
The Call to Short-term Mission: Following Jesus into the World

Orientation Guide



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WELCOME TO SHORT-TERM MISSION

CANADIAN BAPTIST MINISTRIES

INTRODUCTION

Thank you for considering a short-term mission (STM) trip with Canadian Baptist Ministries (CBM). This trip is an important expression of Global Discipleship – living the way of Jesus in the world. The purpose of this introduction is to give you an overview of every aspect of a STM. Whether you have made a decision, or are still discerning whether to go, this overview is meant to address your questions, provide an overview of what is required, and help walk you through the attached application.

Jesus calls all of us to be his followers in the world. Mission trips represent a team effort in sharing the love of God in the way of Jesus. Our short-term mission trips are almost exclusively church-based teams; they can be made up of a group of people from your church or from several Canadian Baptist churches. CBM will help take you and the team through this process one practical step at a time.

For example:

- We provide preparation: equipping materials, orientation and training for both you individually and your team
- We provide both Canadian and Global Field Staff to host and work with you on-site
- We handle all the finances and in-country arrangements
- We provide a debriefing session upon return

If there are any questions that we do not address in this document or the materials you will receive in progressive stages, please ask us about it. Email us at stm@cbmin.org or give us a call at 905-821-3533.

How to use this guide

This STM overview is written to everyone involved in the journey, and includes information for people considering a short-term mission trip for the first time. It is laid out in chronological order to make it easier to navigate and plan. We strongly encourage everyone involved or associated with the trip to read it through completely, because you need to be thinking about and planning for different aspects far in advance.

Though your team leader plays a crucial role, every member on an STM team is responsible for every aspect of planning. It is also important for key people in the church, as well as your family and close friends to be aware of what is needed.

Before we proceed, we want to explain the “big picture” – how STMs “fit” into what CBM does, and what we believe God is doing in our world. To do this, we want to introduce you to the journey of Global Discipleship.

GOD'S STORY

CBM & THE GLOBAL DISCIPLESHIP JOURNEY

The opportunity for short-term mission – and your own story of ministry and participation – is part of a larger, epic story that includes God's intentions for our world. We believe that short-term mission is a way of responding to the call to live the way of Jesus in the world – the way of Global Discipleship. Your STM team and team leader will be offered a six-session Global Discipleship curriculum entitled *The Call to Follow: Living the Way of Jesus in the World* that will introduce you to a journey of spiritual formation and preparation for your STM experience, both as an individual and as a group. At this point, however, we begin with a brief overview of God's intentions and the CBM story.

GOD'S STORY

It starts with good news: God so loved the world that he sent his Son, that we all might have fullness of life. The world which Jesus entered is a beautiful and broken place. In response to a world in need of transformation, God has established an emerging Kingdom plan through Jesus and his followers, in which every dimension of life is being renewed. This Kingdom plan looks forward to completion one day, to a "new heaven and new earth" where God rules and cares for all creation, and where he is responded to in love and obedience. In the meantime, we are all called to both pray and be an answer to the prayer: "Your kingdom come, your will be done on earth as it is in heaven." We are called to follow Jesus, and as we do so, God's story continues to be fulfilled in and through us.

CBM'S STORY

Canadian Baptist Ministries (CBM) is a movement among Canadian Baptist churches that seeks to follow Jesus and obediently fulfill God's Kingdom intentions for the world. To do this, CBM exists to encourage passionate discipleship for local and global mission in local churches and individuals committed to serving God. Together, we partner in ministry that starts at the local level and reaches around the globe. Canadian Baptists have an amazing mission history of more than 135 years of service in various countries throughout Africa, Asia, Europe, the Middle East and Latin America.

CBM'S CORE VALUES: INTEGRAL MISSION

Integral mission is a way of doing ministry that links words and actions, body and soul, truth and love. It is rooted in the heart of God, and expressed in the prophet's words:

"And what does the LORD require of you? To act justly and to love mercy and to walk humbly before your God." – Micah 6:8

In integral mission, our proclamation is consistent with the Micah Declaration: proclaiming "Jesus is Lord" has social consequences, as we call people to love and repentance in all areas of life. In the same way, our social involvement has evangelistic consequences as we bear witness to the transforming grace of Jesus Christ.

Furthermore:

- We believe that the local church is the centre of God's mission
- We work in partnership, by invitation and by agreement:
 - With Canadian Baptist churches, our four regional denominations, and our women's organizations
 - With national churches around the world. We are also affiliated with the Baptist World Alliance, which serves people in more than 200 countries.
- We are committed to developing creative ministries with our partners
- We promote the identification, training and mentoring of leaders
- We support holistic and sustainable work with churches, partners and our global relief and development programs
- We practice careful stewardship and fiscal responsibility, keeping overhead costs to the lowest levels possible while continuously improving the quality of our ministry

CBM'S FOUR AREAS OF FOCUS:

- 1) **Grassroots Leadership Development:** Training a new generation of leaders for the church of today and tomorrow
- 2) **Joint Pioneer Outreach:** Working alongside our partners to share the gospel of God's grace
- 3) **Sustainable Community Development:** Responding to the needs of the whole person through The Sharing Way, CBM's relief and development ministry
- 4) **Global Discipleship:** Being open to God and all that He wants us to be by becoming passionate disciples of Christ in our neighborhoods and around the world

WHERE DOES SHORT-TERM MISSION FIT?

As you can imagine, STMs can represent or involve all four areas of CBM's focus, but it is predominantly located within Global Discipleship. In committing to a short-term mission trip, you are participating in Global Discipleship – living the way of Jesus in the world. The term "Global Discipleship" is rich in meaning. "Discipleship" refers to following Jesus, relying on his grace and power to be faithful to God's intentions for his people. The word "global" describes our world. Our global reality today is that all humans are interconnected. We share the journey of life with over six billion people, all created in the image of God.

WHY DOES CBM DO SHORT-TERM MISSION?

If you are still discerning whether to go on a short-term mission trip, you might wonder if it would be better to send money instead. While financial support is an essential way to ensure important ministries can continue to operate around the world, it is not a substitute. "You can't send money to buy a relationship," as one STM participant has reflected. Relationships – sharing life, learning from each other, giving and receiving – are at the heart of short-term mission. Consider the following reflections related to the STM experience:

"Your life and witness, compassion and solidarity for the poor, your struggle for peace in a world of violence has taught us more about discipleship than any other part of my Christian journey."

– STM participant to El Salvador

"... the physical presence of the brothers and sisters from Canada is something that is very important because when we see them on the ground, especially in our rural regions, the population recognizes that we have friends and this is a great encouragement. It gives us something to prove that we are not alone..."

– CBM's partner in Rwanda

Short-term mission will:

- Give you the opportunity to grow deeper in discipleship as you read scripture, worship and minister with people in a different cultural context
- Encourage our international partners and Global Field Staff as you come alongside them in ministry.
- Increase your awareness of the needs facing the global church
- Enable you and your team to become advocates on behalf of the people you meet, and to educate friends and members of your church about the work God is doing through our partner churches
- Motivate the people supporting and sending you to pray and give financially to various projects

WHERE DOES CBM DO SHORT-TERM MISSION?

CBM has several strategic priority STM fields, including Bolivia, Brazil, China, Czech Republic, El Salvador, India, Kenya, Rwanda, Lebanon, the Middle East, Cuba and Haiti. Check the CBM website for specific trips currently available.

PRE-PREPARATION

DISCERNMENT & PERSONAL PREPARATION

How do I know God is calling me to go? Some common indicators:

- *You have thought about it for a while and the timing seems right*
- *You have prayed about it and doors seem to be opening. Funding seems available.*
- *Others affirm your interest, without making you feel obligated or pressured*
- *You are willing to do the preparation and make the sacrifices*
- *A specific mission excites you*
- *You feel that God wants to encounter you in this experience*

WHAT'S THE BEST STM TRIP FOR OUR CHURCH/TEAM?

If you haven't yet decided on the destination of your mission trip, we can help you choose the project that is best for your team's abilities. The objectives of every short-term trip vary for each team, but they will be communicated to your Team Leader prior to departure, to the best of our ability. In some cases, our international partners may be finalizing all the details up to two or three days prior to the team's arrival, so a detailed agenda may not be available until the team arrives in-country.

