



HE SAID GO . . .



A Guide to Short-Term Mission Service

He Said GO
A Guide to Short-Term Mission Service

Prepared by the Office of Volunteer Ministries, a service of the North American Division
of the General Conference of the Seventh-day Adventist Church.

The Office of Volunteer Ministries Plan includes all mission projects operated by denominationally-owned entities.
Projects owned and operated by other organizations are not included in the program.

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Printed in the United States of America.

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WELCOME

In Matthew 28:19-20, we find Jesus' Great Commission where **HE SAID "GO"** therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age" (NRSV).



That's right! **HE SAID** that He would **GO** with us anywhere in the world we choose to serve Him. What an amazing promise! Here at the Office of Volunteer Ministries, we are very excited that you have accepted God's call to "GO" and make a difference. In 2015, over 48,000 volunteers from North America were processed through our office to serve not only on our continent, but throughout the world. There is no doubt that their volunteer service impacted countless lives. In every corner of the world, we hear desperate cries for Christ-centered missionaries. Whether it involves teaching in a

remote village in Papua New Guinea or serving in a clinic in the deep jungles of the Amazon, every deployment provides the opportunity to see part of the world, experience God and fulfill His mission.

We thank you for joining us on this amazing journey where you will not only be a blessing to others, but will have a life-changing experience of your own.

Pastor Elden Ramirez

Office of Volunteer Ministries, North American Division Director



INTRODUCTION

ABOUT THIS BOOK

This guide was developed by the North American Division of Seventh-day Adventists' Office of Volunteer Ministries in order to assist short-term team members and their leadership in preparing for successful mission trips.

This book is designed to be useful before, during and after a short-term mission trip.

And what is a short-term mission trip? The Church defines it as the mobilization of a Seventh-day Adventist volunteer, denominational employee, retiree or group of volunteers from churches or educational institutions, lasting less than two months and originating in the North American Division (NAD).

Obviously, no book can forecast all of the situations that a volunteer might encounter in a foreign mission field. But prayerful planning and preparation, as well as coordination with the world field (working together with one another and the Holy Spirit), can result in a safe and rewarding experience.

The policies and procedures identified in this guide are designed to protect the interests of volunteers and their families. They also protect calling organizations and Adventist institutions against potential liability. Following NAD policies and practices helps to further support the joint, cooperative effort of the Adventist world church in advancing its mission through volunteer service around the globe with optimal quality, care and safety.

Thank you for joining the ever-growing movement of people who have taken their marching orders from the Great Commission of Matthew 28, and who seek to make disciples in the name of Jesus Christ.

LOOKING AHEAD	Frequently Asked Questions	p. 11
	Fundraising Ideas	p. 29



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Prekisha 200	2010-2010
Prekisha 500	2011-2011
Prekisha 1000	2012-2012
Prekisha 2000	2013-2013
Prekisha 3000	2014-2014

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15/12/11

PURPOSE

WHY WE EXIST

The role of the Office of Volunteer Ministries in the Church in North America is to provide service opportunities for Seventh-day Adventists who want to share in the joy of taking the Gospel to the world, matching their talents, gifts, resources and professional expertise with defined needs within the North American Division and beyond.

Responsibility

The Office of Volunteer Ministries is responsible for processing all completed mission applications, verifying proper insurance coverage and required policy and safety protocols. Individuals attending a mission trip are responsible for covering their own expenses.

The Office of Volunteer Ministries (OVM), in consultation with the General Conference of Seventh-day Adventists (GC), gives direction to all North American Division (NAD) volunteer services.

Key responsibilities include:

- Notifying the GC (upon approval of church workers' and laypersons' short-term travel), which in turn will communicate with the receiving division regarding the NAD short-term group visit to its field.

- Assisting local conferences and unions in their activities to promote, recruit and process volunteers within their fields, including colleges, universities, academies and local churches.

