



Long Hollow Baptist Church | Hendersonville / Gallatin/ White House

TEAM MEMBER MISSION TRIP GUIDE

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TEAM MEMBER APPLICATION

PERSONAL INFORMATION

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Mailing Address (if different): _____
City _____ State: _____ Zip: _____
Telephone (home/school): _____
(Work): _____ (Cell): _____
E-MAIL _____
Date of birth: Month: _____ Day: _____ Year: _____
Marital Status:: _____
If Married, Spouse's name: _____
Gender: M/F
If not a member of Long Hollow Baptist, please provide the following:
Present church membership: _____
Pastor's name: _____

DOWNLOAD OR
ATTACH
PHOTO

*OPTIONAL

TRAVEL INFORMATION

Name as it appears on driver's license: _____
Driver's license number: _____
Do you have a passport: Yes/No/Applying
Exact name as appears on passport: _____
Passport Number: _____ EXP. Date: _____
Date of Passport Issue: _____

EMERGENCY CONTACT INFORMATION

Emergency Contact: _____
Phone: _____ Relationship to you: _____
Insurance Beneficiary: _____
Relationship to you: _____

HEALTH INFORMATION (OPTIONAL)

Health Insurance Company: _____
Name of Policyholder: _____
Your relationship to Policyholder: _____
ID Number: _____ Group Number: _____

Primary Care Physician: _____
Physician's Phone: _____

Identify any health considerations that might impact your participation in a missions setting or any physical needs that require special assistance:

List medications and dosages you are currently taking:

MEDICATIONS:

DOSAGE:

List all known allergies: _____

PARTICIPANT'S COVENANT

I hereby pledge to give priority to spiritual preparation for my Mission Team assignments, to read all orientation materials, attend all required training sessions, and seek the heart of a servant.

I further promise to be flexible in all situations, particularly those out of my comfort zone and will do everything I can, as God gives me the strength, to be pleasing to Him.

I UNDERSTAND THAT I MAY BE REQUIRED TO PROVIDE A 10% NON-REFUNDABLE DEPOSIT WITH THE SUBMISSION OF THIS APPLICATION. I FURTHER ACKNOWLEDGE THAT SHOULD I CANCEL, ALL MONIES, WITH THE EXCEPTION OF 10% DEPOSIT AND AMOUNT OF PLANE TICKET PURCHASED IN MY NAME, WILL BE REFUNDED.

I ACKNOWLEDGE THE INFORMATION I PROVIDED IN THIS APPLICATION IS NOT CONFIDENTIAL AND CAN BE ACCESSED BY A VARIETY OF PEOPLE RELATED TO CHURCH ACTIVITIES.

PARTICIPANT'S SIGNATURE

_____ DATE _____

PARENT/GUARDIAN SIGNATURE (IF PARTICIPANT IS A MINOR)

_____ DATE _____

SHORT TERM MISSION ADULT RELEASE AGREEMENT

In signing this form, I, _____, agree not to hold Long Hollow Baptist Church, its officers, employees, agents, or their executors or heirs liable for any injury, loss, damage, or accident that I might encounter on my mission trip.

I realize and acknowledge that my participation on a mission trip anywhere within the United States or in a foreign country includes many risks and possible dangers. I am aware that my travel to help with a Long Hollow Baptist Church mission trip could expose me to such risks as accidents, disease, war, political unrest, injury from construction projects and other calamities.

I hereby assume any such risks that might result from my travel to _____ during the dates of _____ until _____, and I unconditionally agree to hold the church, its officers, employees, agents, or their executors and heirs blameless for any liability concerning my personal health and well-being, or any liability for my personal property that might be lost, damaged, or stolen while on a Long Hollow Baptist Church mission trip.

I give permission to Long Hollow Baptist Church or its representatives to initiate any medically necessary care on my behalf in the event of my incapability to present myself for such care and agree to be financially responsible to any care provider and authorize the release of any necessary medical or insurance related information pertinent to the circumstances.

I have carefully read the foregoing and understand that my signature herein holds Long Hollow Baptist Church, its officers, employees, agents or their executor and heirs harmless for any liability for injury, damage, loss, accident, or delay in schedules.

Participant Signature:

Date: _____

SHORT TERM MISSION MINOR RELEASE AGREEMENT

(Must be completed if team member is under 18)

In consideration for participating on the following Long Hollow Baptist Church short-term mission trip, I hereby give _____ permission to travel to and from _____ during the dates of _____ to _____ with Long Hollow Baptist Church or its representatives and to initiate any medically necessary care on behalf of my child in the event of my child's incapability to present themselves for such care and agree to be financially responsible to any care provider and authorize the release of any necessary medical or insurance related information pertinent to the circumstances.

