



Carmel is committed to making disciples of those Nearest,
our Neighbors and the Nations.

MISSIONAL OUTREACH

SHORT-TERM MISSION TRIP - TEAM MEMBER MANUAL

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THE PRINCIPLES OF MISSIONAL OUTREACH FUNDRAISING

PRAYER

Prayer is the beginning point of raising funds for ministry. Obviously, God knows our needs. But He wants us to learn and re-learn that He is the Source and Provider of all good things. John 16:24 instructs Christ-followers, “Until now you have asked nothing in My name; ask and you will receive, so that your joy may be made full.” As we pray and God provides, our faith is strengthened. We learn that God provides in every aspect of our lives, often when it initially appears impossible.

Every part of our short-term mission experience is based on prayer. We pray to determine if this ministry is what God wants us to do. We pray about who should be on our support team. We pray and ask God to provide the financial support that we must have for this experience. We pray, thanking God in advance for what He is going to do. We pray for travel safety. We pray for open hearts and willing spirits of the people to whom we will minister. We pray that lives are changed eternally. Much prayer by many people is the key to all we do as short-term missionaries.

SPIRITUAL PREPAREDNESS

When raising support for your mission trip, nothing is more important than your own spiritual life. As you begin the process, set aside time every day to spend with God. Read the Scriptures, express to God adoration and thanksgiving for who He is. Praise God for His goodness and grace. Be reminded of His incredible promises:

- a. He will give you all you need as you’re developing your support team (1 Thessalonians 5:24).
- b. He will guide and direct you (James 1:5).
- c. He will make raising support a joyful experience (John 15:10-11).
- d. He will make all things work together for your good (Romans 8:28).
- e. He will not fail you and He will not forsake you (Romans 8:35, Deut. 31:6).
- f. He will prepare people’s hearts to receive your requests (Psalm 139:3-5).

PREPARATION FOR FUNDRAISING

Begin with a sense of call to a particular mission. Pray for God’s leadership, direction, and provision. Be familiar with your mission and your needs for this task. Believe that God already knows your needs and will provide everything you need.

Asking someone for financial support of a mission project means that you are inviting them to be part of your mission. The invitation is to link their life with you in fulfilling the Great Commission. It’s more than your own needs; it is asking on behalf of all the people who will not be ministered to unless you fulfill your call. While your ministry is to go, their ministry may be giving. Never forget that both going and giving is a marvelous gift from God.

BUILDING YOUR SUPPORT TEAM

It's important to remember that you are asking others to join you in fulfilling Christ's Great Commission. God wants to involve many people in His world-wide mission. You are only one of the people He wants to be His instrument of love and concern. When you build your support team, they too are a part of the mission in taking the Gospel of Christ to those nearest, our neighbors and the nations.

GENERAL GUIDELINES:

- a. Every person going on a short-term mission will be expected to build a support team.
- b. The support team will involve others in prayer support, financial support, or both.
- c. Support teams help missionaries in accountability. Mission team members that have support teams tend to be more accountable for their time, attitudes, and service. You represent God, Carmel Baptist, and your team of supporters.
- d. Each short-term missionary is asked to **raise 100%** of the total cost of the mission project in which they are participating.
- e. Each missionary is strongly encouraged to **raise 50% of these funds from people who do not attend Carmel Baptist Church.**
- f. Since you represent your support team, every short-term missionary is urged to stay in close contact with his/her team (preparing for the trip, during the mission and afterwards).
- g. Support Team members can include (but are not limited to):
 - a. Family
 - b. Friends
 - c. People you've ministered to this year
 - d. Co-workers
 - e. Neighbors
 - f. Church friends (***see below**)

*Discipleship Communities

The following guidelines should be followed by Discipleship Communities who have class members who are going on a mission trip:

- Class leaders should inform the class about individuals in the class who are going on a mission trip so that they can pray for them and encourage them.
- Class leaders can mention that the missionary is seeking prayer and financial support, but should not solicit gifts.
- Classes should not take up an offering.
- Missionaries can include class members on their Support Team.

THE REGISTRATION PROCESS

It is important for team members to understand the registration process. Potential team members should turn in their paperwork as quickly as possible. By doing so you are showing your commitment upfront and demonstrating that joining a mission team is a priority for you.

