

People-to-People Pilgrimage Program Guide for Leaders



A Guide To Help You Plan An International Mission Pilgrimage

People-to-People Pilgrimage Program

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A common witness of the Division of Overseas Ministries, Christian Church (Disciples of Christ), and Wider Church Ministries, United Church of Christ

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WELCOME!

Global Ministries welcomes congregations, regions, conferences, and other affiliated organizations of the Christian Church (Disciples of Christ) in the United States and Canada and the United Church of Christ in the United States to consider prayerfully the idea of taking a journey to meet international partners in person. A mission pilgrimage is a transforming experience through which participants share themselves and receive God's love in a new way. Participants take common steps of faith in walking with our partners, sharing their joys, understanding their challenges and experiencing their unique connection to our wider church.

It is through the People-to-People Pilgrimage Program, that your local church can connect with partners and share with them their work and witness. Through this program you will:

- explore the various possibilities that would best match the gifts of the group
- draw on the expertise and guidance of our area offices
- initiate communication with our international partners in coordinating your pilgrimage experience
- receive reflection and orientation materials to help your group prepare for the cross-cultural experience
- network with other congregations, Regions, and Conferences who have undertaken similar pilgrimages.

In mutuality, we will walk humbly toward the future of God's work by walking together sharing our lives, hopes, struggles and faith.

The People-to-People Pilgrimage Program is a service to make your pilgrimage a true opportunity to share in a journey of transformation with our partners. Following are a few of the initial steps that can help move your pilgrimage forward:

- Have a brainstorming session on the goals for your pilgrimage. Talk about what you are hoping to receive and what you are hoping to give. (Be open to revising these as you come into contact with partners.)
- Make a tentative decision about possible dates of travel as well as the region or country of
 interest. Identify at least two or three options for both travel dates and destination; the
 practicality of these options will eventually be explored cooperatively with our partners.
- Keep in mind that 8 12 is the ideal group size. Because our international partners know best how many people they can accommodate graciously without over stretching their resources and energy, they will share with you the maximum number of pilgrims invited to participate.
- Select a group contact person who will begin exploring the possibilities with the program coordinator.
- Share your plans with both your congregation and your conference or region. Use it as an opportunity to include others who may not be able to travel but can share the experience by supporting the pilgrimage with prayer, finances, and education.

Tell us your story! It's a joy to learn of the connections that you have nurtured in mission. If you have already planned a pilgrimage through another agency, you are invited to contact us and share highlights of your pilgrimage. If you have not yet traveled, consider visiting a mission co-worker or a Global Ministries partner in the country to which you are traveling. Contact us today to begin a journey of walking in hope together in God's mission!

HOW TO PLAN A PEOPLE-TO-PEOPLE PILGRIMAGE

Why take my congregation, conference or region on a Global Ministries' People-to-People mission pilgrimage?

- 1. To give your congregation, conference or region an opportunity to share in the vision of Global Ministries with an experience in mission.
- 2. To invigorate the prayer life of your congregation, conference or region for Global Ministries mission co-workers and international partners.
- 3. To encourage and affirm your solidarity with Global Ministries' mission co-workers and international partners.
- 4. To get a first-hand understanding of the work and witness of international partners and local faith communities.
- 5. To take common steps of faith in embracing new people, places and cultures.
- To take common steps of faith in walking with our partners, sharing their joys, understanding their challenges and experiencing their unique connection to our wider church.
- 7. To experience transformation and returning home a different person than the one who left.
- 8. To engage in advocacy work on behalf of international partners and in your own communities.

How do I plan a People-to-People mission pilgrimage?

Following are suggested steps on organizing a successful mission pilgrimage experience...

Approximately 18 months before the mission pilgrimage:

- 1. Consult with your congregation, conference or region and ask for their prayers as you begin planning. Perhaps there are others in your community who are struggling with a similar call: start a small mission study group, look for other pilgrims, etc.
- **2.** Assign a group contact person who will be in touch with the coordinator for the People-to-People Pilgrimage Program office. That person is often the "pilgrimage leader" for the group.
- **3.** Make a tentative decision about possible dates and the geographical area of travel; have alternatives in mind. Note the importance of remaining flexible to the advice and availability of international partners, as well as to the suggestions of our area offices.
- **4.** Contact the People-to-People Pilgrimage Program office. The coordinator works cooperatively with the five (5) area offices, Africa, East Asia and the Pacific, Latin America and the Caribbean, Middle East and Europe, and Southern Asia, and with our international partners in coordinating mission pilgrimages.

At least 12 months in advance:

- **5.** Prepare a mission statement for your pilgrimage. Be sure to carefully reflect on what kind of experience you hope to achieve (immersive, cross-cultural, medical, etc.).
- **6.** Begin to consider the group of individuals who will participate in the pilgrimage. It is important to note that 8 12 is the ideal size; of course, the hosting partner reserves the right to set the maximum group size based on their ability to accommodate mission groups.
- 7. Request the People-to-People Pilgrimage Program Guide for Leaders, Guide for Participants, and the Application for Pilgrimage for you to complete at https://www.globalministries.org/people to people pilgrimages. Complete and return the Application with as much information as you can to our office as soon as time permits. The information requested will help clarify your mission goals and ease the planning process. See Appendix A.

At least 9 months advance:

- **8.** Set up accounting procedures for your travel funds. As you prepare your group's estimated or tentative travel budget and plan your fund-raising campaign (see **Appendix B** for fundraising ideas), consider the financial information provided by the People-to-People Pilgrimage Program office for the specific area of the world to which you will travel. Be sure to budget for:
 - a. preparation costs: passports, visas, immunizations, appropriate clothing for the climate, and type of activity planned;
 - b. travel insurance: medical, accident, property;
 - c. travel: plane tickets, in-country transportation, airport entrance and exit fees;
 - d. daily living expenses: housing accommodations, meals, snacks, bottled water, gratuities, laundry, etc.; and
 - e. miscellaneous: camera, film, small gifts for host, etc.
- **9.** Review the People-to-People Pilgrimage Program Resource List and order what you need. You can find this list at **Appendix C**. Ask about the People-to-People Mission Pilgrimage Journal *Seeing the Face of Christ in Our Global Partners*.
- 10. Contact the People-to-People coordinator for a CultureGram of the country you are visiting. CultureGrams offer descriptions of topics like customs, values, beliefs, traditions, and institutions that create and mediate individual, community, and national identity of a specific country. Global Ministries strongly encourages participants to read this document before traveling.
- **11.** Organize periodic gathering times for the pilgrimage participants to study and prepare for the pilgrimage. Global Ministries has study materials for youth at http://uccfiles.com/ready/ and adults at http://www.uccfiles.com/reach/.
- **12.** Confirm that all participants have a valid passport. **Note the importance of passports being valid for 6 months beyond the group's return date.** Make certain that all members of the group take this action promptly.
- **13.** For international travel, secure group visa information if deemed necessary by the U.S. Department of State. Visa requirements may be obtained from the U.S. Department of State

