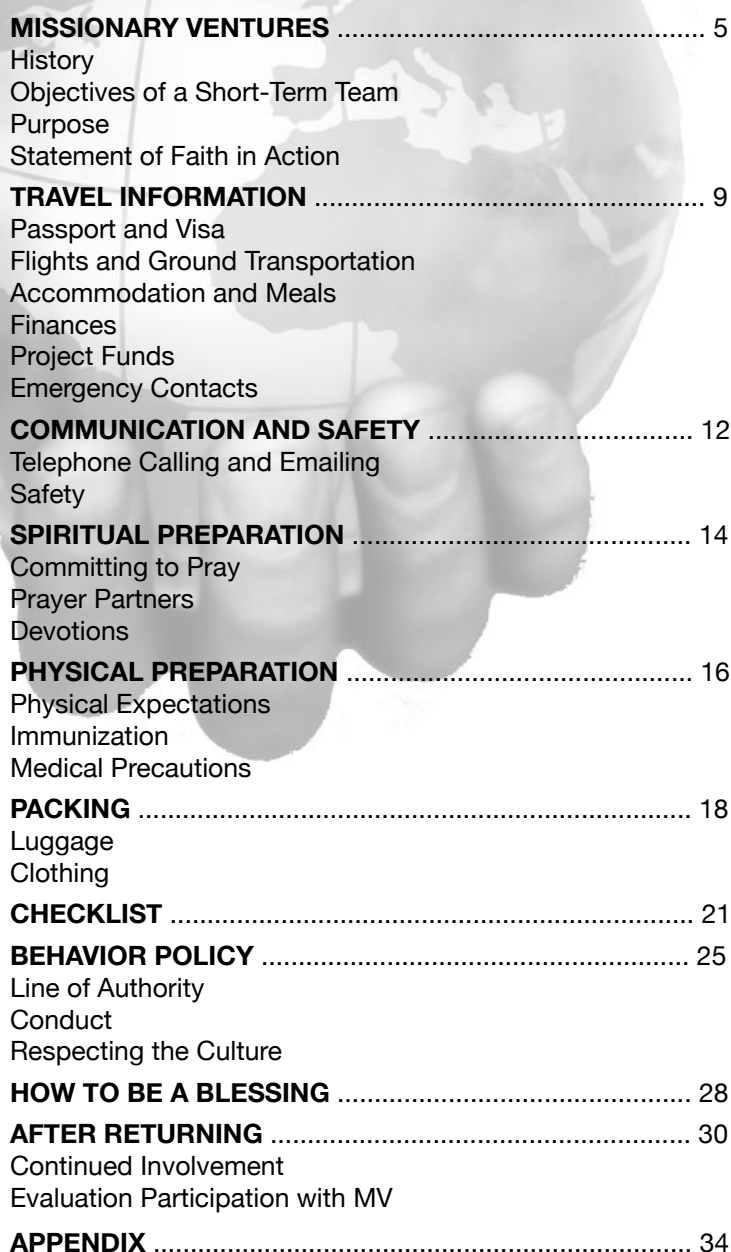




Short-Term Team Member Handbook

Missionary Ventures USA
P.O. Box 593550 | Orlando, FL | 32859-3550
407-859-7322 | 407-856-7934 F
teams@mvusa.org | www.mvi.org



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A faint, light-colored map of Central Asia and surrounding regions serves as the background for the page. It shows major cities like Tehran, Ashkhabad, Dushanbe, and Kabul, as well as geographical features like the Caspian Sea and the Pamir Knot. The map is oriented with North at the top.

Missionary Ventures

History

The work of Missionary Ventures began in 1983 when the first teams were sent to Guatemala to assist those living in squatter camps that had sprung up after the devastating earthquake of 1976. Building on the success of the Guatemalan outreach program, Missionary Ventures has grown into a powerful expression of God's love, now serving in more than 50 countries around the world.

MV Objective

Missionary Ventures is an interdenominational missions organization that assists indigenous Christian leadership through strategic partnership relationships that enables them to reach their own people with the love and message of Christ.

