



# BOARD OF WORLD MISSION

of the Moravian Church • North America

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## MISSION TEAM TRAINING MATERIALS



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## Mission Team Training Manual

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## Introduction and Favored Practices

So, your congregation is interested in planning a mission trip? OUTSTANDING! You are answering a call from God to BE the church beyond the walls where your congregation meets for worship, learning, and fellowship. While those are essential parts of being a church, service to the wider world in the name of Jesus Christ has to be a part of the equation, and we at the Board of World Mission are thrilled to know that you are beginning the process of doing just that!

To serve others effectively, constructively, and wisely takes a little work and a lot of preparation; otherwise, your good intentions can lead to a waste of time, money, and more frustration than anyone needs. This booklet contains a wide variety of training and planning resources that can help improve the chances that your mission trip is one that is helpful to those that you serve and a rewarding one for each participant in your group. If you come back from a mission trip without having grown in your faith and learned more about another part of God's kingdom, then your journey has not served its full purpose. As you review this manual, you might find that some sections will fit your needs better than others, depending on your context. Keep in mind that mission trips have rarely failed because of too much preparation, while many have because they did too little.

The Board of World Mission has long been guided by what we call our "Favored Practices." These guidelines help to ensure that the projects we take on are examined with these principles in mind. We would encourage your group to consider using them as you begin your planning and preparation.

The Favored Practices delineate the values that undergird our work in mission with congregations and with our global partners. We believe our ministries and endeavors should be **centered on Christ** (reflecting the **Spirit** of God and our **faith** in Jesus Christ). Since we are one part of the Body of Christ, these ministries and endeavors should show **mutuality**, **affirming all voices at the table (both the server and the served)**. As faithful stewards, we must exercise **network and oversight, providing for effective accountability**. And finally, we strive for **sustainability** in these ministries and endeavors, **promoting self-reliance and long-term viability**.

### **Board of World Mission Favored Practices**

**Centered on Christ**

**Encouraging Mutuality**

**Providing for Effective Accountability**

**Promoting Self-Reliance and Long-Term Viability**

# Service-Learning through P-A-R-C

## STEP 1: PREPARATION

**Service-Learning undergirds all of the resources in this manual. To get started in your planning, review these concepts with your group.**

While preparation does include the logistics of gathering supplies, raising money, and making travel arrangements, there's more to be done to set the stage for a positive service experience. The preparation step should include intentional efforts to build community with time dedicated to sharing expectations, acquiring skills needed for the service experience, and learning about the organization or community where we will serve. We can't forget to include listening to the organization or communities' expressed needs and expectations.

## STEP 2: ACTION

The service-learning process includes an actual service experience. Leaders should choose service activities that are meaningful and engaging, are realistic for the group's resources (including time available), and address expressed community needs (versus imposing our own expectations).

## STEP 3: REFLECTION

Often overlooked or delayed, the reflection stage is essential to the service-learning process because it is through critical reflection that individuals learn and grow from their experiences. Debriefing activities provide us with opportunities to consider thoughts or feelings that have emerged and the potential impact on our attitudes or behaviors.

Reflection can happen in various creative ways, including small-group discussions, art, dance, journaling, storytelling, Bible study, devotions, and more.

## STEP 4: CELEBRATION

This final step ties together the other three as we find ways to celebrate what was accomplished and share our experience with others. It's a time of worship, as we recognize and rejoice in the ways God has called us to serve and are challenged to continue to live as servant leaders.

# The 7 T's for Mission Trip Planning and Preparation

## 1. Talents

- What unique gifts has God given the team or individual?
- How can they be used to serve and build up the Body of Christ?
- What are team members' unique abilities and skills in regards to things like language skills, building maintenance, teachers, nurses, etc.?
- Individual responsibilities of team members (team structure and organization)
- Any additional training or preparation that would be helpful?
- Using the **Spiritual Dimensions – Sheets Sheet** on page 7 will help you dig deeper into this critical stage of preparation. Using the **Mission Team Skills Assessment** on page 8 will give you a sense of what practical skills you have in your team.

