

# Smyrna First United Methodist Church Global Missions Guidelines and Policies

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**Smyrna First United Methodist  
Global Missions Guidelines and Policies**

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## I. Purpose and Basis for Global Missions

### A. Purpose

**“...you will be my witness in Jerusalem (Here/SFUMC/Cobb County), and in Judea (There/Georgia) and Samaria (There/USA), and to the ends of the Earth (Everywhere/Global).”**

*Acts 1:8*

The Global Missions Team, as part of the Missions/Outreach of SFUMC, exists to fulfill the Great Commission of Jesus Christ: by spreading God’s love, compassion and grace, by encouraging evangelism through personal relationships, and by sharing resources to meet immediate and long-term needs for all God’s children through the power of the Holy Spirit.

### B. Biblical Basis for Missions

The following Scriptures describe the purpose for all mission activities:

- Jesus’ response about the greatest commandment is “‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments.” (Mathew 22:37-39)
- To fulfill the Great Commission of Jesus Christ to go and make disciples throughout the world. (Genesis 12:1-3, Mathew 9:35-38, Mathew 28:18-20, Mark 16:15, Luke 24:47, and John 20:21)
- To demonstrate Christ’s compassionate heart for those in need. (Deuteronomy 15:7-11, Isaiah 58:5-11, Isaiah 61:1-2, and Mathew 25:31-46)
- To encourage personal evangelism through relationships. (1Corinthians 9:19-23)
- To mobilize our resources so that all can hear and understand the Gospel (Good News) in their own language. (Romans 10:13-15)
- To be Christ’s witnesses in our Jerusalem, Judea, Samaria, and the Ends of the Earth. (Acts 1:8)

### C. Strategic Global Missions Partnerships

SFUMC seeks to fulfill its purpose by developing strategic missions’ partnerships in global missions’ fields as well as shorter-term needs and relationships. These partnerships occur when the people of the church have so bonded with a specific global mission location or need. The church’s people make an ongoing, long-term commitment to become vital and strategic partners or make a short-term commitment to help in time of need. These partnerships are characterized by the following:

- Informed and timely intercession on behalf of the partners
- Intimate fellowship with the partners that is maintained through frequent communication and contact

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- Sending short term mission teams to meet the immediate and long-term needs of the partners and to sustain future growth and development
- Financial giving that is personalized as a result of close relationships
- Ministry relationships that are synergistic

## **II. Mission Fields**

This manual specifically addresses “Everywhere” or Global Missions with SFUMC. The following mission fields describe all ministry areas within the Extending arm of SFUMC. Reaching “Here, There, and Everywhere” as God commands us in Acts 1:8.

### ***A. Here (Local Missions)—Jerusalem***

Local missions are defined as activities that support the people in the communities directly surrounding SFUMC—our Jerusalem. Examples include support for local families, Stephen Ministry, M.U.S.T, Habitat for Humanity, Visiting Friends, Trinity House, Girls and Boy Scouts, etc.

### ***B. There (Regional Missions)—Judea***

Regional missions are defined as activities that support people within the state of Georgia—our Judea. Examples include the United Methodist Children’s Home, Wesley Walk, and Relay for Life.

### ***C. There (National Missions)—Samaria***

National missions are defined as activities that support people within the United States—our Samaria. Examples include supporting disaster relief, and specific Youth mission projects, and God’s Light Tour and teams.

### ***D. Everywhere (Global Missions)—Ends of the Earth***

International missions are defined as activities that support people outside the United States in other countries and cultures—our Ends of the Earth. Examples include Nicaragua and Ghana mission trips and future places throughout the world.

## **III. Global Missions Leadership Team**

The Global Missions Team is responsible for mission activities and is accountable to the Smyrna FUMC Church Council. The Global Missions Team is comprised of individuals, Global Mission trip team leaders, church leadership and staff liaison that actively support global missions’ activities within the church.

### ***A. General Responsibilities***

The Global Missions Team is the champion and strategic planner for global missions’ activities within the church, with the following general responsibilities:

- Bring the vision of Global Missions into reality by developing and implementing effective evangelical missions and leaders
- Bring the activities of the Global Mission Team to the Church Council to ensure the activities align with the overall purpose of SFUMC.

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- Stimulate prayer by the congregation for global mission activities, missionaries, and partners
- Educate and inspire the congregation to respond to global missions needs and opportunities
- Mobilize the resources of the congregation for effective involvement in global missions
- Stimulate interest in and recruit candidates for global mission activities
- Develop, coordinate, and evaluate global mission programs including the strategic vision and guidelines and policies. Each year these should be reviewed and updated.
- Maintain communication with supported individuals, missionaries, and partners

## **IV. Global Missions Leadership Team**

The Global Missions Team is responsible for mission activities and is accountable to the Church Council. The Global Missions Team is comprised of individuals, Global Mission trip team leaders, Church Council leadership and staff liaison that actively support global missions' activities within the church.

### ***B. General Responsibilities***

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- Bring the vision of Global Missions into reality by developing and implementing effective evangelical missions and leaders
- Bring the activities of the Global Mission Team to the Church Council to ensure the activities align with the overall purpose of Church Council and SFUMC
- Stimulate prayer by the congregation for global mission activities, missionaries, and partners
- Educate and inspire the congregation to respond to global missions needs and opportunities
- Mobilize the resources of the congregation for effective involvement in global missions
- Stimulate interest in and recruit candidates for global mission activities
- Develop, coordinate, and evaluate global mission programs including the strategic vision and guidelines and policies. Each year these should be reviewed and updated.
- Maintain communication with supported individuals, missionaries, and partners
  - Ensure implementation of the vision of Global Missions including strategic partnerships, logistics, fundraising, and short-term missions
  - Identify, develop, and mentor prospective global mission team leaders for any short term global mission trips
  - Select and approve all global missions team members for any short-term global mission trips with the Minister of Missions and Outreach.
  - Serve as a member of the Church Council
  - Seek approval of all Global mission trips and church-wide fundraisers from the Church Council

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- Implement and provide directions according to the Global Missions Handbook and Policies
- Ensure coordination across all Global Missions activities including fundraisers, mission services, finances, and strategic partnerships

**2. Global Missions Staff – Director of Missions and Outreach**

The staff team leader is hired by the SPRC to provide overall direction and oversight of the Global Missions Teams. In addition, the staff team leader provides leadership, counsel, resources, and coordination with other church ministries. Additional responsibilities include the following:

- Assist in implementing the church’s vision through missions
- Identify, develop, and train laity for ministry and missions
- Assist in defining and preparing the missions leadership team meeting agenda
- Periodically evaluate and assess mission programs and processes
- Identify, develop, and mentor prospective global mission team leaders for any short term global mission trips
- Select and approve all global missions team members for any short-term global mission trips with the Lay Team Leader
- Serve as a member of the Church Council
- Periodically evaluate Global Missions Guidelines and Policies
- Ensure Global Missions Guidelines and Policies are implemented and adhered to by each Global Missions activity

**3. Financial Coordinator**

The financial responsibilities are performed by the Director of Missions unless he or she appoints someone to perform these duties. The financial coordinator monitors the missions budget and expenses, initiates approved payments, and provides periodic financial reports. Additional responsibilities include the following:

- Work with church’s financial staff member to ensure Global Missions meets fundraising guidelines and trips are funded as budgeted either by the church or specific mission trip/team.
  - i. Lead the financial subcommittee (if applicable) and recommend global missions expenditures based on the review of applications for support
  - ii. Submit monthly financial reports to the Extending and Global Mission teams
  - iii. Review and evaluate short-term mission trips budgets and fundraising activities
  - iv. Inform partner organizations, missions, and missionaries when there will be a shortfall in financial support
  - v. Member of the Finance Committee
  - vi. Review and evaluate funding for all global mission activities

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**4. Secretary and Communications Coordinator**

The secretary is appointed by the Global Missions Team and is responsible for the official correspondence of the Global Missions Team and recording the minutes of team meetings. Additional responsibilities include the following:

- Submit meeting minutes with action items and special reports to the Church Council and Global Mission Teams
- Sort incoming global mission correspondence and e-mails addressed to the Missions Leadership Team for action by the leadership team and others
- Ensure the church calendar for global mission activities is updated
- Identify and assist in ensuring the church website is updated for global missions
- Ensure any communication needs are communicated in church-wide vehicles (i.e. FirstNews, website, bulletin board, etc)

**5. Financial Subcommittee**

The financial subcommittee consists of the treasurer, lay team leader, and selected members of the mission's leadership team to review and evaluate funding for all mission activities. In addition, the subcommittee recommends changes to the funding criteria to guide decision-making processes and audits of the Missions Team financial statements to ensure financially supported organizations meet the standards of the Evangelical Council for Financial Accountability (ECFA) or similar standards. The financial subcommittee should recommend the disbursement of the funds raised by fundraisers to each mission team according to the needs of each team but not necessarily to deplete the funds raised.

