



Resource Manual

Table of Contents

Section 1: Introduction

| | |
|--|---|
| Defining a Clear Purpose | 2 |
| How Teams Make an Impact | 2 |
| Contending for Long Term Results | 4 |
| The Initial Process | 4 |
| A Word About Crossing Cultures | 5 |
| Two Stories About Short-Term Missions Teams (negative) | 6 |
| (positive) | 8 |

Section 2: Planning and Preparing

| | |
|--------------------------------|----|
| Checklist | 10 |
| Country Invitations | 12 |
| Plan a Scouting Team | 12 |
| Passport Information | 13 |
| Cost | 13 |
| Financial Worksheet | 14 |
| Travel Tips | 16 |
| Packing List for Women | 18 |
| Packing List for Men | 19 |
| Fund Raising | 20 |
| Sample Support Letters | 21 |
| Orientation | 24 |
| Emergencies On the Field | 24 |

Section 3: Forms

| | |
|--|----|
| A Word About FMI Forms | 25 |
| Team Participant Application | 26 |
| Medical Consent Form | 28 |
| Medical Assessment | 29 |
| Ministry Overseer Recommendation | 30 |
| Pastor's Recommendation | 33 |
| GO Teams Online | 36 |
| Release Form | 37 |
| Claim Form | 38 |
| Insurance Summary of Coverage | 42 |
| Insurance Agreement | 46 |
| What to do if you have a claim | 47 |
| Missions Giving Credit Request | 49 |
| Financial Log | 50 |
| GO Team Evaluation | 51 |

Section 4: Reading and Resources

| | |
|---|----|
| Recommended Reading | 53 |
| Videos and Other Missions Materials | 54 |
| Training Material | 54 |

Section 5: Appendix

| | |
|---|----|
| Case Study #1--Building Your Team | 56 |
| Case Study #2--Money Exchange | 57 |
| 10 Tips for Short-term Team Leaders | 58 |

Section 1: Introduction

DEFINING A CLEAR PURPOSE

A GO Team is a partnership between Foursquare Missions International, your church and the national church you go to serve. The invitation of another country to participate in their vision and goals is a significant opportunity to give, grow and learn in the context of another culture.

GO Teams make it possible for Foursquare Churches in North America to have direct participation in cross-cultural, missions ministry through involvement in a variety of general and specialized ministry assignments. These assignments include:

- » Evangelism
- » Youth ministry
- » Teaching English
- » Children's ministry
- » Construction
- » Medical/Dental
- » Leadership Training

Before considering specific invitations, please read through the material that follows. The multi-dimensional nature and impact of teams ministry makes it all the more important to grasp the macro picture before focusing in on the micro, or particular location where God may be calling you to serve.

HOW TEAMS MAKE AN IMPACT

On the Field

Measuring a team's effectiveness on the field goes beyond their ability to fulfill an assignment. A highly skilled team that lacks cultural sensitivity and skills may leave a negative impression in spite of their expertise in ministry. By training in local cross-cultural situations prior to deployment, teams develop a practical awareness and familiarity with the issues that determine their ultimate success.

In the eyes of the national hosts, the relational dimensions of a team's ministry often have far more lasting value than the completion of a task. A construction team, for instance, could just send the money it would cost for them to travel to a field and the locals could use it to erect several buildings. There are, however, other aspects of partnership, shared ministry, and direct participation that make the going "worth" it.

As teams work, travel, eat, sleep and live with their hosts, learning takes place and friendships form. The projects and other work a team does are simply the avenue for building lasting relationships. For maximum impact on the field, the modeling of authentic servant hood, partnership and "family" relationships with our brothers and sisters overseas can never be separated from the practical skills a team comes to exercise. When a team truly bonds with those they go to serve, lasting results will follow.

The goal is for GO Teams to be fully prepared to contribute practically, relationally and eternally to the fields they serve.

- » Practically, sending teams with proven ministry competence in local Jerusalem, Judea and Samaria situations increases their effectiveness on the field.
- » Relationally, well-prepared teams are producing a new level of identification, friendship and partnership in the international Foursquare family.
- » Eternally, teams contribute to the expansion of God's kingdom through their ministry and return home as a catalyst for ongoing prayer, giving and missions awareness.

On Team Members

As a team prepares and goes, relationships are developed, challenges are faced, gifts are released and vision is enlarged. The dynamics and synergism of the team experience produces an incredible environment for growth, change and discovery. The overall impact on the participants is usually the most obvious result of a well-prepared team. In fact, many churches now use teams as a key leadership development tool.

Of course, we do not want to minimize the importance of making a positive, strategic contribution to a field but there are limits to what a team is able to accomplish in the relatively short time frame of a few days or weeks. The team members, however, go through months of focused preparation, team building, and learning, which culminate in an intensive, concentrated time of ministry in a totally new environment. Following this is a period of debriefing, reporting and personal assessment which, when properly nurtured and directed, can help to integrate newly defined values and priorities into the ongoing development of a "World Christian" lifestyle.

The ways teams impact participants are too numerous to elaborate but it is apparent that a well-prepared and executed team produces growing, ministering people. Many of the next generation of pastors, leaders and missionaries will trace some aspect of their calling and development in ministry to a team experience.

On the Sending Church

The decision to send a team involves a significant level of commitment for a church. The time, energy and funds required must be weighed against local priorities as well as other types of missions involvement and support. What are the immediate and long-term effects of teams ministry on the sending church? How will the team's experience impact their church upon return?

The most obvious area that teams can make a contribution is in helping to stimulate missions awareness and participation in the North American church. When the enthusiasm and experiences of a team are intentionally directed towards the development of a comprehensive missions vision for the entire congregation, the team's impact is multiplied many times over.

On the other hand, if a team's ministry is not shared with and owned by the sending church, missions will tend to become compartmentalized and the vision enlarging potential of the team will be stifled and frustrated. The lasting benefits of seeing the whole church activated in increased missions participation, prayer and giving will only be realized by design. Teams and church leaders must be just as intentional about planning for long-range effect on the church as they are in preparing for effectiveness on the field.

Pastors and leaders seeking to develop leadership, mobilize people and cast vision for missions will find a powerful tool in teams. The real potential of this area is still being developed but it represents an essential component of the partnership that GO Teams is all about. The more teams are able to help the North American Church embrace the possibilities of their larger role in missions, the more effective that partnership becomes.

Summary

GO Teams allow local churches to have direct involvement in the missions task, mobilize larger numbers of people for missions, and build understanding, relationship and partnership with national churches. Teams often bring specialized skills that strengthen developing churches while modeling what it means to be "Foursquare" for those who are eager to know how to practically live out our heritage and distinctive.

Teams are also helping to develop a new generation of missions and church leaders who will activate their churches in global missions and in cross-cultural ministry at home among the diverse ethnic populations in North America. After a team experience, participants return with a new vision and burden to reach the peoples and cultures that are literally on their own doorstep. They keep on using what they've learned to touch people wherever they are!

CONTENDING FOR LONG-TERM RESULTS

While all of these aspects of teams ministry do have genuine value for fields, team members, and their churches, the true “impact” of GO Teams must ultimately be assessed in terms of how they contribute to the primary objective of Foursquare Missions. This objective is: “to pioneer churches and develop healthy, mature, culturally appropriate, reproducing church movements.” This statement not only describes the essence of the Great Commission but also provides a point of evaluation for determining the strategic importance of various types of missions endeavors. If an activity does not genuinely contribute to the ultimate purpose, its validity must be questioned.

So, how can a short-term team produce long-term results? Operating on its own, a team would have little hope of seeing lasting fruit in a limited time frame. However, by integrating teams ministry into the larger framework of Foursquare Missions, they do contribute to a long-range scope and purpose.

The bulk of the task of reaching hidden peoples and establishing the church movements will require long-term deployment of missionaries, specialized leadership training, and continuous development and partnership with National Church movements. Short-term GO Teams are a spoke on the wheel that moves toward the advancement of these objectives. In fact, effective short-term ministry is only possible within the context of a long-term vision and strategy.

One expected result of this integrated approach is that teams ministry will further motivate sending churches to enter into committed partnership (through prayer, education and ongoing financial support) with Foursquare Missions for the fulfillment of the comprehensive missions task. While this often happens, there have also been instances where the excitement and results generated by effective teams have resulted in churches adopting a missions vision based so heavily on sending teams that the other essential aspects of world mission that FMI facilitates are neglected. The amount of time, energy and money invested in teams must be balanced against the long-term components that result in ultimate fulfillment of our calling to establish indigenous church movements.

We have a goal worth contending for and we need a balanced approach to get the job done. God is still calling believers to pray, to give and, yes, to go! GO Teams are an integral part of FMI’s infrastructure and strategy for the fulfillment of the Great Commission!

THE INITIAL PROCESS

When you consider cross-cultural ministry through a World Impact Team, you enter a partnership with believers from every nation. When your desire to be a part of world mission is combined with the strategy and ministry objectives of leaders in other countries, two dynamic forces converge resulting in a time of fruitfulness that has lasting effects. But lasting effects don’t just happen; they are the result of a process of obedience and growth.

The Beginning

An effective and fruitful GO Team will develop through three important prerequisites to effective overseas ministry. Jesus outlined these prerequisites this way, “...but you shall be my witnesses both in Jerusalem and in all Judea and Samaria and even to the uttermost parts of the earth.” (Acts 1:8b)

Jerusalem: A Decision. Fruitfulness at home is the first step in establishing the skills of effective ministry. GO Team members perfect their ministry skills first in the familiarity of the home front.

Judea: Discipleship Established. Setting out to a nearby city or unfamiliar neighborhood will teach your team how to be comfortable in ministry around, and to, strangers. This is an essential developmental step in preparing for effective cross-cultural ministry. Look for the development of a servant’s heart.

Samaria: Discipleship Extended. Some of your team are now ready to minister in a nearby cross-cultural setting. Skills are set and a cross-cultural perspective begins to take shape in each of the team members. An effective GO Team insures that each of the team members develops this cross-cultural perspective before they leave North America. This is best described as appreciating differences in others without concluding that those differences are wrong.

The Uttermost Parts: Deployment. This team has learned to be effective in ministry in cultures near their home. They may determine to accept an invitation to use their gifts and talents in a church of another country.

A WORD ABOUT CROSSING CULTURES

Remember, to prepare your team for service cross-culturally a new sensitivity to people is required. What we hold as “normal” in North America is not universal. How we think, what we value, what we consider important are unique to our culture. They are not necessarily normal in the country to which you are headed.

Three essential components make up how we think about life. We possess certain assumptions, values and allegiances that enable us to function with understanding in our society. This way of thinking is called “worldview.”

The worldview of someone living in another country is quite different from the worldview you grew up with. In other words, the people you will be ministering to will not share the same assumptions about life and reality. They won’t share the same values about what has worth and what doesn’t or what works and what doesn’t. They won’t share the same allegiances you have. They may be willing to sacrifice for things you consider meaningless. But remember, you will be just as strange to your hosts as they may be to you. Entering another culture is like attempting to play basketball during a soccer game. The assumptions about what is legal in the game, where the boundaries are, how the ball is handled and what constitutes a penalty are different. In soccer, actions such as dribbling the ball with the hand are not only deemed valueless but illegal, whereas using the feet to maneuver the ball in basketball is illegal. The allegiances regarding who likes who, what and why are also different. Each of these differences can cause severe irritation or frustration on the part of both the basketball players and the soccer players.

