

navmissions

SUMMER ORIENTATION NOTEBOOK

Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." (Matt 28:18–20)



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Raising Financial Support: Action Plan
Short-Term Program Budget Agreement Form
Ministry Funds Agreement Form
International Travel Consent Agreement (ITCA)

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“Missions is not for the weary. It is not glamorous. It is for people who are willing to die to their own desires and preferences for the Kingdom's sake. In the same breath, God will provide every thing that we need as we step out for Him.”

–Summer 2010 Short-Term Missions Participant

PREPARING TO GO

Posture

GUEST

Living in different cultures isn't about barely surviving, it's about embracing the "new" and the "different" as a grateful visitor (Eph. 4:1–3, Phil. 1:8–9).

LEARNER

"Disciple" means learner, and learners ask questions. Natural questions as part of conversation allow visitors to better understand a culture (1 Cor. 2:1–2).

OBSERVER

By praying and walking with eyes wide open, new insights can give rich understanding into an unfamiliar culture (1 Cor. 4:1–5, 1 Tim. 4:12).

ENCOURAGER

Most missionaries live in an "affirmation-free zone." Long-termers, nationals, and your teammates will benefit tremendously from uplifting words (Eph. 4:29).

PRAY-ER

The consistent posture of prayer for things that come to mind is a valuable asset for short-termers (Mk. 1:35, Phil. 1:3–6, 1 Tim. 2:1–2).

SERVANT

Jesus took on the nature of a servant and humbled Himself. To follow His example is vital and all-important (Matt. 20:28, Phil. 2:3–4, 1 Jn. 3:18).

An Attitude of Obedience to God: One Nav Missionary's Story of Change

At five years old, I decided I wanted to be an actress. In eighth grade, I made a bet with a classmate that I'd be famous by the time I was thirty. Even in young adulthood, I studied acting and theater in college and graduate school. I've dreamed and dreamed of stardom as long as I can remember. Then God called me to the mission field, to things like fund raising and traveling theater. To bugs and discomfort. This wasn't in my plan. I went, but it took years, and it was unwillingly at first.

After many sacrificed dreams and divine surprises, God is blessing my decision to obey Him. Just the other day, I had an individual rehearsal with one of my student actresses. She struggled through a confession that she was finding herself in the flirtatious, attention-grabbing character she played. I had the chance to tell her I loved her beyond and in spite of these embarrassing similarities.

In acting classes, I learned that the strongest choices as an actress are those that are the most uncomfortable. I counseled my student through her discomfort, watching her blossom into a more mature actress and young lady. I've grown, too. I've grown from these dreams of comfort and fame into the impractical and impossible works that God has prepared as precious gifts for me. Sacrificing comfort, through change, has created opportunities that only God can give.

Purpose

Jesus says in Matthew 9:37–38, *“The harvest is plentiful but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field.”*

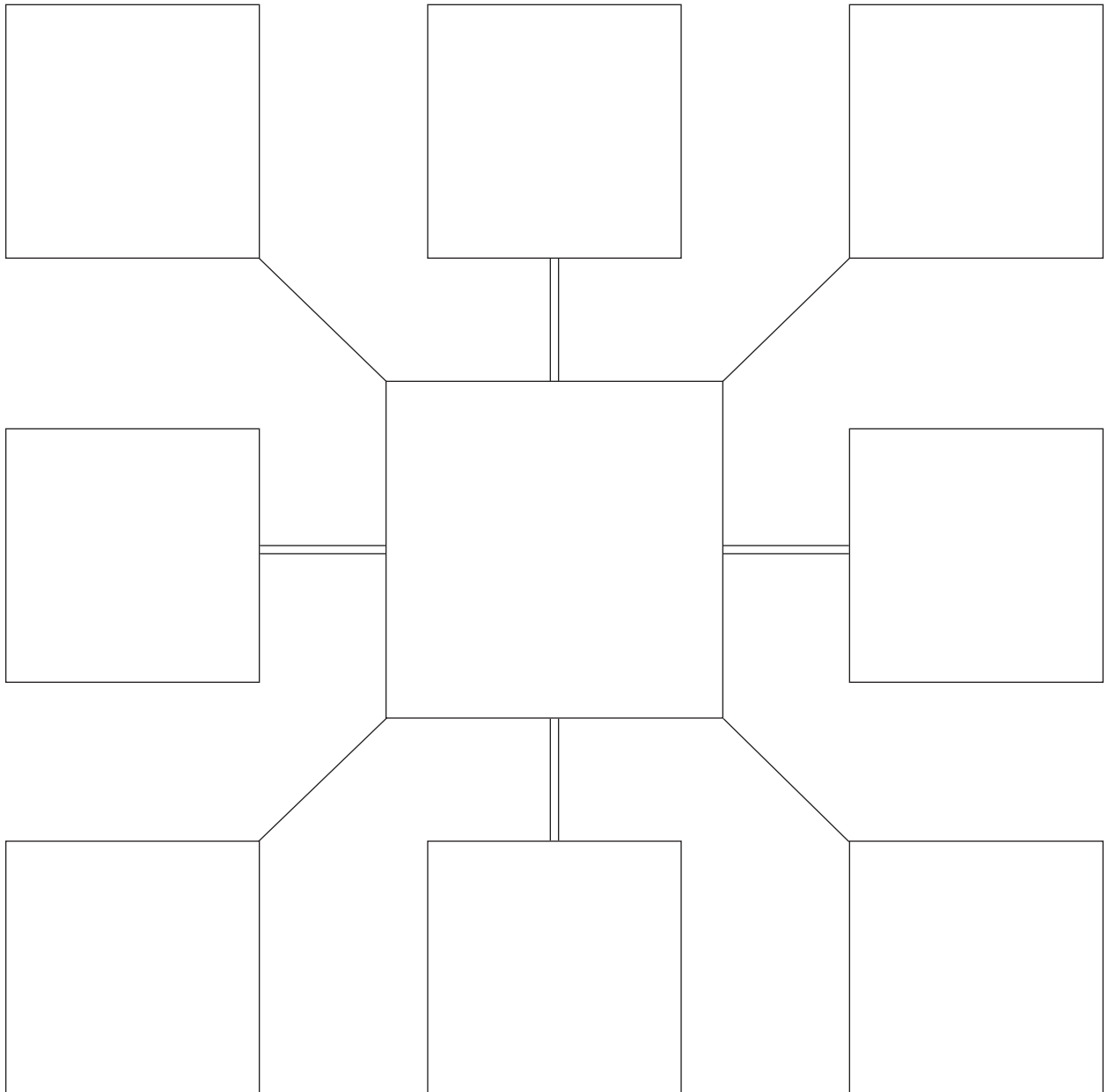
SHORT-TERM MISSIONARIES CONTRIBUTE TO KINGDOM WORK BY:

- Providing help to long-term missionaries through meeting new people and gaining access to previously untapped groups of interested contacts.
- Going into restricted areas where traditional missionaries are not allowed.
- Surveying the ministry scene overseas and considering a longer commitment to labor in the harvest field.
- Impacting the nations for Christ through obedience of Jesus’ command to *“Go and make disciples of all nations”* (Matt. 28:19).

SHORT-TERM MISSIONS TRIPS CONTRIBUTE TO PERSONAL DEVELOPMENT AS:

- Character is developed through experiences that result from culture-immersion.
- New team building skills are learned when short-termers work together in foreign situations with new friends and acquaintances.
- A deeper walk with God and a deeper knowledge of His character arise through experiences outside of typical comfort zones.
- Lifelong friendships are developed within short-term teams and across cultural boundaries with nationals.
- God’s work in other places becomes evident and awe-inspiring, fostering a greater world vision.

Preparation



Keys to a Fruitful Ministry Overseas

GOD'S SPIRIT AT WORK

The Spirit of God is at work in the hearts of people. This is the “bottom line”—without God working, everything else is meaningless. God works in the hearts of His children to produce a spiritual passion (a burden for the lost) through prayer. He works in the hearts of the lost to produce a spiritual hunger (to know God). *“Unless the Lord builds the house, its builders labor in vain. Unless the Lord watches over the city, the watchmen stand guard in vain”* (Ps. 127: 1).

BEING SENT OUT BY JESUS

Many times in the gospels, Jesus tells the disciples that He was sent, and that—in turn—He is sending them to reach the lost. The emphasis is on going to where the lost are, not waiting for the lost to come to the Good News. *“As you sent me into the world, I have sent them into the world”* (Jn. 17:18).

INVESTING LIFE ON LIFE

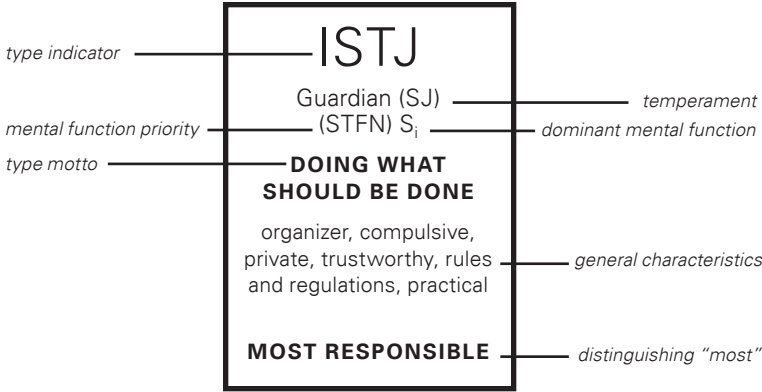
It takes a lot of time to share personal life experiences and stories with people so that not only is the Gospel heard, but the love of Christ shines through. *“We loved you so much that we were delighted to share with you not only the gospel of God but our lives as well, because you had become so dear to us”* (I Thess. 2:8).

TEAMWORK

Life in community is service, care, encouragement, and affirmation of the truth of the Gospel. *“A new command I give you: Love one another. As I loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another”* (Jn. 13:34–35).

MBTI Charts: Breakdown / Summary

The following charts are summaries of the Meyers-Briggs Temperament Indicator, a test administered to help people understand "types" of people on a personal and professional level. The Personality Inventory Test you have taken is an abbreviated version of the full MBTI and the results can be better understood through a review of these type-charts.



Your 4-letter MBTI type:
(from the online Personality Inventory Test) _____

Are you:	Which means...
E or I? _____	_____
S or N? _____	_____
F or T? _____	_____
P or J? _____	_____

