



# **Missions Policy Manual**

**New Hope Central Oahu (NHCO)**

**Mililani, Hawaii 96789**

- I. This Policy will be reviewed annually by the Missions Advisory Team and approved by NHCO Board.

**A. Approved by Mission Advisory Team (MAT) on \_\_\_\_\_**

\_\_\_\_\_  
Missions Director

\_\_\_\_\_  
Missions Advisory Team  
Chairperson

\_\_\_\_\_  
Financial Manger

**B. Approved by New Hope Central Oahu Board on \_\_\_\_\_**

\_\_\_\_\_  
President

\_\_\_\_\_  
Board Chair

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## II. INTRODUCTION

**A. MISSION STATEMENT:** New Hope Central Oahu (NHCO) seeks to develop passionate disciples of Jesus Christ, who desire to know God and make Him known. Accordingly, it shall be the policy of this church to support long and short-term missions engaged in carrying out the New Testament program of missions as set forth in Matt. 28:19, 20 and Eph. 4:11, 12.

**B. THE CORE OF NHCO MISSIONS:** The Church is the only organization in the world that exists for the sake of its non-members. Because we believe that so strongly at New Hope Central Oahu (NHCO), missions are at the heartbeat of all that happens here. Currently, the Mission Advisory Team has two priorities:

1. To involve NHCO people in hands-on mission projects, both at home and in foreign countries. It is the hope of our church to accomplish this priority through:

a. Prayer - We will keep the missionaries and ministries with whom we partner before the congregation for prayer. This can include:

- 1) Prayer, public and corporate, for missionaries during morning and/or evening Services.
- 2) Ongoing inclusion in the prayer bulletin.
- 3) Keeping the congregation aware of specific prayer requests the missionaries may have.
- 4) Praying regularly for God to raise up more missionaries from among the body at NHCO.

b. Send - Through the regular giving of God's people at NHCO, as stewarded by the Board care will be given to both ongoing and special financial needs of the missionaries and ministries we partner with.

c. Go - We will seek to encourage our missionaries by:

- 1) Sending missionaries out for the purpose of preaching, teaching, training, and strengthening as opportunities arise to meet specific ministry needs of the missionaries.
- 2) Raising short-term teams for missionaries and ministries with whom we partner.
- 3) Providing support for NHCO members who desire to participate in short-term teams not directly connected with NHCO.
- 4) Training and equipping those from NHCO who believe they are called to long-term missions.
- 5) Providing resources on missions, by strategically providing excellent books, DVDs, sermons, and other resources to the congregation which will encourage their understanding of, and zeal for, missions.

2. To be good stewards of God's resources as we support other ministries both in our community and around the world.

**C. SCOPE OF MISSIONS WORK:**

1. Evangelism: Making Christ known by serving and witnessing to those within a culture with a viable, witnessing church. *See Acts 1 :8, Matthew 28:19-20, and Mark 16:15.*

2. Mission Mobilization: Making Christ known among people and groups who have little or no opportunity to hear the good news. *See Matthew 28: 19-20, Luke 24:46-49, Acts 1:8, Matthew 9:36-38, Matthew 18:10-14, Mark 16:15, Romans 10:13-15, Genesis 12:1-3, Revelation 5:9-10.*

3. Community Assistance: Ministering to the totality of human needs. *See Matthew 25:31-46.*

4. In these three mission categories, we are guided by two important principles:

a. We are Christ's servant ambassadors based on *2 Corinthians 5:20.*

b. We are blessed to be a blessing. These blessings are intended to bless all peoples of the world based on *Genesis 12:1-3.*

**D. PURPOSE OF NEW HOPE CENTRAL OAHU (NHCO) MISSION'S POLICY:** This document is not meant to limit our members' unique gifts, talents and abilities and/or limit the work of the Holy Spirit. It is not meant to dictate decisions, but to provide a consistent and transparent process. The MAT may find exceptions/situations unanticipated by this document. When this occurs, the MAT Chairperson will review the situation and, if they desire to proceed, submit a request for either a one-time exception to the Board for approval (which will be reviewed at the next meeting) or a permanent addendum to this Policy & Procedures Manual

The purpose of this Missions Policy & Procedures Manual is to provide the guiding principles and framework that will enable New Hope Central Oahu to:

1. Achieve a clear sense of direction based upon scriptural principles.
2. Promote thoughtful evaluation of critical issues and avoid making important decisions on an emotional or haphazard basis.
3. Prevent confusion or misunderstanding over MAT decisions.
4. Provide a system for accountability in NHCO mission programs.
5. Promote good stewardship of human and financial resources.
6. Facilitate the organization of the MAT and the method used to select team members.
7. Maintain consistency and continuity for all church members.

- E. ASSUMPTIONS:** It is assumed that NHCO will continue its policy on accounting of all Faith Promises and donations made to the mission's ministry.
- F. FLEXIBILITY OF INTERPRETATION:** Exceptions to this policy can be made at any time with the prior approval of the NHCO Board. Changes to this Policy Manual can be made by a majority vote of the Mission Advisory Team followed by NHCO Board approval.
- G. REVISION OF THE MISSION POLICY:** This Mission's Policy Manual will be reviewed each May by the Mission Advisory Team. Any recommended changes or additions will be brought to the NHCO Board for approval. Any member of the NHCO Board, staff members, or church members can raise issues regarding revisions to the policy. Questions should be addressed to members of the Mission Advisory Team.

### **III. STRUCTURE OF THE MISSION ADVISORY TEAM (MAT)**

- A. PURPOSE OF THE MAT:** The purpose of the MAT is to help NHCO "make known Jesus Christ."
- B. OVERALL RESPONSIBILITIES OF THE TEAM:**
  1. Stimulate the church's intercessory prayer for mission work and missionaries.
  2. Educate and inspire the congregation in the field of missions.
  3. Stimulate and recruit volunteers for missions, including persons who feel called to become missionaries.
  4. Track giving and donations, administer the funds allocated to Missions and annually submit the NHCO Mission Budget.
  5. Review all requests for monetary support for mission activities and trips.
  6. Serve as the liaison between NHCO and related organizations, agencies, associations and missionaries.
  7. Administer and evaluate NHCO Mission activities.
  8. Update the Mission Policy Manual annually.
  9. Each April (prior to preparing the budget), the team along with the Senior Pastor, will establish annual mission goals, the programs to support these goals, and evaluate the progress that has been made against these goals. Each goal should be achievable, measurable and time-framed. Goals will be submitted with the Mission's annual budget. **Note:** this budget will be based upon projected funds to be raised, giving and prioritized expenses for the year. It is understood that actual expenses match actual funds available.
  10. The Mission Advisory Team will provide quarterly feedback to the NHCO congregation. The Team may publish newsletters, post activities to the NHCO website and maintain a bulletin board inside the church to inform people about mission activities.

**C. MEMBERS OF THE MISSION ADVISORY TEAM:** This team is to be composed of a mixture of the congregation as a whole. The church also encourages married, single, male and female members representing a variety of ages to consider team membership. The team will meet on a regular basis with the Missions Director.

1. No less than five at large members serving for 2-year terms. There will therefore be three rotating members in existence (chosen by the Missions Director/Senior Pastor).
2. Pastor and Missions Director (chosen by the Senior Pastor).
3. Financial Manager (chosen by the Missions Director).
4. Volunteers and constituents (non-voting): No less than 6 volunteer team members may be added at any time by the Chairperson or Director to address specific mission needs. Volunteers are expected to have a voice in Team meetings. These volunteers should be considered by the Leadership each November as future voting members of the Mission Advisory Team depending on spaces availability.
5. Recommendations of new Team members will be voted on by the MAT and approved by the Missions Director and Senior Pastor. New members will assume their position on January 1st.