How do people survive a game or culture in which they don’t know the rules? Become a student and a servant! Insisting that everyone on the soccer field is wrong and that they should play basketball won’t work. Nor will concluding that those who play soccer are stupid, backwards and to be pitied help you. You see, on a soccer field, soccer rules work best!

In another country their worldview works best even if it isn’t the way you think. In fact it won’t be the way you think. Remember this analogy when you are there. It will help you regroup from the disorientation of encountering a new culture and renew your willingness to be a student if the frustration of being completely baffled hits you with intensity.

TWO STORIES ABOUT GO TEAMS

Nothing will impact your youth group or church like a cross-cultural ministry experience. Moving the idea to reality takes work. The two stories that follow are placed in this manual to provide you with an idea of what to expect as you prepare for cross-cultural ministry.

A Team that Fell Short (A Fictitious Narrative)

When Tom first heard of the idea of going on a short-term mission team he was nervous and excited. The thought of putting his faith to work provided him with the hope that he could discover and experience a new perspective about the gospel and knowing God.

With great enthusiasm, Tom attended the orientation meeting. He thought things were a little disorganized but the leader had traveled before. Tom wasn't sure what he needed to do. So he assumed that apart from the need for a passport and a visa, traveling abroad would be like traveling to California only different.

The day he met with the other team members at the airport he was excited, even a little bit afraid. But the desire to discover a new effectiveness overcame the fear. He was surprised that the trip seemed to immediately present a challenge for which he wasn't prepared.

It turned out that the discount airfare wasn't such a great deal. The company had failed to secure the second leg of the flight. The team had arrived in Hong Kong without a way to Tokyo. The next available flight they could go on would not leave for two days. Angry calls to the travel agent were useless, and the airline seemed to have every other thing to do but work on their problem.

With twelve grueling hours on a packed charter flight and angry team members who began to complain loudly about the airport's lack of facilities, their leader's incompetence and how stupid it was that all the signs were printed in some kind of gibberish rather than plain English, Tom was beginning to feel embarrassed.

This was not what Tom pictured as ministry. He knew that somehow the love of Christ should show through the team. However, they seemed to be offending more people at one time than he had ever had opportunity to speak with his entire life.

Miraculously, the airline finally relented. They would be twelve hours late arriving in Tokyo. Their hosts seemed understanding, which helped Tom feel better. The rest of the team seemed less than thankful.

Upon arriving in Tokyo, Tom was introduced to his host family. After the long ordeal of travel, he was tired and just wanted to get into a nice warm bed. The team was split up and told they would meet after a day of rest. Each family would be responsible to get the team members to the meeting place.

Tom arrived at the home of his host family. This was the beginning of surprises. The traditional Japanese bathroom had no toilet fixture. Not only was their English difficult to understand, but Tom felt too embarrassed to ask how to use the facility. So he decided to wait and just take care of part of the job. The bed was a mat on the floor. It was an uncomfortable night, followed by a more uncomfortable morning. Tom didn't know how to do anything here. He couldn't talk, he was losing his appetite, he was tired, frustrated and feeling totally useless.

The big day of meetings had arrived. When the group met again the discussion centered initially on the lack of toilet facilities. One person wondered aloud at how such an advanced country technologically could have missed the invention of the toilet. Everyone laughed, except Tom. Tom felt like the team had completely missed the point and were only compounding their failure. He had never traveled before. How was he to know? Perhaps he was being over sensitive.

The ministry assignments consisted of the leader alerting the team to the fact that they would be praying while he gave his testimony through an interpreter. The service dragged on for what seemed to be an eternity. Amazingly, the Japanese audience seemed polite, even attentive.

After the meeting the team met again. Their team leader seemed particularly impressed with the effectiveness of the team and announced that the next day would be spent in Disneyland. Several people insisted on staying in hotels near the Disneyland complex.

Even though the leader explained that hotel expenses had not been factored into the trip, the team insisted. The leader then alerted the coordinating pastor that the team would not be able to proceed to the next city as planned because of sickness (a half truth several people had contracted diarrhea). Tom cringed and hoped that the host pastor would not hear of the real reason.

On the bus to the hotel the team members were boisterous, loud in their complaint and demeaning in their jokes. After Disneyland the team went on to other tourist sites that had been planned for the end of the journey and proceeded to catch the flight home. At the airport the team leader thanked the team for their hard work and asked them to be sure to come to the big congregational dinner.

Tom had great difficulty making it to the dinner. But the leader had made a positive multimedia slide presentation that made the trip sound successful. The stories he told of the service were certainly put in a very positive light. Tom felt he did more than selectively report on the trip and the results. He plain exaggerated. "The rest of the church may be left with the impression the whole nation was impacted by the trip," thought Tom, "but they may not have an accurate view on the nature of the impact."

Tom tried to forget the trip. He had tried to talk to several individuals in the weeks that followed about what he felt, how he was challenged and what he thought the church could really do to be effective in missions. But the response he received generally was one that wanted confirmation on whether or not the Japanese use toilets like we do.

Finally, Tom got on with his life. Other issues were more pressing; he didn't have anything to really talk about anyway.

Why was this Team's Experience Negative?

Team quality and training were inconsistent.

- a. The team had not developed a cohesive relationship before they left the U.S.
- b. The team received no training in cultural sensitivity and cross-cultural issues.
- c. The team had no prior experience in general ministry skills.

Debriefing was not understood.

- a. The team's pre-field orientation was incomplete.
- b. Field nurture of the team was absent.
- c. Re-entry guidance for the team was missing.

The effectiveness of short-term teams was not understood, nor defined.

- a. The poor experience of the team confirmed the stereotypical conclusion that short-term teams are merely another way to travel as a tourist.
- b. National leaders conclude that teams are useless.
- c. Missionaries may be happy to see them return home.

The team had not integrated their planning and experience with strategies of FMI. The local church lacked a clear philosophy of their response to the Great Commission.

A Team that Succeeded (A True Story*)

To say that our team visited the Foursquare works in Thailand and Nepal is a severe understatement. I am glad that our team had spent the time it did in preparing for the trip. We had gone over the material and resources made available from the GO Team office. But even though we had some idea of what to expect, it was a sheer collision --- plain and simple!

My life here in the United States is fairly commonplace and comfortable. As a pastor, I'm busy with managing my church and division and very preoccupied with buildings, bodies and budgets. Life is good and routine--the way I prefer it, thank you! But all this began to change because of Foursquare Missions' challenge to become involved in short-term missions. This past October a team of five men from our local Gold Coast Division were put on a collision course where our worldviews collided with global realities.

The word "impact" can mean "a forcible momentary contact." Though our team spent a "momentary" eighteen days in Asia, the force of our contact has had a lasting impact on three worlds --- the first of which was our own! Though I had been overseas several times, I was again stunned at seeing numbers of maimed and deformed beggars, the scores of twelve-year-old prostitutes and the ever present religious devotees bowing at idol shrines.

Our team's experience served as a wake up call to see the ocean of world need. As a casual, hands-in-pocket Californian, it was unsettling seeing cities of 40,000 people with only two or three churches. It's staggering to me that Thailand's capital city, Bangkok, has a population of seven to nine million people with as few as one hundred churches. There are that many churches within a ten-mile radius of my rural home here in Atascadero and in the midst of only 60,000 people at that. (Foursquare Mission's vision to plant new churches in every country is right on the rupee!)

I was personally struck by the love and zeal for the lost that my overseas Foursquare brothers and sisters possess. They were always so intentional in their evangelism of the lost. This, mind you, is in stark contrast to my low-key California approach, which could be called accidental evangelism! But there I was in Thailand preaching at an open-air meeting!

The second world touched by the GO Team is that of the host country. Whatever skills, talents and resources you bring with you overseas, there's a place for their use. Our team assignment was to train pastors and leaders, but we also found that we repaired cars, fixed plumbing, windows, plumbing, doors, plumbing, refrigerators, copiers, and more plumbing!

During an outreach in Thailand, we were able to help bring a number of new believers into the local congregation. An example of this happened one night when one of our team members gave an al-tar call. Immediately thirteen people stepped forward to receive Jesus! We were shocked. It hadn't been a particularly smooth appeal. We asked them in two or three ways if they knew what they were doing. They did? (The real question was -- did we?)

One evening after teaching on the need for the gifts of the Holy Spirit, we invited people to receive the baptism with the Holy Spirit. While we were praying a young lady in the congregation began to climb the wall to get out of the place. Our going over to her caused her to contort her face and scream. (One of our team, with a gift for the obvious, yelled, "This isn't the Holy Spirit!") I asked the translator, "What is she saying?" His answer was classic. With great sincerity he said, "She is not repenting!" I told him that I knew that but, "What is she actually saying?" He responded by telling me she was repeating, "I hate Christians! I hate preaching! I hate singing!" With a word of knowledge, the door she had opened to the demonic was identified. It was joyful to see the power of God bring freedom to this dear sister as she wept confessing her sins and was filled with the Spirit.

At times our team was less than impacting. In northern Thailand, one of the national pastors pointed out (rather politely) that I had been using the women's rest room all week! Then there was the "Spiritual gifts test" that apparently lacked something in translation. Four married pastors discovered they had the gift of celibacy! Our team afforded us the opportunity to begin some friendships in Asia for which we're grateful.

The third world impacted by GO Teams is that of the team's home church. The church that sends a team or team members feels a vital part in the cause of Christ. Through our eyewitness accounts, slides and stories we are helping to ignite our people to give more, pray more and to be open to serving on a short-term team themselves. Our whole experience seems to have also resulted in a new openness in evangelism too.

I feel we are becoming something as a church here in Atascadero that we weren't before our team's trip to Asia --- less Californian and more Kingdom-like. We are becoming more like the kind of congregation George Hunter III writes about when he says,

...Western Christianity needs a multitude of intentional missionary congregations-- churches that will abandon the Christendom model of ministry as merely nurturing the faithful--whose primary mission will be to reach and disciple people who do not yet believe.**

*Pastor Tom Gaddis, Atascadero Foursquare Church. This is an edited version of an article he wrote for Advance Magazine. It is used with permission.

** George Hunter III, How to Reach Secular People (Abington Press, 1992) p. 135

What Made This Team's Experience A Good One?

An effective team is prepared and trained. Training eased the shock of cross-cultural ministry and provided a foundation for a positive team dynamic and interaction.

An effective team impacts each participant.

- a. Each team member saw the need to share their faith and love.
- b. Each team member was challenged in how they perceive the world.
- c. Desirable changes were modeled by recipient culture.

An effective team makes a lasting impact on the receptors. Accomplished through a partnership that includes:

- a. Willingness to serve.
- b. Essential ministry skills, networking skills.
- c. Power encounters.

An effective team recognizes the limitations inherent in short-term teams.

