

TRIP LEADER MANUAL

Shandon Baptist Church

Table of Contents

Introduction	3
<i>The Great Commission</i>	
<i>Purpose</i>	
<i>Convictions</i>	
<i>Live Sent Definition</i>	
<i>Trip Leader Process</i>	
Global Missions Definitions	5
Trip Proposal and Planning	6
Creating the Trip Budget	9
<i>Trip Budget Worksheet, Expenses, Leader Costs, Credit Card Policy</i>	
<i>Expense Reimbursement and Reconciliation</i>	
Travel Policies	13
<i>Flight Policies</i>	
<i>Lodging Policies</i>	
<i>Team Travel Policies</i>	
Building, Recruiting and Preparing Your Team	17
<i>Promotion</i>	
<i>Team Meetings</i>	
<i>Registration Process</i>	
<i>Immunizations</i>	
<i>Tips for Travel</i>	
Crisis Management	21
Spiritual Leadership	22
Trip Leader Planning Timeline	23
Forms and Instructions	24

Introduction to Missions at Shandon

Go therefore and make disciples of all nations,
baptizing them in the name of the Father and of the Son and of the Holy Spirit,
teaching them to observe all that I have commanded you. And behold, I am with
you always, to the end of the age.

Matthew 28:19-20

Our Purpose

To mobilize every member of Shandon to live in full obedience to the Great Commission and their unique role in it.

Our Convictions

1. Advance the gospel.
And this gospel of the kingdom will be proclaimed throughout the whole world as a testimony to all nations, and then the end will come. **Matthew 24:14**
2. Pray for power.
Prayer is our chief strategy.
3. Move with the Holy Spirit.
Look where God is at work and join Him.
4. Send our people.
But you will receive power when the Holy Spirit has come upon you, and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth. **Acts 1:8**
5. Care for our Sent Ones and long-term workers.
Encourage. Support. Advocate.
6. Prioritize strategic partners.
7. Empower national leaders.
8. Plant multiplying churches.
9. Love our city.
But seek the welfare of the city where I have sent you into exile, and pray to the Lord on its behalf, for in its welfare you will find your welfare. **Jeremiah 29:7**
10. Bring light to darkness.
Everywhere.