To begin the registration process, potential team members need to complete and submit the forms listed below to the Missional Outreach Office. A candidate must submit all registration forms including the deposit and be approved by the Trip Leader before being added to the official trip roster and before any donations can be posted to their individual trip account.

Registration Requirements

1. **Online Application** - The Short-Term Mission Trip Participant Application is available on the Missions web site at:
www.carmelbaptist.org/connect/missions-outreach/global-missions/go/how-to-register/

All participants age 13 and over must complete this application, including the Mission Trip Participant Covenant. Hard copies are available through the Missional Outreach office located on the lower level in the Administration Offices area.

2. **\$100 non-refundable deposit.**
3. **Release and Consent Form** - from each participant.
4. **Screening Form for Volunteer Children and Young Adult Workers** - for those 18 years of age or older who have not previously completed the form.
5. **Background Check Authorization Form** - for participants 18 years of age or older who have not previously completed the form.
6. **Parental Consent Form for Minors** – to be completed by a parent or parents who are not accompanying their child on the trip who is also under the age of 18.
7. **Review of the Team Member Mission Trip Manual** - Every person 13 years of age or older is required to read this manual as part of the application process. The manual offers practical tips on how to build a prayer support team, including sample letters, and outlines Carmel's financial policies for mission trips.

THE LOIS BUMPUS SCHOLARSHIP

This fund was created in honor of Lois Bumpus' commitment to sharing the gospel of Jesus Christ and provides needed funds for young Christian men and women. To be eligible to submit an application a person must:

- Be a member of Carmel Baptist Church,
- Be between the ages of sixteen (16) and twenty-six (26) as of the date of the mission trip they plan to take,
- Return a completed application to the Missional Outreach Office no later than March 31 of each year and,
- Agree to complete and prepare a summary report of their trip to the Mission Trip Sub-Team no later than one month after returning from their trip.

Copies of the form can be downloaded from the Lois Bumpus Scholarship web site using the following link - www.carmelbaptist.org/connect/missions-outreach/global-missions/go/lois-bumpus-scholarship. Hard copies are available from the Missional Outreach Office.

TRAVEL DOCUMENTS

Passports

Every person traveling outside the United States is required to have a passport regardless of age. It is important to ensure that each team member who does not have a passport applies for one in a timely manner. Team members should allow at least 4-6 weeks to process their passport after applying. During busier times, such as the summer travel season, we team members to expedite their applications if traveling in less than 10 weeks. Visit www.travel.state.gov for all passport questions.

The Global Outreach Committee recommends team members apply for a passport upon registering for a trip if they do not have one. If you are age 16 when your passport is issued, your passport is valid for 10 years. If you are age 15 or younger when your passport is issued, your passport is valid for 5 years. Most countries require that a passport be valid for 6 months after entering the country. Some airlines will not allow you to board if this requirement is not met. If a team member's passport is expiring, it should be renewed before the trip.

Visas

Some countries require travelers apply for a visa prior to departure. Information regarding entry and exit requirements and fees can be found online at the country's embassy website. Information concerning visas can also be obtained at www.travel.state.gov.

VACCINATIONS

Carmel does not set requirements or make recommendations for vaccinations for any of their mission trips. Rather, it is up to each team member, in consultation with his or her physician or by consulting the recommendations from the Centers for Disease Control and Prevention (CDC) to determine if they need any of the required or recommended vaccinations for the destination country. CDC's website is www.cdc.gov/travel - Click on "Destinations". In addition, it is important to research if proof of vaccination is required by customs agents in the destination country. This can be done in consultation with the destination country's Embassy.

Team members must make the decision about what is best for them. Vaccinations are not included in the trip cost and may or may not be covered by insurance. Donations for team member vaccinations are not accepted by the church. If a donation is given directly to the team member, that donation is not tax-deductible.

TRAVEL INSURANCE

Travel insurance is required for participants on every team traveling internationally from the time of departure to the time of return. This expense is included in the Individual Team Member Trip Cost. The Missional Outreach Office will purchase this insurance for the team. Insurance I.D. cards will be given to the Trip Leader prior to departure and each team member will be provided an individual card to use in case of an emergency. Note - Travel insurance is not available to individuals traveling to their country of citizenship.

CARMEL FINANCIAL POLICIES

It is the responsibility of the Global Outreach Committee to be good stewards of the finances with which we have been entrusted. For that reason, all team members must adhere to the church's financial policies concerning mission trips.