- a. Cultural. Every culture varies in what is considered important or polite. The non-verbal communication is unpredictable to an outsider until they have spent enough time in the culture to understand the nuances of communication.
- b. Language. Communication is difficult and very basic. To increase effectiveness language needs to be learned.
- c. Proximity. To experience long-term effectiveness, the team members will discover the necessity of placing missionaries in the culture to live.

An effective team experience is fully integrated.

- a. The vitality of the church is communicated.
- b. The vision of a church is ignited.
- c. The values of a church are adjusted to a kingdom/discipleship life style.

Section 2: Planning and Preparing

CHECKLIST

Use the following checklist to guide you through the process of preparing your team to minister in another country. Stay on track and be consistent in covering the details. Don't rush. One of the most common and preventable difficulties faced by teams when they arrive on location is poor planning. The problems you will encounter because of poor planning will needlessly diminish the effectiveness of your team.

Decision Phase: 6 to 12 Months Prior to Team Departure

- » Order the GO Teams planning guide from Foursquare Missions International.
- » Notify FMI of intention to send team. FMI will make the initial contact overseas to secure an invitation from the country.
- » Submit the planned trip to your church council for approval. This is required to secure the tax-deductible status of personal gifts given in support of the GO Team as a church sponsored outreach.
- » Establish a preliminary team budget.
- » Confirm your team assignment and location with FMI. A written invitation sent from the national leader, or missionary, or FMI will confirm your trip and provide the authority to continue.
- » Initiate an application process for those wishing to participate on your GO Team. Forms to facilitate this process are contained in this manual. These forms are reviewed and retained by the local church.

Discipleship Phase: 6 Months Prior to Team Departure

- » Select a team based on criteria the church has set and screening done through an application process. Do not send people on a GO Team as a means to correct character or spiritual deficiencies in their lives. Send your best people.
- » Determine the dates of meetings for team training. Be sure to utilize the training section of this manual and any other resources mentioned in it. These will help you prepare an effective team.
- » Arrange a payment schedule to receive installments to fund the trip from participants.
- » Make your travel arrangements. The tickets for airline flights are a big commitment. Be ready with the cash to purchase the tickets. Cancellation could cost a large sum of money and jeopardize the team's ability to stay current with the cost of travel.
- » File the health forms turned in by each team member. These will be very important in the event of a medical emergency overseas. Train your secretaries or home contact person in how to use them.
- » Insure that each team member has obtained a passport. Photocopy team member's passport and place this in their file. Include your passport numbers on your Master Team List, especially if the team is traveling to politically sensitive areas. A State Dept. hot line is available to check on political conditions in a variety of countries 1 (202) 647-5225.

- » Secure required visas and double check on whether or not your team will be required to pay entrance or exit taxes at the airport of your destination country.
- » Send the processing and insurance fees and the Master Team List sent to FMI 15 days before team departure.

Deployment Phase:

- » Present the team to congregation for prayer to send them out.
- » Provide an orientation for the team in the destination country. Provide a day to “realize” the new context and review the purpose of your trip.
- » Complete your ministry assignment. Continue to welcome feedback and coaching from the national pastors and missionaries. Remember, you are the guest and the stranger. What you do in ministry won’t be remembered nearly as long as how you go about relating to and working with your new friends in Christ.
- » Debrief with the team prior to departing the country. Review what God has said to each team member. Use the “Team Leader’s Field Nurture Guide” to give you, the leader, direction on how to help the team members consolidate their experience. Do this before the team departs the country as preparation for their return to the United States.

Debriefing Phase: 2 to 6 Weeks After Team Returns

- » Debrief with the team when you return home.
- » Report to the congregation. Let this be a time to apply the experience of the team to the whole congregation in a way that gives everyone “ownership” in the team experience and a handle on how to be involved in the fulfillment of the Great Commission through Foursquare Missions International.
- » Request for Missions Giving Credit sent to FMI within two weeks of return, be sure to include receipts or a ledger of expenses.
- » Return the Team Leader Evaluation to FMI. It is important to return this form in a timely manner. It provides FMI with the vital feedback necessary to continue to effectively service GO Teams.

COUNTRY INVITATIONS

Invitations are available from the GO Teams office. The GO Teams office compiles the requests of each field annually. These requests from Foursquare missionaries and national leaders from around the world provide the basis on which all GO Teams minister. When you are ready to identify the country your team is prepared and called to serve in, call the GO Team office.

Once the GO Teams office has confirmed your destination, you will be given the phone number of your contact person in the country. It is now your responsibility to work out the details surrounding your trip.

These details will include:

- » Locating transportation.
- » Locating housing for the team.
- » Estimating accurate ground costs.
- » Determining the most effective ministry for the GO Team in light of the vision of the receiving church and the gifts and talents of the team.
- » Determining the best daily schedule.
- » Establishing a good working relationship with the host leader.
- » Discovering any political tension, which may exist.
- » Outlining specific cultural considerations the team will need to make.
- » Determining the clothing needs of the team with regard to cultural requirements and weather.

PLAN A SCOUTING TEAM

The best way to define the role of the team and the context in which they will be ministering is to send out a scouting team. A scouting team consists of the team leader who travels ahead of the team to prepare the details of the team outreach. An effective scouting team travels eight to twelve months in advance of the GO Team.

A scouting team is not an extra or unnecessary expense. Many of the national churches now working with Foursquare Missions International's GO Teams require a scouting team before they will extend an invitation to a local church.

The primary reason cited for requesting a scouting team is that face-to-face communication in the context in which the team ministers is a far better way to insure understanding. Because misunderstanding is the single greatest difficulty in planning a GO Team, the requirement makes good sense.

Remember, communication crosses both linguistic and cultural barriers when working in cross-cultural ministry. Letters and phone calls do not provide the advantage of facial expressions and other affirming forms of nonverbal communication, which are so important to being understood.

PASSPORT INFORMATION

Passports are required to enter every country other than Canada. This includes Mexico. Mexico's new constitution, adopted in 1993, placed new requirements on teams traveling to Mexico for religious work.

In addition to a passport, many countries also require visas. Work with the consulate of the country you are planning to travel to in order to determine what specific requirements must be met. You can also find this information on the www.travel.state.gov Website.

Applications for United States passports can be obtained at any main branch of a U.S. Post Office, a U.S. Consular official, or from one of the Federal Passport Offices in the following cities:

| | |
|-----------------|-------------------|
| Boston, MA | Miami, FL |
| Chicago, IL | New Orleans, LA |
| Honolulu, HI | New York, NY |
| Houston, TX | Philadelphia, PA |
| Los Angeles, CA | San Francisco, CA |
| Seattle, WA | Stanford, CT |
| Washington D.C. | |

If you are a first-time applicant, each application will need to be accompanied by:

1. Proof of U.S. Citizenship (certified birth certificate)
2. Proof of Identity (permanent drivers license, etc.)
3. 2 passport size photos (2" x 2")
4. Appropriate fees

U.S. Passports are valid for 10 years from the date of issue.

COST

Managing the expenses of your team is a vital component in insuring the success of your team endeavor. Last minute cost overruns caused by poor planning are demoralizing, distracting and, at times, damaging to the credibility of the team. Good planning will insure that you do not offend your host or embarrass yourself by an inability to pay your way. At the end of this section, you will find a financial worksheet to help you plan for the expenses on your trip.

When you complete the Teams Agreement form, you are committing yourself to assume all the expenses related to your team experience. This includes unpredictable emergency expenses. Certain emergency expenses are deferred through the travel insurance, which the Foursquare Church requires each team to carry. Other contingency expenses must be planned into the trip. Neither Foursquare Missions International nor the host church will bail you out of poor planning.



Financial Worksheet

This worksheet is provided to help you figure ground costs for a GO Team from your church. National

Currency is: _____

Exchange rate per U.S. dollar is: _____ Today's date: _____

Team Expenses:

AIRFARE:

(Note: A Group Rate is 10 or more. Most airlines will give a free team leader ticket for every 15 full paying fares. These tickets are called TC's or tour conductor passes).

$$\begin{array}{rcccl} \$ & \text{_____} & \times & \text{_____} & = \$ \text{_____} \\ & \text{(Airfare for 1)} & & \text{(\# of group fares)} & \text{(Airfare Total)} \\ & & & & \textbf{Total Airfare Expenses: \$} \text{_____} \end{array}$$

TRANSPORTATION EXPENSES :

Vehicle Rental:

$$\begin{array}{rcccl} \$ & \text{_____} & \times & \text{_____} & \times & \text{_____} & = \$ \text{_____} \\ & \text{(Weekly rate for 1 vehicle)} & & \text{(\# of weeks)} & & \text{(\# of vehicles needed)} & \text{(rental total)} \\ & & & & & & \text{(Remember to budget money for gas)} \end{array}$$

If traveling by rail or by bus in a country:

$$\begin{array}{rcccl} \$ & \text{_____} & \times & \text{_____} & = \$ \text{_____} \\ & \text{(1 ticket)} & & \text{(\# of tickets needed by group)} & \text{(Group ticket total)} \\ & & & & \textbf{Total Transportation Expenses: \$} \text{_____} \end{array}$$

LODGING:

Hotels/Hostels: (double occupancy)

$$\begin{array}{rcccl} \$ & \text{_____} & \times & \text{_____} & = \$ \text{_____} & \times & \text{_____} & = \$ \text{_____} \\ & \text{(Daily price for dbl.rm.)} & & \text{(1/2 of total)} & & \text{(Avg. daily group lodging)} & & \text{(total \# of days)} \\ & & & & & & & \text{(total team lodging exp.)} \\ & & & & & & & \text{Group number)} \end{array}$$

Host Family Remuneration:

Building rentals or fees:

Will a deposit be needed?

_____ Yes _____ No If yes, when? _____ Deposit Amt \$ _____

Total Lodging Expenses: \$ _____

FOOD:

$$\begin{array}{rcccl} \$ & \text{_____} & \times & \text{_____} & = \$ \text{_____} \\ & \text{(Per meal per person)} & & \text{(\# of meals per day)} & \text{(Daily meal cost indiv.)} \end{array}$$

$$\begin{array}{rcccl} \text{_____} & \times \$ & \text{_____} & = \$ \text{_____} \\ \text{(\# of days)} & & \text{(Daily meal cost indiv.)} & & \text{(Total individual cost)} \\ \text{_____} & \times \$ & \text{_____} & = \$ \text{_____} \\ \text{(Group number)} & & \text{(Total individual cost)} & & \text{(Total food expense)} \end{array}$$

Home Family Remuneration

\$ _____

Total Food Expenses: \$ _____

TAXES/TARIFFS: (Does not apply to all airports or countries)

\$ _____ X _____ = \$ _____
(Taxes for 1) (# in group)

Total Taxes/Tariffs Expenses: \$ _____

MINISTRY EXPENSES:

Promotional costs: (tracts, flyers, posters, etc.) \$ _____

Building rentals: (If building or hall is needed for services, etc.) \$ _____

Contract signed: _____ Yes _____ No

Will a deposit be needed? _____ Yes _____ No

If yes, when? _____

Equipment rentals: (i.e. projectors, sound equipment, piano, etc....)