MV facilitates personal involvement in missions, partnering with churches, groups and individuals to encourage and enable their missionary involvement.

Purpose of a Short-Term Team

The primary purpose of a short-term mission team is to assist and enable the indigenous Christian leadership to reach their own people for Christ,

Missionary Ventures

- To equip and release people in their gifts and callings while experiencing a different culture,
- To change the lives of those who go to serve the Lord, and
- To return home more dedicated to Christ in your community and church so that you will be the light to encourage others to get more involved in the overall work of missions.

our Statement of Faith in action

We stand on the Bible as the divinely inspired and authoritative Word of God, **therefore we will read it for the foundation of our faith.**

We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit, **therefore we will only worship and serve the Father, through Christ, in the Spirit.**

We proclaim that a Christian is a person who has come into the Salvation and Lordship of Jesus Christ, **therefore we will be missionaries.**

We rely on the convicting, guiding, empowering, equipping, indwelling presence, and work of the Holy Spirit to bring us into a holy life and a ministry within the church and a witness to the world, **therefore we will have the comforter with us as we go.**

We teach that Christians will be resurrected along with the lost, yet saved unto the resurrection of life while they that are lost will be resurrected unto eternal damnation, **therefore evangelism becomes our top priority.**

We see the church as the assembly, the community, and the fellowship of all Christians united in Christ, **therefore we will strive for unity through love, patience, kindness, self-control, submission, cooperation, and goodness.**

* Jesus Christ is the son of God, born of a virgin, lived

a sinless life, performed miracles, died a vicarious and atoning death through His shedding blood, bodily rose from the dead, ascended to the right hand of the Father, and will personally return in power and glory.



Travel Information

PASSPORT AND VISA

You must have a valid PASSPORT with an expiration date more than 6 (six) months after your scheduled trip's return date. You will not be allowed to leave the country until your passport has been renewed.

Some countries require a visa. MV will notify you in the event you need a visa and will provide you with a visa application and instructions.

FLIGHTS AND TRANSPORTATION

Missionary Ventures takes the headache out of travel arrangements for the team. We will arrange your flights to and from the country you're visiting, as well as any required in-county flight(s) and transportation.

We recommend that you reconfirm your flight itinerary 72-24 hours prior to departure. And be prepared to be at the airport 3 hours prior to your scheduled departure time, to allow time to meet up with you team.

ACCOMMODATION

The team may stay in small hotels, churches, mission houses, church member's homes or other facilities. Accommodations vary depending on the remoteness of the area and standards of living. Food will be prepared in the safest manner. Remember to be gracious for all

food lovingly. You will be given the best that your hosts can provide. Please alert us to any food allergies you may have so that we can inform the field. Drink only the water provided by MV.

FINANCES

Team Trip Costs

Trip costs cover all necessary expenses apart from passports, souvenirs, entry and exit fees.

All trip costs are to be paid in full prior to departure. MV does not want to see anyone go into debt to fund their trip.

In your fund raising efforts, please keep the following in mind:

- MV is a non-profit corporation; therefore all donations may be deducted for tax purposes.
- In order to receive the deduction, checks must be written to MVI.
- Have your supporter send all checks to you made out to MV, so you can keep a record of the amount donated and the names and addresses of your supporters (see Appendix).
- Any excess funds received will be used towards the team's mission while in the country, if needed. Otherwise, it will be used at the discretion of MVI for other associated cost expenses and/or needs in the field during and/or after your trip.