- **PAYMENT SCHEDULE**

Team members are responsible for the individual team member cost of each trip whether they pay directly themselves or payment comes from a third party. Deadlines can be adjusted on a team-by-team basis depending on deadlines imposed by the airline, travel agent and/or ground reservations requirements. Contributions for a team member received in excess of the cost of the trip will be used to assist other team members or for the trip expenses as directed by the Trip Leader. No refunds will be given.

- **Application and Deposit Date**

This is the date that team members need to complete the entire application process and submit their \$100 non-refundable deposit. This date is set by the Trip Leader. (Note: the \$100 deposit is applied toward the team member's total fundraising requirement.)

- **50% of Trip - Due 60 Days Prior to Departure**

50% of the trip cost or the cost of the plane ticket, whichever is greatest, must be submitted to the church office 60 days prior to departure.

- **100% of Trip - Due 30 Days Prior to Departure**

The final balance for individual trip costs must be in the church office 30 days prior to departure. Failure to meet this deadline could result in removal as a team member in which case no refund will be given for any amount that has been posted to the individual's account.

- **PAYMENT OPTIONS**

- **Giving by Cash:**

All cash should have a note attached with the name of the person to whom the donation should be credited and the name and address of the contributor. Envelopes

are provided at any of the three Welcome Desk “drop slots” in the Gathering Space at Carmel.

○ **Giving by Check:**

1. Checks should be made out to “Carmel Baptist Church”. The money given for support is being given to Carmel Baptist Church with the understanding that a particular person will be assisted with their financial needs. The check cannot be addressed to an individual but must be written to the church for IRS purposes.
2. Donations can be directed to a fundraising account by attaching a note or using the memo line of the check to identify the mission and the participant. An example is “John Doe - Ukraine 2014.”
3. Each team member will have an account that will show all payments or donations received. A copy can be requested from the Missional Outreach Office.
4. Only contributions received for the individual trip cost will be accepted. Contributions to help pay for a U.S. Passport, immunizations, personal or sightseeing trip expenses are not accepted. Due to IRS regulations, these expenses cannot be reimbursed.
5. Sightseeing Expenses - IRS guidelines prohibit Carmel Baptist from accepting charitable donations for pleasure purposes such as sightseeing events. This means that costs for sightseeing and leisure time cannot be deposited through the church and are not tax deductible. A team member can submit donations for normal trip expenses through the church but donations given for pleasure purposes on the trip, such as sightseeing, should be given directly to the team member.
6. Envelopes are provided at the three Welcome Desk “drop slots” in the Gathering Space at Carmel. Checks made to Carmel Baptist Church are tax-deductible. **Contributions made directly to a person are not tax deductible.** Please mail checks payable to Carmel Baptist Church to:

Carmel Baptist Church
Attention: Missional Outreach Office
1145 Pineville-Matthews Road
Matthews, NC 28105

○ **Giving Online:**

Donations submitted online are tax-deductible. All information is confidential and goes directly to the Carmel Baptist Church finance office.

Please direct online contributions link below:

www.carmelbaptist.org/connect/missions-outreach/global-missions/give/

Scroll down to the section “Give to a Missions Trip Team Member.”

The following instructions can be included in a donation letter or blurb to the link above:

After filling out the personal information, simply notate in the “Other: Please Specify Fund” field the “Team Member’s Name - Location Name of Trip” (For example, “John

Doe - Cuba Trip"). Then type the donation amount in the field titled "Other Amount." Donations can be made by credit card (Visa, Master Card) or your online banking bill pay account.

TEAM MEMBER CANCELLATIONS

Unfortunately there are times that circumstances prevent team members from actually going on trips. Unfortunately, once funds have come in, no refunds will be given for team member cancellations. However, in rare circumstances, cancellations may be approved when a replacement team member can be found. In that case, if airline tickets have already been secured, the following applies:

- After going through the application process and upon approval by the Trip Leader, another person may pay the cost of the ticket to the church along with any transfer fees as well as the remainder of the individual trip cost and become a replacement team member.
- **PLEASE NOTE: In the event a replacement team member is found, the team member unable to travel will be refunded the amount of their personal contributions minus any expenses that were already paid and unable to be recouped. In the event that contributions were received from a third party, those contributions continue to remain under the control of Carmel Baptist Church to be used at the church's discretion.**

COMMUNICATION TO SUPPORT TEAM MEMBERS

The purpose of writing a fundraising letter is to introduce your ministry opportunity to potential Support Team members. This is an opportunity for you to share about the trip and how they can partner with you in ministry. It is recommended to send between 50 and 100 letters when raising support.

