



People-to-People Pilgrimage Program Guide for Leaders



A Guide to Help You Plan a Pilgrimage Overseas

People-to-People Pilgrimage Program

P.O. Box 1986

Indianapolis, IN 46206-1986

(317) 713-2565, lhernandez@dom.disciples.org

www.globalministries.org

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

IN THIS GUIDE:

- I. Welcome 5
- II. How to plan a People-to-People Pilgrimage 6
 - A. Suggested Steps 18 months before the pilgrimage 6
 - B. 12 months in advance 6
 - C. 9 months in advance 7
 - D. 6 months in advance 7
 - E. 3 months before 8
 - F. 2 months before 8
 - G. 1 month before 9
 - H. Day of Departure 9
 - I. While on the Pilgrimage 9
 - J. Last Day of the Pilgrimage 9
 - K. After You Return 9
- III. How to Send Funds to Our Partners Overseas 11
- IV. Upon return 12
- V. Appendices
 - A. Initial Response Form 13
 - B. Resource/Book List15
 - C. Participants Contact List 17
 - D. Covenant for Pilgrims Traveling Overseas 18
 - E. Release and Waiver 19
 - F. Consent for Minor to Travel 21
 - G. Roles and Responsibilities 23
 - H. Tips for Processing / Debriefing 24
 - I. Journaling 25
 - J. Ten Questions for Processing After a Pilgrimage 27
 - K. Evaluation Form 29



WELCOME!

Global Ministries welcomes churches to consider prayerfully the idea of taking a journey to meet our partners in person. A mission pilgrimage is a transforming experience through which participants share themselves and receive God's love in a new way. Participants take common steps of faith in walking with our partners, sharing their joys, understanding their challenges and experiencing their unique connection to our wider church.

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

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

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

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

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

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

Contact us today to begin a journey of walking in hope together in God's mission!

HOW TO PLAN A PEOPLE-TO-PEOPLE PILGRIMAGE

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

1. To give your congregation, conference or region an opportunity to share in the vision of Global Ministries with an experience in mission.
2. To invigorate the prayer life of your congregation, conference or region for Global Ministries missionaries and global ecumenical partners.
3. To encourage and affirm your solidarity with Global Ministries missionaries and global ecumenical partners.
4. To be part of the transforming experience through which participants share themselves and God's love in a new way
5. To get a first-hand view of the work and witness of our global ecumenical partners' and local faith communities.
6. To take common steps of faith in embracing new people, places and cultures.
7. To take common steps of faith in walking with our partners, sharing their joys, understanding their challenges and experiencing their unique connection to our wider church.

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

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

Approximately 18 months before the mission pilgrimage:

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

At least 12 months in advance:

5. Prepare a mission statement for your pilgrimage. Be sure to carefully reflect on what kind of experience you hope to achieve.

6. Begin to consider the group of individuals who will participate on the pilgrimage. It is important to note that 8 - 12 is the ideal size; of course, the hosting partner reserves the right to set the maximum group size based on their ability to accommodate mission groups.
7. Request the People-to-People Pilgrimage Program Guide for Leaders and the Initial Response Form for you to complete. Complete and return the form with as much information as you can to our office as soon as time permits. The information requested will help clarify your mission goals and ease the planning process. **See Appendix A.**

At least 9 months advance:

8. Set up accounting procedures for your travel funds. As you prepare your group's estimated or tentative travel budget and plan your fund-raising campaign, consider the financial information provided by the People-to-People Pilgrimage Program office for the specific area of the world to which you will travel. Be sure to budget for:
 - a. preparation costs: passports, visas, immunizations, appropriate clothing for the climate, and type of activity planned;
 - b. insurance: medical, accident, property;
 - c. travel: plane tickets, travel within the country to be visited, airport entrance and exit fees;
 - d. daily living expenses: housing accommodations, food, bottled water, gratuities, laundry, etc.; and
 - e. miscellaneous: camera, film, small gifts for host, etc.
9. Review the People-to-People Pilgrimage Program Resource List and order what you need. You can find this list on **Appendix B**. Ask about the People-to-People Mission Pilgrimage Journal *Seeing the Face of Christ in Our Global Partners*.
10. Contact the People-to-People coordinator for a *culturegram* of the country you are visiting.
11. Organize periodic gathering times for the pilgrimage participants to study and prepare for the pilgrimage. Global Ministries has study materials for youth at <http://uccfiles.com/ready/>.
12. Confirm that all participants have a valid passport. **Note the importance of passports being valid for 6 months beyond the group's return date.** Make certain that all members of the group take this action promptly.
13. For international travel, secure group visas information if deemed necessary by the U.S. Department of State. Visa requirements may be obtained from the U.S. Department of State Internet web site at www.state.gov, go to Travel and Living abroad, enter Visa Service for Americans and select a letter for the country you will be visiting. Visas are provided by the countries consulates.