Brief History

The Office of Volunteer Ministries was created in 1995 under the title Adventist Youth Service Network, or “YouthNet” as it became known in North America. Its founder and director was Dr. Jose Vicente Rojas. Its express purpose was to support the efforts of Adventist church and school youth—including those aged 13 through to college-aged young adults—as they engaged in missionary opportunities, both domestic and international. The YouthNet Director was also the Director of Youth Ministries for the North American



Division. Building this newly created youth department was of the highest priority for the NAD. To strengthen this ministry, a tutoring and mentoring initiative was added in 1997 in close cooperation with America's Promise – The Alliance For Youth led by Colin Powell.

In 2000, due to dramatic growth in participation in volunteer ministries across North America, YouthNet was moved out of the Youth Department and located in the Secretariat of the North American Division. This newly named Office of Volunteer Ministries was formed to strengthen the promotion, recruitment and processing of volunteer missionaries, who were numbering in the tens of thousands per year and reaching more than 80 countries.

Over time, the department grew from one director and one secretary in 1995 to the current staff of seven, made up of a director, secretary, three coordinators and two processing assistants. From 1995 to 2005, short-term deployments increased from 4,000 to 57,000 volunteers each year. From 2000 to 2006, long-term NAD volunteers serving domestically and internationally increased from fewer than 200 a year to almost 1,500. Since 2006, the field of volunteer ministries has expanded from mostly students and college-aged individuals to include professionals and retirees up to the age of 84.

Services Offered

- Insurance processing
- Long-term individual deployments
- Short-term group and individual deployments
- Support for return volunteers
- Travel and immigration support
- Tutoring and mentoring sites for at-risk children, adult literacy and ESL programs (run by volunteers).



FREQUENTLY ASKED QUESTIONS

GET TO KNOW MISSIONS

Not sure where to begin? Wondering what a short-term mission trip is? Find answers to this and more on the following pages.

What is a short-term mission?

A short-term mission is the mobilization of a Seventh-day Adventist volunteer, denominational employee, retiree or group of volunteers from churches or educational institutions. Its duration is under two months and it originates in the North American Division.

Who is a short-term volunteer?

Short-term volunteers are individuals or groups of various ages involved in short-term humanitarian projects or evangelistic outreach. Due to insurance age restrictions, overseas mission trips must be completed before volunteers reach their 80th birthday. Mission trips within the United States and Canada must be completed before volunteers reach their 84th birthday. Students or individuals under the age of 18 are processed as part of a group—i.e., school or church group—and require permission from their legal guardians. (For more information on age requirements see insurance criteria on p. 27.)

Who is an individual volunteer?

An individual volunteer is a Seventh-day Adventist in good standing who is between the ages of 18 and 80, serving on a short-term trip without a group, outside the United States and Canada. For trips within the United States and Canada the maximum age is 84.

What is ARM insurance?

Adventist Risk Management (ARM) provides an insurance package which is required for all missionary volunteers, and is specific to the needs of those traveling and serving within the United States and around the world.

Do I have to be part of an organized group to fulfill a short-term mission?

No, any individual with a desire to serve may answer a call posted in our publications. For example, a physician might serve at a remote clinic or an engineer could facilitate the building of a well without being part of an organized group.

See [“Travel Insurance”](#) on p. 27





INDIVIDUAL CALLS ABOUT THE APPLICATION PROCESS

The Office of Volunteer Ministries coordinates calls throughout the world for individuals looking for a short-term opportunity to serve.

Opportunities for Individuals

Seventh-day Adventist members who are interested in serving as an individual short-term volunteer for up to two months can choose from calls around the globe through Adventist Volunteer Service.

Get Started:

hesaidgo.org/short-term-mission





GROUP LEADERS

HELP PLANNING YOUR TRIP

For a more successful mission experience for your group, those you serve and the world-wide church you represent, the following pages share guidelines for your planning process.

Scouting Trip

Before planning a mission trip, do your research. If this is a brand new area to you or your organization, this should include a scouting trip *before* your mission trip. Below are some guidelines and instructions on preparing for your scouting trip.

