

TRAINING MANUAL



Faith Ventures
Short-Term Missions (STM)



Contents

Welcome.....	3
Passport Information	4
Culture Shock.....	5
Be Aware of Stereotyping	6
Foreign Soil - Cultural Differences	7
Personal Testimony.....	8
The Plan of Salvation	10
Fundraising Strategy	21
Clothing and Packing Tips	23
Pre-Trip Reminders.....	24
Final Packing Check-list.....	25
Journaling, “Thank you” notes	26

Welcome

Whether you've already taken the plunge...

and decided to join in a life-changing experience overseas, or you're still wondering what Short Term Missions are all about, this information is designed to help you along the way. The following pages will provide vital information about traveling overseas, relating to a different culture and loving people in a genuine Christ-like manner.

We hope to answer general questions you may have about Great Commission Ministries' Short Term Missions. As far as your specific trip is concerned, ie: exact dates, flight schedules, etc., you will need to contact your team leader or scan our other web sites dedicated to specific churches or countries.

Our intent is that you would print a hard copy of this information to help you prepare physically, mentally, emotionally and spiritually, ahead of time.

Packing Tip...
Bring a hard copy of this document with you on your trip. It will remind you of important details and help keep you focused on the overall purpose of your team's mission.

Bring it with you overseas. The overall success of your STM experience depends greatly on *your attitude and perspective* from start to finish. If this is your first time, get ready for quite a ride! Prepare yourself to serve, love, give, learn, grow, stretch and give your heart away. We guarantee that the more you pour out, even more will be poured in—beyond your imagination.

If you are a second, third, or fourth timer, keep in mind that this will be a brand new team and experience to be embraced with a fresh heart and a desire to serve. You can be instrumental in building team unity and cohesiveness because of your previous experience. We hope that your joy will be as deepened by this trip as it was previously.

STM Tip: begin praying today for God to do amazing things in and through your team. Ask your Heavenly Father who desires to give good gifts to his children.

Passport Information

Passports cost approximately \$65.00 and are good for ten years.

It generally takes 3–6 weeks to get a passport. If you don't have a current passport, begin the process as soon as possible.

Call or stop by your local post office to find out where to pick up an application.

You will need the following documents and information:

1. A completed passport application.
2. A certified copy of your birth certificate.
(It must have the embedded government stamp. This is not the original with your baby footprints on it.)
3. Two identical 2" X 2" photos.
You can have these photos taken at a Kinko's, Walgreens or Wal-Mart store or possibly at a local camera store.
4. A driver's license.
5. You should also have your social security number on hand. (You don't need the actual card, but just the number to put on the application.)

Packing Tip...

Make a photocopy of your passport and keep it separate from your original document. In case of loss or theft, a photocopy can be very helpful in obtaining a temporary or replacement passport while overseas.

IMPORTANT:
Double check: even if your passport is currently valid, make sure the expiration date is six months later than your return date. The airline will not let your board the plane otherwise.

Culture Shock

Every person traveling overseas experiences culture shock in one way or another. Whether you feel it in a mild or extreme way depends greatly on your length of stay, where you travel, and on your previous overseas experience. Culture shock isn't a bad thing. God uses it to stretch our view of the world, our view of people, and challenge our personal day-to-day values. Some people feel it while overseas, some upon returning home, and others in both environments. The lessons you learn from traveling will not end the moment you set foot on familiar ground. Be ready to have your life shaken up a bit. Get excited!

engage them...

Mission trips are all about people. People are the reason we go. You will encounter many “nationals” who would be more than happy to help you learn about their culture. Be an initiator. Ask questions free of criticism or judgment. You aren't from this culture—don't act as if you've got it all figured out. Be willing to be “in the dark” and admit you don't understand things. You'll learn so much more if you don't fake it! Learn to laugh at yourself. Everyone will make cultural mistakes—learn to apologize and move on. Your hosts will appreciate your effort to learn. Be engaging in your conversations, investigate things as if studying for a final exam. Spend time with them—develop relationships with your interpreters, national team leaders/coordinators, families, your host family. Give of yourself and you will receive back a hundred fold.

enjoy their home!

Enjoy the culture. Celebrate the differences—God made them! The variety of peoples, ways of doing things, foods, dress, manners, etc., are all wonderful expressions of God's creativity. In other cultures, people think differently and look at life differently. Try to find the instructive elements of that difference and challenge your own way of thinking. Learn to see the similarities and bridges between your home and their home, between you and them. Your hosts are giving you the best they have.

adapt yourself...

No matter what country you visit, you will need to examine your behavior—how you speak, act, dress, work, etc. Be thoughtful—consider yourself a work-in-progress, needing continual editing. Be humble and quick to adapt to the advice or direction of your team leader or national leadership. Try to learn appropriate manners—your team leader will help, but take your own steps to find out customs and interpersonal relations. Always demonstrate respect for age and status.

Adapt to their view of time. Dress modestly, in accordance with cultural rules and with appropriate attire for the job you are doing. Live and travel simply. Try not to look like the “rich North American.” Find out where and when you can take pictures—before taking them! The culture is likely to be much more group-oriented than yours. Seek to live above reproach in regard to the opposite sex. Singles especially should refrain from exclusive relationships and display of too much affection. Watch what you say, your gestures and facial expressions.