At least 6 months advance:

14. Contact a travel agent about ticketing arrangements. The program coordinator can recommend travel agencies with experience working with mission pilgrimages.

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

At least 3 months before the mission pilgrimage:

17. Complete the final roster of trip applicants. Prepare a list with participants' name, address, telephone number, email address, passport number, birth date, and at least one emergency contact person(s) name, address, telephone number, and email address. Forward a copy of the list to the People-to-People Pilgrimage Program office at lhernandez@dom.disciples.org. **See Appendix C.**
18. To study and prepare for the trip, in addition to any materials provided by Global Ministries, try to meet a person from the country you will visit. Read newspapers from the chosen country, and try to get other material related to the country, learn songs, and poetry; go to the Internet and explore the country's web page at www.globalministries.org. Read about the political and socio-economic realities. Take a workshop in cross-cultural living, and some language lessons, if possible. Buy a tourist guidebook. Begin to have orientation meetings together. Discuss group norms (being on time, no putdowns, whatever you think is appropriate), and how you will handle it (ask the program coordinator for ideas). Plan for what type of materials you will seek to bring back to your congregation, conference or region.
19. Invite a Global Ministries staff person to speak about the country you will visit.
20. Be flexible! You may encounter changes in almost all the arrangements. Changes are not barriers; they are part of the whole learning experience.
21. **International travel insurance for the group participants is strongly suggested.** The People-to-People Pilgrimage Program does not insure the groups that travel internationally. Mission pilgrimages are self-funded, and thus, groups are responsible for their own international travel insurance. Contact the People-to-People Pilgrimage Program office for information on the insurance company that Global Ministries' Mission Personnel office has worked with in the past, for both individual and group coverage.

At least 2 months before the mission pilgrimage:

22. Compile a list of any special needs (i.e. physical, dietary, medicinal, etc.).
23. Encourage all participants to set up a personal journal; write reflections on biblical studies, learn about mission personnel in the region through the Internet web page at www.globalministries.org/mission/missionaries.

At least 1 month before the mission pilgrimage:

24. Plan a “sending forth” commissioning service in which your whole congregation or representatives of your conference or region participate. If participants come from various congregations, conferences or regions, plan a joint commissioning service.
25. As a group, preview / review all parts of the tentative travel agenda or itinerary (including what time to be at the airport or departure area).
26. As a group, go over the Covenant for Delegations, Release Form and Minor Consent to Travel (if needed), and return a copy to the office of People-to-People Pilgrimage Program. **See Appendix D, E, and F.**
27. Ask the program coordinator about the People-to-People Blog. This blog is available for groups to post their experiences every day in order to keep family, friends and the church engaged while the group is traveling. You can also create your own blog.
28. Assign roles and responsibilities to share with the group. This will allow each person to know ahead of time what is expected of them. **See Appendix G.**

Day of departure:

29. When all participants have gathered together, pray as you begin your pilgrimage and have a brief orientation. If the participants are coming from different parts of the country, we suggest that you meet at a hotel nearby the airport, from which you will be departing overseas, and have an orientation there. Go forth!

While on the pilgrimage:

30. Assure a time for daily devotions and group reflections.
31. As daily activities can be overwhelming, set aside a special “processing” time. Talking over what’s happening will help the group process the experience. **See Appendix G.**
32. Keep a daily journal. You may not remember everything that happens or everything you see and learn without writing it down. **See Appendix H.**

Last day of the mission pilgrimage:

33. Take time to share and celebrate with your host. This is the time for expressions of gratitude and exchanging of gifts.

After you return (within the first month):

34. Organize a debriefing session for the group to guide them in processing the experience and incorporating it into their lives, and that of the congregation, conference or region. **See Appendix I.**
35. Prepare a presentation for your congregation, conference or region and any others who may have assisted you in the planning process.
36. Submit copies of stories, reflections, photos (preferably email documents and photos) and evaluation forms to the People-to-People Pilgrimage Program office. **See Appendix J.** Your

group's documented experience is a record of the mission of the whole church. The People-to-People Pilgrimage Program will share your group's mission experience through newsletters, Global Ministries' web site, People-to-People Facebook page and People-to-People blog.

