



CVM Short-Term Veterinary Mission Manual

*A tool for veterinary volunteers preparing to serve
effectively in short-term missions.*

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Christian Veterinary Mission

“Christ’s Love Expressed through Veterinary Medicine”

“I am sending you off to open the eyes of the outsider so they can see the difference between light and darkness, and choose light, see the difference between Satan and God, and choose God. I am sending you off to present my offer of sins forgiven, and a place in the family, inviting them into the company of those who begin real living by believing in Me.”

~ Jesus
(Acts 26:18 – The Message)

CVM’s mission is to challenge, empower, and facilitate veterinary professionals to serve others through their profession, living out their Christian faith. CVM also provides education and encouragement for those who desire to minister through service, prayer, relationship building and modeling Christ’s love.

Welcome to CVM Short-Term Missions

Greetings!

Welcome to Short-Term Missions (STM) service with Christian Veterinary Mission (CVM).

This short-term manual has been put together to assist you in preparing spiritually and financially for travel, for blessing your host, for engaging cross culturally, for documenting the journey, and for returning home.

In [Appendix D](#), we have attached all the necessary forms and a list of items that must be returned to us *no later than 6 weeks before your departure date*. Please remember that while serving with CVM you will be required to have medical evacuation insurance. We will purchase this for you and will have it sent to the trip leader for distributing to the team.

You are responsible to make your own travel arrangements. If you have a complex travel itinerary or would like the support of a travel agent, we can recommend some for you. See [Logistics section 2.1](#) for more information.

CVM seeks to challenge, empower and facilitate your spiritual growth. We have included a 31-day Discipleship Walk in [Appendix A](#) to assist you. Take the time to read and pray in these days of preparation. *“Grow in the grace and knowledge of our Lord and Savior Jesus Christ” (2 Peter 3:18).*

Finally, there is a document that needs to be completed upon your return, the [Post Trip Report](#). There are also [Expense Reporting Worksheets](#) to use if appropriate to your trip. We encourage you to return the Report as we find these very encouraging and helpful to hear the stories of how God worked in you and through you. We also want your feedback so we can continue to improve this program.

I am excited for you and to see how God will work in you and through you as you serve to show *“Christ’s love expressed through veterinary medicine.”*

Grace & peace,

The Short-Term Missions Department
shortterm@cvm.org

CVM Mission and Values

Short-Term Missions' *Statement of Purpose*:

The objective of CVM's Short-Term Missions program is to provide opportunities for veterinarians, technicians and vet students to use their skills, faith and abilities in Christian service alongside national leaders and missionaries in ministries with similar values, partnering with them in the long-term goals and vision for their communities.

CVM's *Values*:

Take a moment to meditate on the CVM values and how to fulfill them on your mission trip.

Christ-Centered

All activities have the primary purpose of proclaiming, modeling and glorifying our Lord, Jesus Christ as Savior to our world.

Relationship and Partnership

We seek partnerships based on shared values which empower all members toward building sustainable ministry.

Integrity and Accountability

We will responsibly use and manage all of the human, natural, and financial resources of our own organization and strive to build this strength in all of our relationships.

Servant Leadership/ Service

We will model the servant heart of Christ through motivating, mentoring, discipling, empowering, and communicating with others within our organization, our partners and to those whom we serve.

Training that sustains

CVM promotes participatory training through which individuals work to identify their training needs and are empowered to ongoing physical and spiritual growth in their relationships with God, themselves, their families, and their communities.

Veterinary Focus

The skills and knowledge of veterinary medicine are used to transform lives.

Equitable Participation

CVM desires to work with all individuals who desire to be involved encouraging their full commitment, recognizing their gifts and abilities, and seeking the most appropriate application of their skills to the Lord's work through CVM.

Transformation through Holistic Sustainable Development

The goal of our work is the transformation of individuals, groups, and communities through balanced ministry to spiritual, physical, mental, social, and ecological needs.

Spiritual Preparation

1.0 Introduction

Then I heard the voice of the Lord saying, “Who shall I send and who will go for us?” Then I said, “Here am I. Send me!” Isaiah 6:8

As a follower of Christ, it is commonly understood that the words “mission trip” mean that you are giving of your time, money and skills to share the love and message of Christ in some way with people in another location. Whether or not your trip allows obvious, overt evangelism, or requires you to be more reserved about your faith, you must still be prepared or you’ll miss what God is doing in the destination country, and your effectiveness will be diminished. It is important that you are spiritually prepared for the experience and take time to assess your spiritual fitness and maturity ahead of time. Are you taking time for daily disciplines like prayer, Bible reading and quiet time before the Lord? (Psalm 46:10). Are you a regular participant in a church fellowship? If you’re not doing these things, now is a great time to start!

The commitment to fellowship, Bible study and prayer will encourage and strengthen you, not just on this trip, but in your life at home as a follower of Jesus Christ. Spending time with the Lord will give you growth, spiritual depth and knowledge in Him (2 Peter 3:18). Also, having a strong faith and being familiar with the leading of the Holy Spirit will help you tremendously in dealing with all the variables that come with international travel and a foreign culture. If you take the time to be spiritually prepared, you will be able to handle all the inevitable challenges with peace and joy. Being spiritually prepared helps you have the right attitude (i.e., complete trust in God), and you will be able to be flexible and have a good sense of humor, which is extremely valuable to the success of any missions trip!

Helpful tips on Spiritual Preparation

Nourish a living and growing relationship with Jesus Christ through...

1. Maintaining fellowship with other believers through consistent church attendance and small group or Bible study.
2. Prayer about the mission – travel details, hosts, team members, work, ministry, etc.
3. Building a prayer support team.
4. Entering into where God is working – keep your spiritual eyes open.
5. A servant’s heart, always being ready for any task in the field and at home.

Spiritual Preparation

1.1 Devotions

[Appendix A](#) is a 31-day devotional guide. These devotions are designed for you to do on your own, sharing your response with your team members. For some of you, your team members will be scattered across the country and you will get to share your comments via email (usually sent to the team leader first, but they will let you know what to do). For others, you may be traveling alone, which means you get to be accountable to do these devotions on your own. Or, you may be part of a team that is all in the same area, which will allow you to share these devotions face to face as you meet as a team.

Regardless of your specific situation, these devotions will get you into the Word and help you prepare spiritually. If you are part of a team, your team leader will be in touch with you about what to do and when. If you are traveling alone, we strongly encourage you to do these devotions as a way of preparing your heart for your time of service.

See [Appendix A](#) for the 31 Day Devotional Guide.

Spiritual Preparation

1.2 Your Testimony

The Bible challenges us, “...in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect” (1 Peter 3:15).

We are aware that the grace of God and His love (Ephesians 2:8, 9; John 3:16) are at work in your life, changing you and motivating you to serve others. Being prepared to share your personal testimony is part of participating on a mission trip. Your testimony is the story of how you came to faith in Christ, the difference He makes in your life and how he is at work in your life right now.

[Appendix B](#) is an outline designed to help you formulate your testimony. Even if you only share your testimony with your teammates, doing this exercise is a great way to encourage others and to remind yourself of how God is at work in your life.

See [Appendix B](#) for How to Prepare Your Testimony.

See [Appendix L](#) for Common Sense Evangelism.

Spiritual Preparation

1.3 Your Prayer Team

Regardless of whether you ask for financial support on this mission outreach, **YOU NEED TO ASK FOR PRAYER!** Getting prayer support shows you understand that your effectiveness comes from reliance on God, not your own strength, skills or knowledge. Also, without prayer support, your efforts will be largely from your human strength, and therefore very limited. If you show that God is your source for every effort, you glorify Him, and prayer is the key in doing this. “Not by might, not by power, but by my Spirit, says the Lord” (Zechariah 4:6). You may or may not have opportunities to directly share your faith while on this trip, but if you have proper prayer support, and are praying regularly yourself, you can be assured that God is working on your behalf in the spiritual realm to bring about his purposes for this trip.

Also, even if you can afford to pay your own way, we still recommend that you raise money for some aspect of the trip, perhaps a specific project or supplies that you will bring or buy there. This builds your faith as you see God provide and allows others the opportunity to be blessed because they are joining you more fully in your missions endeavor.

The fruit of this trip will be exponentially increased if you develop a team of praying, supportive people who will eagerly await the report of your trip upon your return.

Ask your church or small group to pray for you as a group shortly before leaving. This can be a timely reminder for others that you are going so that they remember to pray while you are away. It also emphasizes to you and to them that they are sending you!

See [Appendix C](#) for a Sample Prayer Letter.

Spiritual Preparation

1.4 Spiritual Warfare

For some of you, the term “spiritual warfare” may be new and a little uncomfortable. However, if you read the New Testament you’ll notice that Jesus frequently dealt with demonic influence in people’s lives, and the Bible makes it clear that we have an enemy of our souls called Satan. Whether you understand it or not, followers of Christ are part of a spiritual battle for people’s souls. Western Christians tend to be much less aware of this because our culture teaches us that this is intellectually foolish. However, most developing country cultures are much more aware of the spiritual realm than westerners.

The Bible tells us that Satan’s job is to “kill, steal and destroy” (John 10:10a), but Jesus came to “bring you life and life abundantly!” (John 10:10b). The enemy would love to make sure you make as little impact as possible on your trip and that you personally are not changed or influenced as a result of your service. Therefore, some of your most important forms of spiritual warfare are what we have already mentioned: being disciplined to be in the Word daily, praying daily and getting a prayer team to cover you in prayer while you’re on this trip.

Knowing God’s Word and being in touch with His Spirit is what allows you to walk with wisdom and discernment. Knowing/learning how to pray will help you respond righteously in any circumstance. Developing these disciplines will not only help you on this mission trip but will aid

you as a follower of Christ to shine with His love and grace no matter where you are.

We encourage you to study the life of Jesus (Matthew, Mark, Luke & John), and to consult the scriptures below. Listed below are some helpful resources on being spiritually prepared. Ask God to speak to your heart through His Word.

Fear - Psalm 27, Psalm 91, Hebrews 13:5, 6

Being a Friend - Proverbs 17:17, John 15:11-17

Being a Leader - Isaiah 11:1-9, I Timothy 3:1-7, Titus 1:5-9

Controlling Your Temper - Proverbs 14:17, 29, Galatians 5:16-26

Controlling Your Tongue - Psalm 12, Psalm 19, Proverbs 11:13

Depression - Psalm 16, Psalm 43, Ephesians 3:14-21

Strengthening Your Faith in God - Psalm 8, Psalm 146, Proverbs 30:5, Luke 17:5, 6, Hebrews 11

Discovering God's Will - Psalm 15, Micah 6:6-8, Matthew 5:14-16, II Peter 1:3-9

Encountering Pressure - Proverbs 1:7-19, Galatians 6:1-5, Ephesians 5:1-20

Jealousy - Psalm 49, James 3:13-18

Loneliness - Psalm 22, Psalm 42, John 14:15-13

Overcoming a Grudge - Leviticus 19:17, 18, Matthew 5:23-26, Ephesians 4:25-32

Seeking Strength - Psalm 46, Psalm 138, Isaiah 40:27-31

Worrying About Your Future - Isaiah 35, Jeremiah 29:10-14, I Peter 1:3-5

Recommended Resources:

[Before You Pack Your Bags, Prepare Your Heart](#) by Cindy Judge

[Spiritual Warfare for Every Christian](#) by Dean Sherman

[The Rules of Engagement](#) by Charles H. Kraft and David M. DeBord

[The Invisible War, what every believer needs to know about Satan, Demons and](#)

[Spiritual Warfare](#) by Chip Ingram

[Intercessory Prayer](#) by Dutch Sheets

Logistics

2.1 Introduction

It is normal for people to want to concentrate most on logistics when preparing for a mission trip. Logistics and being organized *are* very important and do take a lot of time and planning. This section is dedicated to helping you get everything done in a timely manner. *However, don't let this overshadow your spiritual preparation.* Long-term missionaries will tell you that physical transformation (i.e., assisting a community through veterinary work) will be only temporary when not accompanied by spiritual (heart) transformation through Jesus Christ.

Logistics

2.2 Timeline

Timeline in order of importance:

Planning ahead is essential for short-term mission leaders and travelers. Follow this timeline when planning your ministry trip.

➤ **Nine Months Ahead (or as soon as you are committed to the trip)**

- **Apply.** If you are not already an approved Short-Term Missions volunteer, you will need to apply. Instructions for application are found [here](#).
- **Notify the CVM Short-Term office** that you are interested in a specific trip.
- **Pay your trip deposit (Amount varies according to location. Check with the Short-Term office for details).** This is a deposit which will reserve your place on the trip and be applied to the total cost of your trip. Pay by mail or online [here](https://cvm.org/shortterm-pay-fees/). (https://cvm.org/shortterm-pay-fees/)
- **Set aside daily time for prayer and Bible reading.**
- **To set up a fundraising account with CVM, contact the Short-Term Missions Admin Assistant (shortterm@cvm.org) after you have been accepted as a Short-Term volunteer and paid your Trip Deposit.** Send out letters to gain prayer and financial support.
- **Research air travel.**
 1. Your team leader or the CVM office should be able to tell you when and where you should arrive and depart.
 2. Contact a travel agency or research online for the best airfares. Investigate a group discount if traveling together. CVM recommends the following travel agents. Please tell them you are with CVM.

Mission Nation Travel
Ephrata, PA
Ph: 954-947-2477
Email:
MikeBedient@MissionNation.com
Web:
<https://www.missionnation.com>

Direct Travel Missions
Department
Lynnwood, WA
Ph: (800) 622-3342 • (425) 672-
2411 fax
Email: dhavrilak@dt.com
Web: <https://www.dt.com/>

SIAMA World Mission Travel
(great for Africa and Asia)
The Netherlands
Ph: +31 71 5163535
Email: membersupport@siama.nl
Web: <http://www.siama.nl>

- **Apply or re-apply for a passport.** See [Section 2.5: Passport and Visa](#) for instructions.

Once you submit the documents, passport issuance usually takes four to six weeks, but could take much longer during busy periods.

NOTE: The expiration date of your passport **must be more than 6 months** past the date of your departure from your ministry location. If your passport is set to expire within 6 months of your return, you will not be allowed to obtain a visa into the country.

- **Check visa information.** See [Section 2.5: Passport and Visa](#) for instructions.

- **Check for required immunizations.**

- Check the website for the Center for Disease Control at <http://www.cdc.gov/travel/destinat.htm> to find out which immunizations are necessary.
- Consult the nearest International Travel Clinic for medical advice and services. (Some of the larger chain pharmacies may offer this service as well.)
- Receive needed immunizations. Allow time between vaccinations if multiple shots are needed—especially if you need them as proof for obtaining visas. Ask if updated immunizations for diphtheria/tetanus, polio or measles/mumps/rubella are advised. Don't forget to check your rabies vaccinations.
- Remember that preventive health care is more than just vaccines. Be sure to check out recommendations on malaria medications and other advice for your destination.

It is recommended that you have all immunizations listed on a card from the World Health Organization (WHO) which you should take with you whenever you travel internationally.

- **Prepare a budget:**

Plan for the total estimated cost for your trip. It is a good idea to estimate high as some unexpected expenses may come up. The total cost should be presented to supporters as the amount that you need to raise. (For example, a 2-week trip to Mongolia may be listed with \$1140 trip costs, but total expenses for the trip may be \$4000-5000.) The following table has been started as a guide.

Trip costs due to CVM (from website or email announcement)	\$
Travel to destination (primarily Airfare)	\$
Passport/Visa (don't forget postage costs)	\$
Visit to travel clinic, Vaccinations & Medications	\$
Supplies/ special clothing	\$
Incidentals	\$
Total estimated costs	\$

➤ **Six Months Ahead (or as soon as possible)**

- **Begin visa application.** See [Section 2.5: Passport and Visa](#) for instructions.

Submit signed passports, required photos, completed visa applications and WHO card as requested. Consult your travel agent, team leader or the CVM office for assistance.

➤ **Three Months Ahead**

- **Research baggage regulations.**

Ask your travel agent or airline (this info is usually listed on an airline's website). They can tell you the maximum free allowance per person and fee for excess bags. Be mindful of things that may be restricted by either the airport or your destination country.

- **Buy airline tickets.**

Your travel agent can help tell you when your tickets must be issued to retain the lowest fare. It is ALSO a good idea to purchase travel cancellation insurance (note that this is *different* from medical evacuation insurance). Ask your travel agent for recommendations.

- **Gather supplies.**

In conjunction with team leader and/or host instructions, gather the supplies and items you will need to bring with you. Keep in mind that it is best if you purchase as much as possible in your *destination country*. This is a great way to support their economy, and also helps make the work you will do more sustainable (it will be able to continue after you leave because medicines can be replaced locally).