**There are so many details involved in planning a meaningful mission trip: Where are we going? When will we go? Who will go? How will we prepare for the experience? How will we get there? How much will it cost? How will we raise the money? What will we be doing when we get there? Where will we stay? What will we eat? What do we need to take with us? What should we *not* take with us? What type of visa, passport or other travel documents will we need? The Board of World Mission uses a process called the “7 T’s” as a checklist for addressing these details.**

## 2. Target

- What need has God called you to meet?
- Is it local or somewhere farther away?
- How will your talents or assets help to meet that need?
- How many people will be needed to staff your team?
- Any special considerations related to the country or region to which you will be going?
- Travel arrangements: Who is responsible for booking the flights? What is the timeline for booking?
- What are the expectations, if any, of BWM?
- See the **Mission Team questions for Reflection** on page 6 for more in-depth work on defining your Target.

*If traveling to another country, do all team members have passports valid for more than six months from the departure date? It is good to take along a photocopy (or 2) of the first pages of the passport and store it separately from your passport. If you are traveling by air domestically, every member of your group will need a proper photo ID. Beginning on October 1, 2021, only a REAL ID-compliant driver's license or a valid passport will be accepted for both domestic and international airline travel.*

## 3. Task

Our primary task is to share the love of God and the Good News of salvation in Jesus Christ in **word** and **deed** by building **relationships**.

- Platform or context in which this will take place: Medical, construction, music, preaching, teaching, VBS, retreats, camps, sports, etc.
- "If a house is built, but relationships are destroyed, then we've missed the point!"
- How are we called to "be Christ" in this particular context?
- What is our secondary task, and what materials are needed to complete it?
- Where and by whom will these be purchased, and are the materials available in the target region?
- Participation and involvement of local people o Is this meeting *their* need or *ours*?
- "Ownership" of the project
- Sustainability - How can you make sure what you have done will have long-term results?

## 4. Team

- Who are the ones that God is calling to be part of this particular mission?
- Selection of team members
- Who are the team leaders, and what is their role?
- References and recommendations
- Any health, dietary, or other concerns related to any individuals on the team?

## 5. Term

- How much time is needed for this mission?
- Have you adequately allowed for travel time and on-site work time
- Have you planned in some extra time for rest, relaxation, and getting to know the area.
- Are you allotting time for group building and getting to know your hosts?

## 6. Training

- Are you prepared in heart, mind, and body for this experience?
- Spiritual preparation (see the Sheets exercise on page 7)
- Mental preparation (what do I know about the country or churches that we will be visiting?)
- Body (What can I do to prepare for the rigors of travel and work in the climate to which I will be traveling?)

## 7. Treasure

- How much will it cost?
- How will funds be raised?
- How can support of this mission be a part of the mission?
- Sources of funding:
  - Local congregation and congregational groups, classes and committees
  - Fundraising events
  - Fundraising letters to faithful supporters
  - Mission Societies and the Board of World Mission

## Mission Team Questions for Reflection

The important question here is: How does what are trying to accomplish and our methods of accomplishing it align with the local culture and practices of those we are planning to serve? In other words, how does what we are doing fit with where we are doing it? To answer this, dig deeper with these questions.

- Is this a one-way or two-way relationship (giving and receiving)?
- By whom and how were we invited into this ministry?
- Have we consulted with the local PEC or other church leadership?
- Have we explored local resources before introducing outside resources?
- How willing are we to share decision-making and responsibility?
- How do we see this endeavor connecting with the broader work of Christ in the world today?
- Do we envision this endeavor continuing for a specific timeframe or indefinitely?
- How long is our commitment to this endeavor?
- Are our partners in this mission equipped to sustain their own future?
- Are we willing to value relationships above tasks (community-building over building-building)?
- Is this mission-centered and focused on Christ?

# Spiritual Dimensions of Preparation for Service to Others - SHEETS

*To reflect on the mission trip's spiritual aspect, the BWM uses what we call the "SHEETS Sheet."*

## Spiritual Formation

- Say a little bit about your Christian walk and witness. How has God been working in you and through you? What can you say about your relationship with Jesus Christ?

