



When  
God's  
People  
Travel  
Together

A Trip Leader's  
Planning Manual

Debby D. Vial

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Planning Manual

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Project Coordinator

Presbyterian Peacemaking Program

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Published by the Presbyterian Peacemaking Program, Congregational Ministries Division in partnership with Global Awareness and Involvement Office, Worldwide Ministries Division, Ministries of the General Assembly Council, Presbyterian Church (U.S.A.), Louisville, Kentucky.

PRINTED IN THE UNITED STATES OF AMERICA

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*Cover Photographs: Debby D. Vial and David P. Young*

Grateful acknowledgment is made to the following:

- Presbyterian Church (U.S.A.) Staff: Maria Arroyo, Peter Kemmerle, Bob Smylie, Donna Miller, Homer Rickabaugh, Gwen Crawley, Julian Shipp, Jo Ella Holman, Gary Payton, Jim Watkins, KT Ockels, Ollie Gannaway, Robert H. White, and Nancy Roseberry
- Members of the Peacemaking Advisory Committee of the Presbyterian Peacemaking Program: Nancy Eng-MacNeill, Larry Edwards, Abraham Torres, Mike Maus, and Gretchen Williver
- Trip Leaders: Ken Jones, Tom Mockaitis, Peter Kemmerle, Deb Jones, Melissa Gillis, Jeff Ritchie, and KT Ockels
- PC(USA) Mission Personnel: Doug Tilton, Judith Brown, Stanley Topple, and others attending Missionary Sharing Conferences
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Welcome

# Welcome



Congratulations! You have agreed to be a leader for a mission trip sponsored by the Presbyterian Church (U.S.A.). This usually means that you have been on an international trip as a participant, perhaps a Peacemaking Program seminar, an International Involvement trip, a presbytery or synod venture, or a mission service trip. You have experienced an excursion from the side of participant and you have expressed an interest or demonstrated gifts and skills of leadership. Now you have been chosen, yes, even called, to lead a group of your peers on a similar journey.

This guide will help you with the details of planning an international trip. Remember, however, that every trip is different in its destination, participants, and other factors. This guide attempts to cover most planning contingencies. Other resources in this set will provide more details on specific

aspects of the trip that you will need to anticipate and include in your planning process.

## ■ Resources You Have Available

- *People, Places, and Partnerships: A Workbook for Your Mission Trip Abroad*, by Sally Campbell-Evans. An excellent resource for each participant. Available from Presbyterian Distribution Services, 1-800-524-2612 (PDS #74-400-96-049).
- Your own experience and common sense.
- The experience and collaboration of your team leaders. Rarely would you be the sole leader of a trip. Every trip needs one person to be the benevolent authority, the "buck stops here" person. By virtue of being the trip planner, that is most likely you. You will need to work collaboratively with your colleagues, delegating tasks, meeting regularly

before and during the trip, and determining your leadership roles and styles.

- The knowledge, experience, expertise, and support of your colleagues on the national staff. Two major purposes for any travel/seminar or mission service trip are for the participants to gain firsthand experience of a situation/country and then to interpret this experience in the church here. Your national staff liaison can be helpful with both these goals. Keep them informed of your plans. Ask questions. Stay in touch.

- Begin to pray for the participants, as of yet unknown. Pray for the country you will visit and the people you will encounter. Pray for yourself, for patience, understanding, and a sense of humor!

Venture forth . . .

Leading a tour is a 25-hour-a-day job requiring a multitude of diverse skills. To name a few: organizer, accountant, psychologist, mediator, strategist, map reader, mind reader, geographer, historian, and humorist. The tour leader can never be cranky or tired, but allows one, and only one, cranky day per person.

—*Tips for Tour Leaders*,  
by Virginia Hadsell,  
Responsible Tourism



Introduction

# Introduction



## ■ Transforming the People of God

Participants of mission trips often exclaim, "That trip changed my life!" Many youth and young adult leaders promote mission trips as an exciting way to keep young people active in the life of the church. Still others promote the importance of mission trips in developing "global Christians" for our increasingly interdependent world with its old and new challenges. Today, hundreds of church groups are traveling together as God's people to every part of the earth. Many groups host return visits from "neighbors" of other lands and cultures. In all of the going and coming, God's people are being transformed.

*When God's People Travel Together* is a set of materials for mission trip organizers and leaders to assist them in thinking through and planning, both for the logistics of such

Astounding. Amazing. Grace-full. Transforming. Compelling. An extended sacred moment in time. A kairos moment. A thirteen-day prayer. A resurrection experience.

—Participant of a Peacemaking travel/study seminar to Bosnia/Herzegovina, 1998

a trip and for ways in which the mission trip can be an instrument for transformation and renewal in the lives of individuals and congregations, both here and in faraway places. Mission trips are, of course, insufficient apart from the ongoing ministry and mission of the church. But, with careful planning, a mission trip can be a powerful experience in which significant learning takes place about the following:

- God—God's vision for our world and God's action in it;

- ourselves, as individuals, as communities of faith, and as a society;
- other people who share God's creation: their culture, history, and faith experience;
- the church universal and God's purposes for it.

## ■ What Are Mission Trips?

Mission trips . . .

*windows* through which to see the world and God's vision for it in new ways

*mirrors* in which to see ourselves, our church, and our culture more clearly

*doorways* through which we enter into deeper fellowship with God and our neighbor

*voices* through which we may hear God's call to us

Mission trips go by several names, differing by whether the purpose is primarily educational and relational or primarily service-oriented. Service trips are greatly enhanced for both visitors and hosts when combined with educational and relationship-building activities. Within this set of leader materials, the term *mission trip* is used to include the variety of names by which these experiences are known:

- travel/study seminars
- mission encounter trips or seminars
- work/study trips

- mission service trips
- work camps or work trips

Whatever the name and primary purpose, mission trips are short-term group experiences that typically last from one to three weeks. Participants vary by age or range of ages: adults, youth, college students, other young adults, seminarians, and intergenerational. Youth mission trips are often further divided, with younger youth (11–14) typically participating in mission trips to U.S. communities and older youth (15–18) sometimes participating internationally.

A mission trip may be sponsored by a local congregation, a presbytery or a synod, a seminary or a campus ministry. Return visits by delegations from the international partner are common, especially in presbytery partnerships. Offices of the General Assembly sponsor several international travel/study seminars each year and, occasionally, work/study mission trips for particular age groups.

## ■ Why Mission Trips?

*Some Common U.S. Trip Leader and Participant Expectations*

Leaders and participants usually share some common expectations of the trip as well as some particular hopes, based on the place and people to be visited, participants' ages, and the purposes of the body sponsoring the trip. Below are answers given by some trip leaders and participants to the question

"Why do people go on mission trips?"

- serve others
- learn about another culture and expression of Christian faith
- have a sense of accomplishment; completing a useful project
- share the gospel; fulfill the Great Commission (Matt. 28:19–20)
- learn what is important in life
- see the effects of poverty and respond
- do something new
- provide an incentive or participate in a tradition of mission trips for a particular age group
- grow and mature as persons of faith and as communities of faith
- develop a new sense of community among group members, bonding
- interact with people visited and build relationships with other Christians
- accompany people who are in danger or whose rights are being abused
- learn from others about worship, importance of God in their lives
- learn about the mission of the church around the world
- learn from your own group in a different setting
- cross boundaries that divide us from each other
- renew and unify own congregation through mission
- produce lasting changes in lifestyle and stewardship of resources and talents

The above list of reasons (and your own group's) might fall into different categories. Some focus on the growth and

transformation of the *individual* participant or on the renewal and cohesion of the *mission team and its sending body*. Other purposes are focused on the *communities or churches visited and, in some cases, served*. Some are mutually beneficial to visitors and hosts.

Transformation has to do with producing lasting changes in lifestyles, commitments, and stewardship of resources and talents; it has to do with deepening our love and expanding the scope of our concern. If we are to understand the transformative potential of mission trips, we must think carefully together about our hopes, dreams, and expectations of them. And we must consider which reasons are for ourselves and which are for others. Both sets of reasons are valid and have their place. Our loving concern must be to clearly recognize our reasons for going on a mission trip and to consider the needs and dreams of the "others" we encounter with our own needs and our inward journeys. As the global church in mission together, how are we—those traveling and those hosting—to become more faithful disciples and witnesses to the gospel in the whole of our individual lives and in our witness as Christ's church in the world? What do we have that is ours to give and what do we need to receive?

## ■ Perspectives on Mission Trips from the South and the North

The border between Mexico and the United States is one of the many places in our world where different cultures, languages, and realities meet and sometimes collide. The Presbyterian Border Ministries is a joint ministry of the National Presbyterian Church of Mexico and the Presbyterian Church (U.S.A.). The ministry sites along this lengthy border are frequent destinations for U.S. mission teams. Some leaders from both sides of this humanly created border share their insights on the question “Why send a mission team?”

### *Mission Teams on the Border:*

#### *A Perspective from the South*

Pastor Jesus Gallegos Blanco, Agua Prieta, Mexico

The Bible tells us that God has come to have an encounter with men and women. John says to us: “and the Word became flesh and lived among us” (John 1:14). Jesus Christ did not come as a tourist interested in only resting and enjoying himself but, rather, came to have an encounter with us—fallen human beings. He came to incarnate himself in the everyday life of men and women.

#### **The border is a place of encounter.**

People from all over, from North and South, not only from Mexico, but also Central and South America and the United States, come to the border. Therefore, the border is converted into a place where we can share life with people of different economic levels, who speak different languages and dialects, who have distinct

ways of thinking and living. When a mission team comes to the border, they have an experience of encounter with God, through persons of different cultures, language, and skin color as well as distinct ways of living and expressing their faith in the same God.

**The border is a place to serve.** Jesus Christ tells us: “the Son of Man came not to be served, but to serve and to give his life a ransom for many” (Matt. 20:28). The border is a place where we can serve God by using our gifts in the service of our sisters and brothers. It is not only an opportunity to give, but also an opportunity to receive. Jesus involved himself with the daily life of the people. He left his disciples with his example in order that they would continue the work that he had begun. He came to teach us to be conscious that alone we can do nothing, that we need his help most of all, but also the help of each other in order to grow in our faith.

**The border is a place for breaking down the walls that divide.** Mexico and the United States are separated by a border line that in many cases has served as a wall of separation, a wall that does not even permit people to see from one side to the other. By means of the incarnation, God in the person of Jesus Christ came to take away every wall of separation that we ourselves have raised: “There is no longer Jew or Greek, there is no longer slave or free, there is no longer male and female; for all of you are one in Christ Jesus” (Gal. 3:28). “Because he is our peace, he has made both groups one and has broken down the dividing wall that is the hostility between us” (Eph. 2:14). When mission

teams come to the border, we are working at breaking down these walls that isolate and divide and are working in the construction of the kingdom of God. When a church sends a mission team, it is incarnating itself in a different world, following the example of God in Jesus Christ. On returning to their home, the team not only has given, but has received. The team has a new vision of the Christian life. Furthermore, the team discovers new gifts and shares them with their colleagues in mission, both in Mexico and back home. The team does not return with empty hands but with a new experience in their faith and renewed commitment to the Lord.

***Mission Teams on the Border:  
A Perspective from the North***

Stan de Voogd, Educational Coordinator of Mission Teams, Presbyterian Border Ministry

"Why not just send the money you would have spent on airline tickets, housing, food, and passports?" This was a question I asked myself some fifteen years ago. I was at the time working for a disaster relief and development organization and living in a number of Central American countries. During this time, I would see the odd group of Americans coming for a visit. Some groups came to "do" something; others were study groups and still others were a combination of the two.

At first, I barely took time to talk with these groups about the work being done by the national churches in dealing with the wars, natural disasters, and underdevelopment. I guess maybe I resented these visitors calling themselves "missionaries" without having taken the time to understand what

it was like to be involved in cross-cultural mission. But, the groups kept coming and, slowly, I had more and more opportunities to speak to and dialogue with these visitors.

Slowly, I realized why people were coming. God was using the interest in travel and seeing for themselves as a tool to "open" people to God's word. I began to see the changes that came over people as they struggled to talk with people from another culture. As they participated in different ways of worship, as they sang new songs in a new language, their lives and the lives of those they were visiting were being changed forever.

I learned that doing mission outside of one's "comfort zone" pushes us to new understanding of being with and serving the other. It is just too easy to support mission by writing a check. The checks are needed too, but the interest and excitement in missions does not last unless we participate in some way ourselves. Going on a mission trip makes the encounter with the "other" happen. Encountering the "other" in his or her own environment, on his or her own turf is, in a sense, out of our control. The whole experience helps us not only to continue our interest in the "other" faraway but also jump-starts our awareness of the need to relate to the "other" who may live next door or just down the street.

I now believe that learning to be in mission can only happen when we leave our "comfort zone." Only when we step out of our own world, will we open ourselves fully to God's leading us to fulfill the commandment of going into all the world.

## ■ Why Do Our Partners Host U.S. Church Groups?

The quintessential biblical image of partnership in mission is the relation of God and Jesus. God “so loved” the world (John 3:16) that God sent Jesus into the world. Jesus glorified God by doing the work God gave him to do (John 17:4). Jesus ministered in God’s name and in the Spirit’s power (Acts 1:2–3). Jesus’ work was not an independent mission but an offering up of himself in an expensive mission partnership with God by taking the form of a servant for the sake of ministry (Phil. 2:5–11).

—Duncan Hanson,  
Area Coordinator for Europe,  
Worldwide Ministries Division, PC(USA)

The Presbyterian Church (U.S.A.) is in mission with church partners in over eighty countries around the world. In addition to these denominational relationships, many U.S. presbyteries are in partnership with presbyteries or organizations in other countries, and some congregations have sister church relationships. Just as our own motivations vary, individuals in partner churches, institutions, and organizations around the world offer a variety of reasons for hosting U.S. church groups in their communities:

- educate U.S. Christians about the country’s culture and social, religious, political, and economic context

- build relationships with U.S. Christians for sharing of our faith and our mutual transformation
- encourage appreciation and respect for their faith history, experience, and forms of worship
- encourage interest in and support of their mission efforts in their countries (financial and human resources)
- educate U.S. Christians about the effects of U.S. foreign policy on their people
- find partners to stand with them in their struggles against different kinds of oppression
- build bridges of understanding and love with people who come from different contexts and cultures
- minister to people from the United States, many of whom are searching for meaning, hope, or faith
- receive partners for addressing church and societal concerns in their country
- live out their own Christian calling within the global church and the world
- receive assistance in goods and services for the poor of their countries (food housing, clinics, schools, etc.)
- receive encouragement in their ministry to their own people

Some of the reasons given for hosting U.S. church groups are focused on the growth and transformation of the *visiting group* and some are focused on the *host community’s* growth and transformation. Some point to *immediate needs* in the community and/or church and others are focused on *long-term plans and commitments*.