Internet web site at www.state.gov, go to Travel and Living abroad, enter Visa Service for Americans, and select a letter for the country you will be visiting. The countries' consulates provide visas. In addition, take a moment to enroll in STEP at https://step.state.gov/. The Smart Traveler Enrollment Program is a free service to allow U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

At least 6 months advance:

- **14.** Contact a travel agent about ticketing arrangements. The program coordinator can recommend travel agencies with experience working with mission pilgrimages.
- **15.** Detailed information on vaccinations and other health precautions may be obtained from the Center for Disease Control and Prevention's hotline for international travelers at 1-877-394-8747 or through the CDC's Internet web site at https://wwwnc.cdc.gov/travel.
- 16. Have your group discuss the document Global Ministries Giving Guidelines for International Travelers inside the Guide for Participants. Talk about the content of this document, with each group member sharing his or her impressions. Discuss as a group your intention (or not) of providing special contributions. Global Ministries has an inventory of special giving opportunities for its partner churches and programs, including the one(s) you will visit. If you have any questions on these matters, feel free to contact the Office of Resource Development at (317) 713-2555 or gifts@dom.disciples.org.

At least 3 months before the mission pilgrimage:

- 17. Complete the final roster of trip applicants. Prepare a list with each participants' name, address, telephone number, email address, passport number, date of birth, and at least one emergency contact person(s) name, address, telephone number, and email address. Forward a copy of the list to the People-to-People Pilgrimage Program office at lhernandez@dom.disciples.org. See Appendix D.
- **18.** To study and prepare for the trip, in addition to any materials provided by Global Ministries, try to meet a person from the country you will visit. Read newspapers from the chosen country, and try to get other materials like songs or poetry; go to the Global Ministries website and explore the country's page at www.globalministries.org. Read about the political and socioeconomic realities. Take a workshop in cross-cultural living, and some language lessons, if possible.
- 19. Begin to have orientation meetings together. Discuss group norms (being on time, internal frictions, use of cell phones, social media, etc.), and how you will handle it. Each group is different and it works best when each member of the group participates in drafting the rules of engagement. Plan for what type of materials you will seek to bring back to your congregation, conference or region.
- **20.** Invite a Global Ministries staff person to speak about the country you will visit. Contact our Mission Personnel Office at cnichols@dom.disciples.org.
- **21.** Be flexible! Your plans may change while working on organizing a pilgrimage. Changes are not barriers; they are part of the whole learning experience.

22. International travel insurance for the group participants is strongly suggested. The People-to-People Pilgrimage Program does not insure the groups traveling internationally. Mission pilgrimages are self-funded, and thus, groups are responsible for their own international travel insurance. Contact the People-to-People Pilgrimage Program office for information on insurance companies that Global Ministries' Mission Personnel office has worked with in the past, for both individual and group coverage.

At least 2 months before the mission pilgrimage:

- **23.** Compile a list of any special needs (i.e. physical, dietary, medicinal, etc.) and share them with the People-to-People coordinator. The coordinator will notify the hosting partner(s) of those needs.
- **24.** Encourage all participants to set up a personal journal; write reflections on biblical studies, learn about mission personnel in the region through the Internet web page at www.globalministries.org/mission/missionaries.

At least 1 month before the mission pilgrimage:

- **25.** Plan a commissioning service in which your whole congregation or representatives of your conference or region participate. If participants come from different congregations, conferences or regions, plan a joint commissioning service in which participants could join virtually, if necessary. **See Appendix E** for a sample commissioning service.
- **26.** As a group, review all parts of the tentative travel agenda or itinerary (including what time to be at the airport and departure area).
- 27. As a group, go over the Covenant for Delegations, Release Form and Minor Consent to Travel (if needed), and return a copy to the office of People-to-People Pilgrimage Program. See Appendix F. G. and H.
- 28. Ask the program coordinator about the People-to-People Blog. This blog is available to groups for posting their daily reflections. This is a good way to keep family, friends, and congregations informed while the group is traveling. You can also create your own blog. Take this time to identify participants willing to write reflections on their pilgrimage upon return to be shared with the People-to-People Pilgrimage Program. These reflections will be published on the Global Ministries website, and will serve raise awareness on the work of international partners as well as encourage other congregations to make their own pilgrimages.
- **29.** Assign roles and responsibilities to share with the group. This will allow each person to know ahead of time what is expected of them. **See Appendix I.**

Day of departure:

30. When all participants have gathered together, pray as you begin your pilgrimage and have a brief orientation. If the participants are coming from different parts of the country, we suggest that you meet the night before at a hotel nearby the airport from which you will be departing, and have an orientation there. That way you will arrive together at the airport and avoid participants missing same day connections, etc.

31. Go forth and be transformed!

While on the pilgrimage:

- **32.** Identify a time for daily devotions and group reflections.
- **33.** As daily activities can be overwhelming, set aside a special processing/debriefing time. Having a daily conversation about what you are experiencing will help process the experience. Typically, evenings work best for most groups. **See Appendix J.** This is important part of your pilgrimage and should not be overlooked.
- **34.** Keep a daily journal. You may not remember everything that happens or everything you see and learn without writing it down. It will also help you share your experience upon return and organize your photos. **See Appendix K.**

Last day of the mission pilgrimage:

35. Take time to share and celebrate with your hosting partner(s). This is a good time for expressions of gratitude and exchanging of gifts.

