



ASSEMBLIES OF GOD WORLD MISSIONS

L. John Bueno, *Executive Director*

Cary Tidwell, *Administrator*

Richard L. Johnson, *Personnel and Family Life Director*

Dear Missions Supporter:

Thank you for your interest in a team missions trip. This packet will aid you in planning and processing your missions trip, and we hope you find this information helpful. Short-term missions trips have a tremendous impact not only on the people being ministered to, but also on the teams and their home churches. We look forward to serving you as you embark on this great missions experience.

In compliance with Internal Revenue Service regulations and General Council guidelines and for the protection of our AGWM missionaries, we require all team members to purchase AGWM-provided insurance and submit completed team member paperwork.

Short-Term Missions Guidelines

You need the following to qualify and register as a team processing through AGWM and for your church to receive Assemblies of God World Missions Giving Credit:

1. Be a team of two or more members.
2. Be invited by an appointed Assemblies of God world missionary.
3. Complete and submit a team registration form to the Personnel and Family Life (PFL) Department in Assemblies of God World Missions at least 6–9 months before departure.
4. Purchase the required AGWM-provided insurance by submitting the appropriate fee, which is \$2.40 per day, per person (include dates of travel). This insurance is meant to supplement the team member's insurance; it is not intended as a replacement to the team members' insurance.
5. Submit a PFL Team Expense Report no later than 30 days after returning from the trip. This complies with our missionary reporting requirements for a Special Cash Disbursement mandated by IRS accountability reporting.

A qualifying AGWM team member must meet the following criteria:

1. Be a believer in good standing with a local church.
2. Be in agreement with AGWM policies regarding overseas team trips.
3. **Purchase the required AGWM-provided insurance by submitting the appropriate fee, which is \$2.40 per day, per person (include dates of travel).** This insurance is meant to supplement, not replace, the team members' insurance.
4. Complete the following forms:
 - A. Assumption of Risk
 - B. Background Check Release (screened according to AGWM policy)
 - C. Guarantee Trust Life Beneficiary Designation
 - D. Code of Conduct
 - E. Team Member Contact Information Sheet



1445 North Boonville Avenue
Springfield, MO 65802-1894
(417) 862-2781 • Fax (417) 869-2813

Insurance and Paperwork

Through the insurance fee, Assemblies of God World Missions provides churches daily overseas medical insurance through Guarantee Trust Life (GTL). **Each person will pay \$2.40 per day, which should include the dates of travel. For example, if a team travels for 10 days, each person will pay \$24 to cover insurance costs.**

<u>Days of Travel</u>	<u>Total Premium Per Person</u>
7	\$16.80
8	\$19.20
9	\$21.60
10	\$24.00
11	\$26.40
12	\$28.80
13	\$31.20
14	\$33.60
15	\$36.00

Each team leader/coordinator is responsible for handling all team-related paperwork, ensuring that all forms and insurance fees are submitted to PFL at least 30 days prior to the team's departure from the United States. The team leader is responsible for the Insurance List Report and for verifying that each team member accurately completed his or her forms, with originals submitted to PFL. Send all team paperwork and the insurance payment to:

**Amanda Rickman
Assemblies of God World Missions
1445 North Boonville Avenue
Springfield, MO 65802**


Please make check payable to **AGWM** and place account number **302959-2 (08)** on the memo line of the check.

Parental Consent for Minors

We value the participation of young adults on missions trips, since these trips often prove to be life-changing experiences. Anyone under 18 years of age is required to adhere to the AGWM guidelines concerning minors on missions trips. These are outlined in the team packet. The parent of each must complete the Parental Consent and Minor Authorization form *and* have it notarized. A copy of each consent form must be submitted when the team paperwork is mailed. The original consent form should be taken on the missions trip by the team leader.

Our goal is to serve you and to be a blessing in your missions trip experience. If you have any questions, please do not hesitate to contact a PFL team processor at 417-862-2781, Extension 2380 or 2067.

Blessings in Christ,



Richard L. Johnson, Director
AGWM Personnel and Family Life



TEAM PLANNING GUIDE

AGWM Personnel and Family Life

- 1 year prior to trip
 - ❑ **PRAY.** Begin praying about your trip, seeking the Lord's direction.
 - ❑ **Contact the potential host missionaries.** Begin communication with missionaries about hosting your team.
 - ❑ **Designate a team leader.** The team leader will work with the host missionary as well as organize the insurance forms, budget, and all other administrative details. He/she will also lead the team on the trip and operate as point person with the missionary while overseas.

- 9 months to 1 year prior to trip
 - ❑ **Select the host missionary and project.** MAPS teams **must** work with an AGWM missionary.
 - ❑ **Establish dates for your trip.**
 - ❑ **Begin advertising your trip within your church.** With the missionary's input, you can establish your team's size.
 - ❑ Visit <http://www.GoAG.org/goag/teams/>.

