: 10 or more minutes
This problem solving activity requires a basic Lego pieces. The instructor will build a small sculpture with some of the Lego pieces and hide it from the group. The participants should then be divided into small teams of four. Each team should be given enough Lego pieces to duplicate the structure you’ve already created. The instructor should then place their sculpture in an area that is an equal distance from all the groups. One member from each team can come up at the same time to look at

the sculpture for ten seconds and try to memorize it before returning to their team. After they return to their teams, they have twenty-five seconds to instruct their teams about how to build an exact replica of the instructor's sculpture. After one minute of trying to recreate the sculpture, another member from each team can come up for a "sneak a peek" before returning to their team and trying to recreate the sculpture. The game should be continued in this pattern until one of the team's successfully duplicates the original sculpture. This game will teach participants how to problem solve in a group and communicate effectively.

Appendix C1

Love Serves Meeting Outlines

Team Meeting 1 – Mission Trip Why

Leader guide

How to prepare for the meeting:

- Determine host home and who will bring snacks and beverages.
- Make sure you get confirmation from each team member to determine who is coming. (Meetings are mandatory)
- Review notes including Learn-Servant-Storyteller, print out enough copies of Learner, Servant, Storyteller for each person.
- Watch Video 1 More than Meets the Eye (18:09 min) of Helping without Hurting in Short term missions using Right Now Media. If you do not have access email Patricia@loveserves.org for assistance. Make sure the meeting venue has set up on screen or TV to show the video (including proper connecting wires like HDMI)
- Gather supplies for activity – Pens, Post it notes and strips of yarn cut enough for each person (1 strip of yarn approx 2 feet long and 6-8 post-its per person) TV for video

Icebreaker question – Quickly go around the circle and ask everyone to answer this question: What was your favorite pet and why?

Prayer in groups – discuss briefly biggest fear/obstacle about this trip (partners or groups of 3-4)

Vision and Mission – Have you ever been a part of something really significant? You know that feeling when you're a part of something genuinely important…there is just nothing like it! God has called us to be part of something really big, but so many are missing it. There are churches all over the world that are on the sidelines and are not involved in the most critical things that God commanded for us to do. Jesus said to go make disciples, He said to love people and meet the needs of the least of these. We at LoveServes want to see healthy churches in every nation equipping God's people to make disciples who make disciples. God has used LoveServes to mentor over 2,314 churches in the Dominican Republic to take ownership of the needs in their communities. We are ecstatic about the transformation that is taking place in this nation. God is reviving His Church! The once ineffective churches have become powerful agents of change in communities all across the island. We have the privilege to share

with you that God has used His local church to lead over 95,000 adults to Christ! Now that's being a part of something BIG!

Where do Mission Trips come in? Recognizing that God's Church is global, it is inspiring to experience what God is doing in another part of the world. It is a life-transforming opportunity for mutual growth and encouragement between American and Dominican churches. We both have a lot to gain by what God will do when we work together!

3 "E's" or Key reasons for Short term mission trips:

1. To **Experience** what God is doing in another nation through His Church. It is truly a revival of the Church and it is inspiring for American Believers to see and experience the life change that is happening in DR. It is also notable for Americans to realize their own poverty when they experience the WEALTH of meaningful relationship. Despite the physical poverty that many Dominicans live in, the Christians have true wealth in community.
2. To **Encourage** the Dominican Church by demonstrating love and support for their faithful work. Even though their resolve is strong, the work of the ministry outside the four walls of the church can be exhausting. We have learned from the Dominican believers that when teams come to partner with them, they feel infused with energy and feel affirmed in the important work God has called them to.
3. We desire for trip attendees to **Embrace** the responsibility to invest the whole of their lives in fulfilling the Great Commission. Jesus called us ALL to go make disciples, to love our neighbors as ourselves, to care for orphans and widows and be the heart and hands of Him who set the example for us. We hope that while experiencing serving with love in DR that Christians would return to their own churches and communities and be a catalyst in getting others outside the four walls of the church to love and serve those who are all around them.

Bottom Line: Mission trips can be used by God to change what you care about (from an American mindset that poverty is a problem to be solved, to relationship building which can lead to healing for both groups)

Logistics

- Airfare –
- Ministry – Focus on Relationships not task
    - Construction Project -
    - Children's Outreach -
    - Women's ministry (women only) -
    - Sunday night service – testimonies/songs.
    - Possible other evening service –
    - HOME VISITS -
    - Special ministry opportunity based on Dominican Church request -

- Lodging –
- Food – it is important let us know if you have special food allergies
- Packing list – important – please use it.
- Project Materials cost – Talk to your circle of friends. Many people will give something towards project that is a good cause.
- Support letters – we have a sample letter. We've learned that IRS will recognize giving towards your trip as a tax-deduction. How about organize a 5k walk. Other ideas?

Cultural training

- Play Video 1 – More than Meets the Eye
- Learner – Servant – Storyteller (extra hand-out)
- Timeline – Learn to share your story in 2-4 minutes (post it notes, pens and yarn)
- Experiential Learning Cycle
    - **Reflection** – what has just been experienced? What did you observe, think, feel?
    - **Insight** – what is being learned?
    - **Application** – what this could mean for our mission project?