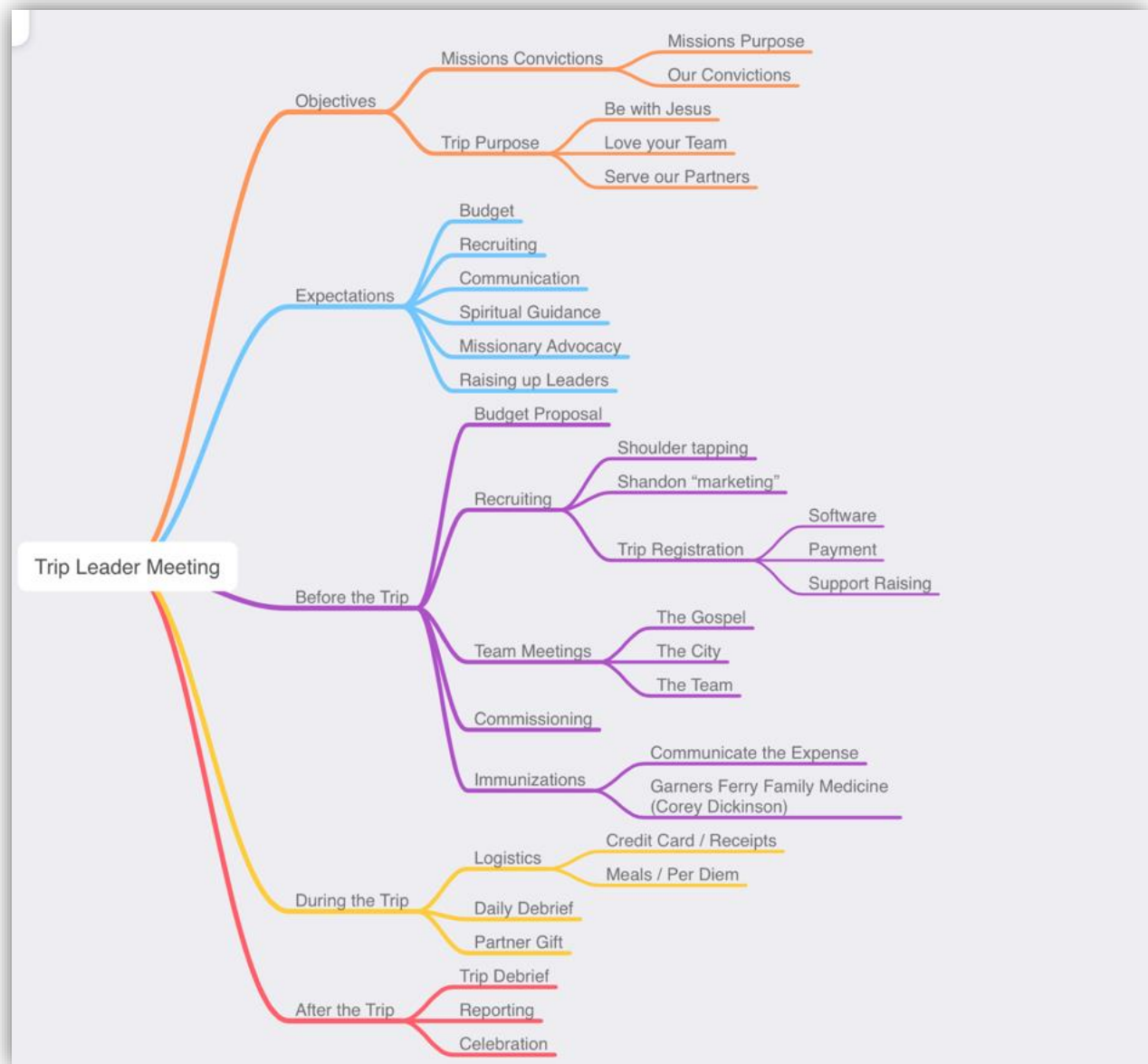
Live Sent Definition

Leveraging who we are and what we've been given for the sake of the gospel, wherever we are and wherever God takes us.

The Trip Leader Process

After a Trip Leader Meeting, the following graphic details what should happen as part of each trip with key details that each Trip Leader is expected to know, understand, and clearly communicate to your team. The Missions office is always available to support and equip trip leaders with the knowledge, tools, training, and resources needed to lead well.

This graphic is a helpful guide for what needs to be done and when. Please be proactive in reaching out for help and support along the way.



Global Missions Definitions

Shandon Baptist Church seeks kingdom-minded partners with whom we can co-labor as we participate in fulfilling the Great Commission. We believe in the importance of field partners who affirm sound theology and missiology. We seek to empower missionaries and church planters/pastors while avoiding unhealthy dependence. Our goal in establishing and developing partnerships is the advancement of God's Kingdom by making disciples, while offering our members the opportunity to Live Sent.

Global Missions Partner

Global Missions Partners are kingdom-minded missionaries and church planters or pastors who actively participate in fulfilling the Great Commission. The Missions Partner contributes from the mission field in the development and execution of the Partnership Agreement. Priority will be given to competent IMB (International Mission Board) missionaries on the field.

Characteristics and Requirements

- Proven leadership and field experience
- Works towards sustainability, gospel multiplication and church planting
- Dependable, timely, and competent
- Strong verbal and written communication skills
- Has well-defined objectives as well as short, medium, and long-term goals for themselves and the partnership
- Supports logistics and assists in the planning of both partnership agreements and individual trips
- Builds rapport with global strategy leaders, trip leaders and teams

How are Global Missions Partners Determined?

1. It is the responsibility of the Missions Pastor, collaborating with ministerial staff and strategy leaders, to uphold or dissolve existing partnerships.
2. A new partnership will be created under the following circumstances:
 - a. Shandon sends a full-time missionary or church planter whom we have endorsed.
 - b. The Senior Pastor and/or Missions Pastor initiates a new work. This is rare.

Global Strategy Leader

A Global Strategy Leader is a member of Shandon with proven leadership and missions experience, volunteering to execute established partnership agreements in a specific country or region of the world. They must be able to think strategically, create vision and collaborate with people at every level of the partnership agreement on behalf of Shandon Baptist Church.

Characteristics and Requirements

- Dependable, timely, and competent
- Strong verbal and written communication skills
- Able to work with a wide variety of personalities, cultures, and educational backgrounds
- Able to create and manage a budget to accomplish partnership goals and strategic needs
- Exemplifies faithful stewardship of the church's time and resources
- Able to strike a healthy balance between autonomy and authority
- A team player able to build a strong, diverse team
- Utilize an entrepreneurial spirit within the framework of the church
- Make no commitments to partners without approval from Missions staff
- Balance between passion and discernment
- Must be able to know the difference between good and great, and have the ability to say no
- A passion for advancing the Great Commission
- Active member of Shandon
- Proven leader in the church
- Missions experience
- Willing to serve in-country once a year
- Able to monitor and lead global trip leaders in the budgeting, planning and execution of mission trips

Global Trip Leader

A Global Trip Leader is a member of Shandon with proven leadership and missions experience, volunteering to lead a team from Shandon on a specific mission trip under the direction of the Strategy Leader and the Missions staff. They must be good with people and flexible in the field while also being decisive and purposeful in the execution of the trip. They must always remember that they are the image of Christ to those they are reaching, and a source of strength and leadership to those that follow them abroad.