Key Perspective

As a foreigner and a minister of the Gospel, one of your goals is to avoid anything that would hinder the Truth from being heard or welcomed.

In all you say and do, keep this factor in mind. It isn't just about you and what you are used to—it's about becoming “all things to all men so that by all possible means (we) might save some.”

1 Corinthians 9:22b

Be aware of stereotyping

Stereotypes may make us feel superior, safe, in control, or knowledgeable, but they will never lead to genuine, loving, truthful interactions with other people. You may not think you have any stereotypes, that's great! However, being on foreign soil may quickly reveal attitudes and perceptions previously unknown. That's part of the overseas experience. Be honest with yourself and with fellow team members as you recognize stereotypes in your mind and heart. Talk with each other about it. You will surely find that you are not alone in your misperceptions, and discussion will help you move beyond "typing" people to genuine friendships

North Americans may have these ideas about people in other countries

<u>Negative</u>	<u>Positive</u>
Uneducated	Having good families
Superstitious	Friendly
Inefficient	Sincere
Greedy/corrupt	Content
Naive	Enthusiastic
Lazy/Backward	
Inflexible	
Needing of help	

People from other countries often hold these ideas about North Americans

<u>Negative</u>	<u>Positive</u>
Loud/arrogant	Confident
Having superior attitudes	Educated
Aggressive	Efficient
Wealthy/materialistic	Strong
Corrupt	Successful
Violent	Good in business
Demanding	
Competitive/selfish	

Expectations—what to expect

Expect lots of differences and surprising similarities.
Remember that different is just different, not wrong.
Expect to flex, flex, flex, and flex some more.
Expect frustration but refuse to complain.
Expect to forgive others and yourself.
Expect to be stretched, challenged and changed.
Expect that your expectations won't all be met.
Expect wondrous acts of God.

Great Expectations

Have lots of them.

Remember: The God of the Universe will go before you and your mission team.

"An act of God was defined as something which no reasonable man could have expected."

*-Sir Alan Patrick Herbert
Uncommon Law [1935]*

In Foreign Soil

Cultural differences

1. You will be a “guest” not a host. You are on their turf.
2. All cultures have differences in religious backgrounds, the use of important words, concepts of history, and practices and habits.
3. Each culture has different values. They value different things, ideas and traditions.
4. Concepts of time and space may vary.
5. Physical and emotional responses and boundaries may surprise you.
6. There are different attitudes and approaches to doing work.
7. Words are powerful. Communication, habits and words are different. Guard your words very carefully. As a guest, do not criticize, make fun of, belittle or reject anything you encounter. These things are a part of their lives. Criticizing them will undoubtedly offend.
8. There are different views regarding the sexes, marriage, and the family. It is not your responsibility or place to decide whether these are best or even right. Respect their views and their preferences.
9. There are different habits of etiquette and protocol. Observe, listen, and learn.
10. If you are speaking through an interpreter...
 - Speak in short, slow, distinct phrases, not long sentences. Avoid slang.
 - Be careful with your humor. Play on words and jokes often do not translate well.
 - Bible translations will vary. You may focus on a certain word in the English Bible, only to find it translated differently in their Bible.

Common ground and connections

1. The love of Christ is able to bridge any and all cultural differences.
2. All human beings desire to be valued, loved and appreciated for who they are.
3. God’s gifts of sports, music, art and drama can powerfully connect people across cultural and linguistic boundaries. Take advantage of opportunities in these and other areas to build friendships.
4. Extending kindness and respect speaks loudly in any language.
5. Every person on the face of the planet desperately needs to know Jesus Christ.
6. Can you think of any more?

Ameri-centric?

Try not to be.

The rest of the world does not revolve around North America’s culture, ideas, religions or philosophies. You will soon step out of your local world and into someone else’s ...

If you can set aside tendencies to be “Ameri-centric”, you will learn and grow and change because of their world.

Enjoy the experience!

Personal Testimony

One of the most amazing experiences overseas is when the story of Christ's work in your life has an eternal affect on a lost soul. Chances are good that you have already shared your personal testimony in part or in whole many times in a variety of circumstances. Our purpose here is to help you communicate your unique testimony clearly and powerfully in a culture and language different from your own. You may have only one chance to share it or you may tell your story over and over. Regardless, God will use it for His purposes and plan!

Write it down...

It is best that you put your testimony into writing. This process will help you be more clear and concise. Keep it short and simple. Remember, unless you speak their language, you will have an interpreter communicating on your behalf (make it easy for them!) A three-minute testimony will not be more than three hand-written pages.

My Three-Minute Story

You will want to include three major phases of your life:

1. Briefly, your life before you trusted Jesus as Savior.
2. Your decision to trust Christ as your Savior.
3. Your life since you trusted Christ.

Key Point

As a result of your story, a non-Christian should know how they, too, can become a Christian

Brief answers to the following questions will help you develop your story. Choose a simple theme which will tie together your entire story, making it easier to follow.

Use an "Opening Statement" to begin your story...a kind of icebreaker that will catch someone's attention or curiosity. Consider having a few statements in your mind that may apply to various people in different situations. It should lead the listener easily into your **Three-Minute Story**...

1. Before I received Christ.

- *What were you like before you became a Christian?
- *What were some of your actions, attitudes or thoughts?
- *What would be a good example of this?