➤ Two Months Ahead

- Complete **CVM paperwork** and send to CVM office ([see Appendix D](#)).
- Pay all of trip cost fees. Your **full trip cost is due 6 weeks before departure**. You can pay by mailing in a check to the CVM Short-Term office or pay online into your short-term fundraising account [here](#). (www.cvm.org / Give / Short-Term Volunteers). A white box will appear, and please enter in your Account Code in that box. We will ensure that your trip costs are credited to your account and specific trip.
- Register your trip with the [Smart Traveler Enrollment Program](#). This will register you with the US embassy in the country you are visiting. The purpose of your visit will be “tourist.”
- **Stay in touch with your team leader & other members weekly. Pray for one another.**

➤ Two Weeks Ahead

- **Arrange transportation to the airport**
- **Make sure you have:**
 - Airline ticket (or e-ticket information)
 - Passport with visas
 - Vaccinations and WHO Immunization Card (if needed)
 - Anti-malarial medication (if needed)
 - Personal medications, extra eyeglasses
 - Supplemental insurance
 - Trip Emergency Information sheet ([Appendix D](#))
 - A printout of your main host information packet.
 - Obtain the address and phone number of the U.S. Embassies or Consulates in your destination country. These are available from the U.S. Department of State: <http://usembassy.state.gov>.

➤ Three Days Ahead

- **Call the airline(s) to confirm your flights.** (While most international flights no longer need confirmed, an online check of your ticket is a wise action. Smaller flights booked on a different ticket also should be confirmed.)

Be sure to do this 3 days prior to your *return* flights also. Some countries cancel reservations that are not re-confirmed and re-sell that seat.

➤ Departure Day

- **Review Documentation.**
 - Passport with visas

WHO Immunization Card

Airline ticket (or e-ticket information)

Print out boarding passes

- **Tag Your Luggage.**

If traveling as a group, everyone should have the same brightly colored tags on their luggage to identify your group. If traveling alone, a bright tag that you can readily identify is very helpful, as luggage often looks similar!

➤ **Upon Return**

- **Get Welcome Back packet from CVM (should be in your email inbox).**
- **Return all requested paperwork and reports to CVM within the month.**
- **Share about your trip with those who supported you. Send thank you notes to those who supported you financially.**

Logistics

2.3 CVM Paperwork & Costs

No less than 6 weeks prior to departure, submit the following to the CVM office (see [Appendix D](#) for these forms):

CVM Assumption of Risk

CVM Short Term Team Code of Conduct

CVM Emergency Contact Information form

CVM Foreign Animal Disease Liability Waiver (if serving internationally)

Copy of your flight itinerary. (Note: Please send actual copy, don't send rewritten details.)

Copy of your passport. (Please make sure the picture is clear; *do not fax* this to our office, as it ruins picture clarity.) Make sure that your passport has an expiration date further than 6 months out from your return date home from your ministry site.

Fees / Deposits

- **Application Fee:** If you are a first-time applicant, there is a one-time Application Fee to pay. Accepted applicants do not need to repeat the CVM application for a second trip. This is a separate fee and is **not** included in the trip costs mentioned below. [Payable online at the CVM Pay Fees page.](#) ([www.cvm.org/Go/Short-Term Missions / Pay Fees / Application Fee](http://www.cvm.org/Go/Short-Term/Missions/PayFees/ApplicationFee)).
- **Trip Deposit:** A trip deposit is due upon acceptance to a trip to hold your place. This amount is nonrefundable and goes toward your total trip costs. (CVM will let you know how much this deposit is for your specific trip.) [Payable online at the CVM Pay Fees page.](#) ([www.cvm.org/Go/Short-Term Missions / Pay Fees / Trip Deposit](http://www.cvm.org/Go/Short-Term/Missions/PayFees/TripDeposit)).
- **Trip Costs:** The total amount due for your specific trip. This is the amount advertised online. (Note that it may be subject to change if your trip length varies or if the host country situation changes dramatically.) It includes your in-country host partner's costs (such as room, board & transportation) and may cover some project costs. It also helps cover some CVM Short-Term administrative costs including your medical evacuation insurance.

Trip costs can be paid by check to the CVM Short-Term office or online [here](#). If you have a fundraising account and would like to pay into that, you can do so [here](#). If you do not have a fundraising account, select from the country choices to pay your trip costs. Be sure to include your name, trip destination, and dates in the Comments field and we will ensure that your trip costs are credited to your account and specific trip.

- Note: Any money you have received in your fundraising account may be used to go toward the trip costs. A report of donors and an updated total of what you owe can be obtained by emailing us shortterm@cvm.org.

- A few trips require that a portion of the trip costs be hand carried to the host or have a portion of costs paid ahead of time. If this is the case, this will be explained when your trip costs are given.

Those participating in CVM STM trips receive the benefit of CVM staff or volunteers helping to organize and coordinate the trip to most effectively utilize their professional skills. The Trip Deposit is due when a member is accepted to participate on a CVM STM trip. Please pay as soon as possible after being approved for a team/trip. The remainder of the trip costs are due 6 weeks prior to your date of departure.

Pre-trip paperwork needs to be submitted prior to your trip.

CVM Trip Cancellation Policy: CVM understands that emergencies arise, and team members are not always able to complete their service commitments. If you find yourself unable to participate in the CVM Short-Term trip for which you are registered, please contact the CVM Short-Term Missions office as soon as possible and our staff will work with you to see if any of your trip costs are able to be refunded to you. In most cases, trip costs are sent 6 weeks ahead of departure to the in-country hosts to cover food, transportation, lodging, and project costs. As a result, not all these funds are returnable. Medical Evacuation insurance is purchased 2-3 weeks prior to departure and once purchased is non-refundable for trips less than 30 days in length.

Please contact the CVM Short-Term Missions office if you have questions about any of the above items.

See [Appendix D](#) for CVM forms.

Logistics

2.4 Raising Support

Looking to others to support your mission can be a daunting task, one that often forces us to face our pride in not liking to ask for help, as well as our fears of rejection and failure. But we encourage you to approach this with a heart full of faith, believing that God will give you the needed courage and wisdom to lead you to the provisions He has stored up for this mission. “By allowing others to give, you allow them to share in the blessing, and to become shareholders in your mission” (1 Samuel 30:24). Keep in mind that those who SEND are just as important as those who GO. Don’t rob people of the opportunity to be an integral part of the mission process by sending you with their finances and prayer!

CVM or your team leader can assist you with a breakdown of budget information for your mission site if needed. The trip cost will be advertised on the initial trip description, also remember to factor in the cost of a passport, visa, airfare and any needed vaccinations and medications.

Here are a few suggestions in developing a support base:

- Approach your local congregation. Seek out the pastor and mission’s pastor, board members or mission’s committee. Share how God has placed a calling on your heart to serve using the talents He has given you. Share your desire to serve on the mission field as an extension of the church outreach. If possible, give talks to all age groups in the fellowship.
- Prepare a presentation – tell people where you’re going and why.
- Develop a fundraising letter (See sample letter, [Appendix C](#)). Consider your audience. You may want to send as a letter to some and as an email to others.
- Seek to build a support team who will not only give financially, but who will PRAY for you and encourage you in your faith journey! Share your vision and heart about going on this trip. This will increase your faith and give you comfort, strength and accountability.
- Begin to share with close friends and family how God is working in you and what part this mission trip plays in your walk with God.
- Make personal contact - either meet them in person or on the phone.
- Contact businesses that would have an interest in your trip for donations of supplies or funds. They are often looking for tax deductions as well.
- Pray, pray and pray some more!
- Do fundraisers with friends, your Bible study group, etc. (e.g. garage sales, car wash, dog wash)

- For a more detailed guide to support raising read this short article, [Seven Steps for Raising Support for a Mission Trip](#).

Short-Term Mission Fundraiser Accounts: Tax-deductible giving is an option for your supporters. A short-term fundraising account through CVM can be set up for you once you've been approved as a volunteer and after you pay your trip deposit*. (If you have a previous account then it will be re-opened.)

*If your school group is funding most of the trip or if you are only required to pay the trip deposit through CVM, then you may not wish to open an account. Check with your CVF Treasurer to see if fundraising as a student group is an option for you.

- If an account has not been set up for you then contact the STM Administrative Assistant to request an STM Fundraiser Account in your name: shortterm@cvm.org.
- Read this section on fundraising and submit a letter to your potential donors (see example – [Appendix C](#)). In the letter, ask donors to make checks or money orders payable to Christian Veterinary Mission or CVM. The IRS requires this in order for a donor to receive a tax deduction. If checks are made out to you, *you must sign the check over to CVM and submit it to our office* in order for the donor to receive a tax-deductible receipt.

If you are receiving CVM matching funds for a Missions Apprenticeship then half of your total trip costs must be raised through a CVM STM fundraising account to be eligible for the matching funds.

When sending money to CVM, donors should include a note that indicates your name with the check, so your checks receive the proper designation upon arrival at our office. (See example - [Appendix C](#)).

All donors will receive a tax-deductible receipt for their records, sent to them by CVM. *We do not add donors' names to our mailing list unless requested to do so.*

Students may raise money as a group through their Student Group account, if one exists. Contact shortterm@cvm.org for information regarding your school's Short-Term Missions fundraising account.

After the Missions Trip: CVM STM Fundraising Account Policies

When you complete your mission, send in your [Expense Reporting Worksheet](#) WITH RECEIPTS for reimbursement up to the balance in your trip account. Please submit your request for reimbursement no later than 45 days from your return home.

After reimbursements, any balance under \$500 in an individual STM Fundraising Account will go to the CVM Short-Term Missions program at the end of the current fiscal year, unless desired to be designated to another CVM account.

Individual STM Fundraising Accounts with a remaining balance over \$500 must be used within one year on another veterinary mission outreach. Individual STM Fundraising accounts rolled over annually will be charged a \$30 administrative fee. If not used or re-designated within one year of the return date from the original trip, the remaining balance will automatically go to the Short-Term Missions program. Student Group STM Accounts can remain open indefinitely, regardless of balance.

Please call or email the ST Missions Administrative Assistant at the CVM office if you have questions! See contact info on front of manual.

For further study: [People Raising](#) by William Dillon, Moody Press. peopleraising.com

See [Appendix C](#) for a sample fundraising/prayer letter.

Logistics

2.5 Travel Details

Passport

If your mission is outside the United States, you will need a passport. If you don't have one, apply for one immediately. Your local United States Post Office will have the appropriate forms, or see the U.S. State Department's web page for passport application forms, instructions and fee schedules: <http://travel.state.gov/passport/>. Allow at least six weeks for processing. This greatly expedites replacement should your passport be stolen. If your appearance has changed significantly, or your name has changed, apply for a new passport to avoid hassles overseas.

Your passport must have an expiration date of 6 months or more from the date of your return departure from your ministry site. If your passport is set to expire within 6 months of your travel dates, re-apply as soon as possible or you will not be allowed to travel.

Visa

A visa is permission to enter the host country. Not all countries require this. If a visa is required, you must usually obtain it from the appropriate consular representative before you travel. *You must have your passport before you can obtain a visa, and you must usually submit your flight itinerary as well, so plane tickets must already be purchased in order to obtain a visa.* Allow about one month for processing your visa application by mail. Not all countries require a visa, and some allow you to get it at the airport upon arrival. Your team leader or CVM will inform you about this or ask your travel agent or check with the embassy for that country. A list of all embassies can be found at <http://www.embassyworld.com>.

Applying for a visa by mail requires you to send your passport (use registered or certified mail). Be sure it is signed in ink and write in pencil your current address, day and night phone in the space provided. Use registered mail or express services. Maintain your receipts. Also include a copy of your flight itinerary with a return address in the initial mailer.

Two ways to acquire your visa (if needed):

- 1) Directly through the embassy, which tends to be cheaper
- 2) Through a Visa expediting company like Travia: (<https://www.travisa.com/>) or Travel Document Systems: (<http://www.traveldocs.com>). These services cost more but are faster and the follow up is easier if there is a problem. Both companies keep an up to date list of Visa requirements on their web page for most countries. Normally you will obtain a tourist visa.

Remember when traveling, keep two photos and a photocopy of your passport information page separate from your passport in case it's lost or stolen.

Travel Arrangements

CVM recommends that you plan ahead, secure a good travel agent and research the area to where you will be traveling. Contact details for the travel agent that CVM recommends are in [Section 2.1](#).

Contact your travel agent as soon as your trip dates are firm. Make sure you talk to your team leader before booking your flights.

Travel Tips

- ✓ Ask the travel agent about the airline's policy on lost tickets and connecting flights.
- ✓ Travel with a credit/debit card for emergencies. (A VISA card is usually most widely accepted when travelling internationally.)
- ✓ Check your wallet ahead of time – there is no need to travel with cards, receipts or anything else you won't need, or that you would miss if stolen. Leave a photocopy of any important documents/credit card at home with someone you trust in case your wallet is stolen.
- ✓ Have the appropriate currency for airport taxes, if required. Be sure to ask your travel agent about **departure tax**.
- ✓ Confirm or check the status of all flights 72 hours in advance.
- ✓ Carry a *copy* of your passport (picture and signature page) in a secure/secret location in your luggage, separate from where you are carrying your actual passport. Your original passport should always be kept on your person while traveling.
- ✓ Avoid clothing with lots of metal buttons, clasps, etc. that will set off metal detectors in the airport (ladies - hair clips are often metal).
- ✓ Do not wear blatantly American clothing, i.e.: shirts, jackets, or hats with American flags, patriotic slogans, etc.
- ✓ Remain flexible. A change in plans is a frequent occurrence in international travel.
- ✓ Keep the address of the host in an easy to access location while traveling. You will likely need it to fill out the disembarking form on the airplane. Also keep contact information of the host with you in case you do not connect as planned at the airport.
- ✓ International Customs:
 - Just prior to disembarking the aircraft, have your passport and disembarking form (given on the plane) ready and available for inspection by an immigration agent.
 - Stay calm and give brief answers.
 - Answer all questions honestly and succinctly, and DO NOT VOLUNTEER ADDITIONAL INFORMATION. You may be asked how long you'll be in the country, why you are there and where you will be staying. You will be told what to say ahead of time, but this response is usually sufficient: "I am a tourist and will be staying with _____ (Be sure you have this information ahead of time).
 - Saying you are a "tourist" is the safest response in most cases, or "visiting a friend" is

also a safe response. Saying you are there to do “veterinary work” may imply a paid position and this would cause a problem. If a certain country is particularly fussy, your host will alert you ahead of time on what to say.

- Be prepared for a luggage inspection either before or after the passport control. If you are asked to transport supplies for missionaries, you will need to have a packing list in case you are asked what is in the container.

Keeping Healthy

WE STRONGLY RECOMMEND A COMPLETE EXAM BY YOUR PHYSICIAN BEFORE YOU DEPART. You are responsible for your health, and we fully expect you to make responsible choices ahead of time to ensure a safe and enjoyable trip for yourself and everyone involved regarding health issues.

Develop habits of healthy eating and regular exercise while at home. This will help build your immune system and reduce stress while traveling and living in a new environment.

Your basic immunizations for the U.S. should be current. Also, check online or with an informed health clinic about the current vaccination requirements for your destination country. (Online is the best source: <http://www.cdc.gov/travel/destinat.htm>). Consult with your doctor before having any vaccinations/ immunizations. Keep in mind that your doctor’s office may need advance notice to give travel vaccinations. (They sometimes need to special order them) so alert them well in advance if you are not able to use a travel or public health clinic.

A good clinic or doctor’s office will also update you on any basic vaccines you need, such as Typhoid, Tetanus or Measles/Mumps/Rubella. It is a good idea to bring your vaccination records with you, so you don’t receive unnecessary shots or medications.

If you have already had vaccinations, consider having a titer test done to check your immunity. Make sure that your doctor knows you are going to have exposure to animals as this may affect the decision regarding rabies vaccination.

Traveler’s Health Tips

It is important to remember these basic principles of healthy eating while traveling in a developing country. Getting sick is not fun for your team and especially not fun for you! Your host can advise you on details for your specific location.

1. Wash your hands as frequently as possible and always before eating. Allow them to dry before touching the food. Hand Sanitizer is great when soap and water are not available.
2. Bring your own supply of prescription drugs including a wide-spectrum antibiotic and anti-diarrhea medication (such as Imodium and Pepto Bismol). Realize that in a developing country, pasteurization, refrigeration, and sanitary practices are suspect, and the tap water is usually not safe for you to drink even in hotels.

3. Drink bottled water and hot drinks that have been boiled. Avoid local beverages, fruit juice and ice that may be made from impure water.
4. At a restaurant, make sure to get your drinks without ice. Ask for it in the bottle.
5. Eat cooked vegetables or fruit that you peel.
6. Avoid raw, leafy vegetables, like salads, as these may be washed in tap water.
7. Avoid food with mayonnaise, custards, cream fillings and anything else that may have been prepared a long time in advance.
8. Do not eat rare (or raw) meat, fish or seafood. Eat your meat well done, even if you usually like it rare.
9. Avoid street vendor food, unless advised by your host that it is ok.
10. Milk is often unpasteurized. Avoid milk or derivatives, such as cream, butter, cheese and ice cream. Milk boiled in the tea is safe while adding cold milk to hot tea is not.
11. Food that has been adequately cooked is usually safe, especially if it is still hot.
12. Hard-boiled eggs are a good choice, especially if you can crack and peel them yourself.
13. Use bottled water to brush your teeth.

Insurance

In order to participate on a CVM sponsored trip, you must carry medical evacuation insurance. Minimum amount of coverage needs to be \$100,000 (for Mexico or Canada, it is \$50,000). To have a process that is consistent for our purposes, CVM has contracted with International Medical Group (IMG) for all CVM volunteers. Therefore, **your insurance will be purchased by CVM for you through this company.** The cost for this is covered in your trip expenses. If you are purchasing medical evacuation insurance on your own, then CVM will need to review your policy to ensure that it meets the above requirements.

