



Short-Term Missions Policy

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Contents

I. Introduction	3
A. Purpose of This Policy	3
B. Amending the Policy	3
II. Short-Term Project Proposals	4
A. The Proposal Process	4
B. Proposal Deadlines	4
III. Applying for a Short-Term Missions Project	6
A. Application Requirements	6
B. Processing of Short-Term Project Applications	6
IV. Training and Team-Building	7
A. Purpose and Content	7
B. Training Provider	7
C. Attendance Expectations	7
D. Examples	7
V. Code of Conduct	8
A. Purpose of a Code of Conduct	8
B. Participants' Responsibilities	8
C. Administering the Code of Conduct	8
VI. Legal and Liability Guidelines	9
VII. Funding Short-Term Missions Projects	10
A. Scope of This Funding Policy	10
B. Goals of the Short-Term Missions Funding Policy	10
C. Requesting Funds in the Budget	10
D. Applying for Short-Term Missions Financial Support	10
E. Qualification for Funding	10
F. Funding Limitations	11
G. Fundraising – Guidelines and Deadlines	11
H. Distribution of Funds	11
VIII. Post-Project Requirements	14
A. The Need for Effective Communication	14
B. Applicability	14
C. Team Reports	14
Appendix A: Project Proposal Form	15
Appendix B: Code of Conduct Agreement Form	17
Appendix C: Sample Fundraising Letter	19

I. Introduction

A. Purpose of This Policy

This policy aims to provide a framework for overseeing short-term mission projects at Highland Oaks. A short-term mission project is considered to be a work of outreach lasting less than two years, the participants in which desire the sanction and support of Highland Oaks. It is recognized that a short-term work may take many forms, but it will usually involve evangelism or the spiritual nurture of people. While seeking to define adequate procedures for effective administration of short-term mission projects, this policy is in no way intended to create unnecessary impediments to good works.

The primary audience of this statement of policy is the short-term missions leadership team that has been delegated the task of promoting and facilitating the sending of short-term teams from Highland Oaks to the mission field.

The tenets of this short-term missions policy shall always be consistent with and shall never take precedence over the Highland Oaks Global Missions Policy.

B. Amending the Policy

Amendments to this policy may be proposed by the short-term missions leadership team, the global leadership team, or the Highland Oaks senior minister or his designated representative. Proposed amendments shall be developed by the short-term missions leadership team and must be approved by three-fourths of its members before proceeding to the next level of approval, as defined by the Highland Oaks Global Missions Policy. Once all approvals have been obtained, this document shall be updated to reflect the amended policy and the policy shall become effective.

II. Short-Term Project Proposals

A. The Project Proposal Process

A prerequisite for Highland Oaks short-term mission projects is the submission of a project proposal to the short-term missions leadership team. The rationale behind the project proposal requirement is that by being made aware of the short-term projects taking place throughout the year, the leadership team can coordinate the projects to ensure that they are meeting the missions goals put forth by the global missions team and actively assist with project promotion and administration and may be in a position to request financial resources for project funding assistance.

A project proposal must be submitted for each short-term project that will involve the use of any Highland Oaks resources, including facilities, financial, or staff personnel, or that will target any mission field in which Highland Oaks supports a long-term work. It is generally expected that the project leader or coordinator will submit a project proposal on behalf of the team to the short-term missions leader or their delegate. The short-term leadership team shall make every effort to respond to a proposal within two weeks of its submission.

The short-term leadership team shall be responsible for communicating the proposal process to potential short-term project leaders and shall produce and maintain a project proposal form and make this form easily available to project leaders. It is recommended that the project proposal include the following information:

- Project start and end dates
- Project location
- Responsible party at the site
- Project leader(s) and qualifications
- Training requirements and provider
- Health and safety considerations
- Available accommodations at the site
- Required travel documents
- Goals and activities of the project
- Evangelistic components
- Estimated number of adult, student, and child participants
- Estimated project costs – per person + working fund
- Fundraising plans, including requests for funding assistance from Highland Oaks

A sample short-term project proposal form is provided in Appendix A.