Other announcements

- Fill out Application form online and turn in copy of your passport. Mail in deposit to LoveServes if you don't have it tonight.
- Balance is due _____ at next team meeting
- **Next meetings:** _____
- Location: _____

Appendix C1i
Learner-Servant-Storyteller

LEARNER

(1) Learner vs. Teacher

- As we enter another or different culture, we may come across (unintentionally) to the new culture as superior or as a conqueror. Another culture other than your own is neither right nor wrong; it's different. Therefore, it is imperative we come to this different culture as a LEARNER.
- We must be willing to enter a different culture as a LEARNER rather than a TEACHER. The temptation is to think we "know it all," that we have the solutions to their problems. We are tempted to fix them. We are not there to tell people what to do, but to come alongside to partner with them to accomplish their goals.
- Jesus spent thirty years as a learner before entering ministry.
- Like Jesus, we must observe others and learn who they are and what their culture is like in order to establish relationship (good examples are the woman at the well or the woman caught in adultery).

SERVANT

(2) Servant vs. Leader

- Jesus humbled Himself to enter this world in order to build relationship with us. Listen to how this is described in Phil. 2:5-8: ***"The attitude you should have is the one that Christ Jesus had: He always had the nature of God, but he did not think that by force he should try to remain equal with God. Instead of this, of his own free will he gave up all he had, and took the nature of a servant. He became like man and appeared in human likeness. He was humble and walked the path of obedience all the way to death—his death on the cross."***
- We too must be willing to enter this different culture with a servant attitude. One that says, "How can I come alongside you and assist you with your needs and not impose my goals or agenda on you?"
- We, from the U.S., are seen as rich and powerful; therefore, it is imperative we have servant hearts. This attitude will be the gateway to building relationships and opening the door to people's hearts.

STORYTELLER

(3) Be a Storyteller

- When strangers enter a different culture, sometimes it is hard for people to accept preaching that is to correct and inform. To preach, you need to know the context of the culture. When invited to preach in a church service this is acceptable, but in other contexts it is more effective to tell your story.
- Everyone has a story of faith. One is not better than another. It is uniquely yours. Your story is personal, and when you tell it others will want to share theirs.

Practice telling your story of faith to someone this week. Then ask yourself these following questions:

Experiential Learning Cycle

Section One: **Reflection** – what has just been experienced

- What did you do in this experience?
- What happened?
- What did you observe?
- What feelings did you have participating in this experience?

Section Two: **Insight** – what is being learned

- What are the implications of what we have just reflected on?
- What could be learned from this experience?
- Identify some possible learnings.

Section Three: **Application** – what this could mean to our mission trip

- How might this learning apply to our upcoming mission experience?
- Do people's attitudes affect us? In what ways?
- How does my attitude affect other people?
- What impact can one person have with a group?

Biblical Reflection: 2 Corinthians 5:14-21

> ***Our firm decision is to work from this focused center: One man died for everyone. That puts everyone in the same boat. He included everyone in his death so that everyone could also be included in his life, a resurrection life, a far better life than people ever lived on their own.***

Because of this decision we don't evaluate people by what they have or how they look. We looked at the Messiah that way once and got it all wrong, as you know. We certainly don't look at him that way anymore. Now we look inside, and what we see is that anyone united with the Messiah gets a fresh start, is created new. The old life is gone; a new life burgeons! Look at it! All this comes from the God who settled the relationship between us and him, and then called us to settle our relationships with each other. God put the world square with himself through the Messiah giving the world a fresh start by offering forgiveness of sins. God has given us the task of telling everyone what he is doing. We're Christ's representatives. God uses us to persuade men and women to drop their differences and enter into God's work of making things right between them. We're speaking for Christ himself now: Become friends with God; he's already a friend with you.

Appendix C2

Team Meeting 2 – Cultural Differences

Leader Guide

How to prepare for the meeting:

- Determine host home and who will bring snacks and beverages.
- Make sure you get confirmation from each team member to determine who is coming. (Meetings are mandatory)
- Watch Video 3 "They are not helpless" of Helping without Hurting in Short term missions using Rightnow Media. Make sure the meeting venue has set up on screen or TV to show the video (including proper connecting wires like HDMI) Cue up Video 3 to 5:40 – you don't need to show the entire video)
- Review notes including The Cultural Entry Model, print out enough copies for each person.
- Review 4 Cultural Game Instructions
- Gather supplies for activity – Pens, Four Culture Instruction page, Diagram of Cultural Entry Model, TV for video

1. **Icebreaker question** – What is a tradition your family has?
2. **Prayer –** get in groups of 3-4 and pray for one another about your greatest hope to learn from this trip.
3. **Logistics**
   - Flights/Carpools/ -- You should purchase your flight asap, prices only continue to rise at this point. Most of us are flying out of _____ on _____ at _____ and returning on the _____ flight. Please send your flight itinerary to Patricia@loveserves.org and copy_____We can work out carpool at our next meeting.
   - Luggage/packing list -- Remember to check the luggage requirements (40 lbs on most airlines) You can also bring a Backpack which doesn't cost you anything. Please see the Packing list on our Mission Packet Click link and go to page 11 http://loveserves.org/wp-content/uploads/2018/02/Mission-Trip-ManualPC.pdf
   - Balance is due _____ at team meeting ($650 per person)
   - **Next meetings –** _____ Host for next meetings?
   - **Project funding -** $_____ needed. Per person approx $_____
   - Daily team devotions – need 7 volunteers