**D. EXPECTATIONS OF THE MISSION ADVISORY TEAM MEMBERS:**

1. A heart and passion for spreading the glory of God throughout the earth.
2. An enthusiasm for and a desire to learn more about Missions. Past experience and knowledge are helpful.
3. Be a person of spiritual maturity and good reputation.
4. Bring gifts and talents that will create a varied team of knowledge and experiences.
5. Be a person of vision, who can work to develop long-range plans.
6. Possess the values of *Philippians 2:1*
7. Willing to learn the Mission Policy and abide by this policy.
8. Regular involvement in church activities such as worship, Bible study groups, small groups or other NHCO activities.

**E. RESPONSIBILITIES OF MISSION ADVISORY TEAM MEMBERS:**

1. Maintain a regular prayer life and Bible study.
2. Pray on a regular basis for missionaries and mission work.
3. Attend Team meetings, which will be held at least quarterly. Members who do not attend at least 50% of the meeting may be asked to reconsider their membership on the MAT.

4. Serve on, or chair, sub-teams when requested by the Director/Chairperson.
5. Be familiar with the Missions Policy of NHCO.
6. Be willing to participate actively in the mission activities of NHCO.
7. The Director/Chairperson of the Mission Advisory Team may, in January of each year, assign to all team members, a specific area of NHCO's mission responsibilities. These assignments will parallel the appropriate line items in the Mission Budget. One Team member may have multiple areas, and another member might have only one area depending on the size and complexity of the project/need being supported by NHCO. Each team member will:
  - a. Contact the person or organization being supported by the church and learn, in detail, the nature of the mission effort and its operations.
  - b. Become the liaison person between the church and the mission project/organization /individual.
  - c. Formulate and justify to the MAT any funding needs required during the present calendar year.
  - d. Before the end of each year, coordinate with each assigned supporting activity to prepare the budget amount for each item and justify to the MAT the mission need for the following calendar year.

**F. LEADERSHIP OF THE MISSION ADVISORY TEAM:** The MAT will have the following leadership structure:

1. Director: The Missions Director will be nominated by the Senior Pastor, and approved by the Board whose duties will include but not be limited to:
  - a. Work to coordinate mission activity with all program areas of our church. Utilize overlapping interests to help create a connection between our church community and our mission partners in the world.
  - b. Develop relationships with other churches to encourage and assist them in developing a more vibrant and active mission program.
  - c. Attend Staff/Board meeting to serve as the conduit for all mission related issues.
  - d. Initiates, advances and maintains communication for program promotion, organization and execution to the membership regarding mission campaigns, visiting missionaries, mission trips, interpretations and all other mission related events.
  - e. Serves to remain current on the ever-changing mission environment through mission conferences and ongoing training. Continuously updates the MAT and the larger body on the changes taking place in the mission community.

- f. Identify, equip and develop logistical and spiritual mission leaders for the future while encouraging current leaders and assisting in their continued development.
  - g. Create educational opportunities for our staff, leadership and the entire church community that include cross-cultural experiences, mission partnerships and teaching about Christ's call to go forth and make disciples of all nations.
  - h. Assist the MAT to review, prepare and present an annual budget.
2. Chairperson: This person is responsible for:
- a. Setting meeting dates and sending out meeting agendas in advance.
  - b. Ensuring that annual goals are set, a budget is developed and annual evaluations are performed of mission activities.
  - c. Attend Church Board meetings.
  - d. Oversee the work of sub-teams and attend sub-team meetings as necessary.
3. Administrator: This person is responsible for:
- a. Taking Minutes at each meeting or designating an alternate if the he/she cannot attend a meeting.
  - b. Having the Minutes typed and distributed to all team members in a timely manner.
  - c. Maintain a notebook with the Minutes and other records of the Team.
  - d. Identify expenses approved by MAT for NHCO board approval.
4. The Financial Manager: This person will chair the budget planning meeting each year at least two weeks prior to submission of the annual mission's budget. He/she will be responsible for:
- a. Prepare the annual Mission Budget.
  - b. Present the Budget to the MAT for approval.
  - c. Review monthly missions account financial statements.
  - d. Prepare other finance-related information and analysis as necessary to monitor missions account balances.
  - e. During months when the full team does not meet, forward all requests to MAT via email, etc.
    - 1) For those approved, make sure the cash is available for this non-budgeted line item.
    - 2) If the request can be approved, supported and funded, make presentations and recommendations/motions at the next MAT meeting.

- f. Analyze the accuracy and completeness of all financial reports related to missions account.
- g. Be good steward of God's resources.

**G. FREQUENCY OF MEETINGS:** The Mission Advisory Team will meet at the discretion of the Missions Director.

### **III. FINANCIAL RESPONSIBILITIES**

**A. PREPARATION AND APPROVAL OF THE MISSION'S BUDGET:** The Mission Advisory Team will present an approved annual budget request to the NHCO Board in April of each year. The MAT is responsible for the distribution of the resources budgeted for mission activities which should equal the budgeted amount allocated under the Financial Account Structure to include \$1,000.00 of the collected faith promises to be set aside for the Annual Missions Conference.

#### **B. FINANCIAL ACCOUNT STRUCTURE:**

1. The Mission Budget will have the following categories:
  - a. Evangelism. Evangelism is the presentation of the gospel to one who does not have a faith commitment. Evangelistic methods can be intellectual, emotional, and practical but they all are intentional and geared to specific target audiences. Individuals and groups evangelize others in truly intentional ways in their neighborhoods, social circles, workplaces, and schools.
    - 1) Outreach/People Groups: This is an activity-based approach to specific groups or individuals, meeting their felt or actual needs through various kinds of social, cultural, and compassion ministries— whether at the church or in the targeted communities. These are organizations, projects or missionaries which are working among diverse groups with little or no Gospel witness, and no indigenous evangelizing church to bring the good news of Jesus Christ to the people. NHCO's financial support of these mission activities can be for individuals, groups and organizations.
    - 2) Local Evangelism: These funds may be used for developing brochures, distribution of mass mailings and banners. All efforts in this category should be aimed at bringing the "un-churched" into a relationship with Jesus Christ.
  - b. Mission Mobilization: These funds are to be used to mobilize members of NHCO for mission trips (state, national, and international). Uses may include scholarships for building team projects, or for group trips to support other mission activities in the US or abroad. These can be both short or long-term missions as either commissioned, supported or endorsed.
    - 1) Commissioned - teams or individuals that NHCO has initiated/organized. The MAT will commission regular short-term trips to offer to the church as fitting

with the overall goals of the church. A Team Leader will be identified and will be expected to be a member of NHCO, be spiritually mature and understand mission and perform those functions identified in Appendix A, *Mission Trip Leader Responsibilities*. As with any mission trip that is publicly announced, inevitably non-NHCO members will express interest in the trip. In certain cases, a mission trip can play a foundational role in leading a person to Christ because of the nature of the close relationships built on the team, extensive preparation, and watching God work on the trip. If it is decided the person may go on the trip, the person will be clearly informed of who they are representing, what example to set, and any team rules that need to be followed. Non-NHCO members will be considered as space on the trip allows and will be expected to pay for their trip in full. They will be required to present a letter of recommendation from their home church, vouching for their ability, etc. The non-member must be able to commit to attending all training sessions and be in agreement with the goals of NHCO.

- 2) Supported - teams or individuals not initiated by NHCO (ARMS, Global, etc.), but supported financially. If a NHCO member will be traveling on a trip with another church/Christian organization, they may request mission funds for a partial sponsorship of their trip. The MAT will consider how involved the person is at NHCO. Any member requesting funds should fill out the request form. These request forms will be turned into the MAT.
  - 3) Endorsed - teams or individuals that are not supported financially, but the mission's leadership believes in their work and has the encouragement of NHCO. On occasion, a member may participate in a short-term work outside of NHCO in which he or she is requesting support, though NHCO may be unable to provide that financial support due to other financial obligations or goals not aligned with our overall mission direction. If the MAT believes the work is worthwhile, the mission's director will issue a letter of endorsement on behalf of the NHCO church affirming the person and their short-term trip. This person will also be recognized as a part of the short-term mission's team at NHCO and have the opportunity to be recognized as such.
- c. Community Assistance: These funds go to local programs and the support of local agencies to promote mission activities in Hawaii. Funds may go to individuals or organizations.
2. Budget goals as a percentage of the total Mission Budget are as follows and will be considered as minimum targets and may be reassessed by the MAT annually:
    - a. Evangelism 20%
    - b. Mission Mobilization 50%

- c. Community Assistance 20%
- d. Missions Conference 10%
- e. Although ranges in percentages are shown above, the final, approved budget cannot exceed 100% of the Mission's budgeted revenue/givings for the year plus carryover funds. If any of the 4 categories exceeds the percentage shown, an explanation will be part of the Mission Budget submitted to the Board for approval.