B. Proposal Deadlines

In order for the short-term leadership team to provide a reasonable level of administrative, promotional, and logistical support for a project, the project proposal should be submitted no later than 60 days prior to the project start date. Support may be limited for projects for which proposals are received less than 60 days in advance of the start date.

Any project proposal that includes a request for funding in the short-term missions budget must be submitted no later than October 1 of the year preceding the project in order to guarantee budget consideration. Participants in projects that do not meet the October 1 proposal deadline may still be granted funding assistance if sufficient contingency resources are allocated in the short-term missions budget for the fiscal

year in which the project takes place. Refer to section VII of this document for further discussion of funding for short-term missions projects.

III. Applying for a Short-Term Missions Project

A. Participant Application Requirements

Each person desiring to participate in a Highland Oaks short-term mission project must submit a complete application form, including all required medical and legal waivers, to the short-term missions leader or their delegate. Web-based application materials, if available, may be submitted in lieu of a paper application. Applications are due no later than 30 days prior to the scheduled departure to the project site. Exceptions to the deadline may be considered on a case-by-case basis. A participant's application shall be considered valid for the entire calendar year in which it was submitted and may be reused to apply for multiple projects within that calendar year.

The short-term missions leadership team is responsible for producing and maintaining all application materials needed to qualify and approve participants in Highland Oaks short-term mission projects and shall make these materials easily accessible to all potential applicants.

It shall also be the responsibility of the short-term missions leadership team to determine appropriate application content, but it is recommended that application materials at a minimum solicit the following information:

- Personal contact information (name, address, phone)
- Parent or guardian contact information if applicant is under 18 years of age
- Specific project(s) for which the applicant seeks approval for participation
- History of criminal activity and consent for background check
- Legal waivers indemnifying Highland Oaks
- Medical insurance information and/or waiver
- Code of conduct form
- Past missions experience
- Personal references
- Financial aid request

B. Processing of Participant Applications

The short-term missions leader shall assign one or more members of the short-term missions leadership team to review individual project applications. The designated team member(s), in coordination with the appropriate project leader, shall assess the qualifications of each applicant and shall provide a notification of approval or denial within two weeks of application submission. Requests for financial assistance should be forwarded to the short-term missions finance team once the applicant has been approved for participation in the project.

Highland Oaks reserves the right to assemble the most qualified teams for short-term projects and, to that end, will consider factors such as age and physical limitations when warranted by anticipated project activities or environmental conditions.

The short-term leadership team shall maintain accurate and confidential records of data submitted through the applications process in order to facilitate an applicant's participation in future projects and to provide easy and rapid access to emergency information.

IV. Training and Team-Building

A. Purpose and Content

Highland Oaks short-term mission teams are expected to have reasonable training in order to fulfill their tasks and responsibilities during their respective projects. Included in such training should be exercises or events to assist team members with group and interpersonal dynamics and, if applicable, the understanding of specific cultural issues.

The prerequisite training for a particular short-term mission project could range from a few casual team dinners to participation in a team service activity prior to the main project to formal training from a third-party organization, such as LST. The type of work that the team will be doing on the short-term project should ultimately determine the applicable set of team training requirements. The goal of training is to ensure that the team has had some time together before it departs to the project site and to prepare team members to interact with native residents in appropriate ways.

B. Training Provider

If a third party organization (e.g., LST) is the principal coordinator of the short-term project, all training requirements will be defined and training sessions conducted through that organization.

If the project is primarily organized through Highland Oaks resources, the member serving as project coordinator is responsible for the initial definition of training requirements and for arranging the conduct of the training sessions. In this case, an acceptable training plan must be included in the project proposal submitted to the short-term leadership team.

C. Attendance Expectations

Participants are encouraged to make every effort to attend all team training sessions. The project coordinator is expected to set reasonable expectations for training attendance and will determine if a team member's attendance is sufficient for continued participation in the project.