In our culture, we often expect to have all the information up front, complete with choice and control. Don't expect that for an STM trip. Instead of focusing on the details, stay focused on the larger purpose – sharing the love of Christ in word and action. Along the way, you may struggle with aspects of the overall experience. Everyone is different. Some individuals adapt easily to new cultures and places – others not so easily. We encourage you to keep your focus on what God is doing, be flexible, and stay alert to how God is speaking to you in this adventure.

TALKING TO FRIENDS & FAMILY

If you have been talking to family and friends about this trip, it won't come as a surprise to anyone. If you haven't told anyone yet, or if you anticipate surprise, concern or resistance, it may be helpful to prepare your communication by talking to your pastor or a trusted friend.

You probably already know who's going to think it's a great idea and who isn't. You may be surprised, however, by who supports you and who doesn't. Think through how you are going to articulate your reasons, as you will probably have to do this with your church and other people anyway. Be prepared with information about the country/region and the project, so people who may be critical will realize that you know what you are talking about. Whether their fears are irrational or justified, you will be able to address them long before you get on a plane.

Finally, ask for trusted people to pray for you, the team, and the whole trip. This includes the area you are going to, the project you'll be working on, your hosts, and the people you will meet. If your family is not part of your faith community, you may want to invite them to join with the people of your church as they send you.

TALKING TO PASTORAL & CHURCH LEADERSHIP

Pastoral and church leadership need to be thoughtful and supportive – in their words and actions – of the STM team and the trip. This will help maximize the spiritual fruitfulness of the experience for each member, the group, and the entire church. Just like the early church in Jerusalem provided prayerful, strategic and sacrificial support for the early missionary ventures, we believe that your church has a spiritual responsibility to be supportive and fully engaged.

The following are important ways for pastoral and church leadership to support the STM venture:

- Ask them to be involved in the team's formation. Churches vary in how STMs are approved and team members identified, so CBM does not mandate a specific discernment or decision-making process. However it takes place, we urge full support from the church's leadership of the team selection process.
- Ask for pastoral advice in the selection of a Team Leader. As in the selection of team members, we encourage a careful and prayerful process. In the section below (titled "Choosing Your Team Leader") some of the qualities of a good Team Leader are suggested.
- Ask your church leadership to communicate and show public support for the STM team's experience. This can take place during regular worship services and other events that will correspond with key dates in the STM timeline.
- Invite your pastor/church leadership team to participate in the orientation and debriefing sessions. These are key times before departure and after the STM team returns. A CBM representative will be present and involved. Consider ways of integrating these important sessions into the wider life of the church.

STM team members will require support on a number of levels, and pastoral and wider church support is crucial for an experience that honours God's purposes for the STM trip, as well as maximizes the spiritual benefit for the team and all the members.

Sadly, in churches where pastoral and church leadership is not fully supportive, there is a diminished experience for individuals and groups that can be deeply discouraging and demoralizing. If anyone from the leadership of the church would like to speak directly with CBM on any matter regarding your STM team, please contact your CBM representative.

EXPECTATIONS, HOPES & REALITY

Each short-term mission trip is as unique as the individuals and location. What is similar is that God will be present in unfamiliar surroundings. We work within the framework of integral mission, which means that individuals and teams can expect to participate in a variety of ministry opportunities. For example, a two-week STM could consist of children's programs or a construction project, but it will also expose participants to the breadth of CBM's and our partner's work.

On a personal level, anticipating a short-term mission project (especially for the first time) can produce a range of expectations and hopes. As your group prepares for the trip, some of your common expectations and hopes will be discussed through Bible study, communicated by your CBM representative during an orientation session, and learned through reading and hearing about your partner country.

You can be certain that you will encounter God on your STM experience, because we know that Christ goes ahead of us to serve. It is not unusual for individuals to be significantly changed or transformed by an STM experience. However, we need to be careful not to spiritually glamorize a short-term mission trip, because God can also be encountered in ways that may not be thrilling or pleasant. What is important is to be open and obedient to the movement of God in your life as you prepare to serve in the way of Jesus. God will be faithful!

GETTING READY TO GO

Our short-term mission trips are designed for church teams and individuals. Once a group has prayerfully considered where they are going (some possibilities can be found at www.cbmin.org), every member will fill out an application form. All applications will be reviewed and references contacted.

CBM'S COMMITMENT

- Providing travel arrangements to the STM destination
- Facilitation of project arrangements, focusing on our partner's ministry priorities
- Facilitation of in-country travel arrangements, accommodation and setting the project budget
- Providing fundraising tools
- Support for STM Team Leaders
- Orientation prior to departure and in-country
- Debriefing sessions prior to leaving the host country, and also post-trip

YOUR COMMITMENT

- Helping to select a Team Leader with input from your church's leadership
- Working through the 6-session CBM Global Discipleship resource, *The Call To Follow: Living the Way of Jesus in the World*
- Raising support – finding people who'll give and people who will pray. We'll help equip you on how to ask.
- Attending an orientation before you leave. You will also receive one on the field after you arrive.
- Attending a debriefing/celebration upon your return

OTHER ESSENTIALS

It is very important to be prayerful, depending on God's love and grace in your intentions and actions. Declaring your allegiance to God's Kingdom and seeking to participate in his work in the world through a short-term mission is a significant decision, and one that often invites spiritual opposition. Prayer is an acknowledgment that this experience is part of a larger story and that we need strength and help every step of the way. It is a good idea for team members to pair up and pray for each other throughout the experience. This includes the application process, especially if there are any known roadblocks to a team member going – such as health, family, work or financial issues. Invite God into every point in the journey. Write down your personal roadblocks. Start praying over them with your prayer partner.

Before the mission trip: All participants must attend a team orientation led by your CBM representative. If you are a minor, your parents should also be there. It is a great opportunity for them to learn about the trip and to meet those who will be responsible for your well being.

Orientations are crucial to helping you prepare physically, mentally and culturally to what you will experience on the field. It is also your opportunity to ask questions. Experience shows that members who do not attend have a diminished experience because they are not adequately prepared. Orientation is an event that includes CBM staff. You can have all your questions answered during this time.

Prior to the orientation you should also complete the 6-session *"The Call to Follow: Living the Way of Jesus in the World"* Global Discipleship guide geared for STM groups.

After the mission trip: All participants must attend a CBM debriefing. Though it can sometimes feel unnecessary to talk about your experience after it is already over, it is vitally important to share the challenges and joys from your trip with your fellow team members and with the CBM representative. We strongly encourage you to tell stories of God's work you witnessed. That means presenting in your church (and area churches) and sharing photos and stories with CBM that we might use for publications. Who knows who will be challenged, affirmed,

or called by your story? It is not unusual for God to speak through one person’s experience in a way that prompts others to new or deeper service.

After you return home, it is important to maintain prayer and financial support for the ongoing ministry in which you participated. You can continue to build relationships and be an encourager by becoming a monthly donor to a project or the Global Field Staff you visited. During your orientation and debriefing, you will be given information on how you can stay engaged and supportive of the ministry after the STM is completed.

THE CROSS-CULTURAL EXPERIENCE

The cross-cultural experience is many-sided. The word “culture” is descriptive of attitudes, values and behaviours that cover everything from food preferences to forms of greeting, musical tradition to clothing styles. The cross-cultural issue will be dealt with more fully in the *The Call to Follow; Living the Way of Jesus in the World*, but we raise it here because it is such a central and important part of the experience. The term “culture shock” is often used because the impact can be significant. Realize that each of us is not only capable of adjusting to new cultures (at least for a short period of time), but can also find delight in allowing God’s beauty and creativity to show forth through people who are different than us. What’s more, there are strong human and spiritual realities that connect us – our need for love, respect, and the experience of God’s transforming power in our lives

UNDERSTANDING YOUR GLOBAL PARTNER

Your CBM representative will present you with information about your global partner. Please familiarize yourself with the country, culture and ministries that you will be entering. We encourage your church leadership to also make the information available to your congregation or faith community.