Characteristics and Requirements

- Dependable, timely, and competent
- Strong verbal and written communication skills
- Able and willing to work with a wide variety of personalities, cultures, and educational backgrounds
- Exemplifies faithful stewardship of the church's resources, time, and talents
- Able to strike a healthy balance between autonomy and authority
- A team player able to build a strong, diverse team
- Utilize an entrepreneurial spirit within the framework of the church
- Make no commitments to partners without consulting the Global Strategy Leader and Missions Office
- Balance between passion and discernment
- Must be able to know the difference between good and great, and have the ability to say no
- Able to create a trip budget, collaborating with global strategy leader, global missions partner, and missions staff
- Able to execute the budget during the mission trip by tracking receipts and documenting expenses
- Coach team members in cultural understanding
- Maintain open communication with the Global Strategy Leader
- Proactive to make and present plans along with a willingness to listen and adjust to authority
- Work one-on-one with Missions staff to handle flights, trip insurance and team meeting schedules
- Conduct team meetings to build a cohesive team to accomplish the trip goals
- Recruit and build your mission trip team
- Participate in quarterly church-wide mission trip interest meetings

Trip Proposal and Planning

Initiating the Timeline

The Shandon Global Missions Trip Proposal form (see printed copy in Forms section; this is currently an online OneChurch form that can be emailed to strategy or trip leaders) must be completed by **September 1** of the year prior to the trip. We feel that a team is best prepared when there is ample time to promote the trip and train the team.

Ministry Contact

There must be a ministry contact or host on location before a trip is considered for approval. The contact information must be included in the Trip Proposal Form.

Ministry Schedule

The purpose and schedule need to be tentatively planned with as many details as possible included on the Trip Proposal Form. Consult with Missions staff before confirming dates to avoid unnecessary conflicts with the church calendar.

After the Form is Submitted

Once the form is submitted online, someone from the Missions office will contact the strategy leader and team leader of the approval of the trip. Trip leaders are to work closely with their strategy leader in the trip planning, preparation, deployment and debrief upon return. Proposals will be approved or denied by **October 15** if all documentation has been submitted on time.

Creating the Trip Budget

Below is a list of the basic guidelines to follow when creating a trip budget. The process is as follows:

1. The Trip Leader and Strategy Leader work together to submit a trip proposal filling in as many details as possible.
2. Missions staff will review the trip and budget proposal and schedule a face-to-face meeting with the Trip Leader/Strategy Leader.
3. Missions staff will submit the budget to be approved by the Missions Pastor and/or Mission Advisory Team.
4. Once an estimated cost of the trip is determined and approved, the trip leader may begin recruiting team members. The final trip cost will be determined when airlines tickets are purchased.

The Mission Trip Budget Worksheet (see Forms and Instructions; currently an Excel spreadsheet complete with formulas) must be filled out for each trip and submitted to the Global Missions Associate for review.

Participant Expenses:

- Airfare and personal baggage fee (use conservative estimates, not discounted rates)
- Accommodations (double occupancy, no single rooms)
- Visas
- In-country transportation (drivers, vans, buses, rental cars, small aircrafts, tips)
- Airport exit tax if not included in ticket price
- International medical insurance (\$3.37 per person, per day)
- Mission agency fees
- Meals (in-country only and with team)
- Group travel to Columbia or Charlotte airports as applicable

Ministry Expenses:

- Ministry supplies (VBS, construction materials, Bibles, sports equipment, food/candy, medicines, etc.)
- Ministry luggage fee
- Translators
- Renting facility for a ministry event
- Host expenses
- Gifts/Tips

*These expenses are to be included in the cost of the trip. If ministry expenses are too much to be included in the cost, a request for funds must be submitted to the Missions Office, which requires approval from the Missions Pastor and/or

Missions Advisory Team. To prevent “Giving Fatigue” and ensure fairness for all planned trips and other Missions projects throughout the year, please avoid asking churchwide for additional trip supplies or donations without prior approval from the Missions office.

