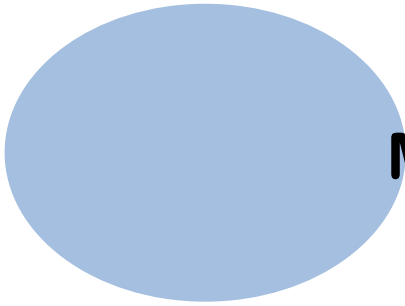


First United Methodist Church



Mission Manual

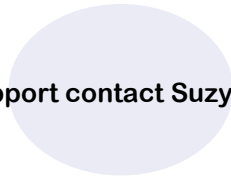
Transforming the world



Transformed by God to transform the world through serving and inviting others as we grow together spiritually

2011


Resources to make planning your
next mission trip successful



For additional support contact Suzy at : suzy@brightonfumc.org

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Good and Faithful Servant

You were called

You are reading this manual because you have been called by God to go out and transform the world in His name. Know that you are not alone on this mission. The mission outreach team of First United Methodist Church is eager to help you and willing to assist in making your experience positive and easy.

As a team leader it is important that you are committed to answering God's call on your life, patient, culturally sensitive, flexible, patient, enthusiastic, caring, able to delegate, patient, have a positive attitude, a sense of humor and the ability to be a problem solver.

We encourage you to find an assistant leader immediately, preferably not your spouse. This allows you to share the workload, but also to share your dreams and hopes for this mission. Should something arise and you become unable to complete this mission, your assistant will be in a position to make sure the trip is able to occur.

We have included several resources in this manual. Please take the time to read through them. This manual was created in cooperation with the United Methodist VIM missions as well as faithful leaders at Brighton First United Methodist Church who have previously led mission trips. We hope that this will serve as a guide as you go forth.

Because each mission trip is unique, you may find that you need to adapt these resources to meet your needs. Feel free to make copies and alterations to any form in this manual. Forms are found beginning on page 19. It is our hope that as you use this manual, you will be able to offer us insights on ways that we can improve it to better serve the needs of our leaders. Please share your experiences with us, so that this manual can evolve into a more complete resource for future leaders.

The First United Methodist Church of Brighton has identified as its core values: active service, invitation and spiritual practices. We pray that your ministry on this mission trip will reflect all of these.

Our director of missions, Suzy Hutchison is available to answer questions, offer advice or direct you to additional resources. She can be reached at the church 810.229.8561 or via e-mail at suzy@brightonfumc.org.

May the grace and peace of our Lord, Jesus Christ be with you as you embark on this adventure in His name.

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Who:

Adult: Trips where safety is a concern should be limited to people over 18 years old. Always be aware of the skill level of your adults so that you can find mission opportunities where everyone can be successful. Remember that the people who prepare your food, devotions, laundry, etc... are important members of your team too.

Youth: Be aware of the age requirements set by the mission organization that you have selected. A 5:1 ratio of students to adults is recommended, but your organization may have other requirements. In addition, adults who travel with you must undergo a nationwide background check. The work requirements of the trip may make it necessary to have pre-mission training sessions. Be sensitive to the fact that many youth have no experience and may be intimidated by the prospect of going untrained.

Family: Parents are always responsible for the supervision and well-being of their child while on this type of mission trip. Be certain that the work is appropriate for all ages and that everyone has an opportunity to participate in a meaningful way. These types of trips are best when they offer the flexibility to come and go from the mission site throughout the day, as children are often unable to stay focused for extended periods of time.

Multi-Age: On this type of mission trip unrelated people of varying ages (youth and adults) are in mission together. Consider an appropriate age limits. Remember that an able-bodied teen has the ability to work hard all day and still engage in fun social activities in the evenings.

Gender Specific: A trip may be gender specific because the available housing warrants it or perhaps you would like to do this to encourage relationships between participants.

Special Needs: People with special needs are always welcome on our mission trips. For this reason it is important that you, as a leader, are aware of the limitation of all participants. It may be necessary for a participant to have an assigned companion at all times. Or perhaps a participant may need to limit himself to half days of work. Create an atmosphere where all participants feel valued and listened to, so that you can be aware of the unique needs of everyone.

Non-members: People from outside our congregation are welcome to participate. Invite a neighbor, relative or friend. It is most important for these participants to attend the pre-departure meetings so that they can clearly understand the expectations of the mission. This is a great opportunity for people unconnected to a church to see Christ in action.