## Home Experience

- Talk about some ways that God has been working through you in your local congregation. What are some gifts that the Spirit has given you, and how have you been able to use them for the building up of Christ's church?

## Exposure

- What are some opportunities that you may have had to be involved with or exposed to other cultures? What did you learn from these experiences? Have you taken part in any short-term "mission trips" or different mission experiences?

## Education

- Are there any courses you may have taken that have prepared you (or sparked an interest in you) for cross-cultural serving experiences?

## Training

- What types of training in language, culture, specific skills, etc. have you had that would be helpful for your cross-cultural ministry? What kinds of training and further experience might you need?

## Service

- Have you had opportunities for service that have helped to prepare you and guide you in terms of understanding what God wants to do in you and through you?

## More Questions:

- How do you hope to grow throughout the trip?
- What kind of relationships are you hoping to build?
- What makes this experience different from volunteering or taking a vacation?
- What do you want to learn during this trip?
- How can this trip impact your faith journey?

A make-it or break-it factor for any group activity is team chemistry. Realize that the people in your mission team will be with you for the entire trip. It is essential to be honest with one another about your emotions and skills relating to the trip. Think about the following questions:

- What are my strengths, and how can I use them?
- What are my weaknesses, and how can I overcome them?
- Do I have any strengths that are someone else's weakness?
- Do I have any weaknesses that are someone else's strength?

As a group, it sometimes helps to make a list of tasks that you think are relevant to your mission experience. Individually, label the tasks as:

- "I have never done this but would love to learn,"
- "I have done this and feel okay about doing it with a little help," or
- "I can teach others how to do this."

When finished, compare your skills to the rest of your team. This should give you a better idea of who is comfortable doing which tasks.



# Mission Team Skills Assessment

Name: \_\_\_\_\_

TASK	I have never done this but would love to learn	I have done this and feel ok about doing it with a little help	I can teach others how to do this
Outdoor painting (like a building)			
Indoor painting (like a wall or room)			
Using a hammer			
Leading or teaching songs			
Washing windows			
Cleaning a kitchen			
Speaking in a worship service			
Cleaning a bathroom			
Serving food on a serving line			
Washing and preparing fruits or vegetables (using a paring knife)			
Washing dishes by hand			
Using measuring cups to follow a recipe			
Doing math to multiply a recipe			
Making and packing sandwiches and other lunch foods			
Pulling weeds, raking, and other light yard work			
Using a shovel and wheelbarrow			
Trimming bushes			
Picking up garbage to clean up an outdoor area			
Measuring with a tape measure			
Playing with small groups of young children			
Organizing games for young children			
Using a staple gun			
Sharing your faith story with a group			
Sharing your personal story with someone			
Using a washing machine and dryer to do laundry			
Doing math to determine unit prices when grocery shopping for the group			
Leading prayer			
Leading a discussion of the Daily Text			
Listening to someone's problems			
Praying one-on-one with someone			
Offering counsel or guidance to someone who requests it			
Setting a table for meals			
Leading meal prayers			
Being a good listener to someone who is homesick or lonely			
Using power tools like a drill or saw			
Carrying heavy items as a team			

## Misguided Mission Trips

Mark Wm. Radecke, Chaplain and Associate Professor of Religion at Susquehanna University

**This article, written by a college chaplain experienced in taking groups on mission trips, gives us sound advice for things we need to avoid before and during our mission trips. This should be read by team members and then discussed as a group to assure that everyone understands the concepts.**

Short-term mission trips continue to rise in popularity. In leading such trips and researching their impact, I've found that they can profoundly affect the faith and life of participants, and good work is often done: people living in poverty have their needs addressed by energetic and caring people.

But the liability of poorly implemented mission trips far exceeds the missed opportunities of staying home. Poorly conceived trips can distract hosts from their primary ministries, use up significant sums of money and energy on low-priority tasks, and create unreasonable expectations for visible results in a short period of time. These are familiar criticisms; it's well known that short-term mission trips can be done poorly or well. Here is a brief inventory of the worst practices that can undermine the best intentions.