**C. PROCEDURES FOR REQUESTING NHCO'S MISSION FUNDS FOR YOUTH OR ADULT MISSION TRIPS:**

While it is the goal of NHCO to support as many missions as possible, funds are limited. Therefore, the MAT will endeavor to give priority to those missions that best meet the specific goals and objectives in place at the time the information is reviewed. Equal time will be spent between planning and prayer for specific mission's support decisions as we trust our Heavenly Father to guide and direct our thoughts and spirits and make decisions in accordance with His will. Upon the recommendation of the MAT, the missionary/mission's leader may be invited to present their mission to the membership of NHCO, MAT, Staff or NHCO Board. Assuming the mission is favorable, the MAT will make a recommendation and request to the NHCO Board for financial support. Once the Board has made a decision, the missionary/mission's leader will then be notified of the result.

1. The application form (Appendix C) is the means to initiate an individual's request for NHCO's financial support of a mission trip.
  - a. The form should be thoroughly completed. Additional pages are allowed if there is insufficient space on the form for a complete response/explanation from the applicant.
  - b. The MAT will meet each year on January and July to review mission requests and submit recommendations to the Board NLT February and August. Those parties not chosen will be notified of the same. This deadline may be waived where there is an emergent situation and a crisis response is needed.
  - c. Applications will be accepted from NHCO members, regular attendees and NHCO staff. Individuals that do not meet these criteria can be considered but will be viewed as a lower priority funding.
2. It is NHCO's Mission Advisory Team policy to encourage individuals to first seek self-funding of mission trips. Individuals should first look to themselves for funding or other funding sources before requesting NHCO assistance. The MAT will consider funding assistance if the trip meets the following objectives:
  - a. The trip is deemed a sincere effort to make known Jesus Christ in the world.
  - b. The individual has submitted a completed Mission Trip Application.
  - c. The individual has demonstrated efforts or plans to fund the trip through personal funds or other fundraising activities and those fundraising activities are not in conflict

with other NHCO policies. Note: all fundraising funds are to be deposited into the NHCO Mission account and will be tracked.

3. The MAT will consider paying a portion of the cost of the trip.
  - a. The MAT expects that the individual will secure funding for the costs prior to receiving NHCO assistance. If money is needed for items such as trip fees or airline tickets before the individual has secured the remaining funds, the NHCO MAT will consider obtaining NHCO board approval for payment of trip costs up front.
  - b. The Financial Manager will work with the NHCO Treasurer to prepare off-line reports as necessary to monitor the progress of the individual's funding so that the Mission Advisory Team, if necessary, can facilitate and coordinate with the individual to get their funding responsibility paid prior to the trip, and prior to a church check being written.
4. The MAT will review each application and approve or disapprove the request for funds in a timely manner.
  - a. Consideration should be given to Mission funds availability and to the dollar amount for such trips being available in the annual budget.
  - b. The individual(s) making the trip is responsible for the accuracy of the cost estimate which is part of the application form. If the actual cost of the trip exceeds the amount of the original cost estimate, the individual is fully responsible for the cost growth. NHCO cannot budget and manage the Mission funds and simultaneously absorb cost increases.
5. Each applicant should fully understand that they will have to sign a release of liability form (Appendix E) immediately once the application is approved. Applicants are encouraged to have personal insurance that covers medical and liability situations that may arise during the trip. NHCO does not have medical insurance for individuals making the trip nor is the church liable in any way for individuals during mission trips. Individuals making the trips are encouraged to inquire with their own insurance companies about the procedure for obtaining medical assistance/attention in the geographic area where the trip is being made.
6. Any personal information regarding ability to self-fund all or part of a trip will be held in strict confidence. Personal information will be returned to the individual and not maintained by the NHCO Mission Advisory Team.

#### **D. EXPECTATIONS:**

1. Mission Mobilization. Missionaries/mission teams must be first commissioned and sent by his or her home church and give evidence of salvation, baptism and an orderly Christian life. Each person sponsored by the NHCO Missions Team is required to submit a trip report in writing and in person as soon as possible after their return. The individual may also be asked to make a presentation to the congregation regarding their trip. The following requirements/expectations:

- a. Attend Mission's Orientation
- b. Attend at least two prayer meetings once a month
- c. Be in full agreement with NHCO's articles of faith, both in doctrine and practice.
- d. Be active in evangelistic activities.
- e. Be able to give evidence of a clear call of God to missions.
- f. Define and communicate purpose and goal(s) of the mission.
- g. Submit after action reports to include salvations, rededications, healings (confirmed and unconfirmed) and Holy Spirit Baptism.
- h. Participate in required training that includes familiarizing themselves with each other, team building, and bonding activities. Good team training should include Biblical foundations for missions, culture and language learning, fund-raising help, in country work plan, and practical traveling tips.

**E. PROCEDURES FOR REQUESTING NHCO MISSION FUNDS FOR EVANGELISM AND COMMUNITY ASSISTANCE.**

1. Evangelism is the responsibility of every believer. There is no such thing as the "gift of evangelism," rather, all Christians have the obligation to share the gospel. It is, and should be, on the heart of every believer to look for opportunities to share. It does not mean, however, that you should not create special times within the body of your church for evangelism with some strategy. Churches can and should partner with Christians to create evangelistic opportunities.
2. Upon the recommendation of the MAT, the individual requesting financial support may be invited to present their group/outreach to the membership of NHCO, MAT, Staff or NHCO Board. Assuming their request is favorable, the MAT will make a recommendation to the NHCO Board for financial support. Once the Board has made a decision, the requesting individual will be notified of the result.
3. The application form (Appendix D) is the means to initiate an individual's request for NHCO's financial support of Evangelism and Community Assistance. The form should be thoroughly completed. Additional pages are allowed if there is insufficient space on the form for a complete response/explanation from the applicant.
4. The MAT will meet each year on January and July to review mission requests and submit recommendations to the Board NLT February and August. Those requests not chosen will be notified of the same. This deadline may be waived where there is an emergent situation and a crisis response is needed.
5. Individuals and groups will be expected to demonstrate the love of Christ and will be evaluated on their merit as an extension of NHCO.
  - a. Define and communicate yearly goals.

- b. Maintain regular communication with the church (No less than on a bi-monthly basis) to report on the progress of ministry throughout the year, i.e. feedings, salvation, Baptisms, etc.
- c. Submit an annual report.
- d. Reports will be due in November.

**F. TERMINATION OF SUPPORT:** Financial Support maybe terminated for any of the following reasons:

1. Doctrinal deviation.
2. Improper moral conduct.
3. Failure to communicate or comply with NHCO expectations.
4. Evidence of an ineffective ministry.
5. Any other change from the original ministry at time of support. In each of these cases great caution and care will be exercised, and contact will be made with the supporting individual/organization before support is discontinued.
6. In each case, efforts will be made to resolve the problem, in accordance with the Biblical guidelines established in *Matthew 18*, before support is terminated. After appropriate attempts have been made to rectify a problem, if no resolution can be made, the MAT will then recommend that the church discontinue support and forward recommendation to the Board for final approval.

**G. WORLD EMERGENCY RELIEF:** As part of the mission's policy and vision of New Hope Central Oahu, we are dedicated to providing world emergency relief in the forms of prayer support, monetary aid, and member involvement when possible. The MAT will be committed to being alert for opportunities where physical resources can show the love of Christ and lead others to him.