If you are traveling on your own beyond the dates of the CVM trip, then you are responsible for providing the medical evacuation insurance for these extra dates. Additional days of insurance coverage can be purchased by CVM for you but are additional costs to be paid to CVM. Please let us know if additional insurance will be needed for your travel dates.

It is ALSO a good idea to purchase travel cancellation insurance (note that this is *different* from medical evacuation insurance). Ask your travel agent for recommendations.

Legal

Especially if you are married or have dependents, be sure to have your will complete and on file with the appropriate persons. Contact your attorney for information. Also, be sure that family members know where to locate all your important documents. A short-term power of attorney should be considered if your family needs to handle specific activities in your absence.

Foot & Mouth Disease Precautions

Christian Veterinary Mission advises all CVM volunteers and staff, especially those working in countries that have Foot and Mouth Disease, to adhere to the following guidelines to minimize the risk of transmitting livestock diseases. Disease status of the countries you visit can be obtained by viewing the OIE web page <http://www.oie.int/animal-health-in-the-world/official-disease-status/fmd/> and talking with your host and local veterinary professionals. Also, prior to departing the U.S., it is good to check with your State and University to see if they have guidelines for those specific jurisdictions.

If your work takes you to FMD areas, take the following precautions:

- It is strongly recommended that you leave your shoes and work clothes behind in the country to prevent carrying FMD back into the US. A suggested way to do this is to bring inexpensive work shoes and clothing and then donate these to the workers in the country. We also recommend avoiding contact with animals susceptible to FMD for **FIVE DAYS** after exposure to FMD suspect animals. Before returning to the United States, launder or dry clean all clothing and outerwear that you will not be leaving behind. All dirt and soil should be removed from shoes and any equipment by thoroughly cleaning with a cloth dampened with a bleach solution (5 teaspoons of household bleach in one gallon of water). Luggage and personal items (including watches, cameras, laptops, CD players and cell phones), if soiled, should be wiped with a cloth dampened with the bleach solution.
- Meat and unprocessed hides from FMD-affected countries could harbor the virus, so anyone coming to the U.S. from those countries must not bring livestock products from those countries.

For additional traveler information, please check the USDA's Animal and Plant Health Inspection Service's (APHIS) web site at www.aphis.usda.gov.

Virus Precautions (Chikungunya, Zika and others)

You will want to check the [CDC](http://www.cdc.gov) website before you travel to find out what – if any – virus/disease precautions they have listed for the country you are serving in. To protect against mosquito-borne viruses, you will want to use insect repellent, wear long sleeves and pants, and stay in places with air conditioning or that use window and door screens. It is a good idea for travelers to carry NSAIDs with them in case they contract the virus. Note: As you fill out the paperwork to re-enter the USA, most will need to check that “yes” I have been on a farm or around animals.

Emergency Information Checklist

Be prepared for emergencies. Leave the following emergency contacts, location of important documents, and medical information with a family member or friend before departure.

- List of important phone numbers (personal, host site and CVM)
- Completed Copy of the [CVM Trip Emergency Information form](#)
- Copy of Passport
- Social Security Number (do not take card)
- Copy of Immunization Record (take original with you)
- Copy of flight itinerary (take original with you)
- Legal documents: Power of Attorney and Will

See [Appendix E](#) for a list of CVM Emergency Phone Numbers to TAKE WITH YOU.

Logistics

2.6 Packing

Start packing several DAYS (even weeks) before you leave. It is too easy to forget something when you pack the night before and forgetting something on an international trip can be a tremendous inconvenience.

- 1) Be sure you have all the documentation that you will need, including a copy of your passport, and a copy of your insurance documents in a separate place in your luggage from the originals. Also, please make sure you get the proper documents to the CVM-USA office ([Appendix D](#)) and that a family member or friend knows where your important documents are at home (will, power-of-attorney, phone #'s, etc.)
- 2) Travel light! You will NOT need a change of clothes for each day. Use soft-sided bags with wheels (if appropriate) and always ID your baggage. Check with the airlines on weight restrictions and fees.

See [Appendix F](#) for a Basic Packing List.

Logistics

2.7 Caring for Your Host

When you are preparing for your mission, your team leader will be in contact with your host to see what your team can bring in order to be a blessing. Ask a North American host what they would enjoy from home. We have listed a few favorites:

- Current newspapers
- Magazines – sports, home, comics, etc.
- Seasoning mix packets
- Dry salad mix packets
- Teas
- Specialty coffees
- Chocolate, snacks
- Kool-Aid packets

Making Purchases - The host may ask you to be a purchasing agent. These are not gifts as listed above. The items requested may not be available where they live. Keep all receipts and present them to your host for reimbursement and customs.

Pack Mule - From time to time, CVM may request that volunteers pack in necessary supplies to a mission location. We may call and ask if you can “pack mule” them in your luggage or shipment. The office will give the size, type, and weight of the item(s). Please let us know if you are unable to take them. We do not want to overload your baggage.

Sharing Yourself - Before you close your suitcase, be sure to pack a sample of your life. Take a few pictures of you and your family (dressed modestly), and samples of your work or hobbies to share with your host. Think about what you want to share about your life, interests and travels.

Honor your Host - Depending on your situation, your team leader and/or the CVM office will have worked out in advance the daily cost for food, lodging, and transportation. If you will be staying in the home of a local family, you will want to ask your team leader or host ahead of time what would be an appropriate gift to give in appreciation for hospitality.

Cautions on Gift Giving - Take advice from your host. Depending on the situation, certain gifts can create dependency or a certain attitude toward visitors that the fieldworker may not want to perpetuate (for example, that any time foreigners show up, people can expect to get handouts, candy, toys, etc.). Gifts, even simple ones, can also create confusion and jealousy. Again, talk to your host or team leader before giving gifts, or loading your suitcase with unnecessary items.

Logistics

2.8 Safe Travel

CVM checks the destination countries of our teams as far as possible to avoid sending volunteers into harm's way. However, you are also responsible for your own safety. Follow recommended guidelines and check the US State Department travel warnings and consular information sheets at <http://www.state.gov/travel>. Always follow the advice of your host and team leader. They may recommend a delay or stop travel because of unrest within a country. Use common sense and keep a low profile.

Safe Travel Essentials

- Be wise about putting specific travel plans on public places on web or blogs.
- Exchange only the amount of currency that is necessary for your immediate needs.
- Exchange rules vary per country so consult with your host regarding exchanging currency.
- Never pull out all your money in public.
- Use a money belt or neck pouch. Wallets should be carried in your front pocket and purses should have a strap long enough to be carried across the body, not just on one shoulder.
- Wear as little jewelry as possible, and certainly not expensive or flashy jewelry.
- Always carry your passport (your host will advise you on this and may put them in a safe while you're there, in which case you should carry a copy of your passport for identification).
- Always carry a copy of your Medical Evacuation Insurance Card and the [CVM Trip Emergency Information form](#)

- If you encounter civil unrest in the form of a protest or riot, don't go toward the activity. Move quickly to a safe area in the opposite direction. Don't take chances by being curious or trying to take photos.
- Be aware of those around you and where emergency exits are located.
- Always use the buddy system.
- Blend in as much as possible. Never draw attention to yourself by being loud or dressing in flashy clothing. The less noticeable you are, the less likely you will encounter problems. Americans tend to be much louder than other cultures, so work on being quieter.
- Remember, you are a guest. Behave with utmost respect to those you serve and to those who serve you (including hosts and their family, airline personnel, taxi drivers, restaurant employees, etc.). You are ambassadors for your group, your country and your Savior.

Logistics

2.9 Evaluation & Reporting

Upon your return home, you will be required to report back to CVM on the personal, spiritual and veterinary outcomes of your trip. **This is an important part of your mission trip!** Not only are we as staff greatly encouraged to hear the details of your trip, but as a non-profit organization, we are required to show proof that our volunteers are actually involved in activities associated with CVM's purpose. *Thank you for helping us to be an organization of integrity. By reporting back to us about your trip, you assist us in reporting to our Board, the IRS, and others to whom we are accountable.*

[Section 5.1](#) gives greater details about this important last step of your trip. [Appendix G](#) contains the forms that will help you make a full report of your trip to CVM. These will also be waiting for you in an email when you return home.

Re-Entry – Culture Shock in Reverse

One of the fascinating aspects of international travel that is so often neglected is Re-Entry, or Reverse Culture Shock. When a person visits another culture, they experience a certain degree of culture shock, depending on what their expectations were before they arrived and how immersed they became in the culture while there. But an interesting thing occurs when you return home – you have to re-adjust to your own culture, and how much of a shock the international culture was for you physically, spiritually and emotionally, will determine how quickly you adjust to being back home.

You may be relieved to get back home to familiar territory, but it is very likely that things will not be the same; your perspective on many things may have changed. Some of the potential problems encountered during re-entry are:

1. A negative, sometimes disgusted attitude toward North American affluence and a materialistic society, which is obsessed with the “good life” and self-gratification.
2. Sudden confusion and difficulty in adjusting back to your local home, church or occupation; difficulty understanding where you fit in or what your role should be.
3. Disillusionment with “comfortable Christianity” and the state of the church in North America, which has what you now perceive to be a lack of concern for others. This can manifest itself as an attitude of criticism or of spiritual superiority.
4. There is a potential danger of viewing your former commitments, or domestic responsibilities and routines as trivial and unimportant in comparison to the overwhelming needs of the third world mission field.
5. A frustrating inability to adequately express the profound changes and experiences you encountered overseas with those back home.
6. An apparent lack of friends who seem to want to listen or empathize with what you have experienced.
7. A sense of resentment and anger towards others who do not share the same depth of conviction about the burdens you may have carried back from the mission field.
8. Sometimes people may have had a significant negative experience on their trip such as serious illness, disillusionment or physical danger. It is important to not try to ignore this or pretend that it was a positive experience if it was not. Find supportive, Christian individuals who can help you process these experiences. Be sure to let CVM know as well!

How do individuals react to their re-entry experience?

People tend to fall into one of three predictable reactions:

- 1) Some come home in a state of initial euphoria and excitement which soon fades. Due to a strong need for acceptance by the home culture, they quickly resume life as though nothing happened. The emotional and spiritual “high” soon wears off and is forgotten under the crush of well-worn patterns and cares. Though these individuals appear to have adjusted well to the whole experience, they have, in fact, missed a tremendous opportunity to grow by failing to redeem the things which they saw, learned and questioned during their missionary trip and integrate them into a new view of their Christian life and the world.
- 2) Some have been deeply impacted on many levels by their experience but have failed to balance out the changes they have undergone, and thus they return home with a wrong attitude that tends to be counterproductive. They re-enter their home culture with an attitude of contempt and rejection, which tends to create misunderstandings and ends up alienating the very people they want to reach back home. They may become critical and pessimistic about their home church, their family, and themselves for being a part of something they now view as not hitting the mark.
- 3) Finally, there are those who embrace the spiritual, intellectual and emotional challenges they have experienced in a healthy manner, which “proves all things and holds fast to

that which is good". They have spent time in prayer reflecting on the experiences they have encountered, considering what the implications mean for their life. They desire their experiences to have a lasting, life-changing impact on their life and the lives of those around them. They return with a patient and tolerant spirit toward those who have not yet experienced what they have, and a desire for God to work in their own life and in the lives of those around them according to His own timing.

Steps for Assuring a Positive Re-Entry

- 1) Take care of yourself physically. The trip can take an emotional and physical toll on your system. The hazards of emotional burnout and jet lag are many. Upon re- entry, it is common to experience physical exhaustion, fatigue, apathy, sleep disturbances, loss of appetite, etc. All these are normal, considering the rigors of a long flight and the weeks of travel under stressful circumstances. A balanced diet, plenty of fluids, adequate sleep and exercise should not be taken lightly. It usually takes at least one to two weeks before you regain your stateside balance.
- 2) Expect re-entry culture shock. Be mentally prepared for the unique challenges you will encounter.
- 3) Debrief with others you are close to. Share with those who will listen and ask questions about what happened, such as your spouse, children, friends, pastoral staff, home group and church if the opportunity presents itself.
- 4) Become a storyteller. Learn to tell a few brief stories from your experience that will communicate quickly to those with whom you want to share.
- 5) Journal. Review your journal to refresh yourself in the experiences and insights you gleaned from the trip. You may want to add thoughts and comments to your journal as you refine and update the implications of your experience.
- 6) Pray. Salt your whole experience with prayer, looking to God for guidance.
- 7) Consider the following questions: What did I see God do during this trip? What did I learn about myself (values, character, priorities, attitudes, ministry, long-term vision, missionary commitments, etc.)?
- 8) Recall the spiritual successes, breakthroughs and accomplishments of this outreach.
- 9) Give yourself a spiritual checkup. Do you feel closer to or more distant from God? What challenges do you feel the Lord gave you on this trip? What will help your love for Christ to grow?
- 10) Commit yourself to obedience. In the next six months, do whatever God directed you to do during your short-term mission outreach, and do whatever he directs you to do now that you are home.

Please know that we are praying for you as you transition to being back at home. Sometimes it can take weeks or even months to process how your time affected you. We are always willing to talk with you any time you have questions about your experience, or just need a listening ear to talk to! Please call on us.

See [Appendix G](#) for the Post-Trip forms.

Cultural Awareness

3.1 Introduction

The term “culture” refers to the total way of life for a particular group of people. This includes their ideas, customs, values, traditions, language, belief system, social structure and norms. Ask any long-term missionary and they will tell you that it takes years to learn a foreign culture, and that it is impossible to do so without also learning to speak the language. It is therefore important that short-termers understand their limitations and work within them. It is inevitable that while the newness of everything you will experience in another country can be exciting, differences from your own culture also create stress. Each person is unique in terms of what may or may not be a challenge for them individually, but regardless of what you personally find difficult to handle the preparation you do ahead of time to handle the disparities between your culture and the new one will make a huge difference.

The most important thing to remember as you go into another country and culture is that you are a **LEARNER**. Having the attitude of a learner will remind you to be *humble* as you step into a culture that you really do not understand, even if you’ve been there before.

The Ugly American vs. the Learner

This phrase “ugly American” comes from a novel of the same title written in 1958 by William J. Lederer & Eugene Burdick. The classic secular story tells of an engineering consultant sent to Asia who discovers American arrogance and incompetence in government programs. The term “ugly American” has since become a euphemism for foreigners (most often Americans) who make fools of themselves in another country because they don’t understand the culture and work within it. Instead of being a learner, they have an arrogant attitude and expect things to be done “their way” instead of adapting to the new culture. ***The fastest way to draw close to the people, to be successful with your professional skills and to build credibility for the gospel message is to approach the culture as a humble learner, not a know-it-all.***

Don’t Create Barriers to the Gospel

“Primum non nocere” (First, do no harm!)

Statistics show that an average American adult must hear the Gospel 7 times before they accept it. For a Muslim, it takes 7 years of friendship with a Christian before they are receptive to the gospel. In most cases, you and your team will probably be one in a long line of foreigners with whom the people in your destination country will interact. Hopefully, those foreigners are Christians, living and speaking the Gospel of Jesus Christ. However, if you or anyone in that series of foreigners is a bad example it is that much more difficult for the next group to be a witness for Christ. Conversely, if your attitude is one of love and acceptance of the people, with a desire to learn about who they are and how they live, without judgment, they will perceive this quickly and welcome you into their lives. In this case, you make it even easier for the next team to serve and be a witness for Christ.

Just as physicians who take the Hippocratic Oath say, “help, or at least, do no harm,” your goal should be to never create a barrier for the Gospel by your behavior, attitude or words. People communicate more through body language and tone of voice than through words. The

nationals may not speak your language, but they will quickly understand if you are not getting along with your team members, or if you are tired, angry or upset, and they will especially perceive if you think you are superior to them. Make sure you are taking care of relationships on your team in a way that is biblical and honors God and one another. Make sure your attitude is one of respect for the people and the culture in which you are a guest. Never confuse a lack of opportunity for education with a lack of intelligence!

The Privileged Few

Have you ever wondered how your life would be different if you'd been born in another country, like India or Ethiopia? You have the things you do, including your education and the opportunity to travel, because of many things totally outside your control, and largely because of simply *where you were born!* It shows wisdom on your part to be humble and grateful to God for the prosperity you enjoy, including an excellent education, and a wealthy country with vast resources and opportunities. It is also important to remember that prosperity comes with great responsibility to use it wisely. You are blessed to be a blessing. Lastly, never forget your *shared poverty*: every human on the planet is spiritually and eternally impoverished without Christ, regardless of where you were born.

See [Appendix H](#) for abbreviated World Statistics.

Cultural Awareness

3.2 Preparing for another Culture

One helpful approach in preparation is to find the answers to the following questions about your destination culture. We recommend reading travel books and/or researching online about the destination country. Also, your leader should pass onto you specific information about your destination from the missionary or national host.

1. What language(s) do they speak?
 - a. Learn as many basic phrases as you can before you travel.
2. How do they eat?
 - a. What are common foods & drinks?
 - b. How do they eat? (With hands? With utensils? Do they use napkins? Do they use a finger bowl?)
3. What is the social system?
 - a. When do they get married?
 - b. How do they find a spouse?
 - c. How are men and women viewed or treated differently?
 - d. How are children viewed?
 - e. At what age is someone considered an adult?
 - f. What are the major social challenges that face this culture?
 - i. Poverty?
 - ii. War?
 - iii. AIDS/HIV?
 - iv. Corruption?