**6. Mission Lead Coordinators**

Mission lead coordinators represent SFUMC and act as the liaison between specific mission's partners, ministries, and/or missionaries and the church. Leads learn about the people and needs in their respective mission field. Leads involve as many members of the church as possible to create support teams to achieve the following:

- Coordinate work teams for hands-on involvement
- Coordinate and plan short-term global mission trips according to the Global Missions Guidelines and Policies
- Regularly communicate with the partner and champion their prayer concerns and needs within the church
- Prepare church-wide communications
- Develop support plans including financial needs

**7. Members-at-Large**

Members-at-large are individuals without specific responsibilities on the mission leadership team. These individuals provide advice and perspective to the leadership team. The number of members-at-large should be limited to two to three persons.

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**8. Missions Conference Coordinator (consider for the future)**

The missions conference coordinator is appointed by the Mission Leadership Team and provides the leadership for planning and implementing the annual missions conference and Faith Promise campaign. The term ‘missions conference’ is a generic term to describe a celebration of missions by the church and a forum to educate and update the church on current and future mission activities. The missions conference can take many different forms. For example, a global impact celebration (GIC) is a large forum with many activities over several days while a mission fair is a smaller event normally held in one day. A plan is used to guide planning activities to ensure successful implementation the missions conference. The coordinator recruits a team to plan and implement the conference.

**9. Education Coordinator (consider for the future)**

The education coordinator is appointed by the mission leadership team and works with the Missions Team to develop and implement year-round missions-focused educational and awareness programs. A well-informed and knowledgeable congregation is more motivated and supportive of mission activities. In addition, coordinate with mission trip team leaders to plan church-wide celebrations or programs to share their mission trip experiences. These types of programs can occur on a regular basis such as monthly, quarterly, or semiannually.

**10. Fundraiser Coordinator**

The fundraiser coordinator works with team leaders to plan and execute all fundraisers held at SFUMC. Each fiscal year there are a certain number of fundraisers approved for Global Missions. This number is determined by the Finance committee and must be adhered to. It is the desire of the Global Missions Subcommittee that an annual fundraising event (GIC and Faith Promise Weekend) be organized and allowed to grow in the future. Responsibilities of the Fundraiser Coordinator include the following:

- Organizing all Global Missions Fundraisers held or advertised on SFUMC property
- Securing dates, times and locations for each event so as to not coincide with other events held at SFUMC
- Advertising each event
- Recording all participants
- Collecting all money raised at each event to turn into the church’s Financial Manager (Mark Chapman)

The Fundraiser Coordinator may designate someone from the Global Missions Subcommittee to help with these responsibilities.

**C. Terms of Office**

The term of office for Global Missions Leadership Team members shall be at least two years. If possible, the rotation of leadership team members should strive to maintain a

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high level of mission experience to ensure the long-term continuity of the Global Missions Leadership Team. As a result, opportunities are provided to help perspective leaders to grow into new roles and responsibilities. Each individual determines if they are called to participate for additional terms on the Global Missions Leadership Team.

***D. Global Missions Leadership Team Meetings***

The mission leadership team meets at least monthly to develop mission strategies and goals, review the progress of mission activities from coordinators, and review and approve recommendations from the financial subcommittee. Meeting participants include the following:

- Lay Team Leader
- Global Missions Staff Co-Leader
- Treasurer
- Secretary and Communications
- Global Mission Team or Project Lead and/or Co-leads (i.e. Nicaragua and Ghana)
- Members-at-Large
- Fundraiser Coordinator

**V. Financial Policies and Administration**

***A. Global Missions Leadership Team Budget***

The Church Council has responsibility for the Global Missions leadership team budget based on the recommendation of the global mission leadership team. The Global Missions subcommittee recommends an annual budget first quarter of the year to the Extending missions leadership team describing the expected expenditure of missions funds.

Global Missions funding comes mainly from Faith Promise giving and designated Global Missions gifts from individuals.

The budget reflects the strategies, goals, and funding criteria established by the Global Missions Leadership Team including funds for unplanned projects, scholarships (if approved), training, and contingencies.

Short-term global mission trips are not funded through the SFUMC annual budget; team members are responsible for funding 100% of their trip. Team members shall raise funds for the global mission trips and projects but a limited amount of missions funds for certain expenses may be available (limited to certain ground expenses per team).

However, fundraising activities must be coordinated within the church to prevent overlap with fundraising activities for other global mission trips or projects. The Global Missions budget may be used to pay for deposits (i.e. airline tickets, hotels, etc) prior to the team members raising the money if the financial coordinator and church's financial manager approve. Prior to paying any deposits using the church's budget, the Global Mission Trip or Project Lead must have communicated to team members their financial responsibility for attending the planned trip and team members' personal deposits must have been received.

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The church financial manager shall hold all funds raised or donated for the mission trip or project until needed for the mission trip or project.

### ***B. Disbursement of Financial Support***

Financial support is disbursed to partner organizations, missionaries, and organization to support short-term global mission trips each month as approved by the Global Missions Leadership team. Shortfalls in expected support shall be communicated to supported individuals, groups or organization as soon as possible by treasurer/Director of Missions and Outreach.

Financial support from the Global Missions Team is approved in accordance with approved funding criteria and is reviewed on an annual basis. Continued financial support or changes are based on need, availability of funds, and alignment with the purpose of SFUMC. The mission leadership team requests funds to be disbursed by the church financial manager using the approved request for funding or expense (found in the SFUMC church office).

### ***C. Financial Accountability***

The Global Missions Leadership team shall be wise stewards as they make financial decisions in support of global mission activities to achieve the purposes of SFUMC. It is prudent to expect a reasonable degree of financial accountability with various individuals, groups, or organizations that we support as a church. This accountability considers the following:

- We work with recognized and accountable individuals, groups, and organizations that match the goals and objectives of SFUMC.
- We review prospective global mission organizations for sound financial and administrative practices and cost effectiveness.
- We require missionaries to provide an annual budget for living and ministry expenses along with their ministry plan with goals and objectives.
- We expect regular contact with those individuals, groups, and organizations that we support.

### ***D. Funding Criteria***

The Global Missions Leadership team uses their collective wisdom, prayer, input from the ministerial staff, and the following objective criteria to guide decision-making when allocating missions funds:

- The activity meets the purpose of SFUMC Global Missions. “To be Christ’s witnesses in our Jerusalem, Judea, Samaria, and the Ends of the Earth.” (Acts 1:8)
- All individuals, groups, and organizations outside the church must complete Attachment G, “Global Missions Outreach Application,” and provide financial, program, and project information before funding is reviewed and approved.
- All individuals, groups, and organizations must be Christian or Christian-focused with the primary purpose to propagate the Gospel of Jesus Christ.