**Here to ogle:** Participants in short-term missions routinely report that what affects them most profoundly is getting to know their hosts, enjoying their hospitality, hearing their stories, and witnessing the vitality of their faith. Hosts and partners are not like animals in a zoo. We visitors do not go to observe them; we go, at their invitation, to enter into their world and to experience- however briefly and incompletely their realities. Dean Brackley writes eloquently about the potential impact of "norteros" (North Americans) encounters with the campesinos (farmers) of El Salvador:

*If we allow them to share their suffering with us, they communicate some of their hope to us as well. The smile that seems to have no foundation in fact is not phony; the Spirit of fiesta is not an escape but a recognition that something else is going on in the world besides injustice and destruction. The poor smile because they suspect that this something is more powerful than the injustice. When they insist on sharing their tortilla with a visiting gringo, we recognize there is something going on in the world that is more wonderful than we dared to imagine.*

This is the sort of encounter we want for short-term missionaries. But taking photos of makeshift dwellings and ill-clad children without permission- and without inquiring into the conditions that compel human beings to live in such circumstances in the first place- turns a mission trip into socioeconomic voyeurism.

**It's all about me:** Martin Luther described the essence of sinfulness with the phrase "homo incurvatus in se," or in English, "the person curved in on himself or herself." Of all the potential ironies of a short-term mission trip, objectifying people is perhaps the most spiritually damaging. When we fail to become acquainted with our hosts and their communities, we not only forfeit rich opportunities for accompanying them but inadvertently commodify the very people we intend to help. We take interest in them only insofar as they can help us achieve something else, which, too often, is feeling good about ourselves and what we're doing. With our culture's values as part of our baggage, we treat the mission trip as a thing to be consumed for our entertainment, edification, and enjoyment.

**If this is 2019, then we must be in Tanzania:** Tanzania this year, Bosnia next year, Nicaragua the year after that, and the Philippines in year four: a different country on a different continent every year! Changing the mission trip location each year may provide variety for participants, but it subverts the goal of establishing deep and lasting relationships. Better to make a commitment to one community.

Naturally, team members will change from year to year. Different leaders may take turns. Reciprocal visits by members of the host communities may or may not be possible, given the ever-tightening border controls constraints. The goal, however, should be to establish meaningful, mutual, and ongoing relationships.

**Ethnocentrism, or "that's dumb":** When the teams I take to Central America complete their homestays, they give each host family a small gift. Their hosts often react in a way that seems unappreciative to Americans-which has prompted more than a few participants to take offense. But that's simply the way people in that culture respond to gifts. They regard the way we gush at the mementos they give us as peculiar, even childish. This is ethnocentrism: each is judging the other's actions by the standards of his or her own culture.

The gifts we take on these trips often have to do with time: an engraved clock, a photo calendar of Pennsylvania. But punctuality is not valued in Latin America the way it is in North America. "Where's the bus?" a participant might ask. "The driver said she'd be here at 3:00. It's already 3:15!" I encourage participants to turn their puzzlement into a question, to suspend judgment, and simply ask why things are the way they are. Maybe a friend stopped by as the driver was preparing to leave home and pick us up. In her culture, it would be unthinkable rude for her to abbreviate that visit just to pick us up at three on the dot.

**Who am I to judge?** On the other hand, it's a false sense of multiculturalism that suggests that it is always inappropriate for participants to form any moral judgment about another culture. This cultural relativism is the flip side of ethnocentrism: both preclude actually taking another culture seriously.

To be sure, two weeks is far too short to understand another society's complexities. But that doesn't mean that participants must suspend all moral judgment. If the goal is to promote global awareness, then we need to equip short-term missionaries with the tools required to think critically about what they experience abroad.

**I see what your problem is:** Having an engineer on your mission team can be a mixed blessing. Engineers are trained to diagnose and repair problems; it's part of their professional DNA. They will typically go to a service site and immediately begin to calculate the most efficient approach to the tasks at hand- most efficient, that is, in their world of meaning and reference. This won't always work in another culture, and it may even be offensive.