     _____

     _____

     _____
   - Construction Leader – _____
   - Home visit Leader – _____
   - Women's ministry/craft Leader – _____
   - Worship Leader – _____ Other Musicians – _____

- Photographers - _____ Videographers/editor - _____
- Kids program (approx._____Kids) – 3 parts (Bible Lesson/songs; Games; Kid Craft – NO glueing)
    - Leader roles: Bible Lessons - _____
    - Kid Craft _____
    - Games - _____

4. **Team Exercise - Four Cultures**
Group is divided into 4 different "cultures" and each take on a particular personality. The 4 teams take turns "visiting" and "hosting" other groups. They role play according to their groups "culture". Then discuss the experience and how it made us feel. The purpose was to simulate what it is like to enter another culture and learn how to process the awkward, confusing, frustrating feelings that sometimes come into play when there is a "culture clash". We asked each member to answer the following three questions…

   Reflection – what has just been experienced?

   Insight – what is being learned?

   Application – what this could mean to our mission project?

5. **Play Video 3 (only play 5:40-9:05)** "They are not help helpless- Cautionary Tale"
A funny illustration of cultural differences from Helping without hurting.
Ask team if they could identify the main point of the clip.

   Main point – We are different and that's ok, don't enter a culture with the attitude that we are superior. Remember to ask a lot of questions! Then really listen!

6. **The Cultural Entry Model (Use handout of diagram- Appendix I)**
    A. The Facts of Life (The Inevitables)
        - In a cross-cultural setting there will inevitably be frustration, confusion, tension and embarrassment.
        - These are inescapable experiences of living, working and ministering cross-culturally. They are part of life. It is simply not true that if you are more spiritual, you will escape these emotions. They are inevitable.

    B. The Approach you choose - The entry posture you choose can greatly help you in positively coping with cultural differences.
        - Normally we enter a new or different culture with **fear**, **prejudice**, or **suspicion**. This will happen, and it is important that we are aware of it.
        - Our choice, however, is to enter with a positive approach of **openness**, **acceptance** and **trust**.

C. Coping Strategies (responses) and Results

No matter how you enter the inevitables of a different culture, your response is not inevitable. *It's crucial to realize that you have a choice.* You can choose how you'll react to cultural differences.

- Because of the differences from your own culture, the temptation is to react to your frustrations, confusion, embarrassment, or tension with **criticism**, **rationalization**, and/or **withdrawal**.

  Results - When you do this, you face the risk of **alienation** and **isolation** from the very people you came to get to know and serve (Dominicans) and serve with (team members)

- A better choice is to react to your frustrations, confusion, embarrassment, or tension by **observing** and **listening** to the new culture, and by inquiring about their differences. For example, when misunderstanding occurs, you need not rationalize your behavior or criticize your host. You can inquire where the breakdown occurred, where your different backgrounds clashed. You can learn to observe with more insight, to listen at a deeper level. This way, you can clarify the issues and apologize for your lack of insight if necessary.

  Results - When you do this you greatly enhance the possibility of establish **connection** and **understanding**, which leads to relationship

Appendix C3

Team Meeting 3 – Cross-Cultural Communication

Leader Guide

How to prepare for the meeting:

- Determine host home and who will bring snacks and beverages.
- Make sure you get confirmation from each team member to determine who is coming. (Meetings are mandatory)
- Watch Video 2 "Who are the poor" of Helping without Hurting in Short term missions using Rightnow Media. Make sure the meeting venue has set up on screen or TV to show the video (including proper connecting wires like HDMI)
- Review notes and print out enough copies for each person.
- Invite a veteran tripper to share their testimony about Cross-cultural communication
- Gather supplies for activity – Missions Journals, T-shirts, Pens, TV for video.

1. **Icebreaker Question – Think of a time you had a funny (or serious) miscommunication**
2. **Prayer in Groups**
3. **Logistics/ Q & A**
   - **Flights –** Finalize transportation to airport. Carpool?
   - **Packing highlights (Please check full packing list on our website)**
     - PASSPORT – If you haven't yet, please scan and email a copy to Patricia@loveserves.org
     - 2 pairs of work gloves is recommended
     - 2 Towels each and washcloths for shower
     - Twin sheets & pillowcase AND PILLOW for bunk beds ("single" guys and girls will be on bunk beds with only a mattress)
     - Mosquito Net (our DR staff will have nets for rent $2)
     - Insect repellent with DEET is more effective if you are not allergic.
     - Refillable Water bottle! Insulated are best. Put your name on it.
     - For traveling in airport: All laptops, and cell phones have the battery charged. Reminder about cell charges/international plans.
   - Ministry and daily schedule – Put on your Mission H.A.T. (Humble Adaptable Teachable)
     - Go over "week at a glance". Discuss special events and day off as well.
       - Construction -
       - Women's Ministry/Craft -
       - Kids Outreach
         - Bible Lesson –
         - Kid Craft –
         - Games –

- Home Visits -
- Services -
- Team Devotions: Sunday – _____ Mon – _____ Tues – _____ Wed – _____ Thur – _____ Fri - _____ Sat - _____

- Mission Journals & T-shirts – you'll get your Journal and shirt at last meeting _____. Pack it don't wear on plane.