Below is a suggested structure for your letter:

- **Introduction:** Begin with a warm, personal opening statement. This is an ideal time to write about the last time you were together, some experiences that you've shared, family, etc.
- **Present Your Ministry:** Explain your commitment to the new mission experience. Tell them about the sense of God's leadership in your life and why you are going on this mission trip. Make them aware of the dates of the trip and the tasks you'll be doing when you arrive at your mission site.
- **Present Your Need:** Explain your need for a Support Team that will provide prayer support and financial support.
- **Follow-up Plans:** Give them an opportunity to follow your ministry (via email, Facebook, blog, etc.) and/or let them know that you will follow up with them to share how God worked through you and your team.

- **Closing:** Close your letter with a warm personal touch. Express appreciation for your friendship. Thank them for the way they've blessed your life.

Special Hints for your Letters:

- **Be personal.** If you are sending a large number of letters, be sure that you make it personal. Personally sign each letter and, if possible, add a few hand-written words.
- **Be positive.** You want the reader to feel uplifted and encouraged by the way God is using your life.
- **Be clear.** Tell your reader what is involved in your ministry. Describe it in a way that they can relate. Present your deadlines so supporters will know your time frame.
- **Be bold.** Let them know what you need. Don't be shy in asking for specific amounts of money so that supporters will understand that any amount is helpful. For instance, "Your gift of \$25, \$50 or even \$100 will help me get closer to my goal."
- **Be concise.** A well-written letter should be one page. Readers rarely read a second page.

Additional Tips:

- For mailed letters, include a return address envelope. It will add credibility to your letter and be convenient for your supporter.
- Describe your trip and your needs on Facebook or Twitter. Use all your forms of communication. (See samples on pgs. 7 and 8)
- Don't be afraid of reminding people. Some want to give but get busy and forget.

SAMPLE LETTER / EMAIL

Date

Dear (Name),
(Personalize the greeting – use Mr. or Mrs. or if you know them well, use their first name).

(Introduction)

Use this short paragraph to connect with your supporter. Share a memory or update them on your life since you've last talked).

This year, I have been given the opportunity through Carmel Baptist Church to go to (name of country) from (dates of trip) to serve and partner with (ministry or missionary name). Our team will be (list the purpose of the trip).

I have personally committed myself to raising (list trip cost and fundraising deadline) to be part of this unique trip and am making an appeal to you to join me in this effort. **Would you be willing to partner with me, prayerfully and/or financially, in this endeavor to take the Gospel of Christ to (name of country)?**

If God is leading you to financially support me, you may mail a check in the enclosed envelope to Carmel Baptist Church or you may give online. Your donation is 100% tax-deductible.

To give online, go to <http://www.carmelbaptist.org/connect/missions-outreach/global-missions/give>. To give by check, make checks out to Carmel Baptist Church and mail to:

Carmel Baptist Church
Attention: Global Missions
1145 Pineville-Matthews Road
Matthews, NC 28105

If giving monetarily is not an option for you, please lift up my team and this trip in prayer. Your prayer support is extremely important and very much appreciated.

Please feel free to contact me any time at (your phone number), (your email address) or on Facebook with any questions you may have. I look forward to following up with you! Please send me your email address so that I may share my photographs and stories with you after the trip.

Thank you for your partnership in the Gospel and the impact that you have had on my life.

With Love and Appreciation,

(Your Name)

SAMPLE - FACEBOOK

This year, I have been given the opportunity through Carmel Baptist Church to go to (country) from (dates of trip) to serve and partner with (ministry or missionary name). Our team will be [list purpose of trip].

I have personally committed myself to raising (list trip cost and fundraising deadline) to be a part of this unique trip and am making an appeal to you to join me in this effort. Would you be willing to partner with me, prayerfully and/or financially, in this endeavor to take the Gospel of Christ to (country)?

If God is leading you to financially support me, you may give online at <http://www.carmelbaptist.org/connect/missions-outreach/global-missions/give>.

Your donation is tax-deductible. If giving monetarily is not an option for you, please lift up my team and this trip in prayer. Your prayer support is extremely important and very much appreciated. Just send me your email address in a separate message (please do not “reply all” below) and I will add you to my Prayer Support Team.