As with U.S. mission trip participants, our partners in mission do not speak with one voice concerning their reasons for hosting U.S. church groups. Their reasons are as shaped by their history and present challenges as are ours. But their churches, like ours, also stand on the promises of God to "make all things new" and to transform the church's attempts at faithfulness into a visible sign of God's kingdom to the world and a blessing to the nations. Many of our partners are willing to share with U.S. Christians their experiences, their faith, and their struggles for *our* transformation. Many also yearn for *their own* transformation and the transformation of their churches and societies through their participation *with us* in God's mission in the world.

### ■ Perspectives on Partnership in Mission

Being a "partner" in mission is a challenging enterprise. Yet it is also a blessed adventure and stretching experience for the people of God. God, through scripture, calls us to be partners

with God and each other in mission and ministry to our world. But how can we be truly in partnership with those so very different from ourselves? How can we experience mutuality in our relationships when great inequalities in material resources exist?

U.S. churches and our partners-in-mission around the world continue to struggle with barriers to true partnership and mutuality in relationships. It is not only our task but our calling to continue to deepen our understanding and practice of partnership. When planning mission trips, leaders and participants are necessarily engaged in grappling with the idea and practice of partnership and how it can be embodied within the context of a mission trip.

As we engage with others as partners, may we be mutually transformed as God's people, witnessing to the love and justice of God in our own communities and in those far away, placing our hope in the One who gave all so that all might have life—and have it abundantly.



## ■ Voices about Partnership

### *From Why Partnership?*

#### *Partners as Mentors*

Hunter Farrell, PC(USA) Mission Worker,  
Lima, Peru

In these days when invisible, impersonal market forces instantly determine prices and decree feast or famine for millions around the globe, some people would say that a missiology of partnership is far too cumbersome. Working in partnership takes too much time; rather than “doing mission” immediately, partnership forces us to involve ourselves in the difficult, laborious, and sometimes messy task of being in relationship: first understanding, then valuing, and then trusting the insights of our neighbor. “We appreciated getting to know folks from the local church,” summarized one work team, “but our group could have gotten the health clinic built in four days if we didn’t have to wait for them to contribute the bricks. . . .”

Partnership makes us dependent on other members of the body of Christ—their schedules, their priorities, their organizational weak points, their values. In the international context of the PC(USA) mission relationships, partnership often pushes us into relationship with poor and oppressed members of the body of Christ—and that is a feeling I do not enjoy. Embracing my insurance policies, second helpings at mealtime, and comfortable home, I prefer not to be reminded that many of my partners (read: “brothers and sisters”) are experiencing—even today—the sharp ache of hunger, another night of homelessness, or the long wait for refugee processing. And yet this intentional binding

of ourselves to particular members of the body of Christ is proving to be a vehicle of God’s saving grace to our church—a church considered one of the wealthiest in the world partnered with some of the materially poorest partners, a church of declining membership partnered with some of the fastest growing churches in the world, a church rent by theological divisions partnered with some churches that have discovered remarkable unity around issues of mission, service, liberation, and evangelization.

To work in partnership is to bind oneself to persons who may know much more than we do about what it means to share sacrificially, to rest fully in God’s provision, and to persevere in faith through suffering. I am daily confronted with extremely poor Christians who, like the widow of Luke 21, give out of their own poverty with what seems to me to be sheer reckless abandon. This sense of abandonment into God’s hands is not a natural, but rather, a learned response.

Some of the people I have met represent those who know what really matters in this incredibly complex, yet remarkably simple world of ours—people who give out of their poverty because what is given is love, which miraculously multiplies when given freely; people who rest fully in their faith in God’s providence and provision; people who persevere in their faith, even when human wisdom can offer no reason to continue to believe.

I have become aware of the hole in my own soul that is being filled daily by God’s love and forgiveness and grace, extended to me through the ministry of persons

living in extreme poverty of possessions but extreme wealth of the spirit. Persons whose love, together with Christ's, makes me whole. Persons I am privileged to consider as partners on this road toward personal and societal transformation

### From "The Changing Face of Partnership"

Clifton Kirkpatrick, Stated Clerk,  
Presbyterian Church (U.S.A.)

The further we get in the pursuit of partnership, the more we discover its various dimensions. I am personally convinced that partnership is not primarily a product to be achieved but a process in which we are called to engage as we seek to build up the church as the body of Christ. Genuine partnership involves being companions on the journey with one another in mission, in the way of Christ. As we enter a new century and a new millennium, I continue to believe that the search for authentic partnerships is one of the most important tasks before the Worldwide Ministries Division and the whole of the Presbyterian Church (U.S.A.).

### From "Biblical Foundations for Partnership"

Isaac Fokuo, Presbyterian Church of Ghana

*Partnership*: The word *partner* occurs eight times in the New Testament while *partnership* occurs three times. Except in two verses, the root meaning in all the verses is *koinonia*. The Greek word, *koinonia*, also means participation, fellowship, intercourse, benediction, or communion. In his letter to the Philippian Christians, Paul says: "I thank my God in all my remembrance of you, always . . .

making my prayer with joy, thankful for your *partnership* in the gospel from the first day until now" (Phil. 1:3-4). In another passage he says, "and you Philippians yourselves know that in the beginning of the gospel . . . no church entered into *partnership* with me in giving and receiving except you only" (Phil. 4:15). In these verses the concept of "sharing in" or "participating in" a common objective by a group of people is the undergirding principle.

*Partners with Each Other*. In commercial usage, those involved [in a partnership] are co-owners of the enterprise into which they invest their resources. In the case of the church, the "enterprise" is not our own. I would define partnership within the ecclesiastical context as: "The coming together of two or more denominations, congregations, or institutions as equals with a common purpose to participate in God's Mission (*missio Dei*) in the world, using whatever resources God has made available to them." In this communal process, power is shared and all forms of domination of one by the other are rejected. It involves not only those officially designated officers and offices in the denomination's hierarchy but the ordinary members of the denomination; not just structures, but people.

The resources do not need to be the same, neither should they be equal in quantity or quality. They may be tangible, for example, personnel, money, equipment, and so forth, or intangible, for example, spiritual gifts, talents, a word of encouragement, hospitality, a hearty laughter, or a smile. What is important is the recognition and

respect for the mutual exchange of gifts and the use of these for the kingdom of God.

*Partners with God.* Since we are engaged in the *missio Dei*, we are also partners with God. In fact we are coworkers with God. It calls for humility, for it reveals our interdependence on each other and our total dependence on God. The apostle Paul said to the Corinthians, "So we are ambassadors for Christ, since God is making his appeal through us: we entreat you on behalf of Christ, be reconciled to God" (2 Cor. 5:20). In this passage, Paul makes it clear God is doing his work of reconciliation in the world through us. He does not use us as mere conduits, but as his representatives. We are ambassadors for God. This demands that we be reconciled with God. Sometimes in these relationships, we get caught up in the material needs of people and forget that human beings have a spiritual dimension. The apostle continues to admonish us not to take God's grace lightly, behaving as if we can manage salvation. God's grace calls us to live the life of the kingdom in our relationships.

#### From "Renewing Partnership in Mission Relations"

Maitland Evans, United Church of Christ of Jamaica and The Cayman Islands

*Partnership Has Roots.* It is important to remind ourselves that the church's legacy of *koinonia* is that which gives meaning, content, and character to partnership in mission relations. *Koinonia* speaks profoundly of love that learns how to risk. It would indeed be understood as

arrogance of spirit to assert natural claim to this kind of love. But we are called everyday to the openness to learn anew through the unique encounters of life. At the heart of *koinonia* is the summons to radical inclusivity. It is that which sets the stage for radical deliverance. The concept "radical" speaks of the renewal that returns to its roots and ascertains the original relationship between roots and fruits. It is within this climate that there is appreciation of our calling to community where we learn to remove the boundaries to our caring and the conditions to our love.

C. Anderson Scott (1924) in an early study of *koinonia* submits that it represented a self-definition of the early Christian community. Partnership is that practical expression of our *koinonia* (1 John 1:7). It is the source of the light by which we walk with each other. It is the outgrowth of communion with God and the means by which we grow into the solidarity of liberating experiencing and witnessing.

*Living as a Witness to Partnership.* The summons to bear witness to a partnership that is faithful to its identity and purpose has become even more urgent in a world where market forces make victims of the materially poor. As Van Dremmelen (1998) recalls, we "join house to house . . . field to field" at the expense of economic justice (Isa. 5:8). The prophetic challenge is to face the reality of a world where the idol of the marketplace and historical greed are able to give more answers to the questions of powerlessness and poverty than we have allowed ourselves to consciously contemplate. Van Dremmelen calls us to

reality-based accountability in the reminder the Greek word *oikos* provides roots to *koinonia* as well as to "economics." The latter refers literally to household rules. With God's household, we are not entitled to set up our own rules of engagement. The Christian community is called to a qualitatively different understanding of partnership and of the stewardship which is applicable.

So, like Esther, whether we live in the north or the south, access to the palace of power and privilege represents both challenge and opportunity. It speaks of praxis-oriented partnerships. This requires an unconditional journey of solidarity *alongside of*. But how easy it is to lose our way in the contemplation of holy stones and miss the opportunity to journey in solidarity with living stones.

## PC(USA) Helps for Mission Trips and Mission Exchanges

### Congregational Ministries Division (CMD)

*Presbyterian Peacemaking Program* hosts International Peacemakers and regularly cosponsors international travel/study seminars with a peace and justice focus. Contact: 1-800-338-4987. Visit our web site at: <http://horeb.pcusa.org/peacemaking/>

### National Ministries Division (NMD)

*National Volunteers Office* posts opportunities for U.S. mission trips annually. Visit our web site at: <http://nvo.pcusa.org/pcusa/nmd/nvo/>

### Worldwide Ministries Division (WMD)

*International Involvement Experiences Office* facilitates mission team contacts with our denominational partners in other lands, coordinates international travel/study seminars sponsored by WMD, and with Presbyterian Disaster Assistance helps coordinate disaster response teams within the United States and around the world. Contact: 502-569-5256.

*International Presbytery Partnership Office* assists presbyteries to enter into partnership with presbyteries of our denominational partners. Contact: 502-569-5261.

*Mission to the USA* facilitates receiving a Christian from another land to serve in a PC(USA) congregation or presbytery for four to eight weeks. Contact: 502-569-5260.

Visit our web site at: <http://www.pcusa.org/pcusa/wmd/>

Questions? Call PRESBYTEL: 1-800-UP2DATE (1-800-872-3283).

Before

The Appendix includes sample leader and participant forms and other helps for trip leaders.

# Before



## ■ A Theological Perspective

We can learn from Christians overseas what God is doing in their lives and the countries of which they are a part, and what may be required of us if the unity of the Church is to be visible and catholic. Our visits to places outside our own communities can symbolize our solidarity with all peoples. Hopefully, our travels will deepen our commitment to a more just and humane world in which all peoples may have a greater degree of freedom and sustenance. "The earth is the Lord's and the fullness thereof" and everybody has a right to enjoy it.

There are two key questions that we need to keep before us in thinking about travel/study experiences:

1. Will they lead to a better understanding of the country and the people visited?

2. Will they lead to any change in the way of life of those who are participants?

The answers will never be easy, but we will never find them if we don't keep the questions continually before us!

I believe that any travel/study experience that the Church sponsors should embody experiences which give reality to learning opportunities that are not available at home, community that focuses on common goals, possibilities to effect changes in attitudes and practice, experiences enabling global and mission education and interpretation, and concern for and interdependence of people around the world.

—Robert E. Reber, "Travel/Study Seminar: A Model for Continuing Education," in *Guidelines for Planning Travel/Study Experiences*, Board of Global Ministries, United Methodist Church, New York, N.Y.

## ■ Timeline/Flowchart\*

### ■ "Decently and in Order"

A helpful tool for planning is a timeline or flowchart for the months preceding and after the trip. It will help you sort out the details and give you monthly reminders of what is to be done. Below is a typical flowchart that you may wish to use and adapt to your particularities.

#### 18 months

- form planning committee or leadership team
- set meeting dates or telephone conference dates for next five months, at least once a month
- decide who will be the convener for the planning committee
- decide on the purposes of trip and target group(s)
- contact the national offices for information and resources; order resources

#### 16–18 months

- discuss purposes, possible itinerary, leadership team responsibilities, numbers of participants, criteria for participant selection
- identify and write to liaisons in countries to be visited, discussing purpose of trip and hopes for visiting with them
- begin to gather cost estimates
- research insurance coverage available from sponsoring body (church, presbytery, synod, General Assembly Council); decide on additional coverage needed; review policies and cost

#### 12–15 months

- select travel agent after obtaining bids
- decide on itinerary with overseas partners
- establish budget, projecting income and expenses
- establish per participant cost
- develop, review, and print brochure

#### 12 months

- place advertisements and articles
- meet with travel agent

- identify sources of funding for scholarships or fund-raising activities
- identify mailing lists for brochures
- mail brochures
- plan other promotional activities
- plan for evaluation and follow-up

#### 11 months

- prepare application forms
- prepare endorsement and other forms
- prepare liability waiver, medical release forms, and covenants
- research visa requirements and how to obtain
- respond to inquiries
- continue correspondence with liaisons

#### 10 months

- review correspondence from overseas liaisons and be specific about what you are requesting when the group arrives
- review applications that have been returned
- review and select pre-trip reading materials and develop preparation instructions for participants
- order *People, Places and Partnerships* for each participant from Presbyterian Distribution Service

#### 6–10 months

- meet with planning committee/leadership team to review completed and remaining tasks
- have leadership team identify their roles and responsibilities
- select and begin correspondence with participants
- mail or give first packet of materials to participants



- plan orientation, how and when it will be done and who will lead
- set up accounting procedures for travel funds

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#### 4–6 months

- maintain correspondence and phone contact with participants; if possible, meet with participants regularly
- give/send information to participants concerning passports, visa, health requirements, itinerary, and responsibility lists; Bible studies and other preparation materials
- request copies of passports from participants (must be valid for 6 months beyond return date)
- ensure Visa applications are made
- ensure purchase of insurance

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#### 3 months

- send list of participants to travel agent with deposits on tickets
- make required deposits on hotels or other arrangements
- prepare address and phone lists to distribute to participants, travel agent, and staff
- make sure all reading material has been mailed or given to participants

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#### 2 months

- prepare final itinerary
- confirm appointments to individual places with contact persons abroad
- prepare list of overseas addresses for participants' families
- prepare telephone tree; include e-mail
- prepare a press release about trip to send to participants' congregations
- correspond with participants about final details and potential roles
- give participants information on personal expenses, needs, etc.
- plan orientation and debriefing sessions
- plan daily reflection times

- plan for financial contingencies and emergencies
- meet with leadership team

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#### 1 month

- review orientation schedule and final planning
- prepare an emergency file of needed information that is kept with national staff liaison (church, presbytery, or synod, if applicable):
  - list of participants
  - overseas addresses
  - detailed itinerary
  - closest living relative of each participant and telephone number
  - telephone tree with e-mail roster
  - application forms
  - financial records
  - copy of passports of all participants and leaders
  - copy of all airline tickets, insurance coverage and liability waivers
- prepare evaluation forms and plan final debriefing of group and follow-up
- hold final meeting of leadership team and plan for post-trip meeting
- make sure all bills have been paid to the travel agent, hotels, and other deposits
- prepare for press releases and articles

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#### One month after trip

- file expense report
- submit press releases and articles
- collect and review participant evaluations
- report to sponsoring body
- write thank-you letters to hosts and speakers
- begin implementing follow-up plan
- facilitate participants' interpretation of the mission trip

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\*This flowchart was adapted from *Guidelines for Planning Travel/Study Experiences*, by Robert E. Reber. Board of Global Ministries, United Methodist Church, New York, N.Y.