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What

Home Construction/Improvement: This mission will be labor intensive and must include an adequate number of people with construction ability. You will also need people with the ability to supervise and teach the less skilled people. In some cases the organization may supply the work crew leaders.

Hunger Response: This mission trip may include work in a homeless shelter, soup kitchen, food bank or other hunger-response organization. They are less labor intense and often appropriate for families.

Disaster Relief: This mission may take place under a very short time frame. When a disaster occurs people respond by showing up with whatever resources they have available. These tend to be less organized and all participants must be flexible, as things may change daily.

Educational: This mission may include teaching VBS on a Native American Reservation or an inner city. It may include tutoring at a youth center for under-resourced children, or other types of educational experience.

Medical: This mission is appropriate for health care professionals. Each is unique in what type of professionals they seek; Medical, dental, optometric... it may be a sub group of another mission trip or an independent trip.

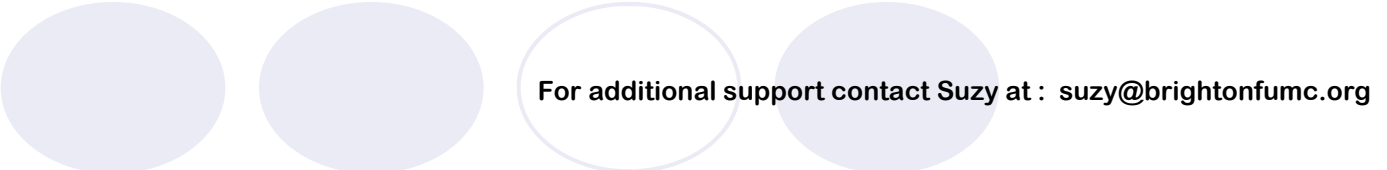
Where

Local: When choosing a location nearby decide whether or not you will allow participants to come later or leave earlier. People will ask. There is great value in the experience of all staying together throughout the mission time period, however by being flexible you will get people who might not otherwise be able to participate.

Domestic Driving: Always schedule driving to minimize driver fatigue. It is best to have more than one licensed driver in every vehicle. Trips that require overnight stays while in transit often stay in a church. We can assist in helping you find a church, if this is necessary.

Domestic Flying Distance: Choosing to fly can make a trip cost prohibitive for some people. However, often when you consider overnight travel accommodations and additional food, you may discover that there is not an appreciable difference. Many airlines offer group rates, but must be booked 90 days in advance. If you plan to fly, plan early!

International: International trips require more preparation. They are inherently higher risk and more expensive. It is advised that you have an experienced mission leader on your team. Plan ahead for obtaining passports and inoculations.



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When

Date: If you are working with an organization you may not have any flexibility with your date. In other circumstances you may find that the mission organization is flexible, for example with a VIM trip you can frequently choose from a number of weeks. You will have the greatest success if you can choose a date at least 6 months ahead of time. The more expensive the trip, the more important that you select a date early, so participants can plan for the expense or effectively fundraise.

If you are doing a disaster relief trip, select a date that works for you. Because of the urgency of the situation you will not have a lot of flexibility. People who are interested in this type of mission, will be willing to make scheduling changes to accommodate your mission.

There is no right time to do a mission trip. Much of the decision about when to go is dependent upon who you expect will participate. Students are more apt to go during school breaks, working adults often prefer extended weekends, retired adults may have greater flexibility. However, we have found that people can often, with adequate preparation, take time off work to go on mission.

Remember that you will never select a date that works for everyone who expresses an interest in your mission. Trust that God will provide the right people to venture with you .

Why

Primary Purpose: The primary purpose of your mission is to be the hands and feet of Christ on earth. For this reason it is important to remember that your attitudes and behaviors toward each other and the community in which you serve are a direct reflection of God. Always act with graciousness, mercy and generosity. Go with a servant's heart.

Other Purposes: Spiritual formation for your participants is an important part of all mission trips. This includes allowing time for people to talk with each other about their experiences, particularly seeking to discover where God is found in the hardships. In addition, each day should include a morning time of prayer and reflection and an evening structured devotion or worship.

Accomplishing the task assigned to you in your mission community is also important. Please remember that you may not be able to fully complete the task that the mission organization has assigned, but strive to do it to the best of your team's ability. Use your resources of time, talents and materials wisely so that your team is a good steward of all that God has provided for this mission.