3. Culturally Sensitive Giving

- **Play Video 2** Who are the Poor? of Helping without Hurting in Short term missions (Stop video at 11:20)
- **You are surrounded by great need … what do you do? How do you respond?** Anyone who has been on a short-term mission trip has struggled with these pressing questions. The tension is good. You are out in the field facing awesome need but you also know this place is different. The rules you have been used to at home may not apply here. The awful truth is that giving some money today to the little child holding out his hand or to the pastor for his special project may do more harm than good. Our giving must be culturally sensitive. We must come to the needs of this culture as a learner asking some critical questions.
    1. **What have I come here to do?** You have come to meet very specific needs that are within your ability to meet. You will build a church, school, home or clinic. You will leave behind a vital structure that will affect the lives of these people for years to come. You will share the love and message of Christ to children and their families and model for them the compassion of a servant of God. Through this you will make an impact … and YOU will be changed! What you will not do is change the economic situation of the community or alter the reality of poverty for these people. You are helping in a significant way, but you cannot do it all. The message is … concentrate on what you CAN do, not what you cannot.
    2. **How can it be harmful to give a gift to meet such an obvious need?** It may feel good to give your hat to a child you have come to know or some money to a parent, but that simple act of giving can lead to ill feelings between neighbors, an unnatural sense of dependency, or even a riot as the community comes out to receive their share of the gifts. The next mission group that comes in will face a community that expects to receive gifts, and grave complications can result.
       A general rule is to not give gifts of money or things to individuals. Realize the power of your gifts both positively and negatively. Many a pastor has been unnaturally tempted by the availability of money from well-meaning Christian visitors. We must resist our desire to meet an immediate need for one person to the detriment of meeting long-term needs for many.

    3. ***So … how should I give?*** It is always best to channel your giving of clothes, tools, money, etc. through an organization that knows the

country, culture and local leadership. Instead of risking the problems that can come from giving to individuals, focus your giving on a specific project that will have broader effect.

4. Personal testimony from veteran Mission Tripper

_____

5. Relationships through Languages

Verbal communication

- Your group's effort in language-learning communicates to another culture that you care about them. It is a bridge-builder.
- In learning another language, the key word is 'relax!' The goal here is not to become an expert in the language, but to acquire enough of the language to allow you to build relationships.
- In most cases, you will have a translator with you.

Keep in mind that the ultimate goal is not language learning, but rather getting to know, love, and serve people cross-culturally."

L L A E N A T G R E U N X A I T G N E G	Hola	Hello
	Me llamo...	My name is...
	¿Como se llama usted?	What is your name?
	Estoy aprendiendo Español	I am learning Spanish.
	¿Como se llama esto?	What is this called?
	Gracias por su ayuda	Thank you for your help.
	Adios. Hasta luego…….	Good-bye. See you later.

Appendix D-1

Fundraising Letter Used with Traveler Church Account

Dear (_____): (Date)

I am excited to tell you that I have been selected by LoveServes International to serve on a mission team that will be traveling to the Dominican Republic on (date). LoveServes is an organization that works with churches and their pastors to help them reach their communities with the Gospel of Christ.

(The following paragraph is an example. Substitute the information for your mission trip)

The team I am joining will be providing resources, support and assisting a local church in the town of (Duverge), a small town in a region called (Palmar de Ocoa) where extreme poverty and lack of opportunity grow every day. The pastor, (Pedro Sanchez), is building a community center that, in partnership with Compassion International, will feed and minister to over 200 children. The center will also improve the quality of life for adults by providing tutoring, meals, and technical courses. In addition to helping with construction, we will take part in a Vacation Bible School program for children, a women's craft ministry, and participate in community home visits.

The cost of the trip is $850 includes lodging, transportation and meals in country. I will need to purchase my own flight which is about $_____. The project cost is $_____, which we are raising as a team. I am expected to use personal resources to fund a portion of my trip. I am also encouraged to seek financial assistance from others who may be interested in supporting my mission work. I am humbly asking that you prayerfully consider making a donation to help me cover my expenses. By making a financial gift, you too can impact the lives of those seeking Christ in the Dominican Republic.

If you wish to contribute, please follow these instructions.

- Make your check payable to (name of church).
- Write "[Trip date]Dominican Republic" and (my name) in the memo section of the check.
- Give the check to me, mail it directly to the church, or put it in the offering at church.
- Your gift will be recorded and acknowledged. All donations are tax deductible.

In the event that my support exceeds the cost of the trip, the excess funds will be held to my benefit until December 31 of next year. This will allow me to go on another trip and use the excess funds. If I cannot go on another trip in the time allowed, excess funds will be used to offset the expenses incurred for future mission- trip participants or other team-related costs, such as, outreach supplies, construction supplies, etc.

Please pray for me as I begin this journey to spread the love of Christ and to grow spiritually. I am excited to see what God is going to do through me and to me!

Sincerely,
(Your Name)
P.S. You can also make a donation online however there is a transaction fee

Appendix D-2

Fundraising Letter Used with No Traveler Church Account

Dear (____): (Date)

I am excited to tell you that I have been selected by LoveServes International to serve on a mission team that will be traveling to the Dominican Republic on (date). LoveServes is an organization that works with churches and their pastors to help them reach their communities with the Gospel of Christ.