1. Prayer Support: Daily and weekly prayer for world emergency relief will manifest itself through our church ministry. The prayer warrior will be responsible for getting the prayer need to the various leaders. They will also be responsible for sending reminders to the church office so that members will be notified of prayer needs via email.
2. Monetary Aid: All giving will be to Christian Organizations for His glory. Therefore, NHCO will not participate in the giving to secular organizations. Before any money is exchanged, sufficient research will be conducted concerning the project to ensure proper use and accountability of God's money. The MAT will assign a task person to do research on the best place to work through. They will report to the MAT who will forward any recommendations to the Board for approval. All recipients of NHCO contributions will be asked to provide information concerning how the money will be used prior to it being sent. After money is sent recipients will be asked to report on the work that was accomplished

with the funds and all information will in like fashion be shared with the body of Christ at NHCO.

3. Member Involvement. When appropriate and possible, NHCO members will be given the opportunity to aid in emergency world relief based on their natural and God given gifts and abilities e.g., medical personnel, truck drivers, administrators, etc. NHCO members who wish to help in world emergency aid on an individual basis will be treated as one going on a predetermined short-term mission trip concerning the amount of financial aid that will be given from NHCO.

## APPENDIX A

### MISSION TRIP LEADER RESPONSIBILITIES

**A.** Although the Mission Trip Leader Responsibilities covered in this manual are primarily for mission trips consisting of three or more individuals, it is recommended that all missionaries become familiar with its contents. Trip Leaders are essential to the effectiveness of any Mission Trip or Outreach. You are on the front line. To facilitate these responsibilities, we have included *Trip Leader Checklist* in Appendix B

**B. KEY COMPETENCIES:** Listed below are some key competencies and character traits, which we believe are critical for our trip leaders.

1. **Patience and Flexibility** – Show flexibility and adaptability, as things will go wrong. Be flexible through all circumstances and patient with whom you might interact.
2. **Servant-Leadership** – The posture every leader needs to take as they lead the team. We look at leadership through the lens of a servant at all times.
3. **Vision Casting** – As a representative of NHCO, it is important to share the ministry’s vision with others, so they might find a place to serve within that vision. Leaders should be able to clearly articulate the role a short-term trip plays in the overall mission and goals of NHCO.
4. **Organized** – Traveling with a group of people to another country or state requires many, many details. Keeping these details organized is extremely important to ensure the best possible experience for all involved.
5. **Planner** – Although Murphy’s Law is always in effect, leaders are most effective when they have planned and prepared to guide their team.
6. **Shepherd** – The team leader will serve as the shepherd of the group, helping them navigate the ins and outs of in a cross-cultural context.
7. **Problem-Solver** – Leaders need to remain calm in the midst of unexpected situations and help others think creatively and positively to address issues that may arise. Leaders need to anticipate, identify and handle potentially challenging situations and trip participants.
8. **Decision-Maker** – Leaders should feel empowered to make decisions, sometimes on the spot, and lead with authority.
9. **Personable** – Interact with participants by listening and responding empathetically.
10. **Creating Unity** - At all stages, leaders are working to create a safe place to serve as a team.

11. Cross-Cultural Awareness – The leader helps the team to constantly be aware of the country in which they are visiting. The leader thinks missionally; that is to be always thinking how to best communicate the gospel.

**C. CHARACTER:** As a Christian organization, we desire our leaders to represent Jesus Christ first and foremost to the team members, to the in-country staff, to the program leaders, and to those watching. We ask that leaders:

1. Represent NHCO well in speech, attitude, and behavior.
2. Show humility by living a life worthy of the gospel. This does not mean pretending to be perfect. Instead, it means having the humility to think of others as better than ourselves and apologizing if we have offended.

*“Instead of being motivated by selfish ambition or vanity, each of you should, in humility, be moved to treat one another as more important than yourself.” Philippians 2:3*

3. Show compassion. As a Jesus follower, leaders should be known for their compassion. Compassion is leaning into the difficulties of other people.
4. Care for others. The people we care for are real people created in the image of God. Our desire is to make a difference one child at a time.
5. Show respect. Follow the leadership of the in-country staff. We want them to succeed.
6. Remain faithful to God. We define success as doing the best we can, where we are, with what we have.
7. Welcome others, especially those who may be more reserved.
8. Act as a servant-leader, leading by example.
9. Show integrity. Trip leaders will conduct themselves with integrity regarding all areas of planning and leading a team (finances, relationships, communication, etc.).

**D. CONFLICT RESOLUTION:** Sometimes issues may arise. When conflicts arise, they should be dealt with directly. Lead with grace and move towards truth.

1. Handling inappropriate behaviors – If during the course of the trip, you experience an inappropriate behavior, please address the matter directly, leading with grace, moving towards truth. If the person does not respond, contact NHCO Mission Director immediately.
2. Identifying potential problem people – Each team is made up of a variety of different personalities and some may struggle from time to time during the trip. Be on the lookout for those people and make a plan to monitor them and extend help as needed. Be sensitive to their needs.
3. Handling strong personalities – Most teams usually have a person with a strong personality that drives the conversation. If conversations start drifting in the wrong direction, use your influence to redirect. The next step would be to talk to them privately encouraging them to use their gifting positively.

4. When dealing with conflict, consider these principles:
  - a. Don't sweat the small stuff
    - Is the offense seriously dishonoring to God?
    - Has it permanently damaged a relationship?
    - Is it seriously hurting other people?
    - Is it seriously hurting the offender himself?
  - b. Don't spread the big stuff
    - Talk to the person in private
    - Choose the right time and place
    - Plan words carefully
    - Assume the best until you have facts to prove otherwise
    - Listen carefully and speak only to encourage
  - c. A Biblical approach to confrontation - PAUSE principle
    - Prepare (pray, get the facts, seek godly counsel, develop options)
    - Affirm relationships (show genuine concern and respect for others)
    - Understand interests (identify others' concerns, desires, needs, limitation, or fears)
    - Search for creative solutions
    - Evaluate options objectively and reasonably (evaluate, don't argue)
  - d. Always feel free to talk with in-country leaders or a NHCO missions staff member for guidance.

**E. BEFORE THE TRIP:** NHCO will provide you with tools to help you prepare, organize, and plan the team's activities before you depart. Our hope is that any ministry or activities the team undertakes would allow the participants to catch a vision for quality for the specific needs of the ministry partners they visit.

*"I can do things you cannot, you can do things I cannot; together we can do great things." ~*

*Mother Teresa*

1. NHCO Missions staff and trip leaders work together to coordinate the details of each trip. The following lists break down the general responsibilities and expectations of each:
  - a. Coordinate all trip budgets/costs, airfare, online marketing, donations, and the arrangement of all logistics related to the trip, including but not limited to:
  - b. Promoting and finalizing team
  - c. Booking hotels

- d. Planning all meals/water
- e. Arranging transportation (ground and air)
- f. Providing translators (when required)
- g. Allocating trip funds/cash
- h. Work with NHCO to oversee the ministry projects, making any decisions that involve the team's ministry while in state/country.
- i. Coordinate all programing activities (crafts, games lessons, etc.). While this is primarily the leader's role, the MAT will provide guidance and resources on content to the leader if needed for teaching activities and parameters with approved and targeted topics. Projects are determined by the needs of the ministry partners and are assigned to a team that meets the physical and project funds required.
- j. Provide ministerial support to all trip participants, equipping them to minister and keeping them focused, connecting personally to each team member prior and during the trip.
- k. Track all cash expenses (including tips/fees to porters, drivers, translators).
- l. Represent NHCO while leading the team and should be able to communicate our philosophy of care at any point.