SERVING WITH HUMILITY

Everyone sees the world differently. We absorb the values, customs and behaviours of our culture, and sometimes we make the mistake of thinking our way is “right” or “normal.” It’s important to be aware of this tendency and to examine our assumptions; to remember we all come from different perspectives. The best way to approach new situations and new cultures is with humility. “Let your attitude be that of Christ Jesus...who took on the form of a servant.”

TYPICAL WESTERN ATTITUDE	MISSIONAL ATTITUDE
<p>I go to evangelize them. I will help them grow spiritually. I will give. I will teach. I help fix their problems. I will provide leadership I go to achieve great things.</p>	<p>We are participating in God’s mission and what he’s already doing in the world. We will help each other grow spiritually. We will give and receive. We will learn from each other. We will share in each other’s lives. We will come alongside to encourage and support. We will be servants.</p>

CHOOSING A TEAM LEADER

Either before or shortly after your team decides to apply for an STM trip, you will need a Team Leader to coordinate with CBM. The process of choosing a leader varies from church to church and group to group, so we are not prescribing a discernment process. We do however, strongly recommend the counsel and involvement of a pastor and other church leadership, and that everyone prays for God's leading in the choosing of a leader. We have indicated this in a previous section titled "Talking to Pastoral and Church Leadership".

Once the Team Leader is chosen, we will supply a comprehensive, easy-to-follow *STM Team Leader's Handbook* to guide him/her in providing direction and support through the experience. Sometimes it is practical to designate an alternate leader for when the Team Leader is unexpectedly unavailable.

Qualities of a good Team Leader:

- Spiritual maturity, evidenced in the fruit of the Spirit (Galatians 5:22-23)
- A person who is tested – we strongly recommend someone who has had leadership experience in the past and is respected. Able to call team members to account for their tasks.
- Demonstrates strong faith and sensitivity to the Holy Spirit
- Humility, with a servant's heart
- Organized and personally disciplined
- Able to see the big picture. Someone with sense of humour who is not uptight about the small stuff.
- Calm and level-headed

One final qualification for leadership is that he or she often considers themselves unqualified, like Moses, Gideon and Paul. The same holds true for the other team roles. Choosing a Team Leader does not mean that others will be excluded from responsibility. Each team functions as the body of Christ and every member is gifted in a particular way to serve (1 Cor. 12). Each member has an important contribution to make.

CBM TRAVEL POLICY

According to CBM's travel policy, STM teams have the option to book its own international travel and insurance **OR** ask CBM to book its international travel and insurance on their behalf. All domestic in-country travel **MUST** be booked by CBM.

CBM highly recommends that we book international travel on your team's behalf. This is particularly recommended for teams who have complex routings to get to the destination point. In some cases, there are delays and difficulties with international airlines while teams are in transit and our travel experts can work on your team's behalf to find alternate solutions.

If you elect to book your own international travel it is strongly recommended that for consistency, the flights for all participants on your team be booked by the same travel agent. This way, if there is an emergency or flight cancellation, everyone has the same flight itinerary. Should you encounter difficulties or delays, immediately contact the travel agent who booked your tickets. Unfortunately, CBM will not be able to provide you assistance with arranging alternate travel plans. If your team will be delayed in arriving, you must immediately inform the CBM's STM office and the Field Staff who are helping to facilitate your trip. You will be given their contact information before you leave Canada. Your flight coordinator and Team Leader should carry that information with them at all times.

Please review the *STM Travel Booking FAQs* on page 22 for more information.

Here are the responsibilities for making travel arrangements ONLY IF you choose to book your own travel:

CBM will:

- Confirm the specific dates for your trip a minimum of 4 months in advance of your planned departure
- Give specific information on your destination airport and the pre-determined pick-up location and window of time on your start date during which your team members need to arrive. The challenges of traffic and availability of vehicles will not allow for individual members to be picked up at multiple locations, different times or days.
- Inform you if a visa is required for the country you are visiting and how/when/where to obtain that visa
- Arrange all transportation and accommodations from the time you arrive at the destination airport until you return to the airport at the end of your STM experience
- If a team member chooses to extend their time in-country, he/she must manage his/her own arrangements for travel logistics and insurance. **CBM Field Staff will not be able to assist with making personal plans.** Their responsibility stops when the STM trip ends. Please do not ask them to assist you as a personal favour. This will put them into an awkward situation where they may feel obligated to help even though they are not able to do so.
- Provide a charitable tax receipt for all costs directly associated with your STM experience from the time you land in the arrival airport until you depart again. Flight arrangements that include travel for personal pleasure, business or benefit may not qualify as tax deductible. Please contact Canada Revenue Agency (www.cra-arc.gc.ca) or the Canadian Council on Christian Charities (www.cccc.org) for more information regarding this tax policy.

The STM team will:

- Appoint someone on the team to be responsible for coordinating the flight itineraries with all the participants. This person will then contact a reliable travel agent. Refer to the *STM Travel Booking FAQs* on page 22 for various travel agents who are familiar with short-term mission routes.
- Book your travel arrangements and insurance from your home in Canada to the airport specified by CBM as the nearest to the location where your STM experience begins. This includes flight and accommodations.
- Submit the following documents **no later than 90 days** before travelling for every team member to CBM's STM Coordinator:
 - A copy of his/her complete detailed travel itinerary
 - A copy of the travel insurance policy that includes coverage for health and trip interruption/cancellation
- Ensure that all team members arrive at the predetermined pick-up location and time window specified
- Everyone **must** meet the team at the pre-determined pick-up location and time

PASSPORTS & VISAS

For international travel, your passport must be signed and valid for at least six months after the scheduled return date. All information in your passport must be completed. Participants should bring their original passport and make two photocopies of their passport (the Team Leader should carry one of these, and CBM should be sent one copy).

Entry requirements vary for each country, but you will be notified by the STM department if your destination requires you to obtain a visa. If the destination requires an entry visa, it is your responsibility to acquire it in a timely manner and to bring the documentation with you to the airport. The STM department can assist you with this. Do you have a non-Canadian passport? CBM cannot advise you of entry requirements. It is your responsibility to research entry requirements and obtain any necessary visas.

MINORS

A minor (under 18 years of age at the time of travel), unless accompanied by both parents, requires notarized letters from unaccompanying parent(s). See the application forms for more information. Parents of minors must also read the page entitled *A Note for Parents/Guardians of Minors* at the end of this guide.

HEALTHCARE

We may get anxious about a place we have never been. The media sometimes prompts our imaginations to envision danger at every turn. In reality, hundreds of millions of people travel overseas annually without incident, and health precautions are usually straightforward, routine, and inexpensive. Talking with people who have been there, or with travel clinic experts, can dispel our fears. CBM works closely with our international partners to determine risks associated with particular locations, and to gather information pertaining to health warnings. CBM often gets asked questions about specific health issues. We cannot offer healthcare advice. We recommend that you visit your local travel clinic or your family physician for required immunizations and site-specific health advice. Family physicians should also be able to refer participants to a tropical specialist or clinic.

Here is a list of some travel clinics:

Toronto Area: International Health Institute - Tel: 416-494-7512

Halifax Area: University Health Service @ Dalhousie University - Tel: 902-494-2171

Vancouver Area: Travel Medicine and Vaccination Centre - Tel: 604-681-5656

A list of travel clinics across Canada can be found at: <http://www.phac-aspc.gc.ca/tmp-pmv/>

STAYING LONGER THAN 6 MONTHS

Those planning to be outside of Canada longer than 6 months are responsible to inform their provincial medical plan of leaving the province and country for the duration of the project. Each province has a website which details regulations about traveling outside of the province. Participants are encouraged to locate their jurisdiction's information.

CANCELLATION POLICY

Although cancellations are rare, sometimes health-related issues make it impossible for participants to travel. If you should need to cancel, contact CBM immediately in writing by email, mail or fax. However, once a short-term application is accepted by CBM and fundraising for the trip has begun, all participants are still fully liable to CBM for covering the cost of their STM trip, even if they must cancel.

If you should have to cancel due to health-related issues, you may be able to seek reimbursement for some portion of your trip, usually flights and in-country travel costs. However, it is up to the discretion of your insurance provider which costs they will and will not reimburse. CBM is not responsible for providing any reimbursement. All funds donated to CBM for an STM trip are non-refundable due to Revenue Canada guidelines. CBM reserves the right to deny participation for any project and to cancel projects as deemed necessary. If an STM trip must be cancelled by CBM, there may be an opportunity to reschedule or participate in another STM opportunity.