- v. Other?
 - g. Find out what nationals and missionaries are doing to face the above challenges and support them.
 - h. What social issues are the local/national church today most concerned about in that country? Polygamy? Divorce? Syncretism? Alcohol use?
 - i. What is appropriate clothing for men and women?
 - j. What are appropriate/inappropriate hand gestures?
 - k. What behavior should be avoided between men and women?
4. How is time viewed differently from your culture?
 - a. Non-western cultures are not nearly as driven by the clock. Be prepared to be much more flexible with your schedule.
 - b. Relationships are also often considered much more important in non- western cultures. Be prepared to spend time with people without necessarily having a project as your focus at times.
 5. What is the dominant religion?
 - a. Is this religion central or peripheral to their culture?
 - b. Develop a basic understanding of their religion and how it is practiced.
 - c. How is Christianity viewed or accepted? Can Christians worship openly?
 6. How are foreigners viewed?
 - a. What is the general attitude toward your nation or nationality? (If you're an American, don't be surprised if people have a negative attitude toward you and your country.)
 7. What is the health of the economy?
 - a. What is the current rate of exchange to the U.S. dollar?
 - b. What does this country import/export, if anything?
 - c. What is the average annual income for a family?
 8. What is the political system?
 - a. What are the most important current political events?
 - b. What are some important historical events?
 - c. What is the name of the country's leader?

Note: It is often not wise to bring up the subject of politics. This information should be used only so you can be informed and aware. You are there to share the Christ's love through veterinary medicine, not take sides on political questions.

Number one rule to remember when you're in a foreign country: **IT'S NOT WRONG, IT'S JUST DIFFERENT.** Remember that you are a guest in their country. Leave a critical attitude at home.

Recommended Resource: *Foreign to Familiar* by Sarah A. Lanier

Cultural Awareness

3.3 Cultural Guidelines

1) **BE FRIENDLY** – People will like you more easily if you like them. You may not feel that you like them right away, but from the start treat everyone in a kind and loving manner. You will find something to like about people everywhere. Your friendliness, if it is genuine, will usually bring out friendliness in others. The key word here is **ACCEPTANCE**.

2) **TAKE PEOPLE AS THEY COME** – Like them for who they are, not for the way they measure up to your own standards or expectations. Of all the millions of men and women in this world, each one is different, but like you, each is made in the image of God. Each stranger you meet will surprise you, interest you, thrill you, or puzzle you. Remember you will be doing the same to them! Each new acquaintance allows you the opportunity to show the best in you.

3) Try first to **UNDERSTAND** the different customs, habits, and ways of thinking. There are good reasons for each of them, just as there are good reasons for each of your own. Some of them are based on climate, religion, or ancient traditions.

4) **RESPECT** their customs and habits of thought even when you can't understand them. They seem as natural to the people who have them as yours do to you. People will not seem any more different to you than you will to them. When you cannot respect a foreign custom, then **SUPPRESS YOUR DISAPPROVAL**. Some of these customs have existed for centuries. No one likes to have a stranger correct his virtues – or what he and his ancestors have always thought were virtues. When you can respect a foreign custom **SHOW IT**. You can win many friends for your country and for your program in this simple way.

5) When you associate with foreign people, try to **ADOPT THEIR MANNERS** as much as possible; do not ask or expect them to adopt yours. This can relate to such matters as relationships with the opposite sex or even a simple thing such as the wearing of less expensive clothing when you associate with rural people – like a simple skirt and blouse to church instead of a fashionable dress. In contrast, in many African cities, the women will be in colorful dresses that are carefully ironed and closer to business attire and style, while our sloppy “mission wear” of full skirts, t-shirts and sandals can be offensive. The latest American styles, however, are probably not appropriate.

6) **SUPPRESS YOUR OWN PECULIARITIES** as much as possible when they are contrary to the customs of the land. Remember that some actions which are acceptable in America may hurt feelings or even be insulting abroad – like embracing members of the opposite sex as freely as we do in America.

7) **EXPRESS CURIOSITY** about their way of life. People will appreciate the opportunity to tell you about their lives. Learn to become a good listener.

8) **DON'T MAKE COMPARISONS** between their country and yours, particularly when the differences are extreme. A constant parading of the contrasts between two cultures leads to resentment by the host culture.

9) When the foreign customs are none of your business, then MIND YOUR OWN BUSINESS. Don't stare or point at things that you find fascinating or unusual. Observe and then ask questions later. Remember, these are their customs and should be respected.

10) RECOGNIZE, WORK WITH AND SUPPORT ESTABLISHED LOCAL LEADERSHIP. You would do this at home, so please practice it abroad. This refers both to local church leadership and to local veterinary services and government offices. In many cases courtesy calls to local officials are appropriate.

11) Analyze and UNDERSTAND YOUR OWN CULTURAL PATTERNS. People can ask penetrating questions. Keep in mind that many times, the impression that foreigners have of Americans is only what they see in the media (many people have TV's with American shows and watch American movies). Be prepared that they may think all Americans are like those on TV! Be prepared to explain situations as they exist – do not attempt to rationalize, argue or make excuses. Simply point out that we have problems and are doing our best to solve them.

12) Remember that although you are in a foreign land, YOU WILL BE RESPECTED for your own basic convictions. Many foreigners are hungry for a share of your beliefs, so SHARE THEM. Take time to listen to their beliefs as well. This cross-fertilization of ideas will give rise to many ideas in the minds of those people. Become aware of the needs of the people and see how directly the gospel relates to the fulfillment of those needs. Keep your heart open and allow the Holy Spirit to perform a work in you that will be lasting, motivating, and life changing.

See [Appendix K](#) for more on Cultural Guidelines.

Cultural Awareness

3.4 Speaking English & Working with a Translator

Common mistakes in speaking English

When talking with people for whom English is not their first language, here are some common mistakes to avoid:

- Speaking very loudly (they're not deaf!)
- Using big words (keep it plain & simple)
- Using slang (instead of "We are tight!" use "We are good friends.")
- Using contractions (can't, won't, shouldn't) Better to use whole words (cannot, will not, should not)
- Using idioms (words or phrases that don't translate literally: "That's a whale of a story!" Better to say, "He is joking; that is not a true story.")
- Speaking too quickly (if you've ever tried to learn another language, finding someone who will speak slowly is a relief!)
- Be careful when switching tenses as this can easily confuse

Using a Translator

- Giving a translated message will take twice as long, so take this into consideration when preparing.
- Write down what you plan to say. When you have to pause so frequently, it is very easy to lose focus on what you are trying to communicate or to use your place. Your translator may appreciate a written copy of what you will say since he/she may be able to understand written English better than your accent.
- Speak slowly & clearly (enunciate, don't mumble)
- Use simple words and phrases when possible (not a good time to show off your vocabulary; if teaching veterinary terms, talk to the translator ahead of time so she/he can be prepared. If speaking to non-Christians, be careful of using Christian vocabulary that is hard to understand such as grace or salvation)
- Use short phrases & sentences that can be translated quickly as an entire part. For example, this sentence should be broken into two or more parts, depending on how fluent your translator is:
 - o "Satan came to steal, kill and destroy, but Jesus came to give us life and life abundantly!" (John 10:10)Should be broken down to:
 - o Satan came to steal kill, and destroy us...
 - o Jesus came to give us abundant life...

This allows the translator to give two complete sentences. For instance, if you are being translated into a language that puts the verb last and you say, "Jesus came to give us life (pause for translation) and life abundantly (pause)" the translator will be unable to do the last phrase since "came" has to be LAST in the sentence. ALWAYS use full sentences to allow the most accurate translations. Otherwise, the translator may guess and fill in the missing words with something you never intended!

Team Building

4.1 Introduction

CVM Teams

Every CVM team is different. Some locations ask for a group of people to serve, others can only accommodate one or two people at a time. If you are traveling solo to a location, you are considered the team leader, and need to fulfill those responsibilities.

If you are part of a team, in most cases you will not meet your fellow teammates till you arrive at one of the airports en-route to the host location. A few of you will be able to meet ahead of time to plan and prepare for your trip. If not, please use email and phone extensively to begin building your team before departure. Some groups have even used Facebook as a media to help them connect before and after the trip.

Team Building

4.2 Team Guidelines

This section of the manual is dedicated to helping persons traveling as part of a team to get to know one another beforehand. Here are some guidelines for teams:

- 1) The team leader will usually get everyone's contact information from the CVM office. Usually, he or she will start by:
 - a. Calling everyone individually to introduce him/herself
 - b. Sending an email, asking everyone to introduce themselves. See [Appendix I](#) for suggestions on this.
 - c. Devotions – your leader will give instructions about what is expected in terms of sharing devotions and prayer requests via email and how and when everyone should stay in touch.
 - d. Trip Details – your leader will begin to give you trip details, how to prepare, what to expect, etc.
 - e. The STM Manual – your leader may ask you to confirm that you have read various parts of this manual.

- 2) It is usually best if only the team leader is in contact with the host prior to the trip.
 - a. Team members should give all their questions about the host site to the team leader who can be the liaison for the team, thereby not overwhelming the host. Sometimes the host will ask for everyone's emails so they can get to know people ahead of time, but try to only ask questions through the team leader.
 - b. Sometimes, the host is in a location that has limited email access and/or is in a restricted country that requires careful communication. In these situations, it will be even more important that only the team leader is in contact with the host.

- 3) Delegation – depending on the type of work your team will be doing, the team leader may be able to delegate certain preparatory steps to team members ahead of time. Your team leader will be in touch with you about this.

Team Building

4.3 Your Responsibility

In order to be successful, a team must agree on their goal and how to get there. As a team member your most important responsibilities are to prepare yourself spiritually, to stay in touch with your teammates, and to follow all instructions given by your leader. If your team is not able to meet before the trip, staying in contact via email and phone is imperative to planning and preparation. As a team member, you need to commit to checking email daily, and/or making an agreement with your leader as to how and when you will be in touch.

See [Appendix I](#) for more info on Team Building

Post-Trip

5.1 Debrief

Debriefing with your team leader and/or host is a crucial part of your trip. You may need to remind your team leader to do this if you don't see time for it on the schedule. It is an important time to review objectives, expectations and what you've learned. The following is a list of the questions that can be used to help you and your team process and evaluate your time.

- 1) What was the most rewarding aspect of your trip?
- 2) What was the most disappointing aspect of your trip? Why? What could have prevented this or encouraged you more?
- 3) Was the veterinary work (or service project) challenging and rewarding to you? Why? Why not?
- 4) What would you do differently next time?
- 5) What advice do you have to offer others who will carry forward your project or come to this location again? Comment on specific strategies that may be employed to increase future effectiveness.
- 6) In what ways did your work or service project reflect the Gospel?
- 7) What aspects of the culture did you enjoy the most and/or learn the most from? Why?
- 8) What aspects of the culture were most difficult for you to accept? Why?
- 9) Name one national you developed a relationship with or who impacted you. Describe them briefly.
- 10) How did the cultural differences affect your understanding of a) yourself, b) your family life, c) your obligations to others, d) your work and leisure, e) your view of your culture's idea of "success" or the "good life"?
- 11) What have been the most significant spiritual lessons learned or insights gained?
- 12) What have you learned most about yourself during your time there? How will this insight affect your life?
- 13) Have you seen new strengths surface? How can they be developed and employed at home?

- 14) Did weaknesses you have become clearer to you? Explain.
- 15) Comment on the ability of your team to live and work together. Include specific examples.
- 16) Comment on your personal ability to live and work as a team member. Include specific examples.
- 17) Comment on general opinions concerning your response to the requirements of this mission trip. Preparation, paperwork, projects, objectives, expectations, etc.
- 18) What did you learn about long-term missions work and the sacrifices involved?
- 19) How will your support of or participation in missions change as a result of this experience?
- 20) Is there anything else that you think is important to consider?

Post-Trip

5.2 Telling Your Story

- 1) It is realistic to understand that most people will not want to hear about your trip in depth. So, when people ask “How was your trip?” be prepared to share a short, provocative sentence (“It increased my faith in God and expanded my world; I’m so glad I went!”). If they ask to hear more, great, but try not to overwhelm them. Otherwise, don’t be offended and move on.
- 2) Think of someone who you believe *would* be interested in hearing all the details and seeing all your pictures!! (family member, good friend or special supporter) Purpose to set aside time with them when you get home to share about your trip.
- 3) If you had a group of people support you (like a small group or a Sunday school class), it would be appropriate to develop a short presentation to share with them upon your return. Use lots of pictures, tell stories of specific people (about yourself, teammates or nationals) and allow time for questions.
- 4) When you get home, remember to send a letter to your supporters giving them a short synopsis (one page is best) of your trip highlights and thanking them again. If you had a webpage, you could post more details and pictures there and direct people to that site.

Post-Trip

5.3 Re-Entry / Returning Home

It is common to have some mixed emotions when returning to your own culture after a mission trip. Be prepared by reading this ahead of time and again when you return home.

Feelings

Feeling confused?

You may feel confused as the values, attitudes, and lifestyles you observed in your destination country conflict with those you live at home.

Feeling lonely?

Friends and family seem disinterested in hearing about aspects of your experience that you find most meaningful. You also feel as if you've changed and you need to feel as if someone is acknowledging this change.

Feeling critical and judgmental?

Your attitudes and opinions are critical about your home community about things like greed and materialism. You're not sure what to do with these negative feelings about your own country and you feel quite isolated.

Feeling "a little bit superior"?

You have experienced a new culture, people, and a new way of serving. You are taking life more seriously. People at home seem so preoccupied with non-essentials in life.

Feeling anxious, apprehensive?

You're not sure what all this means to your future. How do I put all these new ideas, opinions, and ways I'm growing into the fabric of my life? Who will understand me? What do I do next? Are there changes I need to make in my educational pursuits? My lifestyle? My priorities?

Antidote or Solution

Deep differences in cultures require time to explore. Take time to evaluate both cultural perspectives and ask God how He wants you to evaluate and learn from these differences.

Realize that people are adjusting to changes in you. Since they have not experienced what you did, they may be having difficulty relating and feel uncertain about the changes in you. Discuss your feelings. Your friends may feel left out or rejected themselves.

Be cautious in bringing up controversial subjects. Remember that you may not have a balanced view on this feeling yet. Share with others who understand the issues you wrestle with.

Humbly thank God for your new outlook. Use your new insights and enthusiasm in the most positive ways. Look for opportunities to engage others in experiences that will help them go down the same road of evaluating

Ask God for insights about integrating your experience into your life. Take advantage of educational opportunities and alternatives by finding ways to study these new subjects. Get involved with other cultures here at home. Seek the advice of counselors and mentors in pursuing a new life course.

Now, here are some questions for you personally. You can also discuss these with your team members or others who understand missions or care about your spiritual life. We strongly encourage you to take some time to walk through these questions. Don't make the mistake of losing or missing what God wants to speak to you through this trip.

- 1) What was your primary personal goal for participating in this trip?
- 2) What are some facets of life in North America which we cherish? What makes priorities different in other countries?
- 3) What has the Lord taught you about:
 - i. Yourself?
 - ii. God's people in other parts of the world?
 - iii. Lost people?
 - iv. Himself and His word?
 - v. Satan and his ways?
 - vi. Missions and evangelism?
 - vii. Servanthood?
 - viii. The church as one body worldwide?
 - ix. Jesus' purpose for coming to earth?
- 4) List one passage of Scripture which has taken on a deeper meaning in your life in the past month. Why?
- 5) Read Matthew 25:31-46. How would you paraphrase this passage to explain it to a friend?
- 6) It has been said that "God is a missions God and the Bible is a mission story from Genesis to Revelation." How does your own worldview support or deny this?
- 7) Read Colossians 3:1-17. What insight do you have about this passage after your trip?
- 8) How do you plan to make a difference in your home church for the advancement of the Kingdom?

Recommended Resources

- [Fishers of Men – Coming Home](#) by Howard and Bonnie Lisech
- [From Mission Tourists to Global Citizens](#) by Tim Dearborn
- [Guide to Re-entry](#) by Lisa Espinelli Chin
- [It's My Turn](#) by Kingdom Building Ministries
- [The ReEntry Team](#) by Neal Pirolo
- [Re-Entry: Making the Transition from Missions To Life At Home](#) by Peter Jordon
- [Through the Eyes of Christ: A Short-Term Missions Journal](#) by Donna Thomas

Post-Trip

5.4 The Paperwork

When you return home, aside from transitioning back to your own culture, there will be a few more things that need your attention. Listed below are the closing paperwork steps.