PROJECT FUNDING

Often funds are needed for projects that a team is going

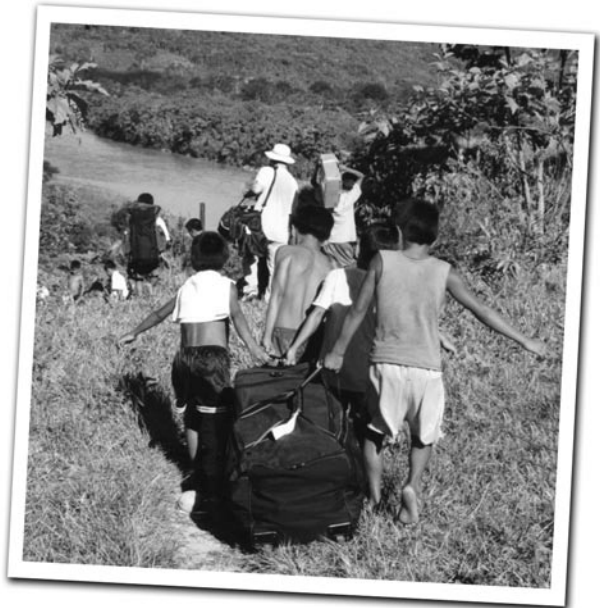
to be assisting with in the field. MV in consultation with the Team Leader and Field Coordinator will establish a target budget for the team's project. Believe God to supply all the funds for His work. Step out in faith and share the need with others. God never ceases to amaze us as we see His provision.

EMERGENCY CONTACTS

In the event there is a family emergency, please advise your family members to first call the MVUSA office at 407-859-7322. If it is after-hours or on the weekend, you will be given an emergency contact person and cell number in the U.S.

In most countries, there is only one flight a day in and out of that country, and it usually takes 24-48 hours from the time we are notified to make the necessary arrangements to get you back to the States.

MV **WILL NOT** be responsible to pay any fees associated with returning home earlier than scheduled due to these emergencies.



Communication & Safety

TELEPHONE CALLING & EMAILING

We discourage telephone calling and emailing of any kind. If you do need to make a call, please do it at the airport before departing and/or upon return. This is time to separate your self for the Lord, doing His work and hearing from Him. In the event there is a problem, and it is necessary to contact someone back home, please speak with your Field Coordinator. The MV Office will be notified immediately of any emergencies while in country and we will notify the emergency contact person you provided on your application.

SAFETY

Please use discretion in the amount of cash you carry. All your expenses will be handled by the Field Coordinator,

so you will only need enough money for love offerings, souvenirs, entrance and exit fees.



We recommend the use of money belts or secure undergarment pouches. If women carry purses, hold them in a secure manner to

prevent snatch-and-run type thefts. Wrapping rubber bands around a wallet and keeping it in a front or zippered pocket will make it difficult for a pick-pocket to remove.

Prior to leaving your home, empty your purse and wallet of all items except: driver's license, insurance cards, and emergency medical cards. If you do carry a credit card, please make sure someone at home has your account number and the phone number for reporting a lost or stolen card. Do not take expensive watches, chains, jewelry, or other items.

Stay with your team. No one will be allowed to leave the team, travel alone, or sightsee outside of the group.

NOTES:

[illegible]

Spiritual Preparation

Your spiritual preparation is essential to your mission trip experience. It is the most important contribution you can make to your team both before and after the trip. Take time for God in reading his Word and in prayer. Keep your eyes focused on the reason for the mission trip - GOD! Make every effort to be at all training sessions.

COMMITTING TO PRAY

Please Pray for:

- God's will to be accomplished in your life
- Your team leader
- Your fellow team members
- The hosting Field Coordinator
- Team Unity
- Finances to be released
- Your project/ministry
- Indigenous people to whom you will minister
- Divine appointments to be made
- Health, safety and protection
- Thanksgiving for what will be accomplished

PRAYER PARTNERS

MV strongly encourages you to have at least five prayer partners who recognize the importance of prayer. The prayer partners should not be those who are on the trip with you. We will provide a prayer partner form for you to fill in your prayer requests for the training time and

the trip time. Please complete the forms and make copies to give to your prayer partners (see Appendix).

DEVOTIONS

Daily team devotions will be mandatory and are an important part of your day. Generally, when available, the Field Coordinator will lead the first team devotion and then the team leader will assign the remaining devotions to the team members. If the Field coordinator is not available, the Team Leader will lead the first team devotion.

Each morning or evening as time permits, there will be devotions and a debriefing of the day's activities. Use this time to prepare and share the joys and unexpected circumstances that may arise during the day.

At the end of the day, take time to write in your journal the experiences and joys of the day.