Touring Expenses

- Costs associated with sight seeing
- Team activities (non-ministry related)

Trip Leaders and Assistant Leaders

The following costs must be considered in budget planning:

- **Less than 5 team members:** 1/2 scholarship for trip leader
- **5-15 team members:** full scholarship for trip leader
- **15-20 team members:** full scholarship for trip leader, 1/2 scholarship for assistant leader
- **20 plus team members:** full scholarship for both trip leader and assistant leader

Expenses not included in trip budget:

- Cell phone bills
- Shopping/Souvenirs
- Passports
- Immunizations (Yellow Fever especially poses a potentially large out of pocket expense for team members, which must be communicated in advance of applying for a trip)
- Meals in transit
- Individual travel to airport and related parking fees

Love Offerings/Gifts

As a general practice, we discourage leaving monetary gifts for hosts or local individuals. Any exceptions need to be approved by Missions staff prior to trip departure.

Per Diem Rates

As applicable for North American trips and only with prior approval from Missions staff, standard per diem rates may apply for trip leaders. Rates for lodging, meals and incidentals will be reviewed per location at GSA.gov.

Credit Card Policy

All major trip expenses (flights, lodging, vehicle rentals, etc.) should be paid for by a Shandon credit card with pre-approval from the Missions and Business office. Trip leaders are not to use their personal credit cards for major trip expenses.

Expense Reimbursement and Reconciliation

Pre-Trip Expenses

For **approved** ministry expenses prior to the trip departure, please do the following:

1. Collect all receipts for ministry supplies purchased by Trip Leader and by team members.
2. Label receipts with general categories (ex. VBS supplies, Construction Supplies, Conference Supplies, etc.).
3. Submit receipts to Missions staff along with the Request for Payment/Reimbursement Form (See Forms and Instructions).

We ask that the Trip Leader gather receipts for ministry supplies from the team to be aware of the expenses compared to what is budgeted for the trip.

Missions staff will contact Trip Leader with any questions regarding purchase of ministry supplies.

Cash Advance

If cash is needed for the trip, **three weeks prior to trip departure**, the Trip Leader must submit a request for a cash advance based on the approved budget. The Shandon Baptist Church-Request for Payment/Reimbursement Form (See Forms and Instructions) must be used for a cash advance and may be acquired through either the Missions or Business office. Allow adequate time for this request not only for Shandon's business office, but also remember that some countries require new/unblemished bills and banks may not have them on hand.

In the case of a cash advance, the Missions staff expects the Trip Leader to pay for all trip expenses for the entire team that were approved in the budget (ex. lodging, food, in-country transportation, pre-budgeted group activities). When paying for meals for the team, please indicate on the receipt for the meal the number of team members plus the names of any hosts included in the meal.

Cash Advance Reconciliation

Within two weeks of returning from the trip, please submit to the Missions office the Request for Payment/Reimbursement (See Forms and Instructions), all receipts, any itemized statements provided by our partners, and any unused cash. **To do this in real time while on the trip**, download and use the Office Lens app by Microsoft. Missions staff will create and share an online trip folder by request.

A receipt must be provided for every expense on the trip. In situations where a receipt is not available for small purchases, please document the date and

purpose of the expense on a sheet of paper and include with receipts. Handwritten receipts must be signed by both the person requesting reimbursement and another person on the team.

Wired Money Reconciliation (An exception, not a rule)

If funds are wired to a Ministry Host/Partner in advance for trip expenses, the Trip Leader should obtain receipts and/or supporting documentation of how wired funds were spent for the trip. All receipts and documentation related to the funds wired should be submitted to the Missions office.

Currency Exchange

In the spirit of good stewardship, trip leaders will learn from strategy leaders and mission partners the best practices for currency exchange. The Missions staff discourages the use of stateside banks for currency exchange due to excessive fees, and will coach all strategy leaders, trip leaders and staff members on best practices for currency exchange.

Travel Policies

Flight Policies

Booking Airline Tickets

Once dates are confirmed by Trip Leader, Missions office, and ministry host, the Global Missions Associate will arrange travel plans. Trip Leaders are NOT allowed to contact the travel agency or make independent decisions regarding airfare. As applicable, the Global Missions Associate will work with our travel agent to identify a reasonable cost airfare with a schedule that meets the needs of the team. Prior to confirming and purchasing tickets, an itinerary will be presented to the Trip Leader for approval. All registrations, copies of passports, release forms and the full payment for airline tickets must be received in Go Method (our trip management software) before tickets will be purchased. **All information for travel will be taken from Go Method, so please make sure all information is accurate.**

No One Travels Alone

Shandon Missions does not allow any person to travel alone on a mission trip. This is for the safety and protection of the individual.