37. Keep praying for the people you met and tell your story to anyone who will listen. Start planning for another visit. Be creative about ways to stay in touch with your community host. Invite your new friends to visit your country and advocate on their behalf.
38. Go to <http://globalministries.org/get-involved/justice-and-advocacy/> to learn about ways to remain engaged by speaking out on issues of peace and justice, poverty and human rights.
39. Discuss any pending financial issues, including any special giving opportunities that you wish to explore as a follow-up to your visit and a continuing link to the ministries you visited. The Global Ministries Office of Resource Development is happy to work with you about these possibilities. If your group has funds remaining from your shared travel expense, you may wish to consider contributing them to the program(s) you visited. You may direct your gifts or inquiries to: Office of Resource Development, Global Ministries, P.O. Box 1986, Indianapolis, Indiana 46206, (317) 713-2555, gifts@dom.disciples.org.



HOW TO SEND FUNDS TO OUR PARTNERS OVERSEAS

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

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

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

Global Ministries
P.O. Box 1986,
Indianapolis, IN 46206

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



UPON RETURN

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

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

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

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

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

Sincerely,

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

- Tourist hotel
- Guest house (if available)
- Conference grounds (if available)
- Other: _____

10. Any other information you think should be included at this time (please feel free to attach additional pages if necessary):

11. Please, provide us with the following contact (group leader) information, if available:

Mailing Address: _____
E-mail Address: _____
Telephone No.: _____
Fax No.: _____

Upon completion of this form, please make a copy for your records and return the original to our office. Please do not hesitate to contact us if you need additional information. Thank you!

People-to-People Pilgrimage Program
(317) 713-2565 ☐ lhernandez@dom.disciples.org
Global Ministries
P.O. Box 1986 ☐ Indianapolis, IN 46206-1986
www.globalministries.org

Appendix B

MISSION PILGRIMAGE RESOURCE/BOOK LIST

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

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

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

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

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

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

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

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

by Chap Clark and Kara Powell (Zondervan, 2008)

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

Ready-to-Go Devotions for Mission and Service

by Mark Ray (Abingdon Press, 2008)

What if you held a mission trip and nobody changed? It's a haunting, daunting question, one that youth workers and researchers across America are beginning to ask. Ready-to-Go Devotions for Mission and Service is a toolkit of daily devotionals for youth mission trips. The devotionals in this book address every aspect of the mission experience, from leaving home and sleeping on the floor to dealing with language barriers and grumpy teammates. Each devotional includes a relevant Bible story, a commentary that connects that story to the mission experience, and a section that challenges the reader to take specific actions on the trip, back home, or both. The book includes devotionals in preparation for, during, and after the mission trip or service project.

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

by David Livermore (Baker Books, 2006)

Serving with Eyes Wide Open helps Christians understand the changing face of Christianity and how that affects short-term missions. In three parts, author David A. Livermore will take a broad look at what the twenty-first-century church is doing on the mission field, the assumptions people make about Christianity, and what it takes to

adapt effectively to new cultural contexts. Perfect for all who engage in short-term mission trips--either at home or abroad--*Serving with Eyes Wide Open* will equip readers to serve more sensitively. Author David A. Livermore is executive director of the Global Learning Center at Grand Rapids Theological Seminary and is cofounder of Intersect, a ministry that provides leadership training and consulting to emerging leaders in ministries around the world.

Cross-Cultural Servanthood: Serving the World in Christlike Humility

by Duane Elmer (InterVarsity Press, 2006)

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

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

by Norine Dresser (Wiley, 2005)

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

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

by Tim Dearborn (InterVarsity Press, 2003)

Going on a short-term missions trip can be a life- and faith-transforming experience. It can enrich the way you view the world. It will cause you to rely on God more fully. It is an opportunity to develop deep relationships with your team and the people you serve. A short-term missions experience can also involve weeks of physical and spiritual distress. An unprepared team can wreak havoc on each other and the people they intend to serve. To get the most out of such a mission trip, you need to go prepared.

Global Ministries Website

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

Appendix D

COVENANT:

For cross-cultural pilgrims traveling overseas

In our search for genuine community and in our commitment to be ambassadors of God's love, we agree to enter into the following covenant with God, our fellow pilgrims, and our brothers and sisters in _____ (country). We are grateful to those who have made this trip possible, and we agree on the following propositions that will help assure a positive learning experience for all.

1. Since we represent the Christian Church (Disciples of Christ), the United Church of Christ and Global Ministries we will not approach this journey as a personal vacation or pleasure trip. We will stay with the group physically for safety reasons and spiritually for covenantal reasons. All "agendas" will be group-based.