NOTES:

Physical Preparation

PHYSICAL EXPECTATIONS

Short-term mission trips can be physically demanding. You may have to walk, carry your bags and some food or you may have to work in a hot room without an air conditioner. It is important to understand what will be expected of you for each trip. Be prepared. Start exercising now, under your physician's guidance! Let your team leader know of any restrictions you may have that might restrict your full participation and the team leader can advise you if any accommodation can be made to help you fully participate.

IMMUNIZATION

Immunizations are necessary. Medications required vary depending on the country you are visiting and the time of year you are travelling. We recommend you visit a **travel doctor, your public health clinic or contact the Center for Disease Control for Travelers**, (www.cdc.gov/travel/) for current information on Immunizations.

Everyone on the team must be immunized against:

- Tetanus
- Hepatitis A&B
- Yellow Fever (**Required for Africa and parts of Peru**)

Other common Immunizations and medicine that may be required include Typhoid, Diphtheria, and Anti Ma-

larial tablets. Your doctor may also consider prescribing a prophylactic antibiotic such as Cipro, Septra and Doxycycline for you to take while on the trip. Remember that some of these immunizations will require several months of vaccinations so check with your doctor early on.

MEDICAL PRECAUTIONS

List any allergies to foods or medicines, blood type, and current medications on your application. Keep a list to carry with you.

DO NOT pack your medications in your checked luggage. Never carry expired medications and always carry your prescription medications in their original container with the correct labels.

Please pack your own personal first aid kit. Include Imodium, Gastrolite, band-aids, and a pain medicine (i.e. Tylenol /Panadol / Paracetamol / Aspirin), Benedryl and personal medications. Carry any travel sickness medica-

tion or required medication in your **carry-on bag**.



Packing

LUGGAGE

Travel allowances vary by airlines and countries visited. Therefore, check with your Team Leader to know the weight and bag allowance guidelines for your trip. Please adhere to guidelines when packing. You may also be asked to pack ministry items. Please allow for this when you are packing. Use a back pack, duffle bag or small suitcase to carry on. Note: There are weight limits for a carry-on bag.

Place your name, address and phone number on the inside as well as outside of your pieces of luggage.

EMBARGOES

At certain times of the year, some countries have additional checked bag limitations on luggage, this is called an “Embargo”. Embargos are often placed on containers, boxes, excess, and overweight luggage. The MV team trip department will do their best to keep you abreast of any limitations. It may be helpful to verify current bag limitations continually prior to leaving. Restrictions are subject to change at any time without notice. We advise you to contact the airlines 72 hours or less to reconfirm airline restrictions and regulations.

LOCKS

Do not lock your bags unless you have a lock that is

identified as a “TSA-recognized locking mechanism”. For more information, please visit the Transportation Security Administration’s website at www.tsa.gov, type in keyword: “Locking your checked baggage”. These locks can be used to secure your luggage without creating the need for security to break the lock or damage your bag.

CLOTHING

You must dress modestly to remain culturally sensitive and be a good witness. We are guests in a foreign country. Attention to detail will avoid a negative reflection which could cause a stumbling block for others.

When ministering in church, ladies generally wear a dress or long skirt and men generally wear a collared shirt and sometimes a tie, therefore be prepared.

LADIES- DO NOT bring the following:

- Mini skirts (skirts should be below the knee and in some places ankle length skirts are required)
- Midriff or short tops (Your belly shouldn’t show.)
- Off the shoulder tops
- Tight knit pants or low hipsters
- No face piercing - one ear piercing set only please
- No tank tops
- No sleeveless dresses - unless worn with a t-shirt or shirt

MEN- DO NOT bring the following:

- Clothing that advertises heavy rock bands
- Bicycle pants, short shorts or pants that hang below the hip