(The following paragraph is an example. Substitute the information for your mission trip)

The team I am joining will be providing resources, support and assisting a local church in the town of (Duverge), a small town in a region called (Palmar de Ocoa) where extreme poverty and lack of opportunity grow every day. The pastor, (Pedro Sanchez), is building a community center that, in partnership with Compassion International, will feed and minister to over 200 children. The center will also improve the quality of life for adults by providing tutoring, meals, and technical courses. In addition to helping with construction, we will take part in a Vacation Bible School program for children, a women's craft ministry, and participate in community home visits.

The cost of the trip is $850 includes lodging, transportation and meals in country. I will need to purchase my own flight which is about $_____. The project cost is $_____, which we are raising as a team. I am expected to use personal resources to fund a portion of my trip. I am also encouraged to seek financial assistance from others who may be interested in supporting my mission work. I am humbly asking that you prayerfully consider making a donation to help me cover my expenses. By making a financial gift, you too can impact the lives of those seeking Christ in the Dominican Republic.

If you wish to contribute, you can write a check to (your church name). Include my name and the words, "mission trip," on the memo line of the check.

Please pray for me and the team as we prepare to go and take the message of God's love to the people of (name of town). I am excited to see what God will do through me and how He will change me!

Sincerely,

(Your Name)
P.S. You can also make a donation online however there is a transaction fee

Appendix E

Tax-Related Policies on Mission Trips

General Principles

A church may establish policies in keeping with IRS guidelines that allow tax deduction of donations to pay the expenses of a mission trip participant. The following policy and process is derived from the 2017 Church and Clergy Tax Guide, Chapter 8, pp. 440-441, by Richard R. Hammer.

The participant's church maintains control of the funds. The donor has absolutely no authority over the funds once the church has received and processed them.

The church has a policy on how the funds are managed.

- The church communicates to the donor, on the front end of the process, via a fundraising letter exactly what happens to the funds:
    - If a trip participant is not able to go.
    - If more money is raised than required and there are excess funds.

- The church does not refund trip donations, whether it's from an outside donor, or a trip participant, unless the entire trip is cancelled by LoveServes.

Specific Policies

- Only LoveServes-approved travel applicants can use a church fundraising letter to raise funds for their mission trip (a church might elect to have their own approval process).

- The fundraising letter should be on church letterhead and provide full disclosure to the potential donor about how the donation will be used in the event the traveler does not go on the trip or the traveler receives surplus donations. Except for changing specific information, (such as, the date, city, region, pastor's name, specific ministries the team will be involved in, the cost, name of church, and your name), the letter is to be used "as is" and, if needed, the traveler can attach a separate note that provides additional information.

- The church will set up an individual account for each traveler upon his/her being approved to travel.

- LoveServes will determine the budget for the trip. Participants are responsible for all expenses related to the trip as listed in the trip budget. Example: Cost of passports, immunizations, travel, lodging, food, required

insurance, registration fees, and personal expenses incurred on the trip. Generally, for mission trips with duration of two weeks or less, the budget will include airfare, international insurance, transportation, housing, and food as well as any other expenses anticipated for the trip.

- Participants are encouraged to raise no more than one-third of their support from their church attendees. If possible, one-third should come from their own resources, and the remainder from outside sources.

- Checks received by the church for an individual's travel must be made out to the church, and the traveler's name should appear in the memo line.

- Monies received by the church for an individual's travel are owned and controlled by the church and not the individual traveler.

- In the event a person has excess funds, (including self-pay amounts) and plans to go on another trip the following year, excess funds can be held for that person until December 31 of the following calendar year.

- If a person cannot go on another trip within the time frame allowed, these funds will be used to offset the expenses incurred for team-related costs (e.g. construction materials, evangelistic supplies, medicine, supplies, etc.)

- If a potential trip participant receives designated funds, but for any reason does not participate in the planned trip, those funds will be used to cover non-refundable expenses incurred (such as airfare, travel expense, passport, etc.) After these expenses are covered, the same excess funds procedure applies as listed above.

- Monies received by the church for an individual's travel are tax deductible, and notice of such will be mailed to the donor.

Appendix F

Re-Entry: "What Do I Do When I Get Home" Outline

Believe it or not, one of the toughest things about a mission trip is going back home.

When you think about the truly mind blowing things you've experienced in the last 7 days, it is nothing short of a miracle what GOD has done in your life.

Obviously, you've thought about home, family members, friends and even work or school… you've probably thought about all the people who are praying for you on this trip… all those who didn't come on the trip, but perhaps supported you.

Here is where the rubber (as they say) meets the road. You're excited to share your experience with others, to tell them all the amazing things God did. You're aching to show the people you love all your photos and videos of the experience that has captured your heart…but…

Many of them will give you a few minutes of interest, but then it will be "business as usual". It's NOT that they don't care about you, they just did NOT experience what you did and cannot possibly understand. Most people you try to share your stories with will disengage much sooner than you want them to.

(Ask a few veterans to share with group what happened when they returned home last trip)

Here are four tips to help with Re-Entry.

1. Recognize God's work in your life was truly real and important, regardless of what others reactions are.
2. Pray for God's wisdom and contentment
3. Think of ONE highlight from your experience and focus on how it impacted you personally. Then think of a SINGLE word that will serve as your trigger word and a HOOK word for the people you want to share your story with. Don't make the word too "obvious", but a more obscure word that will cause your listener to mentally stop and ask you what you mean by that word. (Ex. When someone asks, "How was your trip?" Instead of saying, "It was so good…blah, blah, blah." Say, "Handcuffs"… trust me they will stop and say, "Wait, what?" Then proceed to tell them the ONE story associated with that word and keep it short.
4. Now practice with someone in your group.