MBTI Charts: 16-Box Summary

<p>ISTJ Guardian (SJ) (STFN) S_i</p> <p>DOING WHAT SHOULD BE DONE</p> <p>organizer, compulsive, private, trustworthy, rules and regulations, practical</p> <p>MOST RESPONSIBLE</p>	<p>ISFJ Guardian (SJ) (SFTN) S_i</p> <p>A HIGH SENSE OF DUTY</p> <p>amiable, works behind the scenes, ready to sacrifice, accountable, prefers doing</p> <p>MOST LOYAL</p>	<p>INFJ Idealist (NF) (NFTS) N_i</p> <p>AN INSPIRATION TO OTHERS</p> <p>reflective/introspective, quietly caring, creative, linguistically gifted, psychic</p> <p>MOST CONTEMPLATIVE</p>	<p>INTJ Rational (NT) (NTFS) N_i</p> <p>ALWAYS ROOM FOR IMPROVEMENT</p> <p>theory-based, skeptical, "my way," high need for competency, sees world as a chessboard</p> <p>MOST INDEPENDENT</p>
<p>ISTP Artisan (SP) (TSNF) T_i</p> <p>READY TO TRY ANYTHING ONCE</p> <p>very observant, cool and aloof, hands-on practicality, unpretentious, ready for what happens</p> <p>MOST PRAGMATIC</p>	<p>ISFP Artisan (SP) (FSNT) F_i</p> <p>SEES MUCH BUT SHARES LITTLE</p> <p>warm, sensitive, unassuming, short-range planner, team player, in touch with self and nature</p> <p>MOST ARTISTIC</p>	<p>INFP Idealist (NF) (FNST) F_i</p> <p>PERFORMING NOBLE SERVICE FOR SOCIETY</p> <p>strict personal values, seeks inner order/peace, creative, non-directive, reserved</p> <p>MOST IDEALISTIC</p>	<p>INTP Rational (NT) (TNSF) T_i</p> <p>A LOVE OF PROBLEM SOLVING</p> <p>challenges others to think absent-minded professor, competency needs, socially cautious</p> <p>MOST CONCEPTUAL</p>
<p>ESTP Artisan (SP) (STFN) S_e</p> <p>THE ULTIMATE REALIST</p> <p>unconventional approach, fun, gregarious, lives for here and now, good at problem solving</p> <p>MOST SPONTANEOUS</p>	<p>ESFP Artisan (SP) (SFTN) S_e</p> <p>YOU ONLY GO AROUND ONCE IN LIFE</p> <p>sociable, spontaneous, loves surprises, cuts red tape, juggles multiple tasks, quip master</p> <p>MOST GENEROUS</p>	<p>ENFP Idealist (NF) (NFTS) N_e</p> <p>GIVING LIFE AN EXTRA SQUEEZE</p> <p>people-oriented, creative, seeks harmony, life of the party, more starts than finishes</p> <p>MOST OPTIMISTIC</p>	<p>ENTP Rational (NT) (NTFS) N_e</p> <p>ONE EXCITING CHALLENGE AFTER ANOTHER</p> <p>argues both sides of a point to learn brinkmanship, tests the limits, enthusiastic, new ideas</p> <p>MOST INVENTIVE</p>
<p>ESTJ Guardian (SJ) (TSNF) T_e</p> <p>LIFE'S ADMINISTRATORS</p> <p>order and structure, sociable, opinionated, results-driven, producer, traditional</p> <p>MOST HARD CHARGING</p>	<p>ESFJ Guardian (SJ) (FSNT) F_e</p> <p>HOSTS AND HOSTESSES OF THE WORLD</p> <p>gracious, good interpersonal skills, thoughtful, appropriate, eager to please</p> <p>MOST HARMONIZING</p>	<p>ENFJ Idealist (NF) (FNST) F_e</p> <p>SMOOTH TALKING PERSUADER</p> <p>charismatic, compassionate, possibilities for people, ignores the unpleasant, idealistic</p> <p>MOST PERSUASIVE</p>	<p>ENTJ Rational (NT) (TNSF) T_e</p> <p>LIFE'S NATURAL LEADERS</p> <p>visionary, gregarious, argumentative systems planners, takes charge, low tolerance for incompetence</p> <p>MOST COMMANDING</p>

Material by Jim Mock used with permission of The Navigators

Values Survey

A VALUE IS...

- An enduring belief that a specific mode of conduct or end-state of existence is preferable over others (e.g., to be independent is always better than to be dependent on others).
- A principle, standard, or quality considered worthwhile or desirable (e.g., kindness and politeness is desirable, even over honesty).
- Usually directly related to job satisfaction and fulfillment and usually drives behavior.
- A priority. Priorities affect choices (Heb. 11:24–26).

Highest Values

Lowest Values

VALUES DISCUSSION

Which High Values are most challenged by the values of the receiving culture?

Are "foreign" values wrong (unbiblical)? Different?

All cultures reflect the character of God in some way. How is God reflected in the values of American culture?

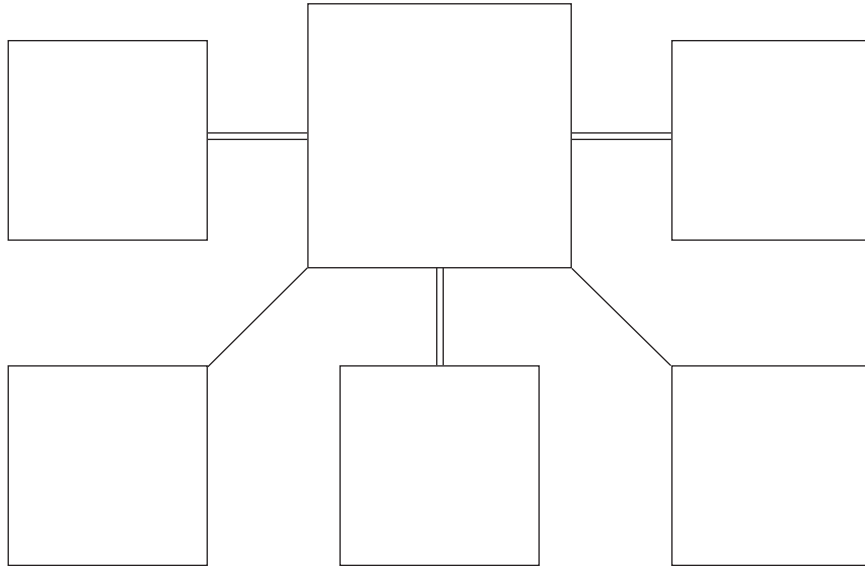
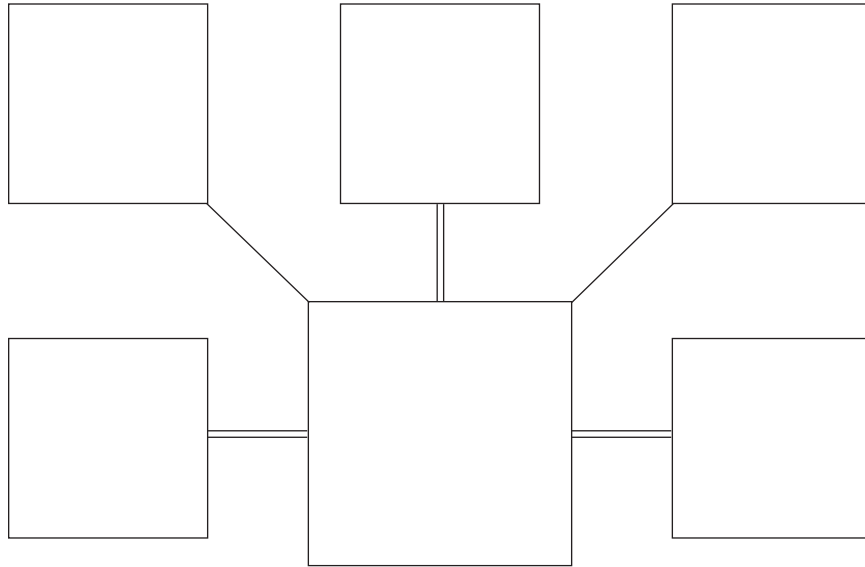
How is He reflected in the receiving culture?

Values Survey (Continued)

Put a 1, 2, or 3 in each blank, expressing how much each value means to you
1= never/rarely valued 2= sometimes valued 3= always/consistently valued

- ___ **Adventure** *Experience a high degree of excitement in life*
- ___ **Aesthetics** *Study/appreciate the beauty of things and ideas*
- ___ **Affiliation** *Belong to an organization or team*
- ___ **Artistic Expression** *Engage in creative work with aesthetic value*
- ___ **Challenging Situations** *New or difficult opportunities that are stretching*
- ___ **Change and Variety** *Work/activities that change in content/setting*
- ___ **Competition** *Engage in activities that pit abilities against others*
- ___ **Creativity** *Innovate, invent, imagine new things or ideas resulting in originality*
- ___ **Decision-Making** *Power to decide courses of action and policies*
- ___ **Exercise Competence** *Work in areas of special talent or gifting*
- ___ **Fast Pace** *Living life rapidly with a lot of activity*
- ___ **Financial Freedom** *Enjoyment of the essentials and the luxuries of life*
- ___ **Friendships** *Develop close personal relationships with people at work/home*
- ___ **Health/Fitness** *An active lifestyle with a good diet and exercise*
- ___ **Helping Others** *Provide support to others in a direct or behind-the-scenes way*
- ___ **Independence** *Determine the nature of life path; confident in setting direction*
- ___ **Influence People** *Change attitudes or modify opinions that impact actions*
- ___ **Job Security** *Assured of keeping current job and a reasonable financial reward*
- ___ **Knowledge** *Spend time in pursuit of knowledge, truth, and understanding*
- ___ **Leadership** *Opportunity to lead others through direction, influence, & motivation*
- ___ **Leisure** *Have enough time for personal interests and pursuits*
- ___ **Location** *To live in a geographical area that suits personal lifestyle*
- ___ **Mental Stimulation** *Use the mind for problem-solving; develop intellect*
- ___ **Peace and Harmony** *Freedom from conflict*
- ___ **People Contact** *Have a lot of day-to-day interaction with people*
- ___ **Power and Authority** *Ability to influence activities and rewards for others*
- ___ **Precision Work** *Involved in situations that require a high level of accuracy*
- ___ **Pressure** *Situations where time pressure is prevalent and productive*
- ___ **Problem-Solving** *Motivated by bringing resolution to difficult issues/situations*
- ___ **Recognition** *Rewards/public acknowledgment for quality contribution*
- ___ **Responsibility** *Chance to oversee projects and/or personnel*
- ___ **Safety** *Safe from danger, fear, or the unknown*
- ___ **Solitude** *Substantial time for reflection*
- ___ **Stability** *A life routine that is predictable and unchanging*
- ___ **Status** *A position which others respect and value*
- ___ **Structure** *A framework that provides boundaries and organization*
- ___ **Time Freedom** *Do a job on a self-determined schedule*
- ___ **Work Alone** *Do projects alone with very little contact with others*
- ___ **Work on the Frontiers of Knowledge** *Work in research or in a company
which is technically excellent and striving for product advances*
- ___ **Work with others** *Have close working relationships with a group;
work as a team toward common goals*

Values/Expectations for the Summer



Barriers To Teamwork

EXPECTATIONS

By nature, most expectations remain internal and are often not verbalized. Expectations are birthed in deeply held values (see preceding pages for values assessment). Even if the value is acknowledged, the expectation may still await conscious processing. The previous worksheet provides a look at some possible expectations for this summer.

Record strong expectations from mind map (p. 12) on Values and Expectations:

_____	_____
_____	_____
_____	_____
_____	_____

- Expectations often go unrealized until feelings of disappointment or anger surface. Assessing the realistic and Biblical components of the expectation once this is realized can be beneficial (Ps. 130:5).
- Honest communication and openness to the Lord's control are valuable pathways for legitimate expectations (2 Chron. 1:10–12).
- The release of illegitimate expectations requires prayer and self-reflection (2 Chron. 29:6–9).

IRRITATIONS

- External irritations provoke various responses in individuals. Some retreat from others, and some respond in anger, some with relaxation. The culture may or may not allow some of these responses to irritating situations.
- Alternative ways to manage irritating people or situations are always available. God has the power to administer grace so that right actions result (2 Chron. 9:8).
- Unity is more desirable in a working relationship than animosity and hard feelings (Ps. 133).

DISAGREEMENTS

- Anger can surface quickly in a disagreement. An effective mind set is that which believes the best of others' intentions.
- Reflection grants perspective on the disagreement in order to assess the problem and act righteously (Dan. 1:8–9, Acts 15:36–41).
- End goals include understanding and humility (Prov. 11:2, Phil. 2:2–4, 1 Pet. 5:5).

Barriers To Teamwork (Continued)

WRONGS

- Wrongs call for confession and forgiveness (Num. 5:5–7, 1 Sam. 24:10–12, 2 Sam. 24:10).
- Direct and private interaction with involved parties is a priority (Matt. 18:12–17).
- Admirable qualities in this process include the ability to admonish others in truth and love (Prov. 9:8–9, Rom. 15:14, Eph. 4:14–16).

COMMUNICATION STRATEGY FOR TEAMWORK BARRIERS

Prayer for God’s guidance and preparation for all involved parties is crucial (Rom. 15:5).

Consideration of the issue before confrontation will help determine whether the issue is worthy of surfacing or if an internal change is what is needed

Taking the initiative in problems will eliminate latent issues and greater problems down the road.

- Describing specific behaviors and words allow an interaction to get off to a good start (e.g., “When you... then I feel...”).
- Sharing desires allows preferences and solutions to emerge (e.g., “I would prefer that we...” or “I would love to see us handle it like this rather than...”).
- Concern for the opinions and feelings of the other involved party encourages mutual problem-solving.
- Sacrifice is often necessary for the sake of the gospel. Anticipating this can foster greater understanding as a solution is reached (Matt. 13:44–46).

Checking back with the individual ensures clear relational interaction (e.g., “After our talk on Monday, were there any other things you thought of that we should talk about?”)