_____ X _____ = \$ _____
(# of days needed per item) (Daily rental costs) (Total rental costs)

Construction/building materials: \$ _____
(Total ministry expense)

Total Ministry Expenses: \$ _____

OTHER EXPENSES:

FEES:

_____ + _____ X _____ = \$ _____
(INSURANCE/PERSON) + (PROCESSING/PERSON) X (NUMBER IN GROUP) = (TOTAL FEES)

CONTINGENCY: (AMOUNT SET ASIDE FOR EMERGENCY) \$ _____

Total of Other Expenses: \$ _____

TOTAL OF ABOVE SECTIONS \$ _____

TOTAL EXPENSES

(If the team is covering the team leader's expenses, divide those expenses equally among the team members).

\$ _____ / _____ = \$ _____
(Total of above sections) (# of full paying members) (Cost per person)

SUMMARY

| | PER PERSON | GROUP TOTAL |
|-----------------|--------------------------------|---------------------------------------|
| Total Expenses: | \$ _____ (Total/# in group) | \$ _____ (Total of above sections) |

TRAVEL TIPS

Before Leaving

Personal Research:

Each Team member should take responsibility for researching the target country and gathering information about its people, geography and other important facts. Knowledge in subjects like climate, government tensions and social customs can help make a short-term missions team experience a meaningful and enjoyable one. Much of this can be distributed to the entire team during Team Training.

Preparations:

If you are on the Internet, search under “consulates” for updated information on the country you are heading for. There are phone numbers made available as well as information on immunization shots, passports, visas, etc. If not on the Internet please feel free to contact the GO Team office at (888) 635-4234, ext. 4319.

Passports:

Everyone planning to participate on a GO Team must have a passport. The only exception would be for teams heading into the border towns of Mexico. With these teams only the Team Leader must have a passport. (These laws with Mexico have been known to change so please refer to the Mexico Information sheet included here). Obtaining a passport can take up to six weeks. Plan accordingly. It is a good idea to make a copy of each passport and keep it in a safe place at the hotel in case the originals are lost or stolen. It is also a good idea to know where the U.S. Relations or Embassy offices are in case of an emergency.

Immunization:

The Center For Disease Control puts out an updated fact sheet on necessary immunization, disease outbreaks and disease risks according to the region. To receive such a document, telephone (404) 332-4565 and follow the prompts.

Money:

Try not to take excessive amounts. Traveler's checks are recommended but not always easy to cash. In some countries the traveler's checks may not be accepted. Obviously a credit card is good to have in case of emergencies but depending on the provider, (Visa, American Express, etc.) It may not be accepted. With either the traveler's checks or the credit cards it is good to check before you leave. Try not to leave money in the hotel unless in a safety deposit box. When carrying money, waist pouch, money belt or deep pockets is advisable. If a taxi is being summoned and there is not a meter for determining the fare, negotiate the fare prior to departure. It is also a good idea to exchange to foreign currency ahead of time if possible. Exchange rates at the airport can be very high.

Packing:

Pack light and remember that what you pack you most likely will have to carry. In some GO Team situations, the walking distance carrying luggage is quite far. In addition, there is a strong likelihood that you will be getting on and off of buses, trains, subways, etc. Keep that in mind when packing because you will be responsible for your own luggage. It is a good idea to coordinate clothing so that several outfits can be put together by mixing and matching. Also, when it comes to hair dryers, curling irons, adapters, and other appliances, it is good to coordinate with other members of the team. Keep an eye on the weather reports before traveling. This helps with planning what to pack. A suggested packing list for both men and women is included at the end of this chapter.

If traveling by air some containers such as shampoo bottles, toothpaste, etc have the potential of leaking. Zip lock bags are helpful to contain the contents and prevent damage to other materials.

You might want to take gifts from the U.S. to give to your hosts, especially if traveling to Eastern Europe or Asia. Things like American coffee, nuts or chocolate are very much appreciated. Remember, how a gift is wrapped is often as important as what it contains.

Other Suggestions:

Film purchased in the United States is often of higher quality than that purchased abroad. Consider disposable cameras instead of expensive equipment that could potentially break or be stolen.

Expensive jewelry or family heirlooms should be left home. Even nice watches can be an attraction for unwanted attention.

Musical instruments need secure containers. Strings on guitars should be loosened when traveling by air so the neck doesn't warp with air pressure. It is also a good idea to check with the airline in regard to insurance for equipment being transported. Also, check about voltage requirements and the necessity for adapters where appropriate.

Check with the airlines in regard to prices and limitations on dimensions of packed equipment to be taken on board the aircraft.



Packing List for Women

For a one-week stay

Clothes

- * Pants (2 pair; 1 jean, 1 nice)
- * Sweaters (1)
- * Shorts (1 pair: walking) optional
- * Skirts (2 skirts and/or 1 dress)
- * Tops/T-shirts (3 to wear with skirts, 3 casual)
- * Sweats (sleeping and lounging)
- * Sweatshirt (optional)
- * Shoes (1 walking; 1 dress)
- * Panties, bras, slip
- * Flip flops (a must for the shower)
- * Socks
- * Bathing Suit (modest)

First Aid

- * Insect Repellent
- * Travel Sickness Pills
- * General First Aid (Band-Aids, aspirin, etc.)

Personal Items

- * Toothbrush, toothpaste, floss
- * Vitamins
- * Deodorant
- * Sunscreen, chapstick
- * Basic make-up
- * Facial Cream and Lotion
- * Feminine Hygiene Supplies
- * Shampoo and Soap w/ dish
- * Bath Towel and washcloth
- * Razor
- * Prescription Medication

Miscellaneous

- * Camera/Film etc
- * Small Sewing Kit
- * Small Flashlight
- * Extra Batteries
- * Small amount of laundry soap
- * Good Novel and small game for flight
- * Hat
- * Ziploc Bags
- * Travel Alarm Clock
- * Shower Cap
- * Snacks
- * Small Mirror
- * Ear Plugs

Books

- * Small Bible
- * Extra Pens and Pencils

Mandatory Items

- * Personal Money
- * Passport
- * Glasses and Sunglasses
- * Watch
- * Emergency Data
- * Sleeping Bag w/ Pillow
- * Ministry Items



Packing List for Men

For a one-week stay

Clothes

- * Pants (2 pair; 1 jean, 1 nice)
- * One Sport Coat or Nice Sweater; 1 Tie
- * Shorts (1 pair: walking) optional
- * Sweats (sleeping and lounging)
- * Shirts (3 casual, 3 dress)
- * Jacket
- * T-shirts
- * Shoes (1 walking; 1 dress)
- * Sweatshirt (optional)
- * Flip flops (a must for the shower)
- * Underwear
- * Bathing Suit
- * Socks

First Aid

- * Insect Repellent
- * Travel Sickness Pills
- * General First Aid (Band-Aids, aspirin, etc.)

Personal Items

- * Toothbrush, toothpaste, floss
- * Vitamins
- * Deodorant
- * Prescription Medication
- * Razor
- * Hair Dryer w/ adapter
- * Shampoo and Soap w/ dish
- * Bath Towels and washcloth
- * Sunscreen, chapstick
- * Facial Cream and Lotion

Miscellaneous

- * Camera/Film etc
- * Small Sewing Kit
- * Small Flashlight
- * Extra Batteries
- * Small amount of laundry soap
- * Good Novel and small game for flight
- * Work Gloves if needed
- * Hat
- * Ziploc Bags
- * Travel Alarm Clock
- * Snacks
- * Ear Plugs

Books

- * Small Bible
- * Extra Pens and Pencils

Mandatory Items

- * Personal Money
- * Passport
- * Glasses and Sunglasses
- * Watch
- * Emergency Data
- * Sleeping Bag w/ Pillow
- * Ministry Items

FUND RAISING

General Principles

As a GO Team you are committing yourself to a specific ministry assignment and the larger long-term assignment of Foursquare Missions International. Your team is partnering with missionaries and national leaders from around the globe in the cause of Christ. For this reason several things are important to consider.

First, you are committed to raise funds for your team in a way that will not diminish your church's existing commitment to financial support of Foursquare Missions International. This is a stipulation of the Team Agreement.

Just as important is the fact that if your team is properly done, it will enhance and increase your congregation's monthly giving toward Foursquare Missions International. This is due in part to the fact that your team will bring back a whole new understanding of what world missions is all about.

Second, recognizing your team's experience will impact the members three ways. It will challenge and enhance their prayer life, their general awareness of world mission and their desire to give. Plan on providing suggestions for "walking out" these new desires.

Third, determine how to help your team finance their trip. As the team leader you can help your team in several ways. Review all fund raising ideas before they are implemented. By doing this you ensure the integrity of your GO Team.

Regularly monitor how each team member's finances are coming in. Establish deadlines and hold to them. Some people have the tendency to put things off, and this can complicate things if you have airline bills to pay! This will also help you encourage your team members, or in some cases redirect them.

Run the funds through your church. This will require that your church council pass a resolution determining to send a GO Team to the country you have been invited to minister in. In this way gifts given for the team are tax deductible. Check with the administrator or pastor of your church to see how they want to handle the collection and distribution of funds.

Bring the entire group into the fund raising endeavor. Involve the whole church. This is the first step in helping the church enlarge their view of missions. If the congregation is part of the fund raising they will be more interested about the team's experience. This will also raise the prayer awareness of the church. This is not only vital for the period of time the team will be on the field. It is also a prelude to the church growing in their long-term commitment to missions through Foursquare Missions International.

Encourage those not raising personal support to raise project funds through support letters. Some may feel uncomfortable sending letters asking people to contribute to them personally, but they may not feel uncomfortable asking people to contribute to some aspect of the team's outreach. The following letter is a sample fund raising letter. It is included as a model.

SAMPLE SUPPORT LETTERS

March 16, 2001

Sally Smith
123 ABC Lane
Friendshipville, CA 11111

Dear Sally,

This year over 80 million people will die without hearing the name of Jesus once. We live in a world that is hurting and desperate for a real God to bring hope, love, healing and provision.

Having felt a call from the Lord to help the lost, I have some wonderful news to share with you. I have been accepted to join a GO Team to (country). What is a GO Team you ask? I'm glad you did. A GO Team is a short-term missions trip.

I ask you to consider being involved in this endeavor with me. First, I need much prayer over my trip. I will be going to an unfamiliar country with many ways of life to adjust to. Also pray that many people will be saved and filled with God's love and power.

Second, I am in need of financial support to prepare for my trip. The total amount that I will need for this great opportunity that God has given me is (trip amount here). If God is leading you to support this minis-try financially, the information you will need is included on the following page.

Thank you for your partnership in building His kingdom in Norway.

In His Love and Mine,

Anna Jones

(Your Name)
GO Team to (country)

Who: (Your Name)

What: (What you will be doing)

Why: (In this paragraph explain: why you will be going)

When: (Explain when you plan to leave and return)

Where: (What country, city you are going.)

How: Friends like YOU!