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Recruiting Participants

A good recruiter is prayerful, sincere, enthusiastic, positive, knowledgeable, personable and persistent. There are many ways to recruit participants. The most powerful way is through personal invitation. This can be tricky for a first year team and deadly for a long running mission team.

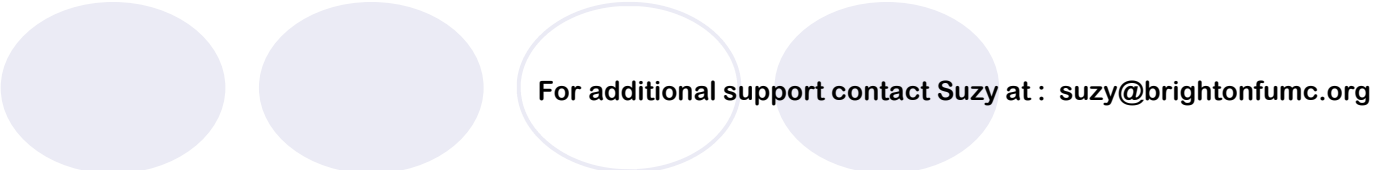
If your team has been serving together for many years it is important that you be intentional about inviting new people to come. Talk to people about your mission, create a sense of excitement surrounding the trip. Ask staff and other church leaders about potential new participants that you can personally invite. In addition, you will want to make a “blanket” invitation to the entire congregation. This can be done through bulletin announcements, Beacon announcements, displays in the community room and the web page. Pastors may choose to verbally lift up your mission during service time announcements, as well.

If this is a new mission experience and you have no well-developed team, it is essential that you and your co-leader make many personal contacts. People who are personally invited know that you saw something in them that would benefit your mission. Be conscious of inviting people who are not currently active on other mission teams.

It is a rare mission trip that cannot accommodate people of all abilities. As a mission leader, one of your responsibilities is to find ways to make people of all ability levels feel welcome and valued on your mission. Remember that the responsibilities of assuring that everyone has clean laundry, good food, adequate water and clean sleeping areas are important. There may also be a role for someone on your worksite who socializes with the local residents, hands tools to workers, sweeps floors, etc... We ask that each person give to the best of their abilities, acknowledging that we are each important in the service of God.

Maintain contact with everyone who expresses an interest. When they have given you a deposit for the trip, then they have committed to the mission and may be included on the official roster.

Fill out the roster included in this manual (page 27). Keep a copy for yourself and submit 2 copies to the church office. It is essential that these be accurate when you leave for your trip. This information will be very important should an emergency arise. In addition we ask that all participants complete a covenant statement (page 16) and a medical and liability release form (page 17). A copy of the medical and liability release forms should also be left in the church office. For the duration of the trip, the mission leader should have in his or her possession a folder with completed and signed copies of all these forms.



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Recruiting Participants (cont'd)

As you invite people to your mission team, keep in mind that the success of the mission is dependent on your ability to delegate responsibilities. Make sure you invite people who are willing to take on one or more of the following leadership roles:

Devotion leader—lead a time of prayer, worship and devotion at least once per day. Takes on the primary responsibility for the spiritual formation elements of this trip.

Recreation Director—Coordinate fun activities to do during your trip, preferably involving the local culture.

Supply Coordinator— Find out what types of supplies you will need and obtain them for the team.

Food Leader— Some mission teams are required to prepare their own food at the sites. If your team requires this, you will want someone who is willing to set menus, purchase food, cook, clean and recruit helpers.

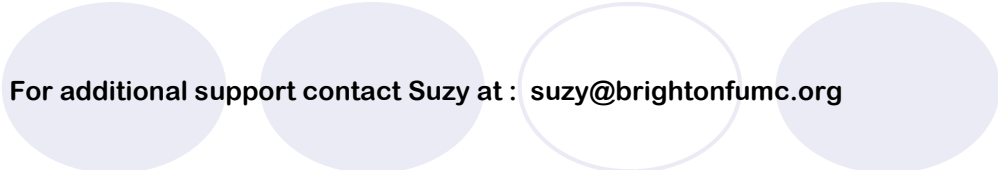
Transportation Leader—This person will coordinate with airlines, car rental facilities and/or carpool drivers to make sure that all people are transported legally and safely. In addition, if you are spending a night en route to your destination, this leader will be responsible for finding lodging.

Medical Personnel— There should be one person on each team who has, at the minimum, first aid training. If you are unable to find someone, we will happily assist you in getting appropriate training for your team. This is especially important and training can be tailored for any known health conditions.