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- Funds are only provided to those individuals, groups, or organizations that show financial responsibility and accountability for their resources. We will not support those that spend more than 30% of their funds on administrative and fundraising costs. Endorsement/membership of ECFA is recommended
- Support to individuals, groups, and organizations are contingent upon a volunteer accepting the Global Missions Team or Project Lead role. Our primary goal is to build relationships with those we support.

## **VI. Global mission trips and Projects**

### ***A. Introduction***

Global mission trips and projects are not an end in itself but a vehicle by which God's church can spread the gospel throughout the world, disciple church members, and develop long-term relationships.

Global mission trips are very effective in strengthening discipleship within the congregation and cultivating a heart for missions. Global mission trips are encouraged because the lives of participants are forever changed and their experiences influence the congregation in a positive manner. It has been proven many times that the people involved in global mission trips and projects can make a long-term impact and are a vital part in fulfilling the strategic goals of the world-wide church.

There are many different types of global mission trips and projects. SFUMC supports those mission activities that reflect our purpose and calling.

These guidelines and policies ensure global mission trips and projects are consistently and successfully implemented and result in achieving team and church goals and strategies.

### ***B. Criteria for Global Mission trips and Projects***

The criterion to initiate a mission trip or project includes the following:

- To achieve the purpose of SFUMC which exists to fulfill the Great Commission of Jesus Christ: by spreading God's love, compassion and grace, by encouraging evangelism through personal relationships, and by sharing resources to meet immediate and long-term needs for all God's children through the power of the Holy Spirit.
- Clear and realistic objectives, goals, and benefits to the mission trip participants, the church, and the host organization.
- A commitment to participate for personal and spiritual development.

### ***C. Global Mission Team Responsibilities***

#### **1. Selection of Global Mission Trip or Project Leader/Co-Leader**

Great care must be taken in the selection or approval of a team leader. The team leader will be a major factor in the effectiveness and success of the mission. Team leaders and co-leaders will be chosen by the Global Missions Leadership Team upon approval of the mission trip proposal. It is imperative that the selected team leader

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have some experience as a team member or co-leader and have felt a calling from God to missions. The team leadership training is invaluable and is strongly recommended. If there is not money in the Global Missions budget, the team leader should budget some of this money in the short-term trip or project budget.

Team leaders and Co- leaders have the following pre-requisites for leading a Global Mission Short-Term trip:

- Have at the very least participated in an international short-term trip and preferably led a trip in the past
- If the person has not led a trip in the past, the potential team lead must attend a team leader training
- Must be approved by Global Mission Coordinator and Global Mission Staff Liaison
- Complete an application process
- Must feel they are answering a call from God
- Member of SFUMC

Team leaders and co-leaders should be committed believers and followers of Jesus Christ that exemplify a servant's attitude and must be prepared to discourage any and all unchristian-like behavior that could emerge from team members.

Questions to ask when considering a person to become a leader:

- What role does this person currently hold in her/his church?
- Do the members of his/her church respect this person?
- Would YOU want to be stranded thousands of miles away from home with this person?
- Is this person willing to gain the training necessary to accomplish the task?
- What group leadership experience does this person possess?

Qualities to consider when selecting a leader:

- A demonstrated commitment to Christ and to the global mission ministry of the church
- Maturity
- Travel knowledge and cultural sensitivity
- Flexibility and PATIENCE, PATIENCE, and PATIENCE
- Leadership skills in organization and decision making, ability to delegate responsibilities to team members, and willingness to include the team in the process.
- Financial management skills or ability to delegate to a team member this responsibility
- Ability to recruit team members and locate resources
- Interpersonal skills and communication skills for dealing with team members and contact persons of the sponsoring ministry and the host team
- An enthusiastic, caring, positive attitude that enables the person to be a motivator
- Willingness to invest time and energy to prepare, guide, and supervise mission team members

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- Ability to be a problem solver
- Ability to set a good example for the team
- A sense of humor

## **2. Team or Project Leader/Co-Leader**

The mission team leader has the overall responsibility to plan and execute the mission trip or project and will be required to pull together all phases of the team preparation and on-site activities to ensure a successful mission experience. The planning of the project usually starts one year in advance. The key activities include:

- Select the project and identify the team activities and trip goals (should start approximately 12 months in advance)
  - Develop a timeline for preparing for mission
  - Prepare and submit a budget using the required budget form (attachment K)
  - Plan team orientation and training
- Meet with Minister of Missions and Outreach and lay team leader to provide feedback on prospective team members (should start approximately 6 – 10 months in advance)
- Make travel arrangements (should start approximately 6 months in advance)
- Gather health and safety information (should start approximately 5 – 6 months in advance)

### *Selecting the Project and Identifying team goals:*

The team leader (and/or co-leader) is the primary contact between the mission or host organization and the team, and must clearly define the objectives and goals of the mission trip or project. The team leader must submit a Missions Outreach Application including budget (attachments G and K) to the Global Missions Leadership Committee. The application must be approved by the Global Missions Leadership Committee prior to official recruiting of team members.

The team leader must prepare a comprehensive team plan for the planning and execution of the mission trip or project commensurate with the size and type of mission trip or project. The team leader shall use Attachment A, “Mission Trip Planning Checklist.” The team leader should consider having the following roles within the team: co-lead/advisor, travel coordinator to location, health and safety, spiritual guide, logistics coordinator at location and financial coordinator.

The team leader must plan the team orientation and training and should use the Missions Team Training Outline as a guide (**attachment E, Missions Team Training Outline**). The team leader is encouraged to identify and implement team building activities to ensure the appropriate bonding is accomplished. The Global Missions Lay Team leader or Staff Leader should be able to provide suggestions. The activities should be included in the budget proposal.

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Team leaders for international locations need to develop a familiarity with the laws and customs of the host country in order to advise and counsel those who desire to participate in the trip. The team leader should consult the host country, missionaries, and other expert sources to achieve an in-depth understanding of the host country and local community.

*Recruiting of team members:*

The team leader is encouraged to recruit more members than will be required, as later changes may eliminate some who are selected. It is important that the leader clearly explains the selection process to prospective team members so that there are few misunderstandings. The team leader should also identify a Support Home leader

*Selection of team members:*

Team members for all global mission trips will be selected by the Minister of Missions and Evangelism and the Lay Team Leader. Team members will be chosen based on the application and needs of the identified trip including information from host site, transportation capacity, physical limitations, and cultural considerations. Team leaders and/or co-leaders will be given the opportunity to provide input on all prospective team members before the team is chosen. Anyone interested in being part of a global mission trip must fill out the application for the trip (attachment B). The Director of Missions and Outreach and the Lay Team Leader will communicate the reasons to anyone not chosen for the mission trip. Any applicant that is not selected to make the short-term trip is encouraged to be a support member for planning the trip.

Team leaders should have all selected team members fill out Missions Team Covenant (use **Attachment D, Missions Team Covenant**). This form must be filled out and signed 2 – 3 months prior to departure. All forms must be turned into the Global Missions Lay Team Leader or Staff Leader.

*Travel Documentation and Arrangements:*

(Consider selecting someone on the team to coordinate travel and documentation)

The team leader shall take a copy of all important team forms (e.g., medical information and release form) on the mission trip including the medical prescriptions used by team members during an international mission trip.

Team leader is responsible for ensuring team members have all appropriate travel documentation (passports, visas, etc). Accurate information regarding requirements may be obtained through the following website <http://www.travel.state.gov/> then click consular.

The team leader should have a copy of the first page of the passport of each team member. In some cases, the project host will ask for such a copy. Experience suggests that the team leader should write his/her representative in Congress to say

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where the team is going, with a list of the names, passport numbers and flight schedules. In emergency situations, this information may be helpful. For safety reasons, all team members must travel together therefore; there will be no use of buddy passes. Sky mile usage will be permitted granted **all** team members travel together.

Travel plans should be made well in advance. SFUMC does work with a specific travel agency and this may be a place to start in booking reservations. A group of 10 or more traveling on the same flight usually qualifies for a discount and should be requested. Please see church's financial manager or Minister of Missions for more details.