Team Member Covenant

Conflict is a normal part of life and relationships. Interpersonal conflict, which create barriers to teamwork, is unavoidable, especially living and working outside of typical comfort zones. The difficulties and differences in foreign cultures demand intentional resolutions in the area of teamwork.

In an effort to demonstrate love and respect in all relationships and in obedience to the Scriptures to, *"make every effort to keep the unity of the Spirit through the bond of peace,"* (Eph. 4:3) I agree to the following principles:

- I will pursue reconciliation and, when possible, resolution in all interpersonal conflicts.
- I will talk directly to those with whom I experience conflict rather than talking about them to others. This means I will not share with others what I need to address directly with the involved party or person.
- I will edify others in all discussions.
- I will be held accountable by my teammates and will hold them accountable if we ever violate this covenant. I will direct others to the person they have spoken about and will follow up to make sure conversation and reconciliation have been pursued.
- I will inquire as to the source when I sense tension or conflict with another individual.

Signature

Date

"Therefore, if you are offering your gift at the altar and there remember that your brother has something against you, leave your gift there in front of the altar. First go and be reconciled to your brother; then come and offer your gift."
(Matt. 5:23–24)

"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."
(Eph. 4:29)

Romance Covenant

This missions project will last only a short time. In order to live and serve without distraction, to not cause teammates to stumble, and to not short-circuit the hard work of the long-term missionaries on the field, the following standards of behavior are necessary (1 Cor. 7:35).

I realize that violating any of these standards is sufficient reason to send me home immediately. I agree to the following principles:

- I will not allow myself to become romantically involved with a team member or national person during the program.
- I will strive to be above reproach in showing attention or physical affection to team members or national people.
- I will seek out my leader or another team member to pray with me and hold me accountable if I realize I am having difficulty with temptation.
- I will submit to counsel of fellow team members or leaders regarding my behavior in opposite-sex relationships, realizing that my own awareness can be blurred by my feelings and emotions. I will also hold my fellow team members and leaders accountable in this area.
- If I am attracted to someone during the summer missions trip, I will not act on my feelings or approach the person about my attraction until after the program is over. After the program is over and I am back in my home country, I will talk with a trusted friend or Nav staff for counsel before acting on my feelings.

Signature

Date

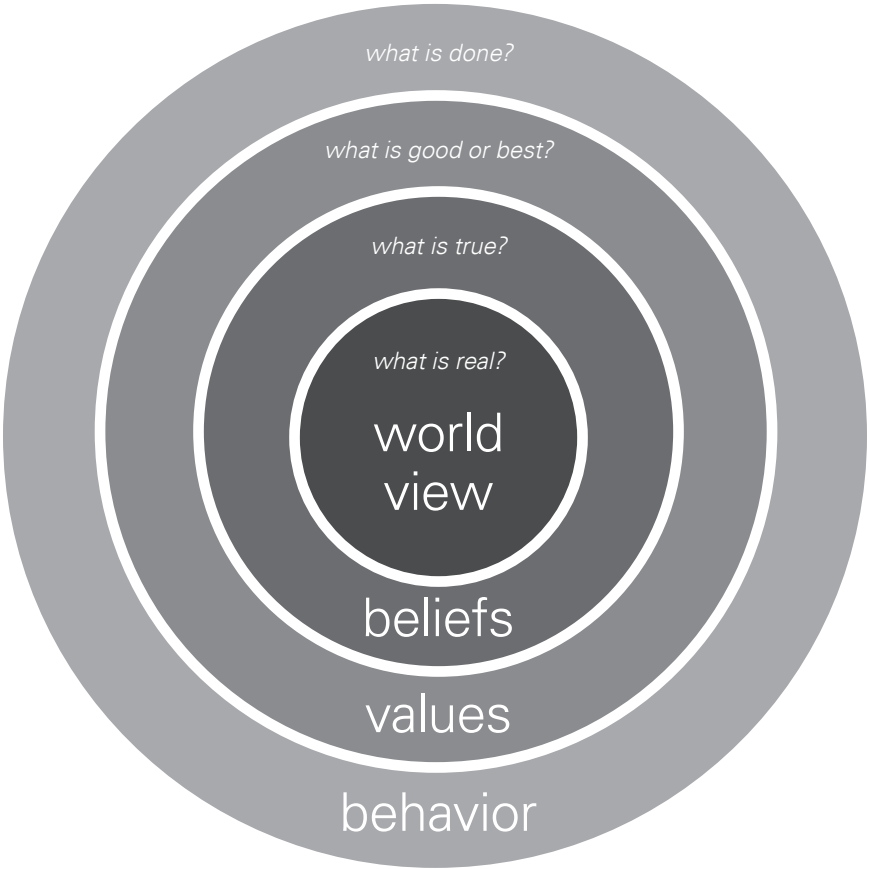
"I am saying this for your own good, not to restrict you, but that you may live in a right way in undivided devotion to the Lord" (1 Cor. 7:35)

ADAPTING TO ANOTHER CULTURE

Elements Of Culture

Culture includes everything that a group of people think, say, do, and make—the whole system of attitudes and feelings. The following charts illustrate the ways in which cultures tend to function and some general differences between cultures.

DIAGRAM: LAYERS OF CULTURE

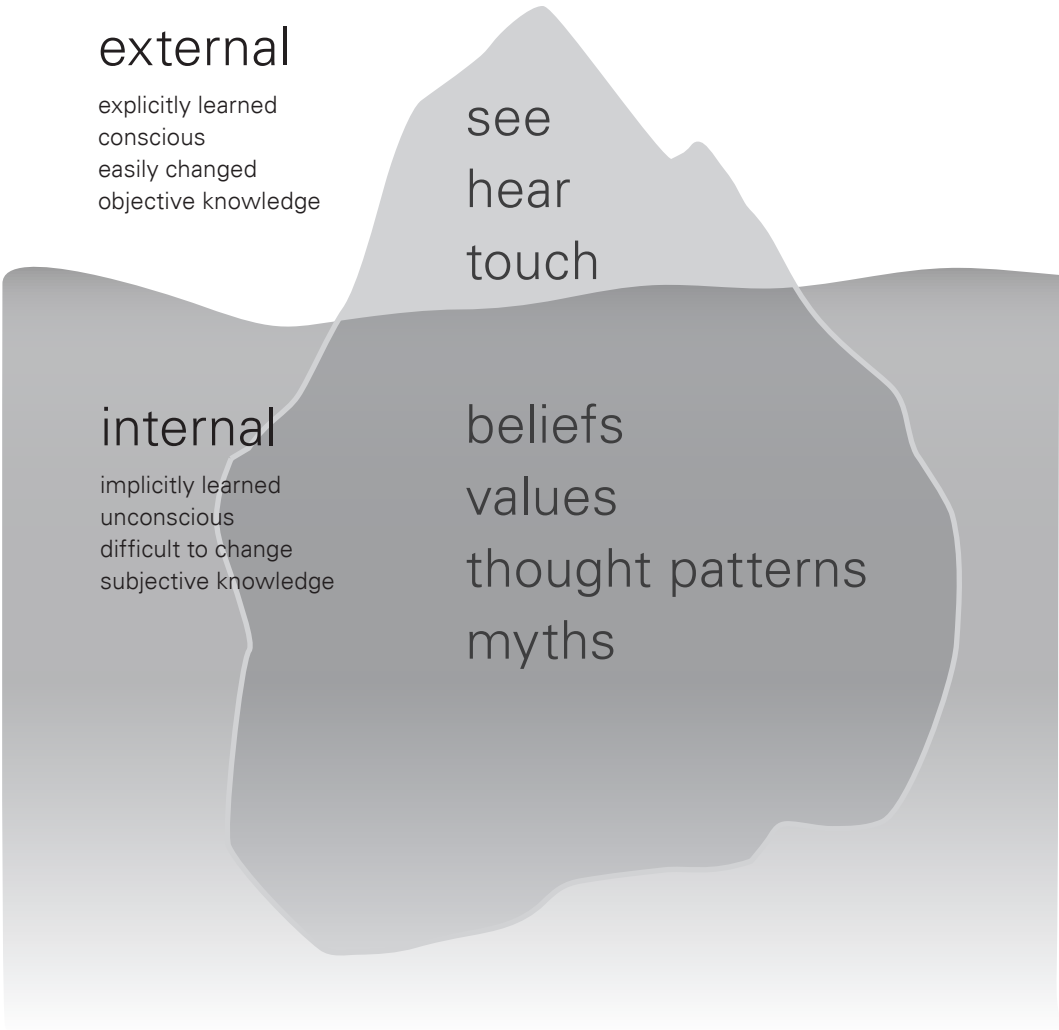


"Understanding Culture" Lloyd Kwast, published in the revised/second edition of Perspectives on the World Christian Movement (1992) by William Carey Library.

Elements Of Culture (Continued)

One of the difficult things about entering a foreign culture is that it is not immediately obvious from external interactions what the deep-seated beliefs and values of the people are. The values exercise on pages 10 and 11 can be a helpful comparison in this study of cultural differences.

DIAGRAM: INTERNAL AND EXTERNAL



Dr. Robert Kohls, Director of International Program at San Francisco State University.

Cultural Differences: Guest Reactions

LANGUAGE BARRIER

The inability to communicate and clearly express opinions often frustrates Americans. It heightens an already existing feeling of alienation.

LACK OF MOBILITY

Without personal means of transportation, Americans can feel trapped or isolated. Buses and trains in other countries are often undependable and sporadic. There may be restrictions on freedom of movement for women or for teenagers in some cultures, and this lack of freedom tends to create frustration.

INDIRECTNESS

In some cultures, American directness is a source of irritation. In some societies, confrontations are avoided at all costs, and this can confuse and trouble an outspoken American. It may seem like communication isn't effective.

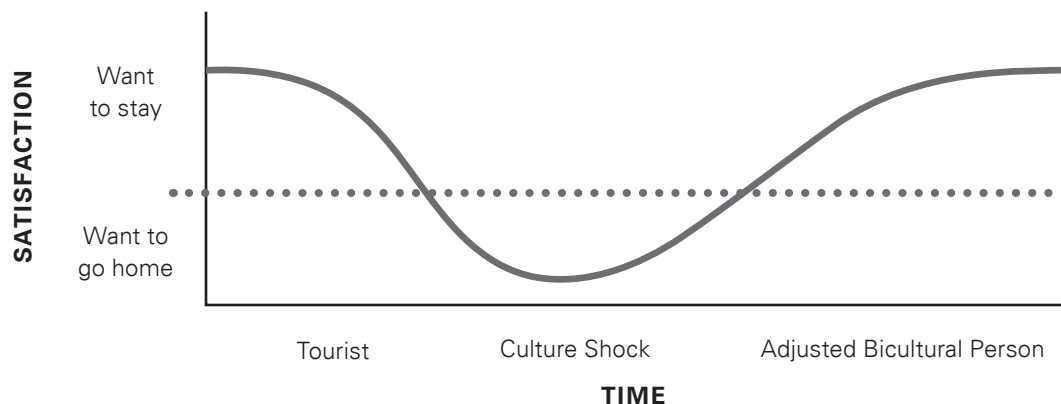
SENSE OF TIME AND PACE OF LIFE

For action-oriented Americans, it is not easy to adjust to a slower or more leisurely pace. A greater understanding of the other country's view of time can help ease this frustration with efficiency or the lack of it.

LACK OF CONVENIENCES

Luxuries that Americans can expect in a home culture are often not available in foreign cultures. Email and wireless internet, TV sitcoms and baseball games, air conditioning and clean water can't be expected during foreign travel.

DIAGRAM: CULTURE SHOCK



Winter, Ralph D., and Steven C. Hawthorne. Perspectives on the World Christian Movement, Third Edition. Pasadena: William Carey Library, 1999: p. 386.

