

Pre-Project and Mission Trip Planning Guide

How to Use The Projects Directory

The directory contains brief outlines of volunteer service opportunities and projects in the Appalachian Regional Ministry multi-state region. The requests are grouped by state, and according to type. Find the project you or your group would feel led to undertake. Then call or write the contact person listed to see if the request has been filled and to get additional planning information. Projects and service opportunities must be negotiated with the sponsor church, association or missions organization.

Some Things You Should Know

The Appalachian Regional Ministry region is diverse socio-economically and culturally. **ALL** volunteers must be willing to work with all types of people in the community. **All** volunteers must work with the local sponsor leadership to support local ministry goals and development.

ALL VOLUNTEERS are personally responsible for providing their own liability and medical insurance. Both sending and receiving groups, organizations or individuals are responsible for their own planning, risks and liabilities.

Unless otherwise provided, volunteers must provide their own local transportation, housing, meals and materials. If housing is provided, be sure to ask if you need to provide your own bedding. Advance planning, frequent communications and fervent prayer between volunteers and sponsor group are essential to a successful missions experience.

Refer to request description for information on:

- description of what needs to be done
- dates and types of volunteers needed
- availability and type of housing and meals
- openness to accept youth and/or adults only
- type of materials and skills needed

Please review the following guidelines when planning for your missions experience.

Goals for volunteer missions are:

1. Meet the needs of the people in the area
2. Spiritually enrich the life of each volunteer
3. Enlarge the missions vision of the volunteer and of the volunteer's church
4. Serve in such a way that bears a positive witness for Jesus Christ

Other considerations include:

1. Age
The recommended age for all volunteers on a mission trip to another location is 15 or older. Exceptions might include children of sponsors, and unusually mature young people under the age of 15 who do not occupy leadership roles.
2. Ratio of sponsors to youth should be not less than 1 to 8.
3. Daily conduct
Orientation and pre-trip planning should help all volunteers understand conduct requirements. Daily conduct should include the avoidance of the use of tobacco products, drugs, alcoholic drinks, vulgar and lewd language, immodest dress, and reckless behavior, etc. All volunteers should conduct themselves daily so as to present a positive Christian witness to everyone around, including other volunteers.
4. Church membership
It is strongly recommended that all volunteers be active church members. Churches are responsible for the supervision, conduct and liability of all volunteers.
5. Local culture
The project area may be culturally diverse and distinct from that of the volunteers. Volunteers must be as sensitive to and appreciative of that culture as if they were in a

foreign country. This means that all volunteers need to listen and learn, be open to new ideas, and be capable of making adjustments to the local culture.

6. Servanthood
The local churches, associations and missions organization are the primary ministers to their area. Volunteers must cooperate with and follow local leadership. Additionally, volunteers will want to comply and cooperate within their team.
7. Finances
Unless otherwise specified all volunteer groups will be responsible for: travel cost, food and lodging, supplies and equipment, materials for construction projects, and group insurance while in transit and while on site. (Information about travel and accident insurance is available from the ARM national office.)
8. Organization
Each volunteer group will want to organize in an effective and detailed manner. The following type leaders may be needed:
 - Project director – usually the pastor, other staff minister or an experienced mature lay person.
 - Coordinators – for large projects such as; VBS, surveys, health clinics, sports clinics, construction projects, and overall financial coordinator.
 - Drivers – only adults with current license, adequate insurance and good driving record.
 - Sponsors – for youth, group leaders, teachers, and persons with any needed specialized skill or certification.
9. Planning
All participants need to work together to develop schedules and activities that are mutually acceptable and workable.
A pre-project site visit is recommended if at all possible. Then frequent contact by phone, letter or e-mail with the project sponsor is necessary to assure the project will accomplish the desired results. Pre-project planning will help volunteers know how to adjust their plans and schedules to best meet the local ministry situation. This will also assure the volunteers that good planning is being done in advance of their arrival. (Some sponsor groups require pre-project orientation for volunteer group leaders.) The use of mission site videos in pre-project planning can enhance volunteers' understanding and excitement for the project.
10. Involving Your church
Once your church has selected and adopted a project, several actions should be taken.
 - a. Initial contact from the local project leadership should be established.
The church or association that made the request should provide you with additional project information and confirm your visit dates and project details. This should include name, address and phone numbers of your contact person.
 - b. Your church and mission team should begin praying for the project.
Team members will want to gather frequently for Bible study and prayer in preparation for the missions experience. The whole church will want to begin praying for the mission team, the project sponsor, and for the physical and spiritual project goals. All team members should be trained in personal witnessing.
 - c. You will want to make a pre-project visit to the project location.
This visit should be pre-arranged with the project sponsor and contact person. Expenses for this visit should be included as part of the overall mission trip budget. Church has responsibility for financial support including adequate insurance, dependable transportation, and needed materials. Details about the project including all materials and local housing arrangements should be discussed. You may find the check list below a helpful pre-project planning guide.

