

ORIENTATION NOTEBOOK

Glocal Missions and Evangelism Team



KINGDOM
ADVANCE™
Virginia Baptists on Mission

VIRGINIA BAPTIST MISSION BOARD



The Virginia Baptists' Mobile Mission Connection

Responder Servant Venturer Ambassador

On Call



Kingdom Advance RESPONDERS

Responders are individuals or groups of individuals with specialized skills, abilities, knowledge or experience or with other particular resources such as commitment to prayer, financial giving, or simply an able body and willing heart who stand "on call" to offer themselves when Virginia Baptists' mission ministries have need of their gifts and talents.

Examples

Disaster response ministries, construction missions, medical missions, Crisis Care Chaplains, volunteers helping with administrative needs, financial adoption of a missionary or orphan child, and prayer support for victims of disaster or for particular mission ministries ventures, etc.

Short Term



Kingdom Advance SERVANTS

Servants are individuals or teams who serve in hands-on missions for one week to six months.

Examples

INDIVIDUALS: project or field coordinators, collegiate summer missionaries, ministry apprentices

TEAMS: Partnership teams, youth groups on mission trips, camp staff, Impact VA! and Transformers

Long Term



Kingdom Advance VENTURERS

Venturers are individuals, eighteen years or older, who serve in hands-on mission roles for a period of six months to two years.

Examples

Young adults taking a break between high school and college or during their college career, new college graduates, adults transitioning from a secular career into a ministry, and retirees

Ongoing



Kingdom Advance AMBASSADORS

Kingdom Advance Ambassadors are individuals who serve in an on-going specialty role in a mission field setting. Terms are usually longer than two years.

Examples

Ambassadors to a country or people group (China, Liberia, Romany Gypsies, Latinos, Military, and Muslims)

The Mobile Mission Connection is a co-missioning ministry of the Virginia Baptist Mission Board and its partners and is coordinated by the Global Missions and Evangelism Team.

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800.ALL.BGAV (255-2428) OR 804.915.5000; FAX 804.672.2051; WWW.VBMB.ORG

Partners

God created the universe out of the desire for fellowship. Therefore fellowship is a basic part of how our world is made to work. In this sense mutual commitment and working together have always been part of life itself. In Partnership Missions we want to live out this fellowship and learn from others in the Body of Christ. Our partners can be our next-door-neighbors; sometimes they live on the other side of the earth.

Partnership Missions is not only part of being the Body of Christ, it is an investment. When we make ourselves available to serve Christ here or abroad we are investing firstly in the advance of the Lord's Kingdom. We help each other reach the world for Christ in word and deed.

Secondly we invest in our partners. We show them they are not alone, but rather part of God's big family. With love and support we build them up; we let them know we care enough about them to be with them and work together. In mutual respect and with a learning attitude, our gifts complement each other.

We invest in ourselves, thirdly. A missions partnership or project is a hothouse for our faith. We can focus on service and Christian fellowship without the distraction of the normal responsibilities of home, work, or email and cell phones. We see how God carries us through challenges such as fear and cultural differences, and our trust in God grows.

We also invest in ourselves by learning from others. We receive partners' insights from outside our regular environment and benefit from their gifts. Partnership means mutuality, and we need our partners as much as we need them.

Fourthly we invest in our home church. When we go out to serve the Lord and come home as more experienced and mature followers of Christ, our church is strengthened. We have new eyes for opportunities at home, and new hearts for those around us.

Thank you

*Thank you for being part of what we are doing
together!*

*Virginia Baptists have entered into a
missions covenant with our partners,
and you are helping to respond
to the call for fellowship
and mutual support.*

*You are making real that unity of the
Body of Christ which our Lord prayed for.*

Getting Connected

Our partners send us requests for individual volunteers and teams. We make these public on our website www.vbmb.org/glocalmissions/partnership.cfm and at www.facebook.com/vb.partnership.missions

Sometimes volunteers have suggestions for ministry, or skills to offer, that have not been requested. We can take your suggestion to our partners and find a meaningful need to meet your service.

How does your team get connected with a missions experience?