Message me with any questions you may have. Thanks for partnering with me in taking the Gospel to (country)!

SAMPLE – TWITTER

Partner with me in taking the gospel to (country)!

<http://www.carmelbaptist.org/connect/missions-outreach/global-missions/give>

Specify in the “Other” category: (my name – country)

Join my (country) Support Team! Want to pray for me & my team? Follow: @(Twitter Name)

Give: <http://www.carmelbaptist.org/connect/missions-outreach/global-missions/give>

TEAM MEMBER EXERCISE

Please complete the Team Member exercise at the end of the manual.

TEAM MEMBER EXERCISE

True/False:

1. Each short-term missionary is required to raise 100% of the total cost of the mission project in which they are participating.
 - a. True – I am required to raise 100% of the trip cost.
 - b. False – I am only required to raise half of the total cost; the church supplements the remaining amount.

2. Each missionary is required to raise 50% of these funds from people who do not attend Carmel Baptist Church.
 - a. True – Half of my fundraising should come from people outside of Carmel members.
 - b. False – It doesn't matter!

3. A Sunday Bible Study Community may take up an offering to support a class member preparing for a mission trip.
 - a. True – I can ask my class to pass around a bucket for my trip.
 - b. False – I can ask class members to join my Support Team but I cannot solicit an offering in class.

4. Checks made payable to the team member is tax-deductible.
 - a. True – As long as I use it toward the trip, it is tax-deductible.
 - b. False – The check must be made payable to "Carmel Baptist Church" to receive a tax deduction.

5. Team members should be personal in their fundraising letter to potential support team members.
 - a. True – I should address the letter or email by name and include personal connections that we have.
 - b. False – I can send mass letters or emails without a personal nature.

6. Team members should limit their fundraising letter to 3 pages.
 - a. True – My letter should not exceed 3 typed, double-spaced pages.
 - b. False – My letter should only be one page.

7. Team members should use social networking to promote awareness and fundraising needs for their mission trip.
 - a. True – The use of Facebook and Twitter to share about the opportunity and my needs is an awesome idea!

- b. False – I should limit my promotion to letters or face-to-face contact only.
- 8. Team members should keep in touch with their support team members and follow-up with them after the trip.
 - a. True – I need to keep my Support Team updated with prayer requests and praise reports. It is important to share how God worked in and through me on the trip.
 - b. False – Once they send the support, I don't need to contact them further.
- 9. Each short-term missionary represents God, Carmel Baptist Church and his/her team of supporters.
 - a. True – I am Christ's ambassador and I am not only representing Him, but Carmel Baptist Church and my Support Team.
 - b. False – I only represent myself.
- 10. Each team member should be personally invested in the trip.
 - a. True – I am called to this mission. I am willing to contribute toward my trip or find creative ways to raise funds (yard sales, baby sit, etc.), if needed.
 - b. False – I am only going if I raise enough funds through my Support Team.

Short Answer:

1. Describe how prayer and spiritual preparedness are vital principles of fundraising.
2. Share three categories of potential support team members.
3. How is your Support Team engaged in taking the Gospel of Christ to the nations?

Mission Trip Participant Covenant

In submitting this application,

1. I am expressing my agreement with the Vision, Mission, Goal, Values, Strategy, and Statement of Beliefs of Carmel Baptist Church
2. I am willing to work under the direction of the Missional Outreach Pastor, the Global Outreach Committee and partnering ministries to accept and to perform any and all assignments with a God-honoring attitude.
3. I am willing to conform to the Christian standards of our host nation, even if those standards are stricter than my own.
4. I agree to be subject to a background check.
5. I am confirming that I have the time and energy to devote to the pre, mid, and post-trip responsibilities.
6. I agree to participate in the training arranged by the Missional Outreach Pastor and the Global Outreach Committee and complete all requirements for the trip.
7. I agree to return home at my own expense if the Missional Outreach Pastor, the Global Outreach Committee or partnering ministries determine my behavior is/has been inappropriate and therefore jeopardizing the long-term ministry.
8. I acknowledge that Carmel Baptist Church will not be responsible for extra trip expenses (i.e., airline, hotel, etc.). Should these occur, they will be passed along to the traveler.
9. I understand that my involvement on this trip can be denied prior to travel if I do not participate in the full preparation of the trip.

Name of Applicant: _____

Date: _____