## ■ Destination, Dates, Purpose, and Brochure

1. Set goals.
2. Choose destination.
3. Set dates.
4. Plan brochure or flyer.

The Center for Global Education at Augsburg College suggests the following long-range and short-range, or specific, goals for travel seminars. The long-range goals are relevant for all types of travel seminars while the short-range goals may vary, depending on the issues within a specific country.

### ■ Long-Range Goals

- Provide quality educational experiences with an emphasis on experiential and transformational education.
- Provide avenues for increased international awareness by listening to a wide spectrum of perspectives and by learning about ourselves within a different context and perspective.
- Begin providing participants with tools for critical analysis by which they can draw their own conclusions, believing participants must take responsibility for their own learning.
- Begin helping participants see the structural dimensions to societal problems and begin drawing the connection between local and global issues.
- Structure the seminars so that the people of the host countries are our teachers, and national staff and team leaders are

the facilitators of the experience.

- Help participants develop a regional analysis and perspective as well as understand the particular dynamics within each country.
- Begin to equip trip participants for public policy debates in their own setting, especially learning from perspectives of the poor and those working for justice.

### ■ Short-Range (Specific) Goals

- Specific goals of the sponsoring organization for the travel/study seminar or mission trip.
- The current issues and dynamics occurring within a specific country.
- The (often frustrating) need to react or respond to current agendas occurring within the United States (which may or may not correspond with the current reality during the visit).
- Reflection and discussion time (or debriefing) daily, often beginning at the affective level and moving toward social analysis, as well as group/individual feelings, concerns, and observations.
- The order of the itinerary—where a specific event/place falls into the travel/study seminar sequence (i.e., first, middle, last) and its corresponding effect on the group process.
- Availability and balance of local resource persons from a variety of perspectives, i.e., female/male, urban/rural, right/center/left, government/opposition, different religions.
- Some recreation or “down” time for participants.

*Note:* Neither of these lists is exhaustive and you will want to tailor them to your needs, but keep them in mind as you think about why you are taking this particular trip at this particular time to this particular area of the world. See the Appendix (pages 57–58) for a Trip Program Development Planning Sheet.

## ■ Brochure or Flyer

The brochure will serve as your recruitment vehicle and should include the basics of the trip at this point:

- destination
- dates
- purpose
- leaders
- possible itinerary points
- how to apply
- cost

For the brochure, you will need to have a rough estimate of cost per person. A good rule of thumb is to add the airfare and any other major transportation costs per person within the trip (other air travel or ground travel) and then double that figure.

Based on a total group of twenty, this formula usually provides for the cost of two leaders traveling with the group.

## ■ Contacts and Relationships

There are three important relationships that you will want to cultivate to assist your planning process:

1. *National staff:* The people who work in the Louisville offices are very helpful, both the program staff and the administrative assistants. They possess a wealth of information and experience about various countries, partner churches, local liaisons, mission personnel, cultural customs, and administrative necessities.

For those of you who are planning an independent travel seminar or mission trip (i.e., church, presbytery, or synod), we strongly urge you to work through and with the Louisville offices.

2. *Local contacts:* The national staff can inform you of any local contacts that will be helpful in your planning. They can help you contact partner churches in other countries or find out whether or not Presbyterian mission workers are in the areas you are visiting. However, remember that mission workers usually have other responsibilities besides helping travelers. Some PC(USA) mission personnel have specific responsibilities for church-sponsored groups visiting partner churches. Staff in the national office can help you make contact with the appropriate mission personnel in countries and also with partner churches. Contact the International Involvement Experiences Office of Worldwide Ministries Division for assistance.

3. *Partner churches:* The PC(USA) has partnership in mission relationships in eighty countries. Our partners like to be

informed about church group travel in their countries and the purpose of the trip. They often want to welcome groups into their communities, build relationships, and explore ways to be in mission together. The Mission Connection Office, Worldwide Ministries Division, is a good resource to find out what Presbyterian mission workers are doing in the country you will be visiting.

## ■ Transportation

### ■ Air and Ground

#### *The Travel Agent*

Selecting an efficient and reliable travel agency is quite important. You want an agency with experience in this kind of travel. Many travel agencies deal only with the tour business.

Once you have selected a travel agency, discuss responsibilities. Sometimes the travel agents are in charge of all transportation and accommodation arrangements. They have access to information about government regulations, health requirements, and visa requirements.

Financial arrangements will need to be worked out. It is important to know who will be responsible for collecting money. You will also want to have clear lines of communication in case of changes of travel schedules. Check the travel agency's willingness to accommodate participants in making individual travel arrangements at the conclusion of the trip and domestic

travel to the city of departure. Some people like to do further travel. Most travel packages with airlines allow some flexibility for members to disperse and travel on their own.

The first step is to understand why you are able to travel but the people you meet are not; then to ask how and why resources are so stretched in developing countries, and on your return home, resolve to learn what you can do about it.  
—Pratap Rughani, *New Internationalist*

## ■ Lodging and Meals

The travel agency may be able to reserve accommodations for your group. It may be helpful for your local contacts to suggest possible accommodations of which your travel agent is not aware. Ask your hosts about the possibility of home visits for one or two nights. This is an excellent way for participants to meet and learn from the people they are visiting. Home visits are not suggested as a long-term alternative, since it imposes on hosts and does not allow participants much-needed private times.

Meals may be determined by several factors. The hotel may provide a continental breakfast, your hosts may provide certain meals, meals may be eaten independently (and at one's own expense), or as a group event at a restaurant. Depending on the circumstance, different planning is required.

It is important that you account for every meal, even if specific reservations are not required until your arrival. The care of and the provision of meals for the participants will have a direct impact on the group's level of satisfaction!

## ■ Itinerary and Daily Schedule



Two important elements to include are daily reflection/debriefing times and free time. Both of these will allow the participants to feel human: enabling them to reflect on their feelings, thoughts, observations, concerns, humorous times, questions, analyses, and so forth; permitting them to have rest, relaxation, fun, and independence; at times doing something that they have interest in apart from the large group. Remember that changes in regular routines and culture shock contribute to fatigue.

It is important to nail down meeting times, visits, tours, and so forth as early as possible so that you can plan accordingly. If possible, communicate the itinerary and daily schedule with the participants before the actual trip begins.

See the Appendix (page 59) for an Itinerary Planning Sheet.

## ■ Budget



Research and develop a per-person-per-day budget using your estimated lodging, meal, and special itinerary item costs. Use the work sheet on page 26. Check with local liaisons on average cost of breakfast, lunch, and dinner. Figure in ground transportation (van, train, bus, taxi, etc.). Always plan for contingencies. Request travel advances from the sponsoring body (to pay for reservations, airlines, down payments) well in advance.

After you have estimated the total cost for the number of participants, calculate the cost per participant. (Divide the total trip cost by the number of participants.) If leader travel costs need to be absorbed into the participant cost, calculate the total leader costs and divide by the number of participants. Add that figure to the per participant cost.

A budget work sheet to photocopy and use follows.

## Budget Work Sheet

Number of participants: \_\_\_\_\_

<input type="checkbox"/> Airfare (international) (\$ _____ X _____ # of participants)	_____
<input type="checkbox"/> Ground travel (in-country)	
<input type="checkbox"/> Bus (\$ _____ X _____ # of participants)	_____
<input type="checkbox"/> Train (\$ _____ X _____ # of participants)	_____
<input type="checkbox"/> Van or Car rental _____ vehicles X _____ days mileage (if applicable)	_____
<input type="checkbox"/> Lodging per day \$ _____ X _____ days (\$ _____ X _____ # of participants)	_____
<input type="checkbox"/> Meals per day \$ _____ X _____ days (\$ _____ X _____ # of participants)	_____
<input type="checkbox"/> Fees/gratuities	
<input type="checkbox"/> visas (include in airfare cost)	_____
<input type="checkbox"/> entrance fees	_____
<input type="checkbox"/> gratuities/gifts for hosts	_____
<input type="checkbox"/> honoraria—host groups/speakers/interpreters	_____
<input type="checkbox"/> arrangements fee (in-country)	_____
<input type="checkbox"/> Group supplies/gifts	_____
<input type="checkbox"/> Participant reading materials	_____
<input type="checkbox"/> Insurance coverage (\$ _____ X _____ # of participants)	_____
<input type="checkbox"/> Pre-trip expenses and post-trip expenses	_____
<input type="checkbox"/> mailings, telephone, fax charges	_____
<input type="checkbox"/> copying (brochure and other)	_____
<input type="checkbox"/> mileage: _____ miles @ \$ _____ per mile	_____
<input type="checkbox"/> Emergency funds (\$1000–\$2000)	_____
<b>TOTAL</b>	<b>\$ _____</b>
<b>Cost per participant = (\$Total divided by # of participants)</b>	<b>\$ _____</b>
<b>Adjusted cost per participant (____ leaders)</b> (absorbing leader expense, if necessary)	<b>\$ _____</b>

## ■ Application Review and Personal Contact with Participants

As group leader you may have some input as to who participates in the travel seminar. If you are leading a General Assembly Council-sponsored trip, the application process will be coordinated with Louisville staff, but you will receive copies of the applications and consult with the staff. If you are leading a church-, presbytery-, or synod-sponsored trip, the sample application form in the Appendix (pages 67–69) may be useful.

The optimum number of participants may vary from situation to situation. More than twenty people will become quite cumbersome for you as a leader, for the group dynamics, and most important, for the country and people you will visit.

Once you have a definite group together, initiate personal contact. If the participants are from different communities, a letter introducing yourself is a good idea. If not already on the application form, some things you will want to know about each participant are as follows:

- particular interests
- any important events they will be missing; for example, birthdays, anniversaries, children's events, and so forth. It will be nice to have these occasions remembered when they are far from home.

- who or what they are leaving behind; for example, spouse, significant others, children, parents, pets, job, church, friends, and so forth. Again, it will be helpful as a leader to know your participants as full people with full lives before you meet them in an airport.
- enclose a list of possible group responsibilities and ask them to rate their preferences so that you may delegate tasks and share leadership (see "Essential Tasks" and "Optional Tasks" on pages 28–29).

As you plan, consider what your participant selection criteria will be and what groups you want to target. You may want to give preference among applicants based on participation by

- age
- sex
- race
- ethnicity
- particular interest
- commitment
- constituency

Be sure to include your address and phone number in communications and encourage participants to voice any questions or concerns. Assure them of your accessibility before the trip occurs. For some this may be a brand new experience, and they will have many questions. Your role, visibility, and trust as a leader begins with these first communications.

Communicate several times with your participants both in writing and on the phone. Personal contact will begin to build bridges of trust. Remember, you are leading them into a different world! Send

basic reading materials and suggest other sources of information about the country and people you will visit. If possible engage the group in Bible study around key issues they will confront in their travel together.

The week before leaving on the trip, review the applications. Take notes on participants' interests, gifts, and details about medical needs. Carry these notes with you.

## ■ Leadership Team Roles and Responsibilities

### ■ Many Hands Make Light Work

In one of your communiques prior to the trip, enclose the following list (or something similar) and ask each person to rank the five tasks they would be most eager to perform and the five they would be most reluctant to do.

#### *Essential Tasks\**

*People Counter:* Just as you don't want to forget any luggage, you don't want to lose any people!

*First Aid Organizer/Giver:* This twofold task could be divided: Assembles First Aid kit (important to be aware of possible medical needs) and gives First Aid attention when need arises on a trip (again, medical knowledge would be helpful).

*Reflection/Debriefing Facilitator:* Responsible for daily reflection/debriefing times; be aware of daily

opportunities to reflect on experiences, feelings, circumstances, interpretation, etc.; prepares catalyst questions, thoughts.

*Worship Coordinator:* Collects appropriate worship resources to take (including song sheets), coordinates schedule for worship times, coordinates leadership of worship.

*Gift Coordinator:* Lists and coordinates group gifts brought by participants to be presented to local hosts, coordinates presentation of gifts to hosts.

*Group Journalist:* Organizes group journal and written reflections, and sees that it happens.

*Communicator/Messages to Group:* When messages need to be relayed to participants, such as time changes, itinerary changes, notices, and so forth, makes sure everyone has the information.

*Financial Specialist/Exchange Rate Updates:* Checks the daily exchange rates and informs group of conversion rates, exchanges group money (instead of everyone standing in line).

*Name and Address Keeper/Thank-You Note Writer:* Gets correct spelling of names and addresses of local contacts, people met with during the trip, and people to thank; organizes writing thank-you notes, either while traveling or when group has returned to the United States.

\*Adapted from *Tips for Tour Leaders*, by Virginia Hadsell, San Anselmo, CA



*Optional Tasks\**

*Luggage Counter:* Responsible for counting luggage at times of travel (*Helpful tip:* Place a brightly colored tag or ribbon on each participant's luggage for easy identification.)

*News Reporter:* Daily local and international news updates to the group.

*Photographer:* Aware of photo opportunities that group will share on return; takes photos on behalf of group.

*Video Recorder:* Responsible for bringing video camera and tapes and being aware of video opportunities (or tapes provided by group for a trip video), possibly makes copies available later.

*Celebration Arranger:* Aware of special event in participants' lives, such as birthdays, anniversaries, and so forth, and organizes celebrations.