2. How I received Christ. (Be specific, but not wordy)

- *How did you first hear about Jesus Christ?
- *What was your initial reaction to what you heard about Jesus Christ?
- *What were the circumstances that led to faith and repentance?
- *Were there any struggles in coming to accept Him as your Savior?

3. After I received Christ. (Put an emphasis here. Be honest, Christians have problems too.)

- *How has my life changed? Focus on current changes.
- *What actions, attitudes or thoughts listed in part one have changed? How?
- *Has God completely removed any problems from your life? If so, what are they?

Personal Testimony Tips

1. Want to be heard? Be interesting!

It's a contradiction to talk about how exciting Christ is in a boring way. Get comfortable with your story by sharing it often with friends and family. Work on your wording, your flow of thought (how one idea leads to another), and your key themes. Remember, the person isn't saved, so guard against religious cliches and hard-to-understand or translate terminology.

2. Want to be understood? Be clear and logical.

Stick to the three-part story format:

- a) Before Christ—loneliness, lack of peace, absence of love, fears, purposeless, etc.
- b) The decision that revolutionized your life, and
- c) The change—the difference He has made in your life

3. Want them to know how? Make the moment of your new birth specifically clear. Don't be at all vague regarding how you became a Christian. Speak of Christ, not a church. Refer to the decision you made, the moment of time when you received the Lord. Be simple and direct. Emphasize faith more than feelings. As a result of your story, a non-Christian should know HOW you became a Christian.

For this reason, we need to have the essentials of the Gospel clear...

1. All have sinned. (Romans 3:23)
2. The result of sin is separation from God. (Romans 6:23)
3. Christ died on Calvary to take the punishment for my sins.
(2 Corinthians 5:21)
4. We must trust Christ alone for our salvation through faith.
(John 1:12, Acts 4:12)

4. Want to connect? Be human and honest.

Christ did not promise us a carefree, easy, trial-free life. He promises to be with us. To empower us. To give us his life in our place. Remember how you viewed life before Christ? Try to meet others here and point the way to Jesus.

5. Want results? Be warm and genuine and pray!

A smile breaks down more barriers than the hammer blows of cold, hard facts. Be friendly and sincere. Let your enthusiasm flow freely. It's hard to convince another person of the sheer joy and excitement of knowing Christ if you're wearing a long face. Be positive and courteous. Most importantly, bathe your conversations in prayer, before and after, knowing that only an act of the Holy Spirit will lead a spiritually dead person to have new life.

Evangelism Tip: use the word of God. His word, your story, His power. Remember, the word of God has a keen cutting edge *(Hebrews 4:12)*

The Plan of Salvation

Incorporate these points into your Three-Minute Story or share them after your testimony. You may encounter people who just can't wait to hear the Truth and accept Christ. You may meet others who are spiritually curious and have a lot of questions. Still others may be hostile toward the Gospel. No matter who you speak with, remember that focus should be between the Bible and the non-believer, and not between you and the non-believer. Don't get into a debate. Be happy to answer their questions, or find someone who can, but don't argue with them—this will not help them come to Christ. If possible, ask them to hold their questions until the end of your talk. This will help you be clear in your presentation and may dispel their objections easily.

Depending on your situation, it may be possible to share all of these verses. Maybe not. Quite possibly, all these verses may overwhelm someone. Each person has different needs. Pay attention to their non-verbals. Are they following you? Are they bored? Did you lose them at one specific point? When you're ending, consider asking, "Is there anything that would prevent you from receiving Christ right now as your personal Savior?" Ask them to tell you (so you know they understand) what it means to be saved and to know Christ.

We are ALL sinners

Be careful how you present this point to a non-believer. Admit first that you are a sinner too. Try to always keep the Bible's point of view and not yours when presenting the Gospel, ie: "...the Bible says..."

Romans 3:23

Ecclesiastes 7:20

We deserve to die

We can present this part by saying, "God loves us, but hates our sin. Our sin separates you and I from God."

Romans 6:23

We need to be perfect to be in heaven

When a non-believer acknowledges that he/she is a sinner, then he/she will be prepared for the next step. A simple explanation at this point could be: "Heaven is a perfect place where sin cannot exist because it would bring death to heaven and that is impossible."

Revelation 21:27

Psalm 5:4

None of our own efforts will earn eternal life

Religion will not save us. State clearly that being part of a religious organization will not help us enter heaven or have eternal life. The best way to present this step is with Scripture. Share with them verses that talk about this in the Bible. Keep in mind...this is a very controversial doctrine issue.

Romans 3:28

Galatians 2:16

Romans 4:5

Ephesians 2:8–9

Romans 11:6

Titus 3:5

The plan, continued

Jesus did it ALL

This is a very important part of your presentation. Again, use the Bible to support your points. Do not go on until you know that the person understands that “Jesus paid for everything—it is finished.”

Isaiah 53:6
3:18
Acts 13:38–39
10:1 2 Corinthians 5:21
2:24

Colossians 2:13–14
1 Peter
Hebrews
1 Peter

Belief + Faith = salvation

All they need to do to get saved is to believe that Jesus paid for all of our sins. In other words, to receive Christ as your personal savior. God gives eternal life to those who receive it only through faith. The debate at this point will be between grace and deeds. Share verses.

