



LINDSAY LANE BAPTIST CHURCH

MISSION PROJECT MANUAL



I. MISSIONS PROJECT APPLICATIONS

TEAM MEMBER APPLICATION

Prayer is the most vital aspect of deciding to go on mission with God. Please do not submit an application before much prayer and counsel from parents, church leaders, and wise friends. A mission trip is not a vacation – it is an opportunity to obey the Great Commission (Matt. 28:19-20) and participate in what God is doing in the world locally, nationally, and internationally (Acts 1:8).

After reading this manual, the *Mission Project Team Member Application* (provided separately) must be completed, notarized, and submitted to the Mission Project Team Leader for review and approval prior to the trip. The Team Leader will typically interview prospective team members and assist with passport application, trip preparation, etc. Applications will be placed on file. An application must be submitted for each mission project/trip.

The Team Leader will establish deadlines for deposits and applications.

PASSPORT APPLICATION

If a passport is necessary for your mission project, it can be obtained at the local Court House. It may take 8 - 10 weeks to receive your passport, so it is critical that you submit your passport application as soon as possible. The applicant must appear before a local, designated passport acceptor (usually a postmaster or clerk of the court) for the signing and witnessing of the application.

Please see the passport application for other requirements. After receiving your passport from the US Passport Office, give a color copy of it to your Mission Team Leader, then place passport in a secure location.

II. MISSION PROJECT SUPPORT

BUILD A SUPPORT TEAM

Each individual team member will be responsible for developing his or her own support team. Your support team should consist of: *Prayer Supporters *Encouragers *Financial Contributors

The concept is to develop a team - not just to raise funds. The most important need for the team member is for people to pray for him or her, before and during the project.

THE SUPPORT TEAM

The idea of the support team is to involve as many people in the mission experience as possible. This method:

- is a way others can share in the blessings of the mission (Phil. 4:17)
- is a Biblical approach (II Cor. 8:4)
- is a means by which others go “On Mission” through giving

You should seek people that you want on your team, not those who you think will give money. Remember, if the prayer support is in place, everything else will fall into place.

RAISING FUNDS

- If an individual cannot pay for their trip, the most effective proven method to raise individual funds is to write a letter for distribution to friends, co-workers and church members. (See Sample Letter below)
- Professional fund-raisers for large organizations will tell you that people will give to people they know.
- Potential contributors are happy to have the opportunity to invest in someone they know personally or an endeavor they care about. God's Word promises us that He will supply our every need (Mark 11:24).
- We also want to encourage you to raise money through working on your own.
- There is no limit to the amount of letters you send outside the church but we do request you not exceed 10 letters to Lindsay Lane Baptist Church members.
- You must put the bolded statement in the sample letter in your fund-raising letters.

SAMPLE FUND-RAISING LETTER

Dear Friends:

God has provided a wonderful opportunity for me to travel to _____ this year on a mission trip with *Lindsay Lane Baptist Church*. The purpose of this trip is to use the gifts and abilities that God has given me to _____. We will travel to and serve in the country of _____ on the dates of _____.

I am very excited about being a part of this mission team. In order to make this honor a reality, I need sponsors to pray and give financial assistance. Would you please pray about joining other relatives and friends to help this mission effort become a reality?

Your prayerful consideration of support is very much appreciated. Above all, pray for God to use me as a true role model and to share the love of Christ on this mission endeavor.

All for His Glory,

"Thank you for your contribution for me toward the expenses of this mission trip. Your financial gift should be addressed to *Lindsay Lane Baptist Church* and notated for "*LLBC Missions*" – NOT to me personally. Please do not put my name on any checks. Designate your contribution in some other manner, e.g. envelope, attached note, etc. IRS regulations prohibit the church from recording and processing gifts designated for individuals as tax deductible donations. All contributions properly designated to the "*LLBC Missions*" are tax deductible and will be receipted for your records."

CUT ON THIS LINE AND MAIL OR DROP OFF YOUR RESPONSE

Lindsay Lane Baptist Church:

Please put the following gift on the account for _____, who will be traveling to _____ on the dates of _____. I will be a prayer partner that God may give safety, wisdom, compassion, and success in this mission endeavor.

Name _____ Address _____

City _____ ST _____ Zip _____

If Cash – please check one: \$100____\$50____\$25____ Other _____

III. MISSION PROJECT POLICIES

POLICIES FOR TEAM BEHAVIOR AND ATTITUDE

Team members participating on Lindsay Lane Baptist Church sponsored short-term trips are reminded that they are ambassadors of Jesus Christ (II Cor. 5:20). As teams go overseas they not only represent Him, but Lindsay Lane Baptist Church and the United States. This is a tremendous responsibility. For this reason, the Missions Department of Lindsay Lane Baptist Church asks that each team member seek to be above reproach in his/her actions and attitudes.

- Team leaders must complete training by the Missions Pastor prior to trip, preferably 6 months in advance.
- Team members must submit to the Team Leader's authority.
- Team leader should enlist an assistant team leader to help and to mentor for the future.
- Due to the political instability and anti-American sentiment in various countries around the world, Lindsay Lane Baptist Church asks that team members refrain from expressing political opinions while overseas. (i.e. USA t-shirts, etc.)
- Abstain from the consumption of alcoholic beverages or any use of tobacco or illegal drugs while on the trip.
- Team members must refrain from any romantic or sensually affectionate behavior toward anyone on the team, mission agency, host country occupants, etc. The Team Leader will make judgment decisions regarding the degree of affection that is appropriate between married or engaged couples.
- The team member must adhere to the behavioral guidelines for each specific team set by the team leadership or missionary agency with a mind toward the culture to which the team is going. This will require a servant attitude toward all nationals and team members, as well as the willingness to learn from the host culture (I Cor. 9:19-23a)
- After consultation with the Missions Department, the Team Leader reserves the right to ask a problem team member to return home if that team member's behavior is destructive to the team, the ministry, or the host community. **Any additional cost incurred as a result of this action will be at the team member's expense.**
- All team members must complete a background check, determined by the Missions Department.
- Travel Insurance is highly recommended for international trips. The Missions Department can assist the team in obtaining reasonably priced travel insurance.
- Team members must sign the completed trip application, with an understanding that there is a complete release of medical or personal liabilities for Lindsay Lane Baptist Church.
- Team members are responsible for obtaining all shots, vaccinations, etc. necessary for travel to international destinations. The team leader can assist in obtaining medical advice from the Center for Disease Control, or other reliable sources.

IV. MISSION PROJECT FOLLOW-UP LETTERS

Lindsay Lane Baptist Church mission leadership requests you write follow-up letters to your supporters and others such as pastors, teachers, etc. thanking them for their support and telling them of what God did during your mission trip. Photos or a video/slideshow of your mission trip are great to include with these thank you letters as well.

Please report to your Team Leader when your follow-up letters are completed.