Earning Frequent Flyer Mile Credit

If the trip leader or any team member wants to earn Frequent Flyer Mile credit, they must contact the Missions office as soon as they apply for the trip. It is each team member's responsibility to add his/her frequent flyer number during registration of the trip. Those numbers are submitted at the time of ticketing to the travel agent.

Cancellation Policy

Trip deposits, \$300.00 for international trips and \$150.00 for domestic trips, **are non-refundable. If a participant cancels after airline tickets have been purchased, the cost of the airline ticket will not be refunded to the individual as agreed upon in the trip registration.** Various airlines have different policies regarding cancellation. The worst-case scenario is that the participant will lose the entire cost of the ticket. Another scenario is that the participant will receive a credit with the airline equivalent to the cost of the ticket. If cancellation is due to medical illness or death of a family member, the Global Missions Associate will work with participant to send proper documentation to the airlines to request a refund. There are no guarantees the airfare will be refunded. If travel restrictions issued by the State Department arise after ticket purchase, most airlines will issue a refund or credit.

Baggage Guidelines and Fees

Trip leaders are required to have full understanding of baggage restrictions for their airline and class of ticket. Shandon will not reimburse for baggage fees; therefore, bags that incur fees for weight, size, or quantity will be the responsibility of the person carrying said bags.

Lodging Policies

Accommodations

The Trip Leader will contact the ministry host to plan for team lodging. In most cases, it is best if the ministry host makes the hotel/room arrangements for the group. The local person usually gets a much better rate than having someone from the USA make a reservation or find something on the internet.

Double Occupancy Policy

The Missions office requires at least double occupancy in each hotel room. This policy is for the protection of each team member: safety protection, spiritual protection, and integrity protection. The Trip Leader is included in this policy of double occupancy. If the number of males/females or couples is not even, we understand there may be someone in a single room. If for some reason a person on the team is requesting a single room, that participant's fee will be increased.

Lodging Due to Flight Delays

If a flight delay occurs where an overnight stay is necessary, it is the Trip Leader's responsibility to work with the airline to obtain a hotel voucher. If the airline does not provide a voucher, the Trip Leader can use discretion and obtain lodging (double occupancy) for the entire team and the Missions office will reimburse the Trip Leader once the team returns. Please keep the Missions office informed of any changes in travel plans as soon as possible.

Team Travel Policies

Transportation to and from Columbia or Charlotte Airport

The Missions office recommends that the Trip Leader coordinate airport transportation so that all team members know when and where to meet prior to check-in. It is acceptable to have individuals meet at the airport in a designated location, then check in all together with the airline. When you return, have each team member make personal arrangements for pick-up at the airport.

The Missions office does not cover the cost of car, van or bus rental or airport parking for individuals.

If vehicles are left in the Shandon parking lot during a trip, please notify the Missions office in advance. Shandon is not responsible for theft or damage to vehicles left in the parking lot.

Checking in at Airport

The team must check in all at one time with the airline. **All bags must be checked to the final destination.**

Tipping

Any tipping for personal baggage handling, maid service, ministry host, etc. is not covered by the Missions office. This issue is one to be discussed in the team meetings prior to departure. If there is a known tip fee for the trip, it will be included in the participant fee in the budget and individuals will have pre-paid for that tip. The Trip Leader will be given that money in their cash advance.

Rental Car

When renting a car in a foreign country, you must add the insurance option for the vehicle before checking out. Rentals in the United States, US territories, and Canada are covered by the church's insurance and do not require additional coverage.

Alcohol

We ask all participants on Shandon trips to abstain from drinking alcoholic beverages for the entirety of the trip. Our intention is not to be legalistic with this decision, but rather to be sensitive to individuals serving alongside us from Shandon as well as those on the field.

Cell Phone Usage

Shandon does not reimburse for cell phone usage on trips. We recommend that the Trip Leader consults with his/her personal cell phone company to let them know about their upcoming trip so that it is available for use in case of an emergency. Cell phones should not be a distraction during daily ministry activities.

Loss of Personal Belongings on Trip

Shandon is not responsible for the loss of personal belongings on trips. It is up to everyone to file claims with his/her personal insurance company to recover any cost associated with the loss.

Registering with State Department (International Trips Only)

Each trip participant is encouraged to register with the US State Department's Smart Traveler Program (<https://step.state.gov/step/>) so that in the case of a national emergency, the team can be located and kept up to date with information as well as evacuated if necessary. Accurate lodging and in-country contact phone numbers should be provided.