**F. TIME EXPECTATIONS:** The time commitment will vary for each leader and trip. However, it is our experience that trip planning generally requires 4 hours per week prior to the trip and up to 8 hours the final week(s) leading up to the trip. Some follow-up is required after your return and additional follow-up is encouraged. Beyond the time spent planning with our staff and with the team and conducting team meetings, our desire is that you would prepare personally as well in the following ways:

- Recruit a prayer partner(s)
- Continued training with NHCO.

**G. TEAM TRAINING:** Our expectation is that the team will meet as a group regularly before departure. The topics below should be covered.

1. Logistics and Trip Information (passports/visas, flights, costs/fundraising, required forms, schedule, etc.)
  - a. Trip Emergency Notebook: Each trip leader should create an Emergency Notebook. This Notebook should be carried at all times and should be kept completely confidential. The Notebook will consist of many important items, including but not limited to, an Emergency Contacts Page, an Emergency Report on all trip participants, passport and visa copies.
  - b. Travel Documents: Each trip leader and trip participant are required to have a valid passport, not expiring within 6 months from the return date (last day of trip). It is the responsibility of each person to obtain a valid passport. The cost of the passport is not

included in the New Hope Central Oahu trip cost. Some countries also require a visa to enter.

c. Health.

1) Trip Leaders should consider an electronic and/or paper Emergency Notebook report, which includes any medical and dietary information that was supplied on the trip participant's application. Trip Leaders should thoroughly read through this report prior to departure and be aware of any specific medical and dietary needs and any allergies.

2) Trip Leaders are also highly encouraged to possess an up to date CPR Training or First Aid Certification and will carry a first aid kit at all times during the mission trip.

3) Immunizations. We highly recommend that trip participants consult with their personal physicians and/or travel specialist. They can recommend any vaccines, according to one's own personal health history and location of travel. Trip participants are also encouraged to read health information and recommended vaccines for each country on the Center for Disease Control and Prevention (CDC) website ([www.cdc.gov](http://www.cdc.gov)).

d. International Airfare

1) It's important especially when traveling as group to consider purchasing team airfare through a contracted travel agent. You should consider best options based on the team. When beneficial, book trips on group contracts, which allows our teams to travel together.

2) If a trip participant would like to purchase their own airfare or use miles, they may do so, however, that cost then becomes the responsibility of the trip participant and may not be funded by donations received. The participant will be responsible to book and pay for their travel and provide New Hope Central Oahu with a copy of their final reservation.

e. Checked Baggage: Most airlines allow one international bag free of charge. If a trip participant desires to take an additional bag for personal use or to bring supplies for the children and ministry, the additional bag(s) is at the trip participant's expense. New Hope Central Oahu does not cover the cost of checking second bags.

f. Additional Personal Travel

1) New Hope Central Oahu requests that trip participants do not add personal travel days before or after their mission trip. Should a participant desire to add travel days or locations at the beginning or end of the scheduled mission trip, the participant will be responsible for booking and arranging all travel that falls outside of group travel, including the round-trip international airfare, insurance, transportation expenses, lodging expenses, meals, tips, fees, etc.

2) If additional travel is approved, participants will not be able to use donations given through New Hope Central Oahu for expenses other than the land cost related

to the mission trip. Expenses not eligible to be paid through donations include airfare and travel insurance.

2. Spiritual, Emotional, and Physical Preparation.

a. **Spiritual Warfare:** A short-term trip can be a powerful experience especially the first time. Trip leaders should help the team prepare spiritually during their team meetings. Spending time in prayer is never a waste of time! While it is never really possible to be fully prepared for the spiritual dynamics of a trip, every person, including the leader, should begin praying for the Lord's direction, protection, and provision. Reassure your team that the Lord goes before them and it is not their task to accomplish but that in being obedient to go and join in on the work God is already doing, they will be able to serve and make an impact. This will often be in ways that were unplanned. Often the most common way individuals are distracted from the work that God is doing is through tensions within the team. There will be many ways that the team's unity *will* be attacked, so be in prayer for unity throughout your preparations (*John 17:23*).

b. **Emotional Health:** *"It's impossible to be spiritually mature, while remaining emotionally immature."* This quote from Peter Scazzero in his book *Emotionally Healthy Spirituality* is important to remember when interacting with your team. Often our emotional issues can become magnified when we travel on a mission team. Leaders should keep this in mind and help trip participants acknowledge any emotional issues before departing, when at all possible.

1) Use discretion in how to follow-up with those who might be dealing with certain issues. Many times, missions can be an attractive place for those who are dealing with major emotional issues. We want to be compassionate towards those individuals but keep a priority on the safety and well-being all those being served as well as the other team members.

2) There may be awkward situations where issues arise during a trip. In those instances, we ask that you be **anticipatory** in how you interact with those that might struggle to behave appropriately. One example of this might be to have the individual sit with you or stay near you during the trip so that you can direct the conversation and actions of that individual away from harmful topics/behavior.

c. **Physical Requirements:** The physical requirements for each trip may vary, but it is always important to be as healthy as possible when traveling. Be sure to talk about the specific physical requirements with your team and encourage them to at a minimum begin walking a lot! Eating healthy and checking in with a personal doctor is also important.

**H. DURING THE TRIP:** As the trip leader you have unlimited potential to impact the trip participants under your care. You have no idea the possibilities God has waiting for each and every person. But the key is to be **intentional** throughout the trip.

*"Shine the brightest where the world is the darkest." ~ Mike Douris*

1. Ministering to Team: As mentioned before, one of your primary roles is to be a shepherd. In a very real way you will be shepherding the group by:
  - a. Moving them from one location to another, on and off the bus, hopefully on time.
  - b. Making sure they stay safe and healthy.
  - c. Watching out for stragglers or any sheep that want to wander off by itself.
  - d. Making sure the sheep have adequate meals and hydration.
2. As you can see, shepherding is a critical role you will have during the trip. And that doesn't even include the spiritual aspect yet, which is our highest priority. Below are the main areas you want to be aware of as trip leader.
  - a. Spiritual: Mission trips can ignite a person's spiritual formation. As a trip leader, follow the Spirit's leading when guiding others on their spiritual journey. Be aware that God is working in the participants' lives. Partner with God in the work He is already doing. Ask questions. Share scriptures. Share what God is speaking to you. Describe your faith journey in missions. Here are some practical tips:
    - 1) Pray for each member prior to and during the trip.
    - 2) Organize Team Devotionals – We want every team to have at least one devotional, whether that is in the mornings or evenings. Find a way to have everyone contribute even if it is just for a few minutes or in smaller groups.
    - 3) Encourage personal devotion time – Even more important than meeting as a team is allowing and encouraging time for everyone to have individual time to pray, read the Bible, and be alone with God. Before meals, during meals, bus trips, while shopping, or later in the evenings. Although devotionals are a set time to focus on God, it's not the only times you will be shepherding the team. Many of the most powerful conversations will happen in between. We are always praying for holy moments when a 15-minute bus ride can serve as a turning point in someone's life. Use these times intentionally to lead and direct the conversation.
    - 4) Share Resources – In all honesty, one week or 10 days is not enough time to share everything we want to or even God wants to with a trip participant. This is just the beginning. And for many people it will awaken a thirst and hunger for more. It's not our job to feed them as much as it is to make them hungry. Feel free to share resources you have found that fan the flame in your own heart (i.e. books, articles, movies, blogs, etc.).
    - 5) Ask general questions first. Follow up with specific questions – One of the best things you can do to work with God is to ask open-ended questions. Then to follow up with asking for specific examples. Here are some examples:

a) General – What are you feeling? What stood out to you today? What was the highlight of today? What broke your heart? What do you think God is saying to you?

b) Specific – What can you do when you return back home? How can you continue to be involved in this ministry? How can your family/church/ small group stay involved in orphan care? What changes are you going to make when you get back home?

6) Use High Invitation and High Challenge – Jesus’ own ministry was both invitation and challenge. Invitation means we make everyone feel welcomed, affirmed, and valued. As leaders we need to be encouraging, dispensing grace at every opportunity. Trip participants should never feel they are bothering, irritating, or burdening us. At the same time, Jesus leveraged his high invitation to offer high challenge. He earned the right to be heard and when he spoke, it was usually very challenging, a gentle but unrelenting tug in the right direction. By the end of the week, we should offer the same challenge to go after God and His heart that orphan care is a lifelong endeavor as followers of Christ.