- Call the Glocal Missions Team at 800 255 2428, or email craig.waddell@vbmb.org Let's talk about the project and/or relationship which interests you. Once you've chosen a project, we will supply you with the application packet.
- Nichole Prillaman nichole.prillaman@vbmb.org will work with the team leader to make sure your team has everything you need for the mission trip.
- Craig Waddell will arrange with you a date for the team orientation.

Bringing Our Partners to Virginia

We need our partners just as much as they need us. Each year, volunteers from our international partners come to Virginia to help us with projects. These projects included preaching, children's ministries, community outreach, construction and cultural exchanges.

Your church can request a volunteer team from our partners to come help you in your ministry at home. For example, why not ask a team from another country to help your church with vacation Bible school next year? You would have extra workers, special guests in your homes and church, and you could let them lead activities which focus on their country. Or Bible study groups and church circles could use them to invite friends and neighbors to church events they otherwise might not attend.

Our volunteers typically pay their own travel expenses, as do our partners. Often, though, it is a great help to our partners if you can host them once they get here. They pay their own flights and travel, as well as any sightseeing they might do with you, and the host church provides homes and meals.

Be Spiritually Prepared

Your missions experience is a journey with your team, a journey with your partners where you will serve, but most of all it is a journey with God. What will you experience with God on this journey? Are you even curious about that? Are you looking forward to "making memories" with God which will feed your faith even after you come back home?

Do you see your missions experience as a special opportunity to grow together with others from your church? This experience can be a strong asset for the ministry of your church!

The spiritual preparation begins even before you leave home. If you want to serve Christ with joy and a free heart; if you want to be attuned to God's leadership; if you want to draw from the Holy Spirit's help in dealing with stressful situations, then you will want to have nothing standing between God and yourself. This means cultivating your relationship to God in advance of the mission trip.

As a team, consider studying Scripture or reading a devotional book together before the mission trip. Not only will you get to know each other better, but you will also become more practiced in putting Christ first in your dealings with each other. You will grow in praying together in the face of challenges, and lifting each other up and forgiving one another.

There are many preparation guides for teams. One good one is Tim Dearborn's Short Term Missions: From Missions Tourists to Global Citizens (ISBN 0-8308-3233-5). A good cross-cultural primer is Sarah Lanier's Foreign to Familiar (ISBN 1-58158-022-3).

Involve your church in your spiritual preparation. After all, it is not just your team's project, it is your church's project. The ones who stay at home are just as important as the ones who get on the plane! They need to know that and also take it seriously.

Flexibility

"Flexibility" is one of the most important words in your preparation. We should all do our best to prepare effectively for the missions experience. However it often comes differently than planned. Remember that we are going in order to serve. The Lord will use in a significant way your willingness to serve! Trusting in this also has to do with spiritual preparation.

Partnership Missions Costs

The cost of a partnership mission project usually consists of the travel packet + in-country expenses.

How are the in-country expenses calculated?

- Together with our partner we determine a reasonable maximum daily expense requirement which includes food, lodging and transportation. Usually the team leader or a team treasurer manages this money for the team, paying for meals, hotel rooms, etc. In the case of a large group, the team leader sometimes chooses to distribute meal money to the individual volunteers.

Where possible, the team leader can give the money to the Glocal Missions Team to be transferred directly to the field. This saves the team from having to carry large sums of money while traveling.

What is the travel packet? It consists of:

- Airfare - This varies greatly, but typically the earlier one books the ticket, the cheaper the ticket is. For groups with ten or more travellers our travel agent can reserve tickets, giving the team leader some time to finalize the team's volunteer list.

- Travel insurance - \$3.30 per day; This does not include trip cancellation insurance. (See page related to travel insurance.)

- Background check - \$5; We do all we can to keep children safe. We must perform a background check for all our volunteers because there's always a chance that a team will engage in children's ministry in some way.

- Partnership Reserve Fund - \$25; This money is not used for the Glocal Missions Team. It helps us have money in reserve for various expenses we cover for our partners. For example our partners normally supply a person to accompany the VA Baptist team during the project. We cover this person's expenses during time away from regular work. Another example: In some partnerships it is necessary to purchase a vehicle in the partner country.