International Medical Insurance (International Trips Only)

The Missions office purchases International Medical Insurance for each participant for the full length of the trip. Insurance cards will be provided by the Missions office for each individual team member and given to Trip Leaders for safe keeping. Team members are responsible for all expenses related to injury during the trip and for following up with the claim upon their return to receive reimbursement.

Building, Recruiting and Preparing Your Team

Recruit the Team

It is primarily the responsibility of the trip leader to recruit the team. The Missions office prefers that at least 10 people go on every short-term evangelistic or specialized project trip (care trips and vision trips will always have fewer team members). However, the size of the team is ultimately determined by the field partners based on their needs, available accommodations, and the security in a particular area. Unless special approval is given, teams must be a minimum of five people, including the leader.

The trip leader should recruit the team by getting the word out broadly and following up appropriately with applicants. Remember, recruiting is challenging work! As you build your team, focus on recruiting more than simply informing. Your goal is not just to tell people that the trip is happening; your goal is to communicate to specific people why this specific trip is the one for them and walk with them through the decision process. Your discipleship of your team begins with the moment you first challenge someone to join your team!

Get the Word Out

You should begin spreading the word about the trip immediately after the trip is approved. The team leader is expected to be intentional about inviting people to join him or her on the team. Of course, the Missions office will also communicate upcoming trips via churchwide channels (web, social, eNews, announcements, Missions Next Steps area promotions, etc.).

Here is a sample letter you could use in an email to spread the word:

*Dear _____, I would love to invite you to join me in the mission of God through taking a short-term trip to (region) in (month). This would be a fantastic opportunity for you to become an even bigger part of our church's efforts to fulfill the Great Commission and Live Sent! **About the trip:** (Short description of the trip and why you think this person should go) **Purpose of the trip:** (Overview of the region and status of the Church in this country, and how this team will partner with the work) **Details:** (Departure/Arrival dates and locations) **Approximate cost:** (Include deadline for applications and deposits) **Action steps:** Please pray about your involvement in this trip, and let me know if you're interested. Apply online at shandon.org by (application due date). Thanks again for your prayerful consideration of this opportunity!*

Follow Up with Applicants

The Missions office will keep you informed as team members apply. As team member applications are submitted, you should immediately follow up with each applicant to thank that person for applying and inform him or her of what they need to know to begin planning.

Communicate About Deadlines and Finances

The trip leader is responsible for communicating with clarity all necessary information to the team. You must let the team know that **you** are their primary contact for any information about the upcoming trip. This includes information about deadlines (set by the Missions office) and upcoming team meetings (set by you). If a team member has a question about the trip, you should collect his or her question and consult with the Strategy Leader. The Strategy Leader will contact the Missions office as needed. This makes the communication flow much faster and empowers you as the leader.

Ninety days before departure, it is recommended that the trip leader send at least a bimonthly email to all team members to communicate valuable information and reminders. The trip leader should clearly communicate the trip deadlines to the team and lead the team members in meeting the deadlines. Payment deadlines may be adjusted on a team-by-team basis. However, clear date and amount deadlines will always be viewable in our Missions software by all trip members.

If deadlines are not met, participants cannot move forward with the trip. As the trip leader, you are responsible to communicate all financial deadlines with your team members and hold them accountable for meeting them.

Equip and Disciple the Team

The trip leader is responsible for facilitating team meetings before the trip. It is ideal to have all team meetings planned and scheduled 4 months before the trip departure. A minimum of three meetings are required for each team; however, you may choose to meet more than three times. The three required team meeting topics for evangelistic or special project trips are as follows:

1. **Sharing the Gospel Cross-Culturally** (This is WHY we go.)
2. **All About Your Partner & Host Country** (This is WHO and WHERE.)
3. **Trip Itinerary and Logistics** (This is WHEN, WHAT, and HOW.)

Additional meetings or gatherings can be useful in preparing for ministry, building community, and praying for the ministry of the short-term trip and field partners. It is recommended that sensitive information not be covered until this point. This does not mean that a team cannot meet prior to this time. In fact, it is recommended that teams gather in advance for prayer, general information, and to get to know one another.

Note: Meals, materials or other expenses related to trip training meetings will not be reimbursed by the Missions office.

Team Member Preparation

Registration and Deposit

Once a budget is complete, the trip is available for registration (team member application) at www.shandon.org. **Full (non-refundable) payment for the cost**

of the airline ticket, registration, and copy of valid passport must be received before any tickets will be purchased.

