



United Ministries Fellowship
& *EVENTSOURCE* MINISTRIES

P.O. BOX 31934

PHX AZ 85046

(602)291-3526

kennymay77@msn.com

Dear Team Member,

Thank you for taking part in a week long MISSION TRIP that will certainly change your life as well as the people you work with. We are so excited that you have made a decision to be part of what God is doing here.

Enclosed in this handbook are some materials and information that will guide you through the preparation process. Our Prayer for you and all the others joining us is that God would stretch you and cause lifelong changes in those you minister to.

Our Vision:

TO PROVIDE YOUTH (WHO HAVE TRUSTED JESUS CHRIST AS THEIR SAVIOR AND LORD) WITH A GROWTH LEVEL 2-3 MISSION TRIP ALLOWING THEM THE OPPORTUNITY TO SHARE THEIR LOVE AND FAITH WITH NATIVE AMERICANS

Our Purpose:

THE MISSION TRIP WILL PROVIDE A TASTE OF A CROSS-CULTURAL MISSION EXPERIENCE WHERE STUDENTS WILL BE ENCOURAGED TO SHARE THEIR FAITH AND THEIR SPIRITUAL GIFTS.

Our Goal:

TO KNOW HIM AND TO MAKE HIM KNOWN

Feel free to contact us at the *Office at (602) 291-3526* with any questions regarding this Mission Trip. If you have an *emergency* and need to reach Pastor Kenny May after 7pm or during the Mission trip please call him at *(602) 301-3922*

GENERAL INFORMATION

WHEN IS THE TRIP? Summer

WHO CAN COME ON THIS TRIP?

This trip is specifically designed for students
6th grade through 12th grade.

WHAT DOES THE MISSION TRIP COST?

The cost of this mission trip is \$329-369 per student
Includes 5 nights lodging, 6 days, 14 meals, staff, VBS
outreach and work project site, all prep materials,
devotional, t-shirt, water bottle, mission backpack and
evening worship time, snacks and other necessary
outreach items.

WHEN IS REGISTRATION DUE?

You will need to have your group's registration form in
4 months prior to the scheduled mission trip. There is
a deposit of \$300.00. This deposit will secure your
youth groups place on this mission trip.

FREQUENTLY ASKED QUESTIONS....

- Where are we staying? You will be staying at a local Mission House You will need sheets or sleeping bags.
- Can we bring food and clothing to donate? Yes, however, please let Pastor Kenny know in advance what you plan to bring.
- Is there a telephone available to use? Often, cell phones do not work in Mexico Phone service is minimal at best. You can buy phone cards.
- How about restrooms? There are showers and restrooms available for our use, however, there are very few and you may want to make up a schedule for your group.

PACKING CHECK LIST

- Lightweight clothes for 6 days
- Athletic shoes and socks
- Sunday dress clothes. No slacks or pants for girls. No short skirts or dresses.
- Sleeping Bag and pillow
- Two bath towels & washcloth
- Sunglasses
- Journal/Pens
- Water Bottle w/name on it (will be provided)
- Toothbrush/Toothpaste
- Work Gloves
- Sandals for the Shower
- Bible
- Flashlight and extra batteries
- Soap, shampoo and other toiletries
- Sweater or jacket for cool weather
- Camera and film
- Swim suit

- Work Clothes: Loose fitting T-Shirts
etc. for 5 days

Reminder Notes to Yourself...

STUDENT SERVANT APPLICATION FORM

NAME;

SEX:

ADDRESS:

CITY:

STATE:

ZIP:

EMAIL:

CHURCH:

PARENT'S NAMES:

DATE OF BIRTH:

PHONE:

CELL PHONE:

1.How would you describe your spiritual condition?

2.Describe why you want to serve with this team?

3.What skills do you have? What ministry skills do you have?

4.How do you feel you can contribute to this team?

5.Have you been on a mission trip before? When and Where?

6.Share your testimony on how you came to Christ?