D. Examples

The following are provided as examples of team training and team-building activities. The unique aspects of each project should be considered when attempting to design an appropriate training curriculum. This is not an exhaustive list and merely contains suggestions for building a functioning and cohesive team.

- Become familiar with the native religious practices of the host city or country. The goal is not to teach locals to be Americans or to worship with American-style Christianity.
- Eat together at an ethnic restaurant that serves the type of food common to the mission point.
- Language study of the host country for basic communication (e.g., "Where is the bathroom", "I would like some...", etc.).
- Prepare and learn curriculum if the project itself involves teaching.
- Learn and practice local customs and traditions. Discuss the importance of showing respect for the host country's culture.

V. Code of Conduct

A. Purpose of a Code of Conduct

As representatives of Christ and the Highland Oaks church, each short-term project participant is expected to conduct themselves in a manner befitting their high Christian calling. As a reminder of this responsibility and to provide individual accountability, all participants, without exception, must sign a mission participant code of conduct form as part of the application process.

B. Participants' Responsibilities

Failure to submit a signed code of conduct form will result in the rejection of a participant's short-term project application. Failure to abide by the tenets of the code of conduct may result in disciplinary action, including dismissal from the project after approval by a designated member of the short-term missions leadership team. If dismissal occurs while in the field, the participant will be sent home immediately at their own expense.

C. Administering the Code of Conduct

The short-term missions leadership team shall develop and maintain a code of conduct form that extols behavior consistent with the highest standards of integrity and Biblical morality. Changes to the code may be appropriate from time to time and shall be approved by the short-term leadership team and the Highland Oaks Global Missions leadership team.

The code of conduct form shall be included in any application materials provided to candidates for short-term missions projects.

A sample code of conduct form can be found in Appendix B.

VI. Legal and Liability Guidelines

The following guidelines shall constitute a legal framework within which short-term missions projects are conducted at Highland Oaks.

1. The Highland Oaks Church of Christ leadership encourages its membership to participate in approved short-term missions projects regardless of age, gender, or ethnicity.
2. Appropriate and specified training is required for all who participate.
3. From time to time, Highland Oaks may approve limited financial assistance for project members.
4. ALL PARTICIPANTS, WITHOUT EXCEPTION, are required to sign a Highland Oaks Church of Christ form for waiver of liability. Under-age members may have their parent or other legally approved individual sign for them.
5. ALL PARTICIPANTS MUST SUBMIT PROOF OF APPLICABLE MEDICAL INSURANCE BEFORE they may be approved. Exception to the policy may occur if a participant signs a waiver that declares their recognition that they will bear the burden of all expenses associated with any medical event during their participation on an approved project.
6. Appropriate emergency medical authorization forms, including written designations of individuals who are approved to make medical decisions when the participant is not able to do so, MUST be on file with the designated project officials.
7. Highland Oaks SHALL recommend, but not require, that all participants in a short-term project outside the United States and its territories obtain adequate international medical insurance coverage if such coverage is not already available through a participant's current medical insurance policy or through an umbrella policy carried by the church.
8. Participants will be financially responsible for all travel costs associated with any premature return from the mission site. Exceptions, if any, will be at the discretion of the Highland Oaks Global Missions chairperson.
9. By December 15, the short-term missions leadership team and the Global leadership team SHALL make a recommendation to the executive minister as to whether international liability insurance should be obtained for the following year to protect Highland Oaks and its assets against potential legal exposures stemming from anticipated international short-term missions projects and/or projected use of leased facilities.
10. Highland Oaks has the responsibility to do all it reasonably can to ensure appropriate individuals represent the congregation. Therefore, ALL adolescents and adults planning to serve in any capacity on a project MUST sign a background authorization form BEFORE their applications are approved. Refusal to sign will disqualify a person from being approved to participate in a project. Background checks will be completed BEFORE final participation may be approved.
11. All project drivers MUST have their DPS driving records reviewed BEFORE they may drive during a project. Anyone with a moving violation on record within the past 24 months from the planned project may not be allowed to drive during the project.
12. Highland Oaks may assist its members with identifying reasonable vendors for the required medical and travel documentation.