3. Orientation In-Country: There are important topics that will need to be discussed with the team before the trip, but we also want to remind and emphasize to the team when they first arrive in country.

a. It is New Hope Central Oahu’s expectation that the trip leader will conduct the orientation with the input of the in-country staff as necessary. The in-country staff have years of experience and are trustworthy. Listen to what they say and follow their lead. There may be some cases where the in-country staff leads the orientation.

b. In addition, the trip leader helps the team process trip experiences each day, reminding them of their purpose, mission and attitude. New Hope Central Oahu can provide guidance for daily team meetings and debriefs.

4. Safety: The team leader should be aware of the safety and security issues in the area they are traveling. God is in control and will keep the team safe, but we must be prudent in how we act.

a. Some of the countries in which we serve have high incidences of petty theft. These thieves are just looking for an opportunity; so be aware at all times of your surroundings. A few actions to avoid in-between travel, while walking on the street, at the market, etc. are: opening wallets/purses in public, texting in public, taking out cameras, and walking away from the group.

b. In most countries, pedestrians do not have the right of way so be cautious when crossing the street.

c. If there is an incident (i.e. someone is robbed, assaulted, something is stolen), stay calm. Communicate with the in-country staff and New Hope Central Oahu staff. Never

fight or show aggression towards the attacker. Your life is worth more than a camera or cell phone.

- d. Stay in groups, do not wander off and do not leave hotels, lodging or ministry sites without a trip leader or in-country staff.
- e. Be mindful of personal objects while at ministry sites. Don't leave your stuff lying around unless an in-country staff tells you it is safe.
- f. Communicate to the trip participants to follow the directions of the in-country staff and trip leaders throughout the trip and this will minimize the possibility of an incident.
- g. Include any other country specific information, guidelines or precautions.

5. Health: One of the obstacles that can derail a trip experience is getting sick. Although God can still use the trip in amazing ways if someone gets sick, we strive to ensure that we do everything in our power to avoid illness.

- a. Hit health hard during the orientation.
- b. Wash hands – we are in a different country where there are bacteria present that our bodies may have never encountered. Use antibacterial gel, but just be cognizant of when.
- c. Food safety – meal times are safe, and the in-country staff will only take teams to places that are safe for visitors' stomachs. If you have a doubt or question, ask the trip leader or staff.
- d. Don't eat food from street vendors.
- e. When at a ministry site, if someone offers you some of their food you can politely decline. They won't have their feelings hurt, or you can accept and dispose of later. If it comes in an unopened wrapper, then it is probably safe. Again, when in doubt ask.
- f. As a trip leader, follow up and check-up during meal times to see how people are feeling.
- g. Make sure everyone stays hydrated. Rule of thumb – drink twice as much water as you normally do. Remind them throughout the day to drink water especially in areas with high elevations or when working outside. When you are getting sick of hearing yourself, the team is just beginning to hear you.
- h. If you start to feel sick, let the trip leader or staff member know. The sooner we can get the appropriate medicine the better off you will be. Don't try and tough it out; you are only here for a week and we do not want you to be in the bathroom for most of those days.
- i. Give the team permission to 'tattle-tale' on others getting sick.
- j. Carry (or assign someone) a walking medicine cabinet that includes but is not limited to:

- k. First-aide
  - l. Pepto Bismol and Imodium and ginger
  - m. Pain relief in all its forms
  - n. Motion sickness – Dramamine and Bonine
  - o. Use sunblock and bug spray!
6. Cross-Cultural Dynamics
- a. In cross-cultural communication, it is true that “the messenger is just as important as the message.” Many times, teams or missionaries travel across the globe with the best message in the world, only to ruin any chance at real ministry because of their attitude or posture. There is no easy answer except to be a student of culture and approach all interactions with humility, being aware of the following:
    - b. You are God’s representatives in the country. They are watching how you talk, act, your body language, etc. You are preaching the message every second of every day – ministry site, hotel, dinner, lunch, airport, etc.
    - c. If the Message matches the messenger – the gospel is shared. If the Message does not match the messenger – no one hears anything.
    - d. Here are some practical do’s and don’ts:
      - 1) Don’t be a know it all (i.e. go as a learner. Leaders should model this.).
      - 2) Don’t make cultural generalizations (i.e. that person did that, so all Guatemalans do that).
      - 3) Don’t assume we are better than them.
      - 4) Don’t mock or make fun of things in their culture.
      - 5) Don’t complain or whine.
      - 6) Don’t hand out money.
      - 7) Do ask questions about the culture. Remember we want to be learners.
      - 8) Do enjoy the differences – sights, sounds, and taste.
      - 9) Do be polite and courteous.
      - 10) Do remember more people than you realize speak English.
      - 11) Do remember that communication is primarily non-verbal (i.e. take off sunglasses when communicating with people).
      - 12) Do remember you are the visitor and guest in the country.
    - e. Below are four areas in which culture will probably differ in significant ways. It is easy for those who begin to engage other cultures to either prefer or idolize aspects of the new culture while degrading their own, or to do the reverse. New Hope Central Oahu’s hope is that trip participants would be culturally aware so that we

can build long-term cross-cultural relationships with as few barriers as possible. This is something that takes intentionality and more than 7 to 10 days. So, we hope this is something that can be built on as trip participants return multiple times. All cultures have assets and challenges.

1) TIME – One of the major differences between the North American and many other cultures is that we in North America are inclined to be time-orientated and other cultures tend to be more event-oriented or relationship-oriented. For many North Americans, the most important part of time is the future, then the present, and finally the past. For others, it is very different. They relish the present, treasure the past, and may think of the future in the same way. The emphasis on the present allows them to be so absorbed by someone's company that they are not too concerned if they are keeping someone else waiting. Concentrate on the positive aspects of the "time difference" and let go of the tyranny of the urgent that can so often drive us away from peace.

2) ETHICS – There are three basic ethical emphases: *rules, results, and responsibilities*. As North Americans, we tend to combine rules and responsibilities in our ethics. This means that we go by a set of guidelines and we play by the book. We have basic rules for every situation, and if we don't, we make some. Other cultures are more result-oriented in their ethics. Right and wrong is often determined by whether or not the result is positive or negative. If the end result is good, then the behavior was right. If the end result is bad, then the behavior was wrong. Be careful that you do not condemn those who will not stop, even when a stop sign is in view. The guidelines for actions may change from day to day and from situation to situation.

3) FAMILY – As North Americans, our family ties are different. We leave home sooner and take care of our relatives and grandparents differently. Other cultures often do not leave home until they are married. Many times, newlyweds move in with one of their parents or live very close by. We value independence and freedom and getting along on our own. Others look at that very differently. They would call themselves interdependent instead of dependent or independent.

4) CHRISTIANITY – In the countries we serve, Christian culture tends to be much more conservative than many forms of American Christianity. For instance, drinking alcohol, dancing and smoking cigars may all be considered serious sins.

**I. DEBRIEF:** A debrief is of utmost importance. This may be the last time you get to share as a group. Even with a great follow-up system, once the team member returns, their jobs, families, to-do list, kids, and everything else they put on hold during the trip will bombard them. So, no matter how tired the team is at the end of the week, make this a priority. An outline of what to

cover during debrief is included in the Appendix of this manual. Below is a survey of the main issues to consider:

1. Prepare and equip them for all the questions they will receive on returning home. Have them practice it. Help them see the rare opportunity they will have to be advocates.
2. Prepare them for reverse culture shock and warn them on the tendency to be judgmental or angry.
3. Encourage them spiritually. What has God been saying to them? Challenge them to be specific in their response. What practical, tangible changes are they going to make or do?
4. Be very clear about the ways they can plug into New Hope Central Oahu.
5. Have them write the letter to themselves and collect them in the self-addressed envelopes.
6. Pass out and collect the trip evaluation.