*Historian/Geographer:* Informs groups of historical significance of locations and/or geography for each place visited (may want to share this position based on places visited).\*\*

*Sociologist/Anthropologist:* Shares significant cultural facts and information, customs, decorum, taboos, and so forth.\*\*

*Political/Economic Analyst:* Shares relevant political/economic information and how that impacts the purpose of your trip.\*\*

*Art/Architecture Specialist:* Shares insights about art and architecture of places the group visits.\*\*

*Handicraft/Shopping Specialist:* Knows or checks out the local shopping and handicrafts, understands local economy, cottage industries, and what helps or hurts local artisans; understands local customs of shopping, that is, bartering, if necessary.\*\*

*Musician:* Vocal or instrumental; someone willing to teach the group songs, leads the group in singing, provide accompaniment, if and when available.\*\*

*Nutritional Consultant/Specialist on Local Foods:* Aware of local foods and preparations, counsels group on dietary considerations, food, safety, and so forth.\*\*

*Tailor/Seamstress:* Brings needle, thread, scissors, buttons, and so forth for emergency sewing needs.

*Translator:* Fluent in local language; you may want to have the translator fill out the Vocabulary Work Sheet in the Appendix (page 84) and distribute to members and/or prepare one more extensive.\*\*

*Other:* Other responsibilities you wish to add that are not on this list or that are specific to your particular gifts, skills, or destination.

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\*Adapted from *Tips for Tour Leaders*, by Virginia Hadsell, San Anselmo, CA.

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\*\*This may be a local person or a participant with particular expertise.

## ■ "Who's on first?"

Although you will most likely be sharing leadership with other people, if you are the primary coordinator, it is important that you convene a meeting of your leadership team prior to the trip. If it is not geographically possible, set up several conference calls. During your meetings, the leadership team may want to delegate planning responsibilities, such as "You plan Croatia, I'll plan Bosnia"; or "You contact our participants, I'll contact our local liaisons"; or "You plan our initial orientation, I'll plan our final debriefing"; and so forth. **One person does not need to do it all, but one person has to know who is doing what and how it is being done.** That's management!

It is necessary that as a leadership team you discuss and define the roles that you will take during the trip. Although they may be fluid at times, there will also be times when one person needs to take responsibility. Discussion and agreement on these roles prior to the trip lets the participants know that they are in the hands of a united, not divided, team. Talk about your strengths and weaknesses. Some areas to cover are the following:

*crisis skills*—deals with individual or group in case of emergencies; major change in plans; safety issues

*pastoral skills*—monitors the emotional and physical health of the group, touching base with each person during

the day, identifying special needs or stress

*financial skills*—handles group financial transactions and keeps records, aware of exchange rate (see Budget Work Sheet, page 26, and Appendix, pages 61–62)

*group dynamics skills*—knows conflict-resolution skills and can work with disagreeing parties

*decision-making skills*—can make ultimate decisions based on input from team and group

Be sure to send copies of "Health and Safety: Travel-Smart Travelers" (pages 80–81) and "A Code of Ethics for Tourists" (page 82) to each participant. You may also want to send a "Vocabulary Work Sheet" (page 84).

## ■ Packing List for Participants\*

- airline tickets and photocopy\*\*
- passport and photocopy\*\*
- visa (if applicable)\*\*
- traveler's checks\*\*
- cash, credit card, ATM access card\*\*
- International Certificate of Vaccination (if applicable)\*\*
- money belt or document pouch
- Pepto Bismol or other stomach aid
- moist disposable towelettes or germicidal "dry" soap
- broad-spectrum antibiotic (check with personal physician)
- aspirin and/or ibuprofen
- antibiotic ointment
- any medication you take regularly (in original bottle)
- lip balm
- bandana
- sunscreen (if applicable)
- insect repellent
- band-aids
- laundry soap
- 2 washcloths and small towel
- Bible
- six feet of cord (optional) or strong tape for repairs
- various sizes of plastic bags
- folding hat
- pajamas and robe
- pants/shorts (if appropriate)
- skirt or jumper/sport jacket and tie
- long-sleeved shirts
- short-sleeved shirts
- bathing suit (if applicable)
- lightweight waterproof jacket or light raincoat
- sweater/sweatshirt
- underwear, socks
- comfortable walking shoes
- shampoo
- toothbrush, floss, toothpaste
- razor
- small bottle of water
- small tissue packets/toilet paper
- small sewing kit
- flashlight
- sanitary supplies
- flat sink stopper (optional)
- small backpack or "fanny pack"
- travel alarm clock
- spare prescription glasses
- photos from home
- journal, pens, addresses
- camera, flash, film, extra batteries
- tape recorder, tapes, extra batteries (optional)
- energy food/small snacks
- small personal gifts (postcards, small items from your region)
- Try to avoid electrical appliances—if needed, check type of local power and bring appropriate adapters/converters.
- Leave valuable jewelry at home.
- Pack LIGHT! A good test is to pack your bags and walk around the block with them. Too heavy or difficult? Leave some things behind!

\*Adapted from *Having an Excellent Adventure: A Handbook for Responsible Travel—A Guide for Planners and Travelers*. Friendship Press, New York, NY, 1992, p. 62.

\*\*Leave a photocopy at home.

## ■ Packing List for Leaders

- group gifts
- video camera and tapes (optional)
- first aid kit, including hypodermic syringe kit, gloves
- thank-you note cards
- bright tape, ribbon, or luggage tags to mark luggage
- copies of all passports and tickets
- envelopes for daily receipts
- emergency phone numbers for participants and leaders
- evaluation forms
- blank receipt forms
- extra money/emergency money/credit card/traveler's checks (as appropriate)
- local phone numbers, such as embassy, consulate, mission personnel, and partner church contacts
- small calculator
- notebook for group journal

## ■ Passport

Participants should apply for passports immediately. Application forms are available at post offices or you can visit the state department web site at [http://travel.state.gov/passport\\_services.html](http://travel.state.gov/passport_services.html). Currently, passports are valid for ten years and must be valid at times of travel. Double-check your expiration date if you already have a passport.

Participants should make two copies of their passports: one for the leader and one to carry with them.

## ■ International Certificate of Vaccination

An International Certificate of Vaccination may be required to enter some countries. Contact your local public health office or your own physician to find out current immunization requirements.

The most current overseas information about international health and disease can be found on the Centers for Disease Control web site at <http://www.cdc.gov/travel> or by calling 1-888-232-3228.

## ■ Initial Orientation and Planning

Before you leave on your trip, you need to plan for your initial group orientation and your final debriefing. The orientation may take place in the United States or once you have reached your destination. If you are leading a local group from a church, presbytery, or synod, you may be able to have several orientation meetings over a period of time, allowing people to get to know one another, share information, and discuss the purpose of your trip. If you are leading a trip with participants from all over the country, you will most likely have a single orientation meeting stateside the day before you depart, or immediately on arrival. Depending on the size of your group (thus time for sharing), you should plan at least four to six hours, minimum, for the orientation time. If you have more

time available, you could include more exercises, introduction to language, and more group-building process.

*Having an Excellent Adventure: A Handbook for Responsible Travel* (see Resources, page 85) recommends the following orientation exercises:

1. *Cross-cultural Learning:* Since the experience will take place in a culture different from that of the participants, the rules and norms of our culture may not be valid, and may block rather than facilitate the experience. Cross-cultural exercises and/or simulation games will help participants begin to be aware of their own perceptions as well as begin to understand those that differ.

2. *Building the Group Process:* Most of the experiences on your journey will take place within the group context. Participants will need to know one another, both formally and informally, in order to work, learn and live together. The orientation process should model cooperation, mutual respect, understanding and conflict resolution. A brief discussion, exercise or role play on listening, respecting other people's insights and perspectives, or conflict resolution is important. The leader(s) and the group should also reach a consensus about the style and process of group decision making during the trip.

3. *Tools for Critical Observation and Discernment:* The orientation should begin a process for helping participants develop

and refine critical observation and discernment skills. Exercises that help participants understand different elements of an experience, such as observations, interpretations, feelings, and reactions, will help them as they encounter new and different situations.

4. *Transformative Experiences:* All of us have had different experiences in our lives that have shaped our understandings and perceptions of the world around us. Many of the participants may come from different cultural surroundings from within our own country, and these differences may need interpretation as well. Storytelling is a good way for people to begin to connect with one another as well as share some of those formative experiences. You may ask people to share their funniest travel experiences, a cultural difference they anticipate, or some other story.

5. *Social Analysis:* The orientation and the journey should help participants develop tools for social analysis. In this way they can begin to understand their own society, the society to be visited, and the connections between the two.

6. *A Variety of Learning Styles:* People learn in different ways. The leader(s) should try to provide a variety of experiences and learning situations both in the orientation and during the trip itself.

7. *Background Information:* Basic information regarding the country you will

visit, and the political, economic, social, religious, and cultural situations are helpful. This may be a presentation or a question and answer period. Some time should be spent on local customs, safety, and common sense behavior. A review of the itinerary and purpose would be helpful as well.

A pre-journey orientation includes several goals and components. It is not always possible to accomplish all of these, so you need to prioritize them for your group. The style or process of the orientation is a critical component. This meeting is usually the first contact participants have with their group, and it can set the tone for the rest of the experience. You may wish to invite a trained facilitator, or someone who has had cross-cultural experiences, to help conduct the orientation. The orientation should actively involve everyone and encourage participants to reflect critically on their own experience.

—*Having an Excellent Adventure*

## ■ Public Policy Dimensions of Mission Trips

As plans are made for your participation in the mission trip, please remember to include contact with public officials and public opinion makers. Many persons in our country, including elected officials and their staffs and persons in the media, are not well-informed about the area of the world you will be visiting. To be candid, your U.S.

Representative has no constituent in the country you will visit. You are his or her constituent, and he or she is concerned about what you think. Remember your federal officials will probably be voting on public policy matters that will directly impact the area of the world you will be visiting. They will appreciate learning about your views.



## ■ Before You Leave . . .

Contact your U.S. Senator's area office. See if you can get an appointment with the Representative and Senators on your return (see address below). You may be able to get an appointment with your Representative, particularly if you can schedule a visit for a Monday or Friday (that is when they are most often home from Washington, D.C.). In all likelihood, you will be visiting with a

staff person for the Senators. That is fine. They will be informing the elected person about the visit.

To write your Senator or Representative, use the following addresses:

Senator \_\_\_\_\_

U.S. Senate

Washington, D.C. 20510

The Honorable \_\_\_\_\_

U.S. House of Representatives

Washington, D.C. 20510

Contact the staff person in Washington, D.C., who handles foreign policy for your Representative and Senators. (When you make your visit appointment, you can find out who this person is.) Let them know about the trip. Ask them what their items of interest might be and set up a time to debrief with them when you return. Contact radio and T.V. news to see if they would be interested in an interview on your return.

## ■ On Your Return . . .

- Make your visits to the elected official's offices. Leave a one-page summary of your experience with them.
- Debrief with the staff who handle foreign policy for your elected official.
- Debrief and give interviews to media.
- Write an op. ed. piece (extended letter to the editor) for your paper.

*Note:* The Washington Office of the Presbyterian Church (U.S.A.) is a useful

source of information on current legislation, background information, and General Assembly policy regarding the country you visit. Write to the following address:

Presbyterian Washington Office

110 Maryland Avenue, NE

Washington, D.C. 20002

1-202-543-1126

## ■ Final Debriefing and Evaluation Form Preparation

Planning for the final debriefing is an important task to do now, even though it seems far away. The final debriefing gives closure to the trip and helps the participants make the transition from travel to home, sharing experiences and feelings. If it is not thought of ahead of time and scheduled in the itinerary, it will be easy to miss during the hustle and bustle of returning, especially if some participants continue on their own travel after the scheduled seminar.

A good time to plan for the final debriefing is a full morning at the end of your trip. If you have afternoon travel plans, then use the morning before. Do not rush this or consider it unimportant.

During the final debriefing or prior to it, hand out evaluation forms to the participants. You may wish to give out the

evaluation forms earlier in the trip so that people have time to think about their comments, asking them to bring the finished form to the final debriefing to use as a tool. It is important to receive comments from the participants both for affirmation of the trip and leadership, as well as for future planning of other travel.

Below are some suggestions for the final debriefing. A sample evaluation form may be found in the Appendix, pages 63–64.

### ■ Possible Questions/Thoughts for Closing Reflection or Debriefing Time

- Questions that highlight key themes/purpose
- Questions that help participants summarize or articulate their experience
- Three or four images or experiences that stand out most clearly from your trip
- New truths discovered and myths debunked
- Unanswered or new questions
- Feelings:
  - images or experiences that affected you most deeply
  - images or experiences that disturbed you most deeply or challenged your convictions, assumptions, values
- Transition back home and expectations on returning home:
  - What do you tell people when they ask about your trip? Some people will only give you thirty seconds to respond. What will you say?

- Action: how to respond, locally and globally
- Action: how to interpret your experience in light of PC(USA) mission

### ■ Record Keeping

#### ■ Leadership Expenses

Just as you will keep records of all your expenses on the trip, it is important that you keep a record of your expenses prior to traveling, during your planning. Keep track of the following:

- Phone calls: national staff, participants, liaisons within the country you will be visiting, and so forth
- Mailings to participants or overseas contacts
- Faxes
- Photocopying expenses

Your budget will need to reflect these expenses as a cost absorbed by all the participants.

A good idea before and during the trip is to have envelopes labeled for various items. Label one with "Leadership Expenses: Before." Put in all your receipts, invoices, bills, and notes. Label an envelope for each day of the trip, then during the trip, put in the appropriate paperwork daily. It will make balancing the books much easier at the end of the trip. See the Appendix for receipt form and information on calculating exchange rates (pages 61–62).



## ■ Lines of Communication



### ■ Telephone Trees

Prior to your travel, set up your lines of communication. You don't want to be in Timbuktu in need of reaching an emergency contact in the United States and be without phone numbers or e-mail addresses. Nor do you want to have family in the States in dire need of reaching a participant and not knowing if you are at the Royal Nairobi Hotel or the Nairobi Royal Hotel. (See Emergency Phone Number Chart in the Appendix, page 62.)

**DO NOT GIVE THESE PHONE NUMBERS TO EVERYONE!!!** The last thing you (or the hotel or friends you will be visiting) need is three dozen phone calls at four o'clock in the morning from every participant's loved ones when they hear the nightly news and fear you were in the midst of unrest occurring six hundred miles away! Set up your lines of communication so that everyone will know how the communication will work—in both directions.