Travel coordinator should ensure team knows the luggage requirements and limitations.

*Health and Safety Information:*

(Consider having a team member coordinate Health and Safety information and tracking)

Team leader or appointed team member should ensure the team knows the appropriate vaccinations and immunizations required as well as an estimated price of each (consult the [www.cdc.gov/travel/index](http://www.cdc.gov/travel/index) site).

*Other considerations:*

The team leader should consider having a spiritual guide role or complete this responsibility his/her self with conjunction of the staff liaison (both planning and during the trip itself). The spiritual responsibilities should include creating a space for worship and sharing, nurturing the team as a community, gaining insights and solving problems in light of cultural context (may help to partner with the host to ensure understanding the cultural impacts).

### **3. Team Members**

The selection of team members varies based on the location, focus, and objectives and goals of the mission trip or project. On some occasions, specialized skills, qualifications, or gifts may dictate who should be on the team. For all teams, personal and spiritual growth is an important consideration, yet teams should have a balance of spiritual maturity. Team members should feel that God is calling them to serve in the mission field. The team member must fill out an application in order to participate.

Prospective team members must beware of the level of commitment expected for the success of the mission trip or project. The commitment includes training and preparation activities in addition to the actual mission trip or project. Team members are responsible for funding 100% of their trip. There is a required deposit from each team member that should come from his/her own money, part of this is nonrefundable and viewed as a good faith deposit that the team member will participate in the trip. The remaining amount required to go on the short-term trip may be raised through personal letters, group fundraisers and/or personal monies.

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For international trips, team members are responsible for obtaining and updating their Passport and visas in a timely manner.

Prospective team members shall complete **Attachment B, “Mission Team Application,”** to identify their interest and commitment to the mission trip or project. Applicants under the age of 18 shall have the approval of their parents or guardian. Mission Team Applications can be turned in to the Team Leader/Co-Leader, the Minister of Missions and Evangelism or the Global Missions Lay Team Leader.

While team members are normally members of SFUMC, there may be occasions when non-members from the local area or across the country may join the team. As a result, alternate plans may be necessary to complete training and team preparations to ensure non-members are fully integrated into the team, one way of achieving this could be through conference calling during team meetings.

Team members must be prepared physically, mentally, and spiritually to participate in the mission trip or project.

In addition, team members are asked to sign a team covenant as described in **Attachment D, “Missions Team Covenant,”** or an equivalent. The team member must sign this form 2 months prior to departure

#### **4. Home Team Leader**

The home team leader is responsible for supporting the team in the field by coordinating and distributing prayer concerns, team devotions, and team communications. The home team leader shall establish primary and backup communication contacts (available 24 hours a day while the team is in the field) through which the team, families, and church staff can communicate, especially during emergency situations. The home team leader shall maintain a copy of all important team forms (e.g., medical information and release form) to support and backup the team leader while in the field.

#### ***D. Global Mission Team Plan***

The team leader shall develop a comprehensive team plan to guide the preparation and execution of the mission trip or project and any follow-up actions. The team plan should identify and describe the following elements:

- The objectives and goals for the mission trip or project
- A list of the team members, the home team leader, communications contacts, and others who will be in support roles
- Training needs (including team building activities and informational needs)
- Travel plans and contingencies
- Medical response plans and contingencies
- Budget and fundraising plan (fundraising must align with the SFUMC Global Missions Fundraising policies (**appendix H**))
- Prayer support and team devotions
- Follow-up activities (evaluations, debrief meeting, and summary report)

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The Global Missions Lay Team Leader and Global Missions Staff person should approve the team plan. It should be submitted 6 months prior to departure.

### ***E. Team Training Plan***

The team leader and team members should complete appropriate team training to ensure success of the team in the field. The team leader shall plan and conduct team training as needed including topics such as leadership, stress management, conflict resolution, evangelism, cross-cultural communication, and team dynamics. The team leader can use Attachment E, “Mission Team Training Outline” or an equivalent as a guide to identify and lead training sessions. Training resources available include the following:

- United Methodist Volunteers in Mission (UMVIM) at web site: [www.umvim.org](http://www.umvim.org)
- United Methodist Men (UMM) at web site: [www.northgeorgia-umm.com](http://www.northgeorgia-umm.com)
- Servants in Faith for Technology (SIFAT) at web site: [www.sifat.org](http://www.sifat.org)

It is recommended that the team leader meets with the team at least every 3 – 4 weeks starting six months prior to departure of the trip and every 1 – 2 weeks the last two to three months.

### ***F. Medical Response Plan***

Team members shall be in sound physical and mental condition to allow participation in the planned global mission trips or projects. Any physical or mental limitations or restrictions should be clearly identified to the team leader. Team members shall complete Attachment C, “Medical Information and Release Form,” or an equivalent. Applicants under the age of 18 shall have the approval of their parents or guardian.

The appropriate immunizations and other medicines (e.g., anti-malaria) shall be identified based on the mission location and obtained in a timely manner. Consult the Centers for Disease Control at web site [www.cdc.gov](http://www.cdc.gov) for specific information on the mission location.

Injury and illness can occur at any time and contingencies need to be identified based on the mission location. All teams shall take a first aid kit, and team members shall have personal medical insurance and purchase additional medical insurance as needed.

Team leaders should ensure that SFUMC has insurance to cover the team for additional medical coverage. If not, they can obtain accidental insurance through UMVIM at web site [www.umvim.org](http://www.umvim.org).

### ***G. Travel Plan***

The team leader is responsible for coordinating team travel plans to the mission location and while in the field. In addition, luggage or other travel requirements should be understood to ensure they are adhered to by the team.

Passports are required for international travel and some locations may require a visa.

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Travel security and the potential for evacuation from the mission location because of terrorism, political violence, or medical problems are very real concerns. Contingency plans shall consider medical evacuation insurance and travel insurance.

International travel resources for passports, visas, and travel warnings can be obtained from the United States Department of State at web site: [www.state.gov](http://www.state.gov).

## ***H. Prayer and Team Devotion Plan***

Prayer and team devotions are key elements of discipleship during the planning, preparation, and execution of the mission trip or project. Team leaders should use prayer and devotions to strengthen the team, supporters, and hosts. The congregation can contribute to the team by writing devotions, praying for the team, and being prayer partners while the team is in the field.

Discipling team members during all phases of the mission trip or project is very important and contributes greatly to team building. Team unity is critical. The team needs to be fully prepared to work hard together by being united, disciplined, and spiritually together before leaving on the trip.

## ***I. Budget and Fundraising Plan***

The team needs to develop a team budget with a strategy and plan to raise funds as needed to support the mission trip or project as well as team travel and living expenses. The team shall submit their budget and fundraising plans at least 4 months (preferably 6 months for international trips) before departure to the Global Missions Leadership Team for review, feedback, and approval. The Global Missions Leadership Team will need to obtain approval from the Church Council. Fundraisers must follow the established policies of SFUMC. Any exceptions will need to be approved through the Church Council.

Fundraising activities are important to communicate the purpose and focus of the mission trip or project and raise awareness within the church and local community. The planned fundraisers for all Global Mission trips will be coordinated through the Global Missions Leadership team. The funds raised will be disbursed to the individual approved trips. The disbursement of the funds will be based on the planned cost of the trip and participation of the members of the team. If a team does not participate in the planned fundraiser, the team which did not participate will not have any funds designated toward their budget.

Individual team fundraisers may be planned if they are off-site from the church. Any individual team fundraisers that are requested on-site of the church or that will touch the entire church congregation will need to have approval from the Global Mission Leadership Team and Church Council. Team members are encouraged to send out letters to both their family and friends affiliated with SFUMC as well as those who are not. Team members are strongly discouraged from using the Church Directory as a mailing list to send out a letter to all members of the congregation. All team members are expected to fund their portion of the mission trip.

Team members shall raise funds for the mission trips and projects but a limited amount of missions funds for scholarships may be available.