Please cut and send the bottom portion of this page to the address below

.....
(Your Name) Support Response

___ Yes! I want to see (your name) serving overseas as a part of a GO Team to (country)!

___ I will do my best to pray regularly for (your name) as (he/she) prepares to serve in (country) and during the time (he/she) is there. I will pray:

___ Daily ___ Weekly ___ as led by the Lord

___ I will pledge the following amount of financial support:

___ \$ 100.00 ___ \$50.00 ___ \$20.00 ___ \$10.00 ___ Other \$ _____

Name _____

Address _____ City _____ State _____ Zip Code _____

Telephone _____ E-mail _____

Please make checks payable to (Church name)

Return to: (Church name, church address, church phone number)

March 16, 2008

Dear Sandy,

I wanted to write this letter to you about a unique opportunity available to me. This year several hundred high school kids my age will have a chance to travel to a foreign country for the purpose of sharing the love of God with the people. Of the nations participating, I feel a special calling to go to Madrid, Spain, where

I will be able to converse very slightly in the Spanish I have been learning in school. This is not a tourist trip, but rather an evangelism trip through drama and mime, puppetry and one-on-one witnessing. A lot of pre-training will be required before I even leave. The first three days of the two-week trip will be spent in an intense "boot camp" where we will learn how to minister in this different land.

I have just started earning my way and have saved up \$160 for the cost of the trip. The total expense is (\$1,925.00). In order to help cover our team's financial costs, would you ask the Lord if you could join me in this ministry overseas by:

First, praying for me - I will be gone (June 24th through July 8th).

Secondly, if you feel led by the Lord to help me financially, I would be greatly blessed.

Thank you for partnering with me to touch the world! I will write and give you details of the trip on my return.

Anna Smith

Please cut and send the bottom portion of this page to the address below

.....
___ Yes Anna! I would like to help your team to Spain this summer.

___ I cannot help you financially at this time, but I would like to be a part of your Prayer Team. ___ I would like to be a part of your Prayer Team. Here is a one-time gift of \$_____

___ I would like to be a part of your Prayer Team. Here is my first gift of \$10.00. I will be sending four more in the next four months.

NAME:

ADDRESS:

(City)

(State)

(Zip)

Please make your checks payable to (name of church) for (country of destination). All gifts are tax deductible and non-refundable.

ORIENTATION

The first few hours and days that you are in the host country can determine how much or how little you are “bonded” to the people. Allowing two days of orientation in a national setting is highly recommended. During this time, eat the local food (where this is possible without health repercussions), live with the usual national accommodations, and be introduced to the customs and values of the nation you will be serving. This is a good time for those nationals who will be working with the team to become acquainted with your team.

If nationals are to be part of the team, it is a good idea to have them meet you at the airport or at the place of orientation on the first day. Remember to make arrangements for them financially. (In developing nations you will need to pay all of their expenses during their time with you.) During this orientation, time should be allowed to visit the local area, markets, “tourist traps,” shopping area, churches and local temples. The purpose of these visits is to not only give the team a quick grasp of the nation, but also alleviate their curiosity. In this way the team will be able to focus in on the work they have come to do. Remember to allow adequate sleep time. Jet lag can cause unnecessarily high levels of tension.

Utilize the “Field Nurture Guide” available from Discover the World Inc. When used in tandem with the “Discovery Reflection Notebook,” it provides a proven means of assisting your team in remaining focused on why they are in a new setting while they adjust to that setting.

EMERGENCIES ON THE FIELD

Emergencies do happen. Will you be prepared? There are several things you must do to minimize the potential for disaster in your team experience.

First, educate and train your team. Be specific about health risks they will face on the field. Whether they are medical, political or spiritual. Clearly review personal hygiene in light of the country to which you are going. Don’t be embarrassed to cover the most basic of information.

Second, prepare an emergency contingency plan for your team. Who will have all the information about your team members and itinerary besides the team leader? Who will be the contact person back home? Are they familiar with hospital and mortuary procedures and laws in the country to which you are going? Is there someone on the team that knows first aid/CPR?

This is not meant to sound morbid. However, when would you rather learn that it is impossible to ship a body home for burial? After a person has died and the family is in trauma, or prior to the team’s departure? Information like this should be incorporated in the team training.

Third, prepare complete team member files for each person. These should be in the possession of your home contact person. This file should include a copy of the master team list, the health form for each individual, the application form, the insurance form and personal reference forms. Each of these forms follows.

Section 3: Forms

A WORD ABOUT FMI FORMS

Throughout your process of preparation, certain forms must be returned to Foursquare Missions International. These are essential to insuring that your team has been properly trained and informed about the risks and objectives involved in ministry in another country.

Train, train, train! Good pre-field training in ministry skills, what to expect and cultural sensitivity will help your team be more effective. It will also insure that your team and the support team back home will know what to do in the case of an emergency.

Build a complete file on each of the team participants from your church. The local church often overlooks this. These files provide means to insure that you possess the information you need in the event of an emergency.

Complete and Return the Following Forms PRIOR to Departure

- » The Master Team List must to be filled out and returned to FMI 15 days prior to departure with payment.
- » The Insurance Agreement must be signed by the senior pastor of the sending church and returned to the GO Team office.

Complete and Return the Following Forms within Two Weeks after You Return:

- » The Request for Missions Giving Credit Form needs to be returned as soon as possible after your return from the field. Keep an accurate account of expenditures on a ledger or make copies of receipts and mail them in with this form. From much experience, you will find it easier in the long run to get this paperwork sent in as soon as possible. The church will be unable to receive missions credit for the trip without this form. The absolute deadline for Missions Giving Credit to be applied is December 31st of the same calendar year that the team travels.
- » The GO Team Evaluation Form should also be sent with the Missions Giving Credit request. The information contained on the evaluation form helps us to evaluate fruitfulness and find ways to improve the overall effectiveness of the teams and the functions of the GO Teams office.



Team Participant Application

Personal Data

Full Legal Name _____
Male _____ Female _____ Age _____ Birth date _____
Address _____
City _____ State _____ Zip _____
Phone () _____ E-Mail _____
Social Security # (Insurance purposes) _____

Travel Documentation

Do you have a current Passport? _____ Passport # _____
Expires _____ Citizenship _____

Emergency Contact

Name _____
Relationship _____
Address _____
City _____ State _____ Zip _____
Home Phone () _____ Work Phone () _____

Church Information

Church Name _____ Pastor _____
Address _____
City _____ State _____ Zip _____
How long attended? _____ Areas of involvement _____

Special Skills

Do you speak any foreign languages? _____ Which? _____
Do you play an instrument? _____ Which? _____
Have you ever been involved in:
Leading Worship _____ Drama _____ Teaching Children _____ Puppets _____ Crafts _____
Leading Prayer Groups _____ Street Evangelism _____ Construction _____ Preaching _____

Personal & Spiritual Information

Briefly provide a statement, with dates, on the following three experiences in your life:

1) Personal Salvation:

2) Water Baptism:

3) Baptism of the Holy Spirit:

Describe to us your relationship with Christ over the last year. (Victories, healings, struggles, devotions, answers to prayer, etc).

How long have you attended your local church? _____

In what ministries are you currently serving at your local church?

Are you willing to submit to the leadership and discipleship process of this GO Team? Yes_____ No_____ If no, please comment:

Will you be willing to lay aside your cultural expectations regarding personal conveniences, food, sleeping accommodations, travel, etc.? Yes_____ No _____ If no, please comment.



Medical Consent Form

Whereas, (my child/I) _____, wishes to be a member of _____
_____ (sponsoring church/group) missionary team, which will be traveling to, and staying in
_____ (country), and whereas, certain circumstances and situations may occur resulting in (my child's/myself)
need for medical/dental care and treatment, and further resulting in my inability to personally give consent for such care and treatment:

Therefore,

1. In consideration of permission for my child to participate in said mission, I _____
_____, being of legal age, authorize ICFG or any agent of ICFG, to act in my child's behalf should I be unable to do so and to consent to reasonable medical/dental care and treatment, including but not limited to diagnostic testing, x-ray examination, anesthesia, surgery, or other procedures which may be deemed necessary for my child's medical well-being for the duration of the mission trip.
2. This consent is given in advance of any specific diagnosis, treatment, surgery, or hospital care required, but is given to provide authorization and specific consent for medical/dental treatment and care on my child's behalf.
3. Any consent by ICFG shall have the same force and effect as if I had personally given the consent.
4. I understand that medical insurance in foreign countries, provided by ICFG, is included in the trip cost. It covers \$75,000 for accident or illness, \$7500 for trip interruption due to injury or illness, \$10,000 for political evacuation, \$100,000 for accidental death and dismemberment, and up to \$500,000 for medical emergency evacuation (air ambulance).
5. I hereby release and hold harmless ICFG, its officers, employees, and representatives/volunteers from all liability for personal injury, including death, as well as all property damage or loss arising out of my child's participation in this trip.
6. My child's passport # is: _____, Issuing Country _____

If the child is under the custody of both parents, both parents' signatures are needed. If the child is not, we need the signature of the parent who has legal custody of the child. (Some foreign countries require this.)

Date

Father's Signature (if applicant is under 18 years of age)

Date

Mother's Signature (if applicant is under 18 years of age)

Date

Guardian's Signature (if applicant is under 18 years of age)

Date

Applicant's Signature

Date

State of _____, County of _____

Before me, the undersigned, a Notary Public in and for said county and state on _____
_____, 20____, personally appeared the identical person who executed the within and foregoing instrument, and acknowledged to me that he/she executed the same as his/her free and voluntary act and deed, for the uses and purposes therein set forth. Given under my hand and seal of office the day and year above written.

My commission expires ____/____/____.

Notary Public

(Stamp)



Medical Assessment Form

Please make sure that you have received a list of required and suggested immunizations for the country you plan on entering. Your shot records must be up to date. Some countries ask to see your shot record before entry is granted.

Please answer the following question to the best of your knowledge.

Have you ever been treated by a doctor for any of the following (every item must be checked)?

| Yes | No | |
|-----|-----|---|
| ___ | ___ | Asthma or chronic wheezing |
| ___ | ___ | Emphysema or other lung and/or respiratory problems |
| ___ | ___ | Chronic, persistent cough or shortness of breath, |
| ___ | ___ | Tuberculosis |
| ___ | ___ | Any skin disorder or disease other than acne |
| ___ | ___ | Chronic/recurrent ear or eye problems |
| ___ | ___ | Impairment of hearing or vision |
| ___ | ___ | Persistent, recurring indigestion, stomach or ulcers |
| ___ | ___ | Gall bladder stones or colic |
| ___ | ___ | Jaundice, cirrhosis or other liver problems |
| ___ | ___ | Intestinal or bowel problems, colitis, hemorrhoids, other rectal problems or bleeding |
| ___ | ___ | Any test results indicating exposure to the AIDS virus |
| ___ | ___ | Albumin, blood or pus in the urine; painful or frequent urination; or kidney problems |
| ___ | ___ | Diabetes or hypoglycemia (low blood sugar) *DIABETICS, at times there will be limited access to supplies for specialized diets. |
| ___ | ___ | Serious bodily injury |
| ___ | ___ | Mental health counseling or psychiatric treatment |
| ___ | ___ | Rheumatism, gout, arthritis or other forms of swollen painful joints |
| ___ | ___ | Chronic back pain, back injury or surgery; sciatica, scoliosis or other bone or joint disorder |
| ___ | ___ | Cysts, tumors or growths of any kind, hernia or rupture, cancer |
| ___ | ___ | Fainting spells, dizziness, convulsions, epilepsy or seizure disorder |
| ___ | ___ | High blood pressure, heart murmurs or other cardiac problems |
| ___ | ___ | Vein or circulatory trouble |
| ___ | ___ | Severe migraine headaches |
| ___ | ___ | Thyroid ailment, high or low metabolism |
| ___ | ___ | Anemia or other blood disorder |
| ___ | ___ | Abnormality or reproductive systems, prostate problems, breast disorder, menstrual disorders, or venereal disease |
| ___ | ___ | Parkinson's disease |
| ___ | ___ | Severe knee injury or problems |
| ___ | ___ | Allergies to medications |
| ___ | ___ | Any other diseases, deformity, or disability not listed above |

Are you currently taking any prescribed medication? Yes ___ No ___ If yes, please specify the medication and the dosage.