**The best idea is to use one person as your liaison in both directions.** If you need to reach a number of participants' families, call the liaison and he/she will place the appropriate phone calls. The same system works in reverse: Give the liaison's phone number to the families and instruct them to call with questions, concerns, or emergencies.

Most of your responsibilities during the trip are of two types:

1. Following up on your preparations from before, such as the initial orientation, leadership team meeting, ensuring that daily tasks are done by those delegated, record keeping; and
2. Responding to the needs and changes, such as medical emergencies, cancellations, safety issues, changes in plans, group dynamics, conflict resolution, anticipation, and interpretation of experiences.

During

# During



## ■ Orientation

### ■ Getting to Know You

Using plans made before your journey, you should be ready to implement your orientation time with the participants. You will want to be sure to include activities or time that cover the following:

- group building
- cross-cultural experiences
- local customs—questions and answers
- the itinerary
- purpose of the trip
- safety and common sense
- storytelling
- facilitating interpretation
- appropriate clothing for specific times
- health precautions
- other needs of the group/trip
- clear understanding of behaviors that will result in sending a participant home

## ■ Safety

Safety is a matter of forethought and common sense. It would be helpful if you arranged for a local liaison to give a brief talk on local safety, such as where and when to go and not to go places. Brainstorm with the group as to safety issues and questions to ask the local liaison. Consider the following guidelines:

- Follow the advice or direction of your host.
- It is better to travel in small groups than alone.
- It is better to appear at ease with your surroundings than to look like a tourist.
- It is better not to be seen in public with a lot of money, not to appear wealthy, and not to keep all of your money in one place or form.

A list of tips for Travel-Smart Travelers is in the Appendix, pages 80–81. The U.S. State Department provides a wealth of travel and

country information of value to trip leaders. Specifically, the travel warnings and advisories and the security awareness information on the State Department web site is “must reading” during trip preparation.

U.S. State Department: [www.state.gov](http://www.state.gov)  
 Travel Warnings and Consular Information Sheets:  
[travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html)  
 Business Travel: Information for Americans Overseas:  
[www.state.gov/www/about\\_state/business/business\\_travel.html](http://www.state.gov/www/about_state/business/business_travel.html)

### ■ Nead’s Rules for International Travel

Never pass up a bathroom.

If you see something you like and want, buy it then, as you may never see another one like it.

Ride loose in the saddle—because you never know what kind of horse will be thrown under you next!

Go with very low expectations—and be open to the surprise!

Make your group and leader happy; BE ON TIME!!!!

—Adapted from  
*Travel Seminar Preparations Manual*,  
 by Don Nead, Conner Center,  
 West Lafayette, Indiana, 1992

### ■ A Leader . . .

- processes group dynamics
- is sensitive to needs
- balances participants’ differing needs and interests

- enables others
- is well-organized but not controlling
- identifies individual leadership
- “rolls with the punches”
- trusts participants
- is a benevolent authority
- has practical sensitivity: awareness of daily needs such as rest, food, water, bathrooms
- is patient
- is flexible
- is open to individual differences such as faith perspectives, political point of view, and so forth
- allows for disagreements and diversity
- mediates and facilitates diversity and unity
- recognizes cultural differences of members
- is creative
- maintains a non-anxious presence

### ■ Daily Briefing

#### ■ What’s Up Today?



The night before an outing let participants know what to bring or wear for the day, such as wearing comfortable walking shoes; bringing a sweater or jacket; covering head, arms, or legs as local custom may suggest. Make sure participants are aware of the day’s schedule at the beginning of each day. If a local host or liaison is outlining the day’s agenda, be sensitive to the fact that the information this person provides may require

interpretation to be meaningful to the group participants (participants may be unfamiliar with the names and locations of places mentioned, for example). If the day's events include a fair amount of traveling, it may be helpful to have local maps available so that participants who appreciate being able to visualize the route will be able to do so.

Be aware of specific needs or sensitivities that some group members may have and make provisions for participants who may have difficulties with certain parts of the schedule. If, for example, certain events involve a good deal of walking or standing or visits to high places, ensure that any members who might have difficulty with these are aware of them in advance. Try to schedule the day so that they feel comfortable in opting to skip such events without inconveniencing the whole group or without having to miss other events.

### ■ One Leader Reported

On the day we spent traveling around the Cape [South Africa], there was a small revolt because some participants felt like they didn't know what was happening. This confused me as the itinerary had been explained on several occasions. It was only later that I realized the problem: Although the itinerary had been outlined, the places mentioned were meaningless to people unfamiliar with the geography. They had not prepared themselves mentally for so much traveling!

## ■ Daily Devotions/ Reflections

### ■ Processing the Experience Spiritually, Emotionally, Intellectually . . .

Two of the tasks on the list for leadership responsibilities are worship coordinator and reflection/debriefing facilitator. You may wish to have these two people work cooperatively with the person on the leadership team responsible for each experience.

Both tasks are important daily events. A time of worship in the morning or evening can provide spiritual focus for the participants. This can consist of a prayer, song, reflection, and/or scripture reading. You may wish to include local participants. The worship responsibilities can be delegated to the whole group with one person as coordinator. The worship time could be combined with reflection time, if appropriate and timely.

The reflection time is an ongoing opportunity for the participants to touch base and reflect on their feelings, thoughts, questions, and concerns during the trip. The reflection/debriefing facilitator and team leader need to be aware of times and opportunities during the day for spontaneous reflection as well as plan some organized times. A variety of times as well as varying length and format will keep the reflection times fresh and significant. Questions helping participants to refocus or

redefine themselves and their experiences are helpful.

To the extent possible, reflection time should be planned early in the day, perhaps immediately after breakfast. Experience has demonstrated that if the reflection is scheduled for the end of the day, it tends to be challenged by exhausted travelers!

### ■ Scriptures to Consider

Jeremiah 6:16	Luke 9:3–6
Acts 21:5–8	Mark 6:8–12
Psalms 17; 23	Matthew 10:7–20
3 John 1:1–8	Proverbs 8:20, 3:17, 3:23–26
Romans 15:24	1 Samuel 9:6
Isaiah 40:31	Luke 2:40–47
	1 Corinthians 14:9–12

### ■ Leadership Team Meetings

#### ■ A Meeting of the Minds

Both for your well-being and the group's welfare, it is important that you meet regularly with your leadership team. This should be a time of support, communication, conflict resolution with the leadership (if necessary), role redefining, and problem solving. To provide consistent leadership, the team needs to work on its process as the trip progresses.

### ■ Record Keeping

#### ■ Dot the Is and Cross the Ts

It's important to keep complete and accurate financial records so that you keep within your budget; that you can be reimbursed, if need be; and that there is accurate accounting after the trip. Label envelopes for each day of the trip. Put all receipts, notes, rates of exchange, and other papers in it. Remember to record the number of people at a meal, including the names of extra people, if you have treated local guests. There may be times when you do not receive a receipt. Use the Sample Blank Receipt Forms in the Appendix, page 61, and have a witness sign and date it. When you return home, all your records will be easy to find and easy to reconcile. **Each day convert each receipt to U.S. dollars.**

### ■ Group Living and Learning Together

The following information regarding living and learning as a group is adapted from the *Travel Seminar Preparations Manual*, prepared by Don Nead, 1992.

#### ■ Living Together

The group will need time to develop itself as a caring group—a group that supports and cares for each other becomes extremely important because of the intensity of the travel and learning experience in which members will be involved.

*Building a Group*

- Get acquainted through the sharing of biographical information.
- Share hopes and expectations.
- Share fears and anxieties.
- Signals of stress—What are they for you? How do you want the group to respond?

*Developing a Caring Group*

- Pastoral care and the provision of meals for members.
- Attention to special needs of members, such as physical, spiritual, recent crisis, birthdays, special anniversaries, and so forth.
- Keeping track of each other and checking out what is happening.

*Guidelines on Group Behavior and Participation*

- Be direct, but not confrontational.
- If you sense a problem, articulate it and put it on the table—and let the group look at it. Many times the group will have the resources to deal with it right away.
- Be HONEST with yourself, your leaders, and the group!
- If something is happening and you don't understand, say so!
- Remember to take care of your body, as well as your emotional makeup. If you need time for rest, or refreshment, do it, but let someone else in the group know.
- If you have a special interest or need, let the leadership know.

- Keep each other informed, especially about your whereabouts if you withdraw from the group for awhile.
- Be on time! Remember, if you are late, you keep many others waiting.
- Be clear about behaviors that will result in sending a participant home.

**Learning Together**

The learning style of groups requires an understanding of how we learn in cross-cultural situations and how we learn in group contexts.

*Learning as an Individual*

Entering a new society can be an extraordinary opportunity for growth and learning, or it can be a source of confusion and for some, even devastation. One needs to know oneself well—both strengths and weaknesses—before undertaking an intensive cross-cultural experience.

An intensive cross-cultural experience can be both dislocating and disorienting. It can also present some unique challenges for learning. Often this experience is described as “culture shock,” suggesting a distinctive life-changing experience. Culture shock, however, is merely the escalation of the normal life process of coping with change. In anticipation of this experience, the traveler should ask:

- In what ways do I now cope with stress/change?
- What personal qualities do I need to develop better skills for coping with change?



- What other strategies will help me cope with the stress of entering a new society?
- How can I really learn and not just react?
- What kinds of questions will solicit answers appropriate to the context?
- What feelings, values, attitudes, and stereotypes are barriers to my learning?

There will be times in travel when one feels like one simply cannot absorb another new thing. It is important to develop a discipline of listening, observing, data collecting, and reflecting.

Even more important is to have a learning methodology to develop the basic skills of cross-cultural learning. These exercises help begin the practice of openness and a thoughtful critical approach.

### ■ A Learning Methodology

1. Begin by reading. Identify books and articles that will prepare you for the places you will visit.
2. Begin to compose a list of questions that you hope this experience will address for you. The questions serve as a catalyst to further thought. During the trip, revisit your questions as a tool for growing and learning. The list of questions will help you practice how to ask questions, and slow the tendency to make judgments before you have considered the question.
3. Begin to keep a daily journal. Put down feelings, insights, questions, or experiences that have relevance for you as a person and as a Christian. As you are traveling, you will be bombarded

with impressions. Journal keeping will help you sort out the experiences, both as they are happening and later.

4. Begin to do some exploring locally. Check out the public library, schools, community publications, church, and so forth to get an idea of your community's view of the world and in particular the places you will be visiting. What are the sources of these perceptions and how are they formed? To what extent are your views influenced by class, race, sex, or special status?
5. Try to develop some language skills.
6. Visit with people living in the United States from the areas you will be visiting and get their impressions and views of their country.
7. Finally, since this is a journey of faith, take time to pray for yourself, the other group members, and those people you will visit and meet on your trip.

### ■ Learning as a Group

The other side of the learning style is that of how we learn as part of a group and how we can maximize the limited time we have with those we encounter in group meetings. In most cases there will be a time for questions and answers, so we need to be prepared to ask good questions in these sessions.

#### *How to Use Group Learning Time*

1. Share personal insights.
2. Share questions.
3. Identify concerns/questions that reflect the group.

4. Identify where you will be on the next visit and with whom you will be talking:
  - a. Consider the appropriateness of the questions for that setting.
  - b. Identify who should ask the question(s).
5. Debrief each experience, identifying:
  - a. What did we learn?
  - b. Did we phrase the questions well?
  - c. Did we maximize the learning that could take place in this setting?
  - d. How can we improve our technique for the next situation?

#### *Style for Group Encounter*

- Determine agenda to be used by designated leaders for the encounter.
- Encourage questions to follow train of thought rather than jumping around like a ping-pong ball in a wind storm.
- Encourage members to ask questions, not make statements.
- Ask host if they have questions for your group—then take some time for answers.

## ■ Group Journal



Take along a blank notebook. Each day have a different participant record the group's experiences from his or her perspective. The group journal will be copied at the end of the trip and shared by all participants. It is a wonderful way to affirm the diversity of the group. Discuss the use of excerpts for articles and presentations after the trip.

## ■ Camera Etiquette\*

The war in former Yugoslavia took place before a world television audience, covered by thousands of journalists, camera people, and photographers. In spite of all this coverage, it took the international community four years to develop enough political will to intervene and stop the fighting. The people of Bosnia/Herzegovina and Croatia can be forgiven for thinking that outsiders seem more interested in witnessing their plight than in doing much about it. They have developed a justifiable

resentment for foreigners with cameras. However, they do want their stories told. We will take a lot of pictures, but we have to do so with great sensitivity. Based on our previous experience in this area of the world, here are a few guidelines:

- Don't take anyone's picture without his/her permission: Obviously this applies to close-ups, and asking requires little more than holding up the camera and pointing. Just give people time to signal "no," if they wish.
- Don't take pictures of military installations, personnel, or checkpoints. I photographed a government building in Osijek, Croatia, without realizing that two guards would be in the snapshot. Our interpreter raced over to explain and got permission before an incident occurred. On another trip, a participant had film confiscated for photographing a border checkpoint.
- Shots from a distance and under certain circumstances are fine. Use common sense, and when in doubt, ask.
- Don't take pictures of religious services: Flashes can obviously disturb a worship service, as those of you who have banned them from weddings know. What may be less obvious is the need to respect people praying privately, particularly in a mosque, which is used more for private prayers than for formal services.
- Finally, be sensitive to situations. Early in our last trip, we visited a refugee camp in Hungary. Two of the women burst into tears as they described what they had gone through in Bosnia. In spite of the awkwardness of the moment,

cameras kept flashing. The best that I can say of this situation is that it occurred early in the trip, and we became more discrete as our journey progressed.

## ■ Giving with Integrity\*

One of my most vivid memories of Bosnia is a street in Bosanska Krupa, which had been the front line only a month before our visit. A little girl stood staring at a pile of oranges on a vendor's stand. We had just heard of children who had grown to the age of five or six without seeing such fruit, because of the siege of that region. I very much wanted to buy the child an orange, when one of the leaders advised against it. "What will you say to all of her friends coming up the road behind her? Will you get oranges for them as well?" This and subsequent experiences taught me how incredibly complex relief work can be.

The urge to promise help to many of the people we meet may prove overwhelming. While a goal of the trip is to build bridges between PC(USA), its congregations and members, and the people of the former Yugoslavia, especially our Reformed partners, we need to work through existing structures on both sides of the Atlantic. The PC(USA) has established accounts for various relief organizations in Croatia and Bosnia/Herzegovina. One hundred percent

\*Written by Dr. Thomas R. Mockaitis, DePaul University, 1998, before the "Aftermath of War: Peacemaking Travel/Study Seminar to the Former Yugoslavia."

of any contributions through these conduits will reach people in need. Our denomination exercises great care to make certain that mission giving respects the ecclesiastical structures in the host country and does not overwhelm the recipients with supplies or funds that they do not need and may not be able to handle. A growing body of literature documents examples of aid actually making humanitarian situations worse.