I realize and acknowledge that my child's participation on a mission trip anywhere within the United States or in a foreign country includes many risks and possible dangers. I am aware that my child's travel to help with a Long Hollow Baptist Church mission trip could expose my child to such risks as accidents, disease, war, political unrest, injury from construction projects and other calamities.

I have carefully read the foregoing and understand that my signature herein holds Long Hollow Baptist Church, its officers, employees, agents or their executor and heirs harmless for any liability for injury, damage, loss, accident, or delay in schedule.

_____ Parent/Legal Guardian Signature	_____ Parent/Legal Guardian Signature
_____ Printed Parent/Legal Guardian Name	_____ Printed Parent/Legal Guardian Name
_____ Address	_____ Address
_____ City /State/Zip	_____ City/State/Zip
_____ Phone	_____ Phone
_____ Email	_____ Email

And Dated this _____ Day of _____, 20____.

Witnessed by: _____

State of _____, _____ County on the _____ day of _____, 20 ____, appeared before me personally and is known to be the person who executed the above release, and acknowledges that he/she voluntarily executed same.

NOTARY PUBLIC: _____

DATE OF EXPIRATION OF NOTARY COMMISSION: _____

NOTARY SEAL

BACKGROUND INFORMATION FORM

PLEASE NOTE: All participants, age 18 and over and participating in an IMB mission project, must have child protection training and submit to a background screening process. THIS FORM MUST HAVE AN ORIGINAL SIGNATURE.

To better serve in protecting the safety and security of all involved persons, I hereby authorize Long Hollow Baptist Church to perform a background check and receive any information pertaining to me. I fully understand any information obtained therein will be used in the determination of my participating/volunteering for a church-sponsored mission trip.

This background check could include, but is not limited to, a criminal history record search, the National Sexual Offender Registry, Social Security Number Trace, and Motor Vehicle Report.

I GIVE CONSENT TO LONG HOLLOW BAPTIST CHURCH TO PERFORM THE ABOVE CHECKS AS NEEDED FOR THE DURATION OF MY VOLUNTEER SERVICE WITH THEM.

APPLICANT NAME: (PLEASE PRINT LEGIBLY IN INK ONLY. NO PENCIL)

LAST: _____ FIRST: _____ MIDDLE: _____

MAIDEN NAME: _____ ANY OTHER NAME USED: _____

CURRENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

FORMER ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER: _____

SEX: _____ DRIVER'S LICENSE NUMBER: _____ STATE: _____

APPLICANT SIGNATURE: _____

SUMMARY OF INSURANCE COVERAGE

All Volunteers who participate in a Long Hollow Baptist Church mission journey will have insurance protection provided for them as part of their trip cost. This insurance, offered by Adams & Associates International, provides medical, accidental death, medical evacuation, disability, and many other benefits.

You can see a summary of this coverage at the GO section of our web site.

PASSPORT & VISA PROCEDURES

Passport Information

In preparation for your upcoming mission trip, NOW is the time to begin the process for obtaining a U.S. Passport. You can pick up a Passport application in the One: Eight Global Impact Center, or download the application at <http://www.longhollow.com/go/passport>. You can also visit www.travel.state.gov for complete information and details on obtaining a passport.

It takes approximately three weeks to process a passport application, but there can be delays so plan ahead and allow yourself plenty of time to avoid problems and an expedited service fee later.

Your passport application can be turned in at the following local Post Offices:

Hendersonville Tennessee Post Office

105 Imperial Boulevard Hendersonville, TN 37075-9998
(615) 824.3329
Tuesday-Friday from 9:00 am – 1:00 pm
By appointment only

Sumner County Chancery Court, 18th Judicial District

100 Public Square, Room 400
Clerk & Master's Office
Gallatin, TN 37066
(615) 451.6036
Monday-Thursday from 9:00 am – 3:00 pm Walk-in

Visa Information

If your mission trip travels require a Visa, you will receive specific directions from your Team Leader concerning the procedures you will need to follow for obtaining your Visa.

MAKING THE MOST OF YOUR MISSION TRIP

Ideas for Building Your Support Team

One of the most important things you can do as you prepare for your Mission Trip is to build a support team around you. While many people might think this is just about raising funds, it's so much more. It's an opportunity to go deeper and think of this as building a support team that will work along side of you – praying for you and encouraging you every step of the way. From the moment you begin your preparations, and right through the completion of your Mission Journey, the idea is to involve as many people in your mission experience as possible.