A team I led a decade ago agreed to help lay the foundation for a modest new church. I sent a check ahead to hire someone to dig the foundation trenches before we arrived- a half day's work at most, with the proper equipment. When we got there, there was no such equipment to be seen, the job was less than half-finished, and I was less than half thrilled. But as my Costa Rican friends saw it, it would be crazy to give the money to someone already rich enough to own a Bobcat; there were six unemployed adults in the community who were eager to do the work with picks and shovels for the same sum, even though it would take all six of them three full days to do it. When we enter into our hosts' world, we do things their way.

**I have, you need:** A truck pulls into a poor community, and visitors open the back door and begin to distribute whatever it is they've brought: vitamins, food, toiletries, clothing. This may be a good model for first responders to a natural disaster. It is seldom, if ever, an acceptable one for mission teams. For one thing, it is undignified. For another, it casts the norteamericanos in the role of beneficent givers and the recipients in the role of charity cases.

***A better model is to give the donated materials to a local congregation*** or social-service agency and ask that local leaders distribute it. They may know the people of the community and their degree of need; they may also be familiar with unscrupulous individuals who might attempt to exploit the opportunity. What's more, this approach feeds two birds with one crumb: along with getting the donated materials to the intended recipients, it enhances the local group's ministry.

**Let's see some results:** Noel Becchetti of the Center for Student Missions tells of a local pastor in Mexico who tries to get visiting teams to help with his mission of outreach to men. Some teams, however, are dead set on building something: they want to see some (literally) concrete results. So the pastor has a wall that he has such teams work on. He has no idea what the wall will ever be or become, but building it keeps the visiting teams busy

and out of his hair, and at the end of their time they can rejoice and be glad that they accomplished something tangible.

I have the privilege of seeing projects grow over the years. Team members, however, have only the perspective of their two weeks, and it isn't wrong to want to see results. When I sent photos of the church that was eventually constructed to the team members that did the foundation work described above, they were delighted and got a new perspective on the value of their labors. I now try to manage expectations so that team members know if they are likely to begin, advance or finish a project; few are the projects that can be begun and completed in a week or two. As Paul wrote to the Corinthians, "I planted, Apollo watered, but God gave the increase."

**Where did you go to grad school?** It is certainly appropriate to draw on the expertise of local professors, pastors and others with advanced degrees. Some of our most powerful learning experiences, however, have come through presentations by Nicaraguan refugees and immigrants living in Costa Rica, only one of whom has completed high school. These friends have told us powerful stories of civil war and unemployment in their native land, and they have eloquently explained to us what Christ and his church have meant to them in the midst of tragic, trying, and life-altering experiences.

**Carbon footprints in the sand:** The apostle Paul describes an irony that lies close to the heart of short-term mission trips: we want to do what is good, but various forms of evil can compromise our efforts. The air, bus, and boat travel for one Central American trip may generate more than 41 metric tons of carbon dioxide. Contributing to the degradation of the environment is hardly consistent with the Christian faith. In an effort to onset our carbon emissions, we have made tree-planting directed by local officials- part of recent ventures. (We're aware, however, that experts disagree as to how effective this is.)

Or consider the practice of purchasing T-shirts for team members. How ironic would it be if such purchases supported companies that operate sweatshops exploiting the very people whose lives the mission team seeks to improve? It requires only a little research to make sure you're buying sweatshop-free materials.

**They'll figure it out:** When I began leading mission trips, I assumed that participants would naturally come to new understandings and integrate them into their faith and life. What I failed to appreciate was the importance of reflection - so critical that some practitioners refer to it as the "hyphen in service-learning." When reflection is minimal or missing- when those involved in short-term missions do not ruminate on their experiences, ponder the situations of those served and relate them to their own faith- a precious opportunity is lost.

Often because of time constraints or the simple disinclination to expend mental and spiritual energy, we complete each day's work, say a prayer and go our separate ways. Like the servant who buries the master's treasure, we play it safe. We know we have encountered something that can challenge our convictions, deepen our discipleship and shape the contours of our own and others' lives. Such encounters disturb our spiritual status quo. It is one thing to work alongside people living in humble circumstances; it is quite another to ask why the prosperity of a relative few is predicated upon the existence of a permanent global underclass.