Fundraising Leader— If your mission team intends to do fundraising to offset expenses, this person is essential. They will work with the church office, the mission participants and the community to facilitate all fundraisers.

You may find that these job descriptions are not all inclusive of the tasks your mission team needs to fulfill. Feel free to add jobs. The primary purpose of recruiting these leaders is to allow for everyone to feel valued and needed on this mission. The added bonus is that if you have delegated well, you will be able to enjoy the mission experience without undue stress.

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Financing the Trip

Setting the Budget—Early in your planning you will want to set a tentative budget. See page 26 for a worksheet. Understand that you will have to make guesses on some of the items, but research will help make them as accurate as possible. Once you have established a working budget, divide the total by the number of participants. This will give you a per-person expense. This number should be submitted to the church office, with the participant roster so that a monthly statement can be sent to each participant.

Team member contribution—It is important that early into the planning process, no later than the first informational meeting, you request a deposit from each participant. \$100 is recommended for most trips. This will help to solidify a participant's commitment to the mission. As a team, or as the leader you will determine what portion of the total expenses will be paid through team member contributions. You may elect to have 100% paid this way, or as little as the deposit.

Fundraisers—There are many opportunities for fundraisers in the congregation and in the community. Assess the skills and interests of your mission team to determine what is appropriate. We encourage you to look beyond the walls of the church for financial support. This is a great way to inform the community and world of the transforming power of faith and to encourage others to do their part in transforming the world. Invite all who are unable to participate with their hands, to participate with their financial support. Personal letters to friends and families of team members, asking for a donation can be highly successful. Opportunities like bake sales, crossroads dinners and art fairs serve to raise funds and create team building skills. When depositing money from a fundraiser be sure to inform the church office how the money is to be divided among the mission participants, so that all people will get appropriate credit.

If you will be fundraising in the church (e.g. bake sale, craft fair, etc) you must seek permission from the church staff. Contact Suzy Hutchison and she will take the request to a staff meeting for approval.

Grants— Grants are available through the United Methodist Church and through various community organizations. Unfortunately there is no fully inclusive data base of grant opportunities. If you have a team member willing to do the necessary research and writing for a grant this can be very successful. Agnes Hoshal, a member of our Mission Outreach team can serve as a resource for United Methodist grants.

Handling the Money— You will be collecting the deposit (suggested \$100) at your first organizational meeting. Use the envelope included in this manual to record and contain all money. Turn the envelope in to the church office as soon as possible with the budget worksheet (page 22) and the Roster (page 23). The balance of money owed will be billed monthly to each participant, by the church office.

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Travel Arrangements

You and your transportation leader may make these decisions, or you may want to make them in conjunction with your entire mission team, however they must be made early in your planning process to facilitate an accurate budget. The first decision needs to be whether you will drive or fly to your destination.

If you decide to fly you will first want to decide how you will book your airline tickets. The best fares are generally available at least 90 days prior to departure. Major airlines offer the opportunity to book group rates. This allows you to reserve a certain number of seats with a minimal deposit, but you do not need the names of travelers until 30 days (in most cases) before departure. So this offers the most amount of flexibility. The downside is that travelers cannot use their reward miles. The other option is to allow members to book their flights independently. All team members should try to get on the same flight, in case of flight problems, delays etc... this will make everything easier. Remind all team members that they must have photo I.D. to board a flight. If you are flying, you may discover that you will need a rental vehicle upon arrival at your destination airport and to travel back and forth from your worksite each day. When determining your budget, don't forget to include tips for airport porters and fees for overweight baggage (know and communicate the baggage allowance to your team),

If you drive you will need to decide if each team member will provide their own transportation or you will provide transportation. Unless you are leading a family mission trip or a member of your team needs to leave early or arrive late, it is best to arrange carpools.

You will next need to decide if you will use personal vehicles or rentals. Rental companies offer a wide range of vehicles including large 15 passenger vans. 15 passenger vans have an inherent risk of rolling over and should only be used if necessary, and driven conservatively by highly experienced drivers. When renting vehicles make certain that all drivers are at least 25 years old, or whatever your rental company's age requirement is. The church carries a rider on our insurance policy that covers vehicle rentals. It is not necessary for you to purchase additional insurance through the rental company. When budgeting for rental make sure that you account for all fuel expenses, mileage charges and rental fees. Rental vehicles must be thoroughly cleaned before being returned.