## ■ Conflict Resolution\*

### ■ When Difficulties Arise

In the spirit of trust and love, we promise we will . . .

**Give them a hearing . . . listen before we answer.—John 7:51 and Prov. 18:13**

1. Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus the Christ:
  - We will keep our conversations and communications open for candid and forthright exchange;
  - We will not ask questions or make statements in a way which will intimidate or judge others.
2. Learn about various positions on the topic of disagreement.
3. State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other.

### Speak the truth in love.—Eph. 4:15

4. Share our concerns directly with individuals or groups with whom we have disagreements in a spirit of love and respect in keeping with Jesus' teaching
5. Focus on ideas and suggestions instead of questioning people's motives, intelligence, or integrity:
  - We will not engage in name-calling or labeling of others prior to, during, or following the discussion.
6. Share our personal experience about the subject of disagreement so that others may more fully understand our concerns.

### Maintain the unity of the spirit in the bond of peace.—Eph. 4:3

7. Indicate where we agree with those of other viewpoints as well as where we disagree.
8. Seek to stay in community with each other though the discussion may be vigorous and full of tension:
  - We will be ready to forgive and to be forgiven.
9. Follow these additional guidelines when we meet in decision-making bodies:
  - Urge persons of various points of view to speak and promise to listen to these positions seriously;
  - Seek conclusions informed by our points of agreement;

\**Seeking to Be Faithful Together: Guidelines for Presbyterians During Times of Disagreement*. Adopted by the 204th General Assembly (1992) of the Presbyterian Church (U.S.A.)

- Be sensitive to the feelings and concerns of those who do not agree with the majority and respect their right of conscience;
- Abide by the decision of the majority, and if we disagree with it and wish to change it, work for that change in ways that are consistent with the guidelines.

10. Include our disagreement in our prayers, not praying for the triumph of our viewpoints, but seeking God's grace to listen attentively, to speak clearly, and to remain open to the vision God holds for us all.

## ■ Emergencies

### ■ What to Do When the Unexpected Happens

In case of emergencies, civil unrest, medical emergencies, theft, lost passports, and so forth, start with the advice and counsel of your local church partners. They will be familiar with emergency procedures and protocol. They will have the best recommendations regarding medical or hospital care and/or evacuation procedures, if necessary. Refer to your embassy phone list that you compiled previously, if needed. Use your emergency telephone tree, as appropriate, to inform those at home.

after

## after



### ■ Homeward Bound

#### ■ There's No Place Like Home

Your major responsibility in this transition phase from During to After is to get everyone home!

You have had your final closure and departed for home. Now come the wrap-up details. Some of these may have been delegated to participants or other members of the leadership team, but it will be your responsibility to do the final check.

#### ■ Final Checklist

- Press Release to PC(USA) News:* Send a press release or a personal story to the Presbyterian News Service (see Sample Press Release, page 53). This should be written on the way home. Timeliness is important. If possible, send periodic faxes or e-mail messages.
- Budget Settlement:* Turn in receipts and/or excess money to the national staff or appropriate office of the church, presbytery, or synod.
- Summary of Trip:* Write a summary of the trip for the national staff or appropriate office of the church, presbytery, or synod; include highlights, difficulties, things to change for future trips. Include the participant evaluations.
- Thank-You Notes:* Make sure the local liaisons and people you met during the trip receive thank-you notes from the group.
- Follow Up on Connections:* If plans were made for follow-up with people you visited or with participants, make sure to carry through.
- Identify Prospective Future Leaders for Trips/Workshops:* Let the national staff know of any participants who expressed an interest in future leadership or who you believe would be a good leader.

- Call the Louisville Office:* If the trip was planned in coordination with the national staff in Louisville, call your staff liaison and debrief with them.
- Tell Yourself "You Did a Great Job!":* Give yourself well-deserved congratulations on a job well done.
- Give Yourself a Few Days to Recuperate:* Besides the tiredness from jet lag (allow one day for each hour of jet lag) make allowances for the anticlimax from the letdown of leadership.
- Facilitate Trip Interpretation:* Be accessible to or contact participants offering support, if they need it.
- Group Journal:* Copy the group journal and send to participants.

## ■ Sample Press Release\*

Write a press release using the following formula:

Who \_\_\_\_\_

What \_\_\_\_\_

When \_\_\_\_\_

Where \_\_\_\_\_

Why \_\_\_\_\_

Include the following:

- **Presbyterian connection:**
  - How what you have experienced relates to the PC(USA)
  - How it relates to Presbyterians in the country you are visiting
- Any other implications, insights, or ties to the international arena
- Opportunities for local Presbyterian churches to get involved with a contact name and number

Send to:

Presbyterian News Service  
 100 Witherspoon Street  
 Louisville, KY 40202-1396  
 Phone: 1-502-569-5492  
 Fax: 1-502-569-8073

\*Provided by Presbyterian News Service.



## ■ A Reflection on How a Trip Affected One Traveler

### ■ ¿Cómo Anda La Guerra?

*A Presbyterian-sponsored Adventure*

"Gift of New Eyes" was the name given to the travel/study seminar I went on to Central America ten years ago. New eyes, new heart, new view of life: That trip had a permanent impact on me.

The Presbyterian Church (U.S.A.) travel/study seminars are like no tour or individual trips available anywhere. The organizers and in-country hosts are experts at putting together visits, speakers, and side trips that give participants normally unattainable insight into life in each country.

I came home from my trip with an understanding of what life was like for folks in Guatemala, El Salvador, and Nicaragua. I felt the danger and cautiousness that came from living in the midst of El Salvador's civil war, the fearful uncertainty of day-to-day living in Guatemala's "low-intensity" war, and the relaxed, openness of living with Nicaragua's then Sandinista government.

To gain this understanding, we listened to politicians and wealthy businessmen give their rosy perspectives. We met social justice workers who described the kidnapping a day earlier of their coworker by a government death squad. We sat quietly as a Salvadoran Army colonel asked us what we thought of the U.S. funded war

(¿Cómo anda la guerra?). We visited craft cooperatives and orphanages. We heard theologians and lay leaders tell of their work and assess their country's social situation. Through many of the people we met who were working in various ways for social justice, we experienced a level of faith that before had been unimaginable to me.

I urge anyone, who can to make the time to apply, to be a participant in one of the upcoming travel/study seminars to South Africa or South America. I would hope that the cost would not be a deterrent. I really think we can find people to pitch in. Having someone from Highland Church participate in such an experience would certainly benefit us all.

---

\*Dee Ann Dunwoody Ostby, February 1998, Alcoa, TN.

Appendix

# Appendix

## Leader Forms and Instructions



## ■ Trip Program Development Planning Sheet

*(name and dates: for brochure)*

The following planning decisions will supply the information needed to

- contact partner churches/organizations with specific information;
- plan overall program and itinerary;
- develop a trip brochure or flyer;
- determine roles and responsibilities for the participant application system.

### 1. Anticipated outcomes of the trip:

#### Short-term

For individuals:

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For church/groups within church:

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Evaluation methods:

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### 2. Anticipated outcomes of the trip:

#### Long term

For individuals:

---



---

For church/groups within church:

---



---

Follow-up methods:

---



---

### 3. Mission partnership with partner churches, organizations, institutions of the PC(USA), and interfaith groups:

Partners/groups to be involved:

---



---

How can this trip be planned and conducted with maximum input from and consideration for the ministry and priorities of the "host" partner? (e.g., planning; leadership; orientation; resource persons; collaboration in service project; etc.) (Consult the Area Coordinator of the Worldwide Ministries Division or the International Involvement Experiences Office for assistance.)

Budget implications, if any:

---



---

### 4. Targeted participants (age; sex; race; ethnicity; particular interest, commitment, constituency, etc.):

---



---

Total number (suitable for itinerary, accommodations, purposes of trip):

---



---

### Participant Selection Criteria

Preference will be given among applicants to ensure participation by:

### 5. Purpose(s) of the trip (to be included in the trip brochure or flyer):

---



---

**6. Trip leadership** (from responses to the above, consider personal attributes and special qualifications of leadership):

\_\_\_\_\_

\_\_\_\_\_

Total number (Limit to contain cost.): \_\_\_\_\_

Suggested Leaders:

\_\_\_\_\_

\_\_\_\_\_

**7. Projected activities, ministries, visits** (based on purposes, anticipated outcomes, partner church priorities. Use to develop itinerary, budget, and brochure. [e.g., service project—type and skills needed, if any; church ministries/ events, cultural/historical sites, or events])

\_\_\_\_\_

\_\_\_\_\_

**8. Promotional plan** (See #4 on page 57 for targeted participants):

Determine existing networks, mailing lists, likely communication channels to reach groups (specific magazines or newsletters; on-line resources; etc.):

\_\_\_\_\_

\_\_\_\_\_

Determine who will promote where, supply mailing lists, etc.:

\_\_\_\_\_

\_\_\_\_\_

**9. Estimated cost** (see Budget Work Sheet for cost factors, page 26).

Per person estimated cost from \_\_\_\_\_ (city): \$ \_\_\_\_\_

Determine whether leader cost will be absorbed by participant payments or from other sources: \_\_\_\_\_ absorbed or \_\_\_\_\_ other source(s) [identify]

Per person estimated cost, adjusted: \$ \_\_\_\_\_ (for brochure)

**10. Seminar application procedure** (See application form for contents)

Who will receive queries and send application packet? \_\_\_\_\_

Will endorsements be required? \_\_\_\_\_ If yes, by \_\_\_\_\_ local church or \_\_\_\_\_ presbytery or \_\_\_\_\_ other (specify: \_\_\_\_\_)

Who will review applications? \_\_\_\_\_

**11. Scholarship selection criteria**

Who will receive queries and send scholarship application information?

\_\_\_\_\_

\_\_\_\_\_

Preference will be given among scholarship applicants by:

\_\_\_\_\_

\_\_\_\_\_

Scholarship application and processing procedure:

\_\_\_\_\_

\_\_\_\_\_

**12. Miscellaneous**

a. Visa(s): required?

If yes, how will it be handled?

\_\_\_\_\_

\_\_\_\_\_

Lead time needed?

b. Insurance coverage: What is available from the sponsoring body?

\_\_\_\_\_

\_\_\_\_\_

What is needed?

\_\_\_\_\_

\_\_\_\_\_

c. Other?

\_\_\_\_\_

\_\_\_\_\_

## ■ Itinerary Planning Sheet

Trip: \_\_\_\_\_ Dates: \_\_\_\_\_

Leaders: \_\_\_\_\_

	Date	Sites/Lodging	Notes
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Day 6			
Day 7			
Day 8			
Day 9			
Day 10			
Day 11			
Day 12			
Day 13			
Day 14			



## ■ Sample Blank Receipt Forms

(copy and cut apart)

<p>_____</p> <p>has received Local Currency _____ @ rate of exchange _____ =</p> <p>U.S. \$ _____ from the Presbyterian Peacemaking Program</p> <p>in payment of _____</p> <p>on the Travel/Study Seminar to _____</p> <p>_____ (sign and date)</p>	RECEIPT
---	---------

---

<p>_____</p> <p>has received Local Currency _____ @ rate of exchange _____ =</p> <p>U.S. \$ _____ from the Presbyterian Peacemaking Program</p> <p>in payment of _____</p> <p>on the Travel/Study Seminar to _____</p> <p>_____ (sign and date)</p>	RECEIPT
---	---------

---

<p>_____</p> <p>has received Local Currency _____ @ rate of exchange _____ =</p> <p>U.S. \$ _____ from the Presbyterian Peacemaking Program</p> <p>in payment of _____</p> <p>on the Travel/Study Seminar to _____</p> <p>_____ (sign and date)</p>	RECEIPT
---	---------



## ■ Record Keeping and Exchange Rates

Instructions for group leaders regarding receipts:

1. Take one envelope for each day of the trip; write the date on each envelope.
2. Put receipts in envelope each day; write a clear explanation on each receipt (taxi, lunch, airport tax, etc.).
3. Write the number of people at each meal, including the names of extra people not in the group.
4. Each day, convert each receipt to U.S. dollars.

### ■ How to Calculate Exchange Rates

The exchange rate is the amount of foreign currency per dollar; for example, \$1.00 U.S. = .69 dinar (Jordanian). Therefore the exchange rate for Jordanian dinar is .69. *Note:* Foreign currency divided by exchange rate = number of dollars.

#### Example 1:

\$1.00 = .69 dinar

If you spent 63 dinar, you have spent \$91.30

*Calculation:* 63 divided by .69 = \$91.30

#### Example 2:

\$1.00 = 3.18 shekels

If you spent 30 shekels, you have spent \$9.34

*Calculation:* 30 divided by 3.18 = \$9.43

Convert each receipt to U.S. dollars.  
Convert each day's expenses to U.S. dollars.

## ■ Emergency Phone Number Chart



- Office and home phone, fax, and e-mail numbers of your national staff or other liaison.
- Emergency contact numbers of each participant (include fax and e-mail, if available).
- Hotel numbers (include fax and e-mail, if available) of each hotel at which you will be staying.
- Phone numbers of one or two local contacts who will know your itinerary and be able to reach you in case you are not accessible by telephone (include fax and e-mail, if available).
- Phone number (include fax and e-mail, if available) of the local embassy or consulate.
- Local time of each place you will visit (if it varies), for example it is 12:00 noon in New York when it is 6:00 p.m. in Croatia.
- Check with your phone company for country access numbers to and from the United States.

## International Travel/Study Seminar or Mission Trip Evaluation Form

Trip/Seminar: \_\_\_\_\_ Trip Dates: \_\_\_\_\_

Leader(s): \_\_\_\_\_

How did you find out about this seminar/trip?

\_\_\_\_\_

\_\_\_\_\_

Your responses to the following will help us to improve future programs. Please circle the number that most closely matches your experience and comment on that item.

Thanks!

