

2009 ASSOCIATIONAL MISSION TEAM MANUAL



Illusionist Daniel Lusk performs for attendees



Sharing Christ making a PowerBand



Five receive Christ at new Evangelistic Booth



Food and Fun in the Church Fellowship Hall



Two members share Christ with PowerBands



Concessions was a big hit with the kids

Provided by the
Huron/Southeastern Baptist Associations
Michigan

Bobby Gilstrap
Director of Missions

MEMO

TO: MISSION TEAM LEADERS & Host Church Leadership
FROM: Bobby Gilstrap, Director Of Missions
SUBJECT: Orientation Manual

Dear Mission Leader:

We are so excited that you are going to be **"ON MISSION in Michigan"** in **2009**. Thank you for joining us in what God is doing in reaching our world for Christ. We have begun to pray for your group specifically, praying that God will greatly use each of you to fulfill God's wonderful plan for reaching our area.

This manual is an attempt to provide helpful information for visiting mission groups and to help them prepare for their ministry with us. Secondly, you should have already been invited to our **"Mission Leader Orientation"** which will serve as a preliminary trip for our groups and assist them in being oriented to our area and the assignment of each mission team. We anticipate that you will find both of these helpful to your preparation. Personally, I would appreciate any suggestions that you may have on this manual to help us improve it for next year.

Please feel free to duplicate any portion of this document for members of your group. Feel free to just hand out copies of the document or e-mail it to your leaders.

In addition to this manual, I recommend that you download the ***Volunteer Mobilization Logistics Manual*** from www.NAMB.net. If you are online, you can click on the following hyperlink to download this valuable manual:

<http://tinyurl.com/czregd>

If you have any additional questions, please contact your Michigan contact person. If needed, feel free to contact me directly.

I look forward to meeting you personally and ministering together in the days ahead.

Your Partner in God's Harvest.

[bobby.gilstrap](#)

Director of Missions, Michigan
Huron & Southeastern Baptist Associations
(Mon.-Thur) 734.457.3040; (Cellular) 734.417.3990

TABLE OF CONTENTS

1. Introductory MEMO	1
2. Table of Contents.....	2
3. Schedule Overview for 2009 Mission Leader Orientation	3
4. Mission Leader Orientation General Information.....	4
5. Responsibilities for Mission Leader Orientation	5
6. Discussion Guide for Mission Leader Orientation Planning	6-10
7. General Guidelines While on the Mission Field.....	11
8. Prayer Commitments Needed.....	12
9. Budget & Legal Concerns	12
10. APPENDIX I: Daily Prayer Guide Sample.....	13-14
11. APPENDIX II: Daily Ministry Schedule Sample	15-16
12. APPENDIX III: Sample Medical Release Forms	17-20
13. APPENDIX IV: Sample Budget Planning Sheet	21
14. APPENDIX V: Schedule in Chart Form Sample & Blank.....	22-23



“Churches Linked Together to Communicate Christ!”



2009 Mission Leader Orientation March 20-21 or May 15-16

11:00 AM-1:00 PM - Mission Team Leaders Arrive in Our Associational Area

1:45 PM - Registration for TRAINING DAY Event @ Fellowship BC (1045 W. Bemis Rd, Saline 48176)

2:00 PM – Mission Leader Orientation begins. TRAINING DAY including sessions on:

“MICHIGAN: Our Mission Field”

Evangelism while *“On Mission in Michigan”*

Promoting and Recruiting for your Mission Trip

Spiritual Preparation for Your Mission Trip

Religious & Cultural Understanding of Our Area

Manners, Etiquette, & Expected Behavior on the Field

Physical Fitness, Stamina for Our Climate & More

Trip Budget, Schedule, Miscellaneous Concerns, Q&A's

Additional Sessions might include:

- Special Event Evangelism
 - Survey Strategies
 - Photo Evangelism
- Canning Hunger Ministries
- Scripture Distribution, and more

A Special Michigan Meal

FIELD DAY

1. Spend a minimum of 6-8 hours on the ministry field of host church.
2. Complete all “BLANKS” in this Mission Team Manual
3. Mission leaders take photos and video of mission field to take home
4. Discuss responsibilities for evangelistic block parties, servant evangelism, Sports Camps, Bible clubs, VBS, etc. (*who's bringing what, who is paying for what, how much is needed, etc.*)
5. Confirm all details possible for Summer trip

MISSION LEADER ORIENTATION

(Preliminary Trip & Planning)

Before any group comes “**ON MISSION**” to Michigan, it is strongly recommended that they make a *preliminary field trip* to confirm and finalize all plans with their mission field contacts. It is recommended that this trip occur between 2 and 3 months before the intended date of the mission trip if possible.