You will need to enlist Prayer Supporters, and, if you are unable to pay for the complete costs of your trip, you will also need to enlist Financial Contributors. One of the most effective and proven methods to raise individual funds is to write a letter asking for support. When sending your letter, don't think in terms of mass distribution; rather send it selectively to friends and family, co-workers/co-students, and church members you know personally. You will find a sample letter included in this guide.

As you seek people to be on your support team, don't just look for those whom you think will give money. Remember, if the prayer support is in place, everything else – including finances – will fall into place.

As you begin, prepare a list of about 100 names for sending your support team letter. Remember that it's okay to have at least 50% of your names be non-Long Hollow Baptist Church members. Think about friends, relatives, work associates, neighbors, Christian contacts, and even non-Christians. Don't be surprised if God opens a door of witness as you share your excitement about being involved in God's adventure. God may also use you to encourage others to consider their involvement in church and missions!

As people respond to your letter, be sure and list their names on your **My Support Team** page. Make sure you record all the names and responses so you can thank your support team and send them a report after your Mission Trip.

My Support Team

Prayers Supporters:

Financial Contributors:

SAMPLE SUPPORT LETTER

(Do not use this letter. Please make your own.)

Date

Dear Friends and Family,

Greetings! My church is taking a mission trip to (location) during (dates you will be traveling). We will be (brief description about the work you'll be doing.)

(Share how God has called you to be a part of this mission trip.) Here is an example: When I was nine years old, I gave my life to Christ. Over the years I have learned what it means to have a personal and intimate relationship with our Lord and that he calls us to make his glory the desire of our lives. Several years ago, I made a commitment to say "yes" to God, so that when he asked anything of me, the matter was already settled. Last year, saying "yes" took me on a summer mission journey to Northern China where I had the opportunity to witness and share with Chinese friends who had never had the opportunity to hear of our Lord. This year I believe God is asking me to return to another region in China.

As mentioned above, I will be traveling with a team from my church, Long Hollow Baptist Church, in Hendersonville, TN. We will be teaching conversational English classes among the Hui people group. We will also do prayer walks around a city in Southern China where this people group is dominant.

I believe this mission trip to (location) will be a great opportunity to communicate God's love to the Hui. While teaching English will give us many opportunities to speak of his love, it will also allow us to love and care for people as we meet needs and minister in Christ's name. Our prayer is to reflect Christ in everything we say and do.

I know this trip will also be a time for God to grow me spiritually and expand my ability to see the way he is at work in the world today. I can't wait to see him at work and join him there! That's why I am writing to ask you to invest in my life and in this ministry opportunity through your prayers and/or financial support.

The first and most powerful thing I am asking you to do is to pray for us. Pray that God would use this time to revolutionize my life, but more importantly, pray that he would allow us to be the hands and feet of Jesus to bring transformation to these precious people he loves so much.

Then, if you feel led, you can also help with the funding of my trip, which is approximately (\$ amount here). If you are able to help, there are a few items to note in order to make sure your contribution is coded for my trip and tax deductible for you. Please make your check payable to Long Hollow Baptist Church. On the memo line, write (location Mission Trip) and enclose the slip provided below. **For tax purposes, do not write my name on the memo line of the check.**

Your check can be mailed to Long Hollow Baptist Church, Attn: Maribeth Burns, 3031 Long Hollow Pike, Hendersonville, TN 37075. Funds received in excess of my trip costs will be applied to the One: Eight Global Impact Ministry.

Thank you for prayerfully considering partnering with me. Would you please let me know if you are willing to be a prayer supporter by contacting me at (phone or e-mail address here)? I would like to add your name to a list to receive a report of my mission trip. If you are contributing, Maribeth will pass on your name to me.

“How, then, can they call on the one they have not believed in? And how can they believe in the one of whom they have not heard? And how can they hear without someone preaching to the? And how can they preach unless they are sent?” Romans 10: 14-15.

Together we can make a difference,

(Your name)

(Please cut this slip and return with your support check)

Name of contributor: _____

Amount: _____

Please use this contribution toward the (location of your mission trip) costs for (your name).

Sample Follow-up Letter

Dear (individual name here),

Wow! The week in East Asia was absolutely amazing. God taught me so much through this mission journey, my team, and the people we ministered to in East Asia.

One thing God taught me was ... (Share here an experience God taught you while on the trip.)

(Share here an experience about sharing your faith.)