Packing Checklist

CARRY-ON-LUGGAGE

- ☐ Airline ticket and passport (plus an extra copy of passport in carry-on, entrance and exit fees)
- ☐ Insurance documents, vaccination record, and a copy of your medical history along with your allergies and blood type
- ☐ Pack all personal medication in pharmacy bottles with original label in your carry-on or backpack
- ☐ Pack at least 1 complete set of clothing and toiletries in your carry-on luggage
- ☐ Bible, devotional material, small notebook or journal, pen/pencil
- ☐ Spending money for souvenirs (currency should be in new bills - no marks or tears) a money belt is suggested
- ☐ Light sweater or jacket (depending on climate of your destination) and poncho
- ☐ Wear sturdy, comfortable, washable shoes
- ☐ Valuable items such as electronic equipment, camera, and film
- ☐ A backpack is considered your purse, even for the guys

CHECKED LUGGAGE

****** Please remember to pack pocket knives, scissors or nail files in your Checked Luggage.

GENERAL:

- ☐ Earplugs (optional)
- ☐ Flashlight and spare batteries
- ☐ Small sewing kit
- ☐ Camera and extra film and batteries (team video camera and tapes)
- ☐ Alarm clock
- ☐ Hat, sunglasses
- ☐ Sunscreen
- ☐ Water bottle for drinking
- ☐ Snacks (protein bars – dried fruit)
- ☐ One bath towel/ facecloth
- ☐ Washing soap or powder
- ☐ A few pegs and cord for a clothesline (share)
- ☐ Family photos to show
- ☐ Notepaper or cards for thank you letters to hosts
- ☐ Plastic bags (2) and some 2-gallon zip lock bags
- ☐ Sturdy, comfortable, washable shoes

TOILETRIES:

- ☐ Hand soap, shampoo, deodorant
- ☐ Moisturizing lotion, sunscreen, strong deodorant, and lip balm
- ☐ Antiseptic hand gel or anti-bacterial wipes)
- ☐ Toilet paper AND handkerchief / tissues
- ☐ Razor
- ☐ Extra contacts and solution (eyeglasses)
- ☐ Make-up (lightly used is acceptable)
- ☐ Repel Permanone (Note: spray all clothing prior to packing and bed linen before going to bed for mosquitoes – buy at Wal-Mart Hunting Department)
- ☐ Female sanitary requirements
- ☐ Hairbrush/comb
- ☐ Toothbrush & toothpaste

- ☐ Towels/face washer
- ☐ Insect repellent (Tropical strength - high DEET content)

CLOTHING:

- ☐ Church outfit (Check with Team Leader in some places this guide will vary)
 - o Women: Dress or skirt (must be below the knee)
 - o Men: Jeans or khaki pants, (collared shirts and ties for some countries or areas)
- ☐ Normal day modest clothing (You can wear things more than once)
 - o Women skirts / loose fitting pants for non-ministry and travel time
 - o Men t-shirt, jeans, or slacks
- ☐ For hot climates and for travel wear only - 3/4 pants or shorts must be knee length or below (Field Coordinator will advise)
- ☐ Medical teams - wear scrubs
- ☐ Enough socks and modest underwear for the trip
- ☐ Modest sleepwear (e.g. lightweight for sleeping in warm climates sweat suit for cold climates)
- ☐ Extra pair of shoes / running shoes (no heels) (washable)
- ☐ Shower shoes
- ☐ Jacket (waterproof or water repellent) or poncho / jumper
- ☐ Swimwear- one piece or shorts & top- no bikinis or Speedos

OTHER MEDICATIONS:

- ☐ Imodium (or other anti-diarrhoea medication)
- ☐ Tylenol / Panadol / Paracetamol

- ☐ Antacid tablets
- ☐ Anti Inflammatory / Benadryl
- ☐ Malaria tablets (check with your physician, some must be taken prior to travel)
- ☐ Mosquito -Nets (As directed by the Team Leader)
- ☐ Basic first-aid items
- ☐ Antibiotics (prescription required from physician - optional)

HELPFUL TIPS:

- If you pack your clothing or separate your outfits in 2-gallon zip lock bags, it often makes it easier for customs to view items in your luggage and saves on space.
- It also makes it easier to take a complete set of clothing to the showers.
- Take extra zip lock bags to store wet clothing, i.e., towels and washcloths, swimsuits, muddy shoes, etc.
- Use zip lock bags to pack a daily survival kit to drop into your backpack, (items to include: snack, band-aids, tissues, antacid tablets, hand sanitizer, etc.
- Note: replenish it daily.