Pre-Project Planning Guidelines

Confirm the project dates _____
Sponsor _____
Contact Person _____
Phone Numbers _____

E-Mail _____
Location _____

In specific terms, what is your team being asked to do?

Local arrangements:

Motel? College? Church? Camp? Homes?
 Sleeping quarters
 For how many girls? _____
 For how many boys? _____
 For how many families? _____
 Bedding and/or cots needed? _____
 Can they be secured at the project site? _____
 Restroom facilities
 Separate & private for boys & girls? _____
 Adequate for group size? _____
 Kitchen facilities: what will you need to bring with you?
 Pots? _____ How many _____
 Pans? _____ How many _____
 Cups? _____ How many _____
 Glasses? _____ How many _____
 Silverware? _____ How many _____
 Plates? _____ How many _____
 Food: better to bring or buy locally? _____
 (plan to clean up and dispose of garbage daily)
 Mission project location services?
 Is water available? _____
 Restrooms? _____
 Sound system? _____
 Trash cans? _____

What supplies do you need to bring/provide?

If the project is on public property or in a restricted area, has permission been granted?
 _____ By whom? _____

How many volunteers do you need? _____
 Preachers? _____ Teachers? _____
 Drivers? _____ Sponsors? _____
 Musicians? _____ Youth? _____
 Nurse? _____ Medical Doctor? _____
 Event Coordinators? _____
 _____ How many? _____
 _____ How many? _____
 _____ How many? _____

Budget:

Travel? \$ _____ (Include \$250 for unexpected expenses)
 Food in transit? \$ _____ (# of meals x # of people x cost of each meal = \$ _____)
 Cost of supplies? \$ _____
 Cost of teaching materials? \$ _____
 Cost of construction materials? \$ _____
 Cost of insurance? \$ _____ (In transit and on project site accident and travel)
 Miscellaneous? \$ _____

Financing:

Church Budget? \$ _____
 Fund-raising Projects? \$ _____
 Special Offering? \$ _____
 Participant Fees? \$ _____
 Other? \$ _____
 TOTAL \$ _____

Notes: _____

Travel:

Highways and roads are generally good, but local travel can become congested and slow. Make adequate allowance for delays, regular rest stops, and time to enjoy the journey. Travel in the mountains is best measured in drive time instead of distance.

Accident Insurance:

You will want to make sure your church insurance will cover accidental injuries for anyone in your group.

Or, you can acquire travel/accident insurance information from the national ARM office.

Trip Permission and Medical Care:

Every child and youth must either be accompanied by or have permission from his/her parent/guardian to make the trip.

Every person making the trip should complete a medical form giving their name, address, age, medications currently taken; name, address, phone number of family physician; any known health problems; and permission to seek medical care on their behalf in case of an emergency.

Take a first aid kit prepared by a doctor or pharmacist. Be prepared for insect bites, dog bites, heat exhaustion, diarrhea and hygiene needs.

If possible take a doctor or nurse with you.

Lodging:**Motel/Hotel**

Have all reservations confirmed in writing two weeks prior to trip.

Make written room assignments before departure.

Have established curfew and behavior rules.