VII. Funding Short-Term Missions Projects

A. Scope of This Funding Policy

This funding policy defines a framework for administering and applying for the use of funds set aside in the missions budget for offsetting expenses incurred by participants in short-term missions projects sponsored by or affiliated with Highland Oaks.

B. Goals of the Short-Term Missions Funding Policy

The short-term missions funding policies outlined below were designed to be consistent with and maintain a balance between the following overarching objectives:

- Involve as many different people as possible in short-term mission projects.
- Encourage participation in areas where Highland Oaks has a special focus.

C. Requesting Funds in the Budget

In order to be considered for inclusion in the short-term missions budget, a short-term project must have an evangelistic element and must occur at a location where there are established long-term missionaries available for follow-up contact. Funding priority is given to short-term projects where Highland Oaks has a designated focus (e.g., Asia) or has established missionaries.

To ensure consideration in the short-term missions budget, a project's coordinator must submit a project proposal, including dates, description of work, estimated number of workers, and a cost per person estimate, to the short-term missions leadership committee by October 1 of the year *preceding* the project. At the discretion of the short-term finance team, extra money may be requested in the budget as a contingency for projects that do not meet this deadline.

D. Applying for Short-Term Missions Financial Support

To apply for a funding grant for one or more short-term missions projects, a participant should mark the appropriate box in the application packet that indicates a desire to be considered for financial assistance. Requesting financial assistance is optional and may be bypassed if the participant so wishes. Funding grants may or may not be available for a particular short-term mission project depending on the characteristics of the project and the final missions budget for that calendar year.

E. Qualification for Funding

To qualify for a short-term missions funding grant, a participant need only submit a complete application packet, including signed release forms and personal references when required. Funding requests will then be considered once an applicant has been approved for a project by the short-term missions leadership team.

Funding grants are available for approved short-term projects on a first-come, first-serve basis as long as funds remain in the short-term missions budget. An individual may receive funding for projects in different mission areas and may even receive funding for multiple projects in the same mission area provided sufficient funds are also available to cover all first-time applicants.

F. Funding Limitations

Short-term missions funding grants are subject to the following limitations and restrictions:

- The number of people in a single family that can receive funding is unlimited unless this would prohibit another person or family from receiving funds for the same project. In the latter case, the maximum number of grants per family is three.
- Financial assistance will not be provided to those who have qualified for assistance through other HOCC-funded initiatives (e.g., the youth budget).
- If a recipient of short-term missions financial assistance successfully raises funds beyond those needed for the project, the surplus amount, up to the total provided from the short-term missions budget, must be returned to Highland Oaks.
- Highland Oaks will not be responsible for expenses incurred should a participant return before the completion of a project due to violations of the code of conduct or for reasons that do not constitute an emergency situation.
- Except for rare and special exceptions that will be evaluated on a case-by-case basis by the short-term missions leadership team, financial assistance is limited to Highland Oaks members.

G. Fundraising – Guidelines and Deadlines

To raise funds for a short-term missions project, a participant is allowed to solicit from Highland Oaks members by sending out individual fundraising letters or by holding a group fundraising event, but special contributions within Bible classes, home teams, or congregational assemblies is strongly discouraged. A sample fundraising letter can be found in Appendix C.

For any short-term project for which Highland Oaks is acting as the fundraising coordinator (i.e., projects in which Highland Oaks arranges and pays for travel, accommodations, meal allowances, etc., on behalf of the participants), it is the responsibility of the short-term finance team to establish well-publicized deadlines by which all or some portion of the funds needed to cover a participant's project expenses must be raised and turned over to Highland Oaks. An example of a fundraising deadline would be: "50% of funds raised one month prior to departure; 100% of funds collected one week prior to departure."

H. Distribution of Funds

There are four general methods of distributing short-term project grants. Each of these mechanisms could potentially be the most suitable means of distributing funds for a given project. The short-term finance team should reserve the right to adopt one or more of these alternatives based on a careful assessment of both the project and the anticipated applicant profile.