Are you currently using any non-prescription drugs on a regular basis; such as antihistamines, sleeping aids? Yes ___ No ___ If yes, please specify.

Are you presently under a physician's care for any illness? Yes ___ No ___ If yes, please explain.

Family Medical History

Do your grandparents, parents, or siblings have:

| | | |
|---------------------------|-------------------------------|------------------------------|
| Yes ___ No ___ Diabetes | Yes ___ No ___ Hypertension | Yes ___ No ___ Heart Disease |
| Yes ___ No ___ Depression | Yes ___ No ___ Mental Illness | |

Applicant's Signature _____

Signature (If under 18 years of age) _____

Date Parent's

Date



Ministry Overseer Recommendation

Teams

The following person is applying to serve overseas with Foursquare Missions. It would be greatly appreciated if you will take a few moments to complete this reference form. The source of the information on this form will be kept confidential. Your candid and objective appraisal of the Applicant would be deeply appreciated. Thank you!

FOR THE APPLICANT TO COMPLETE:

Applicant's Full Name _____
 Phone Number: Home _____ Work _____
 Ministry Applying for _____ Country _____

FOR THE REFERENCE PERSON TO COMPLETE:

Your Full Name _____

What is your relationship to the Applicant? (please circle one):

District Supervisor Div. Superintendent Senior Pastor
 Friend Employer Other _____

What is your current level of relationship with the Applicant? (please circle one):

Extremely Close Close Familiar Acquaintance Distant

How long have you known the Applicant? From _____ To _____

Your Ministry Position (if applicable) _____

Address _____

Phone Number _____ Work _____

Fax _____ E-mail _____

Please check all of the following that apply to the Applicant:

USUAL REACTION TO STRESSFUL OR PRESSURE FILLED SITUATIONS

___ Assertive ___ Aggressive ___ Passive ___ Depressed ___ Angry ___ Withdraws ___ Solves problems constructively

DISPOSITION (describing the prevailing tendency, mood, or inclination of the applicant.)

___ Cheerful ___ Depressed ___ Extrovert ___ Introvert ___ Moody ___ Balanced

LEADERSHIP (ability to inspire others to follow and maintain their confidence)

___ Excellent ___ Good ___ Immature ___ Follower ___ Easily swayed

AUTHORITY (ability of applicant to relate to authority)

___ Rebellious ___ Challenges ___ Indifferent ___ Submissive ___ Obedient ___ Communicates

COOPERATION

___ Helpful ___ Resistant ___ Uncooperative ___ Independent ___ Unswerving

PERSONAL APPEARANCE

___ Meticulous ___ Well groomed ___ Clean ___ Fair ___ Unkempt

ACHIEVEMENT (ability to formulate and execute plans to conclusion)

___ Excellent ___ Good ___ Average ___ Fair ___ Poor

FINANCES (ability to handle personal and business finances)

___ Excellent ___ Good ___ Average ___ Fair ___ Poor ___ Not Known

(continued)

CHRISTIAN EXPERIENCE

___ Genuine ___ Superficial ___ Mature ___ Contagious ___ Over-emotional

CONCERN FOR OTHERS

___ Anti-social ___ Self-centered ___ Somewhat interested ___ Genuinely interested

FAMILY RELATIONSHIPS (check the descriptions that best apply)

___ Non-relational ___ Inconsiderate ___ Lazy ___ Relational ___ Kind & Considerate
___ Affectionate ___ Unaffectionate ___ Affirming ___ Good disciplinarian ___ Critical
___ Respectful ___ Poor disciplinarian ___ Speaks sharply ___ Very jealous

MOTIVATION TO SERVE

___ Duty ___ Likes to travel ___ Serving Heart ___ Evangelism ___ Call
___ Personal / ministry growth ___ Escape ___ Adventure ___ Career development

DOCTRINE

___ Balanced, in full harmony with Foursquare doctrine.

___ Has a particular bent. Please describe _____

___ Tends to de-emphasize some aspect. Please describe _____

___ Tends to over-emphasize some aspect. Please describe _____

Please rate the Applicant's abilities in each of the following areas of expertise:

(5=excellent, 4 = above average, 3 = average, 2 = low, 1 = none)

| | | | |
|----------------------------|--------------------|------------------------|------------------------|
| ___ Listening | ___ Counseling | ___ Teaching | ___ Meeting New People |
| ___ Preaching | ___ Administration | ___ Evangelism | ___ Discipline |
| ___ Leadership | ___ Delegating | ___ Recruiting | ___ Prayer |
| ___ Discernment | ___ Teamwork | ___ Managing Money | ___ Decision Making |
| ___ Handling Confrontation | | ___ Project Completion | |
| ___ Personal Introspection | | ___ Teachable Attitude | |

Missions personnel are faced with many adjustments and challenges when living in a foreign culture. How would you categorize the Applicant's ability to handle stress and change? (please check one):

___ Extremely adaptable and stable; has a proven ability to cope successfully with extreme stress and pressure.

___ Above average in stability and ability to adapt to extremes of stress and pressure.

___ Experience has shown that Applicant initially faces stress and pressure with difficulty and adjusts slowly.

___ Do not have confidence in Applicant's ability to cope with the normal stresses and pressures of missionary life.

What characteristics might hamper the Applicant's service? (Experience, doctrinal bias, eccentricity, etc.)

What should happen before the Applicant is sent out? (Personal development, training, experience, etc.)

(continued)

What are the Applicant's strongest ministry gifts? (Eph. 4:11; Rom. 12:6-8; 1 Pet. 4:10-11, etc.)

How well does the Applicant work with other leaders? _____

With people of other cultures? _____

What is the most significant statement you can make regarding the Applicant's desire to serve with Foursquare Missions?

Other Comments: _____

I (please check one)

☐ strongly recommend without reservation,

☐ recommend with reservation,

☐ do not recommend the Applicant to represent my church and Foursquare Missions in missions service.

Your Signature _____

Date

Please seal this reference form in the confidential envelope and return it directly to:

Foursquare Missions
c/o GO Teams Coordinator PO
Box 26902
Los Angeles, CA 90026



Pastor's Recommendation

Dear Pastor, would you please take a few moments to complete this recommendation form. Serious consideration will be given to your evaluation of the Applicant's character and fitness for missions work and ministry. Please be candid so that we will have a fair appraisal of the Applicant's qualifications, matching them with the best possible ministry opportunity. Your responses will remain confidential. If you have any questions, please call 213-989-4320 and speak with the Teams Coordinator. Thank you!

FOR THE APPLICANT TO COMPLETE:

Applicant's Full Name _____
Phone Number: Home _____ Work _____
Ministry Applying for _____ Country _____

FOR THE SENIOR PASTOR TO COMPLETE:

Your Full Name _____
Church Name _____
What is your current level of relationship with the Applicant? (please circle one): Extremely Close
Familiar Acquaintance Distant
How long have you known the Applicant? From _____ To _____

Please check all of the following that apply to the Applicant:

USUAL REACTION TO STRESSFUL OR PRESSURE FILLED SITUATIONS

___ Assertive ___ Aggressive ___ Passive ___ Depressed ___ Angry ___ Withdraws ___ Solves problems constructively

DISPOSITION (describing the prevailing tendency, mood, or inclination of the applicant.)

___ Cheerful ___ Depressed ___ Extrovert ___ Introvert ___ Moody ___ Balanced

LEADERSHIP (ability to inspire others to follow and maintain their confidence)

___ Excellent ___ Good ___ Immature ___ Follower ___ Easily swayed

AUTHORITY (ability of applicant to relate to authority)

___ Rebellious ___ Challenges ___ Indifferent ___ Submissive ___ Obedient ___ Communicates

COOPERATION

___ Helpful ___ Resistant ___ Uncooperative ___ Independent ___ Unswerving

PERSONAL APPEARANCE

___ Meticulous ___ Well groomed ___ Clean ___ Fair ___ Unkempt

ACHIEVEMENT (ability to formulate and execute plans to conclusion)

___ Excellent ___ Good ___ Average ___ Fair ___ Poor

FINANCES (ability to handle personal and business finances)

___ Excellent ___ Good ___ Average ___ Fair ___ Poor

(continued)

CHRISTIAN EXPERIENCE

___ Genuine ___ Superficial ___ Mature ___ Contagious ___ Over-emotional

CONCERN FOR OTHERS

___ Anti-social ___ Self-centered ___ Somewhat interested ___ Genuinely interested

FAMILY RELATIONSHIPS (check the descriptions that best apply)

___ Non-relational ___ Inconsiderate ___ Lazy ___ Relational ___ Kind & Considerate
___ Affectionate ___ Unaffectionate ___ Affirming ___ Good disciplinarian ___ Critical
___ Respectful ___ Poor disciplinarian ___ Speaks sharply ___ Very jealous

MOTIVATION TO SERVE

___ Duty ___ Likes to travel ___ Serving Heart ___ Evangelism ___ Call
___ Personal / ministry growth ___ Escape ___ Adventure ___ Career development

DOCTRINE

___ Balanced, in full harmony with Foursquare doctrine.

___ Has a particular bent. Please describe _____

___ Tends to de-emphasize some aspect. Please describe _____

___ Tends to over-emphasize some aspect. Please describe _____

Please rate the Applicant's abilities in each of the following areas of expertise:

(5=excellent, 4 = above average, 3 = average, 2 = low, 1 = none)

| | | | |
|----------------------------|--------------------|------------------------|------------------------|
| ___ Listening | ___ Counseling | ___ Teaching | ___ Meeting New People |
| ___ Preaching | ___ Administration | ___ Evangelism | ___ Discipline |
| ___ Leadership | ___ Delegating | ___ Recruiting | ___ Prayer |
| ___ Discernment | ___ Teamwork | ___ Managing Money | ___ Decision Making |
| ___ Handling Confrontation | | ___ Project Completion | |
| ___ Personal Introspection | | ___ Teachable Attitude | |

Missions personnel are faced with many adjustments and challenges when living in a foreign culture. How would you categorize the Applicant's ability to handle stress and change? (please check one):

___ Extremely adaptable and stable; has a proven ability to cope successfully with extreme stress and pressure.
___ Above average in stability and ability to adapt to extremes of stress and pressure.
___ Experience has shown that Applicant initially faces stress and pressure with difficulty and adjusts slowly.
___ Do not have confidence in Applicant's ability to cope with the normal stresses and pressures of missionary life.