PRE-FLIGHT CHECKLIST

You will receive additional trip-specific info from CBM, such as:

- Entry requirements
- Basic itinerary (details usually come closer to departure)
- An overview of CBM's work and partnerships on-site
- Emergency contact info for Field Staff

TRAVEL LIGHT

You should travel light. Participants must be able to carry all of their own luggage. You will likely travel by air initially, and may have more than one connecting flight. In-country, you may travel by bus, taxi, train and at times by foot. Pack at least two days of essentials in your carry-on bag – passport, clothing, medications, underwear – in case luggage gets lost. It is wise not to put prescriptions in checked baggage.

If you have concerns about what is allowed or not allowed in your carry-on luggage, you can check the following website to see the most up-to-date list of prohibited items: www.catsa-acsta.gc.ca.

LUGGAGE ALLOWANCE

Please check with individual airlines for their current luggage restrictions. If you exceed any limits you'll personally have to pay the extra baggage fee, which can sometimes be fairly significant. This is not part of your STM team budget and is not reimbursable by CBM.

CLOTHING

During your orientation, the CBM representative will advise what type of clothing is appropriate, factoring in the destination, climate, social customs and the type of work being done during your trip. Your portable electrical appliances will likely require a power adapter and even then, electrical current can be unreliable. Your hairdryer and other appliances may not work. Use caution in taking iPods, smart phones, expensive cameras or laptops. The risk of loss and theft in many destinations is high. Most importantly, the spiritual merits of taking a fast from technology are immense.

OTHER ESSENTIALS TO BRING

- Personal first aid kit
- Sunscreen, toilet paper, portable packages of facial tissues and hand sanitizer (foil pouch wipes or hand-bottle) are essential. Be sensitive and discreet when wishing to use hand sanitizer before eating in people's homes. This may not be a custom in the country where you are visiting so it's best to be sensitive so as not to offend your hosts.
- Addresses of prayer partners and financial supporters so that you can send a postcard on-site if given the opportunity
- Small gifts should be brought in quantity for your hosts (Canada flag stickers or other Canada items are often well received). Gifts should not be extravagant
- Water bottle (Your site may have water-rationing. If so, keep your water out of sight)
- Camera. Be sensitive to where and when you take pictures. Ask permission. You are not on a guided tour – you are on a mission trip

EMERGENCY EXPENSES

In the rare event that an emergency arises such that you must pay for hotel, food, transportation, phone calls, etc. from your own pocket, please be advised that you must keep all receipts and a detailed record of spending (date, purpose, amount) in order to be reimbursed. When you return from your trip, please email stm@cbmin.org to request a cheque from CBM.

BEING PART OF THE TEAM

Over the process of preparing for your short-term mission trip, you will be forming and becoming a team. STM groups often include a wide variety of personalities, and you will "click" more with some than others. People can vary in temperament, dress, attitudes, likes and politics. Just like a sports team, or a flight mission crew, what is essential is unity in the field. The unity we seek is what the Bible calls unity of the Spirit. Your team is called to be united in Christ, in His Spirit, and to accomplish the task at hand. Your Team Leader will be responsible for leading you through a process of team building and your participation in meetings and group study is essential.

FINANCES & FUNDRAISING

Finances

CBM's STM department develops a budget for each mission trip. Budget figures are determined by CBM based on previous experience, current travel rates and other information available at the time. Included in the budget are the following items:

- In-country accommodation and meals
- Flights and insurance (unless you choose to book your own travel)
- On-site transportation costs
- Project material costs (normally \$250-\$500 per participant)
- Orientation/debriefing (both in Canada and overseas)
- Departure tax (if required)

The following is a list of items not included in the project budget (you pay for these personally):

- \$225 non-refundable deposit due with the application
- Immunizations
- Police background check
- Entry visas, passport application fees or cost for passport photos
- Travel to and from your point of departure (ie. getting from your home to the airport)
- Meals to and from the destination (i.e. airport meals)
- Personal expenses (gifts, souvenirs, photo/video, postage, long distance calls, medications, personal first-aid kits, etc.)

Fundraising

Participants are responsible for raising the total amount of the support needed for the project. CBM can help by providing some resources to guide you in the fundraising process (see the STM Fundraising Guide).

All project accounts must be paid in full 60 days prior to the start of the project. If there is an overage of funds remaining in the STM account upon completion of the trip, it will be allocated to a ministry project at CBM's discretion.

For projects longer than three months, the one-time costs, plus up to three months of the monthly costs, will need to be submitted prior to departure. After this, a monthly amount will need to be submitted until the STM trip is completed. This allows the longer-term participant to continue their fundraising work during their time on the field.

DONORS TO STM TRIPS

Participants of STM trips fill two roles: fundraiser and volunteer. As a participant, you can donate to the STM project in which you are participating. However, according to Canada Revenue Agency (CRA) laws, donors cannot specify an individual's name on a donation for a team STM trip. Only the project account number and STM project name can be specified. Furthermore, CRA policy does not allow for a donation to be refunded.

There are two methods for submitting STM donations made by individuals in support of your trip. CBM highly recommends that you select the first option.

1) RECOMMENDED METHOD: Ask your church to receive and receipt donations on behalf of your STM team. It is your team's responsibility to regularly ask for updates from your church treasurer as to how much has been received and how much is still needed. You must also remind him/her to send in the funds received to CBM at the appropriate times (50% due 90 days prior & 50% due 60 days prior to departure).

Your church must:

- Set up an account for the project
- Issue tax deductible receipts for donations to the project
- Send 50% of the budget to CBM 90 days prior to departure. They will then send the remaining amount to CBM at least 60 days prior to departure. Please ask him/her to write the church's name and STM project number on the memo line of the cheque or accompanying letter.

OR

2) Inform your friends and family to send their donations for your team directly to CBM. They should write only the team's STM account number and project name on their cheque and NOT the name of any individual on the team. They can also give to your team through our online donation system (www.cbmin.org).

Allocation is to the whole team – not to you. Your Team Leader can regularly check in with CBM's STM Coordinator to find out how much has come into the STM team account and what is still required. CBM can provide you with a list of the donors to the STM team so that you can thank them personally. However, due to donor privacy laws, we cannot release information about the specific amount each individual donor has donated to the project. Please be mindful that the list of donors we provide to the team is completely confidential and should not be disclosed or discussed with anyone outside of the team.

Note that some individuals may simply wish to hand you a cheque or cash when you share with them about your team's support needs. At the end of this guide you will find a tracking sheet that helps you obtain the necessary information CBM will need to process their donation. All contributions over \$10 are eligible for a tax receipt.

FUNDING RESPONSIBILITIES OF CBM

The Short-Term Mission Department of CBM will provide the following:

1. A team budget, prepared shortly after a team confirms its participation in writing to the STM Coordinator at CBM. This will be important for fundraising. The budget is created by CBM with input from our Field Staff on the ground, assessments of current costs of travel, and our past experience in facilitating STM trips to that country. All costs in an STM budget are approximated as close as possible to anticipated actual costs. Keep in mind that an STM budget is not like creating a personal vacation budget. There are many factors that CBM must consider, such as logistics for your in-country hosts and participant safety, which will determine which flights, meals and in-country travel arrangements will be made. The lowest cost options are not always the most suitable though CBM makes every effort to keep costs down.
2. Whenever requested by your Team Leader, CBM will provide email communication indicating how much support has been raised and how much is still owed.
3. A summary of support received for the project. (Allow 3 months from end of project.)
4. Any surplus funds from an STM trip will be designated by CBM to where most needed.

PERSONAL CONDUCT

Due to distractions, misunderstandings, and best use of time, team members are not permitted to date on-site. Participants are also asked to refrain from social interaction that might give the impression of dating, i.e. public displays of affection, time spent alone with members of the opposite sex. To maintain accountability during the STM trip, mixed groups (male and female) are asked to travel outside the accommodation compound in groups of three or more. Similarly, unmarried couples already in dating relationships should publicly treat each other as a brother and sister in Christ to support a healthy group experience.