To provide a well-planned and thorough preliminary trip, our associations sponsor a **Mission Leader Orientation**. The cost of the **MLO** for guest participants is only **\$20.00** for the first person, and **\$10.00** for each additional person, payable @ www.findMIchurch.org/payment. Members from our associational churches are **\$10.00** p/person. Also payable online.

On our **MLO** you will ...

1. Put a face with names, voices and e-mail addresses.
2. Receive first hand information on the ministry area:
 - Demographics
 - Religious and cultural understanding
 - Manners, etiquette & expected behavior of guest teams
 - Climate concerns and physical stamina
3. Work out all logistical issues with your host.
4. Receive resource materials for preparing your team
 - General resources (*preparation, promotion, training, etc.*)
 - Evangelistic Block Parties
 - Surveying
 - And more
5. If needed, receive **Associational Block Party Training Manual** (on CD)
6. Have the opportunity to make a video or take photographs to present to your congregation (*this can assist in enlistment and it can help you explain details for evangelistic block parties, Bible Clubs, Sports Clinics, etc. Photographs can also introduce your host church contact to your leadership team and trip participants.*)
7. Information on free-time activities.
8. Get answers to most every question in this manual, and more.

NOTE: Attire is casual for **ALL MLO** activities.

*** BRING This Manual to Orientation ***

Responsibilities *for* Mission Leader Orientation (MLO)

If the associational office has assigned a mission team to a host church, the associational office will only assist as requested after the assignment is made. The visiting mission team and host church will need to work out all details for both the **MLO** and the actual mission trip. Call on the associational office as needed.

To help eliminate any confusion, suggested responsibilities for the **MLO** are listed below.

1. Associations Will Provide:

- ✓ **2009 Associational Mission Trip Manual**
- ✓ Meeting Arrangements
- ✓ **MLO TRAINING DAY** Personnel
- ✓ Arrangements for an authentic **MICHIGAN Meal** for dinner
- ✓ All necessary resource CDs

2. Host Church Will Provide:

- ✓ Arrangements for housing for guest mission leadership while in Michigan
- ✓ Arrangements for transportation (*meet at airport, etc.*) for guest leadership while in Michigan
- ✓ Printed information for potential free-time activities
- ✓ Arrange for meals for guest leadership (*if possible, unless other arrangements are made*)
- ✓ Details on ministry needs for specific focus group area
- ✓ Answers needed to complete **2009 Associational Mission Trip Manual**

3. Guest Mission Team Church Will Provide:

- ✓ Travel to and from Michigan (*West coast team leadership may choose to arrive one day early to allow for time zone adjustment. Please make these arrangements with your host.*)
- ✓ Costs for housing while on the field (*speak to host about any preferred arrangements*)
- ✓ Meals, if not provided
- ✓ A willingness to meet the mission and ministry needs of their host church's area.

If it is absolutely impossible for you join us for one of our **Mission Leader Orientations**, please use this guide and the recommended **Volunteer Mobilization** guide to be sure all the **“bases are covered”** before your trip. Coordinate and communicate with your host church frequently so that your trip will be glorifying to God in every detail.

*** BRING This Manual to Orientation ***

On Your **MISSION LEADER ORIENTATION**, discuss ...

A. FIELD IDENTIFICATION

1. Get copies of your host church's logo, mail outs, bulletins, etc. to use to promote your mission trip and for any printed items that you will print and bring (*fliers for block party promotion, sports camp & Bible club fliers, canning hunger door hangers, servant evangelism cards, etc.*).
2. **Mission Team T-shirts** are printed through the host church or association for most mission volunteer teams. Confirm with your host church who will be responsible. The visiting team needs to purchase these for all mission team members for use in all outreach events. A professional graphic artist will design the t-shirts. These single color t-shirts will have the church logo design on the chest pocket and a multi-color back design.

Guest teams will need to place their t-shirt orders through their Michigan contact person by the established order deadline. These high quality shirts will be no more than \$9.00 per t-shirt and need to be paid for when ordering (*sports shirts may also be available for an additional cost*).