Once you reach home, there should be an email waiting for you from the CVM office. It is called a “Welcome Back packet.” Your welcome back packet will contain a letter stating that you served on a mission trip with us and provides information that is helpful for tax purposes (if claiming a tax deduction from any trip expenses). It will contain the following information that will need your attention right away:

- **Post-Trip Survey**: This survey is sent out to all trip participants, for each on which they serve. It helps us to identify strengths and weaknesses of each trip and how we, as an organization, can strive to continually improve our Short-Term Missions program and help future participants blend their faith and practice through service in missions. It will take between 5-10 minutes to complete.
- **Trip Report**: A written summary of the mission, support services rendered, inventory of equipment and medicines left in country, suggestions and concerns for the next mission, as well as stories of God’s faithfulness, specific interactions and impact on you personally. Our preference is that this report be emailed to CVM, but regular mail is fine as well.
- **CVM Expense Report and Accounting Form**: We request this from everyone. However, if you are requesting reimbursement from your Fundraiser account OR you want to claim a tax deduction for your trip expenses, you must complete and return these forms with a copy of your receipts.
- **CVM Donations Worksheet**: If you or other companies donated supplies or equipment for this trip, please note this information on the Donations worksheet. If the donors would like a letter specifying tax deduction credit, you must include their address and we will provide them a letter. We appreciate this information for our records.

Photos: Please send us your photos! We enjoy seeing the mission from your lens, and we always appreciate being able to collect photos for CVM publications. Please label them as well as you can and with your name so we can give credit if we use them in a CVM presentation or publication. Please be clear if you **do not** want your photos to be used in any marketing materials or promotions for CVM. Sending pictures via Dropbox or Google Drive are our preferred ways of receiving these photos.

Post-Trip

5.5 Continuing Your Ministry

Remember to pray regularly for those individuals who you have met. While you have left the situation, they are continuing to live in it. Pray for your hosts, the nationals with whom you worked and those to whom you ministered.

Sign up for prayer letters or updates from the host. This will allow you to get up to date prayer requests. You can request one of the CVM fieldworker's prayer letters on your evaluation form or by emailing pl@cvm.org with the name of the fieldworker whose prayer letter you would like to receive. Click [here](#) for a list of fieldworkers.

Consider going again. Now that you have been to that site once, you have greater insight into that culture and ministry. Returning to the same location allows you to build upon the ministry and relationships that you have already started!

Consider giving regularly to the fieldworker or ministry you visited. Their ministry is supported by individuals such as you.

Appendices

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Appendix A

6.2 – 31 Days of Devotions

31 Days of Devotions

Contributed by Dr. Devon Spencer

As you prepare for your missions trip, spending regular time in the Word and prayer is extremely important to not only your preparation, but to your life as a follower of Jesus Christ. As you look up these verses and walk through each exercise, we suggest that you also pray about the verses you are studying, asking God to strengthen you in your relationship with Him and living out your faith. We also recommend that you regularly pray for your teammates, team leader and host site. Pray that all the details will come together to make your trip glorifying to God and an encouragement to all involved both here and at your destination. Please know that the CVM staff are praying for you as well!

Day 1 - The Example of Jesus Christ

Philippians 2:3-11

Jesus went to the extreme to save us. Part of the mission trip experience is getting out of our comfort zone. What is one thing on the mission trip that will push you out of your comfort zone?

Day 2 - Renewed for Service

Psalms 1:1-3

Vs. 1 talks about change and learning. Has God been teaching you something specifically for this trip? Vs. 3 talks about bringing forth fruit. What fruit/outcome are you hoping will come out of this trip?

Day 3 - Time for Prayer

Mark 1:35-45

Even Jesus prayed, the very Son of God himself. How much more important that we pray! What are some ways you like to pray? If you don't already, we strongly recommend that you set aside a daily time of prayer and reading your Bible. This is one of those habits you never want to lose!

Day 4 - The Word sets the Course

Psalms 119

The longest chapter in the Bible talks about the impact God's word had on David. What impact does it have on you? What are some ways you like to study the Bible?

Day 5 - Empowered to serve

Acts 1:12

Jesus' sacrifice and his sending the Holy Spirit is what empowers us to work in his name. What has the Holy Spirit been doing in your life recently?

Day 6 - Here I am, Send Me!

Isaiah 6:1-12

In this passage, Isaiah has some imperfections that God purifies in him. Are there "imperfections/vices" in your life that God has been working on to prepare you for this trip?

In vs. 8 Isaiah agrees to a task, no questions asked. Do you typically want details before agreeing to a task that God asks of you?

Day 7 - In Jesus I Serve

John 6:1-40

Vs. 40 sums up the passage. It says that those who know Jesus know the Father. As believers, people expect to see Jesus in us. What does this say about how we portray ourselves to others?

Day 8 - Loving People

John 21:15-23

We need to care about the people we are going to meet on the trip, including the people who live where we will serve, the host, our teammates, and the team leader. One way of showing love for others is by praying for them. Take time today and pray for everyone involved in this trip (it would be a good idea to do this every day, actually). Also, how are you going to remind yourself to pray for them after you return from the trip?

Day 9 - Fit for Service

Ephesians 5:1-17

We all struggle with sin to some degree in one form or another throughout our lives. Fortunately, for those of us who know Jesus as Savior, He has paid the price for our sins. Verse 13 tells us to expose the bad stuff; vs 15 and 16 talk about having an illuminated walk so that we can make the most of our time. Take today (and every day) to confess any sin to the Lord in prayer so you are prepared to make the most out of this trip.

Day 10 - The Commission

Matthew 28:19-20

In what way do you think we will be involved in these tasks while on this trip?

Day 11 - Ministry Companion

John 14:16-31

Last week we talked a little bit about the Holy Spirit. This passage talks about God's word and the Holy Spirit. Drawing from the passage, how are they interrelated?

Day 12 - The Surprise Witness

John 4:1-42

The Scripture tells us that everyone/anyone can be a witness. Today, pray for everyone on the team to be a witness at home and abroad. Also, pray for divine appointments for your lives and the trip- that God will bring people into your path who are seeking to know more about God and a relationship with Jesus Christ. Pray for boldness to share your faith.

Day 13 - The Extraordinary Ministry

Acts 4:1-19

People listened to the disciples and either believed or got angry. What was the major theme of what the disciples were saying in this passage?

Day 14 - Revival

Psalms 85:1-13

What does "revival" mean to you?

Day 15 - Overcoming the Ruts

Numbers 13:25-33

All 12 spies in this passage saw the same thing, but two saw the good and ten saw the bad. Caleb knows God promised them the land and will take care of the "bad" things. How do you help yourself focus on the promises of God when things look rough?

Day 16 - Removing the Obstacles

John 11:39-40

There are a lot of obstacles that must be removed for this trip. What are some possible obstacles?

In these verses Jesus asks for the obstacle to be removed. By asking, he allows us to respond. How do you respond to removing obstacles?

Day 17 - Anxiety

Philippians 4:4-9

1 Peter 5:6-11

Philippians tells us to not be anxious, but instead to pray. Post this scripture some place where you can see it every

day, and instead of worrying over things, practice prayer until it becomes an automatic response to anxiety. Philippians also tells us to focus our thoughts on the good things and rejoice in the Lord. When anxiety sets in what will be your "happy thought?" Peter tells us to be humble. What do you think humbleness has to do with anxiety and prayer?

Day 18 - Greatness and Leaders

Matthew 20:20-28

How does your picture of a leader compare to Jesus in verse 28?

Day 19 – Forgiving One Another

Matthew 5:21-24 & Matthew 6:14-15

It is probable that at some point on this trip someone will rub you the wrong way or even offend you. In order to not get distracted and to maintain our witness as believers, it will be imperative that you are prepared to forgive others quickly. Looking at the scriptures listed above, "offering your sacrifices" in Matt. 5 is the equivalent of asking forgiveness for your sins in prayer. What does this verse say to do before you can seek forgiveness from God? Also in Matt. 6:14-15, what do these verses say about the importance of forgiving others?

Day 20 – Loving God, Loving our Neighbor

Luke 10:25-35

It's interesting, isn't it, that loving God is so very tied to loving people. On this mission trip, it is very probable that we will see great needs everywhere, but realistically, our ministry will only touch a limited number of lives. Pray for wisdom and clear direction for "loving our neighbor" as we minister at our mission site. How will you deal with leaving behind such great needs?

Day 21 - Being Who You Are

Galatians 5:18-25

Which fruit of the Spirit is an area of strength for you? Which may be areas of weakness?

Day 22 - Victory over Prejudice

Jonah 1:1- 3:10

Which of these verses point to the idea that God wants to reach everyone? Why did you pick the verse you did? Are there other verses outside of this passage that give the same message?

Day 23 - Serving in Joy

Psalms 100:1-5

What joy do you hope to get out of this trip?

How will you share this joy with God and others?

Day 24 - Serving in Thankfulness

Psalms 103:1-22

In this Psalm David lists lots of things to be thankful for. What are some of the promises of God listed in this Psalm that you can thank God for on this trip?

Day 25 - Serving with Compassion

Jonah 4:1-11

Jonah's and God's view of who deserved compassion differs quite a bit. What is your definition of compassion and who do you think deserves compassion? What does God say about who deserves compassion?

Day 26 - Serving with Urgency

John 9:1-7

Jesus knew that he was only going to be on earth for a short time. We know that we are only going to be in our mission location for a short while. How does this affect your mindset for how you might deal with the possibly busy/long days that we may have there?

Day 27 - Reliance on God

John 15:1-16

One of the benefits of going on a mission trip is moving out of your comfort zone. When we are out of our comfort zone, we soon come to the end of ourselves. Who are you going to rely on then? Do you have to wait till you come to the end of yourself or should you start from the beginning, knowing that God is the One who will supply all your needs?

Day 28 - Team Building Spirit

Romans 12:1-21

What gifts has God given you that will add to this group? (Ex: prayer, communication, music, humor, compassion, etc.)

Day 29 – Mission: The Common Purpose

1 Corinthians 1:23-31

When you boil it all down what is our purpose, according to these verses, of going on this mission trip?

Day 30 - Proclaiming Freedom to the Poor

Isaiah 61:1-6

Isaiah is given a message to free the poor. What is the message?

Day 31 - Putting on God's Armor

Ephesians 6:10-20

List the pieces of the armor of God listed in the verses above. Which piece is your "strongest piece of armor?" Which is your "weakest piece?" Why are each of them important?

Appendix B

6.3 How to Prepare Your Testimony

Developing a Personal Testimony

A carefully prepared testimony is an effective witnessing tool. Acts 26 gives a good example:

1. The Introduction (vs.1-3)

- a. Paul used tact, discretion and skill setting up his testimony
- b. Questions to answer as you prepare
 - i. Who is your audience?
- c. Some helpful tips
 - i. With a group, consider using an interesting quote, a startling question, or an illustration that really captures their attention
 - ii. With an individual, the opening statement should relate to where he or she is in life

2. What life was like before Christ – (vs. 4-11)

- a. In Paul's case, he was just like the Jews who were accusing him
- b. Don't worry if you don't have this kind of radical background, many people are encouraged by a life where pitfalls were avoided
- c. Questions to answer as you prepare
 - i. What things were most important to you? What did your life revolve around? Why were they so important? What basic need were you attempting to fulfill? How did you try to satisfy that need?
- d. Some helpful tips
 - i. Remember that this is not a biography from childhood
 - ii. Point to your outward attempts at "goodness" as well as to your inward inadequacies

3. How you received Christ (vs. 12-18)

- a. For Paul this was the bright light on the Damascus road... the point at which he saw clearly that his actions were not pleasing to God
- b. Questions to answer as you prepare
 - i. When did you first hear the message of Christ and what was your reaction? When did you first begin to feel positive toward the gospel and why? Why did you make the decision to trust Christ and how did you specifically do that?
- c. Some helpful tips
 - i. Emphasize that this is a decision that one makes as an act of his will
 - ii. Present the basics of the gospel clearly and concisely
 - iii. Remember that many examples from our culture may not translate in some cross-cultural settings. For example, instead of saying "at summer camp I made a decision to follow Christ," say, "One summer when I was 13 I made a decision to follow Christ."

4. How your life is different after receiving Christ (vs. 19-23)

- a. Paul's life changed from one who persecuted Christ to one who preached Christ

- b. Questions to answer as you prepare
 - i. How did Christ specifically satisfy the basic need you stated in the before section? What changes have occurred in your life as a result? How do you know Christ is in your life?
- c. Some helpful tips
 - i. Areas of change might include relationships, goals and priorities, good or bad habits, attitudes, the atmosphere in your home, etc.
 - ii. Be sure to mention that you are not perfect now, but you are forgiven and progressing

5. The conclusion (vs. 24-32)

- a. Paul brought his listeners to the point of decision
- b. Note however, despite Paul's compelling testimony, that King Agrippa did not become a Christian.
- c. One person cannot be responsible for another person's salvation... we can only be responsible to give evidence of our experience with Christ
- d. Questions to answer as you prepare
 - i. How can you summarize the basic need that Jesus has fulfilled? How can you stimulate the listener to think about his or her own life as it relates to Christ?
- e. Some helpful tips
 - i. Do not preach
 - ii. Leave the audience with a challenging thought

Putting it on Paper

Start with the body of the testimony. Add the introduction and conclusion last.

1. Before you received Christ
2. How you received Christ
3. After you received Christ
4. Introduction
5. Conclusion

Some helpful tips

- Identify your audience and prepare accordingly (Introduction of self? Teach a lesson about God? Evangelistic tool?)
- Avoid being too explicit or sensational
- Don't use Christian lingo
- Don't overemphasize how bad you were
- Don't speak in glittering generalities, such as "wonderful," "glorious," etc.
- Don't speak critically or negatively about any other group, individual, church or denomination

The Final Check: Go through and make sure all sentences and phrases flow properly. When you review it, ask yourself the following questions:

- Can I read this out loud in 3 to 4 minutes?
- Have I exaggerated?
- Did I give the Lord enough credit for the change in my life?

Remember that a personal testimony is dynamic in that it is constantly changing. Seasons of life change what we emphasize in our testimony.

Some Presentation Pointers (for giving a testimony or other speaking):

Gesture - Gesture a bit, naturally and not overdone. Be enthusiastic with your message!

Be Complimentary – The nationals LOVE their country and take pride in their culture. Speak of THEIR country as a wonderful place to visit. Remember, YOU are the foreigner. There is always something in the people, culture, land, or church you can give thanks for.

Speak Up – Speak loud enough to be clearly heard. Never mumble, whisper, or speak too quickly.

Be Brief – Remember that a five-minute testimony becomes a ten-minute testimony when given through an interpreter. Plan what you want to say.

Be Careful – Don't make any reference to the national religion or national politics. Be edifying in what you say.

Limit Your Message – Keep your testimony limited to what Christ has done for you, how much you love HIM and what HE can do for them. Speak what is important.

Use Scripture – It is nice to close a testimony or presentation with your favorite promise from God's Word. If you can, try to memorize it in the language of the country you are visiting!

Appendix C

6.4 Sample Prayer & Fundraising Letter

Dear Mr. & Mrs. Jones,

Greetings from Kansas!

I pray this letter finds you well. I am finishing up my junior year in Veterinary School here at Kansas State University. Veterinary school continues to provide some great opportunities and challenges both academically and in living out my faith. One of those opportunities is why I am writing.

I am excitedly preparing for a short-term mission opportunity in Uganda this summer through Christian Veterinary Mission (CVM)! I am planning to depart on June 23 to serve with CVM fieldworker, Dr. Val Shean, at a field project with the Karamojong people in northern Uganda. I will return August 18th.

I am looking forward to sharing the love of Christ through veterinary medicine with the people of this remote area. They live in extreme poverty and continual conflict with neighboring tribes. Dr. Shean has lived there 18 years, and we plan to join her in working on cows, goats and sheep, as well as help in the further training of village animal health workers (locals who are receiving training in basic animal care). The Karamojong people depend completely on their animals for survival. If their animals are not healthy, the people suffer as they have no other resource. Dr. Val and our team will be working side-by-side with the Karamojong, training and equipping them, as well as learning from them about indigenous medicine. Our desire is to ensure that the work we do is sustainable (able to be continued after we leave), contributing toward a better quality of life for the Karamojong people. The sharing of our faith will be a regular part of each day through devotions and personal interaction.

I will be experiencing a totally new culture and primitive living conditions, and I greatly desire your prayer support for a successful outreach. Please consider being a prayer partner with me on this adventure. The efforts of both me and my team cannot succeed without prayer!

The total cost of the trip is \$2,800 per person, which includes transportation, lodging, meals and project expenses. I am hoping to raise the money by May 15. If God is leading you to support me in prayer and/or finances, please indicate this on the enclosed return slip. I will contact you soon to tell you more about this exciting opportunity.

In Christ's service,

Sally Smith

Complete this slip & return to me in the enclosed envelope. Thank you!

Dear Sally,

_____ With the Lord's help I/we will be praying for you during your trip to Uganda.
Please keep me updated on how to pray.

_____ I am enclosing \$ _____ as a gift toward your mission trip.

NAME _____ PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

NOTE: Please make checks payable to **Christian Veterinary Mission** (for tax-deductible receipt).
Designate clearly for **Sally Smith – Short-Term Missions**

Mail to donations to:
Christian Veterinary Mission
Short-Term Missions
PO Box 5888
Lynnwood, WA 98046-5888

Want to give to my trip online?

Go to <https://cvm.org/all-short-term-mission-giving-projects>. On this page, type my name in the Search box and my project should appear. Please let me know if you have questions!

Note to participant:

- *You can instruct supporters to mail checks directly to CVM or to you first. If they make the check out to you personally however, you must sign the check over to CVM in order for them to receive a tax receipt.*
- *If you receive a cash donation from a donor and want the donor to receive the receipt; the best option is to get a money order or cashier's check for the amount received and send that to CVM. Make sure to include the name & address for the donor so we can send them a receipt. CVM can only give a tax-deductible receipt to the person who has written the personal check.*

Appendix D

6.5 CVM Forms

Thank you for providing the following items to CVM.