Fundraising

Personal fundraising is allowed for people going on mission trips. We ask that requests of funds be directed to family, friends, and co-workers, **NOT** members of Shandon Baptist Church. Although it is bound to happen organically by way of conversation and shared relationships, Shandon prohibits direct solicitation of funds through visitation of Shandon SS classes, groups, or obtaining lists of Shandon members.

Each trip member will receive a personal trip URL in Go Method to receive credit card contributions. Any cash or checks given by family, friends, or other donors for specific trip participants **MUST** be collected by the trip participant and submitted to the Missions office for processing. All checks must be made payable to Shandon Baptist Church with a separate note stating trip name/participant name. Donors will receive contribution credit. If a trip participant raises funds greater than the participant fee, funds will go toward the total costs for that trip.

Passport Information

A copy of each trip participant's passport is due with the deposit and online registration. **Each trip participant is responsible to ensure that the passport expiration date is at least six months past the trip departure date and that there are 2 blank VISA pages in the passport. Airlines and immigration control may refuse entry into the country if the passport does not meet these requirements.** The trip participant is asked to verify this information at registration.

Obtaining a Passport

Trip participants are responsible for obtaining a valid passport. For new or expired passports, allow at least eight weeks for processing. Some mission trip locations require a VISA and will require additional processing time. To apply for a passport, visit www.travel.state.gov.

Note: An adult passport is valid for 10 years. All children, regardless of age, are required to have a U.S. passport for any country requiring a passport for entry.

Visa Information

Some countries require a Visa for entrance. This may include transit Visa when a layover is required for travel. Trip Leaders and Strategy Leaders must verify if a Visa is required. It is the Trip Leader's responsibility to collect all paperwork and turn it in all at once.

Immunization Information

The following immunizations are highly recommended for all Shandon-sponsored international mission trips at the participant's personal expense.

Hepatitis A
Adult Polio Booster
Updated Tetanus
Others required by specific countries (instructed by Missions partner, Missions office, and/or CDC recommendations)

Where do I go to get shots?

- 1. Prisma Health Family Medicine**
Corey Dickinson, FNP
5900 Garners Ferry Rd.
Columbia, SC 29209
(803) 695-5450
- 2. Prisma Health Travel Clinic**
Jeff Hall, MD
3209 Colonial Dr.
Columbia, SC 29203
(803) 434-2233
- 3. Walgreens Minute Clinic**
Check the location(s) nearest you to see if they carry the immunizations or other travel medications you may need.
- 4. Passport Health**
Greenville: 37 Villa Rd., Ste 301 | (864) 631-2268
N. Chas: 2154 North Center St., Ste A-104 | (843) 225-5688

Clinics recommend that you need to be immunized for everything. The Missions office will provide immunization needs for the specific area in which you will be conducting ministry. Any additional immunization beyond Missions office recommendation is optional.

Tips for Travel

Reminders to Team Members:

- Notify credit card companies of international travel
- Notify cell phone companies of international travel
- Pack clothes in a carry-on in case of airline delays or lost luggage
- Get immunization shots at least 8 weeks (about 2 months) in advance of the trip
- Discuss culturally appropriate dress code with team based on your receiving partners.

Crisis Management

Prior to trip departure, Strategy and Trip Leaders can prepare teams going to an international destination by doing the following:

1. Highly encourage each team member to register with the US State Department and provide a location where the team will be staying while in-country.
2. Collect pertinent information for each team member including emergency contact and copy of passport. Trip Leader takes copy of each team member's passport on the trip.
3. Have a direct consulate or embassy phone number for the destination country and any country scheduled for a layover as well as cell phone numbers and address for in-country hosts/partners.
4. Obtain visas for each team member, if required, with appropriate language for the trip's purpose. Coach the team on how to accurately fill out the immigration form (purpose of visit, address of host, etc.).
5. Ensure in-country host has applied for and received appropriate approvals and documentation for the work the team will do while in-country.
6. Ensure in-country host has crisis/emergency plan.
7. Trip Leader traveling internationally is to update the Global Missions Associate via email or phone calls while in-country.
8. Train the team on key procedures if a crisis occurs:
 - a. Contact US Embassy/Consulate, if appropriate.
 - b. Trip Leader or host only should contact the Global Missions Associate.
 - c. Inform team of what to say and what not to say regarding the purpose for their trip.
9. Give practical training on the Do's and Don'ts while traveling abroad.