John 1:12
John 3:16
John 6:28–29

John 6:47
Acts 13:38–39
Romans 5:1

Philippians 3:9
Galatians 3:22–26

Eternal life is eternal

Eternal life is found in Jesus Christ alone. If they choose to accept Christ’s payment for their sin, then they too will have eternal life. Help them understand the security of their salvation. Eternal life is not determined by how good we act or live our Christian life.

John 3:16
John 6:47

Romans 6:23
I John 5:13

If you meet someone who comes to know Christ, try to get them a Bible if they don’t already have one. Encourage them to begin reading in the book of John (Show them how to find it). Do what you can to help them connect to the local church where they can grow in their relationship with Christ!

IMPORTANT NOTE

You are likely to encounter people who cannot read or write. Be sensitive of this and do not assume that they are literate. If possible, figure it out by observing them, or just ask them directly. Even if they cannot read, they may have a family member who could read the Bible to them.

FUNDRAISING STRATEGY

LETTERS AND FOLLOW-UP CALLS

As you place your trust in God and carefully implement each of these four steps, you will see success!

1. NAMESTORM

Start by developing an initial list of potential ministry partners. As with brainstorming, in namestorming, there is one cardinal rule—anything goes. No name is unqualified. Just erase any clouds of doubt from your mind and let there be a “blue sky.” Don’t decide for an individual whether or not they are interested. If you limit yourself to those you feel will or can give, you may be prematurely disqualifying those God wants to become partners. Later you will need to prioritize whom to contact first, but for now, don’t disqualify anyone.

You may be thinking you could never generate more than a handful of names, but research has shown the average individual has a personal network of at least 400 friends and acquaintances. So you could easily be able to develop a list of at least 50 potential ministry partners. For instance, you have probably had at least a dozen schoolteachers alone. If you’ve ever had a toothache or a cavity, you know a dentist. If you’ve ever been sick, you’ve been to the doctor. As you think about the people in your life, there will be numerous sources of people to contact that will come to mind.

As you namestorm, think through various professions, businesses, and places for any friends and acquaintances that you may have. To aid you, we have provided over 75 thoughts provokers in the following list. Take plenty of time—at least half an hour—to mull over these categories.

After taking one hour or so for free-wheeling “namestorming” mark next to each contact, either “T” for a top priority, or “M” for medium, or “L” for low priority. These designations refer to your evaluation of how likely they are to give. Start by contacting your top priority people first, and then work through your medium and then the low priority people.

Great! Now you know how to start the process.

LIST OF POTENTIAL MINISTRY PARTNERS

Aunts and Uncles	Foundations that give to charities
Apartment manager	Fraternity brothers
Banker	Friends
Beautician	Friends of your parents
Bible bookstore owner/Manager	High School and college friends
Bible Study Groups Members	Insurance agent
Brothers and Sisters	Missionary Societies
Christian businessmen	Neighbors
Church Directory	Neighbors at former residences
Church friends	Nieces and nephews
Church missionary budget committee	Parents
Civic clubs	Parent's associates
Coaches from your youth	Parent's employers
Cousins	Pastor (s)
Dentist	People you led to Christ
Dentist's nurse	Relatives
Doctor	Restaurant manager and workers
Doctor's nurse	Retired people
Downtown businesses	Sororities Sisters
Eye doctor	Sunday school class members
Family attorney	Tax preparer
Former customers	Teammates
Former employees	Those who have influenced you spiritually
Former employer and co-workers	Veterinarian
Former college professors	Wedding and Christmas Card list

II. Write a Fundraising Letter

A. You can see much success by typing a personal letter representing the GCLA short-term mission trip. Then make a personal phone call to ask each potential ministry partners to support this GCLA-sponsored mission trip. Remember to tell donors that you are **raising support for GCLA** to send you on a mission trip. (As opposed to raising personal funds for you to go overseas.)

B. When writing a ministry team letter, the personal segments in the sample letter which follows obviously must be rewritten. However, the body of the letter should be copied substantially "as is" (see the sample letter below). The following are items that all ministry team letters should include:

1. Give your letter a **specific date**. (Not June, 2003)
2. Your **greeting** should be handwritten (unless you normally type your correspondence) and to a person—not "Dear Friend!"

3. **Acknowledge** your relationship with the reader. What can you say that will help the person identify with you? Refer to your last visit or letter, business concerns, sports interests, known struggles, hobbies, etc., to help him/her say, "I know who you are!"
4. Bring your reader up to date on what you're doing.
5. **Educate** your reader. Explain what the short-term mission trip is, the purpose of the trip, why you have decided to participate, and what you hope to accomplish.
6. **Explain the need.** The purpose of your letter is to give your reader an opportunity to help. Make sure you explain exactly what is needed. GCLA needs to raise funds to send people like you overseas on mission trips. We will be providing your team with detailed information on what you will be doing, the difference that your trip will make and how that fits in a larger scale strategy to reach the local community.
7. Then **involve** your reader by asking them for specific action. Specific action includes not only your request, but also your commitment to follow up by telephone.
8. **Acknowledge** your relationship again with an emphasis on thanks, appreciation, gratitude, partnership and commitment. This ties your opening acknowledgment to your request. \
9. **Close** the letter and sign each one personally.
10. **Add** a "P.S." Commit yourself to a specific action you will be taking. Example: "I'll be calling you in a week, if I don't hear from you by then. I look forward to hearing from you soon." If you are sending a printed letter, hand write your P.S.
11. **Emphasize the text.** Use parentheses and underlining to emphasize the most important parts of your letter (i.e. GCLA's needs, your request and the time and date you will call them for a decision).
12. **Enclose** a self-addressed, stamped return envelope for a quick and easy response. Research shows that the easier you make it, the higher the response rate will be. So, make sure to include this critical element.
13. **Enclose** a response device that allows them to choose an amount to support GCLA at. Also, have it include a space for their name and address. GCLA has provided one for you to use, if you'd like.