WAIVER

During the application process, you are required to sign a waiver agreeing to abide by CBM's policies. If you have not signed and submitted the waiver yet, please read it over carefully, sign and submit it to your Team Leader as soon as possible. It will be reviewed again during the orientation.

CBM's liability policy is also outlined in the waiver. It is important that you have a good understanding of what you are agreeing to and what CBM's expectations are for you as a participant. Travel arrangements cannot be made for you until the signed application and waiver have been received by CBM. If you have any questions concerning the waiver, please speak with us directly. Your CBM representative is prepared to answer questions regarding the waiver during your STM orientation.

APPLICATION & TRAVEL DOCUMENTS

Your application is at the back of this guide. Be sure to include the *project number* and *team name* on all correspondence and payments (contact CBM or your Team Leader if you do not have this information).

- If you are applying with a team, deliver your application to your team leader.
- If you are applying as an individual, please send it signed to:

Canadian Baptist Ministries
Attn: STM Department
7185 Millcreek Drive
Mississauga, ON L5N 5R4
or by fax: 905-826-3441

Applying for a passport and gaining references can sometimes be time consuming and cause delays. Please initiate the process right away.

DURING YOUR STM TRIP

EXPECTATIONS

Our cultural mindset heavily expects you, the individual, to have all the details, a lot of choice, and a lot of control. Do not expect what is familiar or comfortable. Rather, this is an opportunity to be open to new experiences, encountering the God who goes before you and is working in the midst of the people you are joining. Allow yourself the opportunity to make adjustments and enjoy something new. Teams and individuals can expect to participate in a variety of ministry opportunities. For example, a two-week STM may not consist of only children's programs or only a construction project, but rather it will expose you to the breadth of CBM's work in that place.

Along the way, you may struggle with different aspects of the experience. It is difficult to prepare fully for what to expect, since everyone is different. Some individuals adapt easily to new cultures and places, others not so easily. But all are changed. Choose to believe that God will bless you in all circumstances.

GIVING WISELY

The road to heartache is sometimes paved with good intentions. Teams should not donate significant gifts to national partners without first consulting CBM. If your team would like to donate a significant gift (e.g., laptop, camera, money) please inform the STM Department in advance so we can discuss with you and our Field Staff whether the gift will truly benefit the local ministry as you intend. Situations are complex. If the proposed gift is approved, the team offers the gift to the Field Staff upon arrival, who will distribute it accordingly. This prevents jealousy amongst our national partners and ensures that the gift will be used to further local ministry goals. If you or your team would like to distribute small gifts such as t-shirts, pens, stickers, or flags, inform your in-country host when you arrive.

Sometimes individuals or teams decide to take up spontaneous offerings when they are shown a need on the field. Please keep in mind that while generosity and compassion are wonderful things, wisdom should also be used whenever we wish to provide financial support to any project. Questions should be asked before taking action. Are we giving to something that is sustainable? Is there a better way to respond to the needs we are seeing here? Instead of acting spontaneously, can we wait until we return home so that we can further discuss the possibilities as a team with our CBM representative? It is important that when we give, we need to make sure that we are truly helping in the best possible way and not potentially harming those we seek to help.

PERSONAL BELONGINGS

Do not travel with expensive items or items of sentimental value. Luggage can be lost or stolen. Expensive jewelry and watches draw unnecessary attention to travelers, particularly when traveling in a developing country. Keep valuables out of sight and keep cameras in modest-looking cases. Keep your eyes on your bags, particularly at train stations and at corners waiting for transportation to arrive. Purses should be zipped up, strapped over the shoulder and held under the arm.

Have multiple photocopies of your passport. Participants should bring their original passport and have two photocopies of their passport – one should be carried by the Team Leader and the CBM office will have the other copy. In case your passport is stolen, having a photocopy will speed up the process for you to receive a temporary passport before you return to Canada. When possible, lock your passport and extra cash in a safe with the CBM field staff in-country. They can advise the best way to keep your personal belongings secure.

SAFETY

Participants must take responsibility for their safety while traveling and on project worksites. Safety is a concern everywhere, even here in Canada. In most areas, safety issues overseas are similar to those in Canada – but not always. Listen to the advice of your in-country hosts and use your common sense. Your eyes and ears are not accustomed to the local environment, and you will likely not be in a tourist compound. Field Staff will assess every situation for undue risk. If your in-country hosts say not to go out at night, accept rides, or that women should not go out unescorted, listen to them and it is highly unlikely you will have any issues.

PREVENTATIVE CARE

These health guidelines come from experience and common sense, and are easy to follow. Gloves are important for any manual labour. Always bring sturdy shoes, or hiking boots for rough terrain.

Here are some other general guidelines to ensure you stay healthy and well on your STM trip:

- Always be sure where your water came from. For example, washing fruits and vegetables can be a recipe for illness. When in doubt, eat only cooked vegetables or fruit that you can peel.
- A delicious drink or snack from a sidewalk stand can put you in bed, hospital or in the bathroom, for the rest of your trip.
- Deal with cuts, even scratches, immediately. Infection can spread quickly.
- If you feel sick, take your temperature. Tell someone immediately.
- Sunstroke and heatstroke are the most common – and the most preventable. Watch each other!
- If you return home with any persistent symptoms, even if it appears to be a common cold, see your doctor immediately – tell her/him where you've travelled.

COMMUNICATING BACK HOME

If you are part of a team that has a dedicated prayer coordinator, emails can be sent to your team's supporters once a week from your destination. Before the trip, the prayer coordinator should find a volunteer back home willing to forward one email from the destination to the prayer list.

Internet speeds can sometimes be very slow, depending on the country. Do not spend a lot of time uploading photos and writing long travelogues. Focus on specifics. Keep emails brief. Be astute about the different culture you are in. Anything you say in an email, tweet or blog can appear anywhere. National churches may be involved in sensitive outreach or social justice ministries. Antagonism might be religious, political, criminal, military, revolutionary, social, economical or any combination thereof. Many governments comb the internet for key words, and listen in on phone conversations. Don't divulge private information: use first names only to protect national Christians, their churches, and our Field Staff.

CAMERA CARE

Make sure you know how to use your camera or video-cam in different lighting. Many places you visit may not have indoor lighting. Know how often the batteries need changing and what voltage adapter you need for the local current. You'll always want more storage memory so it's best to arrive with it rather than trying to buy more when you are in-country. Your camera is your responsibility. Don't leave it unprotected.

PHOTO GUIDELINES

Some cultures are wary of cameras and photo taking. If it isn't mentioned ask when you can and can't take photos. Some governments don't allow pictures of any government building, soldiers or police. In some cultures, people believe you steal their souls when you take their pictures.

Be mindful that a camera can also be a barrier, turning us into observers rather than participants. People struggling in a new culture can be tempted to hide or disengage behind the camera. Strangers who are photographed can sometimes feel like objects, flash-frozen and two-dimensional. Some may not let you take their picture without being paid: it happens so often they feel exploited. Unless you are the team's designated

photographer, keep your camera stowed while you work. Focus on relationship building. Later in the trip, you can take pictures of your new friends, rather than of “people I saw.” If you and your new friend are in a photo together then it’s equally important that he/she has that picture as well. How are you going to make sure that picture gets to him or her? You will need a local or email address and their full name.

Take a small photo album of your home, and family or friends with you. If you show those first, they will understand you want to introduce them to your family when you get home, via a picture. Bring small photos of yourself to share privately with new friends.

If you are travelling, it’s difficult to establish relationships before you take a photo, so ask first. Showing someone their photo on your digital preview screen will go a long way in showing respect. If you are engaged in visiting the sick, please be sensitive about photographing. If the patient agrees, take the picture from a chair or kneeling, rather than towering over the bedridden and vulnerable.

USING PICTURES

You may end up with hundreds or thousands of pictures by the time you get home. Only show the best: people who weren’t there have a very limited attention span. We invite you to send us your stories and photos so we can use them on our website and other print publication.