7. How are you living for Christ at this time?

8. Do you have any physical restrictions?

9. When was your last physical exam?

10. Do you take any prescriptions regularly?

Medical Information and Release Form
Parent or Legal Guardian(s)

CHURCH NAME:

STUDENT INFORMATION (COMPLETE IN FULL)

_____ Male Female

Student's Last Name, First, Middle Initial

Street Address (Home)

City State Zip Code Home

Phone #

Parent or Guardian

Street Address (Work)

City State Zip Code Work
Phone #

Emergency Contact other than Parent

Street Address City
State Zip Code

Home Phone Work Phone Relationship

Name of Your Insurance Company Policy Number

Address of Insurance Company Phone #

Family Physician Phone #

ADDITIONAL INFORMATION ON NEXT PAGE

Check all applicable conditions of student and explain below

Allergies
(General)

Allergy to bee stings

Asthma

Backaches or weak back

Bowel/bladder problems

Car/sea sickness

Epilepsy/Convulsive

Hay fever

Headache

Heart trouble/murmur

Poison Oak

Respiratory problems

Sinus trouble

Sleep Walking

Vomiting

Diabetes

Other

Explain:

Is student capable of participating in strenuous activities?

Yes No

Explain:

Any other important medical needs?

Yes No

Explain:

Any food Allergies? **Yes**

No

Explain:

Date of last Tetanus:

Is the student required to take regular medication:

Yes No?

(All medications are the responsibility of the student or own school/church Leader).

Please provide instructions (dose) for administration of medication:

YES NO

YES NO

___ ___ Kaopectate (for diarrhea)

___ ___ Sudafed(Pseudonal)

___ ___ Pepto Bismol (for upset stomach)

___ ___ Advil (Ibuprofen)

___ ___ Milk of Magnesia (for constipation)

___ ___ Nyquil

___ ___ Chloraseptic Spray (for sore throat)

___ ___ Cepacol

___ ___ Caladryl (for skin rashes)

___ ___ Acetaminophen (Tylenol generic for headaches or elevated temperatures)

Medical Consent

The student's medical conditions stated on this Information/Release are complete and correct. I

hereby give permission to Eventsource Ministries
staff _____ or _____ (church
name)_____

personnel to administer first aid and to arrange for medical care and treatment in case of a medical emergency. I also give permission to the physician selected by the personnel to examine, diagnose and treat or secure proper treatment for the student as the physician shall determine is proper and necessary under the circumstances. A photocopy of this authorization shall be as valid and may be accepted as the original.

Parental Authorization

I have been informed of the nature of the Mission Trip in which the student is enrolled. I understand that there are risks associated with the student's participation in the program activities generally described in the parent information pamphlet and transportation to and from the activities, which pose a threat of injury, illness, or death. The undersigned is familiar with outdoor sports and activities and the student's abilities and I am not aware of any physical, emotional or mental problem or limitation that would prevent, impair or increase the risks involved in the student's participation in such activities.

With this knowledge, I grant permission for the student to participate in all activities and on behalf of the undersigned and the student I accept and assume the risk and full responsibility for injury, illness, death or loss of personal property or other damage, and medical or other expense resulting from the student's presence at said Mission Trip activity on _____ 2009

I hereby release and discharge *Eventsource* Ministries, Inc., and _____ (Church Name) _____, and their agents and employees from liability to us and to the student for any and all losses, damages, and expenses and any injury to person or property, including death, resulting from the student's travel to _____ or from _____ (Church Name) _____ and _____ participation in the program.

I agree to direct the student to comply with all rules and policies and to cooperate with associated personnel. I understand and agree that if the student fails to comply with the rules and policies, he or she may be expelled from the activity. Furthermore, should it be necessary for the participant to be sent home due to medical

reasons, disciplinary actions or otherwise, it shall be done at the parent or legal guardian's expense.