Additional Expenses

1. Expenses related to obtaining passport and/or visa.
2. Cost of transportation to and from the airport in the United States.
3. Expenses related to immunizations recommended by personal physician.
4. Excess baggage charges.
6. Airport fees: Some countries charge an "exit fee" to leave the country.
7. Medical expenses.

Travel Insurance Information

For Partnership Missions Participants

We require that all our volunteers have Voluntary Missionary Travel Insurance through Gallagher Charitable International Insurance Services (www.aaintl.com).

This plan has been specifically designed to meet your needs and is available only for volunteers while on active service for 1-150 days. The supplemental coverage provides a basic level of health and injury insurance, accidental death and dismemberment, permanent total disability and property insurance. This coverage is not intended to replace any personal insurance you may have.

Gallagher works with Specialty Assist, an excellent emergency medical service. If there is a medical emergency during your trip, contact Specialty Assist using the phone number (+44 207 902 7405) provided with the insurance information. Contact the Glocal Missions Teams immediately, as well, so we can help.

Specialty Assist will immediately contact the hospital and physician where you are being treated. If it is determined that you need treatment at home, they will fly a registered nurse to you, who will accompany you back home to your hospital, door-to-door.

Travel Documents

An important part of your planning is to have all documentation completed well before your departure date. **You will be responsible for obtaining these:**

(1) your **U.S. PASSPORT** and (2) where necessary, a **VACCINATION** certificate. The Partnership Missions Office can help obtain a **VISA** for you (if one is required). If you need a visa, your passport must be mailed to the following address at least **45 days in advance**.

Glocal Missions and Evangelism Team/Partnership Missions
Virginia Baptist Resource Center
2828 Emerywood Parkway
Richmond, Virginia 23294

All travel documents should remain in your physical possession at all times. Upon arrival on the field, ask your field coordinator about security for travel documents.

www.traveldocs.com has a good overview of the entry requirements for most countries in the world.

Passport

By international convention, a U.S. passport is a document issued by the U.S. government and addressed to foreign powers. It certifies the person described in the document is a citizen of the United States. It also requests permission for the bearer, while abroad, to move freely as well as receive lawful aid and protection.

A passport is a rather limited document. It does not give Americans rights to U.S. constitutional guarantees or any special treatment under foreign law when they travel. It is a universal identity document for U.S. travelers wishing to register at hotels, make credit card purchases, buy local currency or rent a car. Perhaps most importantly, it is a guarantee for you and a notice to foreign authorities that the U.S. Embassy has an interest if you are in trouble.

Make copies of your passport, including a copy of the page with your visa on it if you are in a country which required a visa. Leave a copy with someone at home who could fax it to you if needed. Place another copy somewhere in your luggage. If your passport is lost, there is no guarantee the copy will help you. However in the past it has proven helpful and expeditious to be able to present a copy of the lost passport, whether to airport staff or embassy officials.

If your host country's immigration department issues to you an entrance form to fill out, keep whatever portion they return to you. If they tear off half and give half back to you, clip it into your passport. If they stamp the form upon entry and give it back to you, clip it into your passport. They are going to ask for it when you leave the country! If you cannot produce the portion they require, it may significantly delay your departure.

Travel Registration

Travel registration is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. Registration allows you to record information about your upcoming trip abroad that the Department of State can use to assist you in case of an emergency. Americans residing abroad can also get routine information from the nearest U.S. embassy or consulate.

<https://travelregistration.state.gov/ibrs/ui/>

Driving

Our volunteers may not drive while on a partnership missions project. This is for your own protection, as well as because of insurance and liability issues. Usually we don't know the written traffic laws of our host country, much less the unwritten laws. The prosecution of those laws can also be complicated and perhaps even arbitrary, as well as the driving customs. Therefore it's not worth the risk during a short-term mission trip.

Air Travel

Checking In: Before you leave for the airport, it is a good idea to check with the airline to make sure your flight is on schedule. Most airlines ask travelers to begin the check-in process a minimum of 2 hours before domestic flights and at least **3 hours before international flights** to allow for tighter security procedures. Each person must show government-issued photo identification, such as driver's license or a passport, during check-in and prior to boarding.