NOTES:

Behavioral Policy

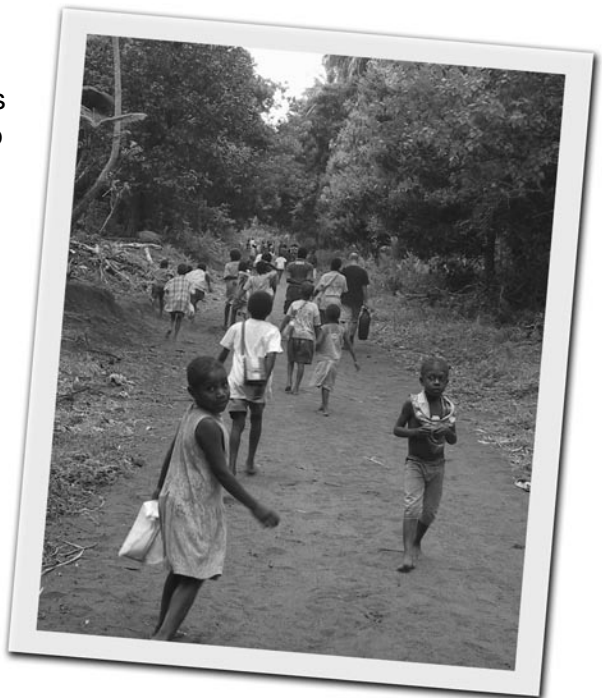
LINE OF AUTHORITY

It is very important that each member of the team submit to the authority of your Team Leader. They have been trained to do their job, so they know what MV expects from the team.

It is important to note that everyone comes under the authority of the MV Field Coordinator. They live with the Indigenous people to whom you will be ministering. They know what acceptable behaviour is and what is not. Be a blessing not a burden! Pray for your leaders and those on the field.

CONDUCT

We are servants and expect all to go with the heart of a servant. As a mission team member, you are expected to maintain the highest level of integrity, honesty and morality. This means that you will behave in a mature



manner following Godly principles at all times.

- Be an encouragement. No complaining or gossiping
- Show respect to fellow team members
- Be flexible with everything that happens - itineraries, meals, etc.
- Be kind and gentle in speech, avoid loud conversations
- Give your best to your team
- Participate in prayer, devotions and team ministry
- Follow through on your responsibilities, be willing to learn and be stretched
- Ask permission before taking pictures
- No romantic involvement of anykind
- Stay with your team at all times
- Most field locations will have a lights out policy and it is usually 11:00 PM
- Be flexible concerning time and schedule – no complaining or gossiping
- NO PURCHASE OR CONSUMPTION OF ALCOHOL, DRUGS OR TOBACCO
- NO PROFANITY
- NO SECULAR MUSIC
- NO FIGHTING

NOTE:

Missionary Ventures reserves the right to send a team member home at the team members expense if you are unwilling to comply with the above.

RESPECT THE CULTURE

- Remember: you are a guest in another country. You are the outsider looking in. Be respectful of another

man's culture and customs.

- Listen intently to the Field Coordinator hosting your team. His or her valuable experience can save you much time and anguish.
- Ask questions.
- Don't give money or gifts to anyone. Consult your Team Leader who will consult the Field Coordinator as to how this can best be done.
- Ask permission before taking pictures of people.
- Learn a few greetings in the foreign language; greet nationals in their own language.
- Be polite and discreet. We do not want to do anything to offend or disrespect any nationals and the relationships that have been formed.
- Remember that most non-western cultures have a different perspective of time.

RELATIONSHIPS

Be loving and patient with team members. When you are tired and “out of sorts,” keep quiet and give it to the Lord. Accept His correction. Relationships are too important to injure through thoughtless words and attitudes. If you have a complaint or conflict that cannot be resolved, please bring it in confidence to the Team Leader.