Cultural Differences: Five Stages of Cultural Adjustment

INITIAL EUPHORIA

- Tourist phase: everything is wonderful, new and intriguing
Cultural “similarities” tend to stand out
- Typical duration: from 1–2 weeks up to one month

IRRITABILITY & HOSTILITY

- Discontent phase: the bus that was charming a week ago becomes annoying in its tardiness, especially when it affects scheduled plans
- Common feelings include: boredom, loneliness, eagerness to leave the culture, homesickness, or frequent conflict with others
- Cultural “differences” begin to stand out and are easily magnified into unsettling problems

GRADUAL ADJUSTMENT

- The “crisis” phase is ending and feelings of normalcy return
- The culture seems more familiar, causing heightened feelings of comfort and fewer instances of isolation and hopelessness
- Sense of humor slowly returns
- Acceptance by nationals underlies a “fitting in” feeling

ADAPTATION /BI-CULTURALISM

- Full recovery from culture shock will result in confident functioning in both (or multiple) cultures
- Typical Duration: It would be unusual for an individual to reach this stage before spending one year in an unfamiliar culture

REVERSE CULTURE SHOCK

- Return phase: Upon re-entering the Western culture in the United States, there may be a repeat experience of initial culture shock feelings
- Common irritations include: frustration that others don’t ask enough questions about the time abroad, unfamiliarity with adapted or changed behaviors, guilt of leaving the nationals, or an increased awareness of needs in immediate Western surroundings
- Only God knows the fullness of the heart as a result of time abroad (Ps. 139)

Oh Lord, you have searched me and you know me. You know when I sit and when I rise; you perceive my thoughts from afar. You discern my going out and my lying down; you are familiar with all my ways. Before a word is on my tongue you know it completely, O Lord. You hem me in—behind and before; you have laid your hand upon me. Such knowledge is too wonderful for me, too lofty for me to attain. (Ps 139:1–6)

Cultural Differences: National Reactions

When Americans are living and working in foreign cultures, the nationals are attune to the cultural divide, just as the American experiences discomfort. If Americans can learn what disrupts the national culture, it may be easier—as the guest—to respectfully adapt as you spend time in the new culture.

SUPERIORITY

Americans carry an attitude of great knowledge, as if prepared with concise answers to every possible question.

SELFISHNESS

Americans often take credit for what is accomplished in joint efforts.

DISRESPECT

Frequently, Americans are unwilling or unable to respect the national customs and culture details.

STUBBORNNESS

Refusal to work through the normal administrative channels of the country is common among visiting Americans.

INFLEXIBILITY

When methods in the new culture become evident, Americans struggle to adapt to these procedures, customs, and needs of the nationals. This often shows up in relation to the treatment of time, which is quite different for nationals and Americans.

TABLE: CONCEPTS OF TIME

LATENESS		ARAB TIME	AMERICAN TIME
APPOINTED TIME		Servants on Time	Everyone on time
	5 min		Mumbled Apology Advisable
	10 min	Servants Late	Slight Apology Necessary
	15 min		Mildly Insulting
	20 min		Full Apology Required
AFTER	30 min		Rude
	45 min		
	60 min	Equals on Time	Very Insulting
	75 min	Equals Late	Unforgivable

Cultural Differences: Biblical Responses

JESUS' RESPONSE: JOHN 4:1-42

- The cultural clashes evident in this passage include: Jews/Samaritans and men/women (vs. 7, 9).
- Jesus made a clear point of connection to bridge the cultural divisions: literal water (vs. 7), which caused curiosity in the woman (vs. 11-12).
- He made a theological point after meeting the Samaritan woman in a place of understanding for her: living water (vs. 13-14).
- The response of the Samaritans was overwhelmingly faithful (vs. 41-42), though this is not a promise of converted believers (as Paul's story shows).

PETER'S RESPONSE: ACTS 10:1-11:3

- Cultural clashes in this passage include: Jews/foreigners (Gentiles) (v. 28, 11:1-3) and the practice of eating clean/unclean animals (vs. 14-16).
- In a series of unfamiliar situations, Peter follows in obedience to the Lord's commands (vs. 19-21, 23, 29).
- Peter breaks down barriers by: extending hospitality to the men sent of God (vs. 23) and relating to them on common ground (vs. 26).
- He is able to present the story of Jesus Christ by setting this foundation (vs. 34-43).
- Those who were listening were baptized in the Holy Spirit (vs. 44) and in water (vs. 48) on account of their faith.

PAUL'S RESPONSE: ACTS 17:16-34

- In Paul's journey to Athens there is idolatry practiced, preaching at the market, and a crowd of very externally religious folk.
- Paul began his sermon with an acknowledgement of their religiosity and a neutral observation of the idolatry in their midst (vs. 22-23).
- From the familiar, he went on to new things by correcting and redefining these old practices in light of the Truth of God's character (vs. 24-31).
- In Paul's story, it's evident that a positive response is not always an indicator of a faithful sharing of Truth. Paul received mixed responses (vs. 32-34).

Cultural Differences: Learning the Destination Culture

MANNERS	CUSTOMS	CEREMONIES	THOUGHT PATTERNS
LANGUAGE	FAMILIES	SOCIAL ORGANIZATION	TECHNOLOGY
GOVERNMENT/ LAWS	ALTERNATIVE COMMUNICATION	FINE ARTS	EDUCATION
MORALS	MYTHS/LEGENDS	OTHER	

SPECIFIC CUSTOMS TO REMEMBER

Language Learning

WHY LEARN THE LANGUAGE?

- Language shapes people and shapes cultures. To fully understand and appreciate a culture, it helps tremendously to learn the language.
- Learning the language promotes rapport with people. Nationals love it when any effort is made to learn the language of the host culture.
- English may be the second language of the national people, but the first language is “the language of the heart.” The effectiveness of the Gospel increases manifold when it is carried in the heart language.

TIPS TO LEARNING THE LANGUAGE

- Believe it’s possible. Everybody can learn another language, no exceptions!
- Listen carefully to what national people are saying, and mimic them like a baby mimics his parents.
 - Pick up sounds and pronunciations by listening to the same phrases repeatedly.
 - Use existing questions to frame an answer.
e.g. “What is this, Tommy?” “This is a pen, Ricardo.”
- This may be harder for introverts and perfectionists, but the only way to learn a language is to speak it.
 - Do not let embarrassments about your accent or incorrectness stop you from trying it out!
- Keep a little note pad to write down phrases that are spoken often and words to learn for future conversations.
- Be humble and able to laugh at yourself. Learning another language will take practice and repetition, but the process is far more enjoyable when the humor in it is recognized.
 - Be willing to endure the monotony and humiliation of repetitions and corrections.
 - Language learning is a little like trying to drink the ocean through a straw: There is just so much there and you can only drink a little bit at a time.

*And they sang a new song:
“You are worthy to take the scroll
and to open its seals,
because you were slain,
and with your blood you purchased men for God
from every tribe and language and people and nation. (Rev. 5:9)*

Tips for Diving In: Living in a New Culture

- Pray and ask God to help you adapt well to the new culture. Ask Him to reveal your own areas of weakness or temptation.
- Read about the history of your country. Know about the basics of their government, their leaders, and important historical milestones. Try to Google the culture for recent news headlines and happenings.
- Realize that, especially if the trip exceeds four weeks, waves of loneliness are quite common. Journal, befriend nationals, and engage in other spiritual disciplines frequently to process these emotional tides.
- Bring gifts for your hosts and new friends. Popular items include: University baseball caps or T-shirts, coffee mugs, U.S. State quarters, candy, sports cards/magazines, games, and photo albums.
- Adopt a humble spirit as you go to serve those in long-term ministry and the nationals in your country of destination. Don't carry the extra baggage of assumptions and stereotypes overseas. To remain a learner, frequently consult trusted nationals and leaders about your observations.

Though I am free and belong to no man, I make myself a slave to everyone, to win as many as possible. To the Jews I became like a Jew, to win the Jews. To those under the law I became like one under the law (though I myself am not under the law), so as to win those under the law. To those not having the law I became like one not having the law (though I am not free from God's law but am under Christ's law), so as to win those not having the law. To the weak I became weak, to win the weak. I have become all things to all men so that by all possible means I might save some. I do all this for the sake of the gospel, that I may share in its blessings. (1 Cor. 9:19–23)

Safety Concerns

The safety of missions teams is of the highest concern as The Navigators sends groups into international travel situations. The psalmist wrote, *"I will say of the Lord, 'He is my refuge and my fortress, my God, in whom I trust'"* (Ps. 91:2). The Navigators also recognizes that trust in God does not guarantee personal safety or security. Likewise, advance planning for safety and security does not preclude trust in God. The nature of the situation is a "both / and." To plan for a safe, secure summer, all short-termers will commit to the following:

PREPARE

Each team leader will review safety and security for the trip and request a signed security acknowledgement from each team member (ITCA form). This will be a great time to pray and discuss as a team how the short-term mission can be fulfilled while safety precautions are maintained.

Risks which short-term missions participants may encounter include:

- political instability/acts of terrorism and war
- personal injury or death by accident
- serious illness/disease (See NavMissions' Pandemic Action Plan, Appendix K)
- arrest
- kidnapping/hostage-taking/major crime or theft
- physical assault/sexual assault
- sexual immorality
- emotional breakdown
- natural disasters
- exposure to environmental pollution hazards, including nuclear radiation, polluted drinking water, and air pollution

COMMUNICATE

All team members will travel in pairs or groups, letting others know of the destination, approximate arrival time, and expected route of travel. Keep a record of in-country names and phone numbers.

TAKE PRECAUTIONS

All team members will be wise in the way they prepare before the trip and conduct themselves on the field. Please see the Health Tips and Info on p. 29 for more information.

ACT

If a safety concern arises, it is crucial that you take the following steps:

- Ensure immediate safety of self and fellow team members
- Report incident to the in-country receiving staff
- Immediately call the NavMissions hotline to report the incident and determine a plan of action. This number is on the crisis information card and each team leader will have it on file. Fill it in below before you leave:

NavMissions Emergency Hotline: _____

Commit to the Lord whatever you do, and your plans will succeed. (Prov. 16:3)

Health and Safety Tips

We provide this information so you can be aware of the potential dangers and how to stay healthy. Please use your own judgment and consult with your team leader.

LONG-DISTANCE JOURNEYS

- Do not wear tight clothing on long-distance journeys.
- Do regular stretching exercises such as flexing and extending your ankles.
- Walk around at regular intervals during long flights.
- Drink plenty of water on flights.
- Wash your hands regularly.

DISEASE

- Prevent insect bites after sunset by wearing long-sleeved clothing and long pants.
- Spray insecticide or repellent on both clothing and exposed skin.
- Use a mosquito net with insecticide if sleeping in an unscreened room.
- Do not attempt to touch or pet local animals.
- Wash your hands after using the toilet and before handling food or eating.
- Use bottled water if you have any doubts about the quality of the water.
- Use caution when taking a shower, to not get water in your eyes or mouth.
- Avoid ice used in drinks and to keep food cool, unless you're sure it is made from treated or chlorinated water.
- Boil water or filter it using a water 'purifier.'
- Eat fresh, thoroughly cooked food that is still piping hot, not just kept warm.
- Avoid uncooked fruit and vegetables, unless you can peel them yourself.
- Avoid food exposed to flies.
- Avoid dairy products unless they have been pasteurized and refrigerated.
- Avoid undercooked or raw seafood or shellfish.
- Wash your hands regularly.

GENERAL HEALTH TIPS

- Do not use contact lenses in water from contaminated sources.
- Find out the numbers for local emergency services and local hospitals.
- Always carry your insurance ID card with you to access 24 hour medical help.
- Learn key words and phrases in the local language for any health conditions you have, medication, and emergency help.
- In hot climates, drink plenty of bottled or purified water to avoid dehydration.
- Use sunscreen of 30 SPF or higher.

GENERAL SAFETY TIPS

- If possible, carry only small amounts of money.
- Divide your money between two or three pockets or bags.
- In crowded areas, keep your backpack or purse in front of you, and your wallet in your front pocket.
- Pickpockets work in pairs, using distraction as their ploy. Be aware of jostling in crowds.
- Avoid looking like a tourist, laden with bags, cameras, and valuables.
- Avoid talking loudly in English or drawing extra attention to yourself in public.
- Always know exactly where you are going and act accordingly.
- Wash your hands regularly.

Before You Go Checklists

(see team leader with questions)

IMPORTANT SAFETY PREPARATIONS

- Give friends and family your itinerary and contact information.
- Get to know your emergency travel insurance information (ITMI) and tell your insurer of any health conditions you have.
- Research safety issues and climate related to your destination.
- Find out whether any prescription medication you have is illegal in your destination country (the U.S. Embassy there is one resource).
- Talk with your fellow travelers about safety on the trip.
- Check out www.cdc.gov, and the health section of the U.S. Travel Advice on travel.state.gov/travel for disease updates and immunization information.
- Get any immunizations you will need.
- Inform your bank and credit card company about overseas travel.
- Register your passport with the embassy at travelregistration.state.gov.
- Write your name and contact information on your luggage.