After you return (within the first month):

- **36.** Organize a debriefing session for the group to guide them in processing the experience and incorporating it into their lives, and that of the congregation, conference or region. **See Appendix I.**
- **37.** Prepare a presentation for your congregation, conference or region and any others who may have assisted you in the planning process.
- **38.** Submit copies of stories, reflections, photos and evaluation forms to the People-to-People Pilgrimage Program coordinator. **See Appendix J.** Your group's documented experience is a record of the mission of the whole Church. The People-to-People Pilgrimage Program will share your mission experience through weekly updates, news items, net mails, and People-to-People blog.
- **39.** Keep praying for the people you met and tell your story to anyone who will listen. You can stay in touch with your new international friends. Your congregation, region or conference can host international partners. Global Ministries will offer guidance on how to create a formal relation/partnership with international partners. Visit our website at https://www.globalministries.org/church to church partnerships for more information.
- **40.** Engage in advocacy work. Visit our webpage at http://globalministries.org/get-involved/justice-and-advocacy/ to learn about how to remain engaged by speaking out on issues of peace and justice, poverty and human rights. The People-to-People Pilgrimage Program coordinator will share the People-to-People Advocacy Guide with you, or you can download it by visiting https://www.globalministries.org/people_to_people_pilgrimages and scroll down to Additional Resources.
- **41.** Discuss any pending financial issues, including any special giving opportunities that you wish to explore as a follow-up to your visit and a continuing link to the ministries you visited. The Office of Resource Development is happy to work with you on these possibilities. If your group has

funds remaining from your shared travel expense, you may wish to consider contributing them to the program(s) you visited. You may direct your gifts or inquiries to: Office of Resource Development, Global Ministries, P.O. Box 1986, Indianapolis, Indiana 46206, (317) 713-2555, gifts@dom.disciples.org.

42. Start planning a future mission pilgrimage!



HOW TO SEND FUNDS TO OUR PARTNERS OVERSEAS

If your group or sponsors wish to make a financial contribution to the partner you are visiting and/or you are engaging in a building project, you can ask the People-to-People Program coordinator for gift suggestions. Please, remember that Global Ministries will channel those gifts for you. This method of giving has several advantages:

- 1) you do not have to pay bank transfer or special postal charges;
- 2) you can be assured the contribution, in its entirety, will reach international partners in a timely fashion;
- 3) your congregation, region or conference will receive the denominational credit for this special outreach giving as you deserve, as Global Ministries reports such special gifts to the denominational office that monitors outreach giving.

Your gifts designated for the work of a particular mission partner are sent in their entirety, thanks to congregations' generous support of Our Church's Wider Mission (OCWM) and the Disciples Mission Fund (DMF). Gifts that go toward in-country expenses or materials for your pilgrimage should be sent, with a letter of explanation, at least six weeks before your trip to:

Global Ministries

Attention: People-to-People Pilgrimage Program

P.O. Box 1986,

Indianapolis, IN 46206

These funds will be sent immediately by bank transfer to the international partner. Please limit the number of fund transfers to two, as each one signifies Global Ministries' expenses in bank charges and staff time. Thank you!



UPON RETURN

We hope that your recent pilgrimage was a meaningful and life giving experience. People-to-People pilgrimages are an important part of developing relationships with international partners, and now that you are home, we hope that this letter will help you find ways to continue this connection. These relationships do not end with the conclusion of your visit, but they do take time, prayer, and effort to cultivate. There are many different ways that you can stay engaged with the work of our partners and Global Ministries.

One of the most important ways to strengthen the bond is through prayer. You can encourage your congregation to use prayers from the Global Ministries website, written by current mission co-workers, that address specific issues related to the partner and country you visited, or you can write your own. This is a powerful way to help relay the joys and concerns of those you met on your journey with people in your home congregation, region and conference.

Advocacy is another significant step in building a meaningful partnership, as it allows you to take action on issues. In addition to following news from the country you visited, consider taking a moment to read the People-to-People Advocacy Guide on the Global Ministries website to learn more about how you can be involved in efforts around these critical issues. While writing letters and signing petitions are important steps, advocacy can be as simple as lifting up a story you heard on your pilgrimage and connecting it to the life of your congregation.

As the relationship continues, you may even want to consider participating in another People-to-People trip or volunteering through Global Ministries Short-term or Long-term Volunteer programs by contacting the Mission Personnel Office. These opportunities range from as short as 2 weeks to as long as 4 years! This is one of the best ways to develop a deeper understanding and provides the chance to truly share in God's abundant life.

By providing special gifts, you and/or your local church can assist in expanding the exciting ministries that you learned about on your pilgrimge. You also may want to consider making a general gift to Global Ministries, as this allows funds to be allocated to where they are most needed as well as supporting ministries such as the People-to-People Pilgrimage Program. Learn more about sharing gifts with Global Ministries at https://donate.globalministries.org/onlinegiving. If you have any questions about continuing your journey, please do not hesitate to email or call. I pray that as you return to your daily routine, the spirit of God guide, nourish, and sustain these new friendships.

Sincerely,

Lorna Hernandez, Coordinator People-to-People Pilgrimage Program LHernandez@dom.disciples.org 317.713.2565

Appendix A



APPLICATION FOR PILGRIMAGE

People-to-People Pilgrimage Program

Please complete the following form. In completing the required information, you will enable us to share with our area executives and international ecumenical partners about your group and on the goals of your mission pilgrimage. If you belong to a congregation, region, conference, or other affiliated organization of the Christian Church (Disciples of Christ) in the U.S. and Canada and the United Church of Christ in the U.S., we encourage you to thoroughly fill out this form and return it to this office at a suitable time.

What congregation / group do you represent? **Congregation address:** What Conference / Region are you a part of? Which of the following best describes your People-to-People Mission Pilgrimage? ☐ Medical mission ☐ Work camp ☐ Cross-cultural experience/Educational trip □ Other 2. Purpose(s) of Trip: Specific type of activities in which you or your group will participate in as a part of the trip: 3. Number of persons traveling: 4. Name of group leader: 5. Group composition (i.e., youth, adults, women, pastors, etc.): 6. Country (ies): _____

8.	Travel Dates: From	to
9.	Type of lodging arrangements:	
	☐ Tourist hotel	
	☐ Guesthouse (if available)	
	☐ Conference grounds (if available)	
	☐ Other:	
10.	Any other information you think show additional pages if necessary):	uld be included at this time (please feel free to attach
11.	Please, provide us with the following commailing Address:	ntact (group leader) information, if available:
	E-mail Address:	
	Telephone No.:	
	Fax No.:	

Upon completion of this form, please keep a copy for your records. Please, do not hesitate to contact us if you need additional information. Thank you!