C. Things to avoid when writing ministry team letters:

1. **Never apologize** for writing or calling a person whom you wish to involve in helping meet a need. You are providing them with an opportunity to be involved in a spiritual ministry through their resources. Remember, the giver needs to give far more than any person or cause needs to **receive** a gift. "Not that I seek the gift itself, but I seek for the profit which increases to your account" (Philippians 4:17). When you apologize, you end up appearing to be a beggar rather than a child of the King obeying the Great Commission.
2. **Never ask for a general amount, without a time** frame in which to take action. You should challenge people to give a specific gift, or at least give them a specific range. The specific challenge of \$100, \$75 or \$50 or whatever amount is comfortable has been included in this material. Never ask for less than this challenge. If people want to support GCLA but can't give at least \$50, they will let you know and not be offended by your request.

Sample letter for GCLA Short-Term Mission fundraising:

Date (today's date)

Dear Mr. And Mrs. Johnson,

How are you? I thought of you a lot this last week. How was Leslie's wedding? I sure wish I could have been there. I', looking forward to seeing the pictures when I get home next month.

As you may be aware, I am living in Columbus, Ohio and working at Nationwide Insurance Company as a computer programmer. I am also very involved with my church and spreading the good news about Jesus Christ. Over the last year I've gained a strong desire to go overseas to tell others about Christ.

This summer I will finally get an opportunity. I will be going to Choluteca, Honduras on a Short-Term Mission Trip sponsored by Great Commission Latin America (GCLA). The purpose of this trip is to share the gospel in a community where the local church is involved in the development of the families. I will also have a chance to work serving and ministering to children who are part of a Malnutrition Recovery Program. Many people in Latin America are hungry for spiritual growth and this trip will provide an incredible opportunity to partner and support the local church on this endeavor.

In order to make this possible, I need to develop a ministry team for GCLA –a group of ministry partners who will join with GCLA and myself in this effort. I am responsible to raise at least \$(amount). In order to meet this need as quick as possible, I am trusting the Lord to provide people who would like to invest gifts of \$100, \$75, \$50 or whatever amount is comfortable.

Mr. And Mrs. Johnson, will you prayerfully consider giving GCLA to meet the need and send me on this Short Term Mission Trip? You will be helping influence people for Christ by helping to send me to (name of the country). I must complete my financial support responsibilities by (date). I have enclosed a response card with information about how you can help GCLA meet this need, and also a stamped self-addressed envelope. I will give you a call in two weeks to see what you have decided. I can answer any questions you may have then.

I appreciate your friendship. Thank you for your interest in GCLA and my desire to serve the Lord in this ministry opportunity.

Sincerely,

(Your Signature)

P.S. I look forward to talking with you soon.

Gifts to support mission trips sponsored by Great Commission Latin America, Inc. (GCLA) are tax-deductible. Checks must be made out to Great Commission Latin America. The donor may list a "mission trip" and a "missionary" by writing the names in the check memo (example: El Salvador mission trip- Marc Holtey). Should the mission trip become over-funded, GCLA will use the excess funds for mission activity to be determined by GCLA. In the unlikely event that the mission trip is changed or canceled, or the missionary is unable to make the mission trip, GCLA will use the collected funds for mission activity to be determined by GCLA.

III. The Follow-up Phone Call

A. The degree of your success in the letter-writing strategy depends on your follow-up phone call. The follow-up phone call is critical for three reasons:

1. **Most people suffer from “Information Overload.”** Consequently, mail is easy to ignore or forget.
2. **Your time frame.** You have a lot to raise in a short period of time. A follow-up phone call will help you get decisions as quickly as possible.
3. **Courtesy to potential ministry partners.** Many people will want to help GCLA, but won't unless you call to answer questions and to get their decision. Your phone call takes the burden of response off them and puts it on you.

- B. Be sure to establish a specific time to get their decision.
- C. When you call, ask directly for a response. Then be QUIET. Let the person respond. Talking more at this point will distract them from making a decision.
- D. When you call, if a potential ministry partner has not made a decision, set another time to call within a day or two.
- E. If an individual decides to become a **ministry partner**, arrange a time to stop by and pick up their gift. If they live out of town, ask them to mail it to you in the self-addressed, stamped envelope you included in your letter.
- F. If you arrange to have a ministry partner send you a gift and it doesn't come, you will need to follow up with a phone call.
- G. A ministry partner's check must be made payable to **Great Commission Latin America**.
- H. After getting a person's decision, always ask them to refer you to other people who might be interested in your short-term mission trip.

Sample Call for a Decision

1. Introduce yourself.

“Hello, Mr./Ms. _____. This is _____ calling. How are you?” Let them respond. *“That's great. By the way, have I called at a convenient time?”* Take a few moments to establish rapport, but be politely brief.