PACKING LISTS

CARRY-ON (up to 18 lbs.)* *Think: "What if I never saw my luggage again?"*

- passport, visa(s), tickets
- address of destination, written in local language
- ATM/credit card and cash
- medication/toiletries needed upon arrival
- 1 quart-sized zip-lock bag with 3 oz. containers of any liquids/gels
- 1–2 days of clothes
- phone number/email list of friends and family
- photocopies of immunization records, any prescription medications, and a doctor's letter describing any health conditions you have
- photocopies of passport picture page, visa(s), and tickets
- personal and international travel medical insurance cards
- emergency hotline card (receive at orientation)
- camera
- Bible
- snacks
- Other _____

CHECKED LUGGAGE (one bag, up to 50 lbs.)*

- travel alarm clock
- gifts for host and photo album of pictures back home
- medication (in original bottles) for entire trip, plus enough for 2 weeks more
- toiletries in zip-lock bag, no limit to container size
- small umbrella
- waterless hand sanitizer
- flashlight
- leisure items: e.g., Frisbee, softball, Hacky sack
- 5–7 days of clothing—pack lightly, roll clothes to save space
- comfortable walking shoes
- Other _____
- ask about appropriate swimwear
- consider leaving laptop, iPod, jewelry, and political/religious T-shirts at home

* Check with your airline(s) for current size and weight limits

Travel Information Worksheet

(ask team leader/in-country host)

TRAVEL

Departure Airport _____
Departure Date _____ Return Date _____
Suggested Amount of Personal Spending Money _____
Debit/Credit Card _____
Gifts to Pack _____

DOCUMENTS

Passport Application Sent yes no Date _____
Visa (if needed) _____
Reason for Entering Country _____
Medical Detail
 Date _____ Shot _____
 Date _____ Shot _____
 Date of Doctor's Visit _____
Copy of Medical Records yes no

NATIONAL DETAIL

In-Country Emergency Contact info (to give family at home) _____

In-Country Host email _____
Host Family Members _____

In-Country Temporary email (if needed) _____
Assignments/Projects During Mission _____

EMERGENCY HOTLINE

(make sure to fill this in before you leave)

Child Abuse Reporting for Short-Term Mission Participants

Corporate Affairs and Risk Management

Page 1 of 2

Reporting is a direct deterrent to victimization. The most effective way to prevent molestation and other forms of child abuse is to be vigilant.

Because Navigator ministry is not confined to one state, multiple state laws and international law may also apply.

Due to the sensitive nature of abuse and concern for the safety and privacy interests of all involved, Staff and mission participants (volunteers) have a responsibility to immediately report any actual or suspected child abuse or any unusual behavior among Staff, volunteers, and/or minors, regardless of where it may have occurred. Reports should also be made if a minor communicates that a parent or other adult or minor in the community has threatened or potentially caused the minor harm. There is not to be any attempt to handle the situation privately or enter into any private agreement with the offending staff or volunteer. Mission participants who suspect that abuse is occurring at an orphanage that they visit or camp that the mission supports must also report that suspicion.

Reports must be made to:

- the Short-Term Missions Coordinator or to the Deputy Director of NavMissions (Don Neddenriep, 719.594.2417) and
- the Risk Manager (Sara Cook, 719.594.2231) or in her absence to the Corporate Child Protection Administrator (Tracy Adams, 719.594.2230).

In addition, a Child Protection Incident Report Form must be submitted to the Risk Manager via fax (719.594.2304) or email (sara.cook@navigator.org.) Risk Management will assist in reporting actual incidents to the appropriate state authorities or to international authoritative bodies to ensure compliance with any relevant abuse reporting laws, and will notify corporate legal counsel, applicable insurance carriers, and other essential parties.

Staff and mission participants are not responsible for helping to resolve the situation. Until a course of action is determined by the Conduct Policy Oversight Team (CPOT), any staff or volunteers with knowledge of the abuse must refrain from contacting the person alleged to have committed the abuse, or to discuss or investigate the case with any person other than designated CPOT members or investigators. In some instances, responsibility for investigation will be left to law enforcement or other government authorities. The Navigators does not permit its own internal investigations to delay or interfere with reporting required by law, or cooperation with law enforcement investigation or proceedings.



Child Abuse Reporting for Short-Term Mission Participants (Continued)

Corporate Affairs and Risk Management

Page 2 of 2

The Navigators shall keep confidential certain matters alleged in the misconduct incident to the extent that such confidentiality does not, in the opinion of The Navigators, conflict with efforts to review, investigate, and otherwise address the incident, take remedial or other action in response to the incident, and/or prevent further incidents.

All individuals involved with reporting and investigations should attempt to document, as soon as possible, their actions and any information obtained or gathered, including the dates and times of conversations, the names of any/all individuals involved, and any other relevant information.

Any contacts by the press or requests for communication with the press or other outside parties must be directed to the Chief Communications Officer (Larry Lincoln, 719.594.2569) or his designee.



Beyond Short-Term Trips: Considering Serving God Long-Term Overseas

Taking the plunge overseas for the summer is a big and brave step. God can work through it to produce a life-changing experience, increasing hearts for His people and for different cultures. He's a God who reveals His heart and character to His children, a God who reaches out to mold and make something beautiful in those children, and a God who gives direction. The direction He gives may lead some short-termers to serve Him overseas for a time, or a lifetime.

HELPFUL TASKS TO DISCERN YOUR COMPATIBILITY WITH WORKING OVERSEAS LONG-TERM

- Pray and ask God to show you if He wants you to give one, two, or three years of your life ministering overseas.
- Journal about your overseas experiences: What about living overseas energizes you? Which parts seem difficult? What might be obstacles to moving overseas?
- Spend time with the long-term missionaries, learning about their journey to a long-term decision. What kinds of people are they interested in partnering with longer-term?

SIGNS THAT GOD MAY BE CALLING YOU TO LONGER-TERM MISSIONARY SERVICE

- You can't stop thinking about the people and their needs. It's natural to reminisce about the summer, but if after a few months your mind and prayers remain there, consider thinking about why that might be.
- You often consider the possibility and logistics of moving overseas, despite numerous fears and obstacles.
- God's heart for the nations stands out in your time in the Word. You feel more sensitive to this area of ministry.
- God consistently confirms, through others and the Word, the prayers you lay down before Him.
- Circumstances in your life are coming together and pointing to an overseas move.

QUESTIONS?

Contact the NavMissions office at navmissions@navigator.org, or by phone at 719.594.2431. Also, visit our website at www.navmissions.org.

"Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge him, and he will make your paths straight." (Prov. 3:5-6)

RAISING YOUR SUPPORT

Raising Support: A Bible Study

We hope that the following questions and Scriptures will stimulate your thinking and reveal truths and examples that will help you develop your own conviction about raising financial support.

EMOTIONS OF RAISING SUPPORT

How do you feel about asking people to support you?

What exposure and/or experience do you have with raising support?

KEY ISSUES

How do the following Scriptures speak to the “biblical basis” for a Christian worker raising support from others? What truths, principles, or examples do you find most freeing or instructive? How so?

Numbers 18:21–24

Luke 8:1–3

Acts 18:1–5

I Corinthians 9:1–14

3 John 5–8

Raising Support: A Bible Study

(Continued)

What do you observe from Paul's letters and the account of Elijah regarding Christian workers "making needs known" about their ministry?

Romans 15:23–24

2 Corinthians 1:16

Philippians 4:10–20

1 Kings 17:1–16

Christian workers often struggle with the question: "Is it okay to appeal to people who I suspect are already giving heavily to other ministries?" What helpful guidance can you draw from the following passages?

2 Corinthians 8:1–7

2 Corinthians 9:1–15

Proverbs 11:24–25

Those in ministry also ask: "Is it okay to ask people who I think might not be very well-off financially to support my ministry?" What helpful guidance can you draw from the following passages:

Deuteronomy 16:16–17

1 Kings 17:7–24

Luke 21:1–4

Raising Support: A Bible Study

(Continued)

Ask yourself these two questions as you reflect on the following passages. Where should we ultimately look for support? What aspects of my role in funding are mentioned here?

Psalm 145:14–15

Psalm 104:27–28

Matthew 7:9–11

Which of the truths from this Bible study do you find particularly freeing or instructive as you prepare to raise support? How so?

What other questions (biblical, philosophical, or personal) about raising support do you still have?

My Story Of God's Leading

This worksheet will help you articulate a ministry vision in a way that is personal, interesting, and compelling. Write answers clearly and succinctly as if telling a friend. Avoid using Christian jargon/clichés and avoid speaking in generalities.

MY STORY

Why I'm excited about going to _____ and serving Christ this summer:

How God led me to pursue this short-term missions opportunity:

What I hope to accomplish:

A verse of Scripture that means a lot to me in this venture:

One thing you could pray with me about is:

Nav-Quiz Challenge

The Navigators currently have _____ staff in _____ countries around the world.

_____ was the founder of The Navigators.

The Navigators' Headquarters in Colorado Springs is called _____.

As an organization, The Navigators have as their calling:

"to _____ the Gospel of Jesus and His Kingdom into the _____ through spiritual _____ of laborers living and _____ among the lost."

_____ is the Director of Pre-field for The Navigators and oversees all missions trips.

The website for Nav summer missions trip info is:

_____ % of donor support to you goes toward Navigator administrative overhead.

Starting Points for Support Letter

THE WHY

- Answer this question for donors: Why do you want to go?
- Refer to “My Story of God’s Leading” (p. 39) for major points

THE ASK

- Include a clear and direct request
- Remember that this is not a plea for money; it is an invitation to join in the work of God in Japan or Uganda, etc...
“Would you prayerfully consider...”
“Would you pray about giving financially to my trip?”

BUDGET

- Consider breaking down the budget in the letter, telling people how much you’d like them to give
“Consider sponsoring one day of my trip...” [\$4,000/40 days = \$100/day]
- Consider asking for specific amounts of support
“I need gifts of \$50, \$100, or \$200... I’ll even need a few generous gifts of \$500 to anchor my support...”

DEADLINE

- Include a deadline date to prevent procrastination in potential donors
“I need to have my funds in for the trip by...”

HELPFUL HINTS

- One page in length
- Use black ink, no overwhelming colors
- Include a visual element [map of country, photo of you]
- If possible, sign each letter personally and/or include a short personal note
- Include commitment card and envelope (provided by The Navigators)
- Obtain The Navigators logo and guidelines for using the logo at: <https://navcentral.navigators.org/portal/page/portal/NAVCENTRAL/NavBrand> or Log on to NavCentral (<https://navcentral.navigators.org>) and choose “Logo/Brand Information” from the Resources tab.

See Appendix H for sample letter

Overall Strategy

FORMULATE A POTENTIAL GIVING PARTNER LIST:

GOAL OF 100–200 NAMES

- Current church missions committee
- Home church missions committee
- Friends at church [check directory]
- Business contacts—former and current
- Friends in Navs
- Nav alumni from college
- Friends involved in other ministries
- Contacts of parents
- Relatives
- Christian contacts at college
- Parents of friends
- Neighbors from school or home
- Unbelieving friends/family
- Former youth groups

FORMULATE “TOP 20”

From Potential Giving Partner List, choose twenty people who you will count on for larger donations. These individuals/families will probably provide two-thirds of total summer support—do not be afraid to ask them for larger gifts (\$200, \$500, \$1,000). Consider writing a short note on the letter indicating that you plan to call as a follow-up.

MAIL OUT LETTERS

- Deadline: Next Monday
- Remember that personal follow-up will bear the most fruit. Pray often for letters.

CONTACT YOUR CHURCH LEADERSHIP

Ask your pastor or church missions committee about sharing your plans for your upcoming summer missions trip. Call or visit your church soon, so you can learn the process of applying for financial and prayer support.