2. While we represent the Christian Church, Disciples of Christ, the United Church of Christ and Global Ministries, we do not speak for them. We realize that none of us is in a position to make any promises or commitments to any of our hosts concerning gifts of money, any aspects of the partnerships programs, or any individual's travel to the US, or our own possible return trips to _____ (country). We will certainly develop friendships while we are there, but we know that these friendships are to build relationships and are not to be used to work out issues that are better handled by the Partnership.

3. If at any point in the trip, any one of us is asked for special favors, such requests will be submitted to the entire delegation for their consent and approval.

5. We agree to respect the leadership of those who are organizing this trip by trusting their good judgment, experience, and knowledge of the culture

4. Life, customs, traditions, religious piety, expectations, and behavior are different in another country. To the best of our ability we will be sensitive to our hosts expectations and way of doing things, and we will attempt to maintain appropriate behavior at all times. We will honorably represent not only our Christian faith, but also the Christian Church, Disciples of Christ, the United Church of Christ, Global Ministries, and ourselves.

Date:

Signatures (of all participants):

Appendix E

RELEASE AND WAIVER OF LIABILITY AND EMERGENCY MEDICAL CARE AUTHORIZATION

_____ (name of the church and state) is sponsoring the People-to-People Pilgrimage to _____ (hereinafter referred to as the "Program"). I, _____ (participant name), of _____ (address), in consideration of the opportunity to participate in the Program, and in consideration of other obligations incurred, hereby agree as follows:

1. I fully understand that I may be traveling or staying in areas of the world that may have unstable political, economic, and security situations where acts of war, potential danger from lack of control over local population, terrorism, or violence could occur at any time.
2. I fully understand that I may encounter difficult climates and living conditions; that risks are present concerning means of travel, food, water, diseases, pests, and poor sanitation and other health-related situations. Medical or emergency medical treatment may be inadequate or not available.
3. I accept and assume all responsibility for my personal actions and any and all risks of property damage or personal injury that occur during or result from my participation, including potential injury while working.
4. With the above in mind, I do hereby release and forever discharge and hold harmless _____ (Church/Conference/Region), _____ (country) mission trip sponsors and participants, Global Ministries and its respective staff members, missionaries, officers, directors, agents, representatives, ministry divisions, and related entities, successors and assigns (hereinafter referred to as "Mission Trip Group Sponsors") from any and all liability, actions, suits, claims and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my participation in the Program, regardless of whether any such claim or right of action is caused by the negligence of Mission Trip Group Sponsors, on behalf of myself and my heirs, executors and assigns.
5. I understand that this Release discharges the Mission Trip Group Sponsors with respect to bodily injury, personal injury, illness, death, or property damage that may result from my participation in the Program. I waive, knowingly and voluntarily, each and every claim or right of action I have now or may have in the future against the Mission Trip Group Sponsors related to the Program, even if any such claim or right of action is caused by the Mission Trip Group Sponsors' alleged negligence, on behalf of myself, my heirs, executors and assigns.
6. I hereby state that I am in good health and have all medications necessary to treat any allergic or chronic conditions, and I am able to administer such medications without assistance. If at any time during the Program I need emergency medical care and am not able to give consent because of my physical or mental condition, I authorize emergency medical care decisions to be made on my behalf. I do hereby release and forever discharge Mission Trip Group Sponsors, from any liability, action, suit, claim, or demand whatsoever which arises or may hereafter arise on account of any first aid or emergency treatment rendered or the making of emergency medical care decisions for me as authorized herein, even, even if injury or death is the result of the alleged negligence of the Mission Trip Group Sponsors' alleged negligence, on behalf of myself, my heirs, executors and assigns.

7. I understand that the Mission Trip Group Sponsors do not carry or maintain health, medical or disability insurance coverage for any participant in the Program, and that I am expected and encouraged to have my own medical or health coverage in effect.

8. I expressly agree that this Release is intended to be as broad and inclusive as permitted by applicable law. In the event that any clause or provision of this Release is held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release, which shall continue to be enforceable.

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

Signature: _____ Date: _____
Witness: _____ Date: _____
Printed Name: _____

Signature of
Parent or Guardian: _____ Date: _____
(Signature of Parent or Guardian is required if participant is under 18 years of age.)
Witness: _____ Date: _____
Printed Name: _____

Parental Authorization for Treatment of a Minor Child

In the event of illness or injury, I authorize the physician and/or hospital to undertake such treatment of and perform such services for my child as are reasonably indicated by the circumstances.