- 1** You will need to get approval for your scouting trip from your local sponsoring organization, which might include:
 - Church board or committee.
 - School, college, or university board.
 - Other institutional governing committee.
- 2** Gather the following information to present to your sponsoring organization:
 - **Total financial responsibility** for the scouting trip, including travel expenses, insurance coverage, and passport and visa fees for all participants.

- **Travel health-related information**, such as recommended precautions and immunizations.

Visit [cdc.gov](https://www.cdc.gov) for recommendations

- The latest **Travel Alerts and Warnings** from the U.S. Department of State's Bureau of Consular Affairs for each country being visited. Your initial country choice should be one that is generally considered safe. It is also a good idea to check travel warnings again within 48 hours of departure to make sure there have been no developments that would affect your trip.

View alerts & warnings at travel.state.gov

GROUP LEADERS

- 3** Contact the receiving organization’s conference to coordinate scouting trip logistics.
- 4** Once the scouting trip is approved by your sponsoring organization, submit your trip information for processing by the North American Division by providing the following:
 - Your scouting application.
 - Your short-term group application.
Submit your applications to the Office of Volunteer Ministries 3-6 months prior to your scouting trip. Submit additional copies of your applications to your sponsoring organization.
 - If approved, continue with your scouting trip.

If your application is denied, see “Denied Trips—Reapplying” on p. 40.

- 5** Once the scouting trip is approved by the North American Division, continue with the following:
 - Obtain necessary medical immunizations.
 - Obtain short-term travel insurance.
 - Take your trip!



LOOKING AHEAD

Travel Insurance p. 27

Planning Help p. 31

Prepare for Your Mission Trip

Once you have completed your scouting trip, you may begin preparing for your mission trip.

- 1 Report findings from your scouting trip to your local sponsoring organization to ensure that the mission trip is eligible to be approved and voted.
- 2 Once your sponsoring organization has approved your trip, submit your information to the NAD for processing by providing the following:
 - Complete **list of all participants**
NAD policy requires that ALL denominational workers—students, laypersons, workers’ family members, and others participating on the trip—provide their full legal names on the short-term group application form.
 - Your **short-term group application**
Complete this online at: www.hesaidgo.org.
 - Proof of **short-term travel insurance** for all participants
The insurance must provide travel, illness, and accident insurance coverage.
 - Your trip’s **detailed travel itinerary**, listing any Seventh-day Adventist churches and institutions to be visited.

- The latest **alerts and warnings** from the U.S. Department of State’s Bureau of Consular Affairs for each country being visited.

View alerts & warnings at travel.state.gov

- Confirm that each participant has received **recommended immunizations** for all countries you are planning to visit.
- **Signed permission** from a parent or legal guardian for all participants under the age of 18.
- **Background screenings** for all adult participants who are not employed by the school or a denominational entity.

GROUP LEADERS

- 3** Once your group application is approved, the North American Division's Office of Volunteer Ministries will notify the General Conference Secretariat. They will communicate with the host or receiving division regarding your group's visit to their territory.
- 4** Schedule regular information meetings leading up to your trip for participants and parents (if applicable). Make communication a priority through regular email updates to participants, parents and your supporting organization. If your application is unsuccessful, see "Denied Trips—Reapplying" on p. 40.



During the Mission Trip

Review goals, schedules, and principles of your mission effort with:

- Mission leadership and participants.
- Sending congregation (or supporting organization).
- Believers at mission site.

Emphasize and review group safety principles and procedures, such as never working or traveling alone, knowing who to contact in case of emergency, etc.

Prioritize daily debriefing sessions and spiritual enrichment to help participants process possible culture shock and personal growth experiences.

Returning from the Mission Trip

Upon your return, immediately schedule a congregational meeting with the supporting organization and/or the local church to report on the mission trip. Include the following:

- Photographs, traditional clothing, souvenirs, gifts, etc.
- Stories from your mission experience.

Schedule one or two follow-up meetings to:

- Debrief and evaluate what went well and what could be improved for possible future trips.
- Address possible “reverse culture shock” symptoms.
- Explore ways to incorporate the mission trip experience as a part of the ongoing ministry in the church or mission outreach in the local community.