What characteristics might hamper the Applicant's service? (Experience, doctrinal bias, eccentricity, etc.)

What should happen before the Applicant is sent out? (Personal development, training, experience, etc.)

(continued)

What are the Applicant's strongest ministry gifts? (Eph. 4:11; Rom. 12:6-8; 1 Pet. 4:10-11, etc.)

How well does the Applicant work with other leaders? _____

With people of other cultures? _____

What is the most significant statement you can make regarding the Applicant's desire to serve with Four-square Missions?

Other Comments: _____

I (please check one)

☐ strongly recommend without reservation,

☐ recommend with reservation,

☐ do not recommend the Applicant to represent my church and Foursquare Missions in missions service.

If applicant is going to be working with minor children:

Has the applicant submitted to a criminal background check according to the Child and Youth Protection Policies set forth by The Foursquare Church issued in March 2007? ☐ yes ☐ no

Your Signature _____

Date

Please seal this reference form in the confidential envelope and return it directly to:

Foursquare Missions

Attn: GO Teams Coordinator PO

Box 26902

Los Angeles, CA 90026

GO Teams Online!



We are so excited to announce to you that we are launching our insurance online! We now have the ability for you to simply type in the link below to your browser and fill out all the insurance forms online and get verification immediately! It is super simple, and super fast, and will eliminate a lot of error and paper. In the past we had to have things scanned, emailed or snail mailed to us and that took time. Now its very simple and fast.

Online Insurance Forms Link -

<http://www.formstack.com/forms/nbhome-goteams>

****Follow the instructions to complete the application process.***

For other information regarding GO Teams you may access different resources below.

Insurance Resources -

<http://connect.foursquaremissions.org/opportunities/shortterm/resources/>



RELEASE OF LIABILITY

ASSUMPTION OF RISK AGREEMENT

THIS IS A RELEASE OF LIABILITY – READ BEFORE SIGNING

PARTICIPANT'S NAME: _____

DATE OF BIRTH: _____

DRIVER'S LICENSE #: _____

ADDRESS: _____

IN CONSIDERATION OF being allowed to participate on the short-term missions team ("Team") to (destination city & country) _____ ("Destination") beginning [date] _____ and ending on or about [date] _____ and for being permitted to participate in various ministry and relief projects at various locations at the Destination sponsored by the International Church of the Foursquare Gospel, [name of local Foursquare church] _____ and the Foursquare organization of the Destination country, if any (the "sponsors"), I, the Participant, acknowledge and agree as follows:

I acknowledge that I have been informed of the following dangers and risks associated with the proposed trip to and from the Destination and the work I may do while there:

- \$ The work I will do may include manual labor and the use of hand tools and power tools. There is a risk of serious bodily harm inherent in such work and the use of such tools.
- \$ I may be exposed to various communicable diseases, which may cause serious illness or death.
- \$ The Destination may be politically unstable, with police enforcement of law and order unreliable. There is a risk of civil unrest, which may affect my travel arrangements and, possibly, pose a risk to me of theft and serious bodily harm.

I acknowledge that the work itself may involve being in hazardous areas where sanitation and/ public safety is lacking.

I acknowledge that the residence quarters may consist of rudimentary bunk bed, toilet and shower facilities that will be occupied by other people at or before the time I am there. There is some risk of injury from others and from hazardous conditions created by others without the knowledge or consent of the sponsors.

I agree that I will NOT use any tool or participate in any activity in which I do not feel safe or adequately equipped or trained.

I agree that I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, even the risks arising from the negligence of the Sponsors, and assume full responsibility for my participation.

I agree and do, for myself and on behalf of my heirs, assigns, personal representatives, RELEASE AND HOLD HARMLESS THE SPONSORS, AND THEIR DIRECTORS, OFFICERS, EMPLOYEES AND AGENTS, FROM LIABILITY FOR ANY LOSS OR DAMAGE TO PROPERTY AND FOR ANY LOSS, INJURY, INCLUDING DISABILITY OR DEATH THAT I MAY SUFFER whether caused by other persons, the Sponsors, or myself.

I agree this release covers each and every activity and event involved in my participation in the disaster relief efforts of the Sponsors.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT FULLY AND UNDERSTAND ITS TERMS. I UNDERSTAND THAT I HAVE GIVEN UP SIGNIFICANT LEGAL RIGHTS BY SIGNING THIS AGREEMENT, AND I SIGN IT FREELY, KNOWINGLY AND VOLUNTARILY WITHOUT INDUCEMENT OF ANY KIND.

Date: _____ Participants Signature: _____

If Participant is under age 18, a Parent or Guardian must also read the agreement and sign below.

I certify that I am the parent or legal guardian of _____ (the participant); and that I have read the foregoing Release of Liability and Assumption of Risk Agreement; and that I consent for myself and the participant to the participant's involvement and participation in the disaster relief efforts of the sponsors on the terms and conditions set forth above, and to release and indemnify the Sponsors from any and all liabilities arising from the participant's involvement in such activities.

Date: _____ Parent / Guardian
Signature: _____

Emergency Phone #: _____



Date March 4, 2014

Dear Policyholder,

Attached is a copy of the Special Risk claim form you requested. Please read the following information and instructions very carefully as all of the information is required for us to begin reviewing your claim.

- Each person filing a claim will need to submit a separate claim form.
- All sections of the claim form must be completed in detail paying special attention to the following:
 - Please ensure that you complete the section on How, When and Where Accident Occurred to include the Date and Time of the accident.
 - Please ensure that the Policyholder signs at the bottom of Section A
 - Please ensure that the claimant (injured party) signs at the bottom of the claim form
- Attach itemized bills provided by the providers/facilities (HCFA 1500 for Providers and UB92/UB04 for facilities) for all medical expenses being claimed which must include the following:
 - Claimant's name
 - Condition being treated (Diagnosis/Diagnosis Codes)
 - Description of services rendered (Standardized Procedure Codes)
 - Dates and Charges for each service provided
 - Provider's Federal Tax Id Number
- If your policy is an Excess policy (meaning you have other primary insurance), we will need the Explanation of Benefits (EOBs) from your primary insurance company confirming what they have paid sent in with the claim form and itemized bills.

Once your claims package is received, it will take approximately 10-15 business days to review your claim. Failure to submit all requested documents could result in a delay of the claims process.

If you have questions/comments, please contact our Customer Service Department at 1-800-551-0824.

Regards,

Customer Service Department
AIG
Accident and Health Claims Department

AIG

Accident and Health Claims Department
P.O. Box 25987
Shawnee Mission, KS 66225
800 551 0824 Telephone
866 893 8574 Facsimile
AIGclaims@aig.com

PROOF OF LOSS

Underwriting CO: National Union Fire Ins Company of PA
Policy Group: INTL CHURCH OF THE FOURSQUARE GOSPI
Policy Number: GTP9136404

SPECIAL RISK ACCIDENT AND SICKNESS CLAIM FORM

INSTRUCTIONS:

- 1.) You must have SECTION A fully completed by a designated official of the Policyholder.
- 2.) SECTION B is to be completed, signed and dated by the claimant or parent/guardian of claimant, if claimant is a minor.
- 3.) Attach itemized bills for all medical expenses being claimed including the claimant's name, condition being treated (diagnosis), description of services, date of service(s) and the charge made for each service. PLEASE MAIL COMPLETED FORM AND BILLS TO ABOVE ADDRESS.

PRIMARY plan - benefits are payable for covered medical expenses from the first dollar without regard to payments made by other insurance up to the policy maximum.

EXCESS plan - Eligible covered expenses will be determined after benefits have been paid by other valid and collectible insurance. You must submit your claim to your other insurance company first. When you receive their Benefit Statement (EOB) send it to us along with the itemized bills. Benefits for eligible expenses will be paid per policy terms.

The furnishing of this form, or its acceptance by the Company, must not be construed as an admission of any liability on the Company, nor a waiver of any of the conditions of the insurance contract.

SECTION A - MUST BE COMPLETED AND SIGNED BY A DESIGNATED REPRESENTATIVE OF THE POLICYHOLDER

NAME/ AND/OR LOCATION OF GROUP/CLUB/SPORT/SCHOOL, ETC.

| | | | | | |
|--|---------------|---|---|--------------------------|--|
| CLAIMANT'S FULL NAME (PLEASE PRINT, CLEARLY OR TYPE) | | SOCIAL SECURITY NO. (IF AVAILABLE) | | NAME OF SUPERVISOR | |
| <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE | DATE OF BIRTH | DATE COVERAGE BEGAN | DATE COVERAGE WILL END/HAS ENDED | | |
| NATURE OF INJURY OR ILLNESS. (DESCRIBE FULLY, INCLUDING WHICH PART OF BODY WAS INJURED.) | | | DESCRIBE HOW, WHEN AND WHERE ACCIDENT OCCURRED (DATE AND TIME). | | |
| NAME OF ACTIVITY | | DID ACCIDENT OCCUR: | | | |
| | | A. WHILE CLAIMANT WAS SUPERVISED <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| | | B. DURING SPONSORED ACTIVITY <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| INDICATE THE SPORT (IF APPLICABLE) | | C. DURING PROGRAMMED HOURS <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| | | D. WHILE TRAVELING TO OR FROM REGULARLY SCHEDULED ACTIVITY IN A SUPERVISED GROUP <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| DATE LAST WORKED | | DATE RETURNED TO WORK | | WEEKLY EARNINGS | |
| POLICYHOLDER REPRESENTATIVE NAME (PLEASE PRINT) | | SIGNATURE OF POLICYHOLDER REPRESENTATIVE | | DAYTIME TELEPHONE NUMBER | |
| | | | | DATE | |

SECTION B - MUST BE COMPLETED

DO YOU HAVE OTHER HEALTH INSURANCE

Yes _____ No _____

| | | | |
|---|--|---|--|
| LIST NAME, ADDRESS, AND PHONE # OF OTHER INSURANCE COMPANIES UNDER WHICH CLAIMANT IS INSURED: | | POLICY #/ACCOUNT # | |
| IF CLAIMANT IS A MINOR, NAME OF CLAIMANT'S GUARDIAN/RELATIONSHIP TO CLAIMANT | | SOCIAL SECURITY NUMBER / DATE OF BIRTH / <input type="checkbox"/> Male <input type="checkbox"/> Female U. S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| ADDRESS OF CLAIMANT (IF CLAIMANT IS A MINOR, NAME AND ADDRESS OF CLAIMANT'S GUARDIAN) | | GUARDIAN'S SOCIAL SECURITY NUMBER | |
| NAME/ADDRESS/TELEPHONE # OF EMPLOYER (IF CLAIMANT IS A MINOR, GUARDIAN'S EMPLOYER) | | EMPLOYER'S DAYTIME TELEPHONE # | |
| | | () | |

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

AUTHORIZATION and ASSIGNMENT OF BENEFITS

I, the undersigned authorize any hospital or other medical-care institution, physician or other medical professional, pharmacy, insurance support organization, governmental agency, group policyholder, insurance company, association, employer or benefit plan administrator to furnish to the Insurance Company named above or its representatives, any and all information with respect to any injury or sickness suffered by, the medical history of, or any consultation, prescription or treatment provided to, the person whose death, injury, sickness or loss is the basis of claim and copies of all of that person's hospital or medical records, including information relating to mental illness and use of drugs and alcohol, to determine eligibility for benefit payments under the Policy Number identified above. I authorize the group policyholder, employer or benefit plan administrator to provide the Insurance Company named above with financial and employment-related information. I understand that this authorization is valid for the term of coverage of the Policy identified above and that a copy of this authorization shall be considered as valid as the original. I understand that I or my authorized representative may request a copy of this authorization.