1. Direct post-payment to the applicant. This distribution strategy consists of reimbursing expenses incurred while participating in a short-term missions project up to the pre-defined funding limit for that project area. Receipts for project expenses should be submitted to the short-term missions finance team at the conclusion of the project.

2. Direct payment to a third party fundraising coordinator. In this distribution scheme, Highland Oaks makes a contribution toward the participant's fundraising target, as set by the third party organization coordinating the project financing and logistics. An example of such a third party organization would be Let's Start Talking.
3. Highland Oaks acts as the fundraising coordinator. When Highland Oaks is acting as the financial coordinator for a short-term project, all funds raised by the applicant would be turned over to Highland Oaks. In this case, the funds granted to the participant from the short-term missions budget would be discounted from the overall fundraising target for the given project area.
4. Direct pre-payment to the applicant. This distribution method makes funds available to the project participant before actual expenses are incurred, thereby minimizing the financial barriers to participating in a short-term project. *Due to the accountability limits associated with this distribution scheme, it should be used rarely and only after the short-term leadership team assesses the situation and deems it to be a special case warranting pre-payment of funds. The pre-payment of funds to an applicant should be preconditioned by an agreement by the recipient to provide receipts and a report following the completion of the project.*

I. Accounting Procedures for Short-Term Funds

In order to adhere to the funding principles specified by this policy and to ensure that spending is kept within the bounds defined by the annual budget and to competently fulfill the role of project fundraising coordinator, it is important that accurate records of the distribution of short-term funding grants be maintained.

The short-term leadership team is required to keep a ledger of fund distributions for each project that received a funding allocation in the annual budget. A ledger entry should include at least the date of the distribution, the individual to whom the funds were granted, and the amount of the grant.

As a quality control measure, the short-term finance team should confirm the balance of the short-term missions account with the Highland Oaks finance manager on a monthly basis. Once a quarter, a detailed list of expenses charged against the short-term missions account should be requested and crosschecked with the ledgers maintained for each short-term project.

When Highland Oaks is acting as the fundraising coordinator for a short-term project, the short-term finance team is responsible for receiving donated funds, tracking the fundraising progress of the project participants, and working with the Highland Oaks finance manager to ensure funds are credited to the appropriate account(s). The finance team should also establish reasonable fundraising deadlines that accommodate the logistical needs of the project, such as the pre-purchase of airline tickets. In the event that a participant raises funds in excess of the target for a particular project, the excess funds will be retained by Highland Oaks as a contingency for unplanned expenses pertaining to that project.

J. Allocation Structures for Short-Term Funds

When developing an annual budget for short-term project funding, it is recommended that the short-term finance team use one of the following allocation structures.

1. Proportional funding. In this allocation structure, each project approved for funding has the same percentage applied for determining its budget allocation. The total budgeted for a particular project is based on the estimated cost per person provided by the project coordinator and the estimated number of participants for the entire year. The ideal percentage of project costs covered under this funding scheme ranges from 15% to 20%.
2. Targeted funding. This style of funding concentrates the greater part of the short-term missions budget on funding projects occurring in a Highland Oaks focus area. Other areas may also receive some funding, but their percentages would be lower than that of the focus area. This funding scheme

can be used to provide incentives to participation in focus area projects or when the overall short-term missions budget is limited.

Figure 1, below, provides examples of proportional and targeted allocations structures.

Funding Allocation Structure

Use either the proportional funding scheme (ideal funding range is 15-20% of project cost) or the targeted funding scheme (focus area preference) to provide input into the annual missions budget process.