When using personal vehicles, the vehicle owner should be in their own vehicle whenever possible. All drivers for church outings must be at least 21 years old. Have the vehicle owner's contact information in the vehicle at all times. If a mechanical failure or accident occurs notify the owner immediately. Return the vehicle to the owner clean and with at least as much gasoline as it had when you received it.

Travel Arrangements (cont'd)

Regardless of whether you are using rental or personal vehicles, always make certain that all vehicles are in good running order, have appropriate number of seat belts and are properly insured. Each vehicle should contain a First Aid Kit. Remember to consider all the supplies and baggage of your participants when deciding the size of your vehicles. All drivers should have cellular phones and have exchanged phone numbers. Reminder: Don't underestimate the expense of gasoline, gas prices can be volatile.

In case of a flat tire or mechanical failure, the driver's first concern is to get the passengers to a place of safety. Driver should then contact another driver on their team to let them know of the occurrence. That driver can notify all other drivers, if appropriate. The driver of the disabled vehicle is then to seek assistance in getting the vehicle operational again, including notifying the vehicle owner, calling a tow truck, or dealership, or whatever is necessary.

En route accommodations— You may find it necessary to stop and spend the night. This is encouraged on any trips in excess of 8 hours of driving. As a team you will decide what type of accommodation you would like. If your team is willing to pay for a hotel, that is appropriate. If you would like assistance in finding an appropriate church in which to spend the night, please contact a member of the church staff for assistance.

International concerns— If you will be travelling internationally all members of your team must have a passport. The expiration date on the passport must be at least 6 months after your return to the U.S. Some countries require a visa. A tourist visa is appropriate for volunteers, not a work visa. You can find out whether you will need a visa by visiting <http://travel.state.gov>. This website is also informative when deciding whether or not you will need inoculations. It is required that all participants on international mission trips fill out a medical and liability release form (page 17) and a notification of death form (page 18). When budgeting for an international mission trip include expenses for an interpreter,

Supplies have the potential of posing a problem in customs. Make sure that all things are labeled properly so that they are easily identified. If you plan to donate items to your hosts upon arrival, have a notarized letter from the pastor, on letterhead, indicating your intent. Many countries will not let you bring things in that they fear you will attempt to sell.

Packing tools often presents a challenge. All tools will need to be in checked luggage and declared on customs forms as required by law. Before packing tools, please check with the local leaders at your destination as they will be the most knowledgeable about what is needed, what they already have and what is likely to cause you difficulty upon entering the country.



For additional support contact Suzy at : suzy@brightonfumc.org

Spiritual Transformation

About 8 weeks before departure contact a pastor about setting a time and date for an in-service commissioning of participants. On the trip, spiritual transformation will be the primary responsibility of the devotion leader but everyone on the team should be working to create an atmosphere of spiritual transformation. Each day of the mission, the devotion leader should have a plan for worship, prayer and sharing of the day's experiences and expectations.

Morning devotions should include a brief scripture reading, a blessing of the day's activities and sending forth. Evening devotions should include a gathering time for reflection, celebration and thanksgiving.

Use a Scripture verse for each day. You can focus on a particular book (Psalms, Philippians, etc...) or a particular theme or story, such as Mary and Martha or Parables. The call stories of Jeremiah or Isaiah are also relevant.

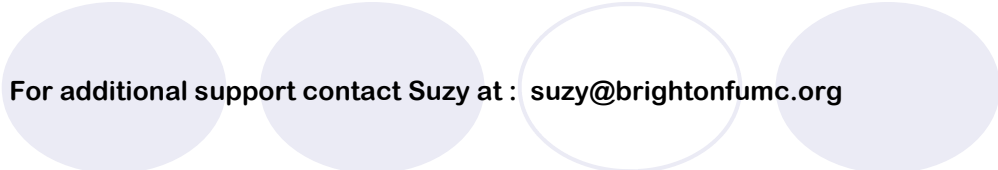
Raise questions such as: How did you see God today? When did you experience failure or discouragement today? What sign of hope did you see today? What is a visual image of today that will stay with you? How does it feel to have unanswered questions? What have we learned from the people we have served? What does this Scripture say about who God is and who we are?

Keep in mind while planning the devotions, particularly the questions, that there is a natural bell curve of stress that fairly uniformly runs through a mission week. Early into the experience people are excited and energized for their service. If it is a first mission trip, early on they may be overwhelmed by the amount of need in the community. By midweek team members may be tired, both emotionally and physically. This is when conflict among team members is most likely to occur. Midweek is a great time to ask questions about the signs of hope, the places that God was visible, etc... As the mission experience winds toward the end there is often a new-found attachment to the mission site and the mission participants. A good reflection is to ask how their experience is going to change them when they return home.