ARRANGE A MEETING WITH CHURCH LEADERSHIP

- Ask them to support you. (If more than one of you in Navs is attending the same church, be sure to coordinate with each other and consider meeting at the same time.)
- If appropriate, ask them if you can speak to the church (3–5 min.) about your summer plans. You can either frame your talk as a thank you for the investment the church (missions committee) has made to your summer or as an appeal for support from the church members.
- Be sure to ask the church leadership/missions committee if you can mention support in your talk to the congregation or if they'd rather you NOT mention support.
- Have a small table (or corner of a big info table) in the back of the church or in the lobby where you can stand and greet people after church and where people can pick up your letter or a giving card/envelope. Make your table look professional and interesting: If you can borrow a globe, a table cloth, and a picture book of where you'll be going to put out on the table, all the better!

Overall Strategy (Continued)

CONTACT EACH OF YOUR TOP 20 POTENTIAL GIVING PARTNERS.

- Make an attempt (or several) to call each of these people/families in order to set up a time to meet with them in person.
- Pray, smile, and dial! “Hi, Mr. Gates. This is Harold Parsons. I sent you my missions trip letter last week, and I was wondering if I could stop by your office for just 10 minutes to say hi and to tell you a little more about what I’ll be doing.”
- If he/she says they can’t meet with you, you can reply with: “Well, I was just hoping to check in with you and see if you and Mrs. Gates were interested in supporting me this summer as I go to Hungary and reach out to college students there.” (then BE QUIET so that he/she can respond!)

ATTEND APPOINTMENTS SCHEDULED WITH TOP 20.

- Get there early.
- Prepare for questions they might ask you: Who are The Navigators? Is it safe? Why do you need so much money? What will you be doing? How can I help?
- Dress business casual.
- Practice your presentation.
- Stay only as long as you said you would (10 min?), unless they keep you longer.
- Ask them for one thing: a one-time financial gift.
- Have a pledge card and return envelope with you to give them near the end.

PREPARE THANK-YOU CARDS

- Track support on NAVCENTRAL (see Appendix A).
- Choose a consistent time to respond to incoming gifts (e.g. Sunday afternoons).
- Write grateful, personal notes to supporters.

MAKE FINAL CONTACTS

- Check back with Top 20 with whom you have not yet connected. Consider sending them another giving card and return envelope with a Post-it, “I’m excited about my summer in Ghana. Just thought I’d send another giving card in case God leads you to give. Thanks for considering it!”
- Continue weekly thank-you’s.

STAY UP-TO-DATE OVERSEAS

- Email donors with 2–3 short paragraphs and prayer requests.
- Send personal postcards to each donor [or to Top 20]. This is typically more important and meaningful to them than a 3-page summary of your trip after you get back.
- Take digital photos, share 15–20 of the best in a document or photo-sharing site.
- If time allows, maintain a personal blog about the trip.

WRITE A RETURN LETTER

- Send out any further thank-you notes.
- Choose a short story or two for your return letter, include a few key photos.

APPENDICES

Finances: FAQ's

How do I know who has given to my account and how much I've raised?

Log on to NavCentral (<https://navcentral.navigators.org>) with your NavID and password. The link to the Donation Lookup feature is on the left side of the homepage and will list donor names, the amount given, and the date received. This screen will also show the available funds balance in your Navigator account.

How long does it take to process a donation?

Please allow up to 10 days from the time the check is mailed to The Navigators until the time it shows up in your Donation Lookup on NavCentral.

What if a donor makes a check out to me instead of to The Navigators?

The Navigators cannot process checks that are made out directly to you. You'll need to contact the donor and ask that they rewrite the check and make it payable to The Navigators.

How do I purchase airfare for my trip?

Contact your U.S.-based team leader regarding airfare questions, as airfare will be coordinated by him/her. **Do not purchase plane tickets on your own. Plane tickets should only be purchased by the team leader, who will need to coordinate with the NavMissions office.** The money for the ticket will be withdrawn from your Navigator account. If there are not sufficient funds to cover the airfare, it is your responsibility as the short-term participant to ensure that donations will cover the cost.

Why is my Navigator account balance less than what people have given me?

Each donor gift is subject to a 12% administrative charge (which is relatively low). If you receive a donation of \$100, \$12.00 goes to admin and \$88.00 is applied to your account.

There are also three one-time expenses deducted from your account:

- NavMissions Short-Term Administrative Fee
- Short-Term Orientation cost (if applicable)
- International Travel Medical Insurance (ITMI) premium

How do I pay for things like food, lodging, and bus tickets once overseas?

All transactions overseas will be done through the team leader, who has access to the Navigator accounts for team members. Each team leader will request an amount be transferred from each participant's Navigator account to the administrative team account set up specifically for that trip in order to pay for the budgeted in-country expenses. Please check with your team leader for further details on your specific situation.

Emergency Services Travel Policy

International Travel Medical Insurance

Each short-term traveler with The Navigators will need International Travel Medical Insurance, the emergency travel insurance required by The Navigators for overseas travel. This is a service that handles emergency and medical assistance anywhere in the world.

BENEFITS OF THIS POLICY INCLUDE: (subject to terms and conditions)

- 24-hour access to western-trained and English speaking physicians for ER and routine medical care
- Medical and dental referrals
- Medical evaluation/mortal repatriation
- Arrangement for inpatient admission and receiving physician
- Travel and accommodation assistance
- Legal referrals
- Emergency message transmission
- War risk coverage

**THE FOLLOWING RATE IS CURRENT AS OF JANUARY 2011,
AND IS SUBJECT TO YEARLY FLUCTUATIONS:**

\$1.93 per day

- There is a 6 month maximum period allowed for this policy. If the trip will be longer than 6 months, please contact Karen Koch at *karen.koch@navigator.org* for additional information.
- This policy is not available to travelers age 80 or above.
- *If a spouse or dependent is traveling, the charge is \$1.93 per day per person.*

The team leader will request this insurance from Karen Koch on your behalf.

- You will receive a confirmation email from Karen with the ID card and policy information that you will need to print and keep with you.
- Please provide important medical and emergency contact information to your team leader in the event of an emergency. We recommend that each person carry an ID card during the trip.

Finances: Short-Term Stipend Policy

BACKGROUND

IRS guidelines state that those raising funds within non-profit organizations for a business/ministry purpose (such as a missions project) may not direct those monies elsewhere. **Monies raised within the NavMissions short-term program must remain within the program account and cannot be transferred elsewhere.** The organization must be able to demonstrate separate control over these funds, apart from the designated fundraiser. Funds remaining after a missions trip, therefore, belong to the organization.

NAVMISSIONS STIPEND POLICY

No budget amount for stipend will appear on a short-term budget, so as to not imply a salary-contract with the participant in any way. The participants work as volunteers.

If a participant raises at least \$100 more than the budgeted/required funds for the project, she/he will be eligible to receive a stipend of \$100 per week, up to a maximum of \$600 per project, in increments of \$50. Under these terms, the completion of four or more days in a week would constitute "one week." If less than \$100 is available, a stipend cannot be paid.

A stipend will not be paid until ALL expenses for the project have been paid or reimbursed from the project account. A team member wishing to receive a stipend must email Christy Nickels (christy.nickels@navigator.org) to request the stipend and a W-9 form, then submit the W-9 form before August 15. **If the stipend request is not made and the W-9 is not submitted prior to August 15, a stipend cannot be issued.**

NAVMISSIONS ENDING ACCOUNT BALANCE POLICY

Excess funds available after payment of qualifying stipend may be shared with other team members who maintain an account deficit.

Any remaining funds will go into The Navigators Short-Term Missions fund for future needs.

Participants planning to return overseas within one year with The Navigators may request the remaining balance of the account to be held for this subsequent project. This request must be made before the account is closed, shortly after the end of the missions project. The remaining balance may be used only for another short-term missions trip with The Navigators.

If, after one year, the remaining account balance has not been used, The Navigators will direct that money into the general missions fund.

Finances: Concur Information

Nav ID _____

Nav Password _____

How do I log on to Concur to report expenses?

Log on to NavCentral and click on Concur. You'll need to use your Nav ID and password to log in. For help with creating and submitting expense reports, go to NavCentral and choose the Financial tab, the Accounting Process Center. There, you'll find several videos to help walk you through the process. For further help, feel free to contact the Accounting Process Center by phone or email (866.568.7827, accounting.info@navigator.org). They can help you create an expense report and walk you through the process of reporting your expenses, faxing or scanning in the necessary receipts, and receiving your reimbursement.

How do I report expenses that I paid cash for (out of my own pocket)?

To be reimbursed from The Navigators for ministry expenses which you paid for during your time overseas, please turn in your Concur expense report within one week of returning from your trip. All ministry expense reports must be submitted and receipts faxed and the report approved before your Nav account can be closed. Also, the IRS rules stipulate that all expenses must be reported within 60 days of the date of the individual expense item.

Which expenses are considered ministry expenses/reimbursable?

The following expenses related to your summer missions trip are reimbursable: in-country travel, lodging, food, and team activity expenses. Fund raising for your summer missions trip is *not* a reimbursable expense.

Do I need to have a receipt for every expense I want to turn in?

You need to have an actual receipt for all lodging expenses and for any other expense over \$75.

What do I do with all my receipts?

Receipts must be faxed or scanned before you can submit your report. (When you click "Submit Report" when finished with the expense report, you will see a reminder of all the expenses that require receipts.) Be sure to keep all of the receipts that you have together with a printed copy of your expense report (needed in the event of an audit).

How long does it take for me to be reimbursed?

You should have signed up for direct deposit at orientation. The status of your expense report and when it has been paid will be communicated via email. Please allow 4–5 business days after approval for the money to show up in a personal checking account.

Who should I call if I have questions?

Talk first with your U.S.-based team leader. If you still have questions, don't hesitate to call 866.568.7827 (or email your question to us at accounting.info@navigator.org). The Accounting Process Center is glad to help you.

Contact List

NAVMISSIONS EMERGENCY HOTLINE *(fill this in before you leave)*

THE NAVIGATORS' HEADQUARTERS MAIN NUMBER

719.598.1212

All U.S. Navigator Headquarters phone numbers can be reached by dialing 800.530.8282 and then entering the extension, or by dialing 719.594 + extension.

GENERAL QUESTIONS ABOUT SUMMER MISSIONS TRIPS

Christy Nickels 800.530.8282 x2431
christy.nickels@navigator.org

NAVIGATOR ACCOUNT QUESTIONS

Diann Jernigan 800.530.8282 x2415
diann.jernigan@navigator.org

TRAVEL QUESTIONS

Trese Overacker 800.530.8282 x 2434
trese.overacker@navigator.org

INTERNATIONAL TRAVEL MEDICAL INSURANCE QUESTIONS

Karen Koch 800.530.8282 x2404
karen.koch@navigator.org

DONATION PROCESSING OR CONCUR

Accounting Process Center 866.568.7827
accounting.info@navigator.org

SHORT-TERM PROGRAM AND MID-TERM (1-3 YEAR) DIRECTOR

navmissions@navigator.org

CORPORATE AFFAIRS AND RISK MANAGEMENT

800.530.8282 x2459
corpaffairs.riskmgmt@navigator.org

Websites

U.S. State Department – Travel Advisories

www.travel.state.gov

Disease Updates and Immunization Information

www.cdc.gov

Maps and Geographical Information

www.nationalgeographic.com

Research Information on Country-of-Destination

www.culturegram.com

Nav Staff-Oriented Information

www.navcentral.org

Travel And Health Information

www.usembassy.gov

Potential Giving Partners

List names of people you think would be willing to hear about your exciting summer adventure. You don't know if they will give or not (that is between them and the Lord), but you would like to give them the opportunity.

	NAME	PHONE	CONTACTED ON...	YES/NO	NEXT STEP	THANK YOU
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Potential Giving Partners

List names of people you think would be willing to hear about your exciting summer adventure. You don't know if they will give or not (that is between them and the Lord), but you would like to give them the opportunity.

	NAME	PHONE	CONTACTED ON...	YES/NO	NEXT STEP	THANK YOU
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Potential Giving Partners

List names of people you think would be willing to hear about your exciting summer adventure. You don't know if they will give or not (that is between them and the Lord), but you would like to give them the opportunity.

	NAME	PHONE	CONTACTED ON...	YES/NO	NEXT STEP	THANK YOU
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Potential Giving Partners

List names of people you think would be willing to hear about your exciting summer adventure. You don't know if they will give or not (that is between them and the Lord), but you would like to give them the opportunity.