Proportional Funding								
Project Area	Estimated Participants	Cost per Person	5% Funding	10% Funding	14% Funding	15% Funding	20% Funding	25% Funding
Ireland	4	\$3,000	\$600	\$1,200	\$1,680	\$1,800	\$2,400	\$3,000
Guangzhou	36	\$3,000	\$5,400	\$10,800	\$15,120	\$16,200	\$21,600	\$27,000
College Projects	10	\$3,000	\$1,500	\$3,000	\$4,200	\$4,500	\$6,000	\$7,500
E. Hollywood	5	\$600	\$150	\$300	\$420	\$450	\$600	\$750
South Texas	20	\$250	\$250	\$500	\$700	\$750	\$1,000	\$1,250

Ideal proportional funding range: 15-20% of project cost per person.

Targeted Funding				
Project Area	Estimated Participants	Cost per Person	Funding %	Estimated Budget
Ireland	4	\$3,000	5%	\$600
Guangzhou	36	\$3,000	18%	\$19,440
Honduras	28	\$850	5%	\$1,190
E. Hollywood	5	\$600	5%	\$150
South Texas	20	\$250	5%	\$250

Sample targeted funding scheme with emphasis on Asia focus area.

Actual proportional funding level for current year is 14%.

Figure 1: Proportional and Targeted Funding Allocation Structures

VIII. Post-Project Requirements

A. The Need for Effective Communication

Good communication fosters support for missions, both short-term and long-term. While few may actually go to the mission field, there are many who contribute financially and have committed to pray for these projects. Clear and open communication about short-term projects in which Highland Oaks members are involved serves as feedback to current supporters of missions; it also inspires new participants and supporters. When possible and appropriate, public reports from the mission field are encouraged.

B. Applicability

The post-project requirements policy applies only to participants who have received funding assistance from Highland Oaks. All other participants are still strongly encouraged to submit a report and take part in any other post-project activities.

C. Team Reports

After the completion of a short-term mission project, the team of participants is expected to submit a report of its work within two weeks of its return from the field. At the discretion of the team members or the team leader, a project report may consist of individual reports from team members or a joint report reflecting the input and experiences of all team members. A short-term project report should include:

1. A brief history of the mission work (if previously unfamiliar to Highland Oaks).
2. The work accomplished by the team.
3. How the native people were affected or influenced by the visit.
4. How the participant or team was affected or influenced by this trip.
5. Any special needs or prayer requests with which the church might be able to assist.

The style and format of the report is left to the discretion of the project team, but the report must constitute a concrete record or artifact of the completed project. Reports must include more than a simple verbal recount of project events. Some acceptable formats include a written summary of the project (1-2 pages), periodic e-mail updates from the field, a team blog, a slide or PowerPoint presentation, or a video history of the project. (NOTE: Caution must be given to the content of internet-accessible reports on projects that take place in countries with restrictive laws on religious freedom and expression.)

The report may be turned in or presented to the head of the short-term leadership team, their delegate, or to the Highland Oaks Global Missions chairperson.

Participants should be made aware that any reports, pictures, videos, e-mails, etc. will be retained by Highland Oaks and may be used to communicate the status of the short-term mission trip to the congregation. In addition, project artifacts may be used for future presentations, advertising, or publications as needed to promote or update missions awareness within the congregation.

Appendix A: Project Proposal Form

SHORT-TERM MISSIONS PROJECT PROPOSAL

Projects must be proposed in writing by October 1 of the year preceding the project when funding assistance is being requested from the short-term missions budget. Otherwise, proposals should be submitted a minimum of 60 days prior to the start date of the project. It is understood that some information provided in this proposal, such as dates, the number of participants, and project costs, may be estimates and subject to change at a later date.

Project Timeframe

Start Date: _____ Length: _____

Site Information

Project location: _____

Responsible party on site: _____

Relationship to Highland Oaks or the global Churches of Christ: _____

Special travel documents required for this site: _____

Project Leadership

Team leader(s): _____

Leadership qualifications: _____

Participants

Number of adults: _____ Number of students/children: _____

Description of Work

What does the team plan to accomplish on this project? _____

What activities are planned for this project? _____

Describe any evangelistic efforts that will take place during this project: _____

Training Requirements

What training is needed for this project? _____

Who will provide the training? _____

Safety Considerations

Are there safe and adequate accommodations at the site? Explain: _____

What health or other physical considerations are associated with this project? Explain: _____