One suggestion: Since your shirts will need to be worn several times while on the field, you might consider including the cost of *1* shirt per person in your trip budget, then allow each participant to buy an extra shirt "**at cost**" if they'd like to have an extra. Many teams have found this to work well on past trips. This also eliminates having to wash shirts every day.

B. HOUSING

1. Where? _____
2. What details? _____
3. Team arrival on _____ (*day and date*) by _____ (*time*).
4. Will a meal be provided upon arrival? Y N Where? _____ Time? _____
5. Sleeping arrangements? _____
 - Estimated # males? _____; Estimated # females? _____
 - Need floor mats/mattresses/cots? _____
 - Bring towels & linens? _____
 - Showers? _____

(NOTE: If using one of our associational churches, we recommend that visiting teams make a voluntary gift of \$1.25-\$1.50 per person/per day for staying in the facility. This helps to defray the high utility cost for the church during your stay. If you are not staying in a church but are using a church for meals and/or staging and/or training, etc. we recommend that you contribute at least .50-.75 cents per person/per day to help defray costs.)

6. Kitchen facilities
 - Cooking utensils available? _____
 - Kinds & sizes of pans, pots, etc. _____
 - Serving utensils available? _____
 - Food storage & preparation areas: _____
 - Freezers, refrigeration & ovens: _____
7. Nearest affordable grocery stores? _____
8. Location of Sam's Club, GFS, etc. _____
9. OTHER: _____

C. MEALS & FOOD PURCHASING

1. Will you need a cook with your group? _____
2. Confirm total meals & where? _____
3. How many locals may eat with group? _____

D. TRANSPORTATION

1. We will be: Driving Flying: Into which airport? _____
2. We will need to rent vehicles: Yes No
If yes, where to rent? _____
3. What kind of transportation will be needed when on the field? _____

E. DAILY SCHEDULE

Discuss a day-by day schedule for the team. Who will do what at what time? Leaders need to come up with a detailed itinerary. This can be distributed to your group at a later time if desired (*See samples in Appendices II & IV*).

F. MINISTRY OPPORTUNITIES *(Teams will do a variety of ministry activities. Be sure that you are clear with your host contact EXACTLY what you are expected to do, etc.).* **Some options might include:**

1. **Surveying** and door-to-door canvassing of ministry focus group (target community). Most teams will participate in 2½ - 3 hours per day of survey work. This is critical ministry work for every host church. In our area, we estimate that it takes approximately 100-125 door-to-door contacts to find 1 or 2 homes that are interested prospects for the host church. Most mission teams can make around 120 contacts per pair of surveyors in a

week. Depending on the size of a mission team, their efforts can produce from 15-60 prospective households for the church.

2. **Canning Hunger** / Survey of Community – Teams participate in collecting non-perishable foods for local food banks while representing the local church. Many times we conduct surveys in conjunction with collection of food. Many more individuals will open their door and participate in the food collection than a survey only effort. .
3. **Follow up visitation** – Teams assist the church with follow-up of prospects from recent church evangelistic events.
4. **Scripture Distribution** – Teams may assist in distributing marked New Testaments or scripture portions in the ministry focus area. Many teams will order scripture portions from the Pocket Testament League (www.pocketpower.org) in advance to distribute once on the field. Information will be provided at the **MLO** for ordering quantities of these pocket Testaments for distribution. This ministry may be combined with surveying the community.
5. **Evangelistic Block Party** – People from your team and the host area will need to be ready to assist on ...
 - Evangelism Team – *witnesses for evangelistic activities*
 - Prayer Team – *prayer walking and on-site prayer support*
 - Ministry Team – *responsible for set-up, clean up, equipment, etc.*
 - Food Team - *responsible for meal & concessions preparation and serving*
 - Program Team – *leading in three short programs (music, testimonies, etc.)*
 - Registration Team – *welcome and register all block party guests*
 - Follow-Up Records Team - *responsible for compiling all records from registration cards & witnessing decision cards. Also responsible for completing all prospect information cards and preparing information for local church follow-up*