People-to-People Pilgrimage Program

Ph. (317) 713-2565, Fax (317) 635-4323
lhernandez@dom.disciples.org
Global Ministries
P.O. Box 1986, Indianapolis, IN 46206-1986
www.globalministries.org

Appendix B

Fundraising Ideas for Mission Pilgrimages

Saying yes to a mission pilgrimage is always exciting, but that enthusiasm can sometimes fade, as the bottom line of fundraising becomes a reality. Change your mindset from fear to faith, and trust that people WANT to help you get where God is calling you to go. After that, all that is left is to find a few creative ideas from this list to help you accomplish your mission trip fundraising goals.

Ideas for Large Groups

If you are going with a large group, it is often beneficial to raise money together that can be divided among participants.

- 1. **Online Garage Sale** Challenge your mission pilgrimage team to collect items donated by neighbors, family members or local businesses and hold an online group garage sale using a social media site.
- 2. **Lawn Chair Movie Night** Ask about using your church gym or a friend's large flat yard to host a fundraiser movie night. This could be a very popular movie, or a movie/documentary about the country you are visiting. Either request a donation as the entrance ticket or collect an offering at the end. Raise extra funds by selling concessions or crafts inspired by your trip.
- 3. **Card Crawl** Ask your group to gather as many donated restaurant gift cards as possible, and use a church hallway to tape up a picture of the business' logo with the card amount. Set up shop one Sunday morning, and have folks purchase the gift cards for face value (or even donate extra!).
- 4. **Wall of Giving** Decorate 3x5 cards with numbers from one to a desired amount (maybe 100). Find a wall at church on which to display them and have people pick one and commit to donate the amount equal to the number. Encourage picking a meaningful number such as a birthday, anniversary date or favorite number.
- 5. **You Bring/We Wash Fundraiser** Secure a parking lot with hoses and offer to wash cars, dogs, bikes or dirty lawn furniture for a donation. Set a flat fee for the wash and sell the tickets ahead of time. If people decide not to show up, you already have the money. Sell concessions or have a bake sale to boost fundraising potential.
- 6. **Tchotchke Sale** Whether it is Christmas decorations, an unused candle or hand-me-downs from grandma, everyone has a few tchotchkes around the house that can be gathered for a blowout sale to raise money for your trip.
- 7. **Dine for a Cause** Many local restaurants will offer a portion of the evening's sales to a fundraising cause. Do online research or call some establishments near your church to see if they do charity fundraising.

- 8. **Sunday Morning Doughnuts** Some doughnut franchises offer fundraising opportunities perfect for Sunday mornings! If there is no minimum order, this is good for individual fundraising, too. Bagels and cupcakes are another alternative.
- 9. **Fundraising Website** Simplify giving by creating a group fundraising page with trip information and fundraising details. In order for gifts to be tax deductible, your church needs to set up your site/page as a "Certified Charity," otherwise donations are personal gifts. Get the word out about your page via the church website, church bulletin/newsletter and social media platforms.

Ideas for Individuals

You may be headed out on your own with a mission organization, but these ideas will help you gather a support network to help along the way.

- 10. **Work for It** For teens, if you are of hiring-age and have reliable transportation, consider getting a job over the holidays or setting up a babysitting or pet-care business to help you raise the money. If you combine this with other fundraising efforts, potential supporters will be impressed that you are chipping in with a job to raise money, too.
- 11. **Cookie Lady/Man** Have a killer chocolate chip cookie recipe? Bag them up and sell them after church or on the weekends at a friend's/sibling's/kids' sporting event to raise money for your pilgrimage.
- 12. **Neighborhood Web Sites** Utilize existing neighborhood email and social media groups or websites such as nextdoor.com to get the word out that you are raising money for a mission pilgrimage. Offer services such as dog walking, childcare, yard work or errand running.
- 13. **Social Sites** Create a Facebook group, and invite friends and family to learn more about your mission pilgrimage, and how to donate. Update your group with information about your progress, trip details and photos.

Country-Specific Ideas

These ideas are inspired by the country or area where you are headed on your mission pilgrimage. They not only encourage others to support you financially, but will remind sponsors to keep your focus country in their prayers as well.

- 15. **Tour of ____ Night** Secure a room at your church and put up pictures up of where you will be traveling, serve local food and find creative ways to make the country/city "come to life" for potential supporters. Charge a fee for admission or take a "love offering" at the end of the evening to raise trip funds.
- 16. **Map Art** Make copies of the map outline of your host country/state and cut out a heart around the city/area where you will be traveling. Frame and sell.

- 17. **Mug Art** Use a ceramic marker to write a simple message such as "Pray for ____ (country name)" and make a simple outline of the country with a red heart for the city you will be visiting. Sell these at a church bazaar or via email or a social media page.
- 18. **Trip-specific Instagram** Create interest (and generate donations) for your trip by creating an Instagram or photo account about your host country. Share it with friends and family with a link to a fundraising page or donation information. Use the account to advertise other fundraising efforts such as craft sales or special fundraising nights.
- 19. **Joy Ornament** Cut out the shape of your host country in green paper and use it as the "O" in the word "JOY" (use red paper for the J and Y). If your country is oddly shaped, glue a small outline of it to a circular piece of paper. Glue the letters together at the edges and attach a ribbon. Sell as ornaments for an easy fundraiser.
- 20. **Sunday School Adoption** For teens, ask your church's Sunday school coordinator if there are any adult Sunday School classes that might be interested in hearing about your trip and "adopting" you to support your goal.
- 21. "Tag the Bag" Buy a large suitcase/canvas duffel to take on your trip, and have sponsors give donations in exchange for a spot on the bag where they can write their name or well wishes.
- 22. "Love" In Any Language Pick a word from the language spoken in your host country (like hello, love or serve) and make a framed piece of art with craft paper and decorative accents to sell.