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The church financial manager shall hold all funds raised or donated for the mission trip or project until needed for the mission trip or project. The mission trip team should identify a financial coordinator to work with the church financial manager to ensure all monies collected are being provided to the church financial manager and any disbursement needs.

Additional resources for fundraising ideas can be obtained from the following web sites:

- [www.e-volunteerism.com](http://www.e-volunteerism.com)
- [www.foundationcenter.org](http://www.foundationcenter.org)
- [www.techsoup.org](http://www.techsoup.org)

### ***J. Follow-up Activities***

The team leader should conduct a debriefing session upon returning home to allow team members to reflect on their experiences and complete the learning and development process. Like any personal experience, a great deal of learning takes place when reviewing and critiquing the team's experiences and performance. The team needs to identify what went well and what should be changed and their underlying reasons. In addition, these discussions need to focus on the personal and spiritual growth of team members. The team leader should give the team members an evaluation form (**appendix I**) to fill out on the way home from the trip. A debriefing session should be scheduled one to two weeks after the return. The evaluation sheets should be submitted to the Global Mission Staff person or Lay Team Leader.

The team prepares a variety of methods to communicate their experiences to the church. Methods may include a church-wide celebration or program, pictures, and small group presentations. The church-wide celebration program(s) will be coordinated by the Global Missions Leadership team. Any team should volunteer to share their trip experiences to Sunday school classes or other small groups. Telling the story of the trip should include:

- Give a brief overview of the mission (entire presentation should be 5 – 15 minutes)
  - Being positive and appreciative as well as honest and sincere
- Tell a personal story (not too many)
  - Let your pictures and recordings reflect the experience with dignity and respect
  - Incorporate some of the total ministry of the church where you served
- Explain future plans
  - Lift up some ongoing concerns of the host church
- Express appreciation for the support
- Ask for questions and comments

The team leader shall write a trip report to the Global Missions Leadership Team to be shared with the Global Leadership Team and then to Church Council. This report communicates the scope and results of the mission trip or project, provides an accounting

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of financial expenditures, and provides a historical account from which to draw upon for future global mission trips and projects.

A debriefing session should include:

- Spend the first portion of the session sharing refreshments and visiting informally. Ask team members to bring duplicate pictures to share with other team members
- Leader should share a summary of the evaluations the team members filled out on the way home. If these were not done, the leader may distribute evaluation forms and ask the group to fill them out.
- Reviewing of the evaluations may trigger lively discussion that will help the team members reflect upon their experience and provide suggestions for improvements in the future.

## **VII. Missionary and Seminary Support**

### ***A. Introduction***

SFUMC, with the assistance of the Methodist Church and mission organizations, shall sponsor and support missionaries throughout the world to meet our purpose.

### ***B. Candidates for Missionary Support***

Candidates sponsored and supported by the church shall undergo evaluation and assessment of several aspects of their life to determine their readiness for missionary field service attendance. Candidates should consider the following to prepare and sustain them:

- A strong and thriving spiritual life
- A strong and stable marital relationship and family life
- Stable financial conditions that allows transition to field service with debt-free status
- Practical experiences that exercises the candidate's faithfulness, skills, gifts, and attitude
- An appropriate educational background for service
- A mission organization or church under which to serve

### ***C. Responsibilities of the Church to the Missionary***

SFUMC may support missionaries through existing mission organizations. However, missionaries identified through the Global Missions Leadership team to support are provided additional sponsorship from the church. The funds may be given by the church financial manager through their affiliated missions organization.

The Global Mission lay or staff leader from the church acts as the liaison between the church and missionaries.

Financial support for specific missionaries from individuals, Sunday school classes, and children's, youth, men's, and women's ministries and fellowship groups is encouraged.

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***D. Responsibilities of the Missionary to the Church***

Missionaries are responsible to the church for the following:

- Complete and submit an application for financial support including an annual budget request
- Submit a ministry plan with goals and objectives
- Plan for regular contact with SFUMC
- Be available to visit SFUMC when on furlough
- Inform SFUMC of changes in the assignment location or role

***E. Financial Disclosure***

Missionaries fully supported by SFUMC may request and receive a list of their supporters. The names of supporters are provided but not the level of financial support. However, this information is not available to mission agencies, other church organizations, or individual missionaries who are not members of SFUMC.

**VIII. References**

1. McEachern Memorial Mission Guidebook and Policies
2. United Methodist Volunteers in Mission Handbook
3. The Purpose Driven Church, Rick Warren, Zondervan
4. Global Focus Seminar materials and guidelines, World Parish Ministries

**IX. Attachments**

Attachment A, Mission Trip Planning Checklist  
Attachment B, Mission Team Application  
Attachment C, Medical Information and Release Form  
Attachment D, Mission Team Covenant  
Attachment E, Mission Team Training Outline  
Attachment F, Missions Leadership Team Request for Funds  
Attachment G, Missions Outreach Application  
Attachment H, Global Mission Fundraising Policies  
Attachment I, Global Mission Debrief Evaluation  
Attachment J, Global Missions Contribution Coupon

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***Attachment A, Mission Trip Planning Checklist***

**8 to 12 Months before the mission trip or project**

- \_\_\_\_\_ Survey the church, Global Missions Leadership Team, and church staff to determine their level of support and commitment to the mission trip or project
- \_\_\_\_\_ Form a planning group
- \_\_\_\_\_ Determine the objectives and goals for the mission trip or project
- \_\_\_\_\_ Contact the host organization or missionary to determine the needs of the host organization
- \_\_\_\_\_ Discuss logistics such as meals, transportation, lodging, work schedule
- \_\_\_\_\_ Agree on dates for the mission trip or project
- \_\_\_\_\_ Use the budget worksheet to determine the cost for each team member
- \_\_\_\_\_ Draft a fundraising strategy and plan
- \_\_\_\_\_ Develop team member requirements
- \_\_\_\_\_ Develop and turn in Mission Team Plan

**4 to 8 Months**

- \_\_\_\_\_ Obtain approval on Mission Team Plan from Global Leadership Team
- \_\_\_\_\_ Schedule the team's consecration on the church calendar
- \_\_\_\_\_ Begin promoting the mission trip or project to enlist team members and supporters
- \_\_\_\_\_ Collect applications for trip and turn in to Minister of Missions and Global Missions Lay Team Leader
  
- \_\_\_\_\_ Make tentative travel plans and airline reservations as needed
- \_\_\_\_\_ Conduct a pre-visit if possible
- \_\_\_\_\_ Plan a local mission trip or project for team building and practice
- \_\_\_\_\_ Finalize a schedule for the mission trip or project
- \_\_\_\_\_ Determine the medical needs for the trip. If needed, enlist a nurse or other person trained in first aid and CPR
- \_\_\_\_\_ Develop a packing list for team members
- \_\_\_\_\_ Ensure team has necessary insurance and health needs covered
- \_\_\_\_\_ Ensure all travel logistics and deposits are being taken care of by team members
- \_\_\_\_\_ Recruit a home team leader and identify a support team
- \_\_\_\_\_ Begin team training and meeting sessions including identifying roles within the team
- \_\_\_\_\_ Begin fundraising activities
- \_\_\_\_\_ Conduct a parent meeting for youth global mission trips or projects to update them
- \_\_\_\_\_ Develop a travel itinerary including ground transportation
- \_\_\_\_\_ If needed, ensure team members have applied for a passport
- \_\_\_\_\_ Team members send out prayer and financial support requests as needed
- \_\_\_\_\_ Present the draft plan and budget to the mission leadership team
- \_\_\_\_\_ Begin collecting supplies

**1 to 2 Months**

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- \_\_\_\_\_ Conduct a team building activity
- \_\_\_\_\_ Turn in all forms to Global Missions Leadership Team (medical release, covenant, and copies of travel documents (insurance, passport, visas, etc))
- \_\_\_\_\_ Stock a first aid kit
- \_\_\_\_\_ Contact the host organization for any updates
- \_\_\_\_\_ Remind team members to complete team forms
- \_\_\_\_\_ Submit visa applications if required
- \_\_\_\_\_ Determine team duty and “Buddy” assignments