 - **YOU WILL NEED TO REFERENCE THE ASSOCIATIONAL BLOCK PARTY MANUAL FOR PREPARATION** (*Block Party Manual will be available by **MLO***). **HOST AND VISITING TEAM WILL NEED TO DECIDE ON WHAT RESPONSIBILITIES EACH WILL ASSUME: WHO WILL PURCHASE WHAT AND PROVIDE WHAT FOR THE PARTY. HOST CHURCH/ASSOCIATION WILL PROVIDE YOU WITH THE MANUAL ON CD.**
6. **Servant Evangelism Opportunities** (*Serving people to show them the love of Jesus in a practical way*). For more information on servant evangelism go to: www.kindness.com. Supplies for these ministries should be provided by the visiting mission team. Possible activities might include:
 - Washing windshields
 - Passing out light bulbs
 - Passing out bottled water
 - Passing out free popcorn
 - Free car washes
 - Passing out 9-volt batteries

- 7. OTHER: _____
- 8. OTHER: _____
- 9. OTHER: _____

G. SECURITY CONCERNS

- 1. Discuss storage of supplies & equipment
- 2. Personal articles
- 3. Emergency Information for group:

Contact: _____

Address: _____

City/St/Zip: _____

Phones: _____

E-mails: _____

H. APPROPRIATE CLOTHING FOR THE AREA (See “Attire Recommendations” on Mission Team Resource Disk.)

- 1. Weather? _____
- 2. Appropriate dress?
 - Shorts acceptable? (What length acceptable, etc?) _____
 - Jeans? _____
 - Worship attire? _____
- 3. Nearby laundry facilities? _____

I. MEDICAL FACILITIES

- 1. Location of nearest hospital/clinic? _____
- 2. Verify if they will permit a sponsor to sign for a minor with medical release? _____
 (We suggest that you bring a copy of your medical release to have evaluated by local medical facilities to ensure it is acceptable in our area. Your host can check this out after the weekend. In **Appendix III** you will find acceptable medical release forms used by the association on mission trips that can be adapted for your use.)

J. OTHER INFORMATION:

1. Web sites of interest to your mission team?
 - a. www.findMIchurch.org
 - b. www.GreatStuffToDo.com
 - c. www.michigan.org
 - d. _____
 - e. _____
 - f. _____

Other helpful printed information to gather

- g. _____
- h. _____
- i. _____

K. ANY OTHER CONCERNS TO DISCUSS:

1. Use of cellular phones on the mission field
2. _____
3. _____
4. _____

L. PREPARE YOUR TEAM BY DISCUSSING:

*You will receive resources at the **MLO** that will assist you in training and preparing your mission team in the following areas:*

1. Personal spiritual preparation for the trip.
2. Witness training for Southeastern Michigan area.
3. Evangelistic Block Party (EBP) training.
4. Religious and cultural understanding of the area.
5. Manners, etiquette, and expected behavior on the mission field.
6. Physical fitness and stamina for climate.
7. How to represent the mission area.
8. Miscellaneous other items as needed.

OTHER GENERAL GUIDELINES WHILE ON THE MISSION FIELD

- ***BE FLEXIBLE!!!***
- **BE COOPERATIVE!!!**
- Always be on time! Don't be late...or others wait.
- Courtesy is contagious. We'll be together for a whole week ... so always remember the other person.
- Have your group commit to quality time and honest work, regardless of the task assigned.
- Have your group commit to maintain a daily time for prayer and Bible study.
- Bring some spending money:
 - a. For meals on the road if needed and snacks along the way.
 - b. Worship service offerings
 - c. For personal items and souvenirs
 - d. Any Free time activities, etc.

LUGGAGE SUGGESTIONS

Consider setting a luggage limit per person. We would suggest: *1* large suitcase, plus *1* overnight/cosmetic case *OR* hang-up clothes bag **PLUS** bedroll and deflated mattress.

- **What to Pack?** Here's a partial checklist:

- | | |
|---|--|
| <input type="checkbox"/> Bible | <input type="checkbox"/> Trip Notebook and materials |
| <input type="checkbox"/> Personal Devotional book | <input type="checkbox"/> Evangelism Supplies |
| <input type="checkbox"/> Pens & Pencils | <input type="checkbox"/> Pocket Testaments / Other Resources |
| <input type="checkbox"/> Hat or visor | <input type="checkbox"/> Servant Evangelism supplies |
| <input type="checkbox"/> Sun block or burn lotion | <input type="checkbox"/> Comfortable shoes |
| <input type="checkbox"/> Camera & Film | <input type="checkbox"/> Rain gear |
| <input type="checkbox"/> Sunglasses | <input type="checkbox"/> Handkerchiefs |
| <input type="checkbox"/> Chap stick | <input type="checkbox"/> Dirty clothes laundry bag |
| <input type="checkbox"/> Travel games, books, etc. | <input type="checkbox"/> Any medication |
| <input type="checkbox"/> Inflatable air mattress/cushion | <input type="checkbox"/> Pillow (w/ 2 pillow cases) |
| <input type="checkbox"/> Linens (sheets, light blanket or sleeping bag) | <input type="checkbox"/> Alarm Clock |
| <input type="checkbox"/> Light jacket | <input type="checkbox"/> Snacks (for travel & and at housing) |
| <input type="checkbox"/> Dress Casual clothes for Sunday service | <input type="checkbox"/> Comfortable & modest clothes (for EBP & SE) |
| <input type="checkbox"/> Personal family insurance card | <input type="checkbox"/> Extra cash & credit-debit card |
| <input type="checkbox"/> Personal grooming items (i.e. deodorant, soap, shampoo, toothpaste & toothbrush, mouthwash, razor, sunscreen, hairbrush, blow dryer, etc.) | |

BE SURE TO LABEL ALL PERSONAL BELONGINGS!

PRAYER COMMITMENTS NEEDED

- Present mission trip prayer needs to your church.
- Ask your church to be prayer partners with your mission team. Put the mission team on ALL church prayer lists (*through your Sunday School, prayer room, prayer chains, deacons, WMU prayer groups, men's prayer breakfast, etc.*).
- Ask each participant to personally enlist **2** or more prayer partners in your church to pray with them about specific needs before and during the mission trip.
- The week before the trip, distribute to your congregation a prayer list with the names of mission team members and prayer request, so that your congregation can pray specifically for your ***Mission to Michigan*** (See sample in *Appendix I*).

BUDGET CONCERNS – (*See Appendix IV for a sample*) *Be SURE your budget includes:*

- ⇒ Supplemental accident insurance through the North American Mission Board, short-term missions group policy (provided by Adams & Associates - www.aaintl.com; 800.922.8438). We will provide complete information at the **MLO**. You may also contact NAMB Volunteer Mobilization.
- ⇒ Travel expenses (fuel for vehicles, toll roads, etc.)
- ⇒ Meals for each participant (*meals on the road might be paid for by participant*)
- ⇒ Mission group training materials
- ⇒ Any Evangelism materials or supplies (*we recommend that you designate 20%-30% of your trip budget in this category*)
- ⇒ Any Sports Camp supplies
- ⇒ Preliminary planning trip & trip resource materials
- ⇒ Mission Trip T-shirts for ministry activities like block parties & servant evangelism
- ⇒ Other miscellaneous expenses

LEGAL CONCERNS

1. Be sure you have adequate insurance coverage for taking a mission trip. Do you need an additional coverage rider?
2. Be sure that each participant has health insurance coverage for the trip. If a person does not have health insurance, they should contact an insurance company and obtain a trip related health insurance policy. This is done frequently for children in sports programs. A copy of the short-term policy (card, etc.) should be provided. A person should not participate unless proof of insurance is provided, and kept on file with your mission team.
3. Double-check all vehicle insurance, especially if you are using non-church (non-school) vehicles. How are they covered if there were to be an accident? Who will be responsible if a ticket is issued?
4. Be sure that your trip clerk has a signed and notarized¹ **medical release form** for every trip participant (*minor or adult*).

¹ Notarization is often **required** if the participant is crossing a state line. Form approved by our lawyers.

APPENDIX I

**SAMPLE Daily Prayer Guide for
MISSION TRIP TO INDIANA
June 26-July 3, 1997**

PARTICIPANTS TO PRAY FOR

Bobby Gilstrap	Gary Canfield	Landa Harrel	Claudia Herrin
Josh Miller	Ian Swart	Lonnie Minton	Shirley Minton
Dick Herrin	Judy Davis	Don Davis	Murray Birdwell
Brenda Jones	Joel Ambrose		