(Share about some of the day-to-day activities your team was involved in during your mission trip.)

My life will never be the same because of this trip and I want to say thank you for your prayer, encouragement, and/or financial support. Without your partnership my mission trip might not have been possible. Thank you for investing in me for the Kingdom's sake! I know that God wants me to be bolder about sharing my faith – not just in East Asia, but right here in Hendersonville.

May the Lord bless you and your family for blessing and being a part of God's transformation of not only my life, but many of the Hui people in East Asia. Please don't stop praying for the Hui people. Pray that they would hear and accept the gospel and pray for protection for those that have recently accepted Christ. Pray also for the scriptures to be translated to the Hui language so that God's Glory would continue to be made known among them.

Love in Christ,

(Your name)

PRAYER COVENANT LIST

"...the prayer of a righteous man is powerful and effective." James 5:16b

THIS IS THE MOST IMPORTANT PREPARATION YOU WILL DO FOR YOUR MISSION TRIP!

You are encouraged to enlist a prayer support base of up to ten (or more) people who will pray for you regularly during your preparation and training, and also on a daily basis during your actual mission trip. These should be individuals whose prayer lives you know and trust. Consider mature Christians who will take your prayer covenant seriously. They cannot be members of your team, or people who will be on a mission trip at the same time you are on yours. Give each person a Prayer Guide so they will be reminded of their commitment to pray for you and know specifically what to pray for during your mission journey.

Be sure and stay in touch with your Prayer Partners and even keep in touch with letters or phone calls during your training and preparation period so you can give them current prayer requests.

MY PRAYER PARTNERS

Keep this list for your records:

NAME	ADDRESS	PHONE OR E-MAIL
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

PRAYER GUIDE FOR MISSION TRIP

"How beautiful on the mountains are the feet of those who bring good news, who proclaim peace, who bring good tidings, who proclaim salvation, who say to Zion, 'Your God Reigns.'" Isaiah 52:7

MISSION TRIP PRAYER REQUESTS

PRAY THAT:

- ❖ God would be glorified by EVERY aspect of our trip
- ❖ Each of us, as well as the nationals with whom we work and share with would have a personal and powerful encounter with God
- ❖ The unconditional love of God would radiate in and through each of our lives
- ❖ God would put a hedge of protection around the entire trip
- ❖ Satan would be bound from anything that distracts anyone from hearing the voice of God in the area where we'll be sharing
- ❖ All participating on this trip would be sensitive to the leading of the Holy Spirit
- ❖ God's Word would be proclaimed with power and produce life change (transformation)
- ❖ God would give us strength and good health through the trip
- ❖ God would protect and provide for family members back home
- ❖ God would give wisdom to those speaking and teaching and listening ears to the people we come in contact with during the trip
- ❖ Divine appointments, both with those we share with as well as other we might encounter while traveling
- ❖ All team members and translators would be bold and creative in sharing our faith
- ❖ We would make quick adjustments to time and cultural changes
- ❖ That revival would break out with people to whom we minister

PRAY FOR THE MISSION TEAM

MISSION TEAM MEMBERS:

(List team members here)

(This document should be prepared for and distributed to each team member and prayer partner.)

HOW TO SHARE YOUR TESTIMONY

“Always be prepared to give an answer to everyone who asks you to give the reason for the hope you have.” 1 Peter 3:15

One of the most effective tools you have for sharing your faith is your testimony – the story of how Jesus Christ transformed your life.

When the Apostle Paul stood before King Agrippa (Acts 26), he spoke simply, logically, and clearly about his life before salvation, how he met Christ, and what his life was like after conversion. Paul’s testimony takes three or four minutes to read aloud.

Learning how to tell others your story in the same manner will be important on your mission trip. The choice of the right words, the flow of your story, and knowing how to begin and end are important.

The purpose of preparing a testimony is not to memorize it and say it verbatim, but to help you put into words some of the important and interesting details of your own conversion experience. A testimony serves primarily as a “door opener,” not a “convincing tool.” Many people are not ready to be convinced they need Christ, but can often be led to talk about the gospel after hearing a personal testimony.

Paul’s Model

Paul’s testimony in Acts 26 is a biblical model you can follow in writing your own personal testimony.

LEAD IN	VERSES 2-3
BEFORE	VERSES 4-11
HOW	VERSES 12-20
AFTER	VERSES 21-23
CLOSE	VERSES 24-29

Here are some suggestions for developing the Before, How, and After sections of your personal testimony.