Security Checkpoints: Under new boarding rules, you may only go past a security checkpoint and on to an airline gate if you have proof of a reservation to fly the same day.

Due to more rigorous scrutiny at checkpoints, the FAA advises you to limit the amount of metal you wear, and to remove objects such as jewelry, car keys, and coins before you pass through the metal detector. All electronic items, such as laptops and cell phones, are subject to additional inspection. You may be asked, for example, to remove your laptop from its travel case and to turn it on. Wear shoes which can be put on and taken off easily; you may be asked to remove shoes for inspection. Expect frequent random security checks as well as increased scrutiny by authorities and airport personnel at parking lots, curbside, ticket counters, security gates, airport gates, and on the plane. **JUST DO WHATEVER YOU ARE ASKED TO DO!**

Regarding luggage: With rising fuel costs, some airlines have reduced the weight allowance per bag to 50 lbs. Also, inland flights in some countries have greater restrictions than the international flights. It's good to check with the travel agent each time you travel about your specific route and air carriers!

International Free Luggage Allowance: **Check your airline's website for current luggage allowance and bag dimensions!!!** Many airlines have reduced the allowance to just one checked bag.

Travelers are generally limited to one carry-on bag, plus one additional personal item (handbag, camera, etc.), and "special items."

What you may and may not pack in your bags ...

Please check the website of the Transportation Security Administration:
www.tsa.gov/travelers/index.shtm

While traveling ...

- Take your cell phone with you, even if you know it won't work outside the U.S. You can use it to let your family and the Glocal Missions Team know when you have a flight schedule change, miss a flight, or have an emergency, etc.
- If your group is departing from different origins, make sure you all have cell phones, as well as the phone numbers for all the team members. This way you can communicate in case there are emergency decisions to be made.
- If there is an itinerary change, if you miss a flight, if your flight is delayed - call the Glocal Missions Team so we can call your team's stateside contact person! Let us know so that when your family calls us, we know what to tell them.
- When you arrive at your destination, call your family to let them know you have arrived safely!
- A general guideline: "Any step closer to your destination is a good thing." Sometimes an airline will suggest or even pressure you to get off a plane because you would not make your next connecting flight anyway. Beware: Once you get off the plane, the airline might no longer feel obligated to help you. However if you stay on the plane and get stuck at the next airport, they will be obligated to help you. If you are "in transit" and in front of their desk - in other words if they are stuck with you -they are more likely to try and get you onto an alternative flight.
- The team leader must give the Glocal Missions Team contact information for someone in the States who will contact the volunteers' families if there is an emergency, or if there is vital information to be passed on.

Money

Please do not assume traveler's checks will work! We've had different experiences in each country – in South Africa, American Express Traveler's Cheques are great for exchanging the airport upon arrival; in Italy, by contrast, getting traveler's checks cashed is a time-consuming hassle, IF you can find a place that will cash them.

Telephone

Beware: In many countries the American phone cards do not work, even if the card is sold as an "international" calling card. The best bet is to buy a calling card upon arrival in your host country – making sure it is the right card for calling the U.S.A.

Cell phones generally do not work outside the U.S.A. unless you have an international plan. If you have a tri-band or quad-band cell phone you can buy a SIM card for it in your host country. However most American cell providers don't use tri- or quad-band phones.

Medicines

Pack a medical kit for yourself. Someone should take an extra medical kit for the team, too. In your personal kit, include what you normally need in an emergency. Often we can anticipate what illness we will get, if we do get sick. Therefore take with you what you normally need for your typical illnesses. Consult your doctor about taking an antibiotic with you just in case of sinus infections etc.

Put your medicines in their original packages, if at all possible. Customs officials frown upon unidentified collections of loose pills.

Don't put important medications in your checked bags. Take them with you in your carry-on!

Vaccinations

You can find the required vaccinations at www.traveldocs.com, under Entry Requirements. The VBMB cannot require vaccinations that are not required by the country you are entering. Therefore we say you should check the sources which recommend what you need, and then make a decision together with your physician on what to do.