June 26, Thursday

7:00 AM: Mission group leaves Fletcher

PRAY FOR: Traveling Safety, witnessing opportunities, _____

PM: Arrive in St. Louis, stay at Country View Inn

PRAY FOR: A good night's rest, witnessing opportunities, _____

June 27, Friday

7:00 AM: Leave St. Louis, PRAY FOR: Traveling safety, witnessing opportunities

6:00 PM: Group arrives at FBC, New Haven, unload vehicles

6:30 PM: Fellowship meal and final briefing with New Haven & Decatur churches

8:00 PM: Get settled in housing

June 28, Saturday

AM: Construction team begins work

9:30 AM - Noon: Teams blitz New Haven for **Evangelistic Block Party (EBP)**

12:30 PM: Lunch

1:00-1:30 PM: Mission Team's **Evangelistic Block Party** Prayer-time

1:30-3:30 PM: Final Set up, rehearsal, & preparation for **EBP** at New Haven

Small group sets up for musical, New Haven

4:00-6:00 PM: **EVANGELISTIC BLOCK PARTY** at New Haven, FBC

***AT FLETCHER:** Prayer Group meets to pray for **EBP** - Lawana Swart, Coordinator.*

PRAY FOR: Many witnessing opportunities, strength and stamina for our group and members of FBC, New Haven, pray for good attendance and responsiveness from the community, _____

6:00 PM: Block Party Clean up

9:00 PM: Victory Prayer Rally and Testimonies

Sunday, June 29

NEW HAVEN, FBC LOCATION

9:00 AM: Sunday School

10:15 AM: First REVIVAL SERVICE with Youth Musical in Worship Service

Preacher: Bro. Bobby; Music: Bro. Gary

11:30 AM: Covered-Dish Meal at church

AFT: Small team move musical sets from New Haven to Decatur and set up

7:00 PM: Evening Revival Service

Preacher: Murray Birdwell; Music: Dick Herrin;

Testimony: Landa Harrel

PRAY FOR: Each of the daily activities; a good attendance and responsiveness in the communities to the basketball/Bible clubs and the evening revival services; pray that many individuals and families will be reached; pray for our group as we lead the clubs and revival services.

June 30, Monday

AM: Basketball/Bible Clubs

AFT: Undetermined Activity

PM: Revival Services

NEW HAVEN: Preacher: Bro. Bobby; Music: Dick H.;

Testimonies: Josh Miller & Joyce King

DECATUR: Preacher: David Miller; Music: Bro. Gary;

Testimony: Brenda Campbell

July 1, Tuesday

AM: Basketball/Bible Clubs

AFT: Undetermined Activity

PM: Revival Services

NEW HAVEN: Preacher: Dick Herrin; Music: Ian Swart

Testimonies: Claudia Herrin

DECATUR: Preaching: Bro. Bobby; Music: Bro. Gary

Testimony: Karla Miller & Lonnie Minton

July 2, Wednesday

AM: Basketball/Bible Clubs

AFT: Pack, clean up housing, prepare to leave

7:00 PM: Revival Services

(Basketball/Bible Club recognition and awards service)

NEW HAVEN: Preacher: Bro. Bobby; Music: Dick Herrin

Testimonies: Heather Miller & Jeaneen Canfield

DECATUR: Preacher: Lonnie Minton; Music: Bro. Gary

Testimony: OPEN

8:30 PM: Leave for home, drive to Best Western in Terre Haute, IN

July 3, Thursday

7:00 AM: Leave motel for home!

Late evening: Arrive back in Fletcher, Oklahoma

APPENDIX II

SAMPLE Daily Ministry Schedule for
MISSION TRIP TO INDIANA
June 26-July 3

June 26, Thursday

AM: Mission group leaves Fletcher
PM: Arrive in St. Louis, stay at motel

June 27, Friday

AM: Leave St. Louis
PM: Group arrives at FBC, New Haven
6:00 PM: Fellowship meal and final briefing with New Haven & Decatur churches
8:00 PM: Get settled in housing

June 28, Saturday

AM: Construction team begins work
9:30 AM - Noon: Teams blitz New Haven for Evangelistic Block Party
12:30 PM: Lunch
1:00-1:30 PM: Evangelistic Block Party Prayer-time
1:30-3:30 PM: Final Set up, rehearsal, & preparation for EBP - New Haven
 Small group sets up for musical, New Haven
4:00-6:00 PM: **BLOCK PARTY at New Haven**
6:00 PM: Block Party Clean up
9:00 PM: Victory Prayer Rally and Testimonies

Sunday, June 29

NEW HAVEN LOCATION

9:00 AM: Sunday School
10:15 AM: First REVIVAL SERVICE with Youth Musical in Worship Service
11:30 AM: Covered-Dish Meal at church
AFT: Small team move musical sets from New Haven to Decatur and set up
7:00 PM: Revival Services