A final report could provide a helpful record for future trip planning. This might include:

- Details of the trip.
- Evaluation of the trip by leaders and participants.



HEALTH AND SAFETY

BASIC PRECAUTIONS

It is important to always check the latest government health and travel precautions before leaving for your mission location. The following are some basic areas to consider.

Water

Travelers should never assume that untreated water is healthy for drinking. Several ways to purify water include boiling, filtering, and using bleach solution or water purification tablets. Whenever possible drink bottled water (commercially available in the mission area). However, watch out for vendors who sell used bottles refilled with unsanitary tap water.

Food

One of the primary concerns when traveling is determining if food is sanitary, or if it contains organisms that the traveler's immune system cannot support. Thoroughly cooked food is generally safe. Do not eat food in the marketplace if you do not know how it was prepared.

Disease

Some of the most common diseases worldwide are malaria, tuberculosis, Dengue fever, and cholera. Educate yourself

before departure about diseases that may be present in the location you or your group will be serving to ensure proper immunizations, if possible, or to be aware of symptoms and treatments.

The most common illness for missionaries is traveler's diarrhea caused by contaminated food or water.

Remember to:

- Peel your own fruit.
- Drink purified water.
- Eat thoroughly cooked foods.
- Avoid salads with raw vegetables.
- Avoid unhealthy meats such as those identified in the book of Leviticus.

HEALTH AND SAFETY

Hygiene

Assume that most surfaces are contaminated. Always wash your hands and avoid touching your face whenever possible. Waterless hand sanitizer is good to use before eating.

Toilet facilities should not to be considered sanitary. Take a roll of tissue or have change available in case you need to purchase it. Do not allow contaminated water to enter your ears, eyes, nose, and mouth.

Safety

Never travel by yourself, especially at night. If night travel is necessary, it is important to travel in groups of three or more with mixed genders. There are some who intentionally prey on tourists. Sexual assaults, murders, and theft are always possible in any country. This is especially likely to happen to travelers who are unfamiliar with the environment and who look different from the indigenous population.

Missionary testimonial

“You should go on short-term mission trips because they give you a chance to experience a different culture and to see how much you giving up a bit of your time impacts the lives of those you serve. No matter what you’re doing, when you’re serving others, you can see on their faces how much they appreciate it and that is priceless. God calls us to go because the people won’t just remember us, they will remember the One we serve.”

—Sabrina Tym, Walla Walla University



EMERGENCY PROTOCOLS

BASIC PRECAUTIONS

It is important to prearrange a plan for dealing with potential emergencies, including choosing a specially-trained person to lead out in the event of illness, natural disaster or other unexpected occurrence.

EMERGENCY PROTOCOLS

Determine Your Designated Person

Your designated person is a responsible individual who is trained to lead and coordinate your emergency plan and maintain medical information needed for immediate response. It is critical that missionaries know who the coordinator is and understand that this person has the authority to make decisions during emergencies.

The designated person is responsible for the following:

- **Assessing the situation** to determine whether an emergency exists that requires the activation of emergency procedures.
- **Supervising all emergency efforts** in the area, including evacuating personnel.
- **Coordinating outside emergency services**, such as medical aid and local fire departments, and ensuring that they are available and notified when necessary.
- **Directing shelter in place** (using an existing structure to separate people from an external hazard) as needed.

In addition to having a coordinator, it is good practice to prepare evacuation assistants who are able to move people to a safe area during an emergency. One assistant for every 20 individuals should be adequate in most cases.

The designated person should be trained in first aid procedures and be aware of missionaries who may require extra assistance.

My designated person:

Phone number:

Be Prepared

Basic medical information such as allergies, medical history, and current medications should be compiled for all team members. This information is confidential and should be available only to your designated person.

Obtain the following contact information:

- Local ambulance or emergency care unit.
- Local medical provider.
- Local medical provider's billing department.
- Trip leaders.
- Supporting organization.
- Parent or emergency contact for each missionary.
- Insurance information for each participant.