AS SOON AS YOU KNOW the specific CVM trip in which you will participate:

Pay your trip deposit. ([see Section 2.2](#))

6 weeks before your departure date:

Pay the remaining CVM total trip costs ([see Section 2.2](#))

AT LEAST 6 WEEKS before your departure date:

Assumption of Risk for International Service, signed & dated

Short-Term Team Member Code of Conduct, signed & dated

CVM Emergency Contact Information

Foreign Animal Disease Liability Waiver

Copy of your passport (Please mail or email only. Faxes are not clear.) Passport must have expiration date at least 6 months later than the return home from your trip. You may not be cleared to travel if the expiration date is less than 6 months.

Copy of your flight itinerary

Please mail the above to:

Christian Veterinary Missions
Attn: Short-Term Missions
PO Box 5888
Lynnwood, WA 98046-5888

Or email to: shortterm@cvm.org

participate. I also understand that CVM or the foreign government may prematurely terminate the Project. I accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes or other unforeseen causes. If I become detached from the Project group, fail to meet a departure bus, airplane or train, or become sick or injured, I will at my own expense seek out, contact and reach the Project group at its next available destination. CVM bears no liability for any losses or claims incurred by me in connection with my own early termination from the Project or CVM's termination of its participation in the Project.

6. Health and Safety

A. I have consulted with a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems which preclude or restrict my participation in this Project.

B. I am aware of all applicable personal medical needs. I have arranged, through insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the Project. I recognize that CVM is not obligated to attend to any of my medical or medication needs and I assume all risk and responsibility therefore. If I require medical treatment or hospital care in a foreign country or in the United States during the course of the Project, CVM is not responsible for the cost or quality of such treatment or care.

7. Abduction, Detention, or Kidnapping

If any CVM volunteer, international staff or family member of staff is abducted, CVM **will not** accede to any demands for ransom. In the case of a hostage situation, CVM volunteers and family members if present would be immediately moved to a safe location as determined by the host and CVM. By signing this form I understand and agree with this policy.

8. Assumption of Risk and Release of Claims

Knowing the risks described above, and in consideration of being permitted to participate in the Project, I agree on behalf of my family, heirs and personal representatives to assume all the risks and responsibilities surrounding my participation in the Project. I and my heirs and successors and assigns agree to release, indemnify and hold harmless CVM, its past and present trustees, officers, employees, agents and the heirs, successors and assigns of each from any and all loss, cost, damage, liability or expense (including reasonable attorney's fees) resulting in or arising from my participation in the Project (including periods in transit to or from any country where the Project is being conducted).

9. Health Insurance

I am insured for any medical expenses which I may incur while I participate in the Project, including emergency medical evacuation. **In the case I opt to purchase or provide a separate evacuation insurance policy outside of what CVM provides, I will send a copy of my policy to CVM prior to my departure.**

10. Professional Liability

CVM does not provide any professional liability insurance for staff or veterinary professional volunteers. Any veterinary professionals providing services should have their own coverage based on the services they provide. **AVMA PLIT** informed CVM in September 2015 that veterinarians with PLIT, registered under the state in which they live or have their principal practice, will be covered in the areas where they volunteer. Currently the AVMA-PLIT program provides free Professional Liability to Veterinary Students so CVM encourages ALL VET STUDENTS to sign up for PLIT as they are also involved in providing care. Go to <https://www.avmaplit.com/products/student-liability/> to sign up before your short-term trip. (*Vet Techs do not need PLIT coverage*).

I have carefully read this Assumption of Risk and Release Form before signing it. No representations, statements or inducements, oral or written, apart from the foregoing written statement have been made. I understand that returning this completed form via email constitutes my agreement with the above.

Date

Volunteer Signature

Christian Veterinary Mission -- Short-Term Team Member Code of Conduct

SHORT-TERM TEAM MINISTRY OBJECTIVE:

The objective of CVM Short-Term Mission teams is to provide opportunities for veterinarians, technicians and vet students to use their skills, faith and abilities in Christian service alongside national leaders and missionaries in ministries with similar values, partnering with them in the long-term goals and vision for their communities.

SHORT-TERM TEAM CODE OF CONDUCT:

As you prepare for your mission trip, please remember that the person best equipped to minister in a cross-cultural setting is the person who is spiritually prepared, so regular time in prayer and Bible reading should be an integral part of your preparation. No matter what task you will be undertaking, the Christ-like attitudes of a learner and a servant are some of the most important assets you can have. This humble attitude will help you to minister and to be ministered to in the name of Christ. It will also help you to be flexible as you face cultural challenges and language barriers. During your mission trip, we challenge you to strive to be an encouragement and a testimony to your fellow team members as well as to the missionaries and nationals with whom you will come in contact.

To further ensure a successful trip that will (1) maintain a God-honoring standard for the team and Christian Veterinary Mission, (2) portray a proper testimony to all people impacted by the team, and (3) have a vital impact on each team member, your senders (CVM and your supporters), and the community in which you minister, Christian Veterinary Mission has established the following guidelines:

Each team member is expected to and must agree to:

- ◇ Be willing and prepared to exhibit a **servant's attitude** at all times.
- ◇ Be willing to be **flexible** in all types of circumstances.
- ◇ Be willing to **fully submit** to team and/or host site leadership, seeking to promote an attitude of unity, cooperation and respect for those in leadership.
- ◇ Be willing to live, sleep, travel, eat and work **as part of the group**, in conditions that may be less than ideal.
- ◇ Be willing to **accomplish** whatever task is assigned whether on the jobsite, in the kitchen, or while traveling.
- ◇ Be willing to **dress** by the standards which are appropriate for the culture, seeking to never be a distraction or bring offense by what is worn.
- ◇ Be willing to **abstain from conduct**, as requested by team and missionary leaders, which might be offensive to others or may be contrary to a clear testimony for Jesus Christ, realizing that customs vary greatly from culture to culture. In particular, team members may be asked to refrain from using tobacco, alcoholic beverages, offensive language or abusive drugs, and must agree to keep interaction with others at the highest standards of respect, modesty and morality and refrain from anything else that would negatively impact the witness of the local host/Christian Community at any time, including while traveling to and from the host site.
- ◇ Be willing to serve with **your heart fully devoted** to the ministry. Please take the time to understand your host country's cultural interpretation of interpersonal relationships and **refrain from** public displays of affection and pairing off as a couple.
- ◇ **Show respect** for those on the team and at the host location who may have doctrinal beliefs and practices different from their own, understanding that the doctrinal beliefs and practices of the host will be what is held as the standard while serving on location.

I have read and agree to abide by what is expected above.

Date

Volunteer Signature

Emergency Contact Information

In case of an emergency during your trip, CVM needs the below information on whom to contact. Please complete this form and return it to shortterm@cvm.org.

Your Full Name
Your Preferred Contact Number
Emergency Contact Name & Relationship
Phone - home
Phone - cell
Phone - work
Phone - other
Email

Your Full Name
Your Preferred Contact Number
Emergency Contact Name & Relationship
Phone - home
Phone - cell
Phone - work
Phone - other
Email

Foreign Animal Disease Liability Waiver

I have read and understand requirements for travel to and from all countries that I will be visiting on this mission trip as contained in the following 2 pages of this document. Specifically, I have familiarized myself with

- Foreign Animal Diseases transmission risks between my home country and the countries I visit.
- Clinical presentations of these diseases and animal populations with high probability of carrying the disease
- Potential for carrying these diseases between regions or countries and precautions for avoiding this carriage including
 - sanitation prior to travel
 - abstaining from transporting banned agricultural products
 - self-quarantine upon return.

I understand that although guidance is provided as to information sources, I am the responsible party for confirming and enacting precautions against the spread of foreign animal diseases.

Traveler: _____ Date: _____

Traveling abroad for a veterinary mission.

Personal Travel Safety:

You have a responsibility to learn about travel requirements for the country you are visiting. Country-specific travel information is available at the Travel.State.Gov site (<https://travel.state.gov/content/travel/en.html>)

Planning for your personal health requires contacting your physician, local health department, or public agencies such as the Centers for Disease Control to obtain information on country-specific health challenges, vaccinations, and prophylactic medications. Travel health information from the Centers for Disease Control and Prevention (CDC) can be found at <http://wwwnc.cdc.gov/travel/>.

At the CDC site, you can access the “Yellow Book”, which is published every two years. It is intended as a reference for those who advise international travelers, and may be accessed online through the CDC site. This access includes country specific vaccination and preventable disease information.

U.S. Travel Regulations:

A great resource for regulations for U.S. travelers from the U.S. Customs and Border Protection that will help plan and what you should take and can bring home is called “Know before You Go.”

<https://www.cbp.gov/travel/us-citizens/know-before-you-go>

Foreign Animal Diseases:

One of the definitive references on foreign animal diseases is the “Gray Book”, which may be accessed at http://www.aphis.usda.gov/emergency_response/downloads/nahems/fad.pdf.

This document is published by the Committee on foreign and Emerging Diseases of the United States Animal Health Association. If this link is non-functional, search “USAHA Gray Book”. As of July 2013 the most recent version is dated 2008.

A list of USDA-recognized animal health status for foreign countries by disease may be accessed at http://www.aphis.usda.gov/import_export/animals/animal_disease_status.shtml.

Coming back:

You will also need to know requirements for returning to home Country (see U.S. Travel Regulations above). This information is vital to protect both your personal liability and also agriculture in your home country.

“How long should I wait to be around livestock in the U.S. once I return?”

A definitive scientific or regulatory standard for a self-imposed quarantine period upon return from a foreign country is not available. According to an April, 2007, Animal and Plant Inspection Service (APHIS) factsheet, “If you visited a farm or had any contact with livestock on your trip, you should avoid all contact with livestock, zoo animals, or wildlife for 5 days after your return to the United States.” This standard is cited in the factsheet “Protecting America from Foot-and-Mouth Disease and Other High-Consequence Livestock Diseases”, accessed 2-3-2012 at

http://www.aphis.usda.gov/publications/animal_health/2013/fs_fmd_hcd_protection.pdf .

Various other sources have suggested 7-10 days as a reasonable period. It appears that there is limited scientific evidence for specific periods beyond 5 days. We suggest a minimum of 5 days of no livestock contact when you have been in contact with livestock or farms in regions or countries with differing disease status. Some employers or institutions may have longer no contact times so it is good to confirm with them prior to travel. One of the main drivers of this requirement is the potential for carriage of Foot-and-Mouth disease in the nose and nasal passages. Therefore if you are working with livestock in regions with differing FMD status it is critical to adhere to these guidelines. IF you have further questions or concerns please contact an animal health official with FAD training. In the US these can be found by contacting one of the following resources.

Federal Area Offices Veterinarians. www.aphis.usda.gov/animal_health/area_offices/
State Veterinarians. http://www.usaha.org/upload/STATE_ANIMAL_HEALTH_OFFICIALS.pdf
State Public Health Vets <http://www.nasphv.org/Documents/StatePublicHealthVeterinariansByState.pdf>

Mechanical removal of all debris from clothes and boots prior to travel is an absolute first step in preventing spread of foreign diseases to U.S. livestock. A good precautionary step would be to leave clothes and boots routinely worn around livestock in a foreign country in that country, especially if high-impact diseases such as foot and mouth disease were present in the livestock population in that country. We suggest you consider purchasing clothing and footwear appropriate for working with animals on the trip with the intention of donating them to local personnel upon leaving.

For any clothing or footwear brought back to the United States, washing should be completed prior to traveling. Footwear cleaning should be especially rigorous, with attention paid to making sure that absolutely no organic material remains. When you travel between countries you need to declare your exposure to livestock or farms on the Customs Declaration Forms and to have customs agents disinfect any footwear or equipment that might have had exposure.

“Close proximity to livestock” includes handling or touching livestock as well as being present in facilities that house livestock.

CVM Short-Term Missions Traveler’s Health Information

Please complete this form and keep a copy of it along with your Medical Evacuation Insurance Card on your person at all times.

Each culture and location may have dietary choices and hygiene practices that can be different to what you are used to or may need. Our host do the best they can to keep you healthy, but they may not be able to meet specific needs. If you have specific dietary restrictions, please either be willing to bring the food that you need or address this issue with the CVM office or host prior to signing up for a trip. In the best of condition, you may be exposed to pathogens that cause sickness so please consult with your travel clinic on the best medication to take with you in case you get sick.

If you have any special health and/or dietary needs, please do the following:

- 15) **Inform your host/team leader** of health/dietary food restrictions/needs
- 16) Be sure to **have an ample supply of necessary medications** you take/treatments you would need with you on the trip.
- 17) Be sure to **have any supplemental foods** you might need in case you are not able to eat the food provided for you on the trip (foods to stabilize low blood sugar, avoiding allergies, etc. that don’t require refrigeration).
- 18) **Complete this form** and keep it with you at all times, along with your medical evacuation insurance card.
- 19) Be sure to **read pages 22 & 23 of the CVM Short-Term Missions Manual** on “Keeping Healthy” both prior to and during your trip.

Keep this form with you; do not return this form to CVM.

Full Name	
Blood Type	
Allergies	
Any conditions currently under medical supervision	
Health problems or disabilities that may affect you.	
Medications you are taking or might need	
Other pertinent health information	

CVM Short-Term Missions Expense Reporting Worksheet

Please attach all receipts

EXPENSE ITEMS	PARTICIPANT (US\$)	Family Members (US\$)
PASSPORT		
PASSPORT PICTURES		
VISA(s)		
PHYSICAL EXAM		
Pre-field LABORATORY		
[a]		
[b]		
[c]		
[d]		
[e]		
Post-mission LABORATORY		
[a]		
[b]		
[c]		
VACCINATIONS ITEMIZED		
[a]		
[b]		
[c]		
[d]		
[e]		
MEDICATIONS		
[a]		
[b]		
[c]		
[d]		
SUPPLIES: (repellant, net, etc.)		
[a]		
[b]		
[c]		
[d]		
TRAVEL INSURANCE		
COMMUNICATIONS		
[a] Telephone		
[b] FAX		
[c] Postage		
AIRFARE:		
[a]		
[b]		
[c]		
DEPARTURE/AIRPORT TAX		
[a]		
[b]		
[c]		
OTHER		
U.S. TRANSPORTATION		
[a] To & From Airport		
[b] Parking		
[c] Tolls		

EXPENSE ITEMS	PARTICIPANT (US\$)	Family Members (US\$)
GROUND TRANSPORTATION		
[a] Taxi		
[b] Bus		
[c] Shuttles		
[d] Provided Transportation (host)		
[e] Other		
SHIPPING/ HANDLING FEES		
[a] Overweight baggage		
[b] Handling fee		
[c] Airfreight		
[d] UPS or other shippers		
[e] Packing materials		
CUSTOMS FEES		
ROOM & BOARD/HOTEL		
\$ /per day to host		
[a]		
[b]		
OTHER TRAVEL EXPENSES		
[a]		
[b]		
[c]		
MISCELLANEOUS ITEMS:		
[a]		
[b]		
1. TOTAL PERSONAL EXPENSES Total from all lines above	\$ <i>Please attach receipts</i>	\$ <i>Please attach receipts</i>
2. Subtract EXPENSES ALREADY REIMBURSED from personal gifts received or from CVM account	(\$)	(\$)
3. EXPENSES TO BE REIMBURSED from CVM account up to acct. balance	(\$)	(\$)
4. CVM ACCOUNT BALANCE	\$ <i>STAFF USE ONLY</i>	\$ <i>STAFF USE ONLY</i>
5. REIMBURSEMENT SENT Date:	<i>STAFF USE ONLY</i>	<i>STAFF USE ONLY</i>
6. TOTAL DEDUCTIBLE EXPENSES – expenses not reimbursed which may be eligible as a tax deduction. See attached letter.	\$ If you are receiving reimbursement and a tax deduction, an updated copy of this report will be kept on file.	\$ If you are receiving reimbursement and a tax deduction, an updated copy of this report will be kept on file.
<p>If you have an Individual STM Account, any remaining balance below \$500 will be designated to the Short-Term Missions program. Individuals with a balance over \$500 in their account have up to one year to use it on another veterinary mission outreach. Student Group and State accounts are exempt from this policy.</p>		

NOTE: Please consult your accountant about non-reimbursed expenses which may qualify as a charitable expense. This is a true record of expenses.

Signature: _____ Date: _____

Appendix E

6.6 Emergency

CVM Office PO Box 5888 Lynnwood, WA 98046-5888 www.cvm.org	STM Office shortterm@cvm.org Lauren Scofield: (206) 905-8418 lscofield@cvm.org
Brad Frye International Director, Asia & Latin America 001-425-737-6299 Cell bfrye@cvm.org	Kit Flowers CEO 001-206-919-2454 Cell kflowers@cvm.org
Fred Van Gorkom Area Director Africa 001-206-913-8434 Cell fvangorkom@cvm.org	
CVM is committed to engaging in missions according to the very highest ethical standards to the glory of God. For this reason, CVM expects its employees and volunteers to conduct business and manage relationships in a manner that is honoring to Christ, which complies with our policies and code of conduct, and in compliance with federal, state and local laws, as well as with the laws of the countries in which we serve. If you have any concerns or questions, or want to discuss a questionable situation, you can call any of the CVM staff listed above and we will gladly work with you in a confidential manner.	
IMG Insurance Contact Information	
<i>In case of medical emergency requiring hospitalization, surgery or evacuation, IMG <u>must</u> be contacted and approve procedure prior to treatment.</i>	
Name of Plan: GROUP OUTREACH TRAVEL MEDICAL	
Emergency Assistance Phone Numbers:	
Within the USA & Canada: 1-800-628-4664	
Outside USA and Canada: 1-317-655-4500 (call collect)	
*When outside the USA or Canada, you will first have to call the local telephone operator for help in placing you're collect call, or if dialing direct, enter the International Access Code of the country you are calling from.	