DECATUR LOCATION

10:00 AM: Sunday School
11:00 AM: Opening REVIVAL SERVICE
12:15 PM: Covered-Dish Meal
AFT: Set up for musical and youth do community blitz and parade, pass out flyers
7:00 PM: Youth Musical and Revival Services

Weekday Schedule for Both Locations

June 30, Monday

AM: Basketball/Bible Clubs

AFT: OPEN

PM: Revival Services

July 1, Tuesday

AM: Basketball/Bible Clubs

AFT: OPEN

PM: Revival Services

July 2, Wednesday

AM: Basketball/Bible Clubs

AFT: Adult/Construction Team leaves Indiana

OPEN

7:00 PM: Revival Services

(Basketball/Bible Club recognition and awards service)

8:30 PM: Leave for home, drive 4 or 5 hours to motel

July 3, Thursday

7:00 AM: Leave motel for home!

PM: Arrive in Fletcher, Oklahoma

APPENDIX III

Medical Release Form for Adults

Name of Participant: _____ Date of Birth: _____

Address: _____ Phone: _____

City/State/Zip: _____

Permission

1. I do hereby verify that the below information is correct and I do hereby grant permission for the leadership of Huron and/or Southeastern Baptist Associations to obtain medical attention in case of sickness or injury to the myself while participating on this Mission trip to _____, MI from _____ to _____ (dates).
2. I hereby grant permission for an attending physician or hospital to perform whatever care deemed necessary by the Huron and/or Southeastern Baptist Association's leadership for my welfare should I be unable to make reasonable and sound decisions for myself.
3. I ALSO HEREBY RELEASE, ABSOLVE, INDEMNIFY, HOLD HARMLESS AND FOREVER DISCHARGE THE HURON AND/OR SOUTHEASTERN BAPTIST ASSOCIATIONS, 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.
4. 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, AND OR ANY SUPERVISORS APPOINTED FOR THEM. I LIKewise RELEASE FROM RESPONSIBILITY ANY PERSON TRANSPORTING ME TO AND FROM THE ACTIVITIES.
5. I agree to provide medical insurance.

Signature of Participant: _____ Date: _____

Medical and Insurance Information

Family Insurance Company: _____

Policy Number: _____

Family Physician: _____ Phone: _____

Address: _____ City/St/Zip: _____

Check ALL Applicable boxes and give appropriate information below:

- None Heart Trouble Allergies Kidney Trouble
 Asthma Sinusitis Diabetes Dizziness
 Other (See explanation on back of page)

Immunizations:

____ Tetanus: Date Received _____
____ Typhoid: Date Received _____

EMERGENCY NOTIFICATION

1. Nearest Relative: _____ Phone: (____) _____
2. Friend: _____ Phone: (____) _____

NOTARY

Dated this ____ day of _____, 200__, State of _____ in the county
of _____.

On this ____ day of _____, 200__, _____ (*participant*) personally
appeared before me, and in my presence executed the within and foregoing permission and
release form.

Witness my hand and official seal this ____ day of _____ 200__.

My commission expires: _____

Signature Notary Public: _____

Medical Release Form for Minor

Name of Participant: _____ Date of Birth: _____

Name of Parent/Legal Guardian: _____

Address: _____ Phone: _____

City/State/Zip: _____

Permission

1. I, the parent/legal guardian do hereby verify that the below information is correct and I do hereby grant permission for the leadership of Huron and/or Southeastern Baptist Associations to obtain medical attention for my minor child in case of sickness or injury while participating on this Mission trip to _____, MI from _____ to _____ (dates).
2. I hereby grant permission for an attending physician or hospital to perform whatever care deemed necessary by the Huron and/or Southeastern Baptist Association's leadership for the welfare of my minor child.
3. I ALSO HEREBY RELEASE, ABSOLVE, INDEMNIFY, HOLD HARMLESS AND FOREVER DISCHARGE THE HURON AND/OR SOUTHEASTERN BAPTIST ASSOCIATIONS, 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 MY MINOR CHILD IS PARTICIPATING ON THIS TRIP.
4. 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 my minor child, I HEREBY WAIVE ALL CLAIMS AGAINST THE ORGANIZERS, THE SPONSORS, AND OR ANY SUPERVISORS APPOINTED FOR THEM. I LIKewise RELEASE FROM RESPONSIBILITY ANY PERSON TRANSPORTING MY MINOR CHILD TO AND FROM THE ACTIVITIES.
5. I agree to provide medical insurance for my minor child.