What is the appraised risk to team members per the local contact and U.S. State Department? _____

Finance

Estimated cost per person: _____ Working fund: _____

How will these funds be raised? _____

Are you requesting consideration for funding assistance in the short-term missions budget for the next calendar year? **YES** **NO**

Signed: _____ Date: _____

Phone: _____ Email: _____

For Administrative Use Only

Date received: _____ Received by: _____

Project approved? **Yes** **No** Approval date: _____

Funding approved? **Yes** **No** Approval date: _____

Applicant notified? **Yes** **No** Date of notification: _____

Appendix B: Code of Conduct Agreement Form

MISSION PARTICIPANT CODE OF CONDUCT

As a Highland Oaks Church of Christ (HOCC) Missions Team member, you are expected to conduct yourself according to the highest standards of integrity and Biblical morality. Agreeing to serve on a HOCC Missions Team means that you are agreeing to adhere and abide by the guidelines, policies, and procedures of the HOCC Missions Team. Failure to follow these regulations will result in disciplinary action and possibly your dismissal from the mission field, in which case you will travel home at your own expense.

The following guidelines are meant to further the usefulness and safety of your mission trip. As a HOCC Missions Team member you are expected to:

1. Go as a servant disciple of Jesus Christ and adopt that attitude when dealing with the team members and the people you meet during the trip. Act as a servant-disciple of the local pastor or missionary. Respect the advice you are given concerning attire, eating and drinking, and other such traditions that will help you to assimilate into the local community.
2. Accept and submit to the leadership role and authority of the team leader(s) and promise to abide by his or her decisions as they concern this mission trip.
3. Make sure that your outward appearance projects the image of Christ to the host culture. You may have to ask the missionaries in order to determine what is appropriate. Come home the same way you left. This includes body piercing, tattoos, etc. Adhere to the dress code established for your trip.
4. Abstain from making derogatory comments or getting involved in arguments regarding people, politics, sports, religion, race, or traditions. Refrain from meddling, complaining, and using obscene or insensitive humor. Mission churches are just like churches in the U.S., i.e., they have their own personalities, their own traditions, their own quarrels, and sometimes even unfamiliar doctrinal ideas.
6. Attend all team meetings, both prior to departure and during the mission trip. If you are unable to attend, please contact your leadership prior to the meeting. Excessive non-participation will be cause for dismissal.
7. Make sure the group leader(s) knows where you are at all times. You should never wander off alone while on the mission field.
8. Refrain from giving gifts, such as money, clothes, jewelry, electronics, etc. Although the intent of the giver is good, the results after we leave can cause problems for our host, and jealousy amongst the nationals who did not receive such gifts. If you feel compelled to give a gift to someone you have met, consult first with the team leader(s) or host before you promise or give the gift, and promise to let him or her make the final decision on this matter.
9. Refrain from any other behavior or activity that would hinder your ministry or the ministry of your team during the term of your service.
10. Daily team worship is highly recommended for each member of the team. It should be the first activity every day of your project together. Treat it as a special time, not an obligation. Come to the team devotional dressed and ready to begin the day.

Appendix C: Sample Fundraising Letter

Mission Trip 2009
<Name of Location>

Dear _____:

I have an opportunity in _____ <date or timeframe> to join a team of Highland Oaks members on a short-term mission trip to _____ <location>. On our trip we will be _____ <describe the work that will be done> _____ . I believe this will be a great opportunity to minister to others as well as to advance my Christian walk and grow my faith.

I am excited about what God is going to do in my life and in other people's lives through this short-term mission project. I do, however, need your help. Although I am receiving partial support from my church, I still need to raise an additional \$ _____. Any amount you could donate would be greatly appreciated. If you cannot donate at this time, please pray for the success of our trip.

Thank you in advance for your support in this awesome opportunity. I know that you too will be blessed for helping in this work.

Yours in Christ,

Please send checks in the return envelope and make payable to _____ .
<Or you can have name and address here for where to send.>