Family Emergency contact: _____

Travel Agent: _____

Host Contact in Country: (phone/address) _____

Appendix F

6.7 Basic Packing List

↓ Bible	↓ International Phone card (or buy at destination)
↓ Notepad, pen, journal	↓ Aspirin or ibuprofen
↓ Passport/visa	↓ Pepto-Bismol and Imodium
↓ Airline tickets/itinerary	↓ Anti-malaria medication (if necessary)
↓ Basic clothing (check with the host on appropriate attire)	↓ Prescription Meds (enough for duration of the trip)
↓ Walking shoes (comfortable)	↓ Reading material
↓ Work shoes	↓ Credit Card or debit card
↓ Towels/washcloths	↓ Bottled water/filter
↓ Hat	↓ Family Pictures (in conservative dress)
↓ Camera (film if needed, extra batteries)	↓ Snacks
↓ Basic travel first aid kit	↓ Other items per host/leader instruction
↓ Toiletry items	↓ Emergency numbers per Appendix E
↓ Hand Sanitizer	↓ Phrase book or pocket dictionary
↓ Insect repellent	<p><i>Note: MODESTY is often of a much higher standard in other countries than in the U.S. Be prepared to wear clothes that you might consider unflattering and remember that you are there to serve and be a blessing. Thank you for not being a distraction or an embarrassment to your team or your hosts by dressing inappropriately.</i></p>
↓ Flashlight/penlight with extra batteries	
↓ Emergency list	
↓ Watch	
↓ Work gloves	
↓ Sunscreen and lip balm	
↓ Extra pair of glasses	
↓ Sunglasses	
↓ Plastic bags, several	
↓ Electrical adapters	

Your Team Leader and Host may add items to this list appropriate to your destination.

Appendix G

6.8 Post-Trip Forms

Post-Trip Survey

Upon your return, you will be sent a link via email to a post-trip survey. This post-trip survey asks you to evaluate your experience with CVM pre-, during, and post-trip. We appreciate you taking the time to complete this survey as it helps us to continually improve our short-term missions program, thereby making it a more impactful experience for both you, our short-term volunteer, and our in-country hosts and partners. We value your service with CVM and look forward to hearing your feedback.

Narrative Trip Report

Thank you for taking the time to submit a Trip Report. We often use this information to assist future participants and we also ask your permission for using it in our publications. We welcome any and all information, including journal notes, or you may find the questions listed below helpful in organizing your thoughts. Either way, we appreciate your time in returning this valuable information to us!

┆ *I give my permission for any of the information contained in this Trip Report to be used in CVM publications.*

┆ *I do not give my permission for this information to be used in CVM publications.*

Signature

Date

Printed Name

It is preferred that this information be submitted via email, (but hard copy is acceptable as well, along with the attached expense reports and evaluation form)) to the CVM office. Using a separate page, please tell us about your trip. You can use the questions below and answer them specifically or use them to jog your memory about things you would like to highlight.

- 1) Please share specific stories of people or incidents that you found impacting.
- 2) What part of the trip did you enjoy the most?
- 3) What was the most surprising aspect of your trip, i.e., what did you learn/discover/observe that you didn't expect to?
- 4) How was your thinking challenged or changed?
- 5) How was your faith in God challenged, and/or how did your faith in God grow on this trip?
- 6) Did you find it easy or difficult to relate to the national people at your location? Please explain.
- 7) What did you find encouraging and/or challenging about being part of a team or going alone?
- 8) What was the most challenging aspect of your trip?
- 9) Would you go again? Yes or no – please explain.
- 10) If you had it to do over, what would you do differently?
- 11) What advice would you give to someone else going on short-term missions, either in general or to this specific location?
- 12) What do you believe was the greatest lesson you learned spiritually?

Appendix H

6.9 Abbreviated World Statistics

Adapted from Bishop Howard A Robinson, Jr., Agape Christian Fellowship Intl.

If we could shrink the earth's population to a village of 100 people with all the existing human ratios remaining the same, there would be...

- 60 Asians, 12 Europeans, 15 North and South Americans and 13 Africans
- 50 would be female, 50 would be male
- 73 would be a color other than white
- 67 would be a religion other than Christian
- 6 people would possess 23% of the entire world's wealth and all six would be American
- 33 would live in substandard housing
- 16 would be unable to read
- 33 would suffer from malnutrition
- Two would have a college education and two would own a computer

Something to Ponder

- If you woke up this morning with more health than illness...you are more blessed than the million who will not survive this week.
- If you have never experienced the danger of battle, the loneliness of imprisonment, the agony of torture or the pangs of starvation...you are ahead of 500 million people in the world.
- If you can attend a church meeting without fear of harassment, arrest, torture or death...you are more blessed than three billion people in the world.
- If you have food in the refrigerator, clothes on your back, a roof overhead and a place to sleep...you are richer than 75% of this world.
- If you have money in the bank, in your wallet, and spare change in a dish someplace...you are among the top 8% of the worlds' wealthy.
- If you can read this message, you are more blessed than over two billion people in the world that cannot read at all.

What is your perspective?

- In general, Americans are in the top 2% of the world's population
- Free enterprise gets you to focus on what you do not have -- result is that we can become ungrateful
- Satan is "The Minimizer"
 - Came to kill, steal, and destroy (John 10:10a)
 - Wants to get you to focus on what you don't have
 - Makes you think God is holding back on you
- Jesus is "The Maximizer"
 - Gives life and life more abundantly (John 10:10b)
 - All needs are met in Him

Appendix I

6.10 Team Building

Getting to Know You

Your Team Leader may ask you to share the answers to these questions with your teammates as a way of getting to know one another.

- 1) Full Name
- 2) Where did you grow up?
- 3) Where are you attending school or where did you attend?
- 4) What year in school are you or what year did you graduate?
- 5) How old are you?
- 6) Married or single?
- 7) Children?
- 8) What is your main purpose for going on this trip?
- 9) What do you hope to learn and/or experience on this trip?
- 10) Tell us about your relationship with Christ and how you came to know him as Lord and Savior.
- 11) Briefly share a significant event, achievement or circumstance that has shaped your life (apart from coming to Christ)
- 12) Tell us about a skill, talent or hobby you enjoy.
- 13) Share some of your concerns/fears about going on this trip.
- 14) Share some of your expectations about this trip.
- 15) Share a prayer request.

Building Team Unity on the Field

The following are suggested practices that have served teams extremely well. Encourage and help your team leader to implement these, if possible:

- 1) Upon arrival, set aside at least half a day, better a full day, to have the team and host meet together to rest/recover from travel, pray together and to discuss expectations, fears and the proposed itinerary and goals for their time.
- 2) Set aside time for team devotions every morning (the team leader can appoint one person, or ask team members to share this responsibility)
- 3) Set aside time every evening for a debrief time to discuss the day's events and impressions and pray together through any problems or concerns.
- 4) Set aside time (the last day in country, usually) for a team debrief with the host. This is an important time to get feedback, celebrate what God has done, work through any lingering issues, and prepare for re-entry into your own culture.

Appendix J

6.11 Sample Itineraries, Expectations & Motives

Domestic/U.S. Mission Trip - Example Itinerary

Saturday: Team arrives, everyone gathers for dinner together. Introductions and orientation for the week's schedule, responsibilities for team members discussed. Team devotions and then bed!

Sunday: Breakfast as a team and morning devotions. Team attended church service with community members at the local church. Hosted a lunch after church and invited community members to join for time of fellowship. Large and small animal teams split into groups to go over the week's vet work schedule. Later in the day, interested team members went to the nearby town to purchase local crafts and souvenirs. Local Pastor and his wife came to give presentation on their house church and outreach efforts to the community and joined the team for supper. After supper time the team debriefed together to share about their day and do a short devotion.

Monday: Small animal clinic held at local Baptist Church 9am – 4:30pm. School visitation team went to local high school to conduct hands-on projects and share about vet work/CVM. Separate team put on Farrier clinic. Supper, team debrief and devos, bed.

Tuesday: Small animal clinic held 9am - 4:30pm. Large animal team worked 75 cows/calves in partnership with local Ministry organization. School visitation team went to a local Christian school in another nearby town. After the small animal clinic closed the team held a cookout for the community and a hymn singing session in the church afterward. Great time for fellowship with community members. Team debrief and devos, then bed.

Wednesday: Small animal clinic at different site, 9am – 4:30pm. Large animal team worked at nearby Ranch doing assorted equine and llama work. Hosted a community lunch. School visitation team went to elementary school on nearby Reservation. Stopped on the way back to visit outreach efforts of local Pastor. Supper, team debrief and devos; bedtime.

Thursday: Small animal clinic held at local church, 9am – 4:30pm. Large animal team worked at Trading Post doing assorted equine work. School visitation crew welcomed local Girls' School to visit the team's clinic/surgical set up. The crew also provided hands-on suturing of stuffed animals, x-ray viewing, etc., and had lunch with the students. Thursday night is the community night where the team welcomes everyone in the community to come join for supper, sing-along, and Bible study.

Friday: Last small animal clinic held at another church, 9am – 4:30pm. Total week numbers: 135 spay/neuters on dogs and cats, 111 feline vaccinations, 351 canine vaccinations. No school visits today.

Saturday: Team goodbyes and departures!

International Mission Trip - Example Itinerary

Arrival:

You will be met at the airport and taken by van and truck to the host's home and/or guesthouse. Housing accommodations are excellent as the team hosts arrange lodging in cabins located in Catarina near their home. A small restaurant near the cabins prepares and serves very delicious meals for the duration of the trip. Chicken, beef, rice, potatoes and a variety of fruits and fruit juices are real treats at mealtimes.

Work:

Most of the work is small animal (primarily dogs), but there is some large animal work and will be in rural areas where many residents own livestock, primarily hogs, cattle, horses/donkeys and poultry. Rabies vaccinations are generally done by government clinics. Expect that once the message gets out that a veterinary team is in the community, several dozen residents will bring many animals to your group. It will be common to vaccinate and deworm several dozen dogs and conduct spays and neuters on a few more. Also, expect to castrate pigs and treat cattle and hogs for various problems such as wounds, parasite infestations, or infections.

Ministry:

There will be many opportunities to worship with believers either in churches or in homes. The veterinary work also provides opportunities to share the Gospel. Be prepared to share your testimony in various settings. In addition, the Nicaraguan people are delighted with things such as Polaroid type of instant photos, Gospel colored bead bracelets, Bible verses, etc.

Example weekday/work schedule:

6:00 - 7:00 am	Breakfast
7:00 - 7:30 am	Morning devotional
7:35 am	Departure to nearby community for clinic/outreach
8:30 - 12:00 pm	Working with animals (Surgeries, deworming, vaccinations, wellness checks, etc.)
12:00 - 1:00 pm	Lunch
1:10 - 2:00 pm	Continue working with animals
4:30 pm	Departure back to home
7:00 pm	Dinner
9:00 pm	Team debrief and bed

Example weekend schedule (Sat/Sun):

6:00 - 7:00 am	Breakfast
7:45 am	Open time to rest or visit a tourist spot, church, or community
Afternoon	Open time (rest) - all group

8:00 am - 11:00 pm	Attend local church service with team
12:00 pm	Lunch
Afternoon	Rest & team bonding

Great Expectations

What do you expect from your short-term mission experience? Knowing your expectations is one of the most important ways you can prepare.

Maybe you don't think you have any expectations. If so, you're in for a shock, because a hidden expectation that clashes with reality is always surprising. Expectations come from parents, teachers, friends, literature, and a whole range of other sources, but mostly they come from you.

Preparing for a short-term mission is a bit like smelling baking bread when you're hungry. The anticipation of it makes your mouth water. People have given money to help you. They're praying for you. You're on a mission, so you expect that certain things are going to happen.

The best way to avoid disappointment is to get as informed as possible about the reality of where you are going before you go. The next thing you need to do is carefully evaluate your expectations. Are they realistic? Have you based them on the right motives?

There's nothing wrong with high expectations. William Carey said, "Attempt great things for God, and expect great things from God." That kind of thinking gives you high motivation. However, having realistic expectations to start with is the key to not becoming disappointed later. Here are some expectations you might want to add to your list:

Expect the Unexpected! One of the exciting things about international travel is that you can almost always guarantee that the unexpected will happen. Flexibility is one of the key qualities of a good missionary! Keep in mind that you will always want to hold schedules and agendas very loosely so that when things change you won't be completely upset.

Expect to be gracious and forgiving. In an unfamiliar setting, everyone is off balance to some degree emotionally, physically and spiritually. Staying balanced will require you be diligent in giving lots of grace to others as well as to yourself. Make up your mind ahead of time to be quick to forgive and quick to extend grace when someone is not at their best.

Expect to be accepting & kind. In your destination country, you may encounter circumstances, beliefs and/or practices that you do not understand or agree with. Be slow to judge in these situations and remember that you are a guest in their country. It is not your place to "correct" what appears to be wrong in your eyes. Ask the Holy Spirit to help you extend grace and to give you His perspective on the situation.

If your desire is to glorify God, you can look at situations in a refreshing way. You can realize that God is honored no matter how much or how little you are able to do. Your attitude in handling every situation will speak volumes to everyone around you, both nationals and teammates. Be sure you are being an effective witness of the love of Jesus at all times. Look for opportunities to share Jesus Christ by keeping your attitude positive, your motivation high, your flexibility strong, your frustration low and your expectations in perspective.

Our God, after all, is the same one Paul was talking about when he said, "...him who is able to do immeasurably more than all we ask or imagine..." (Eph. 3:20). God will use you and bless you beyond your expectations. That's one expectation you can count on being met.

EXPECTATIONS CHECK

Think through your expectations. Try and see what you really think of your upcoming adventure. Complete the following sentence 15 ways by choosing one ending for each numbered group. Or make up your own sentence endings. There are no right or wrong answers, this is just to stimulate your thinking and help you be honest with yourself. Try to get in touch with some of what you're anticipating and assuming.

On my short-term mission, I will be....

- 1) eating bugs – raw.
 gorging on feasts of native foods
 not eating much at all
- 2) the best friend of everyone
 unnoticed
 trying to get along with my team.
- 3) returning more mature & confident
 coming home humiliated
 never coming home
- 4) working on animals 20 hours a day
 spending most of my time relaxing
 not much busier than I am at home
- 5) working with super-saints
 enjoying getting to know new people
 being annoyed by my teammates
- 6) sleeping on a dirt floor
 staying in a five-star hotel
 delighted to have a roof over my head
- 7) Leaders hundreds to Christ
 Afraid to talk to strangers
 Sharing my faith as opportunity allows
- 8) no running water or electricity
 adequate facilities, but not what I'm used to
 clean, comfortable & content

- 9) ___ bringing home awesome pictures
 ___ having my camera stolen
 ___ publishing my journal of stories
- 10) ___ getting lost in the airport
 ___ getting harassed by security
 ___ losing my luggage
- 11) ___ able to eat, see, do everything
 ___ contracting malaria or hepatitis
 ___ getting traveler's diarrhea
- 12) ___ surprised at the poverty I see
 ___ interested to learn a new culture
 ___ going shopping & sightseeing
- 13) ___ working on the projects we prepared for
 ___ hardly working
 ___ dealing with a total change in plans
- 14) ___ sharing the love of Christ with my flexible & positive attitude
 ___ challenged by new & different circumstances
 ___ tired at the end of every day
- 15) ___ missed when I'm gone
 ___ glad when it's over
 ___ eager to return
- 16) ___ able to do everything well
 ___ not trusting the nationals to do good work
 ___ humbled by a new perspective on how to do vet med
- 17) ___ respectful
 ___ a complainer
 ___ reliable and trustworthy

Now that you've thought about what some of your expectations might be, the best way to give yourself a REALITY CHECK is to do this:

- 1) Go find a travel book for the country where you are going and research it thoroughly! This will give you some good information about the country.
- 2) If possible, find someone who has been to this country and talk to them. Ask them as many questions as you can think of and encourage them to share as much as possible with you about their experience.

MOTIVE MIX

You'll be better off if you try to sort out the reason and motives prompting you to go on this

short-term mission experience. Almost any missionary or ministry worker, short-term or long-term, is going to have a variety of motives. Some are spiritual or emotional (romantic ideas about international travel, for example). Others are admittedly personal. That's okay! It's probably healthy to have a blend of motives. Whatever you do, examine them. If you don't, you may find yourself unready for hardships and challenges you didn't expect.

Rate the options in each section from 1 to 3:

1= most powerful motivator

2= strong motivator

3= moderate or non-motivator

When finished, discuss various "highs" and "lows" with your team. Discuss the dangers of having clashing motives on one team and the need to pursue a balanced motive mix.