Start and end the day with prayer in room groups.

Church/Camp

Take restroom supplies, cleaning supplies, bedding, food, etc.

Leave facilities clean (pay for any damages)

Leave a love gift for utilities.

Private Homes

Be kind and express appreciation.

Take care of your own laundry and clean up after yourself.

Eat what is prepared unless medically prohibited.

Do not walk about in sleepwear.

Be sensitive to the family's schedule.

Restaurants

Try and secure a copy of menus and prepare orders in advance.

Except in fast food places, leave a tip of 15 to 20%.

Practice patience and understanding.

Follow The Leader:

Remember that the ministry belongs to the local churches and missions organizations. Follow their leadership and support their work and planning. Work hard every day. Be flexible. Be ready and punctual.

Lead your group in Bible study, prayer and discussion each morning and night.

Clearly identify and follow designated group leaders. Conflicts should be dealt with without disrupting activities or damaging Christian witness.

Team-building

Plan times in the pre-planning stage to develop your group as a team. Time spent together and shared information will strengthen the bond and readiness of all team members.

Team-building meetings should include such things as: information on the project, expectations of the sponsor and team leaders, spiritual readiness, personal cost, packing guidelines, special needs (diet, health care, etc.), witness training, other special training.

Report and Celebrate:

Share the excitement, results, disappointments and concerns with all of your partners: your church, association and state convention.

Reports should include information on who went, where did you go, what did you do, what happened as a result, what ongoing concerns do you have?

Seek opportunities for participants to share about their experiences and give testimonies of how God was at work during the project.

For use by volunteer teams.

Appalachian Regional Ministry
Bill Barker

THE TOP TEN ITEMS IN PLANNING YOUR MISSION TRIP

Planning Guide

- 1. Pray** - involve the whole church in the process through prayer from the dream stage to the celebration.
- 2. Discover** - What are your skills? Where do you feel God is leading you to go? What is your interest? What is the size of your volunteer missions group? Read through the project requests, which are attached, and select one or more that fit what you feel God is calling you to do. If you do not find the area and or project you are looking for, call ARM at 606-316-4298 or email ARM at information@arministry.org
- 3. Read** - Take time to read the Pre-Project and Mission Trip Planning Guide.
- 4. Contact** - Once you have selected one or more projects, call the contact person listed, and ask them about the project. Be sure and ask if the project has already been filled. Also, ask them the questions that are essential for your mission volunteer group. Talk about the dates you have chosen to make sure that it is acceptable for all parties concerned.
- 5. Visit** - Successful mission trips include a pre-site visit to review the site, to secure the housing arrangements, to discuss with the contact person the project, and to pray. This is an excellent time to do a prayer walk or a prayer drive.
- 6. Goals** - what would you like to see accomplished through and on this mission trip. Write it down and share it with your prayer partners. Ask yourself this question, "What do we feel God wants to accomplish through us on this mission trip?"
- 7. Planning** - Using the Pre-Project Planning Guide, will help make your mission trip a positive experience. Be sure and involve the church or ministry you will be serving in your planning. For example, if you are going to a small church in Appalachia to do a Block Party, involve their youth and adults in the activities you have planned. Let them work alongside your missions team. Be sure and ask what Bible Translation is acceptable for you to use in the area you are planning to take your mission trip.
- 8. Missions** - Enjoy your volunteer mission trip. Let this be the mission trip where God uses you in a marvelous way to see many come to faith in Jesus Christ.
- 9. Report** - Take a few moments, email ARM at information@arministry.org, and tell us about your trip. Be sure and tell us how many youth and adults participated in the trip, where you went, what you did, and how many decisions were made. Also, please tell us how we can improve and help make your mission trip next year another exciting adventure for Christ.
- 10. Celebrate** - Work with your pastor and plan a time to share with your church about your mission trip.

START THE PROCESS ALL OVER AGAIN

Any church or persons desiring to make a financial gift to a church in Appalachia should send this gift to the State Convention of which the church is a member or to ARM, designated for the specific church for which it is intended.