- 6 to 9 months prior to trip
 - ❑ **Register the trip with AGWM Personnel and Family Life (PFL).** The MAPS Team Registration form is available at <http://www.GoAG.org/goag/teams/> (click on "Registration"). Send the registration form by e-mail to mapsteams@ag.org, fax to 417-869-6280, or mail to AGWM Personnel and Family Life, 1445 North Boonville Avenue, Springfield, MO 65802.
 - ❑ **Process team members' legal and insurance forms.** After your team is registered, AGWM will send the following forms:
 - Insurance List Report (for the team leader).
 - Assumption of Risk (for each team member, with signature witness).
 - Background Check Release. **Each team member is required to have a background check.**
 - GTL Beneficiary Designation (for each team member).
 - Code of Conduct (for each team member).
 - Team Member Contact Information (for each team member).
 - Parental Consent and Minor Authorization for any minors going. *Both father and mother (or parent/guardian with sole custody) must sign even if they are going also on the trip.*

More information concerning the above forms and paperwork is given below in the "2 months to 6 weeks prior to trip" section of this guide.

- Church Processing Option.** If your church opts to process legal and insurance information for its team members, please notify AGWM.
 - Communicate with the host missionaries.** Let them know you are still interested and planning to come.
 - Select a travel provider.** A travel provider with experience in booking missions teams is often the most beneficial; for instance, Great Southern Travel, 1-800-749-7116 or www.greatsoutherntravel.com.
 - Set a budget for your team.** Take into consideration all expenses related to your trip and establish a per-person budget.
 - Begin to advertise and recruit for your team.**
- **3 to 6 months prior to trip**
 - Communicate with the host missionaries.** They can keep you updated on the trip and what you will be doing while in their country.
 - Recruit and advertise.** Actively recruit during this time and get commitments from team members.
 - Collect trip deposits.** Work with your travel provider on deadlines for deposits for airline tickets.
 - Check team documents and immunizations.** Your host missionaries will know what documents, such as passports or visas, your team needs. They will also be able to recommend any immunizations your team members may need.
- **3 months prior to trip**
 - Communicate with the host missionaries.**
 - Finalize the team.** Make sure all team members are in place and fully committed with deposits.
 - Finalize payment with your travel provider.** Make sure all team member paperwork has been accurately received by the AGWM team processing office before purchasing tickets. *Failure to do so could result in nonrefundable airline tickets should a team member not qualify to go.*
 - Send any construction costs to MAPS Construction,** which they will advance to the missionary, per AGWM policy (see also Project Funds form).
 - Consider getting team T-shirts.** Team T-shirts represent unity and also help you identify your team quickly and easily in a crowded airport. However, please be sure any graphics or text on the shirts would be well-received cross-culturally. Check with your host missionary before purchasing.
 - Begin hosting monthly team meetings.** Use this time to develop team unity by joining together for prayer and trip planning.
- **2 months to 6 weeks prior to trip**
 - Communicate with the host missionaries.** Give them the final list of team members as well as a final itinerary for your trip.

- Host a team meeting.** Arrange a time for all team members to have an orientation. Pray as a team at this time; pray for team unity, and pray for each individual. Use www.GoAG.org as a resource for information for your team members.
- Complete paperwork and submit fees.** Each team leader is responsible for handling all team-related paperwork, ensuring that all forms and insurance fees are submitted to AGWM at least 30 days prior to the team's departure from the United States. This would also be the deadline for adding additional team members. The team leader is responsible to verify that team members have accurately completed their forms. The appropriate originals of team paperwork must be submitted to AGWM.
- Send originals of team paperwork and insurance payment to:**
Amanda Rickman
Assemblies of God World Missions
1445 North Boonville Avenue
Springfield, MO 65802
 Make checks payable to **AGWM** and place **302959-2 (08)** on the memo line.

- **2 weeks prior to trip**

- Communicate with the host missionaries.** Make one final contact and confirm trip details.
- Arrange for getting picked up at the airport.** Make sure you know who is picking you up and where you will meet.
- Communicate with each team member.** Make personal contact with all team members and make sure they are prepared to go.
- Finalize plans with your travel provider.**
- Host final team meeting.** Go over the final itinerary for departure and discuss any last-minute items that may have come to your attention.

- **Day of departure**

- Pray.** Arrange time for the entire team to pray together for the upcoming trip.
- Arrange for a send-off from your church,** if possible. Advertise this as a time for your congregation to send you off and bless you with prayer.
- Organize.** Make sure you have person in charge while overseas.
- Arrive at the airport early,** no less than 2 hours before departure. If you will be flying out of a large airport, arrive earlier than 2 hours before departure.
- Stay together.** Keep your team together, and don't allow individuals to split off from the group.
- Wear team T-shirts** if you have them.

- **Arrival in country**

- Stay together.** Keep your group together.

- Be patient and flexible.** Sometimes unforeseen circumstances arise with a large group.
 - Represent Christ.** Every national can pick out a large group from a crowd and possibly view them as a church group. Your mere presence in the country represents Christ; DO IT WELL.
 - Serve.** Remember that your first and foremost reason for being there is to serve Christ through the missionary. Have a servant's heart and a servant's attitude.
- **Departure from country**
 - Arrive at the airport in ample time.** Your host missionaries will know what time is best.
 - Stay together.** Don't leave anyone behind, and don't let anyone go off alone.
 - Wear team T-shirts** if you have them.
- **1 week to 1 month after returning**
 - Plan a team reunion.** Get together to share memories, photos, video, and praise reports. Have fun with this by eating some foods common to the country you visited.
 - Send the Team Expense Report to AGWM.** Your church can request Assemblies of God World Missions giving credit. Please send in your report within 30 days of the return of your team. Waiting until December might jeopardize World Missions giving credit being given within the calendar year of the trip.
 - Update your church.** Plan a time in a service to show a PowerPoint presentation or video. Include a time of testimony from team members.