Mission-Driven Ideas

The mission of your pilgrimage inspires these ideas whether it be cross-cultural, hands-on, medical, immersion, or spiritual encouragement.

- 23. **Themed Baskets for Silent Auction** Gather donated items (non-perishable food, art, books, gift cards) and assemble baskets for a silent auction using mission-inspired themes such as traveling, spreading love, going global, etc.
- 24. **Picture This** If you have some decent photography skills (and a nice camera), consider selling some of your shots to raise money or offer to take individual or family portraits for a set fee. After your mission pilgrimage, set up a page to share photos from your travels with all your sponsors.

After all that successful fundraising, be sure to thank donors for every gift — big and small! And remember, many folks want to help send YOU rather than go themselves, so let your enthusiasm for the trip be contagious. Most of all, let your confidence rest in the One who is sending you out to do great things!

Adapted from https://www.signupgenius.com/church/fundraising-ideas-mission-trips.cfm

Appendix C

MISSION PILGRIMAGE RESOURCE/BOOK LIST

If your church is preparing for a mission trip, these resources can help your congregation get the most out of their experience.

Restoring Dignity, Nourishing Hope: Developing Mutuality in Mission

by editors Jonathan Barnes and Peter E. Makari

This is a new resource, produced by Global Ministries, to assist and guide churches as they seek to answer questions around issues such as partnership, advocacy, short-term mission trips, community development, evangelism and interfaith dialogue, and fundraising. Each chapter contains questions for study and reflection as well as suggested resources for further engagement. Most of the contributors are Global Ministries' partners or mission personnel who have had the privilege of living and serving cross-culturally. We are called to serve alongside sisters and brothers in a very uneven world. Living in mutuality where we all can learn and share is difficult. Our hope is that this resource can help us all to walk in solidarity with others towards a more just and peaceful world.

Mission Trips That Matter: Embodied Faith for the Sake of the World

by Don C. Richter (Upper Room Books, 2008)

Following Jesus and actively living out our Christian faith is at the heart of "Mission Trips That Matter." Through scripture, personal stories, insightful questions, and prayerful activities, leaders can guide others to a deeper understanding of Christ's incarnational ministry. Whether you are leading a one-day mission service event or a week-long mission trip, this resource can assist leaders with deepening one's spiritual experience with God. This book offers practical advice, great stories, and prayers to use on the trip, preparation ideas, and reflection suggestions.

Mission Trips from Start to Finish: How to Organize and Lead Impactful Mission Trips [With CDROM]

by Lynn Ellis and Doug Fields (Group Publishing, June 2008)

Practical guide to planning life-changing mission trips for youth. It guides first time planners step-by-step through the process, saving you time and headaches.

Deep Justice in a Broken World: Helping Your Kids Serve Others and Right the Wrongs around Them

by Chap Clark and Kara Powell (Zondervan, 2008)

Deep Social Justice for Your Ministry gives youth workers the opportunity to go beyond simply trying to motivate kids to serve those in need and invites them to help their kids wrestle with why those people are in need in the first place. You'll hear from well-known social justice leaders and youth workers who are making a difference in urban, suburban, and small town settings such as Jim Wallis of Sojourners and Tony Campolo. In addition to expanding your personal justice commitments, Deep Justice in a Broken World will help you reflect with your own leadership team, and will provide you with online resources to take you even deeper into the journey.

Ready-to-Go Devotions for Mission and Service

by Mark Ray (Abingdon Press, 2008)

What if you held a mission trip and nobody changed? It's a haunting, daunting question, one that youth workers and researchers across America are beginning to ask. Ready-to-Go Devotions for Mission and Service is a toolkit of

daily devotionals for youth mission trips. The devotions in this book address every aspect of the mission experience, from leaving home and sleeping on the floor to dealing with language barriers and grumpy teammates. Each devotional includes a relevant Bible story, a commentary that connects that story to the mission experience, and a section that challenges the reader to take specific actions on the trip, back home, or both. The book includes devotions in preparation for, during, and after the mission trip or service project.

Serving with Eyes Wide Open: Doing Short-Term Missions with Cultural Intelligence

by David Livermore (Baker Books, 2006)

Serving with Eyes Wide Open helps Christians understand the changing face of Christianity and how that affects short-term missions. In three parts, author David A. Livermore will take a broad look at what the twenty-first-century church is doing on the mission field, the assumptions people make about Christianity, and what it takes to adapt effectively to new cultural contexts. Perfect for all who engage in short-term mission trips--either at home or abroad--Serving with Eyes Wide Open will equip readers to serve more sensitively. Author David A. Livermore is executive director of the Global Learning Center at Grand Rapids Theological Seminary and is cofounder of Intersect, a ministry that provides leadership training and consulting to emerging leaders in ministries around the world.

Cross-Cultural Servanthood: Serving the World in Christlike Humility

by Duane Elmer (InterVarsity Press, 2006)

Duane Elmer asked people around the world how they felt about Western missionaries. The response? "Missionaries could be more effective if they did not think they were better than us. "The last thing we want to do in cross-cultural ministry is to offend people in other cultures. Unfortunately, all too often and even though we don't mean it, our actions communicate superiority, paternalism, imperialism and arrogance. Our best intentions become unintentional insults. How can we minister in ways that are received as true Christlike service? Cross-cultural specialist Duane Elmer gives Christians practical advice for serving other cultures with sensitivity and humility. Author Duane H. Elmer (Ph.D., Michigan State U.) is director of the Ph.D. program in educational studies and is the G. W. Aldeen Chair of International Studies at Trinity Evangelical Divinity School in Deerfield, Illinois.

Multicultural Manners: Essential Rules of Etiquette for the 21st Century

by Norine Dresser (Wiley, 2005)

Both highly informative and entertaining, Multicultural Manners gives readers the understanding they need, the perfect words to say, and the correct behavior to use in a wide range of cross-cultural situations. This incisive and award-winning guide to etiquette features completely updated etiquette guidelines with special emphasis on post–September 11 culture clashes as well as a brand-new section that demystifies unfamiliar cultures in the news. Norine Dresser identifies key cross-cultural hot spots and suggests methods that foster respect for diversity. Readers will discover the dos and don'ts of successful business and social interaction, detailed tips on avoiding embarrassment in a variety of social settings, amusing firsthand accounts of cultural gaffes, a breakdown of customs, religions, languages, and ethnicities for seventy different countries, and appropriate etiquette for innumerable settings.