2. Explain your ministry training plans.

“As I mentioned in my letter, I am planning to go on an overseas mission trip, sponsored by Great Commission Latin America.”

3. Share what you hope to see God do on the mission trip.

4. Be very specific to ask for a definite response.

“In my letter, I mentioned that I’m in the process of developing a ministry team for GCLA for the short-term mission trip to _____. I wrote asking you to consider becoming a GCLA ministry partner by investing in the short-term mission trip to _____ that I will be going on. I was wondering how God has led you in being able to give?” Let them respond, even though the silence may seem uncomfortable for you. People will expect you to ask because of your letter.

IV. How to Get Additional Names

You must continue to add names to your list of potential ministry partners. Ask everyone you contact to give you names and telephone numbers of people they know that might be interested in GCLA’s ministry.

A. Who to ask for additional names/referrals: Ask everyone you contact. Both those that join GCLA’s ministry team and those that are unable to give will probably want to help in this way.

B. When to ask for additional names: Don’t ask anyone for additional names until they have first made a decision about joining GCLA’s ministry team. If you don’t wait, your request for other names will distract them from making their decision. **BUT do ask** everyone at the time they give you their decision, whether their decision is yes or no. If you get a decision on the phone, you will ask for additional names, right then, over the phone. If you get a decision while on an appointment, ask for additional names right then, in person.

C. How to ask for additional names:

1. Get your pencil out and be ready to write.
2. Say: *“Mr./Mrs. _____, I need your help in another way. You can help me complete my GCLA ministry team responsibilities by giving me names of other people you know that I may contact.”*
3. Lead the conversation by mentioning potential categories (i.e., *“What are the names of some friends or business acquaintances you know; possibly you know some people from church.”* Ask them to get out their church, office, and any club directories they have. When they start to slow down, probe their memory by mentioning other categories of people you think they may know. Use the categories listed in the “Namestorming” section.
Note: Do not say, *“Do you know anyone”* or *“Can you tell me the names of...”* but say, *“What are the names...”* and *“Who are people that...”*
4. Assure the individual that their friends may not be able to help financially but they may know others. This gives the individual more freedom to refer you to others.

V. Thank You Notes


- A. Send a thank-you note the same day you receive their decision or their gift.
- B. Be sure to keep a record of this so you'll know to whom you've sent one and so you'll not send two to the same person.
- C. The thank-you note is an important part of developing a relationship with a ministry partner. It should be a personal, handwritten note. Do not print or photocopy a form letter. Always include something personal in your note to show specifically how GCLA and Christ's cause has been benefited by their generosity. You owe them a good thank-you note.


Sample Thank-You Note:

<i>Date (Today's date)</i>
<i>Dear (Ministry Partner's Name,</i> Thank you for your gift to Great Commission Latin America. Your generosity helps missionaries, like myself, go on GCLA short-term mission trips. Your prayers for me and financial gifts to GCLA are greatly appreciated. Your investment will have far-reaching results. It will allow GCLA to send me as a short-term missionary to be part of reaching the world for Christ. Please join me in praying that God would continually deepen my commitment to the cause of Christ. Your prayers are most important. Thanks again for your gracious help.
<i>Sincerely</i> <i>(Your Signature)</i>

Sample Response Device:

This should be included with your Fundraising Letter, along with a self-addressed envelope that will be mailed back to you. Use this information to fill the Short Term Mission Trip Fundraising form that you will mail to GCLA. You can make copies of this form and cut them out.

	YES! I want to help send you on a GCLA Short-Term mission team to reach people overseas with the good news of the Gospel. Enclosed is my gift of:
You are invited to become a sponsor of:	Circle one: \$100 \$75 \$50 \$_____
_____ Great Commission Latin America Short Term Mission Trip	DONOR NAME: _____
Through your sponsorship, you will help us take The good news of Jesus Christ to people overseas. In order to reach our support goal as quickly as possible, we are looking for gifts of \$50, \$75, \$100 or more. Can we count on you to help in this way?	ADDRESS: _____
	CITY: _____ STATE: ____ ZIP: _____
	Make checks payable to "Great Commission Latin America". GIFTS ARE TAX-DEDUCTIBLE

	YES! I want to help send you on a GCLA Short-Term mission team to reach people overseas with the good news of the Gospel. Enclosed is my gift of:
You are invited to become a sponsor of:	Circle one: \$100 \$75 \$50 \$_____
_____ Great Commission Latin America Short Term Mission Trip	DONOR NAME: _____
Through your sponsorship, you will help us take The good news of Jesus Christ to people overseas. In order to reach our support goal as quickly as possible, we are looking for gifts of \$50, \$75, \$100 or more. Can we count on you to help in this way?	ADDRESS: _____
	CITY: _____ STATE: ____ ZIP: _____
	Make checks payable to "Great Commission Latin America". GIFTS ARE TAX-DEDUCTIBLE

Instructions to fill the STMT Contribution Form

To increase accuracy and efficiency, GCLA's Administration has developed a Standard STM form. The info on this form helps us determine if the donor is already in our database so that we avoid creating duplicate records. Funds are credited to the accounts quickly and accurately when these steps are followed:

ABOUT THE STM CHECK SUBMISSION FORM:

1. Please print legibly! Please use a blue or red pen (not black). Black is hard to read on black and white forms.
2. You are the missionary. Print your name and Destination City and dates of the trip on the master form before photocopying.
3. Donor information: We only ask for what we need. Please supply the following:
 - a. Please completely fill in the prefix. If the donor is married please fill the Mr. And Mrs." prefix.
 - b. If the donor is an organization and you have a contact person, please fill the information for the contact person as you would if the donor was an individual. The only difference is that you print an organization name in the line that follows the check you are sending. In this case you will use two lines to submit that check.
 - c. Please confirm the donor's correct address. Please do not use abbreviations.
 - d. It is important that you keep the phone and email address of your donors for your records. Further contact may be necessary.
4. If there is anything that would help us identify the donor, please include it in the back of the page.