We often consent to dispense with reflection or at least keep it superficial, preferring the comfort of knowing that we have done a good work - which, in most cases, we truly have and that those we have served are at least a little better off. Their need is addressed, our guilt is assuaged, and all can return to life as we know it. But this is not transformation; it's deformation.

Short-term mission teams travel down roads paved with good intentions; it's essential to avoid these wrong turns. Instead, those of us who lead such trips can foster solidarity and Christian friendship with the partners alongside whom we serve, and we can create space in which all participants, guests, and hosts can ponder, reflect and grow.

# Service and Mission Reflection Guide

Simple Guide for Leading the Reflection Process in Service and Mission Experiences

**What?**-Describe, without judgment or evaluation, your observations and experiences- using examples when possible.

- What did you do today? What was your role? What did you contribute?
- What was the best/worst/most challenging thing that happened?
- Describe the people you met today. What were your interactions like?
- *Invite reflection on the senses:* What did you see? Hear? Smell? Taste? Touch?
- Were you comfortable or uncomfortable today?
- Did anything frustrate you?
- Where did you see God at work?
- How does this experience compare to others you have had?

**So what?** *Reflect on experiences- Both feelings and thoughts that allow you to think about, process, and interpret the experience.*

- What feelings or emotions did you experience while serving? What impact did it have on you?"
- What did you appreciate (about another person, the site, your experience, etc.)?
- What is new in your relationship with God?
- Do you feel like you were able to contribute as a part of the team?
- How did it change your thinking about (*choose a topic or issue*)?
- Who determines what is best (for people, for the community, for the Earth, etc.)?
- In what ways has your understanding of service/servanthood changed?
- Is service always helpful or practical?

**Now what?** *Consider the implications of the experience and how learning might influence changes in your life.*

- Where do we go from here? What is the next step?
- What changes might you make in your life?
- What are you interested in learning more about?
- How might you (or our group) become involved in advocacy issues related to the service experience?
- How does this experience challenge you to live as a Christian in the world?
- How might God be calling you to use your gifts in light of this experience?
- In what ways can you share your experience and your learning with others?

**The Board of World Mission recommends that groups set aside time each evening for the group to review and process the day's activities. Time should be given so that individuals can reflect privately on several of these bullet points, then bring the group back together for discussion. It is advisable that each participant be given a journal in which they can record their responses to these reflection questions. It would be impossible to consider all of the questions every evening, but it is good to consider all of them at some point either on the trip itself, or just as importantly, after the group is back home. We recommend that leaders bring their group back together a couple of weeks after returning home to complete this important reflection process.**

## Sample Volunteer Release and Waiver of Liability (EACH CONGREGATION SHOULD INSERT THEIR NAME IN THIS DOCUMENT)

### ***THIS FORM MUST BE COMPLETED IN ITS ENTIRETY BEFORE VOLUNTEER PERFORMING ANY VOLUNTEER ACTIVITIES FOR THE MORAVIAN CHURCH.***

I, the undersigned VOLUNTEER, freely, voluntarily, and after reading carefully, execute this Volunteer Release and Waiver of Liability, on the date printed below, agreeing as follows:

Volunteer Status/Insurance. I understand and acknowledge that I am a volunteer, not an employee of the Moravian Church ("MC"). As a volunteer, I am not entitled to employee or other benefits from MC, such as health or accident insurance, worker's compensation benefits, or compensation for duties performed or hours worked. I understand it is my responsibility to provide my own health, disability, liability, or accident insurance to cover my claims or damages from any injury, illness, death, or property damage I suffer while performing volunteer work with the MC.

Assumption of Risk/Release. As a volunteer for the MC, I understand that I will engage in hazardous work that involves a risk of illness, physical injury, property damage, or death, from hard physical labor, heavy lifting, exposure to environmental hazards such as mold or inclement weather, and work on ladders, roofs or other elevated or damaged structures. I also understand that I may be provided with equipment to perform volunteer activities that are dangerous to operate and can cause serious injury or death. I now assume all risks associated with the performance of these activities and operation of this equipment and release and forever discharge the MC from any and all liability for claims or damages I might have that result from my work with the MC as a volunteer, and any related claims or damages arising from the MC's selection of work sites or activities, provision of equipment, or provision of food, lodging or transportation in connection with my volunteer duties. I understand that the MC is not responsible for the safety or security of my personal effects and release the MC from liability for theft, damage, or destruction of my personal property.