You can talk with your county health department and also consult the Centers for Disease Control www.cdc.gov, and MDTravelhealth www.mdtravelhealth.com.

It is always good to have current tetanus and hepatitis A vaccinations, even if you never leave the United States.

Packing

Don't take too much "stuff". The place you are going might not have huge cars for carrying volunteers and large luggage. There also might not be an elevator where you are staying. You might have to walk a significant distance to your lodging, and there will not be someone to carry your luggage.

Remember the 3-1-1 Rule! Any fluid or gel in your carry-on must be in a container that will hold no more than 3 ounces. All of these 3 ounce containers must fit into 1 clear, re-closable, 1 quart plastic baggie. In other words, 3-1-1.

Gifts for your host

If you stay in someone's home you would probably like to take them a gift from Virginia. It should not be extravagant – you do not want to make your host feel obligated to give you a gift. You also do not want to flaunt your disposable income, especially in a country where the economy forces people to concentrate on the more important things in life.

Even if you stay in a guest house or hotel, you will certainly make new friends, or there might be someone who spends a lot of time with your team, guiding and helping you. In that case you might also like to have a couple gifts "in reserve" which you can present toward the end of your stay.

You could visit a Virginia Store and see what they have, or pick up a small pictorial tour of Virginia. Perhaps your church has copies of a nice picture of the church, which you could sign. Take a picture of the team in front of the church before you leave, and frame the picture. The possibilities for good mementos to leave behind are endless.

Apropos pictures: Make sure you take along pictures from home! This is one of the best conversation starters, and conversation "maintainers" if there is a language barrier! Take pictures of family, pets, church, hobbies, etc.

Team Leader Info Sheet

Ideally your team leader, or someone designated for the team, should compile an info sheet for each volunteer. This would include the medical info (see above), passport number and contact information for the family.

Please provide your team leader with your vital medical information, so she/he has this information if something happens to you and you cannot speak for yourself. Include age, blood type, allergies (also allergies to medications), pre-existing conditions (heart trouble, epilepsy, etc.) and medications you take regularly (blood pressure, blood thinner, insulin).

The team leader should give the Glocal Missions Team the contact information for someone in the States who is going to communicate with the volunteers' families in case of an emergency. This person also makes it possible for you to let all the families know you arrived safely, by making only one phone call.

The team also needs to set up a "telephone tree" at home, before they leave. There should be one person who has all the contact information for the entire team - that way the team only has to notify one person in the U.S. if there is an emergency or a flight schedule change.

The team leader should treat the information in the notebook as confidential!

Field & Traveling Tips

- **On the overseas flight**, drink plenty of fluids and regularly walk (good for hydration and for giving you the opportunity to stretch your legs).
- ✓ **Be a flexible, team player**, learning as you go along.
- ✓ **Carry important information in a secured pouch tucked under your clothing:** insurance cards, money, passport, personal ID, phone numbers (including the name of your host, host church and/or hotel).
- ✓ **Completely cover** pay phones with your body when making a calling card call. Also keep your calling card out of sight to prevent unwanted usage of your account.
- ✓ **Give inexpensive gifts to your friends and hosts as you leave;** this avoids creating pressure to reciprocate. If you are given gifts, accept them graciously.
- ✓ **Pack a complete change of clothing, all medications, and other essentials in your carry-on** in case of a luggage delay.
- ✓ **Have healthy snack foods and light reading materials available for unexpected delays.**
- ✓ **Keep luggage keys** on your person or use combination locks.
- ✓ **Learn** as much as possible before you depart about the geography, customs, and history of the country you will visit.
- ✓ **Purchase an electrical converter** and plugs for small appliances such as hair dryer, etc.
- ✓ **Make and give copies of all your important travel and medical documents both to your team leader and your family members/friends.**
- ✓ **Medication dosages** and instructions should be in original containers and clearly marked on the label. Inform your team leader of any chronic medical condition you have and make him/her aware of where your medicines are kept at all times.
- ✓ **NEVER GO OUT ALONE!**
- ✓ ***Travel light** (You bring it, you carry it!). Luggage on wheels is helpful.