See [“Travel Insurance”](#) on p. 27

Identify an Emergency

When preparing your emergency plan, designate primary and secondary routes to a medical facility.

Ensure the routes meet the following conditions:

- Clearly marked and well lit. Identify largest natural landmark to use as compass—i.e., a mountain or tall building.
- Wide enough to accommodate the type of vehicle used and number of injured.
- Unobstructed and clear of debris at all times.
- Unlikely to expose evacuating personnel to additional hazards.



TRAVEL INSURANCE

WHAT IT IS AND WHY YOU NEED IT

Travel insurance provides vital coverage that volunteers can access anywhere to help make their travel safe and convenient

Short-Term Travel Insurance

Short-term travel insurance is available to employees, retirees, approved volunteers, or groups on official business or sponsored travel of the Seventh-day Adventist Church through Adventist Risk Management (ARM). Spouses and dependent children of these individuals are also eligible for coverage. This program covers travel worldwide and includes coverage for limited vacation travel when combined with a business or sponsored trip.

The church's international travel insurance includes the following:

- Trip cancellation/interruption
- Medical protection
- Accidents—medical expenses
- Sickness—medical expenses
- Emergency medical evacuation
- Repatriation of remains
- Accidental death and dismemberment
- Personal effects/baggage
- Travel assistance.

Helpful Tips

1

There are many companies that offer products with the same name. Not all policies have the same coverage; not all companies have the same reliability or customer service rating. Adventist Risk Management was put in place to exactly meet the requirements of Church policy.

2

You should obtain liability insurance! Unfortunately the days when churches were immune from lawsuits are long gone. Liability insurance protects your church if someone slips and falls on the stairs, for example. If you want to be protected in the event of a lawsuit, you need to have liability insurance.



FUNDRAISING IDEAS

HELP FUNDING YOUR TRIP

Raising the amount of money needed for a short-term mission trip can seem overwhelming. The next page offers some suggestions on choosing the best fundraising product or program for your group.

Choosing the Right Project/Program

Consider the following six questions to help you choose the ideal fundraising product or program for your group:

- 1 How much money do we need to raise?**
Come up with a goal that is based on your group's needs not just one that sounds good.
- 2 What would our group enjoy selling?**
The more that volunteers like the products, the more confident and motivated they will be to sell them.
- 3 What has been successful in the past?**
If you've been having a huge success with a certain program year after year, stick to it.
- 4 How soon do we need the money?**
If you need to raise funds within two weeks, you might consider using direct-sale products (ex: candy bars, lollipops, scratch cards). If you have 4 weeks or more to fundraise, you may consider other ideas.
- 5 Are the products we're selling of high quality?**
Remember that your fundraiser may be an annual or semi-annual event, and nothing builds profits like a reputation for offering top quality products.
- 6 Does the price match the income level of the community?**
Offering products at affordable prices for a good cause will lead to greater success—e.g., selling \$15 items in a low income area may result in few sales. Fit the price to the area.

This and other information from:

www.fundraising-ideas.org/101



PLANNING HELP **RESOURCES FOR** **MISSIONARIES**

Whether this is your first trip or you are a seasoned traveler, we want to help make your short-term mission experience positive and memorable. Contact us today for assistance.

The Office of Volunteer Ministries Plan includes all mission projects operated by denominationally-owned entities. Projects not registered with the Adventist-laymen's Services & Industries (ASI) are not included in the program.

Contact Us

General questions and inquiries:

Toll-free: 800-331-2767



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RESOURCES

FORMS AND INFORMATION

Find out how to prepare for your trip and what to do if your proposed mission project is not approved. Sample financial reports are included for guidance, along with a parent/guardian permission slip, and lots of useful contact details.

PRE-TRIP GROUP CHECKLIST

Use the following checklist as a guide to prepare your trip.