Signature of Parent or Legal Guardian
Date

Liability Release Form

Church

In consideration for being accepted by **UMF & Eventsource Ministries, Inc.** for participation in the mission trip we hereby release, forever discharge and agree to hold harmless *Eventsource* Ministries, Inc. and its agents from any liability, claims or demands for personal injury, sickness or death as well as property damage and expenses of any nature whatsoever which may be incurred by the undersigned and their child-participants that occur while said children are participating in the above described trip or activity.

We further give authorization and permission for **UMF & Eventsource Ministries, Inc.** and its agents to authorize/obtain any emergency medical treatment needed. Pastor and Parent will be notified as soon as possible.

Church/School agrees to allow **UMF & Eventsource Ministries, Inc.** to act as its agent in dealing with the necessary arrangements, including but not limited to travel, accommodations, activities, mission , projects, etc., and to exercise its best judgment on the Church/School's behalf -- insofar as they will not compromise its standard of safety or quality.

Although *Eventsource* will make a good faith attempt to complete all scheduled events, Church/School understands that any event may be delayed/cancelled due to adverse weather or road conditions, illness, supply and demand for drivers, or otherwise. It is understood that the undersigned

further agrees to hold harmless *Eventsource* Ministries, Inc. as result of such actions, delays or cancellations of supplied vendors including but not limited to transportation companies, hotels, accommodations and ministry sites.

(Name of Church) Please Print

Phone _____

(Youth Pastor) Please print

Phone _____

(Youth Pastor Signature)

Date

Youth Pastor Agreement

I _____ (Youth Pastor) agree and commit to bring between _____ and _____ persons on the _____ trip.

I will pay for the lower agreed upon number of students and leaders regardless of whether or not I register said amount.

All payments are due 1 month before the trip.

Church Name / Phone Number

Youth Pastor/ Phone Number

GETTING EVERYONE INVOLVED

Whole Church Involvement

Keeping your church informed and active in supporting the team is an important aspect of your job. The more the church is part, the more support the team will get from your church. Remember, this is a church project, not just a youth group project. The following pages should be shared with your church leadership.

- HOW CAN I BE INVOLVED?
- RAISING SUPPORT.

Training your team will be one of the most important responsibilities you have. You are sending your people into the front lines of battle. They **MUST** be equipped. It is our desire to partner with you to fully cover all in prayer.

It is important for your church to be a part of this short-term mission ministry. This suggested program with its focus on prayer allows your congregation to be involved with the team at three different levels of commitment:

1. Weekly prayer Partners for the team.
2. Personal Prayer Partners praying for an assigned team member.
3. Prayer Ministry Team participating in prayer during the mission trip.

Directing Church Involvement:

1. Assign “Church Prayer Coordinators” from the missions committee, along with a parent, to oversee this task. It should not be a team member.
2. The church prayer coordinator should meet with their team to arrange plans for this program.
3. Announce the program to the congregation. Have HOW CAN I BE INVOLVED available describing the tasks for each level of commitment.
4. Have a sign-up sheet for people to sign and choose their level of commitment.
5. Match up prayer partners with team members. Work with the Church Prayer Coordinator for this task.
 - a. Give a “Prayer request” list to those who are praying weekly.
6. Encourage team members to follow through with their commitments.
7. Invite all the people involved along with the congregation to “send off” the team.
8. Schedule a party after the team returns from the mission field to rejoice and hear about what God accomplished through your joint prayers and commitment.

HOW CAN I BE INVOLVED?

There is more to a SHORT-TERM mission ministry than just going. You can be a significant part of this team by getting involved in supporting them in a special way. Depending on your time, you can choose to be involved at three different levels of commitment:

1. **Weekly Prayer Partner for the team.**
 2. **Personal Prayer Partner praying daily for an assigned team member.**
 3. **Prayer Ministry Team participating in a prayer time during the Mission.**
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1. **Weekly Prayer Partner for the team**
 - a. Get the team prayer request from the Team Prayer Coordinator.
 - b. Pray weekly for the team beginning now until the end of the Mission.
 - c. Attend a prayer meeting for the team while the team is on the Mission.
 2. **Personal Prayer Partner, praying daily for assigned team member**
 - a. Get the prayer request list of your team member.
 - b. Pray daily for your team member beginning now until the end of the Mission.