General Guidelines for Using an Interpreter

You will discover that interpreters possess varying degrees of skills depending on a) their grasp of the English language, and b) their experience in actually serving as an interpreter. But no matter what degree of skill an interpreter possesses, you can improve that skill by following certain rules and procedures.

Remember that you are communicating in **YOUR** terms. The national is attempting to understand **YOUR** language.

1. Speak distinctly, but do not exaggerate the pronunciation or the slowness.
2. If necessary, repeat the idea using other words. Repeating words which the national does not understand does not help.
3. Do not raise your voice if you are not understood.

4. Be patient and appreciative.
5. If possible, share with your interpreter the information you will use before going into action. Try not to surprise your interpreter.
6. Identify any printed materials you propose to use, such as a tract and the scriptures you expect to read or refer to during your presentation.
7. Point out to the interpreter in advance any points you particularly want to stress so that he/she can place the emphasis on those points in harmony with you.
8. Identify in advance any unusual or difficult words or numbers you intend to use to give the interpreter time to develop the translation correctly. When the English words you choose do not have corresponding meanings in the national language, select substitute words which can be translated.
9. Some interpreters prefer that you say a complete sentence, others prefer shorter units of thought.
10. Avoid using jokes, poems, hymns, long stories, idioms, alliterations, metaphors, difficult names, and rambling statements. Stick to essential content and place emphasis on clarity rather than on beauty of language. Use literal meaning of words. For example, say "Very good" instead of "Awful good." Do not use idiomatic sayings, i.e., "middle of nowhere," "out on a limb," "a shot in the arm."
11. When given ten minutes to share a testimony, plan to speak a total of five minutes and allow five minutes for interpretation. It takes twice as long to speak because of the translation.
12. Face the people, not the interpreter.
13. Though you may want to publicly compliment your interpreter, refrain from doing so. He cannot brag on himself, and that is the position you place him/her in when you attempt a compliment in public. Save your praise for sharing privately.

Perpetuating the Experience

As You Return (Your Personal Reflections)

1. Pray for God's guidance in this exercise.
2. Write down some names and events from this mission experience for praise and thanksgiving (consider describing one special experience on the back of this sheet):
3. List some persons and issues (the work, power structures, agendas, conflict, loss, anxiety, authority, witnessing, affirmation, resistance, responding to failure, motivation, communication, stewardship, etc.) for which you will pray:
4. Think about what the Lord might you to do in the future in light of your experience:
 - in your local church and community (please include telling others about your experience)
 - in your association
 - in Virginia
 - in USA
 - internationally
5. Send the Glocal Missions Team (craig.waddell@vbmb.org) a couple pictures from your project, along with a short description of your experience. We can use this to motivate others for service, as well as let Virginia Baptists know what we are doing together for God's Kingdom.

Important Partnership Phone Numbers

Glocal Missions Team

Daytime Number:

(800) 255-2428, (804) 915-5000

Ext. 7263 Craig Waddell craig.waddell@vbmb.org

Ext. 7274 Nichole Prillaman nichole.prillaman@vbmb.org

Ext. 7219 Jerry Jones jerry.jones@vbmb.org

If you or your family should have an emergency at home while you are out of country, the first point of contact is the Glocal Missions Team.

Evening/Weekend Numbers:

Craig Waddell h(804) 273-6773; c(804) 921-5604

Jerry Jones h(804) 741-4630; c(804) 921-3470

Nichole Prillaman c(804) 441-4189 **only in emergencies**

Medical Emergency: Specialty Assist

24 Hour Service – call +44 207 902 7405

Travel Emergency Hotline (for clients of MTS Travel, after US business hours)

(717) 721-7350

Useful internet links

www.vbmb.org Virginia Baptist Mission Board

www.aaintl.com Gallagher Charitable International Insurance Services

www.traveldocs.com Travel Document Service (visa applications; useful travel information about every country in the world)

www.cdc.gov Centers for Disease Control

www.mdtravelhealth.com MDTravelhealth –health tips, vaccination info

www.weatherunderground.com/cgi-bin/findweather/ world weather

www.oanda.com/convert/classic Currency converter

www.timeanddate.com/worldclock/ International time zones

www.countrycallingcodes.com/ Country calling codes