ABOUT CHECKS: (Please do not send cash)

1. If the donor gave you cash, please send us your own check or money order and print "cash from *donor's name*)" on the checks memo line, this way the donor will receive a GCLA receipt for their cash donation.
2. If the donor made out a check or money order to you, please explain the donor that you will cash the check, and then follow the instructions as he gave you cash. GCLA will mail a receipt acknowledging the contribution to the donor.
3. Please paper clip checks and forms together. Do not staple please!

If you have any questions, or need help in an specific area not included in our material, contact us, trying to do it by email first or if you need and immediate answer call us on the phone:

Carlos Garcia – Missions Coordinator – carlos.Garcia@gcmweb.org - Tel: 614-668-1030
Carlos Gomez – Projects Coordinator – carlos.Gomez@gclaweb.org - Tel: 305-793-1070
Rodmey Perez – Administration – Rodmey@gclaweb.org - 305-252-1223

ENJOY YOUR TRIP! WE PRAY THAT GOD SHOWS YOU HIS POWER AND LOVE IN EXCITING NEW WAYS AS YOU MINISTER TO THE WORLD HE LOVES!

Clothing & Miscellaneous

Both men and women...

- If you err, err on the conservative side. Ask another team member if unsure of appropriate dress.
- Comfortable clothing is key no matter what climate. White or lighter colors are cooler for hot climates. In tropical climates avoid black or darker colors.
- Wearing shorts is acceptable as long as they are not tight or too short.
- In cooler climates, pack in a layering system: it's lighter, warmer, less bulky, and easy to adjust.
- Don't bring your most "favorite" clothing, it might get dirty, damaged, stolen or lost. Emotionally separate from your material possessions before you go—it will help you relax!
- You will probably be walking a lot. Bring good comfortable shoes. Thongs or plastic sandals are good for beaches and showers.
- Laundry facilities and availability will vary. Be okay with wearing things more than once.
- Closer to the equator? Bring a hat, sunglasses and sunscreen—*wear them!*
- Cameras—be discrete with them. Don't invite thieves. Cameras equal money.
- Valuables—put your money, traveler's checks, and passport in two or three different places
- Taking photos—make sure it is okay beforehand!

Women only please...

- Be modest, ladies! Avoid anything that would turn heads—you know.
- Do not wear tank tops, tight clothing, low-cut shirts or high-cut skirts. Modest swimming suits.
- One or two nice outfits for church—generally, they will be more formal than our services.
- Wear simple jewelry only, if any at all. Be sensitive to the socio-economic climate.
- Purses—do not keep your valuables here. It's too obvious of a target.
- The fewer the toiletries and accessories the better—lighter luggage, less leakage, simpler.
- Unexpected surprises? If your body is new to traveling or you're going to a higher altitude, you may be surprised by a change in your menstrual cycle. Even women in menopause have been known to get their period in high altitudes—*yikes!* Be prepared just in case.
- Personal safety—always walk in groups of three or four in public; be aware of your surroundings and the people around you; being a foreigner will already attract attention, don't add to that attention unnecessarily; know where you are and where you're going.

Men especially...

- Bring a pair of nice cotton pants for church services and a couple nice shirts.
- If using a backpack, do not keep any valuables in it.
- It is not appropriate to walk around without a shirt on, unless at the beach.
- Personal safety—men are targeted more often than women for muggings because they tend to carry more cash. Be aware of who is around you when you deal with cash.

Other Packing Tips

Regarding gifts

Before giving anything away, find out from your team leader and “native” leadership where, when and how it is best to distribute gifts. We encourage you to be generous but also wise. Clearly, giving a gift to a host family is encouraged. However, random gift giving may create jealousy, envy, quarrels, etc. We want our influence here to be positive in spiritual, physical and emotional ways. Also, to show honor and respect to parents, if possible always ask permission before giving any gift to a child.

Gift ideas

- t-shirts from your college or city family;
- paperback Bibles or NT in their language
- small and simple toys for little children
- stationary for letter writing
- Christian music CDs or tapes
- hair accessories for little girls
- a nice box of chocolates/candy for your host family;
- baseball caps
- pens and pencils; stickers
- photos of you with them (send from U.S. after trip)
- nice soaps/shampoos/etc.
- friendship bracelets (you make them)

Reminders...