Signature of parent or guardian Date: _____

Phone numbers where parent or guardian can be reached during trip:
Home: _____ Other: _____

In case we are unable to contact the parent or guardian in an emergency, whom should we contact next?
Name: _____ Phone: _____

Appendix F

CONSENT FOR MINOR CHILDREN TO TRAVEL

Date: _____

I (we): _____

authorize my/our minor child(ren): _____

to travel to: _____ on: _____

aboard Airline/Flight Number: _____

and/or Cruise Ship: _____

with: _____.

Their expected date of return is _____.

In addition, I (we) authorize: _____ to consent to any necessary routine or emergency medical treatment during the aforementioned trip.

Signed: _____ (Parent)

Signed: _____ (Parent)

Address: _____

Telephone: _____

Sworn to and signed before me, a Notary Public,

this _____ day of _____, 20_____

Notary Public Signature and Seal

Appendix G

ROLES AND RESPONSIBILITIES

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

* Part of core leadership.

Appendix H

TIPS FOR PROCESSING / DEBRIEFING DURING MISSION PILGRIMAGES

Taken and adapted from Jen Bradbury | June 19 2012

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

Here are 15 tips for processing well:

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

8. Occasionally ask questions you expect everyone to answer. Tell them upfront these will be “everyone-answers” questions. This gives those who are quiet time to think about their answer before responding.

9. Tie your experiences to scripture. If you're in an environment where participants are being exposed to faiths, traditions or theologies that differ from your church, discuss them. Challenging them to compare and contrast different theologies helps them better understand and articulate what they believe.

10. Each day, ask your group where they saw God. Simply knowing you'll ask this question increases their awareness as to how God is at work.

11. Connect your day's experiences with life at home by asking questions such as: "A year from now, what do you hope you'll still remember about today?" "How can you continue serving at home?" "How do you hope your faith will change as a result of this pilgrimage?"

12. Recognize that people process differently. Occasionally utilize different mechanisms for processing. Focus your group by beginning with a silent prayer of reflection or guided imagery; invite your group to draw an image that captivated them, write a postcard home detailing their experience or journal before reflecting with the group.

13. Allow others to ask questions. Encourage the group to wrestle with those questions.

14. Don't be afraid to leave questions unresolved. Challenge participants to continue thinking about unresolved questions on their own or to discuss them further with you.

15. Don't be discouraged when you have a difficult night processing. Processing is hard, but it's also worthwhile. By asking questions and allowing them to reflect on their experience, you'll help your team recognize how God is at work in their lives, not just on the visiting country, but at home, as well.

Appendix I

JOURNALING

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

Your Trip’s Journal:

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

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

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

Personal Commitments to the task of journaling:

Day 1 Name: _____

Day 2 Name: _____

Day 3 Name: _____

Day 4 Name: _____

Day 5 Name: _____

Day 6 Name: _____

Day 7 Name: _____

Day 8 Name: _____

Day 9 Name: _____

Day 10 Name: _____

Day 11 Name: _____

Day 12 Name: _____

Appendix J

TEN QUESTIONS FOR PROCESSING AFTER A MISSION PILGRIMAGE

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

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

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

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

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

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

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

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

For most of us, the lessons learned from serving on short-term mission trips may take years to fully grasp. But that is okay. It is a journey!

Taken from Ten Questions for Debriefing after a Mission Trip by Dave Miller

July 20, 2012

www.thebanner.org

6. What information was most helpful? What do you wish you had known before you arrived?

7. Was Global Ministries helpful as you planned, participated in, and processed your pilgrimage?

Yes No If so, in what ways? How could this interaction have been improved?

8. How may Global Ministries more effectively prepare future groups for this type of experience?

9. Do you have a clearer understanding of your relationship with the ecumenical partner organization in the country you visited? Yes No How can you interpret this relationship?

10. Should Global Ministries continue promoting similar projects and trips in the future? Yes No
Why?

11. If you could give one piece of advice to a future leader, what would it be?

12. What suggestions do you have for future groups?

Please share concerns that have not been addressed by this evaluation form.

Additional comments...

Would you be willing to write a story, provide photos, video or Power Point presentation for the Global Ministries News? Yes No If you marked yes, please send by email or regular mail.

Because we would like to improve our programs to better resource future participants, your comments may be published or shared outside the respective Global Ministries offices. However, if you prefer that your responses be kept confidential, please check here _____.

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

Thank you!

People-to-People Pilgrimage Program

P.O. Box 1986

Indianapolis, IN 46206-1986

(317) 713-2565, lhernandez@dom.disciples.org

www.globalministries.org

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