**1-4 Weeks**

- \_\_\_\_\_ Conduct the team’s consecration on the Sunday before the mission trip or project
- \_\_\_\_\_ Request funds from the church financial manager or missions leadership team
- \_\_\_\_\_ Collect completed team forms and make a duplicate set to remain with the home team leader
- \_\_\_\_\_ Conduct a parent/spouse meeting to discuss logistics and travel plans
- \_\_\_\_\_ Pack and load supplies for transport

**During the Mission Trip or Project**

- \_\_\_\_\_ Be flexible
- \_\_\_\_\_ Represent Jesus Christ, the church, the host organization, and the missionary well
- \_\_\_\_\_ Share your personal testimony and faith when the opportunities arise
- \_\_\_\_\_ Role model a servant’s spirit
- \_\_\_\_\_ Make alternate plans (e.g., it may rain)
- \_\_\_\_\_ Take a day off and have fun
- \_\_\_\_\_ Remember, everyone will have a “Terrible Thursday” when heat, fatigue, or other factors increase the level of stress. When this happens, give one another some space to recover
- \_\_\_\_\_ Write in a journal and take pictures and videos
- \_\_\_\_\_ Share telephone numbers and addresses with hosts and others to develop long-term relationships

**Follow-up Activities**

- \_\_\_\_\_ Conduct a celebration with supporters, family, and friends
- \_\_\_\_\_ Follow through on any personal decisions made during the trip
- \_\_\_\_\_ Write thank you notes to supporters
- \_\_\_\_\_ Conduct a debriefing session
- \_\_\_\_\_ Share pictures and videos
- \_\_\_\_\_ Write and submit a trip report in addition to briefing the Global Missions Leadership team

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***Attachment B, Global Missions Team Application***

The purpose of this application is twofold. First to help you evaluate if you are ready to participate in this mission trip or project. Secondly, to help the team leader learn more about your interests and commitment level to the mission trip or project. However, completion of this application does not guarantee your participation.

Team application must be submitted **no later than 3 months** prior to departure of team to ensure entire team has enough time to accomplish planning, team building and final preparation. Team building is crucial to the successfulness of the mission team. Any exceptions for last minute team members must be approved by the Global Leadership Team and Mission Minister.

Any Team applicant who is accepted to be part of the mission trip must commit to the team meetings and fundraising efforts.

Mission Trip or Project: \_\_\_\_\_

**Personal Profile**

Name (as shown on passport): \_\_\_\_\_

Male: \_\_\_\_\_ Female: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Birth Date: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Age: \_\_\_\_\_

Marital Status: Single \_\_\_\_\_ Engaged \_\_\_\_\_ Married \_\_\_\_\_ Widowed \_\_\_\_\_ Divorced \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_

**Experience Profile**

Are you presently attending school? No \_\_\_\_\_ Yes \_\_\_\_\_ Where? \_\_\_\_\_

Level of formal education completed?

High School \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

College \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_ Degree/Major \_\_\_\_\_

Vocational \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

Military Service: Branch \_\_\_\_\_ When? \_\_\_\_\_ Type of Duty: \_\_\_\_\_

Are you able speak or write a foreign language? Yes \_\_\_\_\_ No \_\_\_\_\_ Language(s): \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Interests/Hobbies: \_\_\_\_\_

Have you traveled internationally? Yes \_\_\_\_\_ No \_\_\_\_\_ Where? \_\_\_\_\_

Have you been on a global mission trips or project? Yes \_\_\_\_\_ No \_\_\_\_\_

Where? \_\_\_\_\_

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\_\_\_\_\_

Do you work with children or youth? What type (i.e. storytelling, art, singing, crafts, recreational skills) \_\_\_\_\_

\_\_\_\_\_

Building / carpentry skills (Fair, Good, Excellent, Professional) \_\_\_\_\_

Medical Services (Physician, Nurse, First Aid Training, CPR training) \_\_\_\_\_

Musical (Singing, musical instrument) \_\_\_\_\_

Other talents or hobbies \_\_\_\_\_

Do you have a passport? Yes \_\_\_\_\_ No \_\_\_\_\_ Passport Number: \_\_\_\_\_ Expires: \_\_\_\_\_

Certified Birth Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

What problems do you have when traveling? \_\_\_\_\_

\_\_\_\_\_

**Medical Profile**

Do you have any problems taking preventative medicines such as anti-malarial, or immunizations commonly recommended for travel in some parts of the world?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

Do you usually experience good health? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

Allergies to medications? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

General allergies: \_\_\_\_\_

\_\_\_\_\_

Blood type: \_\_\_\_\_

List any current medications and medical conditions that would restrict or limit your participation (use separate sheet if needs:

\_\_\_\_\_

\_\_\_\_\_

Please indicate the general state of your health. Is there anything that the team leader should be aware of healthwise (allergies, diet, specific medicines, etc)? This is to ensure that the mission will be suitable to a person's health as there may be fairly rigorous activity and hours may be long.

\_\_\_\_\_

\_\_\_\_\_

**Spiritual Profile (please use separate sheet of paper as necessary to fully answer these questions)**

Church affiliation (if other than SFUMC): \_\_\_\_\_

Pastor/Church Leader: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

What are your reasons to join this mission team or project? \_\_\_\_\_

\_\_\_\_\_

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What is God calling you to do in service? \_\_\_\_\_

Identify your gifts/talents that would be useful for this mission team or project: \_\_\_\_\_

Team members may be asked during the mission trip or a service to give a brief 2 – 3-minute testimony. Do you feel certain that with God’s help you will be able to make such a public testimony? \_\_\_\_\_

✓Draft your written personal testimony in preparation for sharing with the team and in the field.

**Permission** (including the applicant under age 18)

- Expenses are based on best estimates and are subject to change.
- Team members, leaders, and staff agree to participate in fundraising and promotional activities.
- Team members are responsible for raising their money for the travel, lodging, and incidental expenses (i.e. vaccines) through personal monies, individual fundraising letters, and group fundraisers.
- Individual team member must personally pay for their non-refundable deposit required for trip. Non-refundable deposit is due no later than 3 months prior to departure of the trip.
- Individual team members must personally pay for their travel insurance. This is included in the deposit and is the only part that is refundable. This is due no later than 3 months prior to departure of trip.
- Team members and team leaders agree to participate in team meetings. If team member does not participate in team meetings, team leader may request person to not attend the trip.
- In the event of political unrest, or natural disaster, SFUMC reserves the right to cancel the mission trip or project.
- Team members, leaders, and staff strictly adhere to expected standards and policies and are subject to dismissal without refund or reimbursement.
- Team members, leaders and staff serve at their own risk and SFUMC is not liable in the event of illness, accident, death, or terrorist acts, or for transportation or any other expenses beyond that of normal involvement.
- All donations received by SFUMC go towards tax exempt mission expenses. Money cannot be refunded.
- If person does not go on trip for any unforeseen reason, the deposit is non-refundable and any donations are non-refundable.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If applicant is under age 18)

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***Attachment C, Medical Information and Release Form***

Name (as shown on medical insurance):

\_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Birth Date: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Age: \_\_\_\_\_

**Permission** (including the applicant under age 18)

- I do hereby verify that the below information is correct and I do hereby grant permission for the church to obtain medical attention in case of sickness or injury.
- I hereby grant permission for an attending physician or hospital to perform whatever care deemed necessary by the church for my welfare should I be unable to make reasonable and sound decisions for myself.
- I also hereby release, absolve, indemnify, hold harmless, and forever discharge the church, the organizers, sponsors, and supervisors from any and all claims, demands, actions or cause of actions, past, present, or future arising out of injury or damage while participating on this trip.
- I assume all risks and hazards incidental to the conduct of the activities and transportation to and from the area. In case of injury to me, I hereby waive all claims against the organizers, the sponsors, or any supervisors appointed by them. I likewise release from responsibility any person transporting me to and from the activities.
- I agree to provide medical insurance

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

(If applicant is under age 18)

**Medical and Insurance Information**

Medical Insurance Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Family Physician:

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Have you ever been treated or seen by a physician for (check applicable boxes and explain below)?