How to Be a Blessing

Once your team has established the type of ministry you will be doing in the field, your Team Leader will ask you to start collecting supplies to take. Ask your family and friends to help you collect some of these items. Some examples are:

BEFORE YOU GO

- Medical teams may need to start gathering medicines. (NO out of date Meds)
- Construction teams may need to bring tools and raise money for their project.
- If you are working in a school, you may need to start collecting school supplies.
- For general ministry, you may need to collect clothing and toiletries.
- The Team Leader will be aware of any customs of giving if you stay with the national family. At most, these are little trinkets from your country.
- Be prepared to share about your family with others you meet and it is helpful to bring a few pictures.

WHILE YOU ARE THERE

- If you have any money or an item you would like to leave as a gift, please leave it with the MV Field Coordinators. It will be disbursed as you wish, but discreetly, and in a manner that would reflect God. We do not wish to discourage gifts, but to direct

- them in a proper way.
- You will learn of many ways that you can help, but it is recommended that you work through the Field Coordinator as to the best way to do so.
 - Don't make promises to Churches, Pastors or any one else is the best guide. If you feel led to help, then seek the permission of your Team Leader and the MV Field Coordinator. There is often a larger picture that needs to be considered and wisdom dictates Godly council.

UPON YOUR RETURN

In the debriefing and evaluation time, you will be given opportunities to take your Missionary Venture further. (SEE After Returning) Remember, above all else, the greatest gift you can take with you is a "SERVANT'S HEART."

GIFTS FOR FIELD COORDINATORS AND THEIR FAMILY

It is always a joy for our Missionaries to receive a blessing from the team that they are hosting. This is entirely up to you. You as a team can consider giving a monetary gift, purchase something together as a team to give them that they need or simply bring individual gifts. Our Field Coordinators are full-time Career Missionaries who are completely self-supported. Most of our field staff have families who live and work with them on the field. The greatest gift you can bring them is yourself.

After Returning

Our experience is that nearly every team member will come home with a changed heart. Look for opportunities to share your experience with others. Have a story ready to share from your heart about the people and how God taught or ministered to you personally.

Tell others of the difficulties you may have encountered on the trip, and then tell them how God brought you through.

Make sure you attend the at home debriefing. This is an excellent time to reminisce and share your pictures with your former team members about your experience.

CONTINUED INVOLVEMENT

We know what God does in the hearts of team members is just as important as what He does through them. After a short-term mission trip, you soon realize it is just the beginning. It opens our eyes to see what Jesus sees. It opens our hearts to feel what He feels. It opens our minds to the endless possibilities of reaching the lost with the love and message of Jesus Christ. It opens us to the needs of the world. What can you do?

1. Continued Support

You met the national pastors. You held the children. You visited the schools, the orphanages, the churches, and the feeding centres. You can help with the cost of running these ministries. For more information contact

the MV office.

2. Prayer Partners

Prayer support is a vital part of the ongoing ministry of MV. Our Field Coordinators send out newsletters to their prayer partners and supporters that include praises, special needs, and exciting articles. The MV office hold monthly prayer meetings, ask us for details.

3. Volunteer

We always need volunteers to work in the office and warehouse. Contact the MV office if you would like to help.

4. Promotion

Your excitement about missions will encourage others to participate in missions. Your photos and testimonies can also be used by God to direct those around you to become personally involved in mission work.

5. Full-Time Missions

Perhaps God has touched your heart and is prompting you to missions. Contact the MV office for information.

PARTICIPANT EVALUATION FORM

We welcome your thoughts on the overall trip. Tell us what impressed you the most and give us any suggestions you have for future team trips. Your input is valuable to us. Each team member will receive an evaluation form by email. Please complete the form and submit. In the process consider what God is calling you to do with what He has shown you on the team trip.



Take the time to write a short story regarding a touching moment during your trip and email your story along with pictures to us at teams@mvusa.org. Often these stories and pictures are used in publications produced to promote missions.

Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Appendix

SAMPLE SUPPORT LETTER

(Try to open with a scripture that the Lord is laying on your heart)

Dear *(put in the name of your potential supporter)*,

(Paragraph about MVI)

I have recently made the exciting decision to go on a mission trip with an organization called Missionary Ventures (MV). Since 1984, MVI has facilitated thousands of short-term mission trips to dozens of countries all over the world. This year, I want to go with them to [put country name here]. Missionary Ventures is committed to partnering with indigenous churches in poorer countries around the world, assisting them with the tools they need to change their communities. One of these tools is short-term mission teams.