1. Are you responsible for your airline tickets or does your team leader have them?
2. Travel as lightly as possible (one bag or duffel and a carry-on).
3. Pack, and then go back and take out all that you don't really need.
(Remember that you will want room to bring back souvenirs).
4. If your itinerary includes sports and sight-seeing, bring tennis shoes.
5. Bring one lightweight, long-sleeved top and slacks, in case of sunburn or evening mosquitoes.
6. If you are in higher altitudes, bring a light or medium sweater or jacket for cool mornings and evenings.
7. Put any and all leakable items (shampoo, etc.) in plastic ziplock bags.
8. Pack one or two changes of clothing and your medications in your carry-on in case of misdirected luggage. Luggage occasionally gets lost or delayed.
9. Do not check easily damaged musical instruments (guitars, etc.) onto the plane. Carry them on or leave them at home because they might be handled roughly.
10. Bring items that you wouldn't mind leaving behind—it will give you more room for souvenirs.
11. Take enough film and extra batteries for your camera. These are often expensive or unavailable overseas.
12. Check and double-check your packing to avoid leaving anything behind or overpacking.

Pre-Trip Reminders

Make sure you take care of these details

- a. have your passport and/or visas in hand
- b. give phone numbers and itinerary to parents or friends
- c. pray and believe God for great things
- d. work on language
- e. do last minute purchasing (clothing, film, etc.)
- f. pack light, light, light

Verify...

1. do I have enough medications/supplies for the trip?
2. do I have a ride to the airport?
3. do I have a ride home when I return? Have I left my airline info with my ride?
4. do I know the meeting time and place at the airport? (two hours minimum before departure time)

At the airport...

1. Get tickets from your Team Leader when you check-in.
2. Make sure all your luggage gets tagged and is ready for departure.
 - a. Remove straps if possible and place inside luggage
 - b. Make sure all zippers are closed and secured
3. Wait until your whole group arrives before checking in at the airport.
4. Notify your Team Leader if any of your luggage does not arrive at the destination.
5. Always keep an eye on your luggage while in transit. Do not allow strangers to carry or watch your luggage
6. If you don't plan on carrying your luggage, be prepared to tip porters \$1–2/bag.
7. Be courteous and aware of fellow travelers—God is always working and may want you to show kindness or share the Gospel along the way. You are a witness here and everywhere on your trip.
8. Always stick with your group. Avoid wandering off. Be accountable and let others know where you're going.

Final packing check-list

Passport or certified birth certificate
Bible, pen, journal
Bilingual New Testament
Bilingual dictionary
Traveler's checks/credit cards
Photos of your family
A print out of this document
passport

Toiletries

Soap & shampoo
toothpaste
Comb/brush
Deodorant
lotion
Shaving supplies
Sunburn lotion
Feminine hygiene items

All other

Clothing for work, play, and church
Swimsuit & beach towel
Hat & sunglasses
Flashlight and batteries
Camera, film, extra batteries
Spare prescription glasses or contacts

Trip-specific items

Work boots & gloves

Expendable cotton long-sleeved Oxford (if working outdoors, it will keep your body temperature down in extreme heat and will protect you from sunburn; getting sunburned will hinder your ability to work hard, so protect yourself; they are easy to find at thrift stores, get a light color) Rain coat or umbrella if you will encounter a rainy season

Do Not Bring!

- >> Tape recorders, walkmans, excessive valuables, any prized possessions.
- >> Too many clothes, too much stuff, more than you can carry comfortably.
- >> Excessive sweets for children (hygiene habits and resources will differ greatly)

Eyeglasses or contact lens supplies
Prescription medications (in their original containers)
Other medications (aspirin, vitamins, allergy medicine)
Lomotil or similar drug for diarrhea
Simple gifts* to give (see page 11 for details)
Spending money (some small U.S. bills)
Xerox copy of your

Toothbrush &

Toilet paper (in a ziplock bag)
Chapstick & hand

Tissues/handkerchief/bandana
Towel, washcloth, Handywipes
Hair dryer (if possible, don't bring at all, or share)

Shoes and sandals (Texas are good)
Bug repellent and/or sun screen
Windbreaker or light coat
Book to read/cards
Travel alarm clock
Bottled water & snack foods

Journaling

We all hope to remember meaningful experiences and daily spiritual lessons that God gives us. The truth is that we quickly forget many of these things or at least the important details. Journaling is a simple and incredibly rewarding discipline. As you head overseas, make a choice to remember what's about to happen in your life and in the lives of others. Take along a notebook and write down daily some of the important events and lessons you experience. Have fun with it and realize that it may be the only source of remembrance you have many years from now.

Here are some guidelines

1. If possible, choose a regular time to journal each day and establish a habit.
 - a. just before going to bed
 - b. at the close of your morning devotions
 - c. after a meal
2. Include dates, names and places. These are easily forgotten.
3. Express your emotions, thoughts, and impressions.
4. God may lead you to pursue certain goals. Record details so you can remember who, what, why, and when.
5. Include a "What to do..." section to yourself for the future.
6. Record verse references to especially meaningful Scriptures.
7. Record any conversions or important spiritual events that affected you.

"Thank You" notes

Many people may have assisted you in some way as you've prepared for this trip. There may have been financial contributions or prayers or encouragement. Make it a priority to send "Thank You" to each one before leaving. You could easily be too occupied with other areas when you return.

A thank you note can also include a request for prayer. This will be of great value to you as you go. "The effective prayer of a righteous person accomplishes much." James 5:16

In addition, consider sending a post-trip letter to all those involved with helping you. The next time you embark on a similar journey and require additional assistance, you'll be glad you sent more than just a Thank You note!

NOTES AND QUESTIONS