DAILY REFLECTIVE TIMES AND OTHER PARTICIPATION

Your Team Leader will plan for times that include reading, reflection, conversation and prayer. These may take the form of morning devotional times, and evening debriefing and discussions when the joys and difficulties of the day are communicated and processed. Leadership for these conversations may be shared; it is important for you to be involved in these times together, as they enrich the group experience.

DEBRIEFING AND REVIEWING YOUR EXPERIENCE

“Without a meaningful goodbye and effective closure, there cannot be a creative hello, a new beginning and hopeful commencement.” —V.L. Hunter, Closure and Commencement: The Stress of Coming Home

A good ending overseas ensures a smoother beginning back home. At the end of your STM there will be a scheduled debriefing and discussion of the experience on the field. This will include your entire team, CBM Field Staff and if possible, a representative from the national partner. This will also be the opportunity to say goodbye to your hosts and new friends.

SAYING GOOD-BYE

1. Saying goodbye to people and places is part of grieving a loss. It is important to take the time to do it.
2. Affirm your friendships. Be culturally appropriate, but remember that love is understood everywhere. If someone asks for your address and you are unsure, give them CBM’s address and we will forward any correspondence to you.
3. Resolve any disagreements or conflicts. If necessary, ask for and grant forgiveness, face to face, with team members and nationals. Return what is borrowed, and settle debts - no matter how small.

FOLLOWING JESUS INTO THE FUTURE

WELCOME BACK

You made it. Your mission trip, however, has a few items left, beginning with a personal debriefing. All stories have an ending. It is expected that you will attend one debriefing session with your team and a CBM staff member, and one with your mentor, soon after returning to Canada. CBM's commitment is to help you own your experience so it informs your future. CBM staff also value your feedback as they can improve the process for hundreds of people who will follow in your footsteps. Debriefing is an important step in integrating the experience into the rest of your life.

RE-ENTRY REALITIES

Some people, upon returning from an STM, resume their life and faith experience with minimal change.

However, based on common experiences of other people who have returned from an STM, you may experience:

- A return that is initially exciting, but then quickly turns into a difficult time of readjustment
- People's interest in your STM to be genuine but short-lived
- A sense of spiritual loneliness, confusion, and even feeling troubled or overwhelmed
- That your faith is changing, and you need to talk to someone about it
- A strong desire to be more deeply engaged in global mission
- That you will develop new friendships and spiritual companions that have had similar experiences

It is crucial that in your time of re-entry, you offer your honest thoughts and experience to God. The process of change is complex and your trip will probably impact you in deepening ways over time, with new meanings emerging. Remember that in becoming human, God also experienced a profound "cross-cultural" experience! It is also important to speak with others who have had similar experiences or are able to respect and speak into your life in a helpful way. Be careful in the presence of those who may diminish your experience, even if they do so unintentionally or naively.

In discussion with your pastor, fellow group members, and trusted friends, you are encouraged to keep track of what is happening in your heart and soul. Avoid rushing to conclusions about how God is changing you. Your reading of God's word and understanding of God's Kingdom intentions will produce new insights into God's ways and love for you and others.

You may have a hunger to read or explore new areas of interest and faith that have emerged for you. Perhaps most importantly, you may want to make some life changes or commitments to service in your own church, community or neighbourhood that represent how God has changed and is changing you. What does this mean? It means you are a disciple of Christ, following Him into your future!

You will also need to be mindful of relating wisely and graciously to people who cannot appreciate or understand how you are changing. The important thing to remember is that the Global Discipleship journey is about following Jesus more faithfully, which means deepening your love for others.

OTHER PRACTICAL MATTERS

1. Be careful of negative reporting

On re-entry, any grievances or disappointments are still fresh. Be careful not to spread complaints about anyone, because it is impossible to retrieve them later. Rather, share what God taught you about Himself and yourself. Allow God time to heal and reconcile – He is in the redemption business.

2. Avoid value judgments

Upon your return, you may become judgmental about Canadian values, and the values of your church. Do not be afraid to share what you have witnessed, the lessons you have learned and lifestyle changes you may personally choose to make as a result. However, it is not up to you to shape other's convictions. The Holy Spirit lays claim on that job. It is the change in your life, not your words, that often helps change others.

3. Be prepared for nostalgia

You may long to be back in the field. You may miss your new national friends. Don't be surprised at this reverse-homesickness, and don't jump to conclusions about where God wants you.

4. You can choose to stay in touch

Receiving a letter or email from one of your new friends may help your feelings of nostalgia or depression. Your national friends will love to hear from you as well. Emails, Facebook and Twitter can feed your prayers for the ongoing mission. Caution: if you are single, someone may pursue you romantically in hopes of landing a visa to Canada, so be wise with your feelings. If you do find yourself having such feelings, talk to your mentor.

5. Update your prayer/financial supporters

These are the people who have invested in you and will be looking for a concluding report. Thank them! Ask them to continue to pray for your re-entry and future direction. And you can continue to keep your church and supporters updated on the work CBM is doing. You can buy something handcrafted for each supporter or get enough prints of a favourite photo and give it to each of your supporters with a thank-you card.

DEBRIEFING

As an STM team member who is re-adjusting to life at home, the debriefing session is crucial. This will be arranged in advance by the CBM representative and your Team Leader. Like the pre-trip orientation session, it is crucial that all members of the team attend. It will provide an important opportunity to discuss the experience and talk about how God was encountered.

What's more, it will allow for open conversations regarding future implications for you, your teammates, your church and CBM representative, especially in regards to issues such as future relationships with the global partner and ministry, and any ongoing or further fundraising.

PRESENTING TO YOUR CHURCH

Review the fundraising online resource for tips on public presentations: PowerPoint, storytelling, etc. You can email photos to supporters, but pick ten of the best for a report in a church service, more if you are a featured speaker at an event. Choose photos that have stories. Take sufficient time to gather your thoughts and refine what you want to say to people.

SAYING THANK-YOU TO YOUR CHURCH

It can be as simple as a brief report in the morning service. Even if you only have a few minutes, here are five good sentences to include:

- What I learned about the people is...
- What I learned about my mission team is...
- What I learned about myself is...
- What I learned about God is...
- A story that sums up my experience is...

It could be as ambitious as an evening event for the congregation. Your whole team can take your church family to their destination country through images, music, food and stories, and talk about the impact to date and what can still be done. Have a PowerPoint or video running in a loop during refreshments. Let your imagination go.

CONTINUING THE GLOBAL DISCIPLESHIP JOURNEY

As you prepared for your STM trip, your group went through the six-session *The Call to Follow: Living the Way of Jesus in the World* resource geared for an STM group. If you have not planned to do so already, it would be a wonderful opportunity to return to it and re-read the core material. This will give you an opportunity to reflect fully on your experience, and listen to the call of God on your life moving forward.

You can choose to follow the individual track, or the small group track (or both!). It would be enriching if your STM group could re-convene and journey through the material together! The adventure of following Jesus always involves returning to the core truth of biblical teaching, but in an ever-deepening way. You may see the material in new depth and range because you have changed.

In the sixth session of *The Call To Short-Term Mission: Following Jesus Into The World*, there are new ideas and frameworks offered to guide and inspire you forward. It is all about hearing the living God who is in our midst and in our world, calling us to join Him in His Kingdom work.

You can find more opportunities to grow spiritually and live generously, both at home and abroad. Here are two CBM programs to help along the way:

Live It Out

Live It Out is a call to action, to truly live out the Gospel, empowered by the Holy Spirit. It starts with a commitment to live simply, justly and faithfully. Where it goes is up to you and God. Go to CBM's website www.cbmin.org for resources to help you along the journey.

STEP

STEP (Serving, Training, Energizing Partnerships) gives innovative and active churches the opportunity to focus their global mission activities with one global partner through CBM. Through your STEP partnership, your church will be able to go deeper in relationship and understanding of another culture. For more information about STEP, talk to your CBM representative.

PLANNING TIMELINE GUIDE

A short-term mission trip takes detailed planning and preparation. The following timeline which works backward from your departure date will help keep you on track.