1. Fulfillment of my expectations for the trip, given the trip purposes:

Much room for improvement                      Fully satisfactory

1   2   3   4   5   6   7

Comments:

\_\_\_\_\_

\_\_\_\_\_

2. The program activities of the trip:

Much room for improvement                      Fully satisfactory

1   2   3   4   5   6   7

Comments:

\_\_\_\_\_

\_\_\_\_\_

3. The registration/payment of fees process:

Much room for improvement                      Fully satisfactory

1   2   3   4   5   6   7

Comments:

\_\_\_\_\_

\_\_\_\_\_

4. The pre-trip material (and orientation, if any) for preparing for the experience (What do you wish you had known ahead of time?):

Much room for improvement                      Fully satisfactory

1   2   3   4   5   6   7

Comments:

\_\_\_\_\_

\_\_\_\_\_

5. Travel arrangements and accommodations:

Much room for improvement                      Fully satisfactory

1   2   3   4   5   6   7

Comments:

\_\_\_\_\_

\_\_\_\_\_

6. Leadership of the seminar/trip (if more than one, please rate and comment on each):

Name: \_\_\_\_\_

Much room for improvement                      Fully satisfactory  
1 2 3 4 5 6 7

Name: \_\_\_\_\_

Much room for improvement                      Fully satisfactory  
1 2 3 4 5 6 7

Name: \_\_\_\_\_

Much room for improvement                      Fully satisfactory  
1 2 3 4 5 6 7

Comments:

\_\_\_\_\_  
\_\_\_\_\_

7. The most significant part(s) of the trip for me were . . .

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. My greatest disappointment was . . .

\_\_\_\_\_  
\_\_\_\_\_

9. I plan to share what I learned and experienced in the following ways:

\_\_\_\_\_  
\_\_\_\_\_

Please send completed evaluation form to:

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Appendix

## Participant and Leader Forms



## ■ Application Form

Presbyterian Church (U.S.A.)

(please type or print)

Name of Seminar: \_\_\_\_\_

Dates: \_\_\_\_\_

### Personal Data

Name (as it appears on your passport): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_

Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Business): \_\_\_\_\_

Fax (if available): \_\_\_\_\_

E-mail address (if available): \_\_\_\_\_

Gender: \_\_\_\_\_

Racial/ethnic identity: \_\_\_\_\_

Professional position and/or interest:  
\_\_\_\_\_

Passport Information:

Date of Issue: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                          Month Day Year

Place of issue: \_\_\_\_\_

Passport Country and Number:  
\_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                          Month Day Year

Birthplace: \_\_\_\_\_

Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                  Month Day Year

Health Information:

General health:  Excellent  Good  Fair

Do you smoke?  Yes  No

Do you have any allergies?

    dietary restrictions?

    physical challenges?

    emotional challenges?

If yes, explain:  
\_\_\_\_\_  
\_\_\_\_\_

(Note: In some cultural contexts, we are not able to accommodate strict vegetarian diets.)

Are you currently under a physician's care and/or receiving prescribed medication of which we should be aware?  Yes  No

If yes, please explain and list medications:

---



---

Are you covered by illness and accident insurance?  Yes  No

Does it cover your overseas travel?  Yes  No

Name of your insurance company and their emergency contact number:

---



---

Are there any other special considerations we should know about in processing your application? If so, please list:

---



---

In case of emergency, please notify:

Name

---

Relationship

---

Telephone

A. What are your reasons for desiring to participate in this mission trip?

---



---

B. Keeping in mind the purpose as described in the brochure, what are your expectations for this experience?

---



---

C. Will you agree to do pre-travel study of materials provided or recommended by organizers?  Yes  No

D. Are you adaptable to simple accommodations, often including dormitory-style living?  Yes  No

E. Will you agree to do post-travel interpretation of your experience?

Yes  No

In what way?

---



---

F. Have you ever lived in or visited other countries? If so, describe your experience, including the countries and dates.

---



---

G. Please describe any skills, interests, or hobbies (like photography) that might be useful on the trip or in the interpretation experience after the trip. Will you be willing to share photographs and notes after the trip for the benefit of all participants and the larger church?

---



---

H. Do you speak any foreign languages? If yes, which ones? How fluently?

---



---

I. Will you be able to pay the entire cost by the deadline (6 weeks prior to trip date)?

---



---

J. Do you agree to participate in the orientation and debriefing and travel with the group at all times during the period of the seminar?

Yes  No

If no, explain:

---



---

K. Information to be Shared

Please write a brief biographical paragraph that can be shared with other trip participants before the meeting. Tell about yourself, your work, interests, family, church involvement, and any other experiences that have influenced you or that you would like to share. Include the name that you like to be called. Attach to this application.

L. Church Information

Name of your congregation:

---

Name of your presbytery:

---

Describe your involvement in the mission of your congregation, presbytery, or synod:

---



---

M. Please read and sign this agreement:

I agree to all the conditions relevant to the travel seminars of the Presbyterian Church (U.S.A.). I will complete the required study in advance, take part fully in all aspects of the trip, including the orientation and debriefing, and use the insight gained for the furthering of the goals of the group to the best of my ability. I will also fulfill all my financial obligations.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Month Day Year

**Please send completed application form to:**

Leader's name:

---

Address:

---



---



---

or

\_\_\_\_\_  
*(Office name and contact)*

*Leaders: Decide appropriateness of this form and adapt for your trip.*

## ■ Presbytery Endorsement Form

### Presbyterian Church (U.S.A.) Travel/Study Seminar Program

Participants in PC(USA) travel/study seminars are part of a growing network of North American Christians seeking new understanding and new relationships with Christians in other parts of the world. Travel/study seminars are planned in a spirit of mutuality with PC(USA) partner churches or ecumenical councils of churches in the host countries. The seminars offer an opportunity for Christians in different countries to meet one another, to strengthen one another in their faith, and to share their common mission as disciples of Jesus Christ.

Seminar participants are expected to have a relationship to a church community, to have the support of the community for the trip, and to share their learning with the community when they return.

Name of Applicant: \_\_\_\_\_ has applied to be a participant in a travel/study seminar sponsored by \_\_\_\_\_ of the Presbyterian Church (U.S.A.).

What is the relationship of the applicant to your presbytery?

\_\_\_\_\_

How long have you known the applicant and in what capacity? What kind of involvement has she/he had in your presbytery?

\_\_\_\_\_

Has she/he played a leadership role? If yes, in what capacity?

\_\_\_\_\_

What is your assessment of this person's ability to be an asset on the trip?

\_\_\_\_\_

What opportunities will this applicant have to share this experience of PC(USA) global mission with your presbytery?

\_\_\_\_\_

Is she/he adaptable and flexible in new situations? Is she/he able to get along well with others in a group?

\_\_\_\_\_



Does your presbytery endorse this person as a trip participant? Why? Why not?

\_\_\_\_\_

Name and Address of endorsing presbytery: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Committee (if relevant): \_\_\_\_\_

Signed: \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Print name and position/title: \_\_\_\_\_

Please return to: (name and address; fax)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ■ Sexual Misconduct Policy Form

*(To be signed by leaders and participants)*

### Definitions Related to Sexual Misconduct

Sexual harassment is defined for this policy as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or their continued status in an institution;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment.

*Sexual misconduct* is the comprehensive term used in this policy and its procedures include the following:

1. Child sexual abuse.
2. Sexual harassment, as defined above.
3. Rape or sexual contact by force, threat, or intimidation.
4. Sexual conduct (such as offensive, obscene, or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another.
5. *Sexual malfeasance* defined as sexual conduct within ministerial (e.g., clergy with a member of the congregation) or professional relationship (e.g., counselor with a client; lay employee with a church member; presbytery executive with a committee member who may be a layperson, a minister, or an elder). Sexual conduct includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, mutual, social, intimate, or marital relationships.

*Volunteer* is the term used for persons who provide services and receive some benefits (e.g., food, shelter, transportation, risk management insurance, or the like) but no remuneration. For purposes of this policy, volunteers are treated the same as employees.

Please complete the following certification: I certify that (a) no civil, criminal, or ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; and (b) I have never resigned or been terminated from a position for reasons related to sexual misconduct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Note: If you are unable to make the above certification, you may instead provide a description of the complaint, termination, or the outcome of the situation and any explanatory comments you care to add.)

## ■ Hold Harmless, Waiver of Liability, and Emergency Medical Care Authorization

The Presbyterian Church (U.S.A.) \_\_\_\_\_ (*Sponsoring body*) is sponsoring the \_\_\_\_\_ (*trip name*) on \_\_\_\_\_ (*dates*) (hereinafter referred to as the "Program"). I, \_\_\_\_\_ (*participant name*), of \_\_\_\_\_ (*address*), in consideration of the opportunity to participate in the Program, and in consideration of other obligations incurred, hereby agree as follows:

1. I fully understand that I may be traveling or staying in areas of the world that may have unstable political, economic, and security situations where acts of war, potential danger from lack of control over local population, terrorism, or violence could occur at any time.
2. I fully understand that I may encounter difficult climates and living conditions; that risks are present concerning means of travel, food, water, diseases, pests, and poor sanitation and other health-related situations. Medical or emergency medical treatment may be inadequate or not available.
3. I accept and assume all responsibility for my personal actions and any and all risks of property damage or personal injury that occur during or result from my participation, including potential injury while working.
4. With the above in mind, I fully understand and agree that the Presbyterian Church (U.S.A.), the General Assembly, all of its entities, Presbyterian Church (U.S.A.), a Corporation, the Sponsor, their staff members, successors, assigns, officers, agents, representatives, ministry divisions, and entities (hereinafter referred to as "PC(USA)") shall not be responsible or liable in any way for any accident, loss, death, injury, or damage to myself or my property in connection with the Program, or any portion of the Program, even if said injury or action is due to the alleged negligence of PC(USA). Further, I do hereby agree to indemnify and hold costs and expenses (including, without limitation, reasonable attorney's fees) of whatsoever kind in connection with the Program or any portion of the Program. Further, I make this agreement on behalf of my heirs, agents, fiduciaries, successors, and assigns. I waive, knowingly and voluntarily, each and every claim or right of action I have now or may have in the future against the PC(USA) related to the Program, even if any such claim or right of action is caused by PC(USA)'s alleged negligence.

5. I hereby state that I am in good health and have all medications necessary to treat any allergic or chronic conditions, and I am able to administer such medications without assistance. If at any time during the Program I need emergency medical care and am not able to give consent because of my physical or mental condition, I authorize emergency medical care decisions to be made on my behalf, and I specifically release PC(USA), in making those emergency medical care decisions, from any and all liability associated with said decisions, even if injury or death is the result of PC(USA)'s alleged negligence.

6. This document does not release the PC(USA) from gross negligence.

7. I HAVE READ CAREFULLY, AGREE TO, AND INTEND TO BE LEGALLY BOUND BY ALL TERMS OF THIS HOLD HARMLESS, WAIVER OF LIABILITY, AND EMERGENCY MEDICAL CARE AUTHORIZATION.

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature of  
Parent or Guardian: \_\_\_\_\_

(Signature of Parent or Guardian is required if participant is under 18 years of age.)

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

## ■ Sample Covenant

---

(Trip Destination)

---

(Dates of Trip)

### Covenant for Community Life

During this time, we will be living together, youth and adults in a Christian community. Christian community is based on love, respect, trust, and support. Each of us as a member of the community is important. Our belief that such a unique experience to travel and study together will strengthen our individual and collective witness as the Church of Jesus Christ. The witness of our host church is also to be considered in our conduct within their communities.

I agree to:

1. Respect the rules of the seminar.
2. Refrain from using alcohol and illegal drugs during the seminar.
3. Refrain from smoking in residential homes and prohibited areas in the country.
4. Refrain from inappropriate sexual behavior, including sexual intercourse with a partner other than my spouse.
5. Participate in all regularly scheduled activities and honor all meeting times.
6. Meet daily with my assigned group leader.
7. Sleep in my assigned room so that I may be reached in case of an emergency.
8. Play radios and tape decks with the consideration of others in mind.

In a community based on love, respect, trust, and support, each participant is responsible for his or her own actions. I understand that I will be sent home if I fail to abide by the rules and regulations set forth in this covenant.

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

# Appendix

## Miscellaneous Helps



## Sample Brochure

### Registration Form

The Aftermath of War:  
Travel Study Seminar to  
Bosnia-Herzegovina and Croatia

Those who wish to participate should complete an application form and return it by February 12, 1998 to the Presbyterian Peacemaking Program.

To receive an application form, please complete and return this page.

Send return to:

Debby Wald  
1998 Travel Study Seminars  
Presbyterian Peacemaking Program  
100 Wilburton Street, Room 1619  
Leicester, KY 40202-1356

Tel: 1-800-738-4987  
Fax: 1-800-492-6788

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_


City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (H): \_\_\_\_\_ (W): \_\_\_\_\_

Fax: \_\_\_\_\_

## The Aftermath of War


Peacemaking Travel/Study Seminar



### Bosnia-Herzegovina & Croatia

April 15-27, 1998

Sponsored by:  
Peacemaking Program  
Division of Congregational Ministries  
Presbyterian Church (U.S.A.)



A Ministry of the General Assembly Council  
Presbyterian Church (U.S.A.)

---


#### Purpose of the Trip

What happens when the cease-fire begins? The peace just after the world's greatest news show? People are left to struggle the difficult task of rebuilding and reconstruction with little outside support.

This travel study seminar will bring participants into contact with our own Reformed (Synodical and Evangelical) church partners. We will learn about interfaith dialogue as a tool of peacemaking, visit refugee camps, tour areas damaged during the war, and observe the process of healing and reconciliation first hand. Our hope is to build living bridges between the faith communities of that region and our own. Participants must be willing to interact in worship and prayer activities. They will also be expected to share their experiences with their own congregations and other churches and groups within their presbyteries when they return.


#### Historical Background

Four years of war, including ethnic cleansing have left 250,000 dead, 2.5 million people displaced, and countless homes and places of worship destroyed. At present a cease-fire signed in Dayton, Ohio and supervised by NATO troops maintains peace.



#### Cost of the Trip

The cost of \$1,950 includes round-trip airfare from New York, ground transportation in host countries, meals, and accommodations of 2-4 to a room in tourist centers, guest houses, and modest hotels.



#### Trip Leaders

Tom Medeiros, Associate Professor of History at DePaul University in Chicago, Illinois, as Elder of Winnetka Presbyterian Church, and a member of the Presbytery of Chicago Peacemaking Committee.

Doreen Hatten is Coordinator for Europe in the Worldwide Ministries Division, Presbyterian Church (U.S.A.)

Debby Wald is Associate for Peacemaking Programs, Congregational Ministries Division, Presbyterian Church (U.S.A.)

#### For more information contact:

Dr. Thomas R. Medeiros  
616 Foundale Avenue  
Winnetka, IL 60093  
tmedeiros@ppac.depaul.edu  
(773) 575-9471

#### Tentative Itinerary

The trip will include visits to the following locations:


Zagreb, Croatia: Visit Mladic museum and community centers, Serbian Orthodox church, Franciscan monastery; dialogue with local clergy and residents of a local refugee camp.

Dajnik, Croatia: Visit Reformed Seminary, refugee camp, damaged areas of Eastern Slavonia.