Short-Term Missions Workbook: From Mission Tourists to Global Citizens

by Tim Dearborn (InterVarsity Press, 2003)

Going on a short-term mission trip can be a life- and faith-transforming experience. It can enrich the way you view the world. It will cause you to rely on God more fully. It is an opportunity to develop deep relationships with your team and the people you serve. A short-term missions experience can also involve weeks of physical and spiritual

distress. An unprepared team can wreak havoc on each other and the people they intend to serve. To get the most out of such a mission trip, you need to go prepared.

Global Ministries Website

For country/region specific materials: www.globalministries.org

Appendix D

PARTICIPANTS CONTACT LIST

Church Name: Visiting Country: Trip Dates:

Name	Address	Phone #	E-mail	Age/Sex	DOB	Passport #, issue and expiration date

Appendix E

Commissioning and Covenant Service For Mission Trip Groups and Congregations

Covenant

"Beloved, since God loved us so much, we also ought to love one another." (I John 4:11)

One: Love is from God.

Congregation: We love one another because God first loved us.

One: Love is from God.

Congregation: We experience the nature of that self-giving Love because God is that Love.

One: Love is from God.

Congregation: Since God loved us so much, we also ought to love one another.

Commissioning to Love of Neighbor

One: Today, we gather as neighbors to send you out to other neighbors. We celebrate that we are connected to each other across different places and pray that those bonds will grow stronger through this mission pilgrimage. We rejoice that you will meet new neighbors in person and together embody God's love in that community. We commit to receive you and to be open to new ideas ourselves when you return to this community, empowered for long-term involvement in change toward a just world for all. May, the love of neighbor be made real in this sharing and experience.

Covenant

Team: We go to be present with one another and with those who host us.

One: Love God. Love Neighbor.

Team: We go to make a change for good in our own lives and in the lives of others.

One: Love God. Love Neighbor.

Team: We go to experience God in new and powerful ways.

One: Love God. Love Neighbor.

Team: We go so we can come back, empowered to work for a just world for all.

Congregation: As you go, we go with you:

awed by God's wonder present with our prayers changed by your commitment

and empowered to work together upon your return for a just world for all. Amen!

Adapted from http://www.ucc.org/volunteer mission-trip-opportunities commissioning-and-covenant

Appendix F

	NΑ	

COVENANT.
For cross-cultural pilgrims traveling overseas
In our search for genuine community and in our commitment to be ambassadors of God's love, we agree to enter into the following covenant with God, our fellow pilgrims, and our brothers and sisters in (visiting country). We are grateful to those who have made this trip possible, and
we agree on the following propositions that will help assure a positive learning experience for all.
1. Since we represent the Christian Church (Disciples of Christ), the United Church of Christ, Global Ministries, and (congregation, region, conference, other), we will not approach this journey as a personal vacation or pleasure trip. We will stay with the group physically for safety reasons and spiritually for covenantal reasons. All "agendas" will be group-based.
2. While we represent the Christian Church, Disciples of Christ, the United Church of Christ and Global Ministries, we do not speak for them. We realize that none of us is in a position to make any promises or commitments to any of our hosts concerning gifts of money, any aspects of the partnerships programs, or any individual's travel to the U.S., or our own possible return trips to
(visiting country). We will certainly develop friendships while we are there, but we know that these friendships are to build relationships and are not to be used to work out issues that are better handled by the Partnership.
3. If at any point in the trip, any one of us is asked for special favors, such requests will be submitted to the entire delegation for their consent and approval in consultation with international partners and Global Ministries.
5. We agree to respect the leadership of those who are organizing this trip by trusting their good judgment, experience, and knowledge of the culture
4. Life, customs, traditions, religious piety, expectations, and behavior are different in another country. To the best of our ability we will be sensitive to our hosts expectations and way of doing things, and we will attempt to maintain appropriate behavior at all times. We will honorably represent not only our Christian faith, but also the Christian Church (Disciples of Christ), the United Church of Christ, Global Ministries, and ourselves.

Date:

Signatures (of all participants):

Appendix G

RELEASE AND WAIVER OF LIABILITY AND EMERGENCY MEDICAL CARE AUTHORIZATION

	(name of the organization, city, and
state) is sponsoring a People-to-People Pilgrimage to	(hereinafter
referred to as the "Program"). I,	(participant name), of
(addre	ess), in consideration of the opportunity to
participate in the Program, and in consideration of other ob	oligations incurred, hereby agree as follows:
1. I fully understand that I may be traveling or staying in are	eas of the world that may have unstable
political, economic, and security situations where acts of wa	ar, potential danger from lack of control over
local population, terrorism, or violence could occur at any ti	ime.
2. I fully understand that I may encounter difficult climates $lpha$	and living conditions; that risks are present
concerning means of travel, food, water, diseases, pests, an situations. Medical or emergency medical treatment may be	·
3. I accept and assume all responsibility for my personal act or personal injury that occur during or result from my partic working.	ions and any and all risks of property damage
4. With the above in mind, I do hereby release and forever	discharge and hold harmless
(Church/Conference/Region/Other), (viand participants, Global Ministries and its respective staff multiple directors, agents, representatives, ministry divisions, and respective staff multiple directors, agents, representatives, ministry divisions, and respectives, agents, representatives, ministry divisions, and respectives, agents, representatives, ministry divisions, and respectives, agents, and respectives, ministry divisions, and respectives, agents, agents, and respectives, agents, agents, and respectives, agents, agents, and respectives, ministry divisions, and respectives, agents,	nembers, mission co-workers, officers, elated entities, successors and assigns sors") from any and all liability, actions, suits, law or in equity, which arise or may hereafter whether any such claim or right of action is asors, on behalf of myself and my heirs,
5. I understand that this Release discharges the Mission Pilg	
bodily injury, personal injury, illness, death, or property dan	• , , , ,
the Program. I waive, knowingly and voluntarily, each and emay have in the future against the Mission Pilgrimage Grou any such claim or right of action is caused by the Mission Pilon behalf of myself, my heirs, executors and assigns.	p Sponsors related to the Program, even if
6. I hereby state that I am in good health and have all medic	cations necessary to treat any allergic or
chronic conditions, and I am able to administer such medica	ations without assistance. If at any time
during the Program I need emergency medical care and am	not able to give consent because of my
physical or mental condition, I authorize emergency medica	al care decisions to be made on my behalf. I
do hereby release and forever discharge Mission Pilgrimage	Group Sponsors, from any liability, action,
suit, claim, or demand whatsoever which arises or may here	·
emergency treatment rendered or the making of emergenc	y medical care decisions for me as authorized

herein, even, even if injury or death is the result of the alleged negligence of the Mission Pilgrimage Group Sponsors alleged negligence, on behalf of myself, my heirs, executors and assigns.