(Paragraph about what you will be doing)

My team will be based in/near the city of [put the name of your base city here]. I will be gone from [insert trip dates here]. Throughout the trip, I will be busy ministering through [put ministry tool that will be used here]. It is my responsibility to raise \$00.00 to help with team expenses. The donations will be used by MV to cover expenses related to this short-term mission trip. That includes all the participants' travel and ministry expenses.

(Paragraph about your need for prayer)

I cannot accomplish this task alone, so please join me with your prayers. I am praying specifically that [ex: I will have boldness in sharing my testimony, I will raise all funds needed, I will do my ministry tool well, I will meet people prepared to hear the Gospel, etc.].

(Paragraph about your plan of action)

I am asking you to also be a part of this mission trip by investing in my life and in the lives of the people we will reach in [enter country here]. During the next several months, I will be working very hard to help raise my portion of the finances needed by the team for this trip. The deadline for half of the donations is [insert your Ticketing Deadline here] when [put the amount of 50% of your goal here] is due.

(Paragraph about how to help financially)

Any amount you give will be greatly appreciated. If you would like to pay with a credit card, please go to mvi.org. Scroll down to the bottom and click on “Donations” then follow the instructions. If you would like to donate by check, please make it payable to Missionary Ventures. You can send all donations to [enter your address here]. With your donation, please include a note with my name on it and the phrase “Honduras mission trip” *(or whatever country you’re going to)*. That way MVI can help me track my progress toward meeting the \$000.00 goal.

You will receive a receipt from MVI for your tax-deductible contribution. All donations are to help MVI pay the expenses for this short-term mission trip and are not for me personally. If I am able to raise more than \$00.00, the additional amount may be used to assist participants on the team who are unable to meet their goal, for ministry materials or for other ministry opportunities associated

with Missionary Ventures' short term mission program. If I am unable to go on the trip for any reason, your donation will be used by the team toward their ministry in (country). For funds to be considered tax-deductible donations by the IRS they must be non-refundable.

If you have any questions or comments, you can contact me at *[enter your phone number and e-mail address here]*.

Thank you so much for your consideration. Your prayers and support are greatly appreciated!

God Bless You,

(Try to get their attention by using nice stationary and including pictures in your letter. The idea is to make your letter stand out to them.)

FOUR STAGES OF YOUR LETTER

1. **ACKNOWLEDGE:** Acknowledge your relationship with the reader (i.e. how you know them).
2. **EDUCATE:** Educate the reader on your mission trip opportunity. Cast a vision for them of the purpose of the trip.
3. **INVOLVE:** Ask for specific action on their part based on the need you shared.
4. **ACKNOWLEDGE:** Acknowledge your relationship again with emphasis on thanks, appreciation, partnership and commitment. This ties your opening acknowledgement to your request. Flow of the letter should be from general to specific.

TEAM MEMBER FINANCIAL RECORD

Team Member's Name: _____

Date Received	Name	Address	Amount	Balance Owe

PRAYER CARD

Your prayer support is an invaluable part of our mission

Please, pray for me _____ as I will be
going on a Short-Term Missions Trip to the country of
_____ from _____ to _____
with Missionary Ventures International.

Our team will be focusing on _____.

PLEASE PRAY FOR THESE AREAS:

- ☐ God's Will
- ☐ Finances
- ☐ Safety (flight, food, in-country travel)
- ☐ Physical well-being
- ☐ Completion of tasks
- ☐ Unity among the team
- ☐ Strength for the Team Leader and Field Coordinator
- ☐ For lives to be changed (both the team members
and the indigenous people)
- ☐ How to apply and share what I have learned when I
return home

Missionary Ventures USA
P.O. Box 593550 | Orlando, FL 32859-3550
407.859.7322 | 407.856.7934 F | teams@mvusa.org | www.mvi.org