- Scouting trip completed (if needed)
- Permission from your sponsoring organization
- Compile a complete list of all participants
- Complete your group application (*hesaidgo.org*)
- Obtain short-term insurance for all participants
- Create a detailed travel itinerary
- Obtain the latest alerts for countries being visited
- Obtain a list of medical immunizations from participants
- Obtain background screenings as necessary
- Obtain signed permission for participants under age 18
- Obtain approval from the North American Division
- Schedule information meetings
- _____
- _____
- _____



PARENT/GUARDIAN PERMISSION FORM

Permission from a parent or legal guardian is required for all missionaries under the age of 18.

PARENT'S PERMISSION SLIP

EVENT INFORMATION (Parents save this portion)

Date(s) of event:	Departure location:	Departure time:
Event itinerary:		
Return location:	Return time:	Can be reached in emergency: Y N
Event leader name:	Phone:	Email:

PERMISSION SLIP (Parents return this portion to the event leader)

I grant permission for (name of minor)		
to attend (event)	at (location)	
Signature:	Date:	Relationship to minor:
Phone:	Alternative contact:	

SAMPLE MISSION EXPENSE REPORT

All trips should have a full accounting of income and expenses. Below is an example of the information you might include on your mission expense report. Please attach all receipts to your report.

Leader's name:

Phone:

Pastor's name:

Trip purpose:

Email:

Expense period: (from / / to / /)

Department:

Location:

Expenses paid by group leader

Business miles (Rate: 0.35 per mile):

Airfare, baggage:

Vehicle rental:

Fuel:

Bus, train, taxi, tips:

Parking:

Lodging:

Meals and tips:

Snacks:

Postage, shipping:

Business entertainment:

Other (itemize):

Subtotal:

Less advances:

Total reimbursement:

Expenses paid by institution credit card

Business miles (Rate: 0.35 per mile):

Airfare, baggage:

Vehicle rental:

Fuel:

Bus, train, taxi, tips:

Parking:

Lodging:

Meals and tips:

Snacks:

Postage, shipping:

Business entertainment:

Other (itemize):

Subtotal:

Total all expenses:

Itemized expenses (meals, entertainment, and other)

Date:

Amount:

Place or description:

Business purpose:

SAMPLE REIMBURSEMENT FORM

When turning in receipts for expenses to be reimbursed, you should itemize them in a spreadsheet, similar to this one.

Group leader name:	ID:	Expense period: (from / / to / /)
Supervisor's name:	Department:	
Pre-trip/mission trip purpose:		

Itemized expenses

Date	Description	Category	Cost

REMEMBER TO ATTACH RECEIPTS!

Group leader signature:
Date:

SUBTOTAL	
Less cash advance	
TOTAL REIMBURSEMENT	

DENIED TRIPS—REAPPLYING

Your application may be denied for the following reasons:

- Missing documents
- Incomplete documents
- Insufficient information
- Immunization issues
- Incomplete background checks
- Missing required approval signatures
- Insurance requirements
- Politically unsafe environment
- Travel restrictions

In the event that your trip is not approved for any of the reasons mentioned above you will be contacted by our department to provide direction.



USEFUL CONTACT INFORMATION

U.S. Government Agencies

U.S. Passport Office—Washington, DC: (202) 647-0518

Center for Disease Control: (404) 639-2572

Insurance Provider

For medical evacuation, repatriation or other services please call:

ACE Travel Assistance Program

1-888-927-5353 (inside the U.S.A.)

1-240-330-1570 (outside the U.S.A. Call collect)

Email: ops@europassistance-usa.com

To file a claim please contact:

Adventist Risk Management

1-301-680-6867 or 1-301-680-6865

1-301-680-6878 (Fax)

Mail claim to:

Adventist Risk Management (Attention: Claims)

12501 Old Columbia Pike

Silver Spring, MD 20904

Email: Claims@adventistrisk.org

Find additional resources at hesaidgo.org

www.hesaidgo.org

Go therefore and **make disciples** of all nations,
baptizing them **in the name of the Father**
and of the Son and of the Holy Spirit,
and teaching them to obey everything that I have
commanded you. And remember, **I am**
with you always, to the end of the age.

—Matthew 28:19-20 (NRSV)