In The Event of a Crisis:

1. Global Missions Associate receives a call from Trip Leader or host, obtains all necessary information, and determines appropriate first steps.
2. Global Missions Associate will inform Missions Pastor/Director, who will inform executive leadership of the situation and advise how to address media and others for the safety of the team and in-country host.
3. Implement contingency plan:
 - a. Global Missions Associate will alert travel agent and engage to help as appropriate.
 - b. Global Missions Associate and Missions Pastor/Director will notify team members' emergency contacts when appropriate.
 - c. Global Missions Director or Missions Pastor/Director will notify necessary government officials.
4. In-country host will support team as appropriate during the crisis.

Spiritual Leadership

Non-Negotiables

As you prepare for your team, consider the following “non-negotiables” that Missions staff believes should be incorporated into every trip:

Team training: It is imperative that every short-term team hold at least 3 team meetings prior to departure. The purpose of these meetings varies based on the trip. There are, however, some vital components that should be a part of all meetings including team building, corporate prayer, cultural training, and trip planning.

Prayer team: Each team is expected to assemble a group of friends and/or family who will commit to pray daily for the trip. The prayer team should be informed of team member names, trip dates, details, and prayer requests. If possible, the prayer team should be sent several prayer updates during the trip itself. The trip leader can assign a team member to collect prayer team email addresses and oversee email updates from the field.

Daily prayer/devotions/debrief: During the trip, at a minimum the team should meet daily for corporate prayer. Ideally, the team should meet each morning for worship, prayer, and a brief devotion, followed by an evening team debrief time in which members share about the day’s experiences.

Share the Gospel: Evangelism is at the core of all Shandon mission trips. The Missions staff expects each team to find ways to share the gospel that are culturally appropriate and include an invitation for others to follow Christ.

Final debrief: At the end of the trip (prior to arriving in Columbia), each team should have a time to share what the Lord has done in their lives that week. The Trip Leader should take the opportunity to challenge team members to apply to their daily lives spiritual lessons learned on the trip. A follow up debrief should take place two weeks following the trip.

Trip reporting: It is important for the success of future trips that each Trip Leader completes the Post Trip Evaluation (See Forms and Instructions) in a timely fashion and submits 4 or 5 quality ministry-in-action photos from the trip. Additionally, the Global Missions Associate will email each team member an online Live Sent Survey to complete within a week of returning. Encourage trip participants to use HDR mode on their smart phones for higher resolution quality.

Ideal Trip Leader Planning Timeline

May 1st Year Prior to Trip:

- Submit Trip Proposal

12 Months Prior:

- Dates set
- Plan and purpose in place (who, what, when, where, how)
- Submit trip description to Missions Office
- Have trip added to Shandon.org and Go Method software
- Budget planning
- Draft trip itinerary
- Open registration
- Build and recruit team

9 Months Prior:

- Price of trip published
- Train on Go Method
- Team Member Applications online
- 80% of team should be filled
- \$300.00 (international) or \$150.00 (domestic) non-refundable deposit submitted
- Set up a payment schedule

- Finalize budget
- Identify someone on the team as your #2 person, have them walk through team training with you
- Set dates for team member training meetings and begin planning (a minimum of 3 meetings)
- Find out what official documents and immunizations are required to enter the country
- As team members register, begin communicating with them the required documents, forms, and other necessary preparations for the trip

6 Months Prior:

- \$300.00 (international) or \$150.00 (domestic) non-refundable deposit must be submitted if not already paid
- Set up a payment schedule
- Finalize budget
- Identify someone on the team as your #2 person to walk through team training and preparation with you
- Set dates for team member trainings and begin planning (a minimum of 3)
- Close registration and purchase airline ticket

4 Months Prior:

- Begin holding team member meetings
- Copies of passports/visas, required immunizations, background checks completed

- Recognize someone on your team that can be responsible for telling your story, take pictures and videos
- All details of trip secured (meals, lodging, in country transportation, airline tickets, sightseeing days, translators, itinerary, etc.)

60 Days Prior:

- Continue reviewing trip specifics: documents, budget, payments, forms
- Arrange transportation to airport
- Plan for currency exchange and begin executing
- Secure travel insurance
- Verify airline tickets, seats, correct names, and spelling of names on tickets

Two to Three Weeks Prior:

- Request any necessary cash for the trip
- Schedule team photo for church promotion and prayer

During Trip:

- Take notes
- Meet daily with team
- Be intentional with pictures, videos, and stories
- Always look ahead, preparing for the next trip
- Track all receipts and expenses
- Be a blessing to your in-country partners that serve 24/7

Two Weeks Following:

- Debrief
- Begin getting stories out
- Team Leader and Team Members complete Post Trip Evaluation

Two Months Post Trip:

- Story must be out. Missions office will help facilitate this process, but please be proactive about it.

Forms and Instructions