- c. Attend a prayer meeting for the team while the team is on the Mission.
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- 3. **Prayer Ministry Team, participating in a prayer time with other PMT's**
 - a. Meet with the Prayer Team once a week from now until the end of the Mission.
 - b. Pray daily for your team member beginning now until the end of the Mission.
 - c. Give as much time as possible to prayer and fasting for the team, students and counselors.

Please pray about how you can be involved with this mission project. There will also be other opportunities to assist team members practically, *by putting together a bag of goodies and letters of encouragement for team members to take along with them when they leave for the Mission.*

RAISING SUPPORT

The cost of participating in this short-term mission with United Ministries Fellowship is \$_____. How does United Ministries Fellowship use the money?

Here is a partial breakdown of expenditures.

1. FIELD EXPENSES:

The largest share of support raised goes to cover “field expenses”. These expenses are for room and board while on the field, training materials, contributions to the church plants and materials for building, painting and clean up.

2. MINISTRY MATERIALS

This includes: Leader’s manuals, training and equipping material, vacation bible school curriculum, student materials and snacks for the children who attend vacation bible school.

3. GENERAL ADMINISTRATION:

This includes: Communication with field, making arrangements for team’s ministry projects, room and board arrangements, and orientation, office administration cost, including processing applications, accounting and field training. This also covers the cost of T-shirts, lanyards and the guest speaker and worship band.

Financing the ministry of your short-term team can be a great responsibility, but also a great time of trusting God and seeing Him provide. Churches are often concerned that sending short-termers will take money away from the “real” missionaries. But studies show this is generally not

true. People usually give over and above their regular giving for a special project.

How can you raise the necessary support and not “drain” your congregation? Every church has its own unique policies and procedures. There is no one right way. The following are suggestions to guide you in thinking through your own church’s policies and procedures. It will also explain how we can work together in this process.

Establishing church policy:

- ✓ What is the proper procedure for raising funds in your church? Can the team contact church members through a prayer letter? What are the procedures for receipting so donors will receive a tax-deductible receipt?
- ✓ What fund raising project will be allowed for the team as a whole?
- ✓ Must team members contribute some percentage of personal funds?
- ✓ How will you distribute funds raised through group activities- divide equally or use only to complete what is lacking?
- ✓ How much of the counselors and leaders expenses will be covered by funds raised?
- ✓ Where should excess funds go? Building project? Bags of goodies for the VBS children? To another ministry in the church?

Communicate Financial Process and progress to the Team:

Once you have determined your guidelines for raising support, you will need to communicate the procedures for raising support to the team. Individual donors should make checks payable to the church, in order to receive a tax receipt. Be sure to keep the team members updated on how support is coming.

Preparation and Training Timeframe

Three Months before the Trip

Begin Mandatory training meeting.

Devote prayer time for the trip and include all church members

Gather donated items that are needed along with VBS supplies/crafts/projects.

Make travel arrangements

Arrange for a meeting with Pastor Kenny May.

Share your plan with your church members.

Set up ministry teams.

Assemble a prayer team to pray for youth going on this trip.

Share financial needs with the Elder Board (if you have one).

Write support letters.

Write your testimony.

Mail your non-refundable deposit of \$300.00 by

_____.

Student application and non-refundable deposit of \$30.00 each is due_____.

Secure one leader for every 5-6 students.

Gather information for work projects assigned.

One Month before the Trip

Additional students may be added through _____ on a first come first serve basis.

No cancellation after _____.

Make sure your ministry teams are set to go.

Student Medical Release forms are completed.

Housing list is due to United Ministries Fellowship.

Cover the schedule and the rules with your team.

Share testimonies with each other.

Discuss team responsibilities.

One Week prior to the Trip

Schedule prayer meeting for mission team.

Begin packing (Include a first aid kit)

Finalize travel plans.