**J. PHOTOGRAPHY AND SOCIAL MEDIA GUIDELINES:** You are not allowed to take individual photos of and with the children w/o parental approval. Posting on social media sites should be within the guidelines presented herein. This does not apply to photos provided to New Hope Central Oahu for use in communications about your trip or the ministry.

1. You are allowed to take and post group pictures of the children and group pictures of activities your team does.
2. Out of respect for the locals, trip participants will ask anyone, whether a child, ministry staff or local, before taking his or her picture.
3. Photos should be taken with discretion and treat the subjects with full dignity and respect. Before you take a picture, think "would I want a photo taken of me?" and before you share a story, think "what would I want said about me in this instance?"
4. Photos should never be taken that would reflect poorly on the country's government or its people.
5. All photos should seek to reflect God's love and the beauty of His creation.
6. No matter the type of communication, please refrain from providing significant personally identifiable information about the people we are ministering to - our goal is to care for them, not exploit them or endanger them.
7. Any contact through social media with staff at ministry sites should be above reproach and not involve any ministry details. All communication must go through the New Hope Central Oahu staff. We ask that trip leaders help us in guarding the children and staff in this area.
8. There will be certain areas where photography will not be allowed at all except by New Hope Central Oahu staff. Please honor the instructions of the staff.

**K. DRUGS AND ALCOHOL:** Trip leader will not be in possession or use illegal substances, tobacco and/or firearms of any kind. All individuals are requested to abstain from drinking

alcohol during ministry and team activities while on the mission trip. It may be allowed in private room after hours but not at team functions. Any behavior, sober or not, that is inappropriate is grounds for disciplinary action and/or sending any trip leader or trip participant home early at their own expense.

**L. ATTIRE AND DRESS CODE:** All attire will be conducive to the overall goals and philosophies of New Hope Central Oahu and will be conservative in all respects during the mission trip. Below are some suggestions on clothing to wear.

1. Khakis, jeans, capris, scrubs, long skirts, t-shirts, sweatshirts, etc. Bring different layers.
2. Items that can be worn a long time, easy care, clothes that don't need ironing are best.
3. Work clothes- you may be working on small construction projects (i.e., painting)
4. Light jacket, raincoat, or umbrella
5. Sturdy, comfortable walking shoes, tennis shoes, sandals, flip-flops. Tennis shoes are probably best overall as it can be muddy in the streets.
6. Pack at least one change of clothing and light jacket or sweatshirt in carry-on luggage.
7. Wear comfortable, lightweight clothes for travel days.
8. Don't have overly blatant American graphics on your clothes (i.e. American flag, American celebrities, etc.)
9. Dress conservatively so as not to draw attention to yourself. Keep in mind the way you dress represents who you are, New Hope Central Oahu, the U.S., and Jesus Christ.
10. No shorts or skirts above the knee **at all** for anyone. Shorts that are knee-length or longer are fine, like long basketball shorts or Capri pants.
11. No spaghetti straps, tank tops, sleeveless shirts, low-cut or revealing tops. Shoulders must be covered.
12. All piercings (except earrings) must be removed, tongue included. If you wear earrings, keep them simple and small.
13. Tights and leggings should not be worn without a long top or shorts to cover. Please be mindful of the people we serve and how most are not allowed to wear tight pants.
14. Trip leader will address any trip participants who are not dressed appropriately, asking them to change if necessary.
15. Trip leader and team are expected to pack their New Hope Central Oahu t-shirt and all wear one day on the trip for a team photo.

**M. ADDITIONAL TRAINING:** Every mission will have unique requirements. The team leader should identify them early enough that they can be included in the training materiel. It is important and cannot be emphasized enough that we not only represent New Hope Central Oahu, but Jesus! Please feel free to seek assistance from the MAT and/or other missionaries in the church.

## APPENDIX B

### TRIP LEADER CHECKLIST

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#### **Up to 1 year – 9 months prior to travel:**

- Reserve ministry dates with the Mission Advisory Team to discuss trip requirements.
- Confirm and hold dates (may require a deposit)
- Identify the purpose for your team and who will go. Groupings for teams could include high school students, adults, families, university students, or a mixture of all.
- Determined the specific purpose of your ministry, i.e. construction, medical, water filters, or a multi-faceted servant team, community outreach, etc.
- Investigate flights for availability, schedules, and prices.

#### **9 months prior to travel:**

- Start Emergency Trip Notebook (See Part Four of this manual)
- Choose co-leaders: It is important to have mature co-leaders that can assist you and or take your place in lieu of your absence. High School teams should be assigned one leader per 4 students with an appropriate ratio of men and women. Adult teams require one leader and at least one other designated co-leader, depending on the size of the team.
- Set age limits/group size. All senior participants must be mobile and able to participate in the daily schedule without significant issues.
- Hold an initial meeting to promote the trip and determine the number of interested parties. Include: vision and ministry of Mission Impact, dates, cost, details regarding special projects (if you have them), the challenges of overseas travel and ministry, on-line application process and deadline, size limitation of the team, obtaining passports, etc. If you have not identified a specific area of ministry or your team will work at several ministry sites, it is important to explain, at this point, an important element of cross-cultural ministry; and that is this: our Guatemalan site leaders will not always have a specific ministry plan 9 month in advance (See Appendix A).
- Determine suitability of interested parties. Determine if each participant is or is not a good fit for your mission/ministry. NHCO will rely heavily on the judgment of team leaders in regard to the appropriateness of applicants. Before an interested party goes through the application process with NHCO, please consider the impact of significant physical, emotional, and spiritual limitations that some applicants may be dealing with. It is crucial to the health of the team and those you will be partnering with.

- Hold first team meeting. • Distribute any documents needed for the trip to the applicants.

## **TRIP LEADER CHECKLIST**

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### **6 months prior to travel:**

- Set Schedule for future meetings.
- Complete Applications.)
- Confirm Airline Reservations Team Members must arrive and leave on the same flight. If there are special requests and separate flights, extra airport pick-up/drop-off fees will be applied.
- Send flight itinerary to NHCO Missions Director.
- Check Passports. All team members are required to travel with a passport. Those without passports should begin application process at this point. Keep copies of passports in Emergency Trip Notebook.
- Check immunizations. Most foreign countries require additional immunizations.
- Begin Fundraising.
- Begin monthly training sessions using Part Four of this manual and any additional requirements needed for the country/ministry you will be supporting.

### **3 months prior to travel:**

- Research airline baggage restrictions and packing regulations.
- Begin gathering and preparing materials that will support the ministry sites where your team will partner.
- Begin preparing morning devotional materials and evening debriefing materials.
- Arrange transportation to and from airport in the U.S.

### **1 month prior to travel:**

- Purchase Travel Insurance for all team members; minimum \$25,000.00 medical evacuation policy.
- Provide participants with emergency numbers.
- Confirm that team members have passports and that they physically present them to you for review.
- Make final preparations for ministry sites.

### **3 weeks prior to travel:**

Tag luggage with BRIGHTLY colored ribbon. Upon Arrival:

**TRIP LEADER CHECKLIST**

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Exchange money if required.

**Upon Returning to Hawaii:**

Hold a meeting within 10 days of return

Share pictures/stories. Encourage team members to write a letter of thanks to their supporters

Find the best way to share with your church, school, university, etc.

Pray for the ministries and people you ministered to.

Discuss ways to remain engaged with team and how your team can support each other and future missions.

Prepare trip report and identify testimonies and be prepared to share with NHCO.

Complete any outstanding financial obligations.