Questionnaire for when we return:

1. What part of the experience impacted your heart the most?

I Reflection on the week and preparation for going home

Set Up

Make sure the meeting space is set up for the group. Have enough chairs available and set up and have materials for the night's session ready.

I. Reflection on the Week (5 min.)

Ask questions about what has been experienced on this mission experience. Spend a minimum of five minutes and remember to expect 10 for 20 seconds of silence after each question.

- What did you do this week that you've never done before?
- What was the interaction with people in the community like for you?
- what new things did you notice about your group?
- Did you notice people's needs what did you do about them?
- Any other reflections on the week you would like to share?

II. Insights learn from the week (5 min.)

Ask questions about what has been learned from this week together. Spend a minimum of 3 minutes

- What have you learned about yourself this week?
- What have you experienced about God's love this week
- What did you learn about your ability to love this week?
- Did anyone help you by talking things through with you during your short-term mission experience?

III. Applying your learnings back home (5 min)

Discuss how we can practice these learnings when we go back home spend a minimum of two minutes

- How did you decide to act towards others each day? How did you express love?
- When you think about life in terms of eternity, our whole life is a short-term missions. Why don't we live back home as intentional as we do here?
- If you want to get the most out of this experience, we would suggest you try living life back home like you did this week. What are some things you can do to make your daily life more intentional?

Here are a few examples:

- For one week, smile at everyone and see if it makes a difference.
- Wave at everyone for a week and watch the reaction.
- Have lunch with someone from work or shooting or school and talk about what your daily life was like on mission trip discussion or desire to integrate that lifestyle here at home return.
- Meet regularly with others from your trip and talk about things you're doing to live more intentional.
- Start each day with scripture and reflection.
- Do something for someone in your life without expecting anything in return. (ie. facebook, phone call, mow a lawn, empty trash, etc.)

IV. Coping with re-entry (10 min.)
Goal of this session: to help the groups identify the various mix of feelings and emotions that inevitably occur when they go home from their mission experience and possible ways to deal with those feelings.



Read the Caterpillar and butterfly cartoon. Briefly introduce the problem of re-entry into a situation where you have changed but others may not have changed or appreciate your change

Understanding your feelings

As a result of your cross-cultural experience you have changed. Don't expect others who haven't shared the experience to understand what you have gone through

Address both the short-term and the long-term effects of re-entry

> **Short term effects**- how do I deal with being so uncomfortable.
> How do I process these difficult feelings so that I can become productive at home for the Lord.

Long term effects- how do I deal with the becoming comfortable again? Will my life really change in terms of life patterns and routines or will I go back into the same old things? Have I really changed will I go back to business as usual?

Strategies for re-entry:

Recognize that the models we have learned on the mission trip are for all of life … not just the mission trip.

Utilize the **Learner/ Servant/ Storytelling Model** to re-enter your culture.

Return to your own culture as a "learner".

What is God doing in your home, church and community that you never noticed before?

Return to your own culture as a "servant".

Be prepared to get involved in serving the needs of others in your own family, community and your church.

Return to your own culture as a "storyteller"

Resist the temptation to tell people what they are doing wrong.
Just tell your story of what God did for you and through you on your mission experience.

Invite others to share their stories of what happened while you were away.

Utilize the **Experiential Learning Cycle** when you re-enter your culture

This model describes how we learn. It is our approach to learning.

We are interested in learning that makes a difference in the way we think, feel and act.

Look For ways to learn experientially when we return home.

Use the **Cross-Cultural Entry Model** to re-enter your culture.
This model describes **approaches to entering a new culture**.
The choices we make, as described in this model will make all the difference in how we can actively engage the culture instead of simply being a detached observer.
When we return home we need to engage in this approach.

Appendix G

Children's Games

(7-10 year olds and 11-14 year olds)

Red Rover

Two teams line up opposite each other, no more than 30 feet apart. The first team agrees to call one player from the opposite team, and chants, "Red Rover, Red Rover, send (player's name) on over!" The person called runs to the other line and attempts to break the chain (formed by the linking of hands). If the person called fails to break the chain, this player joins the team that called Red Rover. But, if the player successfully breaks the chain, he may capture either of the two players whose link was broken by the dash, and bring them back to his original team. Teams take turns calling out Red Rover and challenging a player on the opposing team.

Objective:
The objective of the game is to end with the most players on your team by maintaining the integrity of your chain. The game ends when all the players end up on one side.

Word to the wise:
While the game's objective is keeping the chain intact, players holding on too tightly might cause injury to players in the chain-links or to the runner. Remember, it's just a game!
Musical Chairs (use bible story music – creation)

Chairs, (or a piece of paper) one fewer than the number of people playing
A music player
Game play:
Arrange a circle of chairs (paper) numbering one less than the number of players participating in the game. Players line up outside the ring of chairs while one non-player is in charge of playing music — recorded music is easier, but if there are any musicians in the group, have them play their instruments. When the music begins, the players move, shake, and shimmy in a circle around the chairs, but as soon as the music stops, the players must immediately find a chair. One player will not find a seat and is thus eliminated, and one chair is removed from the circle for the next round. The game continues until one player remains.