MISSION TRIP SCHEDULE

Sunday

Check in - Assignments and Unpack
4:30pm Leaders Meeting
6:00pm Supper
7:00 pm Evening Session
9:00 pm Free Time/Snack
10:30 pm Lights Out

Monday- Thursday

6:30 am Wake-up
7:00 am Breakfast
7:30 am Student Led Session/ Individual Devotions &

Prayer Time

8:00 am Leave for Work Sites
10:00 am break
12:00 pm Lunch
1:00 pm Ministry Opportunity/ options beach or

Shopping time

2:30 pm Clean-up
3:00 pm Leave for Ministry Time
3:30 pm Ministry Time
6:00 pm Supper
7:00 pm *Evening Session
8:00 pm Clean up
10:30 pm Lights Out

Friday

6:00 am Wake-up
6:30 am Breakfast
7:00 am Leave for the border

*PLEASE NOTE THAT THIS SCHEDULE IS TENATIVE
AND THINGS DO CHANGE. PLEASE BE FLEXIBLE!!!*

SELECTING A TEAM OF VOLUNTEERS

As you well know, delegating certain responsibilities not only lifts the pressure off of you, but also allows other team members to become involved and therefore blessed as a result of their own involvement. The students are very capable and should help with the entire mission process. We believe that each individual has been given gifts and talents to be used for the glory of God. We suggest you have the following “positions” available to those who wish to volunteer and help you in the process. If you choose not to assign these “positions” to volunteers please be sure you read though the responsibilities so that nothing is left undone.

Prayer Coordinator: This person is responsible for working with the church prayer coordinator to arrange prayer partners within the church.

Team Secretary: This person can handle all paper work.

Communications Coordinator: This person is responsible for keeping the church body informed and involved with the team before and after your time away from home.

Luggage Coordinator: This person is usually responsible for making sure all luggage gets from one place to another. He reminds all team members to make sure their luggage is on board.

Materials Coordinator: This person is responsible for coordinating things like craft materials, snacks for the children at VBS.

Team Photographer: Although students and leaders will be taking their own camera's it is nice to have a TEAM PHOTOGRAPHER so that you can compile a mission trip album or use those photos for a power point presentation for the church.

Fund Raising Coordinator: This person will be responsible for coordinating team fund raisers and keeping track of money raised.

SAMPLE MEETING AGENDA'S

TEAM MEETING #1 AND PARENT MEETING

1. KEY VERSE AND BIBLE STUDY ON VISION
2. PASS OUT FIRST MEETING INFORMATION AND BINDER
3. SHOW OVERVIEW OF SITE AND GOALS
4. PHOTOS AND GENERAL INFORMATION OF SITE
5. GUIDELINES OF TEAM RULES/ TRIP RULES/ QUALIFICATION/REQUIREMENTS
6. TIME FRAME SCHEDULE
7. QUESTIONS AND ANSWERS
8. TEAM PRAYER AS A GROUP

TEAM MEETING #2

1. KEY VERSE AND BIBLE STUDY ON TEAM WORK
2. TEAM TESTING(GATHER UP A PERSONALITY TEST)
3. TEAM INFORMATION NEEDED(REG FORM, MEDICAL RELEASE AND LIABILITY FORM, SUPPORT LETTER, TESTIMONY LETTER, 5 PRAYER TEAM MEMBERS SET FOR EACH PERSON, PASSPORTS, 10 WEEK BIBLE STUDY REQUIREMENT
4. TEAM BUILDER
5. ANY HEALTH AND PHYSICAL QUESTIONS
6. CULTURAL DISCUSSION

7. TEAM PRAYER BY PARTNERS

TEAM MEETING #3

1. KEY VERSE AND BIBLE STUDY ON PRAYER
2. TEAM MINISTRY TEAMS SET UP(PARK MINISTRY OR VBS, OR OTHER TYPE)
3. CULTURAL DISCUSSION
4. TEAM BUILDER
5. LOGISTICAL DETAILS
6. LANGUAGE STUDY
7. GROUP LEADERS NAMED AND SHARE REQUIREMENTS
8. TRAVEL PLANS SET
9. TEAM PRAYER BY SMALL GROUPS