Belovar: Visit two contested areas in Eastern Slavonia.

Sarajevo, Bosnia: tour city, visit international peace center.

Dobronich, Croatia: R & R and reflection on experience.





## ■ Health and Safety: Travel-Smart Travelers

Whether you are traveling to an unfamiliar area in the U.S. or to a foreign country, it is wise to be Travel-Smart! Travel-Smart travelers anticipate potential problems and take preventive action. These measures will reduce the risk to person and property while traveling.

### *Travel-Smart Travelers:*

1. Learn about cultural expectations for dress and behavior before leaving home.
2. Learn about the destination's political, social and economic issues before leaving home.
3. Obtain recommended vaccinations and prescriptions prior to departure.
4. Seek and follow the advice and guidance of local hosts concerning both culturally appropriate behavior and dress and health and safety issues!
5. Leave a copy of the identification pages of their passports with someone at home and carry an extra copy separate from their passport in case of loss or theft of the passport.
6. Take the following in their carry-on luggage: a change of clothes; toiletries; prescription medicines.
7. Carry medical/accident insurance and medical evacuation insurance that is valid outside the United States and take the company's contact and policy information with them.
8. Go out in small groups rather than alone, particularly at night.
9. Get the "lay of the land" as quickly as possible upon arrival. (Where are safe or unsafe areas? Where are safe restaurants? How and where do you get a taxi? Which types are safe?)
10. Travel light, taking only luggage that they can comfortably carry without assistance.
11. Keep extra money, travelers' checks, credit cards, and passport in a special pouch under their clothing.
12. Women Travel-Smart Travelers carry purses with zipper closures close to their bodies (to minimize risk of purse snatching).
13. Carry a small wallet or change purse with a small amount of local currency for transactions, avoiding showing a lot of money.
14. Avoid wearing expensive or expensive-looking jewelry, watches, and clothing. (Gold or gold-colored jewelry often captures the attention of potential thieves.)
15. Register with the local U.S. consulate or embassy, if the situation deems it appropriate.
16. Carry a card with important medical information (blood type, allergies to medications, etc.) on their persons.
17. Avoid demonstrations, protests, strikes, or similar large gatherings of people where violence can quickly erupt.
18. Avoid all use of illegal drugs! Remember that in much of the world, a person is GUILTY until proven innocent.

Regulate use of any legal drugs (such as alcohol, where legal) so as not to endanger themselves or others.

19. Avoid behaviors and clothing that make them stand out or call attention to themselves or their group (e.g., loud voices or music; identical clothing).

20. Avoid publicizing or talking about their itinerary and routes in public places or with people other than their hosts.

21. Comply with requests from hosts and the trip leader to ensure the well-being of the group and all its members.

*Travel-Smart Trip Leaders:*

1. Take a list of the home emergency contacts for each participant and leave one with a responsible person at home.

2. Make and carry a list of the medical insurance coverage carried by each participant and medical release forms in the event of a medical emergency requiring treatment. Obtain the assistance of the hosts in negotiating the medical system.

3. Make a list of each person's room number when staying in hotels (for quickly locating persons).

4. Avoid ground transportation marked "Tourist" or otherwise denoting a foreign group.

5. Avoid publicizing their itinerary and routes, especially via the internet or e-mail.

6. Monitor group and individual behavior for risk and takes preventive steps.

*When traveling to places with potential health risks, Travel-Smart Travelers:*

1. Take a bottle or canteen of water into the area with them (so some is handy immediately upon arrival and they're not rushing to exchange money and find a vendor of bottled water).

2. Remember to brush their teeth with bottled or treated water and not the tap water!

3. Eat only cooked vegetables or fresh fruits that they have peeled themselves.

4. Remember to take their medications with them!

(See other health measures above and on the Centers for Disease Control web site for health recommendations for particular countries at [www.cdc.gov](http://www.cdc.gov).)

## ■ A Code of Ethics for Tourists\*

- Travel in the spirit of humility and with a genuine desire to learn more about the people of your host country.
- Instead of the practice of knowing all the answers, cultivate the habit of asking questions.
- Be sensitive to the feelings of other people, thus preventing what might be offensive behavior on your part. This applies to photography as well.
- Remember that you are only one of the thousands of tourists visiting this country, and do not expect special privileges.
- Cultivate the habit of listening and observing, rather than merely hearing and seeing.
- If you really want your experience to be a "home away from home," it is foolish to waste time and money on traveling.
- Realize that often the people in the country you visit have time concepts and thought patterns different from your own; this does not make them inferior, only different.
- Spend time reflecting on your daily experiences in an attempt to deepen your understanding. It has been said that what enriches you may rob and violate others.
- When you are shopping, remember that the bargain you obtain is only possible because of low wages paid to the maker.
- Do not make promises to people in your host country unless you are certain you can carry them through.
- Acquaint yourself with local customs. What is courteous in one country may be quite the reverse in another—people will be happy to help you.
- Instead of looking for that beach paradise, discover the enrichment of seeing a different way of life, through other eyes.

\*"A Code of Ethics for Tourists" was first issued in 1975 by the Christian Conference of Asia from *Having an Excellent Adventure*. Copyright 1992 Evangelical Lutheran Church in America, 8765 West Higgins Road, Chicago, IL 60631.

## ■ Other Suggestions\*

A group of Christians in Asia has given us some additional suggestions to consider when we travel and really try to experience another culture. They are as follows:

1. If you travel in a party, keep the numbers small.
2. Allow plenty of time in each place. It is better to visit a few places leisurely than several places in a rush.
3. Plan out clearly the purpose of the visit and make allowances for separate interests.
4. Keep the options flexible to allow for alternative possibilities.
5. Plan to stay in hotels that are locally constructed and operated rather than the large hotels run by international cartels.
6. Have adequate orientation before arrival. Include information on local customs, culture, and religion.
7. If you need to have a tour guide it should be a local person who is sensitive to his or her own culture.
8. It is best if you can have local families to act as hosts and tour guides. Try to see the culture through their eyes.
9. Plan visits to local markets rather than the tourist shops.
10. Take an unimposing view of the culture so that you can see the real life of people.
11. Try and stick to local foods rather than retreating to international cuisine.
12. Make sure you see places that have significance for the local people. Find out why they have meaning.
13. Spend at least as much time in rural areas as in cities.
14. Try to see some of the areas in which developmental projects are taking place.
15. Whenever possible use the transport of the local people.
16. Build into the program regular daily times for reflection and rest.

\* *Tourism: The Asian Dilemma*, edited by Ron O'Grady. Published by the Christian Conference of Asia, 1975, p. 45. Shared by Virginia Hadsell, Responsible Tourism, San Anselmo, CA.

## ■ Vocabulary Work Sheet\*

### Local Phrases to Learn

Even if you can't speak the language of your hosts, learning a few words can help foster communication. Below are some words and phrases that are useful to know. Try to find the translation for these phrases.

Please \_\_\_\_\_

Thank you \_\_\_\_\_

Hello \_\_\_\_\_

Good-bye \_\_\_\_\_

I'm pleased to meet you \_\_\_\_\_

Good morning \_\_\_\_\_

Good evening \_\_\_\_\_

Good night \_\_\_\_\_

God bless you \_\_\_\_\_

God be with you \_\_\_\_\_

Peace be with you \_\_\_\_\_

Breakfast \_\_\_\_\_

Lunch \_\_\_\_\_

Dinner/Supper \_\_\_\_\_

Where is the rest room? \_\_\_\_\_

How much does this cost? \_\_\_\_\_

Very nice (general compliment) \_\_\_\_\_

Where is the church? \_\_\_\_\_

Where is the hotel? \_\_\_\_\_

Where is the bus? \_\_\_\_\_

Where is the market? \_\_\_\_\_

\**Having an Excellent Adventure*. Copyright 1992 Evangelical Lutheran Church in America, p. 48, 8765 West Higgins Road, Chicago, IL 60631.

## ■ Bibliography

"Camera Etiquette," by Dr. Thomas R. Mockaitis, DePaul University, 1998.

"Center for Global Education Agenda and Goals for Travel Seminars." Augsburg College, First Printing, 1988.

"¿Cómo Anda La Guerra?" by Dee Ann Dunwoody Ostby, Alcoa, TN, 1998.

"Giving with Integrity," by Dr. Thomas R. Mockaitis, DePaul University, 1998.

*Guidelines for Planning Travel/Study Experiences*, by Robert E. Reber. Board of Global Ministries, United Methodist Church, New York, NY.

*Having an Excellent Adventure: Handbook for Responsible Travel—A Guide for Planners and Travelers*. Friendship Press, New York, NY, 1992.

*Living Overseas: A Book of Preparations*, by Ted Ward, pp. 302–5. The Free Press, New York, NY, 1984.

*Seeking to be Faithful Together: Guidelines for Presbyterians During Times of Disagreement*. Presbyterian Church (U.S.A.), 1992.

*Tips for Tour Leaders*, by Virginia Hadsell, Responsible Tourism, San Anselmo, CA.

*Tourism: The Asian Dilemma*, edited by Ron O'Grady, p. 45. Christian Conference of Asia, 1975.

*Travel Seminar Preparations Manual*, by Don Nead. Conner Center, West Lafayette, IN, 1992.

## ■ Resources

### ■ Planning Your Trip and Preparing Your Group and Congregation

*Having an Excellent Adventure: Handbook for Responsible Travel—A Guide for Planners and Travelers*. Friendship Press, New York, NY, 1992, 85 pp. Order directly from Friendship Press, 1-800-889-5733.

Part One, for planners, includes steps for organizing, activities for group orientation to cross-cultural settings, and post-trip activities. Part Two, for travelers, explores preparation for the trip and for sharing the experience at home.

*A Journey Together: Resource for Short-Term Mission Volunteers and their Congregations*, edited by Sally Campbell-Evans. Presbyterian Church (U.S.A.), Louisville, KY, 1996. 36 pp. PDS #74-400-95-013.

Especially helpful to guide congregations in sending and receiving mission volunteers, including mission trip participants. Worship resources and commissioning included.

*Make a World of Difference: Creative Activities for Global Learning*, revised ed. Friendship Press, New York, NY, 1989, 275 pp. Creative learning activities on global interdependence and development issues.

*People, Places, and Partnerships: A Workbook for Your Mission Trip Abroad*, by Sally Campbell-Evans. Presbyterian Church (U.S.A.), Louisville, KY, 1996. 41 pp. PDS #74-400-96-049.

A reflection guide for U.S. Christians on short-term mission trips. Appropriate for individual study and reflection, and for group discussion.

*Planning an Excellent Adventure*. Presbyterian Church (U.S.A.), Louisville, KY, 1992. PDS #74-400-94-004. Video, 20 minutes.

Companion to *Having an Excellent Adventure*, presents planning of the trip, step-by-step.

*Survival of the Fittest: Keeping Yourself Healthy in Travel and Service Overseas*, by Dr. Christine Aroney-Sine. 1994. 109 pp. Available from Missions Advanced Research and Company, 1-800-777-7752.

## ■ Adult and Trip Leader Reflection, Study, and Prayer Materials

*Beyond the White Noise: Mission in a Multicultural World*, by Tom Montgomery-Fate. Chalice Press, St. Louis, MO, 1997. 152 pp.

Exploration of boundary-crossing and mission partnership issues through insightful personal essays of a former mission worker to the Philippines. Applications to the U.S. multicultural context as well as mission in other countries.

*Congregations in Global Mission: New Models for a New Century—A Conference Report*. Presbyterian Church (U.S.A.), Louisville, KY, 1998. 104 pp. PDS #74-400-98-068.

Includes summaries of addresses and discussions on topical and geographic area issues and challenges for the future; describes how some congregations are involved in global mission; provides resources for congregations. Six-session study included for use by various adult groups within the local congregation.

*Mission Yearbook of Prayer and Study* (produced annually) from the Presbyterian Church (U.S.A.) can be ordered from PDS or viewed on-line at <http://www.pcusa.org/pcusa/cmd/mip/mybtoday.html>. Daily prayer and information about PC(USA) mission in the U.S. and internationally.

*Presbyterians in World Mission: A Handbook for Congregations*, by G. Thompson Brown. CTS Press, 1995. Order from Presbyterian Center for Mission Studies, 1-818-398-2468. Introduction to Presbyterian global mission history, theology, and practice. Questions for group reflection included with each chapter.

## ■ Young Adults

*Discipleship Curriculum: Young Adult Volunteer Program.* Presbyterian Church (U.S.A.), Louisville, KY, 1997. 77 pp. PDS #74-400-97-056.

Twelve-month guide to sessions based on our call to: Christ, follow Christ, disciplines, community, practice kingdom values, be with those in need, openness, reconciliation, servant leadership, stewardship, giftedness, and intentional living. Designed for Young Adult Interns—volunteers who give one year of service to the church in the United States and other countries—this resource can be adapted for older adults or older youth.

## ■ Youth

*Beyond Leaf Raking: Learning to Serve/ Serving to Learn,* Peter L. Benson and Eugene C. Roehikepartain. Abingdon Press, Nashville, TN, 1993.

Describes benefits of “service-learning” to youth, church, and community; detailed how-to guide for developing service-learning programs with youth. Addition of “self-development” perspective would enrich the approach (as in next resource listed).

*Learning About Missions from a Self-Development Perspective: Social Action Course for Older Youth,* by Paul E. Whong and Amy Ruth Schacht. Presbyterian Church (U.S.A.), Louisville, KY, 1997. PDS #044582.

Four sessions for older youth that explore “doing mission” with, rather than for, others.

## ■ Children

*Messengers of God’s Love: Involving Children in Mission.* Presbyterian Church (U.S.A.), Louisville, KY, 1992. 82 pp. PDS #225-92-927.

Stories, activities, and songs on the importance of mission and becoming “messengers.”

## ■ Other Resources

*Friendship Press Catalog,* 1-800-889-5733. Includes country-specific study materials, print, and audiovisual, as well as materials that address specific global issues. (Ecumenically developed, including the PC(USA).) (Free)

*Here’s Help Catalog: Resources to Help You Interpret and Promote Mission.* Presbyterian Church (U.S.A.), Louisville, KY. Includes country-specific materials. PDS# 70-350-99-625.(Free)

To Order from PDS (Presbyterian Distribution Services), call 1-800-524-2612.

For other information about mission trips or assistance in identifying resources for your mission group, please call the International Involvement Experiences Office at 1-502-569-5256.



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Published by the Presbyterian Peacemaking  
Program of the Congregational Ministries  
Division in partnership with Global  
Awareness and Involvement Office of the  
Worldwide Ministries Division, Ministries  
of the General Assembly Council.