Creation

IDEA: Have the days of creation written on a piece of paper (words or symbols). Each player gets a piece of paper. Children have to find 6 other people that belong in your group to make up all 7 days. Are players allowed to talk? Or have to act it out?

Mount Knight Carry

Have the kids pair up.
The partners split off to opposite sides of the playing area. One side forms a circle, then their partners stand behind them in an outer circle.
The inner circle rotates clockwise, and the outer circle rotates counterclockwise.
The leader yells out either "knight," "horse," or "cavalier."
"Knight" means that one partner gets down on one knee and the other partner sits on his/her exposed knee. "Horse" means that one one partner gets down on all fours and the other partner sits on his/her back. "Cavalier" means that one partner picks the other partner up in the style of a groom carrying the bride over the threshold.

When one of these positions is called out, the kids have to scramble to find their partners and assume said position. The last pair to do so is out, and so it goes until there is a winning team. It's fun to make the kids jump and spin while they are rotating in their circles to make it harder for them to keep track of their partners.

Balloon relay

Kids get into 2 teams and pair up with another player on their team. Pair places a balloon between their foreheads and runs to point A and back to hand off balloon to next pair. Repeat. First team to complete wins.

Ladder Game

Can have 20+ kids in each group. Divide the group into pairs of two. Have the pairs sit across from each other and in a line with the rest of the pairs. Partners should sit with their legs extended and touching their partners' feet creating a human ladder on the floor. The group is then divided into two teams, one side of the ladder versus the other. Each pair will get a number (one person on each team). The leader will call out numbers to indicate it is that pair's turn to stand up, run through the remainder of the ladder, run around to the other side of the ladder, come back up through the other side of the ladder and find their seats. The first person to reach their position and sit down wins a point for his/her team. First team to get to 10 points wins.

Appendix H

LoveServes International

PARTICIPANT'S RELEASE

I, either personally or through my designee, hereby give LoveServes International (LoveServes), its representatives and those acting under its authority, the absolute right and permission to use **any media** in which I am a participant, in whole or in part, which may be made or recorded for use by LoveServes. The media shall be used at the sole discretion of LoveServes, and I waive any and all rights I may have to the media in connection with its use by LoveServes, or the work in which it may be used. In the event such waiver should be ineffective for any reason, I hereby assign such rights to LoveServes International.

I release, discharge and agree to LoveServes harmless from and against any and all liability in connection with the use of such media.

If signed below by my designee, such designee is acting at my request and LoveServes shall rely on such designee's signature as if it were my own.

LoveServes International

_____
Signature

_____
Name (please print)

_____
Title

Date: _____

Note (if signed by Participant's Designee):
_____

_____

PARTICIPANT or DESIGNEE

_____
Signature

_____
Name (please print)

_____
Title (if applicable)

Address
_____

_____

Telephone

_____

Email
_____

Date:
_____

Appendix I


Cultural Entry
Trusting and Open?
WHICH PATH WILL YOU TAKE?
Fear and Prejudice?
Frustration
Embarrassment
Confusion
Tension
Connectedness Understanding
Alienation Isolation
LoveServes INTERNATIONAL
Releasing Churches...Transforming Communities

Appendix K
PARENTAL CONSENT FORMS (For Minors)

FOR MINOR CHILDREN TRAVELING WITHOUT BOTH BIRTH PARENTS

In Addition To The Child's Citizenship Documentation, A Minor Child Under The Age Of 18 Must Have A Legal Guardian, Or Parental Consent Form From Their Birth Parents To Exit The United States And Enter Most Foreign Countries. Parents Should Complete One Of The Forms Listed Below For Each Minor Child Under The Age Of 18 (At The Time Travel Starts) To Prevent Immigration Problems When Entering Or Leaving The Country.

When The Form Is Completed, ONLY SIGN It In The Presence Of A Notary Public!

FORM #1- Both Birth Parents Are Alive - If both birth parents are alive, and one or both of them will NOT be traveling with minor children, the non-traveling parent(s) must complete the form giving a notarized affidavit of consent to the person traveling with the child(ren) their authorization to take them in and out of the country or to allow the minor child to travel on their own with no guardian.

FORM #2- One Birth Parent Is Deceased - If one birth parent is deceased, and the surviving birth parent WILL be traveling with the minor child(ren) they need only to have in their possession a certified copy of the death certificate of the deceased birth parent and the child's citizenship documentation. However, if the surviving birth parent WILL NOT be traveling with their minor child(ren), they must complete this form giving a notarized affidavit of consent to the person traveling with the child(ren) their authorization to take them in and out of the country and attach a certified copy of the death certificate for the other non-living birth parent.

FORM #3- Guardian For Minor Child - If both birth parent is deceased, or you have legal guardianship of minor child(ren) and WILL be traveling with the minor child(ren) you need only have in your possession a certified copy of your guardianship papers and the child's citizenship documentation. However, if the guardian WILL NOT be traveling with their minor child(ren), they must complete this form giving a notarized affidavit of consent to the person traveling with the child(ren) their authorization to take them in and out of the country and attach a certified copy of their guardianship papers to it.