- |   |                                       |  |
|---|---------------------------------------|--|
| <input type="checkbox"/> None           | <input type="checkbox"/> Allergies    | <input type="checkbox"/> Asthma                |
| <input type="checkbox"/> Bronchitis     | <input type="checkbox"/> Chest Pain   | <input type="checkbox"/> Diabetes              |
| <input type="checkbox"/> Dizziness      | <input type="checkbox"/> EENT Disease | <input type="checkbox"/> Emotional Problems    |
| <input type="checkbox"/> Heart trouble  | <input type="checkbox"/> Hernia       | <input type="checkbox"/> High Blood Pressure   |
| <input type="checkbox"/> Kidney trouble | <input type="checkbox"/> Sinusitis    | <input type="checkbox"/> Stomach Upset         |
| <input type="checkbox"/> Stroke         | <input type="checkbox"/> Ulcer        | <input type="checkbox"/> Other (explain below) |

**Immunizations:**

- |   |   |
|---|---|
| <input type="checkbox"/> Tetanus: Date Received _____ | <input type="checkbox"/> Typhoid: Date Received _____ |
| <input type="checkbox"/> Other _____                  |   |

List any prescription drugs you will be taking while on the trip; state the purpose, frequency, and dosage for each.

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Comments:

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**Emergency Notification**

Relative or Friend \_\_\_\_\_

Address: \_\_\_\_\_

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Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

If unable to contact the above, contact the following:

Relative or Friend \_\_\_\_\_

Address: \_\_\_\_\_

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Telephone:

---

Email:

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***Attachment D, Missions Team Covenant***

**Attention Team Members!**

Carefully read the following list of principles and expectations, and discuss them with the team leader and other team members for full understanding. If you are willing to make a commitment to this mission trip or project, sign the covenant as a pledge of your commitment and acceptance of the terms of this covenant.

This covenant should be signed no later than 2 months prior to departure and preferably 3 months.

While participating in this mission trip or project, I will seek to demonstrate my love for Christ and others by agreeing to ....

1. **Keep myself healthy.** I will refrain from activities that may be considered inappropriate in some cultures (e.g., tobacco products, alcohol). I will take into consideration any food allergies and dislikes and take responsibility for these myself on the trip by taking food with me as necessary.
2. **Maintain a safe environment for my fellow team members.** I agree not to have possession of or use firearms.
3. **Work to the best of my ability.** I am excited about demonstrating my love for Christ by ministering and working hard for the duration of this mission trip or project without complaint. I realize that every “task” will not be defined, but will take it upon myself to look for opportunities to further expand my service for a team member or local person.
4. **Follow the mission trip or project schedule.** I understand that I must remain flexible because schedules often change. I also understand that any schedule changes must be made by or approved by the team leader or our hosts. I will comply with those decisions and support those decisions. In respect to others and myself, I will respect the lights out time each night.
5. **Stay in the designated mission trip area.** I agree to stay with the team at all times. I understand that I cannot leave the ministry site or lodging areas without permission from the team leader. Girls should not be in the boys designated area nor should boys be in the designated areas for girls.
6. **Respect the privacy of others.** I understand that the possessions of others must not be tampered with or taken. I expect others to grant the same measure of respect to my privacy and possessions.
7. **Maintain a clean environment.** I will do my best to keep all areas of the church, work location, and lodging areas clean and free of litter. I will respect the property and grounds serving as my home away from home. I understand that any property damage caused by me will be my responsibility.
8. **Demonstrate a Christ-like spirit.** My attitude will be like that of Jesus (Phil. 2:5). I will love those with whom I work and those around me throughout the mission trip or project. I will refrain from complaining at the expense of the team members and leader which can demoralize and jeopardize the success of the team. Any concerns should be taken privately to the team leader first for discussion. I will try to bring solutions with any concerns.
9. **Be aware of my witness 24 hours a day.** I understand my attitude at restaurants, at my lodging site, or during free time is just as important as when I am “doing my mission assignment.” I will serve with this maxim in mind: “Do no harm.” I know that I am representing Christ, SFUMC, and myself.
10. **Share my faith.** I will come prepared to share my personal testimony and faith with others.

I have read and understood these principles and expectations for the mission trip or project and agree to follow them. If I break any of these covenants, the team leader has the authority to take disciplinary actions including sending me home early.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If applicant is under age 18)

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***Attachment E, Missions Team Training Outline***

Teams are encouraged to meet every 3 – 4 weeks beginning at least 6 months prior to departure. During the last 3 to 4 months prior to departure, the team is encouraged to meet every 1 – 2 weeks (in the last month the team should meet weekly)

The sessions below should be broken into smaller segments.

**Team Training Session**

- Prayer
- Team member introductions
- What a mission trip or project is not!
  - Not a tropical vacation
  - Not a National Geographic tour
  - Not a sightseeing tour
  - If your idea of roughing it is Motel 6....
- Why go on a mission trip or project?
  - Because God has given each of us a specific call
  - Because Jesus gave us the Great Commission
  - Goals
  - Support the host organization or missionary
  - Be effective witnesses to all we encounter
  - Disciple team members and others
  - Establish and strengthen relationships
  - Last priority – build something
- Team versus Committee
  - Leadership
    - Not operate as a committee
    - Consult when possible
  - Unity (Phil. 2:1-5)
    - Essential
    - Our trip will have long lasting impact on our hosts and missionaries and their ministries – either positive or negative
  - Team member responsibilities
    - Field positions
    - Buddy system
    - Attendance/participation
- Schedule
  - Fundraising events
  - Training sessions
  - Team building activities
  - Consecration
  - Packing day
  - Travel
  - Debriefing and other follow-up activities
- Immediate requirements
  - Passport and photos
  - Immunizations
  - Support team
  - Fundraising
  - Support letters
- Medical information
- Spiritual development
  - Prayer and personal devotions
  - Testimonies

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- Field devotions
- Prayer cards
- Journal
- Prayer

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***Attachment E, Missions Team Training Outline***

**Team Training Session**

- Prayer
- Devotion
  - Biblical basis for missions
  - Testimonies
  - Spiritual gifts
  - Discuss personal testimonies
- Administrative
  - Passport
  - Visa
  - Immunizations /anti-malaria medicine
  - Dress (based on mission location and customs)
    - Shorts or no shorts?
    - No suggestive T-shirts
    - Men - Ties for church services
    - Women – pants or no pants?
    - Women – no bare shoulders
    - Work clothes
  - Insurance
  - Support letters
- Cross cultural orientation
- Prayer

**Team Training Session**

- Prayer
- Trip details
  - Baggage
  - Security
  - Team expectations and responsibilities (covenant)
  - Supplies
- Devotion
- Prayer

**Team Training Session**

- Prayer
- Finances
- Travel security
  - Watch out for each other
  - Control of luggage
  - Gifts are not to be wrapped
  - Security checkpoint behavior
- Schedule
- Devotion
- Prayer

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***Attachment E, Missions Team Training Outline***

**Team Debriefing Session**

- Prayer
- Finances
- Critique of planning and execution of mission trip or project
- Personal sharing of experiences and how affected
- Planning for program or small group presentations
- Supporter thank you letters
- Written report to Missions Leadership Team
- Devotion
- Prayer

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***Attachment F, Missions Leadership Team Request for Funds***

Must see Director of Missions and SFUMC Financial Manager

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**Attachment G, Missions Outreach Application**

**Global Missions Outreach Application**

*” You will be my witnesses in Jerusalem, Judea, Samaria and to the ends of the earth.”  
(Acts 1:8)*

Smyrna First United Methodist Church  
1315 Concord Road  
Smyrna, Georgia 30080  
(770) 436-4108  
Web site: www.smyrnafumc.org

This application is used to identify, review, and evaluate funding for missions agencies, organizations, special projects, and missions partnerships supported by SFUMC. Funding is determined annually based on available funds and approved by the Extending and Global Missions Leadership Team. The detailed mission plan and agenda must be approved by the Global Mission Minister and the Global Mission Lay Leader.