BEFORE

Many people’s actions spring out of their unsatisfied deep inner needs. What were one or two of your unsatisfied, deep inner needs before you came to know Jesus Christ? Some examples of inner needs are:

Lack of peace

Fear of death

Something missing

Lack of security

Lack of purpose

Lack of Significance

No meaning to life
Desire to be in control
Loneliness

No real friends
No motivation

Non-Christians are usually trying to satisfy their deep inner needs through unsatisfactory solutions. In the past, what unsatisfactory solutions did you use to attempt to meet those deep inner needs? As you develop your testimony, list positive, as well as negative solutions you may have tried. Some examples are:

Marriage/family
Work
Drugs/alcohol
Sports/fitness
Money

Education
Hobbies/entertainment
Sex
Wrong friends

HOW

1. Describe the circumstances that caused you to consider Christ as the solution to your deep inner needs. Identify the events that led to your conversion. In some cases this may have taken place over a period of time.
2. State specifically the steps you took to become a Christian. If there is a particular passage of Scripture that applied here, you may want to use it. Usually, you will simply paraphrase it.
3. Include the gospel clearly and briefly. The gospel includes: All have sinned; Sin's penalty; Christ paid the penalty; You must receive Christ.

AFTER

Share how Christ met or is meeting your deep inner needs. In the BEFORE you expressed your needs and how you tried unsuccessfully to meet them. You now want to firefly show the difference that Christ has made in your life.

Conclude with a statement like this: "But the greatest benefit is that I know for certain I have eternal life." The person you are talking with will tend to comment on the last thing you say. Often it is natural to move from the testimony into a clear presentation of the gospel.

DO'S AND DON'T

- DO: Share your name, where you live, your profession, why you came.
DO: Share what being a Christian means to you, your life before Christ,

Your life after Christ.

DO: Share how you became a Christian and why you became a Christian.

DO: Share how anyone can become a Christian and allow them to respond.

DO: Express your thanks for being able to share your testimony.

DON'T: Talk about divorce, smoking, drinking.

DON'T: Talk about money: how much the trip cost, how God provided.

DON'T: Be long-winded.

DON'T: use religious terms.

DON'T: tell jokes.

Your mission trip will give you the opportunity to build relationships with new friends. This will enable you to share your testimony with them. Your testimony is uniquely your own – no one can share it like you can because it's YOUR story. You will help others see that Christ can make a difference in their lives, just like he has made a difference in yours!

Use the Testimony Worksheet to help you in formalizing your short testimony.

TESTIMONY WORKSHEET

INTRODUCE YOURSELF:

YOUR LIFE BEFORE BECOMING A CHRISTIAN:

HOW YOU BECAME A CHRISTIAN:

WHAT IT MEANS TO BE A CHRISTIAN – THE IMPACT ON YOUR LIFE:

HOW OTHERS CAN HAVE A SIMILAR EXPERIENCE (THE PLAN OF SALVATION IN YOUR WORDS):

GIVE THE OPPORTUNITY FOR OTHER TO MAKE A DECISION FOR CHRIST:

Journaling

Journaling is an important way for you to process what you are learning about yourself, God, and the world. Your mission trip will be forever embedded in your mind, but you will begin to forget some important events, names, and feelings. Journaling will help you return to your experience for many years to come.

We suggest you purchase a journal or notebook and start journaling now. While on the field, try not to miss a day! It will take some discipline, but you will be glad you did.

Journaling Tips

- Write down the impressions you have of the culture. Was it like you expected? What did you learn about the culture? How are you burdened for the people's needs?
- Write down special places, events, foods, names, etc. You will not have time to capture all the details, but journal about those that you recall each night before you go to sleep.
- Write about your relationship with God. What are you learning about him? What are you learning about his purposes in the world? What are you learning in Scripture?
- Write about your relationships with others. How are you relating to your team? The missionaries? The nationals? Any special friends?
- Write down what you are learning about yourself. Have you learned something new about yourself? What are your strengths? What are your weaknesses? Are you learning to respond in a godly way to all things? Are you learning that you have gifts and abilities you did not know about?
- Write down your questions and thoughts. Consider and ponder your future.
- Write your praises and prayer needs to God
- Document answers to prayer.

Pre-Mission Assignments

Before you go, address these assignments in your journal:

1. Why am I going on this mission trip?
2. How have I personally seen God at work?
3. One experience that I definitely want to have while I am in _____ is:
4. The spiritual gifts I bring to this mission are:
5. How I think this mission journey will affect my life:
6. How I hope this mission journey will affect my life: