



Short-Term Mission Trip Leader Information

Why does CVM sponsor Short-term Missions around the world?

- It's a calling to be part of and support the worldwide missions' movement – God's continuing redemption of this world.
- Short-Term Mission trips provide opportunities for participants to grow in their faith, learn to use their skills and abilities in Christian service, gain benefits of working within other cultures and develop new relationships with people around the world.

Why do a missions trip with CVM?

It's an opportunity to openly witness serving in the name of Christ:

- Our trips always support a local Christian ministry or church.
- Participants are challenged to share their faith through word and deed.
- Participants experience sharing their faith in a cross-cultural context.

We believe in sustainable community development.

- Our trips are not just about animals; they are primarily about helping people help themselves.
- Rather than contribute to unhealthy dependence, we seek to train communities to be increasingly self-sufficient and inter-dependent.
- Participants gain understanding of what sustainable development is and can contribute to positive outcomes within a community.

We encourage taking advantage of mentoring from national vets and long-term vet missionaries.

- There's the opportunity to learn from and expand perspective of different cultures, especially as related to veterinary practices.

We desire to help our volunteers grow in personal faith and reliance on the Lord.

- Spiritual preparation, devotional materials, and debriefing assistance is offered.
- Guidance is provided for raising prayer and financial support.

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 in Acts 26:18

SHORT-TERM MISSIONS PURPOSE STATEMENT:

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.

MISSION STATEMENT:

CVM's mission is to challenge, empower, and facilitate veterinarians 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.

LEADERS PORTION

For those of you who have volunteered to be a team leader, you're much appreciated! There are many responsibilities, but also rewards.

Because CVM appreciates our leaders who are willing to take on extra work on behalf of the other members, we waive the Trip Deposit (usually \$200) for those who volunteer to serve in this capacity.

- Coordinate with CVM on any requirements and information needed. Follow up with team members to make sure applications, trip paperwork, and fees/deposit are submitted by posted due date.
- Once trip is established, make direct contact with host(s) to discuss details of trip, specific requirements of in-country host location, and other issues. All pertinent information needs then to be taken back to team.
- Plan regular meetings for team to answer questions, develop support raising strategies, prepare logistically and pray about the trip. Spiritual preparation information is available in Short-Term Manual.
- Go through CVM's Short-Term Missions Devotional and develop a plan for using this or another devotional during trip. Also, encourage team members to develop their testimonies for sharing while in-country. (CVM has a pre-trip devotional in the ST manual and a devotional for during the trip available on our website.)
- Before departure, gather all important documents into one packet (i.e, medical evacuation insurance policies, copies of passports and emergency contact numbers).
- While in-country, coordinate with host on activities, lead or delegate devotional time each day, plan debriefing time with the group and host before departure and handle any minor issues with regard to the team (*see pages entitled "Debriefing for Team Leaders" below; this debriefing document has been designed for vet trip leaders, but is applicable as a student leader as well*).

CVM is here to help you be a successful team leader. We will answer questions, provide materials, pray for you, encourage, and assist you any way that we can.

PROCESS FOR PARTICIPATING IN SHORT-TERM MISSIONS

Submit an Application for Volunteer Service

- Go to www.cvmusa.org
- If you have not already done so, register for membership on CVM's website.
- Go to Serve/Short-term Missions and click Apply
- Download an Application or fill it out online. Once you have completed the application, return it to us as an email attachment (if you have chosen the Download format.) You can also print it out and mail it to us.
- Send us your application fee (\$50). This fee can be paid online at Serve/Short-Term/Pay Fees on the web page (above) or by check.
- Download a Christian Commitment Reference Form, or have your reference complete the form online (both are found online under Resources/Missions/Forms.) Send this to a person in Christian leadership or a mentor who knows you and your involvement in ministry and ask them to complete it and email (or mail) it to us. (No family members, please.)
- Download a Veterinary Professional/Peer Reference Form, or have your reference complete the form online (both are found online under Resources/Missions/Forms.) Send this to a person who is familiar with your veterinary qualifications and ask them to complete it and email (or mail) it to us. (No family members, please.)

Once we receive your application, fee, both references, and everything looks to be in order, we will make a decision on your acceptance and will send you a letter notifying you of our decision. Acceptance into the STM volunteer pool automatically gives you access to all of the STM services. Those services include receiving the CVM Journal, the Outreach Herald (a monthly email devotional), email notices of upcoming trips, training opportunities, and other assistance to help you participate in mission opportunities.

THE SHORT-TERM MISSIONS MANUAL

The CVM Short-Term Missions Program has a very comprehensive Manual that covers many invaluable topics that can help anyone considering going on a mission trip with our organization. It's on our web site at [www.cvmusa.org / Resources / Missions / Forms](http://www.cvmusa.org/Resources/Missions/Forms)

TOPICS INCLUDE

- Spiritual Preparation
- Raising Support – Both Prayer and Financial
- CVM Requirements (i.e., Paperwork, etc.)
- Preparing for International Travel
- Packing
- Requirements
- Safety
- Cultural Awareness
- Team Building
- Blessing Your Host
- How to Make Your Experiences Worthwhile

To make your trip all it can be, don't forget to review what is in the Short-Term Missions Manual!

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 veterinary your team leader can assist you with budget information for your mission site. Here are a few suggestions in developing a support base:

- Prepare a presentation – tell people where you're going and why.
- Develop a fund raising letter (See sample letter in the Short Term Manual).
- Seek to build a support team who will not only give financially, but who will PRAY for you! Share your vision and heart about going on this trip. This will increase your faith and give you comfort, strength and accountability.
- Approach your local congregation. Seek out the pastor and missions pastor, board members, or mission's committee. 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.
- 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. (garage sales, car wash, dog wash, etc.)

WHAT CVM REQUIRES

As with any mission sending organization, we also require a certain amount of paperwork and other items before the trip. It's not much, but is absolutely required. **All items must be submitted at least 6 WEEKS before departure.**

- Assumption of Risk & Code of Conduct Forms
- Copy of your passport (Please mail or scan this – faxes are unclear) (*not needed if your destination is in the USA)
- Medical Evacuation Insurance -- In order to participate on a CVM sponsored trip, you must have medical evacuation insurance. CVM purchases this for you through International Medical Group (IMG), and it is included in your trip costs. This will be emailed to you from the Short-Term department once it is purchased. Please carry a copy of this with you at all times and provide a copy to your host in country. (If your destination is in the United States, you will need to verify that you have a personal medical health insurance plan that includes the area of serving to which you are going.)
- Copy of your travel itinerary (if using private transportation, please just include a basic travel schedule)
- Emergency Contact Information form
- Foreign Animal Disease Liability form (International Trips Only)
- CVM \$200 Trip Deposit (required for team, waived for leaders).
- Remainder of your Trip Costs. Your total trip costs minus the trip deposit. Due 6 weeks for your departure date. You may pay your trip costs online at www.cvmusa.org. Note: Trip Costs are wired to the in-country host 6 weeks prior to team departure to prepare for team's arrival. If a team member cancels participation after the funds have been wired, these funds may not be available for refund. (Some locations may ask that you hand-carry your funds to your destination. If this is the case, the Short-Term Missions staff will inform you of this in advance.)

Some host locations also required paperwork submitted to them. This will be communicated to you in the pre-trip communications.

Please send the above to:

Christian Veterinary Mission
Attn: Short-Term Missions Coordinator
19303 Fremont Avenue North
Seattle, WA 98133
(206) 546-7344 phone
(206) 546-7458 fax
shortterm@cvmusa.org

DEBRIEFING FOR TEAM LEADERS (during and post-trip)

Leading a short-term mission team is no small task but we hope that you are finding it to be a task that is also filled with many blessings as God uses you to help your team not only impact lives around the world – but also change their own hearts in the process. You are the main person on the team that is looking out for everyone’s best interest, helping them feel connected with each other, with what God is up to, and with their own hearts. You are the one that is there to encourage those who are hesitant or doubt their skills or their ability to share their faith. You are the one that is making sure that everyone is ready to go with the information they need, ensuring that your team is meeting together daily (when at all possible) to pray for each other and process what they have experienced. You are helping them to become a more supportive community to each other as well as a means of encouragement to the long-term field worker or in-country host you are serving with. That is a lot of responsibility – and all that in the midst of making sure you yourself are open to what the Lord has for you on this particular trip ...not to mention your own busy home life and/or work life! So thank you for all you have done already and for all you will continue to do in the days and months ahead as you lead this team for CVM!

One area we wanted to make sure we drew your attention to is leading your team in debriefing once they return home. You will, no doubt, be helping them debrief at the end of each day during the trip – and, perhaps, helping them debrief more in depth on the last day of the trip – but we want to make sure you are also doing something to ensure that they are debriefing well even when they return back home. Research¹ shows that the key to a “successful” mission trip with a long-term impact on the participant’s life is debriefing the trip well after they get back home. The changes your team will be experiencing on their trip – their greater self-awareness, closeness to God, sense of direction and purpose, feelings of connection to community – can quickly fade unless they are able to process that experience well and keep processing it. Finding a few people that they can talk to about their experience, sharing with their church or friends, showing their photos, and continuing to ask God to show them where they can take what they learned and use it back at home in their jobs or their school situation are all ways that help them keep those changes real.

Now we aren’t asking you to be writing or calling them all regularly, but we are asking you to consider checking in with each of them (either as individuals or as a group) and see how they are doing a few times in the months after you’ve been back. In this check-in, remind them what you all saw God do in your midst and encourage them to continue pressing in to what they learned and felt now that they are back at home. CVM will be checking in with them a few times as well. So between you and CVM hopefully they will continue to be shaped by their short-term trip! Here are a few questions to consider asking them to think about:

Daily Debrief (in-country): Think of this as the “What” portion of the debrief

(Invite the host to participate in the debriefing process either each day or at some point during the trip. CVM will send these questions to the host as well.)

1. **Individually:** Have team members keep a journal and write in it every day when they return back to their lodging. In their journals have them write down the following:
 - a. What did they do?
 - b. How did they feel about what they did? What was encouraging about the day? What was discouraging?
 - c. Was there anything that confused them that they might have questions on?
 - d. Where did they see God at work – in the community, in themselves, in another person?
 - e. How did they feel about their role on the team and how they acted that day?
 - f. What are they hoping to experience tomorrow?

¹ See Friesen, Randall Gary, “Improving the Long-Term Impact of Short-Term Missions”, http://www.mbmission.org/files/staff/frfriesen/friesen_stm_thesis_summary.pdf; Corbett, Steve and Brian Fikkert, “Helping Without Hurting in Short-Term Missions: Participant’s Guide”. Moody Publishers: 2014.

2. As a group: After dinner bring the team together along with their journals and take time for everyone to share.
 - a. What was encouraging? (Use this as a time to affirm what you saw in them as individuals and as a group)
 - b. What was discouraging? (Use this as a time to answer questions they may have – either logistical or philosophical)
 - c. What did they learn or appreciate about the people they are working with or the culture they are in?
 - d. What did they learn about God today?
 - e. Where do they need prayer?
 - f. Have the team pray for each other and for their role in the community through this trip as well as pray for the nationals and long-term field workers they are serving with.
 - g. Use this time to defuse any problems that may be arising and to get the team back on track, if need be.
 - h. After sharing and prayer you can give logistical instructions for the next day of what they can expect to be doing, when you need them to gather, what they need to bring, etc.
 - i. How do they, as a group, want to honor, thank and recognize their in-country hosts for what they have done for them, taught them during this time of service? Is there something they want to do as a team or as individuals to support their hosts' ministry after they return home or to encourage others to serve in this ministry?

Final debrief while in-country:

This is a time to help them celebrate what went well, to make sense of or mourn what didn't go well, and to prepare to take what they learned and experienced back to their own home communities.

1. Page 35 in the Short-Term Manual has some good questions that you can discuss as a group
2. What are their "take-aways" from this trip – people they will keep in their hearts, memories they will hang on to, stories they will tell, things they saw in themselves to hang on to, things they saw in themselves they want to change, etc.?
3. What will they do differently as a result of going on this trip – what are their next steps?
4. Plan a way for the team to officially say their goodbyes to the in-country host, staff there, folks they ministered to. Help them to express their gratitude to whoever impacted them while they were there.
5. Plan a time to reconnect when you return – if you all live in different locations you can let them know you are going to send them an email two weeks after they get back to check in with the group and see how people are doing. Facebook posts? Picture sharing? Return trip next year?

Post-trip Debriefing: *This is the "So, What?" portion or the "What Now?"*

Questions to ask to help your team keep processing their trip:

1. What do you know now that you didn't know before?
2. What attitudes and feelings do you have about the trip/country/people you served that you didn't have before?
3. Are you aware of any other changes that occurred in knowledge, skills, attitudes, or feelings as a direct result of this experience? If so, explain.
4. What do you think was most important to you about this trip?
5. What part of this project was most valuable for you? How was the trip helpful to you?
6. What are some things that would have made the trip better for you?

In addition, CVM will send your team (as part of their Welcome Back Packet) the following list of questions for them to consider. Feel free to ask them any of these as well as a way to keep the dialogue going.

1. What did you learn about yourself during this trip? Strengths? Weaknesses?
2. What did you learn about God during this trip?
3. In what ways did you see God at work in the community? In the local church? In your team?
4. In what ways was your perspective about the materially poor challenged/changed?
5. What were the stories of some of the people you met? How did their stories impact you and change your perspective?
6. If you could share one thing with your church or fellowship group, what would that one thing be? Why?
7. Who is one person that I can continue to process my trip with and with whom I can continue to keep myself accountable to seeking God, both here at home and serving elsewhere?
8. How will your experience on the field, what you learned about yourself, God, and the world around you, change how you live life at home?
9. In what ways can you continue to live out God's calling in your community? In your church? In your school/workplace?
10. What difference would it make if I lived each day with the same intensity and focus on Jesus and others as I during my trip? What keeps me from living life at that level now?
11. How will I share what I have learned about myself, God, the people I served with those people who helped to send me here (my financial and prayer partners/supporters)?
12. Is there something I want to do to thank my in-country host(s) for what they and their ministry have done for me during my trip?
13. Will I choose to continue to support the ongoing work of the ministry where I served? Am I being called to long-term or repeated short-term missions? To planned giving? To committed prayer?