Ministry Photographs and Videos. I acknowledge and agree that while volunteering with the MC, my activities may be photographed or videotaped. I now consent to the use by the MC of photographs or videos in which I appear, and I acknowledge and agree that I have no ownership rights in or to those photographs or videos.

Emergency Medical Care. I hereby consent to the provision or procurement by the MC of emergency medical care or first aid in the event I suffer any illness or accident while performing volunteer activities. I now release, discharge, and hold the MC harmless from any claim related to the provision of such emergency medical care.

Minor Volunteers. Minors under the age of 16 are not permitted to volunteer with the MC. If a Minor is between the ages of 16 and 18, said Minor can perform volunteer activities only with the written consent and approval of a parent or legal guardian. This Release Form must be signed on behalf of said Minor by such parent or legal guardian. The Minor will not volunteer or otherwise participate without such written approval.

**VOLUNTEER NAME:**

Mr. \_\_\_\_\_  
 Mrs. \_\_\_\_\_      Print name      \_\_\_\_\_      Date  
 Ms. \_\_\_\_\_  
 \_\_\_\_\_      Signature      \_\_\_\_\_      Phone

\_\_\_\_\_  
 Address: Street      City      State      Zip Code

**Person to Contact in the Event of an Emergency:** \_\_\_\_\_  
 Print Name      Phone

As a parent or legal guardian of the minor named above, I agree to the aforementioned conditions and restrictions and give my permission and approval for said Minor to participate in volunteer activities for the Moravian Church.

**Parent or Legal Guardian responsible for Minor:** \_\_\_\_\_  
 Print Name      Signature  
 \_\_\_\_\_  
 Date

# Sample Volunteer Medical Information and Emergency Contact Form

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

## Emergency Contact #1

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Home Number \_\_\_\_\_

Employer Name \_\_\_\_\_

Work Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

## Emergency Contact #2

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Home Number \_\_\_\_\_

Employer Name \_\_\_\_\_

Work Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Do you have any allergies?                      YES                      NO

If yes, please list them

\_\_\_\_\_  
\_\_\_\_\_

Are you presently taking any medication?      YES                      NO

If yes, please list the medication, dosage, and how often it is taken

\_\_\_\_\_  
\_\_\_\_\_

Do you have any medical conditions that would help a medical team be aware of in case of an emergency?      YES      NO

If yes, please specify:

\_\_\_\_\_  
\_\_\_\_\_



## Mission Team Covenant

1. As a part of the mission team, I will always put the good of the group before my own personal good. I will participate fully in the ministry and will do all that I can to build a spirit of cooperation, participation, and service within the group. I will respect our group leaders and work with them to accomplish the goals and intentions for our mission work.
2. In partnering with our group leaders, I will seek to enhance the work that we do and our reputation in the community in which we serve. I will trust the hosts with whom we work, to know how we can best complement and support their ministry.
3. The consumption of alcoholic beverages and the use of tobacco products have the potential to hinder our reputation and our witness in other cultures and with those who send us out. In order to avoid any possible problems, I will refrain from these activities while on the mission.
4. The emotional and physical strains of these trips, plus the close bonds of friendship and camaraderie developed through them, can lay the foundation for developing inappropriate relationships. I will exercise extreme discretion in my conduct and relationship towards others within our team. I will, at all times, maintain the highest standards for appropriate sexual conduct.
5. With the amount of time spent doing hard work and living in close quarters, disagreements with others can arise. If I have any interpersonal conflict, I will go privately to the person and resolve this conflict. I will refrain from making negative statements about others to members of the group and, if I cannot resolve the issue privately, I will go to a team leader for help with mediation.
6. The cost of mission trips often makes fund-raising necessary. Before engaging in any fund-raising opportunities or projects, I will first clear them with the team's leadership to be sure that I do nothing to hinder our purposes as a team. I agree to abide by decisions that are made concerning the appropriateness of any fund-raising project.
7. Financial integrity is essential to the reputation and witness of our team. All money raised, whether through projects or donations, will be used for the mission team. A record of all funds raised through projects or donations must be kept by each team member and made available to the team leadership. Any member who has raised funds for the trip but who does not participate in that trip will either return those funds or turn them over to the congregation for use by this or future teams.
8. Preparation for the trip is crucial to the group experience. With that in mind, I will make every effort to participate in all team meetings. I understand that not doing adequate participation in the team meetings may disqualify me from making the trip.
9. Bringing closure to and growth from our mission experience is crucial to our personal and group health. I will commit to participating in the team debriefing gathering(s) as we leave our mission setting, and upon our return home.