Always include prayer at every time of devotion be conscious of praying for the people we serve, the people who have served with us and the people at home. Other spiritual practices that can be included in your devotion time include a foot washing service, and if a pastor is present, a communion service. If your mission week includes a Sunday, it is always advised that you find an opportunity to worship with the people you have or will be serving.

Encourage people to keep journals, take pictures or express themselves in whatever manner best suits their personality and talents. You may find that a single journal in which each team member has an opportunity to write a reflection throughout the week offers a nice opportunity for people to express themselves.

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Working with volunteers

Working with volunteers offers many challenges. Often they have give up their vacation time and a substantial sum of money to be on the trip. They come with expectations of transforming the world, and perhaps being transformed themselves. As a mission leader, you too have come to this trip having sacrificed vacation time and money, with expectations of transformation. These expectations are never met in the manner we expect. God has greater plans.

A typical mission week will begin with a sense of excitement and elation for everyone involved. As the work progresses people become tired and obstacles inevitably occur that will cause stress and conflict. When these present themselves ,it's important to act with grace, mercy and patience. Offer a listening ear and speak words of encouragement. Seek to find a resolution that allows everyone to feel valued and serves the primary mission of being Christ's hands and feet on earth. By creating opportunities to debrief at your evening devotions and treating all team members with dignity and respect you will discover that your team has bonded by the end of the week.

When you have delegated responsibilities for work crew leadership, food preparation, devotions or anything else, you will discover that it is rarely done the way you would have done it. Be a permission-giving leader; allow it to be the way that your volunteer has decided. This will be one of the many unexpected blessings you will find as a mission leader. This will allow your volunteers to feel valued and competent while permitting you to focus on your role.

In case of a medical emergency you should first seek to find the necessary medical attention for the participants. If they are able, please have them contact their designated emergency contact. If they are unable, the staff at Brighton First UMC will make that contact. Notification of the church should take place as soon as possible. Your first contact will be the church office 810-229-8561. If it is not during office hours please contact: Director of Missions, Suzy Hutchison 810-225-0347 or 810-923-1649. If she is unavailable you should then attempt to contact a member of the clergy staff: Lead Pastor Sherry Parker 810-229-7831, Associate Pastor John Ball 989-980-7699 or Deacon Loretta Job 810-229-4604.

At the conclusion of your trip, or during your post-mission meeting please ask each participant to fill out the evaluation found on page 21. We ask that completed evaluations be sent to Suzy Hutchison or the church office within 2 weeks of return.

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Pre-departure meetings

The number and frequency of pre-departure meetings will vary by group. If you are leading an international or very expensive trip, you are encouraged to meet as soon as possible to get your team motivated and committed. Here are some of the objectives you should cover before departure. If you would like additional resources to make this happen, please contact Suzy Hutchison.

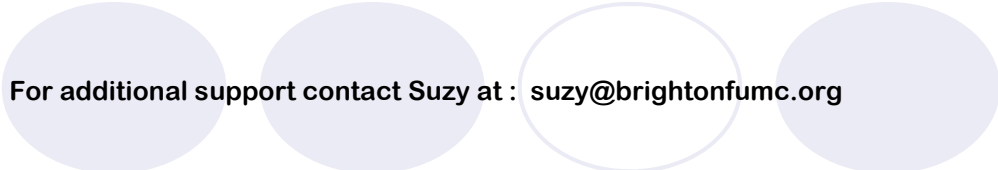
- Getting to know each other
- Learning about the culture
- Maintaining a positive attitude
- Our expectations—no alcohol, drugs, tobacco. Lights out, shared responsibilities, etc. (see covenant statement page 18)
- Get forms completed (pages 18, 19 for all. 20 if an international mission)
- Assign jobs
- Financial Responsibilities

Start each meeting with a time of devotion. As soon as you have an assigned devotion leader, they should be able to take over this responsibility. Each meeting should include an opportunity for the team members to get to know each other.

Your first meeting should include collection of any outstanding deposits, review or creation of budget, disbursement of medical and liability release and of notification of death. The primary focus of this meeting is to elicit commitment from participants and get acquainted.

Your final meeting before departure should include a review and signing of the covenant statement (page 18), collection of any outstanding money, and any last minute changes or concerns.