<b>Mission Activity and Project Profile</b>	
Name individual, group, or organization:	_____
Address:	_____
City:	_____ State: _____ Zip: _____
Contact Person:	_____
Telephone:	_____ Email: _____
Project Description:	_____
Total budget of project:	_____ (_____% of need)
Funding requested:	_____ Date funds are needed: _____
Funds payable to:	_____
Address (if different from above):	_____
Please identify members of SFUMC Memorial we may contact regarding the mission activity, group, or organization:	_____ _____
Signed:	_____ Date: _____

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***Attachment G, Global Missions Outreach Application***

Provide the following information with the application and forward to the Global Missions Leadership Team:

- Detailed description of the mission activity or project (refer to the outline below)
- Detailed project budget (attachment K)
- Current list of the organization's Board of Directors (if applicable)
- Doctrinal statement or mission of the group or organization (if applicable)
- Document of financial responsibility or one of the following (if applicable)
  - Certification by the Evangelical Council for Financial Accountability (ECFA)
  - Most recent audited financial statement
  - Copy of most recent IRS form 990 statement

**Detailed description of mission activity or project should include the following:**

- Description of mission activity
  - Vision
  - Mission
  - Purpose
  - Objectives
- The need for the project
  - How was the need determined?
  - Description of the area and population to be served.
- Coordination and relationship with others
  - What other mission organizations are serving this area and its people?
  - How are you working with them?
- Mission activity schedule or planned activities for each day
- Evaluation of the mission activity or project
  - How is progress to be measured?
- Funding sources
  - What are the other sources of support for the mission or project?

## ***Attachment H, Global Missions Fundraising Policy***

### **Missions Fundraising Policy**

#### **Mission Trips:**

The following guidelines are developed to prevent church members from being over-solicited, to provide an equal opportunity for all mission trips and to ensure that the fundraiser(s) fulfills the church's mission statement.

- All fundraisers must be approved in advance by the Church Council and be properly documented.
- No advance payments for deposits will be funded by the church unless approved in the budget and all team members' deposits have been received.
- There can only be four (4) fundraisers per fiscal year for mission trips. Funds collected from these fundraising efforts will be held in a missions designated fund that will be managed by the Missions Leadership Team.
- Team members are encouraged to send personal fundraising letters to members of the church who they personally know. Team members are strongly discouraged from using the Church Directory as a mailing list for mass distribution of their personal letters.
- As needed, once a quarter, on a Communion Sunday, we will designate the funds left at the Altar for missions.
- Each mission trip must have a Financial Coordinator (this person does not have to be a team member) who handles the receipt of funds and submits them to the Financial Manager, and provides financial updates to the Financial Manager and/or the Finance Committee upon request.
- Solicitations to family members, friends and others outside the church are encouraged. A sample letter (copy attached) will be provided by the Director of Missions and Outreach or Team Leader.
- Contributions for mission trips are made with the understanding that the church must have full administrative and accounting control over the funds, including all decisions about who will receive a benefit from the gift. In order to be deductible, a mission trip contribution must NOT designate a specific individual on the check.
- In addition, a remittance coupon (attachment J) must be included with each letter. This will allow the donor to designate their contribution to a specific person or trip. It will also contain a statement that if the specified individual's trip is fully-funded that the donor authorizes Smyrna First to use the funds for our general mission programs. This is in accordance with Internal Revenue and United Methodist guidelines.

Questions about these guidelines should be addressed to members of the Extending Team or the Finance Committee.

***Attachment I, Global Missions Debrief Evaluation***  
**Debriefing Questions**

1. What was the most surprising to you about the whole trip?
2. What were you most worried about before coming?
3. How did things work out during our time here?
4. What would you have liked to know before coming?
5. What did you enjoy most during the trip? Would you have wanted to do it more?
6. What did you enjoy the least? Should we do it again on the next trip? How could this be improved?
7. What will you remember the most, or what was most special to you overall?
8. What do you foresee as your participation in next year, or years coming in mission teams?
9. What is one thing that you will take away from this trip?
10. Are there any suggestions or thoughts you have about the trip?

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***Attachment J, Global Missions Contribution Coupon***

This coupon is to be sent with all personal fundraising letters. You may either re-type it onto your letter or copy this coupon and cut it out to send in the letters. If you re-type the coupon, please be sure to include all information exactly as it appears. Please also make sure that the friends and family receiving your letters are aware that checks must be made payable to Smyrna First United Methodist Church and **can not** include any individual's name.

-----  
**Smyrna First United Methodist Church**  
Contribution Coupon  
Global Missions

Contributors Name(s): \_\_\_\_\_  
*(Please print)*

I would like to designate the attached contribution for:

**Individual Missionary:** \_\_\_\_\_  
*(Please print missionary's name here)*

**Specific Mission Trip:**                     Nicaragua                     Ghana

By my signature below, I understand that if the person or mission trip that I have indicated above becomes fully-funded, that my donation will be used for the Missions Ministry of Smyrna First United Methodist Church in accordance with Internal Revenue Service guidelines.

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

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## **Attachment K, SFUMC Global Missions Budget Worksheet, Expenses Estimate**

(Please contact Lay Team Leader or Minister of Missions and Outreach for an electronic copy of this excel worksheet.)

### SFUMC Global Missions Budget Worksheet Expenses Estimate

**Estimated number of people:** Insert # of people

	Per Person	Team	Comments
Deposit*		#VALUE!	<i>insert appropriate details</i>
Travel Insurance*		#VALUE!	<i>insert appropriate details(i.e. coverage for \$5000 for 10 days)</i>
Team Training / Team Building		#VALUE!	<i>insert appropriate details (i.e. Catering \$10 per person, supplies \$10, team course \$75 per person, etc)</i>
Team Shirts		#VALUE!	<i>5 per person @ \$3.35</i>
Airfare		#VALUE!	<i>i.e. Delta round trip 21 day advance notice</i>
En route meals		#VALUE!	<i>i.e. 2 meals to cover restaurant</i>
Lodging		#VALUE!	<i>insert appropriate details</i>
Local Transportation		#VALUE!	<i>insert appropriate details</i>
Local Meals		#VALUE!	<i>i.e 2 meals at hostile for 5 days (\$10 per day), 3 meals in city (\$15 per meal), and 1 team meal (\$8 per person)</i>
Visa or other country specific costs		#VALUE!	<i>i.e. visa, country exit fees, country entry fees, etc</i>
Interpreters		#VALUE!	<i>5 interpreters @ \$20/day</i>
Tips		#VALUE!	<i>local transportation, interpreters, protective services, etc</i>
Preparatory Supplies		#VALUE!	<i>i.e.</i>
Supplies on-site		#VALUE!	<i>i.e. construction needs, food needs, etc</i>
Local Incidentals		#VALUE!	<i>insert appropriate details</i>

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Local entertainment / Tours		#VALUE!	<i>insert appropriate details</i>
Other		#VALUE!	<i>insert appropriate details</i>
<b>Total</b>		#VALUE!	
<b>Contingency</b>		#VALUE!	estimate of 5% of total budget
<b>Grand Total</b>		#VALUE!	

Note: Vaccines and other travel personal needs are not included as each individual team member is responsible unless monies are designated in budget.

\* SFUMC requires the non-refundable deposit of \$150 (airfare plus \$50 good faith) and cost of insurance estimated at \$65 which is refundable.