- 7. I understand that the Mission Pilgrimage Group Sponsors do not carry or maintain health, medical or disability insurance coverage for any participant in the Program, and that I am expected and encouraged to have my own medical or health coverage in effect.
- 8. I expressly agree that this Release is intended to be as broad and inclusive as permitted by applicable law. In the event that any clause or provision of this Release is held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release, which shall continue to be enforceable.

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

	Date:
Witness:	Date:
Printed Name:	
Signature of	
Parent or Guardian:	Date:
(Signature of Parent or Guardian is	required if participant is under 18 years of age.)
Witness:	Date:
Printed Name:	
and perform such services for my of	child as are reasonably indicated by the circumstances
	child as are reasonably indicated by the circumstances.
and perform such services for my of the servi	D. I.
Signature of parent or guardian	
Signature of parent or guardian Phone numbers where parent or g	Date:
Signature of parent or guardian Phone numbers where parent or g Home:	Date: guardian can be reached during trip:

Appendix H

CONSENT FOR MINOR CHILDREN TO TRAVEL

Date:	
I (we):	
authorize my/our minor child(ren):	
to travel to:on:	
aboard Airline/Flight Number:	
and/or Cruise Ship:	
with:	
Their expected date of return is	
In addition, I (we) authorize:	to consent to
any necessary routine or emergency medical treatment during the	ne aforementioned trip.
Signed: (Parent)	
Signed: (Parent)	
Address:	
Telephone:	
Telephone:	
Sworn to and signed before me, a Notary Public,	
this day of, 20	
Notary Public Signature and Seal	

Appendix I

ROLES AND RESPONSIBILITIES

Role	Responsibility	Name
People Counter	Makes sure group is complete at all times. We don't want to lose anyone!	
First Aid Officer	Knows where first aid is at all times; provides first aid attention when needed.	
*Spirituality Coordinator	Gathers group for daily reflection/debriefing; reminds next person in line of reflection leadership.	
Greeter/Gift Coordinator	Makes sure someone is chosen to bring greetings on behalf of the group; makes a list of the gifts available and coordinates presentation of the gifts to local hosts on behalf of group.	
Communicator	When messages need to be relayed to group, makes sure everyone has the information.	
Name & Address Keeper	Gets correct spelling of names and addresses of local contacts for the purpose of sending a thank you note/letter; helps to organize writing thank-you notes/letters while traveling or when group returns to US.	
Celebration Officer	Finds out if any special events in the group are to be mentioned/celebrated, such as birthdays, anniversaries, new grandbabies, etc.	
*Photographer	Takes all the photos on behalf of the group and shares them upon return, especially with the People-to-People coordinator.	
Blogger	Collects, prepares and posts/sends all daily participants' blogs.	
*Debriefing Leader	Guides group through debriefing of daily experiences.	

^{*} Part of core leadership.

Appendix J

TIPS FOR PROCESSING / DEBRIEFING DURING MISSION PILGRIMAGES

Taken and adapted from Jen Bradbury | June 19 2012

The most important element of a mission pilgrimage is not worship, fun, sightseeing or service. Instead, the most important part is processing or debriefing your day with your team in order to help participants wrestle with what they see, hear and do. More than anything else, processing is what transforms.

Here are 15 tips for processing well:

- **1.** Make processing a priority. Though you can and should process with small groups throughout the day, carve out daily time to process with your entire team. To allow your team to reflect on the entire day, process in the evening after you have finished the day's activities.
- **2.** No matter how tired you are, never skip processing. Tomorrow, you will have an entirely new set of experiences to discuss.
- **3.** Process in the same space each day, if possible. Consistency in your physical space comforts participants, which helps them discuss and share difficult aspects of their day.
- **4.** Choose a space free from interruptions. When this is not possible, arrange yourselves to minimize disruptions. For example, if you are in a large space consistently used by others, sit in the corner furthest from the room's foot traffic.
- **5. Never promise participants you will be done processing at a certain time.** Instead, emphasize that because processing is important, you will take as long as necessary to allow everyone to share. At the same time, be aware of your group's fatigue and emotional state; adjust your processing time accordingly.
- **6. Don't wing it.** Instead, pay attention throughout the day. Make notes about people, places or experiences that you wish to discuss further. Use your notes to formulate open-ended questions. Asking questions ensures that participants will talk more than you during your processing time, something that will help them learn from their experience.
- **7.** Begin your time together by asking your group to recap their day. This is particularly important if not everyone from your team is serving in the same way. Ask people what they saw, did and heard. Ask what surprised them. Ask how their experiences made them feel. Reflect on scary or unnerving moments.
- **8.** Occasionally ask questions you expect everyone to answer. Tell them upfront these will be "everyone-answers" questions. This gives those who are quiet time to think about their answer before responding.

- **9.** Tie your experiences to scripture. If you are in an environment where participants are being exposed to faiths, traditions or theologies that differ from your church, discuss them. Challenging them to compare and contrast different theologies helps them better understand and articulate what they believe.
- **10.** Each day, ask your group where they saw God. Simply knowing you will ask this question increases their awareness as to how God is at work.
- **11.** Connect your day's experiences with life at home by asking questions such as: "A year from now, what do you hope you'll still remember about today?" "How can you continue serving at home?" "How do you hope your faith will change as a result of this pilgrimage?"
- **12. Recognize that people process differently.** Occasionally utilize different mechanisms for processing. Focus your group by beginning with a silent prayer of reflection or guided imagery; invite your group to draw an image that captivated them, write a postcard home detailing their experience or journal before reflecting with the group.
- **13. Allow others to ask questions.** Encourage the group to wrestle with those questions.
- **14. Don't be afraid to leave questions unresolved.** Challenge participants to continue thinking about unresolved questions on their own or to discuss them further with you.
- **15. Don't be discouraged when you have a difficult night processing.** Processing is hard, but it is also worthwhile. By asking questions and allowing them to reflect on their experience, you'll help your team recognize how God is at work in their lives, not just on the visiting country, but at home, as well.