9 months – 1 year before departure date

- Begin praying regularly and comprehensively about your potential STM trip
- Decide which CBM short-term mission opportunity would be the best fit for you and your church
- Start a journal/file of people, ideas, scriptures, affirmations and questions
- Talk with other possible participants
- Communicate with your church and missions committee for approval

6–9 months before departure

- Team members confirmed and Team Leader chosen. He/she will need to attend a training workshop or meeting.
- You receive the 6-week STM Global Discipleship resource titled *The Call To Follow: The Way of Jesus in the World*. This is crucial for team building and spiritual formation.
- Team roles defined and assigned in consultation with the team leader
- Participant applications and deposits collected by team leader and sent to CBM
- Obtain required vaccinations at a travel clinic or through your family doctor
- CBM provides the STM budget. Your church may request a CBM presentation.
- Start fundraising: events, letters, emails. Read the CBM fundraising guide for ideas.
- CBM Orientation with the whole team

6 months before departure

- Continue with fundraising events/communications
- Team starts the 6-session STM group track for *The Call To Follow: The Way of Jesus in the World*.
- Begin basic language learning
- Obtain a police check

3–4 months before departure

- Obtain an update on STM funding level from CBM or your church
- Apply for passports and entry visas and get parental letters (if applicable)
- 50% of team funding must be received by CBM
- All documentation sent to CBM (applications, police checks, notarized minors letters etc.)

2 months before departure

- Remaining 50% of team funding must be received by CBM

1 week before departure

- Commissioning service by your church and final team meeting
- Airport drop-off and pick-up scheduled

2 days before departure

- Final packing, including: medications, project materials, etc.
- Reconfirm flight times with airline and check travel documents

1–2 months after return home

- Celebrating and debriefing with team and CBM staff
- Identify how you and the team will continue to support the overseas ministry you have joined
- Share your experience by presenting at your home church, and other churches, if possible

6 months - 1 year after return home

- Evaluate how you and your church are currently engaged in Global Discipleship
- Pray: consider what God is calling you to be part of...

Short-term Mission Travel Booking FAQs

1. Can we trim costs by doing online bookings?
The choice is yours. However, CBM strongly recommends using a travel agency for the booking process because they will then provide assistance in the event of an emergency or trip interruption such as airline strikes, natural disasters, health crises etc. Dealing with such situations as an individual are difficult enough, but making alternate booking arrangements for an entire team involves significant time and access to professional resources. Attached to this document is a list of reputable travel agencies that have experience booking travel for short-term mission trips. Although there is a small charge for their services, the benefits outweigh the minimal additional costs, especially in a crisis.
2. How about charter airlines?
Although the prices may be attractive, CBM also strongly advises against using charter airlines because they do not have inter-airline arrangements. That means that your luggage must be picked up and re-checked at every connection. More importantly, anyone missing a connection must buy a completely new ticket for ongoing travel. Charters are often less financially stable than regular carriers and therefore more prone to cancel flights or shut down with little or no notice, resulting in stranded travellers and money lost.
3. Can we use frequent flyer/travel reward points?
For those interested in using frequent flyer points like Airmiles or Aeroplan, travel agents with these companies can assist you in finding out if flights are available to your destination. Keep in mind that STM locations can be more remote and therefore access through frequent flyer miles may be more limited. Inquire a year in advance if you decide to explore this option. Be sure to check how easily you can alter arrangements in an emergency.
4. What happens if I become ill during a short-term mission trip and miss my return flight? Will CBM fly me home?
If CBM booked your travel, we will assist in making arrangements for you if this situation occurs, although you or your insurance company will be responsible to cover the costs for the return flight. If your team booked its own travel, you must work directly with your travel agent to make the arrangements. No matter what insurance provider you have, including travel coverage through your credit card, documented proof of insurance must be submitted to CBM because it is essential to have trip interruption/cancellation coverage. Situations like these are times when a travel agent can prove invaluable to reducing the stress of the situation for the traveller and anxious loved ones back home.

TRAVEL AGENCY CONTACT INFORMATION:

CBM has worked extensively with the following agencies for many years. However, they are not associated with CBM, and teams are free to use whichever agency they choose.

Huntington Travel

68 Helen Street, P.O.Box 661
Bobcaygeon, ON K0M 1A0
Tel: 705-738-4664
Toll free: 1-877-838-4664
Fax: 705-738-4994
Email: jasminkavila@bellnet.ca

Arthur Nash Travel

5865 McLaughlin Road, Unit 2B
Mississauga, ON L5R 1B8
(905) 755-0102 or 1-800-263-0869
Website: www.anashtravel.com

Earth Trek Unlimited

26B Trites Road
Riverview, NB E1B 2V6
Phone: (506) 854-2451
Fax: (506) 854-2292
E-mail: david@etu.travel

A Note for Parents/Guardians of Minors (under 18 at the time of travel)

CBM thanks you, the parent/guardian, for encouraging your child to go on this mission trip, and we trust you are anticipating a positive experience of growth, to which you will be eager to offer support in every way. Please read this and all sections that pertain to your youth, and your specific responsibilities.

The STM team leader for your youth's mission will organize a meeting time for orientation. STM participants are required to be there, and CBM strongly recommends you to attend as well. This is the major event to hear more about the trip, meet the CBM representative and team leader(s), and learn about all the things that need to be completed before departure. Also, specific information will be given regarding the mission destination.

We understand that you may have some concerns about your minor's safety and health while abroad. Just like in Canada, it is possible to require medical treatment on a trip. CBM short-mission teams travel in places that will have access to health care in case of medical emergency. Should your child require medical attention, every effort will be made to immediately inform you of the situation. In some cases, the team leader and/or Field Staff may be unable to reach you prior to treatment. Please refer to the waiver portion of the STM application.

Communication

You will be given emergency contact information for your child while they are away. This information is strictly for emergency purposes. When possible, minor participants may be able to call home or send email, but only when internet access is readily available. Each STM mission trip will differ. Some sites will not have phone/internet access at all, so emails and calls home cannot be guaranteed. Keep in mind that supervised independence, and coping with homesickness, is part of the growth curve for young people. And it's only a few weeks away for memories of a lifetime.

Travel requirements – parental letters and visas

Parental letters are important, and easily done when started well in advance. (See next page for a template.) When a minor (person under 18 years of age) is traveling with only one parent or no parents, border authorities require that parents/guardians provide a letter stating that their child is traveling out of the country with permission. The letter states the name of the trip, dates out of the country, and the name of the team leader (person responsible for the minor). The letter must be signed by both parents/guardians and notarized.

If one parent is traveling with the minor, the other must sign the letter stating that the parent/guardian has permission to travel with the minor out of the country. In any case, the letter must be signed by both parents or the guardian, dated and notarized. In some cases, the visa application will require a similar notarized letter. Each country's requirements are different, but you will be given instruction from your team leader. No letter is required when both parents are accompanying the minor.

Please make two (2) photocopies of the notarized letter. Give the original notarized letter to the team leader traveling with your minor. Send one photocopy (along with the application form) to the CBM office prior to travel date. Keep one copy with you.

SHORT-TERM MISSION POLICY & WAIVER

CODE OF CONDUCT

I will show respect for Canadian Baptist Ministries (CBM) personnel and partners and cooperate with team leaders and members. I will be culturally sensitive to the use of alcohol and tobacco and take direction from the CBM Field Staff on matters of dress and jewelry. I will not use illegal substances and will not become involved in a dating relationship with team members or nationals while a participant in the project.

CRISIS MANAGEMENT

In the event of potential or immediate danger, I agree to respect and heed the decisions made by the CBM crisis management team.

RELEASE AND WAIVER – PLEASE FILL IN

This release and waiver of liability (hereafter referred to as the release) executed on ____ / ____ / ____ (dd/mm/yy) by (your name) _____ (hereafter referred to as the participant).

I, the participant, desire to be a member and active participant of the Short-term Mission (STM) program of Canadian Baptist Ministries. I understand that the activities may include, but are not limited to, travelling to and from other countries, travelling to and from other cities and towns, consuming food and living in accommodations available and provided in the foreign countries, and participating in the activities assigned by designated STM program leadership.