A post-mission meeting is strongly encouraged. This allows the participants to debrief with each other and share the struggles and triumphs of the trip. In addition, it's a good opportunity to start planning next year's trip and to encourage participants to complete their evaluations. Often, this is a meeting that can take place casually at one of the participants homes.



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Mission Organizations

The emphasis at our church is to explore United Methodist based mission opportunities first. Because their infrastructure is funded by apportionment dollars, they tend to be less expensive. In addition we are confident that the message they are sharing with the served community is one consistent with our beliefs. However, the internet is a great resource. Each organization offers different strengths. So search carefully to discover which organization best suits your needs. If you opt to do a mission trip independently don't hesitate to seek the advice of our Mission Director, Suzy Hutchison or a clergy person.

Suggested organizations:

United Methodist Volunteers in Mission:

<http://new.gbgm-umc.org/about/us/mv/> - This is the official site for information from the United Methodist Church about Volunteers in Mission programs.

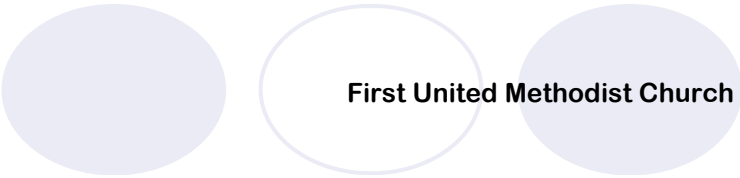
<http://www.gbgm-umc.org/northcentralvim/>— This is the site for the United Methodist Church's North Central Jurisdiction's VIM teams, that is our jurisdiction. It is a good resource for a lot of information specific to a VIM team

Group Workcamps: www.groupworkcamps.com

Appalachia Service Project: <http://www.asphome.org/>

These are the organizations with which we have worked successfully in the past. A simple Google search of missions turned up over 71 million hits. If you are interested in using another organization, please be certain that it is consistent with the spirit and mission of our congregation.

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What to Bring

Individual Packing:

- Passport (if required)
- Vaccination certificates (if required)
- Ear Plugs (for sleeping and loud machinery)
- Bibles
- Clothing
- Carry on baggage that includes a change of clothing and prescription medications.
- Comfortable shoes
- Sun protection—sunscreen, hat, sunglasses
- Work gloves
- Bathing suit—if appropriate
- Rain gear
- Sleeping bag and pillow—if needed

- Medications that you may need
- Extra pair of glasses or contacts
- Insect repellent
- Toiletries
- Alarm Clock
- Hand sanitizer
- Towel and washcloths
- Flashlight
- Notebook, or journal
- Pen or pencil
- Water bottle
- Cash for souvenirs

Specifics for your mission trip:

Team Packing:

- First Aid Kits (one per work crew or vehicle)
- Copies of medical information notifications of death and liability release forms.

Mission Covenant

I realize that the following commitment is crucial to the effectiveness, quality and positive expression of our mission together. As a participating member of this mission team from the United Methodist Church of Brighton, I agree to:

1. Lift up Jesus Christ with my thoughts, words and actions
2. Develop a servant attitude toward the people we are serving and the people with whom I am serving
3. Pray for and support my team leader and his/her decisions.
4. Respect the local religious views, realizing that different people have different expressions.
5. Accept the ministry that is going on in the area I am serving, and the approach of the ministry, though it may differ from my own approach.
6. Strive for harmony among team members, hosts and people of the local community. I will follow the teachings of Christianity and local societal customs and laws, avoiding local taboos; using common sense and good judgment in all things. I will be considerate, tolerant and patient with other customs, beliefs and needs.
7. Abstain from alcohol, tobacco, illegal drugs and profanity; wearing inappropriate clothing and engaging in any objectionable behavior from the time of my departure until my return home.
8. Refrain from negativism and complaining. This includes gestures, expressions and body language that can be construed as demeaning as well as words.
9. Refrain from gossip. It must be both true and positive if I am going to speak it.
10. Remember that I am a servant of Jesus Christ called to be in ministry. I will serve as best I can so that the spirit and task of the mission can be accomplished.
11. I understand that a violation of this covenant could result in my returning home at my own expense prior to the scheduled end of the mission experience.

Signature

Date

For additional support contact Suzy at : suzy@brightonfumc.org

Medical and Liability Release Form

I _____, authorize _____
(mission participant) (another adult on trip)

if I am unable to do so, to consent to any necessary examination, anesthesia, medical diagnosis, surgery, treatment and/or hospital care rendered to me under the general or special supervision and on the advice of any physician or surgeon licensed to practice medicine by the state in which he/she practices, during the duration of the trip identified below.