Signature of Participant: _____ Date: _____

Signature of Parent/Legal Guardian: _____ Date: _____

Medical and Insurance Information

Family Insurance Company: _____

Policy Number: _____

Physician: _____ Phone: _____

Address: _____ City/St/Zip: _____

Check ALL Applicable boxes and give appropriate information below:

None Heart Trouble Allergies Kidney Trouble
 Asthma Sinusitis Diabetes Dizziness
 Other (See explanation on back of page)

Immunizations:

____ Tetanus: Date Received _____
____ Typhoid: Date Received _____

EMERGENCY NOTIFICATION

3. Nearest Relative: _____ Phone: (____) _____
4. Friend: _____ Phone: (____) _____

NOTARY

Dated this ____ day of _____, 200__, State of _____ in the county
of _____.

On this ____ day of _____, 200__, _____ (*participant's parent/ legal guardian*) personally appeared before me, and in my presence executed the within and foregoing permission and release form.

Witness my hand and official seal this ____ day of _____ 200__.

My commission expires: _____

Signature Notary Public: _____

MICHIGAN MISSION TRIP 2009

DATES: _____

NOTE: All calculations are based on a group of _____ participants. Figures will need to be adjusted (*up or down*) according to the exact number of persons who commit to go on the trip and variances in housing and travel options. All figures have been rounded off to the nearest dollar.

EXPENSE ITEM	TOTAL COST
Supplemental Accident Insurance (<i>for all participants at \$ _____ per person/per day</i>) through North American Mission Board, short-term mission group policy	\$ _____
Travel Expenses Fuel and vehicle expenses in transit and while on the mission field.	\$ _____
Meals (<i>_____ meals per person @ \$ _____ = \$ _____ p/person + \$ _____ for snacks - _____ meals on the road, paid for by participant</i>)	\$ _____
Mission Group Training Materials	\$ _____
Evangelistic/Outreach Activities (recommend 30% of total mission trip budget) (<i>Includes block party, servant evangelism, witnessing materials and other supplies</i>)	\$ _____
Preliminary Planning Trip & Trip Presentation Materials	\$ _____
Mission Trip T-Shirts (<i>@ \$ _____ p/person</i>)	\$ _____
Miscellaneous	\$ _____
TOTAL MISSION TRIP BUDGET	\$ _____
Cost per person: \$ _____	

APPENDIX V

MISSION ANTHEM September 20-27, 2000

	WED 9/20	THUR 9/21	FRI 9/22	SAT 9/23	SUN 9/24	MON 9/25	TUE 9/26	WED 9/27
A M	Breakfast on your own Leave CCBA @ 7:00 am	Breakfast at Motel Leave Motel @ 7:30 am	Meal @ housing *S.E. Teams Assemble Promo. Pkts	Meal @ housing EBP Set up *S.E.Teams & *Blitz Teams	Meal @ housing Worship @ Mountain Ridge B.C.	Meal @ housing *S.E. Teams	Leave Anthem @ 8:00 am	Breakfast at Motel Leave Motel @ 8:00 am
A F T	MEAL on the Road	MEAL on the Road	Meal @ housing *S.E. Teams	Meal @ housing EBP Set up & Final Preparation	Lunch @ Restaurant S.E. Teams @ Mt. Ridge B.C. Set Visit. Appts. *Teams Follow-Up on F.C. Prospects	Meal @ Housing FREE TIME ACTIVITIES	Meal on the Road	Meal on the Road
P M	MEAL on the Road Arrive at Motel by 7:00 pm	Arrive in Anthem by 3:30 pm *S.E. Teams & *Blitz for EBP 7-9PM: DEBT FREE Youth Rally @ Amphitheater Debrief	6:30-8:45 pm Fellowship Meal @ Mt Ridge B.C. & EBP Information & Training Meeting Prayer Walk Debrief	Meal @ EBP 6:00-8:30 pm Anthem "PARTY in the PARK" (Evangelistic Block Party) Debrief	Meal @ housing *Teams Follow-Up on F.C. Prospects S.E. Teams @ Mt. Ridge B.C. Debrief	Meal @ housing *Teams Follow-Up on F.C. Prospects *S.E. Teams @ Anthem Debrief	Meal on the Road Arrive @ Motel by 7:00 pm	Arrive at CCBA by 7:00 pm

* Wear "Fellowship Church" shirt

S.E. = Servant Evangelism Project

MISSION: _____

Date: _____

A M								
A F T								
P M								