	NAME	PHONE	CONTACTED ON...	YES/NO	NEXT STEP	THANK YOU
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Potential Giving Partners

List names of people you think would be willing to hear about your exciting summer adventure. You don't know if they will give or not (that is between them and the Lord), but you would like to give them the opportunity.

	NAME	PHONE	CONTACTED ON...	YES/NO	NEXT STEP	THANK YOU
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Dear Mr. Taylor,

Hello there! It was great to see you at church during Christmas break (*connect to the reader with a personal reference*).

why you're writing — I am writing because I have been accepted to go to Russia this summer for six weeks to help with The Navigators' ministry. I will join a team of 20 who will do evangelism among college students in St. Petersburg, and encourage some of the new Russian Christians in the Navigator collegiate ministry there. I hope to be a load-lifter for the Navigator missionaries and serve them as I am able. I am enclosing a Project Statement that gives a summary of the program.

My airfare, food and lodging, preparation, and ministry expenses will total \$3,750. Here's the breakdown (*use your own figures*):

Airfare	1,550
Food	400
Lodging	850
Administration	350
Travel and Ministry In-Country	600
<hr/>	
Total	\$3,750

short concise paragraphs — Would you prayerfully consider contributing a special gift to this ministry opportunity as part of your giving to the Lord and His work? To reach this goal, gifts of \$50, \$75, and \$100 are needed, as well as \$500 or more. Gifts of any size will be gratefully accepted however the Lord leads you.

tell how to give — To give, please return the enclosed response card with your check payable to The Navigators by (*give a deadline for when you need the funds*). You'll receive an acknowledgement and receipt by return mail. Your gifts are tax-deductible.

Thank you for considering this investment in the Lord's work. I will call you within the next few weeks to tell you more about the project and answer any questions you may have. Perhaps at that time you could let me know how God has led you in responding to this opportunity. I look forward to talking with you soon.

note to potential anchor donors only — (*Donor*), in order to reach my goal of \$3,750, special gifts of \$500 and \$1,000 will be necessary. I wonder if you'd prayerfully consider helping to anchor my giving team with a gift in that range. I'll phone in a couple of weeks to discuss it. Thanks!

Yours in Christ,



Joe Navigator

— sign in different color ink

Country: Congo Sample Budget Prepared by: Jane Shortterm
Email: jane.shortterm@navigator.org

PRE-FIELD EXPENSES

Airfare (Domestic and International travel)	\$1,900.00
Required Immunizations (Unless insurance pays—International travel)	_____
Visa and Passport (Overseas Documents)	\$50.00

FIELD EXPENSES

Food (Business meals)	\$500.00
Overnight lodging (Hotel room charge)	\$600.00
In-country travel (International travel)	\$200.00
In-country ministry activities (Entertainment—Employee/Public)	\$100.00
Ministry Expenses on the Field	_____
Communications (Phone, Fax, Email)	\$50.00

OTHER MISCELLANEOUS EXPENSES

NAVIGATOR CHARGES

NavMissions administration charge	\$250.00
International Travel Medical Insurance (\$1.93 per day)	\$91.00
Orientation and debriefing	\$225.00
Project administration	_____

SUB-TOTAL \$3,816.00

U.S. Navigators Administrative Charge (multiply subtotal by .137) \$522.00

TOTAL **\$4,488.00**

Information provided by Project Director/Team Leader: _____

Funds released to (circle one): Individual Group Project Account

Short-Term Coordinator: _____

Special Notes: _____

*Budget numbers are not final. Your budget might change from your original amount depending on airfare and other unknowables.

Raising Financial Support: Action Plan

Name: Christy Nickels
Email: christy.nickels@navigators.org
Phone: 719.594.2431

Approved By: Robert M. Sample Date: MM/DD/YYYY
Trip Location: Russia Support Coach: xxxxxxxxx

To Raise My Budget of: \$

ACTION PLAN SUMMARY

BY DATE

- | | | |
|-----|---|--------------|
| 1. | <u>PRAY!</u> | <u>Daily</u> |
| 2. | <u>Find a "support buddy" for accountability and encouragement</u> | <u>MM/DD</u> |
| 3. | <u>Apply for a passport</u> | <u>MM/DD</u> |
| 4. | <u>Write support letter (have at least one person review and proofread)</u> | <u>MM/DD</u> |
| 5. | <u>Mail support letter</u> | <u>MM/DD</u> |
| 6. | <u>Contact church missions committee(s)</u> | <u>MM/DD</u> |
| 7. | <u>Contact top twenty prospective giving partners</u> | <u>MM/DD</u> |
| 8. | <u>Meet with as many top prospective partners as possible</u> | <u>MM/DD</u> |
| 9. | <u>Send ongoing thank-you notes for meetings and financial gifts</u> | <u>MM/DD</u> |
| 10. | <u>(check Donation Lookup on NavCentral)</u> | <u></u> |
| 11. | <u></u> | <u></u> |
| 12. | <u></u> | <u></u> |
| 13. | <u></u> | <u></u> |
| 14. | <u></u> | <u></u> |
| 15. | <u></u> | <u></u> |

HAND IN COMPLETED ACTION PLAN AT ORIENTATION
MAKE SURE TO ALSO KEEP A COPY FOR YOURSELF

International Mission Pandemic Action Plan

Corporate Affairs and Risk Management

Page 1 of 3

I. EDUCATION

EMPLOYEE EDUCATION

Education is a primary source for mitigating the spread of pandemic disease. NavMissions will educate short-term mission teams, team leaders, and long-term missions staff on good health practices and recommendations and on the appropriate steps to take in case a pandemic illness breaks out while on their short-term mission trips or long-term assignments.

NavMissions will encourage good hygiene at work and at home through:

1. Providing basic training for team leaders and short-term mission teams to identify pandemic illness and set expectations for self-quarantine when an individual participating in a mission trip or staff become ill;
2. Providing a letter to all short-term participants' parents with questions and answers regarding illness within the field. (i.e., how we monitor the world for pandemic illnesses, policy on canceling trips, the benefits of ITMI insurance);
3. Providing the NavMissions emergency hotline number and ITMI (short term medical insurance) and instruction in how to use them;
4. Training team leaders in knowing the location of the nearest hospital and in country staff contacts to turn to for help and advice;
5. Educating outgoing new staff at cross-cultural training on good health practices and recommendations, Aetna Global Benefits services, and emergency protocols;
6. Communicating with staff already in the field regarding good health practices and recommendations, Aetna Global Benefits services, and emergency protocols through NavMissions' monthly newsletter, "NavMissions Connect";
 - Making educational information on H1N1 available to staff on NavCentral or in hard copy or electronic form; encouraging staff to get standard flu vaccinations and others such as H1N1 as they become available;
 - Emphasizing the need for the quarantine period and temperature (fever = 100.5 degrees Fahrenheit or above) and symptoms leading to self-quarantine;
7. Encouraging staff in non-remote areas to do routine cleaning of meeting areas and staff home meeting areas, where applicable. (i.e., sanitize door handles, light switches, phones, remote controls or other common surfaces); and
8. Placing larger bottles of hand sanitizer in meeting areas, if practical.



International Mission Pandemic Action Plan (Continued)

Corporate Affairs and Risk Management

Page 2 of 3

LEADERSHIP SUPPORT

International Field Leaders and Short-term Mission Team Leaders must be informed and understand the importance of consistently following the International Mission Pandemic Response Action Plan and helping enforce the Corporate Pandemic Response Policy by reminding and assisting staff to follow quarantine protocol.

II. BUSINESS CONTINUITY

PRE-PLANNING FOR REDUCED WORKFORCE FOR CONFERENCES/ MEETINGS

Refer to the Conference/Meetings Pandemic Action Plan for helpful hints related to hosting conferences and other large meetings, either locally or requiring travel. These can be useful, where appropriate, given cultural norms and local practices.

III. COMMUNICATION

International Field Staff should communicate with individuals or groups that they minister to and let them know that meetings may need to be cancelled if a staff person becomes ill, multiple short-term mission participants become ill, or numerous individuals in the local community become ill. If a person involved in a ministry becomes ill, Field Staff should also ask him or her to not attend Bible studies or cancel individual meetings to help prevent the spread of illness.

Short-term mission leaders and participants who suspect an outbreak of pandemic illness or become aware of a mission participant needing to go to the hospital must call the NavMissions emergency hotline number.

The Navigators spokesperson for The Navigators is the Chief Communications Officer (Larry Lincoln, 719.594.2569) or his designee, and any contacts by the press or requests for communication with the press or the public in general must be directed to him.

IV. TRAVEL

NavMissions will monitor the world for pandemic outbreaks and will restrict all travel of short-term teams, leader and shepherding trips, any new moves to the field, or staff returning to the field after HMA (home ministry assignment) to high risk areas. Staff that become ill should stay home and not travel. If Staff become ill while traveling, they should honor the quarantine period. This helps protect co-workers and other travelers from the spread of illness.



International Mission Pandemic Action Plan (Continued)

Corporate Affairs and Risk Management

Page 3 of 3

Staff who are traveling by motor vehicle may be able to drive home if they are not too ill to drive. Staff should not attempt to drive if they cannot concentrate or are impaired or are likely to become impaired while driving due to the illness. Staff who drive while impaired by illness may cause additional harm to themselves or others. Staff who use public ground transportation should consider getting a taxi if they must leave for home.

If possible, individuals that become ill while traveling via airlines and who prefer to go home should get a medical exam at a local clinic to determine what type of illness they have and suitability to travel. The doctor must provide written evidence that an ill individual is safe to travel via airline. Anyone traveling via airlines that tests positive for Influenza A or other highly communicable strains shall self-quarantine and stay until symptoms subside as they pose a significant risk to other travelers, especially children, those who are pregnant, and those with pre-existing health conditions.

Consider purchasing additional travel insurance as offered through some airlines or through private vendors such as Travel Guard to help protect against travel delays due to pandemic illness. Request a copy of the actual policy before purchasing and read the fine print on trip cancellation coverage and exclusions as most of the offers cover only very specific things. Most cover a death in the family or emergency illness, but a pandemic illness may not be covered. Remember that most airlines will offer a credit to a future flight if a flight needs to be postponed due to illness.



Team Dynamics Bible Study

This study is available to you as a resource. Feel free to email it to your team ahead of time or make copies to distribute on the field. Either way, take time to discuss this or a similar study once you're all together.

Here's a passage packed full of incredible principles for team dynamics. They will serve as a great reminder of what to pursue together as a team.

1 Thessalonians 5:11-18 (ESV)

“¹¹Therefore encourage one another and build one another up, just as you are doing. ¹²We ask you, brothers, to respect those who labor among you and are over you in the Lord and admonish you, ¹³and to esteem them very highly in love because of their work. Be at peace among yourselves. ¹⁴And we urge you, brothers, admonish the idle, encourage the faint-hearted, help the weak, be patient with them all. ¹⁵See that no one repays anyone evil for evil, but always seek to do good to one another and to everyone. ¹⁶Rejoice always, ¹⁷pray without ceasing, ¹⁸give thanks in all circumstances; for this is the will of God in Christ Jesus for you.”

The Holy Bible, English Standard Version Copyright © 2001 by Crossway Bibles, a division of Good News Publishers.

GETTING STARTED

The objective of inductive Bible study is to observe, interpret, and apply. The key is keenly observing the text. The better you observe, the better you will interpret and apply these timeless truths to your lives.

TO UNLOCK PERSONAL THOUGHTS AND THRIVING DISCUSSION:

1. Seek to be prayerful before and during your time studying the text. We are dependent solely on the Holy Spirit to comprehend the thoughts of God and what He wants to teach us (1 Corinthians 2:6-16).
2. Read through the text multiple times. The more you read it, the more you'll bleed it.
3. To observe, take time to mark up the scripture provided above. If available, use different colored pens/pencils/highlighters to circle verbs, draw boxes around commands, underline contrasting statements, and highlight principles you pinpoint in the text. Look to make other specific observations of your own and use the margins to take notes. Think: scavenging the passage like a madman... or a madwoman.