Appendix K

JOURNALING

Once you arrive to your visiting country, your senses will be deluged with new insight – sights, sounds, smells, thoughts, and feelings. The idea of a journal, which you could compile together, will become an important part of your group's experience, as you all channel impressions into written words.

Your Trip's Journal:

You are encouraged to obtain a journal for your group. The idea is to have one member of the group per day to write on the journal, and at the end of the journey, compile all the writings into a document that could be shared with the group and others interested in learning more about your experience.

Here are some things that you may wish to include in your journal on your particular day:

- Notes from speakers (including time, date, name of speaker, place and perhaps some quick visual identifiers with each entry)
- Specific quotes you hear
- Day-to-day agenda
- Sights, sounds and smells that you are experiencing
- Questions that arise
- Experiences that happen outside the formal agenda
- Stories, poems, sketches
- Dreams
- Hopes and visions you have for the people you meet and loved ones back home
- Commitments you make to yourself and others, especially as they relate to your life back home
- Ideas and suggestions that can be used in your ministry back home
- Examples of transformation
- Examples of community service and life-changing programs

Personal Commitments to the task of journaling:

Day 1	Name: _	 		
Day 2	Name: _	 	 	
Day 3	Name: _		 	
Day 4	Name: _	 	 	
Day 5	Name: _		 	
Day 6	Name: _	 		
Day 7	Name: _	 		
Day 8	Name: _		 	
Day 9	Name: _	 		
Day 10	Name:	 	 	
Day 11	Name: _	 		
Day 12	Name:			

Appendix L

TEN QUESTIONS FOR PROCESSING AFTER A MISSION PILGRIMAGE

You have just returned from a mission pilgrimage. But once you get home, social media, school, work, and church activities have a way of crowding out the spiritual focus that, just a few days earlier, seemed certain to shape your life.

That is why it is important to have an effective debriefing plan in place even before leaving home. Roger Peterson, author of Maximum Impact Short-Term Mission, says that the debriefing process, a time of reflection after your short-term mission, is more important than the actual mission. While not discounting the work that is been accomplished, real life change comes as people return home and reflect on their experience.

Working alongside hundreds of people on mission pilgrimages around the world, here is what we have learned: the most effective people are the ones who take seriously the need to stop, reflect, and consider what God is saying to them through their pilgrimage.

Tim Dearborn, director of faith and development at World Vision International, says that in order for people to really gain insight from this debriefing time, they need to know what to look for. This means letting your team know ahead of time what you expect of them on their return.

Here are ten potential debriefing questions that you can share with your team before you leave, and then make sure you carve out time upon your return to reflect on them:

- 1. What did I learn about myself on my mission pilgrimage?
- 2. What did I learn about God?
- 3. What did I learn about the people, the church, and the religious community in the country(ies) I visited?
- 4. What did I learn about how culture impacts the ways people live and understand the gospel?
- 5. What did I learn about justice, economics, poverty, and politics during my mission pilgrimage?
- 6. As a follower of Christ, what did I learn that can help me be a disciple?
- 7. How might my faith be different if I had grown up where I visited, as opposed to in my home community?

- 8. What did I learn or experience that will change the way I live and represent my beliefs in my home community and church?
- 9. What have I learned about my own calling?
- 10. How can I continue to support the ongoing work in the area where I served?

There you have it. Ten questions to consider as your team returns to your home church. But let me go one step further and give you a bonus question: What difference would it make if you lived each day with the same intensity and focus on others as you did on your mission pilgrimage? And then ask your team this follow-up question: What keeps you from living life at that level now?

For most of us, the lessons learned on mission pilgrimages may take years to fully grasp. But that is okay. It is a journey!

Adapted from Ten Questions for Debriefing after a Mission Trip by Dave Miller www.thebanner.org

PEOPLE-TO-PEOPLE PILGRIMAGE EVALUATION FORM

Name:
Country of Destination:
Dates of Travel:
Please answer the following questions (feel free to use additional sheets as necessary). It is important to keep in mind that your responses to the following will help us to improve future programs and international mission pilgrimage experiences.
1. What were your expectations for this experience?
2. Were your expectations met? \square Yes \square No
3. What were some of the highlights of your visit?
4. Please describe your best experience while in the country you visited.
i. Thease describe your sest experience while in the country you visited.
5. Please describe your most challenging, if any. Do you feel it was unavoidable? What, if anything,
would you recommend so that this experience does not reoccur?

6.	What information was most helpful? What do you wish you had known before you arrived?
7.	Was Global Ministries helpful as you planned, participated in, and processed your pilgrimage? ☐ Yes ☐ No If so, in what ways? How could this interaction have been improved?
8.	How may Global Ministries more effectively prepare future groups for this type of experience?
9.	Do you have a clearer understanding of your relationship with the ecumenical partner organization in the country you visited? \square Yes \square No How can you interpret this relationship?
10.	Should Global Ministries continue promoting similar projects and trips in the future? □Yes □ No Why?

11. If you could give one piece of advice to a future leader, what would it be?	
12. What suggestions do you have for future groups?	
Please share concerns that have not been addressed by this evaluation form.	
Additional comments	
Would you be willing to write a story, provide photos, video or Power Point presentation for Ministries News? ☐ Yes ☐ No If you marked yes, please send by email or regular mail.	the Global
Because we would like to improve our programs to better resource future participants, your may be published or shared outside the respective Global Ministries offices. However, if you your responses be kept confidential, please check here	
People-to-People Pilgrimage Program Global Ministries P.O. Box 1986 Indianapolis, IN 46206-1986 Ph (317) 713-2565 Fax (317) 635-4323 Ihernandez@dom.disciples.org	

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Thank you!

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