APPENDIX C

**MISSION TRIP APPLICATION**

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Name:			Age:
Address:			Phone:
City:	State:	Zip:	Cell:
E-mail:			
How long have you been a member of NHCO?			
Name of the church/organization you will be traveling with?			
Departure Date:		Return Date:	
Please describe the mission work you will be doing in detail:			
Please describe why you feel called to this mission:			
Please list any experience you have in short-term mission work:			
Please describe the training you will receive for this specific trip:			

**MISSION TRIP APPLICATION**

Have you received training for a mission effort in the past?	Yes		NO	
If yes, please describe:				
Are you willing to participate in fundraisers?	Yes		No	
Total cost for my short-term mission trip: \$				
These funds will cover:				
In addition, I will be responsible financially for:				
I am asking NHCO to assist me with \$				
If approved, please make check out to:				
Name of Organization:				
Address:				
City:	State:	Zip:	Phone:	
Please place in an envelope and hand-carry or mail to:				
New Hope Central Oahu/MAT P.O. Box 893855 Mililani, HI 96789-0855				
NHCO MISSIONS MINISTRY USE ONLY				
Approved by MAT:			Date:	
NHCO Board Approval:			Date:	



APPENDIX D

**COMMUNITY ASSISTANCE APPLICATION**

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Name:			Age:			
Address:			Phone:			
City:	State:	Zip:	Cell:			
E-mail:						
Amount requesting:		Is this a one-time request?		Yes		No
If no, indicate duration and frequency, i.e. every month for one year:						
Are you a member of NHCO?		Yes		No		How Long:
Name of the church/organization you are seeking support for:						
Brief Statement of Mission of requesting organization:						
Specific purpose of funds requested (Please be a specific as possible):						

If approved the organization will be required to provide bi-monthly reports on how these funds are contributing to the community. Please list specific goals for this organization and identify whether they are annual, monthly, etc. goals:


If approved, please make check out to:

Preferred method of payment:

Name of Organization:

Person to contact:

Address:

City:

State:

Zip:

Phone:

Please place in an envelope and hand-carry or mail to:

New Hope Central Oahu/MAT  
P.O. Box 893855  
Mililani, HI 96789-0855

**NHCO MISSIONS MINISTRY USE ONLY**

Approved by MAT:

Date:

NHCO Board Approval:

Date:

# APPENDIX E

## MINISTRY TEAM LIABILITY RELEASE

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WARNING: THIS IS A COMPLETE RELEASE OF POTENTIAL CLAIMS TO BE COMPLETED BY APPLICANT IF 18 OR OLDER OR BY PARENT OR GUARDIAN OF APPLICANT IF APPLICANT IS UNDER 18. THIS FORM MUST BE SIGNED AND NOTARIZED AND THE ORIGINAL MAILED TO NEW HOPE CENTRAL OAHU MISSION ADVISORY TEAM. NO COPIES WILL BE ACCEPTED.

In consideration of my being accepted by New Hope Central Oahu (NHCO) for participation on a Ministry/ Missions team to \_\_\_\_\_ on \_\_\_\_\_, I make the representations  
(Location) (Dates)

and undertakings set out below: I am in good health and have received or will receive all vaccinations recommended by my county or state health department for travel in the countries or areas to be visited on this trip.

I know that International travel involves danger and risk. I acknowledge that the dangers and risks include, but are not limited to, the hazards of travel by air, boat, raft, jeep, automobile, bus, taxi, bicycle, and on foot, travel in foreign countries, in jungles, mountains, high altitudes, steep terrain; travel and/or attendance at meetings among possibly unfriendly persons; sickness or injury in areas where medical assistance may be primitive or inadequate, unavailable or not readily available, and/or where rapid evacuation is not available; or where there is exposure to crime, to civil unrest and to forces of nature or other dangers. I understand that the above and other possibilities are risks in ministry/missions travel.

I know that NHCO does not carry any insurance, and I acknowledge that the NHCO Missions Advisory Team has advised me that NHCO does not accept any responsibility for any injury, loss or damage not covered by the above-mentioned insurance. I further acknowledge that NHCO has recommended that I carry or obtain primary medical insurance to cover possible medical needs including evacuation occurring during this trip and that NHCO has recommended that I obtain travel insurance covering personal injury, trip delay, change or cancellation, loss of or damage to baggage, and other standard risk coverage for this trip.

I hereby assume all risk of personal injury, sickness, or death, and damage to or loss of my personal property, and any delay, change or cancellation of travel arrangements, and any and all other damage or expenses I may suffer as a result of participation in this ministry/mission trip or in activities related to it. I agree to be fully responsible for my actions. Should I become ill or injured or suffer other damage, I will pay all costs involved including costs of evacuation and medical care I might receive.

*Please carefully read and have the other side of this page notarized*

IN CONSIDERATION OF MY BEING PERMITTED TO PARTICIPATE AS A MEMBER ON THE ABOVE NHCO MINISTRY/MISSIONS TRIP: (Please initial each paragraph) I ACCEPT AND ASSUME ALL RISKS AND HAZARDS FROM THIS ACTIVITY, BOTH KNOWN AND UNKNOWN, INCLUDING BUT NOT LIMITED TO THE RISKS AND HAZARDS IDENTIFIED ABOVE. Initials: \_\_\_\_\_

I HEREBY VOLUNTARILY RELEASE, FOREVER DISCHARGE, AND AGREE TO HOLD HARMLESS AND INDEMNIFY NHCO ITS DIRECTORS, EMPLOYEES, COORDINATORS, FACILITATORS, VOLUNTEERS, AND

OTHER TEAM MEMBERS FROM ANY AND ALL LIABILITY, CLAIMS, DEMANDS, ACTIONS OR RIGHTS OF ACTIONS, WHICH ARE RELATED TO, ARISE OUT OF, OR ARE IN ANY WAY CONNECTED WITH MY PARTICIPATION IN THIS ACTIVITY, WHICH I NOW HAVE OR MAY HAVE IN THE FUTURE, SPECIFICALLY INCLUDING BUT NOT LIMITED TO THE NEGLIGENT ACTS OR OMISSIONS OF ANY PERSON SO RELEASED, HELD HARMLESS AND INDEMNIFIED, AND SPECIFICALLY INCLUDING CLAIMS RELATING TO ANY PERSONAL INJURY THAT I MAY SUFFER. Initials: \_\_\_\_\_

I AGREE TO PAY THE COSTS AND/OR LEGAL EXPENSES INCURRED BY THE TRIP LEADER(S), ORGANIZERS AND/OR PARTICIPANTS AS A RESULT OF ANY CLAIM OR SUIT FILED BY ME OR FILED BY ANYONE ELSE AS A RESULT OF MY CONDUCT. Initials: \_\_\_\_\_

I CONSENT AND AGREE TO PAY FOR ANY MEDICAL TREATMENT RENDERED TO ME BY ANYONE FOR ANY INJURY OR OTHER MEDICAL SITUATION DURING, OR RESULTING FROM, MY PARTICIPATION. Initials: \_\_\_\_\_

I AUTHORIZE NEW HOPE CENTRAL OAHU TO ARRANGE FOR TRANSPORTATION, FOOD, AND LODGING FOR ME ON THIS TRIP. Initials: \_\_\_\_\_

I AGREE THAT THESE PROMISES, AGREEMENTS, ASSUMPTIONS OF RISK AND RELEASES BIND ME, MY FAMILY, ALL MINORS WITH ME OR ON WHOSE BEHALF I SIGN, AND MY HEIRS OR LEGAL REPRESENTATIVES AND ASSIGNS. Initials: \_\_\_\_\_

I have read this release carefully, including this page and the prior page. I am aware that I am giving up important legal rights and sign of my own free will. (to be completed by applicant if 18 or older or by parent or guardian of applicant if applicant is under 18.)

Signed: X \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Full Address \_\_\_\_\_

I hereby make each of the above statements, acknowledgements, authorizations, releases, discharges, hold harmless agreements, indemnities and other agreements on behalf of my minor child or children, accompanying me or participating alone on this trip whose name(s) appear(s) below, and agree that they shall be binding on each minor child, his heirs, successors and assigns:

Name of minor child \_\_\_\_\_

SUBSCRIBED AND SWORN TO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires:

\_\_\_\_\_  
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