TEAM MEETING #4

1. KEY VERSE AND BIBLE STUDY ON SERVANTHOOD
2. TEAM BUILDER
3. PROJECT DISCUSSION
4. MINISTRY PREP
5. REVIEW REQUIREMENTS
6. REVIEW SUPPORT
7. SPECIAL GUEST TESTIMONY
8. TEAM LEADERS MEETING FOLLOWING
9. TEAM PRAYER

TEAM MEETING #5

1. KEY VERSE AND BIBLE STUDY ON CHARACTER
2. MINISTRY PREP PRACTICE OFF SITE
3. PRACTICE PERSONAL TESTIMONY
4. CULTURAL PREP

5. FUNDS CHECK
6. GATHER ALL MINISTRY, CONSTRUCTION SUPPLIES
7. TEAM BUILDER
8. TEAM MEETING SETUP/ TEAM TRIP DEVOTIONAL SETUP
9. TEAM PRAYER

TEAM MEETING #6

1. KEY VERSE AND BIBLE STUDY ON SPIRITUAL BATTLES
2. TEAM DETAILS/ FORMS IN/ ALL FUNDS IN
3. WHAT TO BRING
4. SENIOR PASTOR OR MISSION COMMITTEE MEMBER ENCOURAGEMENT
5. TRAVEL LOGISTICS/ QUESTIONS AND ANSWERS
6. PREPARATION FOR COMISSIONING SERVICE
7. TEAM PRAYER

PERSONAL PRAYER PROFILE

Team Member _____

Address _____

Phone# _____ Dates of
Trip _____

Thank you, prayer partner, for committing to pray for me daily during my short-term mission. To help you pray for me I have listed the following requests:

1. That I will grow to know and love the Lord more through this experience.
2. That I will be obedient to Christ and His Word in living a life of love, service, and joyful submission, especially during hard and confusing times on this mission.
3. That God will minister to others through me, and that I will be bold in sharing His love to others.
4. That I will love the others on my team and the other missionaries so that we will be a witness to the fact that Christ truly is the Son of God.
5. That I will stand firm and put on the full armor of God in the midst of the battle.

DEBRIEFING

Take a moment either on the way home or a few days after to debrief from the trip. Each student and leader needs to think through the strong points from the trip that help the group, the mission site, and the team. Focus on how to build on what they saw in their personal life and as a youth group.

1. Plan a quick video or picture sharing time(if later after the trip)
2. You as a leader give a quick over view(don't share too much—allow the students to share)
3. Focus on the strengths of each area of the trip. Have them share what comes to their mind there are no wrong answers. Build up the kid's confidence. Give God glory.
4. What did God teach each person? Where do they want to go from here? How does this apply to their church, school, and the world
5. Share people that come to mind and pray for them.
6. Discuss puzzling situations and how God use those or will use those situations
7. Talk about the ministry projects as well as the physical projects
8. Discuss overall what missions is and how it applies to your group and their life as for the next months, years and career
9. Talk about how to connect those who did not go.
10. Talk about sharing to others about the trip

REPORTING THE TRIP

1. GIVE GOD GLORY. START STRONG
2. FOCUS ON THE POSITIVE
3. HAVE VISUALS
4. SHARE THE GOALS AND WHAT WAS ACCOMPLISHED. PAINT VERBAL PICTURES
5. SHARE STORIES WITH HOW IT PRAISED GOD OR HOW GOD USE THE TEAM OR CERTAIN PEOPLE
6. SHARE STRONG AND CLEAR MESSAGES OF HOW THIS HELPS THE CHURCH. FUTURE GOALS
7. ACT OUT ONE OR TWO MINISTRY LESSONS(DRAMAS, PUPPETS, ETC)
8. START ON TIME