I want to do missions...

PERSONAL:

- _____ for the excitement and fun of travel.
- _____ to see if I want to be a missionary.
- _____ to experience another culture.
- _____ to get away from home.
- _____ to get experience in a certain skill.
- _____ to get training as a Christian worker.
- _____ to add to my list of countries visited.
- _____ to see and experience real poverty.
- _____ as a way to grow up.

SPIRITUAL:

- _____ to know God as never before.
- _____ to show God that I'm serious about Him.
- _____ because I have a missionary call.
- _____ because God has told me to go.
- _____ to gain favor with God.
- _____ to use my gifts for God.
- _____ to get my missions duty over with.

EXTERNAL:

- _____ because my friends are going
- _____ because someone I trust has urged me to go.
- _____ Because I'm being pressured to do it.
- _____ because it will look good on my resume.

CAUSE-RELATED:

- _____ it's for a good cause

- _____ to help finish the task of world evangelization
- _____ to better mobilize my church
- _____ to help establish God's kingdom
- _____ to help rebuild a world with God's justice.
- _____ because Jesus commands it of us all.
- _____ to help animals

NEEDS-RELATED:

- _____ to help hungry children.
- _____ to give overworked missionaries a break.
- _____ because people need to know Jesus.
- _____ because of compassion for poverty-stricken people
- _____ because of compassion for animals

Appendix K

6.12 Cultural Guidelines

In understanding another culture, it is important to know how to act and to respect their culture by knowing the differences between your culture and theirs.

Many cultures view Americans with these negative stereotypes:

- Wealthy
- Loud and obnoxious
- Selfishly ambitious – care only about accomplishments – not people or family
- Arrogant – things must be done our way because it's "better"
- Always in a hurry – we worship the clock

The following will assist in helping you be more aware of how to act and respond sensitively in your interactions with the people at your destination.

When in another culture, do the following:

- Many cultures are soft spoken or may grip your hand loosely in a handshake. Loud speaking and a firm North American handshake may be offensive. Observe their nature compared to yours. We appear aggressive in our loudness and our quick mannerisms; this can create barriers to your hosts, so be prepared to adjust your behavior accordingly.
- Look for body language if you don't understand. When taking pictures, always ask first. If they don't want their picture taken, their body language will often tell you.
- Watch how you gesture with your hand or point with your finger. Every culture has arm and hand motions which are offensive, so find these out immediately and avoid them!
- We are a "doing" society. We focus on getting the job done. Other cultures often focus more on "being" and would rather enjoy you and build a relationship before they "do" anything. Be prepared to focus on people and relationships.
- Look to see how males and females interact. Ask your host to instruct you in these customs. In introductions, understand what is most appropriate: a smile, a bow, a handshake, a kiss, a hug, etc.
- Notice that other cultures may tend to be more male dominated. Depending on the country, women may follow behind and show a much more submissive behavior to men. In many cases they may show a low self-esteem as a result of their culture. Don't be surprised if you see men served first. Choose not to be offended and remember that your job is to simply show your love and care for them through Christ, not try to change their culture.
- Women, you may notice that men in some foreign countries are more obvious with how they look at women. They may stare at you because you look and act differently (hair, eye & skin color, clothing, actions, etc.). Never encourage or respond to their looks with anything other than mere politeness or completely ignoring them. Ask the

missionary or host if you have concerns or questions.

- Never travel alone. Always stay in groups of at least two or three when with your team. Ladies, you should always be in groups and have at least one male team member with you if possible (cultures and locations differ on this, but this is a good general rule).
- We also appear to always be in a hurry, too rushed to be considerate and patient with people. Show them that people are important to you.
- Be sure to excuse yourself when leaving their presence. Don't just leave.
- Be sure to project graciousness. Show them that you are their friend and their equal. Be aware of coming off "superior" which is easy to do when we are ill at ease and can become aloof and unfriendly.
- In church and elsewhere, watch what they do and adjust your behavior accordingly. Be prepared for men and women to sit separately if that is the custom.
- Always remember to say thank you – and learn to say it in their language! You probably can't say thank you enough.
- If your hosts or people you encounter are not as clean as you are, never use the Purell or perform any kind of cleaning ritual in their eyesight (unless on a medical team as part of medical procedures, of course). You won't die from shaking a dirty hand, or from being a little dirtier than you might like.
- Smile a lot and be polite. Try to do as they do. If it's appropriate to shake hands with the men and bow to the women, then do so.
- You may be in an area where there are few or no bathrooms. Be prepared to find a tree or bush out of site. They also have to do the same thing.
- No matter where you are, your faith should always be "spoken" through your attitude and conduct more than your words.
- Dress modestly at all times, which means to show the absolute minimal amount of skin, and to wear clothing that does not show every curve or muscle. Take your cue from what the nationals wear.
- Be very careful when talking about politics; it is usually better to avoid this topic altogether. Remember that America is not viewed favorably in many countries.
- Be mindful of beggars on the street corners and in the churches in some countries. Take your cue from your national host on how to respond to these people.
- Don't share your name and address with anyone unless it has been approved by your leader or host.
- When visiting other Christians, be aware that most other cultures have much more modest ideas about alcohol, smoking, dancing, cards, clothing, and relationships with the opposite sex. Be prepared to keep your view to yourself and do not ridicule theirs!

- In summary, we must remember that
 - We are there to serve
 - We are there to learn
 - We are not there to criticize
 - We must respect their view of Christianity
 - We want to bless them in every way, including our attitudes, not leave them with a bad taste in their mouths concerning foreigners or Christians.

Mission Bloopers

1. **Mangled Spanish.** A young woman hoped she was ready to use her Spanish after only a week on the field. “It was so wonderful ‘sinning’ with Pastor Diaz,” she said, unaware she was substituting a sexual reference for the word ‘fishing.’ “The cove at the lake was so beautiful and quiet.”
2. **A Big Surprise.** A short-term team was surprised, then shocked by the African village elders who tried to barter for one of their members. Pleased at the presence of foreigners, the elders thought they’d keep one and were intent on a reasonable settlement. One cow for one young wife.
3. **Too Much to Eat.** A man worried he’d gain too much weight on his short-term trip. Every time he cleaned his plate out of respect for his hostess, she filled it up again. Dutifully, he would attempt to finish the food on the second plate. The food marathon continued until he learned it was a sign of hunger to clean your plate. If satisfied, you left a small amount on the plate to signal you were finished.
4. **Out Under the Stars.** A team created an uproar in a Latin American village. By the end of their first week, a meeting was called by church elders to investigate charges of immorality. It was common knowledge among the villagers that the American men and women were sleeping together. In fact, the church team had slung their hammocks in the trees outside the church to sleep as a team under the stars. To their hosts, this was a serious moral flaw. The offense was soon corrected when the hammocks were re- hung in two separate clusters.
5. **Welcome Aboard.** A young woman, eager to welcome visitors aboard her ship that had docked at an Asian port to distribute literature, stationed herself at the top of the gangway. Unknown to her, the local word for “pig” was similar to the word for “friend.” As guests reached the ship’s deck, they were greeted warmly by the lovely hostess. “Welcome aboard, pig!” she said as she handed out Gospel literature.
6. **Use of Gestures.** Short-term missionaries have been plunged into embarrassing situations using wrong gestures. The “thumbs up” signal for “good job” is an obscene gesture in Guatemala. One primitive tribe thinks nothing of being naked but considers the sight of a raised armpit unseemly. Motioning to a person with the palm of the hand up or the waggle of a finger is rude in many countries in Africa.
7. **An Obscure Sermon.** A white pastor from America was visiting Africa. Speaking through an

interpreter, he gestured with enthusiasm as he spoke to a conference of pastors and lay workers. "You must be missionaries to your own people," he said. No one responded. He tried it again. Still no response. He later learned the reason. The interpreter had translated the word "missionary" as "white man," leaving the audience perplexed by this challenge.

Appendix L

6.13 Common Sense Evangelism

(Adapted from a teaching by Ross Tooley at the YWAM University of the Nations, Fall 1997, and *Practical Evangelism* by Kevin Himan, Leadership Training International)

- I. Facts about evangelism
 - a. Witnessing (evangelism) is loving people into the kingdom of God and bringing them the reality and character of God.
 - b. Evangelism is not a one-time event; it should be part of our lifestyle.
 - c. Our job is to inspire people to love and know God.
 - d. Jesus said, "When I am lifted up, I will draw all men to me." When we lift up Jesus, His love and character, people will be drawn to Him.
 - e. If we concentrate on the kingdom, God will take care of our needs – Matt. 6:33
 - f. By preaching and spreading the Gospel among the nations, we can speed the return of Christ – Matthew 24:14

- II. Practical Ways to Evangelize
 - a. Meet a felt need
 - b. Share your testimony
 - c. Show sympathy and compassion; pray for them
 - i. Believe God for words of knowledge, words of wisdom and revelation
 - ii. Believe God for miracles
 - d. Point to creation: Psalm 19; Romans 1:20
 - i. shows there is a God
 - ii. this God is powerful
 - iii. this God is loving
 - e. Pray for God to speak directly to the individual: Acts 1:4; Acts 4:31; Acts 12:5-10

- III. How to Communicate
 - a. Communication is 93% non-verbal and 7% verbal
 - i. 65% is body language
 - ii. 28% is tone of voice
 - b. 24 hours after communicating, what is retained is the atmosphere that was conveyed, not the content. People are not influenced by what we say, but how we say it.
 - c. Convey truth of who God is; reveal His character, not information.
 - d. Give life and hope; share God's compassion and mercy.
 - e. Learn about the culture – what can and cannot be said, direct or indirect approach, people-oriented or time-oriented, individual or group-oriented; what kind of cultural illustrations can you use as you share with them? (e.g., in the Philippines, rural people on isolated islands are likely able to relate to gospel stories/presentations using water, boats, fish, agriculture, things of nature, etc., as illustrations); do people in this culture relate more with systematic teaching or storytelling?
 - f. Don't be confrontational.

- IV. The Gospel Message Should Contain Five Simple Concepts:
 - a. God's Love – John 3:16: For God so loved the world that He gave His one and only Son.
 - b. Our problem – Romans 3:23: All have sinned and fall short of the glory of God.
 - c. The consequences – Romans 6:23: The wages of sin are death.

- d. God's provision – Romans 5:8: God demonstrates His own love for us in this; while we were still sinners, Christ died for us.
 - e. Our response – Romans 10:9: If you confess with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved.
- V. A Gospel messenger can present the Gospel using various styles, but his effectiveness will be influenced by four factors:
- a. Styles
 - i. challenging – Peter in Acts 2:36-41
 - ii. intellectual – Paul in Acts 17:3-4
 - iii. invitational – Samaritan woman in John 4:28-42
 - iv. serving – Dorcas in Joppa, Acts 9:38
 - v. testimonial – blind man, John 9
 - vi. relational – tormented man, Mark 4:19
 - b. Four factors of witnessing effectiveness:
 - i. time – you need to spend time with lost, hurting people
 - ii. love – show God's love to others
 - iii. consistency – actions need to be consistent with words
 - iv. unity – do you stay in unity with one another?
- VI. Gospel presentation methods should rely upon the Holy Spirit's power.
- a. The Holy Spirit prepares the unbeliever in advance.
 - b. The Holy Spirit manifests God's presence
 - c. The Holy Spirit guides and empowers the believer.

Appendix M

6.14 Reading & Resource List

Short-Term Missions

- Mack & Leeann's Guide to Short -Term Mission by J. Mack & Leeann Stiles
Great advice from seasoned leaders about how to succeed in STM.
- Short-Term Missions Workbook, From Mission Tourists to Global Citizens by Tim Dearborn
Asks great questions and provokes us toward maturity in our thinking, motives and philosophy of missions.
- Maximum Impact, Short-Term Missions by Peterson, Aeschliman and Sneed
Breaks it down technically, but still very helpful.
- Before you Pack Your Bags, Prepare Your Heart by Cindy Judge
Short-Term Mission preparation Guide with 12 Bible Studies plus a trip journal.
- The Essential Guide to the Short-Term Mission Trip by David C. Forward
Written for church-based teams, it contains helpful info to prepare for every stage of short-term missions.
- Re-Entry by Peter Jordan
Every STM leader should read this book so they are equipped to help their team members handle the very crucial transition from a mission trip to life at home.
- Friend-Raising, Building a Missionary Support Team that Lasts by Betty Barnett
Good info on the fundraising process; most helpful for long-termers or those who do regular short-term trips.

Books on cross-cultural awareness, development, travel, country info, etc.

- Operation World by Patrick Johnstone and Jason Mandryk
Important, detailed statistics on every country in the world, including their religions and how to pray! Also available on CD.
- Foreign to Familiar by Sarah Lanier
Fun and helpful, gives great insight into crossing cultures more effectively (128 pages).

- Travel Well by Christine Aroney-Sine, M.D.
Formerly Survival of the Fittest, a great resource for staying healthy while traveling.
- When Helping Hurts: How to Alleviate Poverty Without Hurting the Poor...and Yourself by Steve Corbett and Brian Fikkert
Provides principles and guidelines for effective and holistic ministry to the poor focusing on a community's assets instead of their weakness.
- Walking With the Poor by Bryant L. Myers, editor
Exceptional resource for understanding poverty and transformational mission. Goes deeper into principles of When Helping Hurts above.
- Ministering Cross-Culturally by Lingenfelter and Mayers
Kind of technical but contains the helpful Values Assessment CVM uses in the Shortcourse. "An Incarnational Model for Personal Relationships."
- Teaching Cross-Culturally by Lingenfelter and Lingenfelter
"An Incarnational Model for Teaching Cross-culturally", helpful for both ST and LT fieldworkers teaching others.
- Daughters of Islam by Miriam Adeney.
Great firsthand stories of Muslim women who came to faith in Jesus Christ and how that was lived out.

Mission biographies and testimonies

- Eternity in Their Hearts by Don Richardson
Tells of numerous people groups around the world who have never heard the message of Christ, but who inexplicably have something in their culture which symbolizes Christ.
- Peace Child by Don Richardson
An amazing story of Don and his wife who lived with a cannibalistic tribe in the jungles of South America and how God turned their hearts to Him.
- A Chance to Die by Elisabeth Elliott
One of many biographies about Amy Carmichael, famous missionary to India.
- Through Gates of Splendor by Elisabeth Elliott
The story of Jim Elliott who was killed with 4 other missionaries by the Woudani Indians in Ecuador in the 50's.
- Is that Really You, God? by Loren Cunningham
These three books by Loren Cunningham tell the story of how YWAM (Youth with a Mission) was started and include a motivating challenge to the reader to live a life surrendered to God.

- Making Jesus Lord by Loren Cunningham
- Daring to Live on the Edge by Loren Cunningham

Many of these inspiring missionary biographies are available through YWAM publishing. For more information on books and reading lists, please review our [recommended books](#).

Christian Faith:

- Questions of Life, A Practical Introduction to the Christian Faith by Nicky Gumbel
This is the Alpha course in book form.

Other Alpha books/courses by Nicky Gumbel: Why Jesus? Searching Issues, A Life Worth Living, Challenging Lifestyles, Telling Others, Heart of Revival, 30 Days

- The Case for Christ by Lee Strobel
Similar to the Alpha books, Strobel's books are written in an engaging style, and are for the believer who needs to better develop a defense (or reason) for your Christian beliefs. Both books deal with some of the classic arguments against Christianity.
- The Case for Faith by Lee Strobel
- Experiencing God, Knowing & Doing His Will by Henry T. Blackaby
A classic on the character of God.
- The Purpose Driven Life by Rick Warren

Courses:

- Perspectives on the World Christian Movement – www.Perspectives.org
Excellent course in missions, crucial for anyone interested in missions, short or long-term, and highly recommended for every believer.
- Foundations and Principles of Holistic Ministry or Helping without Hurting – www.Chalmers.org Check out seminar offerings. Or – www.whenhelpinghurts.org for free study guides and webinars.

Appendix N

6.15 Travel Websites

A list of numerous resources that can help you get connected to your destination before you even leave!

Center for Disease Control

www.cdc.gov

Information for international travel, including health recommendations for every region of the world.

US Embassy Pages

www.travel.state.gov

<http://www.usembassy.gov>

Embassy World

<http://www.embassyworld.com>

A list of all embassies of the world

Smart Traveler Enrollment Program

<https://travelregistration.state.gov> Allows you

to register your trip with the US embassy and to sign up to receive security updates for your country of travel.

Travel Document Systems

<http://www.traveldocs.com>

A visa and passport processing agency.

Travisa

<http://www.travisa.com>

A visa and passport processing agency.

Project Visa

<http://projectvisa.com/>

Links you to embassies and consulates around the world

English/Second Language

www.altaesl.com

Alta ESL Book Center provides excellent English teaching resources. Allow 4-5 weeks to receive a catalog.

Exchange Rates

<http://www.oanda.com/convert/classic>

Currency exchange rates for any day since January 1, 1990.

Foreign Languages

www.travlang.com

Click on the language you want to learn and access translations in seven categories that include dining, directions, places and travel.

World Atlas

www.worldatlas.com

Interesting site that allows you to investigate your country of destination.

Always check out your local library for information on your destination. Books and videos are free to check out!