Mission Project _____ Date _____

Home Physician _____ Phone _____

Medical Insurance Provider _____ Phone _____

Policy Number _____ Group Number _____

Allergies _____

Medications _____

Person in USA to contact in the event of an emergency:

Name _____ Relationship _____

Address _____ Phone _____

Blood Type _____ Do you have Diabetes? _____ Seizures? _____

Physical Limitations _____

Other Medical Information: _____

Liability Release

The undersigned releases and agrees to hold harmless the First United Methodist Church, The Detroit Annual Conference and any related agency from any liability, injury damages, loss, accidents, delay or irregularity related to the undersigned individual's planned participation in the above-named mission. The undersigned has been advised and understands that the project may involve unusual risks to participants. This release covers all rights and actions of every kind, nature and description which the undersigned ever had, now has, or but for this release, may have. This release binds the undersigned and his/her heirs, representatives and assignees. In addition, your signature permits First United Methodist Church to use photographs of the undersigned in worship and publications.

Participant's Signature: _____ Date _____

Witness Signature: _____

Printed Name of Witness _____

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Notification of Death

Name _____ **Passport No.** _____

In the event of my death, should my death occur outside the United States, a family member, or a bishop of the United Methodist Church, or a representative of the US State Department/US Embassy is to be instructed by the following:

1. Immediately contact the following:

A. A consular duty office at the US Embassy in the country where the death occurred

Phone _____ Fax _____ Email _____

B. A United Methodist Bishop's office

Phone _____ Fax _____ Email _____

C. My family or other _____

Phone _____ Fax _____ Email _____

2. My wishes are as follows

_____ My body is to be cremated, if possible, prior to being shipped back to the US. Where possible, arrangements for the cremation are to be made in consultation with the US Embassy of the nation where the death occurred. My remains are then to be shipped to: _____

_____ If cremation is not possible then my body is to be shipped home, in keeping with the requirements of the host nation, to funeral home : _____

_____ I do not wish to have my body cremated. My body is to be shipped to the US in keeping with the requirement of the host nation, to funeral home _____

_____ All my valuables, money, and personal possessions are to be kept in the control of the representative of the US Embassy and shipped to: _____

In the event of death, all of the above instructions are to be followed in consultation with the above-mentioned family member if that family member's physical condition and location make such consultation possible. Further, all valuables, money and personal possessions are to be placed in the possession and control of the above-mentioned family member.

Signature _____ Date _____

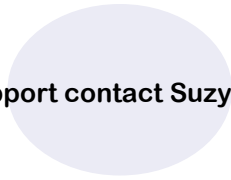
Notarization of Death Form:

STATE OF _____ County of _____

On this _____ day of _____, _____ (year) before me personally appeared _____ to me known to be the same person described in and who executed the within instrument and who acknowledged the same to be the free act and deed thereof.

Notary Public _____ County of _____

State of _____ My commission expires _____



For additional support contact Suzy at : suzy@brightonfumc.org

Mission Evaluation

Please return this evaluation to the church within 2 weeks of returning from your trip. It may be mailed to Brighton First UMC, 400 E. Grand River, Brighton, MI 48116, or given to the Director of Missions, Suzy Hutchison.

1. What did you get from this mission?

2. What did you give to this mission?

3. Where did you encounter God this week?

4. Rate according to your experience the following (1 = not good, 10 = very good)

Effectiveness of pre-departure meetings	1	2	3	4	5	6	7	8	9	10
Relationship with the local people	1	2	3	4	5	6	7	8	9	10
Relationship with team members	1	2	3	4	5	6	7	8	9	10
Work schedule	1	2	3	4	5	6	7	8	9	10
Personal growth of your faith	1	2	3	4	5	6	7	8	9	10
Team leader	1	2	3	4	5	6	7	8	9	10

5. List any suggestions that might be helpful for future teams and leaders

Location of Mission _____ Date of Mission _____

Signature (optional) _____

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Budget

<u>Item</u>	<u>Total Amount</u>	<u>Per Person Cost</u>	<u>Pay to the order of</u>
Participation Fee			
Food			
Lodging			
Air transport			
Automobile rental			
Gasoline expense			
Recreational Expense			
Supplies			



First United Methodist Church

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E-mail: suzy@brightonfumc.org