By signing below, I commit to abide by this covenant and partner with my leaders and mission team members to minister in the name of Christ.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



## Team Leader Reporting to the Board of World Mission

The Board of World Mission is pleased to be able to provide support to your mission team. To help ensure that your mission endeavor has the best chance of succeeding, we ask that you provide us with assurance that basic components of this manual have been covered and copies of the important documents you will collect from your group members. This will ensure us that your group has been trained and that we have back-up copies of the important documents. This will allow you to have access to these forms if needed in the future and allow us to build a database of places served and the people who have been a part of the mission effort. Please know that all of this information will be kept confidential within the BWM office, and the roster information will only be used for BWM purposes.

At least two (2) weeks before your group's departure, you should send the BWM office copies of the following documents.

1. From each member of your team collect a short reflection on one of the SHEETS questions contained in this manual.
2. Mission Team Covenant
3. Medical Information and Contact Form
4. Volunteer Release and Waiver of Liability
5. Required Training Components. In order to receive BWM grant funding for your group we require that your group complete the following components contained in this manual. To indicate completion, place a check mark in the box provided.
  - a) 7-T's
  - b) SHEETS Sheet
  - c) Skills Assessment
  - d) Misguided Mission Trips
  - e) Mission Team Covenant
  - f) Medical Information and Contact Form
  - g) Volunteer Release and Waiver of Liability

Signature of Team Leader \_\_\_\_\_ . Email \_\_\_\_\_

Phone number \_\_\_\_\_

Team leaders should keep the originals of the Covenant, Medical Information, and Release forms with them throughout the trip.

Hard-copies of these documents can be mailed to The Board of World Mission, 1021 Center St. Bethlehem, PA 18018.

Or you may email .pdf copies of the forms to [chris@moravianmission.org](mailto:chris@moravianmission.org).

## Liturgy of Co-missioning for Mission Ambassadors

God, you are our God, and we will ever praise you.

**We will seek you in the morning, and we will learn to walk in your ways.**

When we hear your invitation to be your disciples; when we feel the call to mission,

**You, O Lord, provide strength and wisdom for each day and hope for the journey.**

It is by faith in you that we respond to your call to serve.

**We believe that you are our source of love and provide the resources for loving. We believe that you redeem not only our lives but also our actions so that our small human offerings have divine results. We believe that your Spirit empowers us to be all you created us to be for your purpose.**

Yet the call to serve can, at times, be overwhelming. The need before us is more than one person can handle alone.

**We thank you, Lord, for calling us to work as one body. You call us to be in mission together – together with you, and together with each other.**

Lord, we thank you for people whom you have joined together for your purpose. We thank you for those who are willing to step out in mission – your mission, our mission.

**We thank you for people who live what they believe and believe what they live.**

We thank you for the Spirit of Christ that dwells in us and is always with us, in *(call out names of the mission fields)*, or wherever we might be.

*(Team members):* **Go with us, O God, as we step out in faith.**

*(Congregation):* **Be with us, O God, as we support them in our thoughts and prayers.**

*(All)* **Bless and keep us all, O God, in your grace. May we all be protected by your power, comforted by your love, and strengthened for witness and service to all of creation in Christ's name. Amen.**