Fill In the Forms Using the Codes Below

a) The full name (first, middle & last) of the non-traveling parent(s) or legal guardian.

b) The relationship of the non-traveling parent(s) to this minor child.

c) The full name (first, middle & last as shown on their citizenship documentation) of the person you authorize to travel with this child.

d) The relationship of this person to the minor child. (Father, Mother, Uncle, Friend, Teacher, etc.)

e) The full name (first, middle & last as shown on their citizenship documentation) of the child. f) The child's age at the time travel begins.

g) If the form requires, place the word "Me," "We," or "Us" in this space.

h) Name only the countries listed on the child's itinerary they will be traveling to. (Bahamas, Mexico, etc.)

i) The date travel is to start. j) The date child will be returning to the United States. k) Answer the Insurance, medical treatment and emergency notification section.

AFFIDAVIT OF PARENTAL CONSENT

For Travel Outside The United States Of A Minor Child

Without Both Birth Parents Traveling

FORM # 1 - BOTH BIRTH PARENTS ARE ALIVE • PLEASE TYPE OR PRINT CLEARLY!

I, _____
[a]

_____ [b] Of Said Minor Child, Do Hereby Authorize

_____
[c]

_____ [d] Of Said Minor Child To Travel As A Guardian Of

_____ [e], Age: _____ [f]

To The Following Countries Without _____: [g]

_____
[h]

_____
[h]

From: Day: _____ / Month: _____ / Year: _____ [i]

To: Day: _____ / Month: _____ / Year: _____ [j]

[k] I/We [_] HAVE; [_] DO NOT HAVE Major Medical Insurance that will cover this child for medical treatment outside the United States; and that I/We [_] AUTHORIZE; [_] DO NOT AUTHORIZE the above named person to make medical treatment decisions for the minor child listed above if needed. If not, we have provided Emergency Contact Information below:

Name:
_____

Address:
_____

City / State / Zip:
_____

Home Phone: (_____) _____ Work Phone: (_____)
_____

Alternate Name & Phone:
_____
_____

Signature:* _____ *(Signature Of Non-Traveling Birth Parent(s) • To Be Signed In Front Of A Notary Public Only)

Subscribed and sworn to before me this _____ day of _____, 200___ Signature Of Notary Public: _____ Notary Public in and for the County of _____, And the State Of _____. My Commission Expires: _____ Affix Notary Seal At The Right Side Of Page

AFFIDAVIT OF PARENTAL CONSENT

For Travel Outside The United States Of A Minor Child

Without Both Birth Parents Traveling

FORM # 2 - ONE BIRTH PARENT IS DECEASED • PLEASE TYPE OR PRINT CLEARLY!

I, _____
[a]

_____ [b] And Surviving Birth Parent Of Said Minor Child, Do Hereby Authorize

_____
[c]

_____ [d] Of Said Minor Child To Travel As A Guardian Of

_____ [e], Age: _____
[f]

To The Following Countries Without Me:

_____
[h]

_____
[h]

From: Day: _____ / Month: _____ / Year: _____ [i]

To: Day: _____ / Month: _____ / Year: _____ [j]

[k] I/We [_] HAVE; [_] DO NOT HAVE Major Medical Insurance that will cover this child for medical treatment outside the United States; and that I/We [_] AUTHORIZE; [_] DO NOT AUTHORIZE the above named person to make medical treatment decisions for the minor child listed above if needed. If not, we have provided Emergency Contact Information below:

Name:
_____

Address:
_____

City / State / Zip:
_____

Home Phone: (_____) _____ Work Phone: (_____)
_____

Alternate Name & Phone:
_____
_____

***Signature:* _____**

(Signature Of Surviving Non-Traveling Birth Parent • To Be Signed In Front Of A Notary Public Only)

Subscribed and sworn to before me this _____ day of _____, 200___ Signature Of Notary Public: _____ Notary Public in and for the County of _____, And the State Of _____. My Commission Expires: _____ Affix Notary Seal At The Right Side Of Page

AFFIDAVIT OF PARENTAL CONSENT

For Travel Outside The United States Of A Minor Child

Without Both Birth Parents Traveling

FORM # 3 - GUARDIAN FOR MINOR CHILD • PLEASE TYPE OR PRINT CLEARLY!

I, _____
[a]

The Legal Guardian Of Said Minor Child, Do Hereby Authorize

_____
[c]

_____ [d] Of Said Minor Child To Travel As A Guardian Of

_____ [e], Age: _____
[f]

To The Following Countries Without _____: [g]

_____
[h]

_____
[h]

From: Day: _____ / Month: _____ / Year: _____ [i]

To: Day: _____ / Month: _____ / Year: _____ [j]

[k] I/We [_] HAVE; [_] DO NOT HAVE Major Medical Insurance that will cover this child for medical treatment outside the United States; and that I/We [_] AUTHORIZE; [_] DO NOT AUTHORIZE the above named person to make medical treatment decisions for the minor child listed above if needed. If not, we have provided Emergency Contact Information below:

Name:
_____

Address:
_____

City / State / Zip:
_____

Home Phone: (_____) _____ Work Phone: (_____)
_____

Alternate Name & Phone:
_____
_____

***Signature:* _____**

(Signature Of Non-Traveling Legal Guardian(s) • To Be Signed In Front Of A Notary Public Only)

Subscribed and sworn to before me this _____ day of _____, 200___ Signature Of Notary Public: _____ Notary Public in and for the County of _____, And the State Of _____. My Commission Expires: _____ Affix Notary Seal At The Right Side Of Page