CBM and the STM program will make a reasonable effort to minimize the level of undue risk in any given location and activity: understanding this I hereby freely and voluntarily, without duress, execute this release under the following terms:

1. I release and forever discharge and hold harmless Canadian Baptist Ministries and the STM program and its successors and assigns from any and all liability, bodily injury, personal injury, illness, death or property damage that may result from my participation with an STM trip. I also understand that the Canadian Baptist Ministries and the STM program do not assume any responsibility for or obligation to provide financial assistance or other assistance including but not limited to medical, health or disability insurance, in the event of injury, illness, death or property damage.
2. I understand that CBM does not provide any health, medical, disability, or trip cancellation/interruption insurance coverage for STM participants. I have read and understood the coverage limitations of the personal insurance package that I have purchased. I assume responsibility for any additional coverage that I deem necessary for my well being. I release and forever discharge CBM from any claim whatsoever which may arise or may hereafter arise on account of my first-aid treatment or other medical services rendered in connection with an emergency during my participation with the STM program.
3. I understand that during my participation with the STM program the possibility exists that I may encounter situations which pose risk, or potential risk, to my safety and wellbeing including terrorism, war, insurrection, or criminal activities. I understand that Canadian Baptist Ministries and the STM program will not pay ransom or make any other payments in order to secure the release of hostages. I hereby expressly and specifically release Canadian Baptist Ministries and the STM program from all liability for injury, illness, death, or property damage resulting from my participation in the STM program.
4. I understand that I am fully responsible to CBM for the cost of my short-term mission trip, as outlined in the budget that is provided. It is entirely my responsibility to reimburse CBM for any costs budgeted for my trip and as such accept full liability for them upon the signing of this agreement. I commit to keeping any donor information I receive from CBM completely confidential and will not disclose it to anyone.
5. I understand that if I make a cancellation after the airline tickets, insurance, and land arrangements are already paid by CBM, I will be responsible for the full cost of the project.
6. I understand this application is accepted based upon CBM receiving affirming references and police check.
7. I understand CBM can deem an applicant unsuitable for a project or require permission of a doctor to participate. Acceptance and/or rejection of my application is made solely at the discretion of Canadian Baptist Ministries.

Participant

Name: _____
 Signature: _____
 Date: _____

Witness

Name: _____
 Signature: _____
 Date: _____

Must be signed by mother/father/legal guardian if under 18 yrs old:

Mother/Guardian's
 Signature: _____
 Phone: _____

Father/Guardian's
 Signature: _____
 Date: _____



Participant Application Form

Thank you for applying to participate in CBM's short-term mission program. We appreciate your willingness to go and look forward to facilitating all arrangements on your behalf.

We require an application form for each person traveling (including children). Please complete the attached application and send by mail or courier (with the necessary attachments) to:

CBM
 Attn: STM Department
 7185 Millcreek Drive
 Mississauga, ON L5N 5R4

IMPORTANT: Your application cannot be approved (and airline tickets will not be issued) until all documents and 50% of your STM costs are received. Please indicate a Visa or MasterCard number to which we may apply payments – we will only do so with your prior consent.

Additional items required (check and send along with application):

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Copy of ID page of passport. Must be valid at least 6 months after return to Canada. |
| <input type="checkbox"/> | \$225 non-refundable deposit payable to Canadian Baptist Ministries |
| <input type="checkbox"/> | Pastoral reference form |
| <input type="checkbox"/> | <u>Original</u> Police security check (not more than 3 months old) |
| <input type="checkbox"/> | If under 18 years old, copy of notarized Parent/Guardian letter and Parent/Guardian Permission Form |

Applicant Personal Information

		Country & Project #:		<input type="text"/>	<input type="text"/>
Your name as it appears on your passport:		Surname:		Given Names:	
Preferred Name:		Date of Birth:		(dd/mm/yy)	
Mr./Mrs./Ms/Dr./Rev.:		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Citizenship:	
Street:		City:			
Province:		Postal Code:			
Home Phone:		Work Phone:			
Cell Phone #:		Fax #:		E-mail:	
Visa or MasterCard Number:				Expiration:	

Participant Application Form - continued

Health & Emergency Information

It is important that you disclose complete health information required to determine suitability for the mission trip you are applying to and in order for CBM to have necessary information in case of emergency. Please take care to write neatly and include complete names of medications. This information will be held confidential and only released to your in-country host in order to prepare for your trip and in the case of emergency.

Describe your state of physical fitness. Include any items of support you require on the trip (such as assistance walking, breathing apparatus, etc.).

Allergies: _____

Ongoing Medications: _____

Physician's Name: _____ Phone number: _____

Dentist's Name: _____ Phone number: _____

Emergency Contact: _____ Relationship: _____

Contact's Address: _____ Phone number: _____

If under 18 years old (must also complete Parents/Guardians Permission Form)

Mother/Guardian's Name: _____ Father/Guardian's Name: _____

Parent/Guardian's Address: _____ Phone Number: _____

Other Information

Name of Church Attending: _____ Pastor's Name: _____

Church Address: _____

Phone Number: _____

Tell us more about your local ministry involvement through your church & community: _____

Discuss what skills and gifts you bring to overseas ministry (including your profession and other experience like: construction, accounting, computer, medical, ESL, teaching leadership, etc):

Other languages spoken/written: _____

Previous STM or other cross-cultural experience: _____

Parental/Guardian Permission Form (if under 18 years old at time of travel)

Note to Parents/Guardian: This is a general guideline of the requirements for a letter giving authority to travel with only one or no parents. The letter must be notarized, (even if one parent is accompanying the child), return original notarized form to team leader, send one photocopy (along with the rest of the application) to CBM, and keep one photocopy for yourself.

I give consent and permission for my son/daughter _____ to travel
(name of participant)

to/within _____ with the holder of this form, Team Leader
(city and country)

_____ anytime during the following dates: _____
(name of Team Leader) (dates of trip)

Father's Signature Date

Printed Name

Mother's Signature Date

Printed Name

Legal Guardian's Signature (if applicable) Date

Printed Name

Emergency Contacts

Emergency Contact Name: _____ Relationship to Participant: _____

Street: _____ City: _____

Prov/State: _____ Postal/Zip: _____ Country: _____

Phone: (____) _____ - _____ Email address: _____

Parent's address if different from above: _____

Family Doctor: _____ Phone: (____) _____ - _____

Pastoral Reference Form

**** CONFIDENTIAL ****

Instructions to Participant: Fill in your name, the country and project number. Please detach this page and give to your pastor. Make sure you fill in your information BEFORE you give it to your pastor.

Instructions to Pastor: Please complete a separate form for every individual on the STM team and return to CBM. Please do not give the form back to the participant. The information you provide is confidential and will only be reviewed by the STM department.

Mail to:
 CBM
 Attention: STM Department
 7185 Millcreek Drive
 Mississauga, ON L5N 5R4

Pastor's Name: _____ Date: _____

Home #: _____ Work #: _____ E-mail: _____

Name of Participant: _____ Sending Church: _____

Project Country: _____ Project Number: _____

How long have you known the participant? _____	Low	High
Would the participant be likely to cooperate willingly with others?	1 2 3 4 5	
Could this participant initiate a difficult task and carry it through to completion?	1 2 3 4 5	
How is the participant's respect and concern for others?	1 2 3 4 5	
How is the participant's adaptability and flexibility?	1 2 3 4 5	
Rate the participant's positivity.	1 2 3 4 5	
Rate the participant's leadership ability.	1 2 3 4 5	



Other comments: Do you know of any reason possibly relating to personality, Christian experience or family circumstances which would make this participant unsuitable for a short-term mission trip? If yes, please attach a separate sheet with your explanation.

If you fully support the participant in this project, please sign and date here:

 Signature

 Date

Donation Tracking Sheet

  Your Name: _____ Country: _____ Project Number: _____	INSTRUCTIONS Use this sheet to keep track of donors who choose to give you their donation personally rather than sending it in to your church or CBM directly. 1. Record each donor's name, address, phone number and gift amount. 2. Send a photocopy of this form, along with all cheques (made payable to CBM) to: CBM - STM Department, 7185 Millcreek Drive, Mississauga, ON L5L 2Z7. If you receive cash donations, please provide a cheque in the equivalent amount. Send form and funds to CBM at least 60 days prior to departure date.
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No.	Donor's Name	Address and Phone Number	Gift Amount
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4		()	\$.
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