After making your in-depth observations, answer the questions on the following page. As a team, discuss the questions you find helpful. Banter, kick around, encourage, and challenge each other as you synthesize your thoughts and solidify the interpretation and application process.

Team Dynamics Bible Study (Continued)

QUESTIONS

- How are you challenged from the passage to embrace the following team roles that apply?:
 - Leading
 - Shepherding
 - Following
 - Living and Relating in Unity
- How does this passage shed light on how to operate in unity despite personality differences, opinions, and whether or not you can dance well?
- We all know how to say something “nice,” but what does it actually look like to build others up? How does the word picture “build” add to this idea?
- What factors in the area of communication are crucial in order for you to “live in peace” as a team?
- How would you describe the perspective of someone who is not thankful? What behaviors, attitudes, and perspectives come with this mindset?
- In verses 16–18, we find some rapid fire commands. “Always,” “without ceasing,” and “in all circumstances” are extreme statements. What does it actually look like for these commands to be lived out amongst your team this summer? Look at each phrase below and discuss:
 - v. 16 Rejoice always
 - v. 17 Pray without ceasing
 - v. 18 Give thanks in all circumstances
- What insight can you gain from this passage into taking an active role in ministering to your team?
- Verse 18 ends by stating this is the way God wants you to live. From your personal study and discussion of what God desires for your team this summer, what take-aways will you put into practice and ask others to hold you to throughout your trip?

FORMS—HAND IN AT ORIENTATION

Raising Financial Support: Action Plan

Name: _____

Email: _____

Phone: _____

Approved By: _____ Date: _____

Trip Location: _____ Support Coach: _____

To Raise My Budget of: \$

ACTION PLAN SUMMARY

BY DATE

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
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13.	_____	_____
14.	_____	_____
15.	_____	_____

**HAND IN COMPLETED ACTION PLAN AT ORIENTATION
MAKE SURE TO ALSO KEEP A COPY FOR YOURSELF**

Short-Term Program Budget Agreement Form

I, _____, agree to provide my entire summer short-term project budget to NavMissions ST account _____, estimated at \$ _____. I will do my best to raise this support or provide it from my own resources in a timely fashion as expenses are due, and in full amount before my departure. I understand if I have raised less than 80% of my final budget amount two weeks before my departure date, I will be unable to participate and the funds in my account will be disbursed according to the Ministry Funds Agreement form. **If upon my return from the project, I am short of the full budget amount OR my account is in deficit, I understand that I am responsible to clear my account of any shortfall by October 1st of the same year of my project.**

(Full signature)

(Printed name)

(Date: DD/MM/YYYY)



Ministry Funds Agreement Form

The Navigators is classified as a religious organization exempted from federal income tax under Internal Revenue Code Section 501 (c) 3. Donations to The Navigators are tax deductible to the donor under Section 170. Because of its classification, The Navigators must use these funds for tax-exempt purposes.

All income receipted by The Navigators for a summer project participant remains the property of The Navigators. The Navigators permits donors to designate the ministry to which they prefer the gift to be used. **In the event that a participant is unable to participate in the project after having raised money, the money can be transferred to another participant within the same team only. The money is NOT automatically returned to the donor. The participant is NOT allowed to determine where to transfer the funds. All monies received for short-term missions projects must remain within the NavMissions short-term missions project account and cannot be transferred elsewhere. "Any surplus funds after all account activity has ceased and cleared may be used as a stipend according to the NavMissions Short Term Stipend Policy. Stipends will not be processed if unrequested in writing (email) by August 15 of the year the short term mission trip occurred."**

*I understand the policy regarding the use of money for Navigator ministry.
I will be responsible to use Navigator-receipted funds for authorized ministry expenses only and will report the use of these funds within one month of the last scheduled project activity.*

(Full signature)

(Printed name)

(Date: DD/MM/YYYY)



International Travel Consent Agreement Form

Name: _____ NavStaff Team Leader: _____
Passport #: _____ Expiration Date: _____
Trip Name: _____ Trip Dates: _____

This document must be read and signed by the participant in The Navigators' overseas program and also by participant's spouse if spouse will accompany participant for any part of the program.

I acknowledge that this document includes a release of liability. By signing this document, I am agreeing on my behalf and on behalf of my child/ward/dependent(s) to release The Navigators and its officers, directors, employees, volunteers, contractors, and agents from liability. I have therefore been advised to read this document carefully before signing it.

I. RELEASE OF LIABILITY

I understand that participating in overseas volunteer programs in cooperation with The Navigators is a privilege. In consideration for that privilege, I am signing this Consent Agreement on behalf of myself and on behalf of any members of my family, including any minor child/ward/dependent that may be accompanying me.

I understand and acknowledge that there are certain risks and dangers associated with international programs and travel, including, by way of example, airplane and vehicle accidents, hijacking, kidnapping, piracy, terrorism, criminal activities, radioactive or other hazardous materials, illness, inadequate medical care and death. In addition, I understand that there may be other risks involved of which I may not be presently aware.

By signing this Consent Agreement, I and members of my family accompanying me expressly assume these risks, whether such risks are known or unknown at this time. I hereby release and hold harmless, for myself, my heirs, family and estate, executors, administrators, assigns, and personal representatives, The Navigators, members of its board of directors, and its officers, employees, members, volunteers, contractors, agents and representatives from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities with respect to any and all property damage, personal injury, and/or death arising from my participation, and the participation of my spouse and any child/ward/dependent accompanying me, in The Navigators' overseas volunteer program and travel related thereto.

Further, on behalf of any of my minor children/wards/dependents that may accompany me, I hereby release and hold harmless The Navigators, members of its board of directors, and its officers, employees, members, volunteers, contractors, agents and representatives from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities that any such child/ward/dependent may have or sustain with respect to all property damage, personal injury, and/or death arising from the child/ward/dependent's participation in The Navigators' overseas volunteer program and travel related thereto.

This release of liability shall include (without limitation) any claims that I and any child/ward/dependent, or other members of my family, may have against The Navigators or its officers, directors, employees, and agents, including claims for their negligent acts or omissions, and excepting any claims to the extent required under applicable law.

I further agree to indemnify, save and hold harmless the released parties referenced above from any and all claims, demands, losses, damages and liabilities for indemnity, contribution or otherwise with respect to any and all property damage, personal injury and/or death arising from my or my child/ward/dependent's participation in the overseas programs of The Navigators, as may be asserted by a third party (defined as a party other than the released parties or me), except to the extent prohibited by applicable Colorado law.



International Travel Consent Agreement Form (Continued)

II. CERTIFICATION REGARDING MEDICAL TREATMENT AND HEALTH INSURANCE

I understand that preventive medical treatments (such as vaccinations) and medicines may be necessary for traveling and residing in some foreign countries. I agree that it is my personal responsibility to (i) seek advice from my physician to determine what, if any, treatments and medicines are recommended for me and my family members, (ii) procure them, and (iii) use them at my/our own risk.

I attest that I am not, and that any child, ward or dependent traveling with me is not, currently being treated for any injury or disability and none of us has past injuries that may put me or my child or dependent at risk of further injury by the volunteer services to be performed.

III. AFFIRMATION OF VOLUNTEER STATUS

I understand and agree that the services to be performed by myself and by any child or dependent traveling with me, for whom I am legally responsible, are voluntary Christian services, and not in contemplation of compensation of any kind or future employment. It is understood that I am not, and any child, ward or dependent traveling with me is not, an employee of The Navigators. The provisions of room and board and any other gratuity, in cash or in kind, is not an inducement or condition to the voluntary services to be rendered. It is understood that this agreement is necessary to document the exemption of such voluntary service from United States and foreign wage and hour and tax laws, if any, applicable to any such volunteer service.

IV. MISCELLANEOUS

In the event that any provision of this Consent Agreement is determined to be invalid for any reason, such invalidity shall not affect the validity of any of the other provisions, which other provisions shall remain in full force and effect as if this Consent Agreement had been executed with the invalid provision eliminated. I understand and agree that this Consent Agreement is intended to be as broad and inclusive as permitted under applicable law and shall be governed by Colorado law.

This Consent Agreement shall be effective and binding upon The Navigators and me, my children/wards/dependents, other members of my family, my estate, heirs, representatives, and assigns. I have read this Consent Agreement and fully understand its terms. I affirm that I am over 18 years of age and sign this Consent Agreement voluntarily.

Participant's Signature:

Date:

Participant's Printed Name:

Date of Birth:



International Travel Consent Agreement Form (Continued)

CONSENT TO PARTICIPATION OF MINOR:

By my signature below, I understand and agree to the provisions set forth above and hereby authorize the participation of each child, ward or dependent listed below participating in the overseas program.

I represent that I am the parent/legal guardian of:

Minor's Name: _____ Date of Birth: _____

Minor's Name: _____ Date of Birth: _____

Minor's Name: _____ Date of Birth: _____

who is/are under the age of eighteen (18) or otherwise a minor in his or her state of residence and who will be traveling with me. In consideration for The Navigators allowing the participation of each child/ward/dependent in The Navigator's volunteer overseas program, I hereby agree to be bound by the terms of the above Consent Agreement.

Signature: _____

Signature: _____

Date: _____

Date: _____

Printed Name: _____

Printed Name: _____

IF ONLY ONE PARENT/GUARDIAN SIGNS THIS FORM, THE FOLLOWING MUST ALSO BE SIGNED:

I hereby certify that this Consent Agreement was signed by only one parent/guardian because (i) I am the sole parent/guardian responsible for the care and upbringing of the child/ward/dependent due to death or other incapacity of the other parent or because of a court order; or (ii) I have made a good faith effort to obtain the signature from the second parent/guardian but have not been able to do so due to reasons beyond my control.

Signature: _____

Date: _____

IN CASE OF EMERGENCY, PLEASE NOTIFY: (Please Print)

Name/Relationship: _____

Address: _____

Home Phone: _____

Work Phone: _____

Navigator Staff Sponsor: _____

Date: _____

International Travel Consent Agreement Form (Continued)

AUTHORIZATION FOR MEDICAL CARE AND RELEASE OF LIABILITY

1. AUTHORIZATION FOR MEDICAL CARE

In the event that I am in need of medical care or treatment and am not capable of providing consent to such care or treatment, or I/we cannot be reached to give consent for my child/ward/dependent, I/we, the parents/guardians of each minor child/ward/dependent named herein below (the "Minor"), hereby authorize The Navigators and any of its employees and volunteers (the "Organization") to consent on my behalf or each Minor to any medical services, x ray examinations, anesthesia, dental, medical or surgical diagnosis or treatment and hospital care deemed necessary or advisable by a licensed physician or other qualified medical personnel for me or each Minor. I/we authorize any medical treatment facility that provided treatment to the Minor(s) to surrender physical custody of each Minor to the Organization under this Authorization. I/we agree to fully pay all costs of medical or dental care incurred on my behalf or on behalf of the Minor(s) by the Organization.

2. RELEASE OF LIABILITY

By signing, I release the Organization, its Board of Directors, officers, staff, nurses, agents, employees and volunteers from any and all claims, suits, losses, damages, causes of action or other liabilities arising out of their consent to medical care permitted by this Authorization.

Signature: _____

Signature: _____

Date: _____

Date: _____

Printed Name: _____

Printed Name: _____

I represent that I am the parent/legal guardian of: _____

Minor's Name: _____

Date of Birth: _____

Minor's Name: _____

Date of Birth: _____

Minor's Name: _____

Date of Birth: _____

who is/are under the age of eighteen (18) or otherwise a minor in his or her state of residence. In consideration for allowing the participation of my child/ward/dependent in The Navigator's volunteer overseas programs, I hereby agree to be bound by the terms of the above Authorization for Medical Care and Release of Liability.

Signature: _____

Signature: _____

Date: _____

Date: _____

Printed Name: _____

Printed Name: _____

IF ONLY ONE PARENT/GUARDIAN SIGNS THIS FORM, THE FOLLOWING MUST ALSO BE SIGNED:

I hereby certify that this Authorization for Medical Care and Release of Liability was signed by only one parent/guardian because (i) I am the sole parent/guardian responsible for the care and upbringing of the child/ward/dependent due to death or other incapacity of the other parent or because of a court order; or (ii) I have made a good faith effort to obtain the signature from the second parent/guardian but have not been able to do so due to reasons beyond my control.

Signature: _____

Date: _____