I authorize payment of medical benefits to the physician or supplier for service performed.

☐ YES ☐ NO

I hereby authorize any communication between the Policy Holder and AIG and it's affiliates in regards to the above mentioned claim and related medical events.

CLAIMANT OR AUTHORIZED PERSON'S SIGNATURE

DATE

Rev 02/91/13-JAY

State Fraud Notices

For Use on All Applications and Claims Forms

FRAUD STATEMENTS General Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act.

Alaska: A person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law. **Arizona:** For your protection Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

Arkansas, Louisiana, Maryland West Virginia: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

California: For your protection California law requires the following to appear on this form: Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Colorado: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Connecticut: This form must be completed in its entirety. Any person who intentionally misrepresents or intentionally fails to disclose any material fact related to a claimed injury may be guilty of a felony.

Delaware, Idaho, Indiana: Any person who knowingly, and with intent to injure, defraud, or deceive any insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony.

District of Columbia: Warning: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

Florida: Any person who knowingly and with intent to injure, defraud or deceive any insurer files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree.

Hawaii: For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

Kentucky: Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

Maine: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company.

Penalties may include imprisonment, fines, or a denial of insurance benefits.

Michigan, North Dakota, South Dakota: Any person who knowingly and with intent to defraud any insurance company or another person files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material there to, commits a fraudulent insurance act, which is a crime, and subjects the person to criminal and civil penalties.

Minnesota: A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

Nevada: Any person who knowingly files a statement of claim containing any misrepresentation or any false, incomplete or misleading information may be guilty of a criminal act punishable under state or federal law, or both, and may be subject to civil penalties.

New Hampshire: Any person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud as provided in section 638:20.

New Jersey: Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

New Mexico: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

New York: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Ohio: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Oklahoma: WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Oregon: Any person who makes an intentional misstatement that is material to the risk may be found guilty of insurance fraud by a court of law.

Pennsylvania: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Tennessee Virginia Washington: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purposes of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

Texas: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Signature of Claimant

Date

State Fraud Notices (Rev. 08/22) 1- JAY

International Church of the Foursquare Gospel
1910 West Sunset Blvd., San Diego, CA 90026

NATIONAL UNION FIRE INSURANCE COMPANY
Brief Summary of Blanket Accident Policy Benefits 2014

Policy Number: GTP 0009136404-B

The persons eligible to be Insured's are all persons described in the Classification of Eligible Persons section of the Master Application. This Policy provides accident insurance to Insured's while they are participating in Covered Activities.

Classification of Eligible Persons

All active U.S. Mission Project Members, Spouses, and Dependent Child(ren) of the policyholder for whom premium has been paid.

Covered Activities

While participating in the sponsored, scheduled, and supervised Missions trips and activities of the Policyholder.

Benefit Schedule:

Accidental Death Benefit

Maximum Amount: \$250,000

If Injury to the Insured results in death within 365 days of the date of the accident that caused the Injury, the Company will pay 100% of the Maximum Amount.

Accidental Dismemberment Benefit

Maximum Amount: \$250,000

If Injury to the Insured results, within 365 days of the date of the accident that caused the Injury, in any one of the Losses specified below, the Company will pay the percentage of the Maximum Amount shown below for that Loss:

| | |
|--|------|
| Both Hands or Both Feet..... | 100% |
| Sight of Both Eyes | 100% |
| One Hand and One Foot..... | 100% |
| One Hand and the Sight of One Eye | 100% |
| One Foot and the Sight of One Eye..... | 100% |
| Speech and Hearing in Both Ears | 100% |
| One Hand or One Foot | 50% |
| The Sight of One Eye | 50% |
| Speech or Hearing in Both Ears..... | 50% |
| Hearing in One Ear..... | 25% |
| Thumb and Index Finger of Same Hand..... | 25% |

OUT OF COUNTRY MEDICAL EXPENSE BENEFIT RIDER (Injury or Sickness)

Maximum Amount: \$75,000

Dental Maximum: \$250 per tooth, per accident (natural teeth)

Deductible: None

If, while traveling outside of his or her country of permanent residence, during the course of any Trip of less than 180 days an Insured Person suffers an Injury or contracts an Sickness that requires him or her to be treated by a Physician, the Company will pay, subject to the Out of Country Medical Expense Limitations noted below, the Usual and Customary Charges incurred for Covered Medical Services received due to that Injury or Sickness up to \$75,000 per Insured Person for that Injury or Sickness. This benefit is payable for such charges incurred outside the Insured Person's country of permanent residence and within 52 weeks after the date of the accident causing the Injury or the onset of the Sickness.

Covered Medical Service(s) - as used in this Rider, means any of the following services, if the service is Medically Necessary:

- d. Hospital semi-private room and board (or, when Medically Necessary, room and board in an intensive care or cardiac care unit); Hospital ancillary services (including, but not limited to, use of the operating room or emergency room); or use of an Ambulatory Medical Center;
- e. Services of a Physician or a registered nurse (R.N.);
- f. Ambulance service to or from a Hospital;
- g. Laboratory tests;
- h. Radiological procedures;
- i. Anesthetics and the administration of anesthetics;
- j. Blood, blood products and artificial blood products, and the transfusion thereof; physical therapy and occupational therapy;
- k. Rental of Durable Medical Equipment;
- l. Artificial limbs, artificial eyes or other prosthetic appliances; or
- m. Medicines or drugs administered by a Physician or that can be obtained only with a Physician's written prescription.
- n. Dental benefit applies to repair or replacement of sound natural teeth damaged or lost as a result of injury or sickness.

Note that there are exclusions, which are detailed in the policy. Pre-existing conditions are one of the exclusions.

Coma Benefit

Maximum Amount: \$7,500

If Injury renders an Insured Person Comatose within 90 days of the date of the accident that caused the Injury, and if the Coma continues for a period of 30 consecutive days, the Company will pay a monthly benefit of 1% of the Principal Sum. No benefit is provided for the first 30 days of Coma. The benefit is payable monthly as long as the Insured Person remains Comatose due to that Injury, but ceases on the earliest of: (1) the date the Insured Person ceases to be Comatose due to that Injury; (2) the date the Insured Person dies; or (3) the date the total amount of monthly Coma benefits paid for all Injuries caused by the same accident equals 100% of the Principal Sum. The Company will pay benefits calculated at a rate of 1/30th of the monthly benefit for each day for which the Company is liable when the Insured Person is

Comatose for less than a full month. Only one benefit is provided for any one month of Coma, regardless of the number of Injuries causing the Coma.

Emergency Evacuation Benefit

Maximum Amount: \$100,000

The Company will pay for Covered Emergency Evacuation Expenses reasonably incurred if the Insured Person suffers an Injury or Emergency Sickness that warrants his or her Emergency Evacuation while he or she is outside a 100 mile radius from his or her current place of primary residence, up to a maximum of \$100,000 for all Emergency Evacuations due to all Injuries from the same accident or all Emergency Sicknesses from the same or related causes.

AIG Assist must make all arrangements and must authorize all expenses in advance for any benefits under this rider to be payable. AIG reserves the right to determine the benefit payable, including reductions, if it is not reasonably possible to contact AIG Assist in advance.

Felonious Assault Benefit (Dollar Amount)

Maximum Amount: \$10,000

The Company will pay an additional benefit under this Rider when the Insured Person suffers one or more losses for which benefits are payable under the Accidental Death Benefit, Accidental Dismemberment or Coma Benefit provided by the Policy as a result of a Felonious Assault:

- d. that is not a moving violation as defined under the applicable state motor vehicle laws; and
- e. that is not an act of an Immediate Family Member, an employee of the Policyholder or an individual who resides with the Insured Person on a permanent basis.

Any willful or unlawful use of force upon the Insured: (1) with the intent to cause bodily injury to the Insured; and (2) that results in bodily harm to the Insured; and (3) that is a felony or a misdemeanor in the jurisdiction in which it occurs.

In-Hospital Indemnity Benefit

Daily Maximum Amount: \$200.00 per night

Maximum Number of Days: 10 days

If an Insured Person suffers an Injury that, within 30 days of the date of the accident that caused the Injury, requires him or her to be confined in a Hospital as an Inpatient, the Company will pay a benefit after 1 Day(s) of Confinement due to that Injury, retroactive to the first Day of Confinement. The amount of the benefit is the lesser of \$ 2,000 or 10% of the Insured Person's Principal Sum per month of Inpatient confinement due to that Injury. It is payable monthly for a maximum of 6 months during any one Period of Confinement. The Company will pay benefits calculated at a rate of 1/30th of the monthly benefit for each Day of Confinement for which the Company is liable when the Insured Person is confined for less than a full month. Only one benefit is provided for any one Day of Confinement, regardless of the number of Injuries for which the confinement is required.

Repatriation of Remains Benefit

Maximum Amount: \$100,000

If an Insured Person suffers loss of life due to Injury or Emergency Sickness while outside a 100 mile radius from his or her current place of primary residence, the Company will pay for covered expenses reasonably incurred to return his or her body to his or her current place of primary residence, up to a maximum of \$100,000.

Covered expenses include, but are not limited to, expenses for: (1) embalming or cremation; (2) the most

economical coffins or receptacles adequate for transportation of the remains; and (3) transportation of the remains by the most direct and economical conveyance and route possible.

AIG Assist must make all arrangements and must authorize all expenses in advance for this benefit to be payable. The Company reserves the right to determine the benefit payable, including any reductions, if it was not reasonably possible to contact AIG Assist in advance.

Notice of Claim:

Written notice of claim must be given to the Company within 20 days after the occurrence or commencement of an Insured's loss, or as soon thereafter as is reasonably possible. Notice given by or on behalf of the claimant to the Company at A&H Claims Department PO Box 25987, Shawnee Mission, KS 66225, with information sufficient to identify the Insured, is deemed notice to the Company.

Aggregate Limit \$500,000 Per Accident

Reduction Schedule: The amount payable for a loss will be reduced if an Insured Person is age 70 or older on the date of the accident causing the loss. Schedule percentages are shown in the policy.

Injury - means bodily injury: (1) which is sustained as a direct result of an unintended, unanticipated accident that is external to the body and that occurs while the injured person's coverage under this Policy is in force; (2) which occurs under the circumstances described in a Hazard applicable to that person; and (3) which directly (independent of sickness, disease, mental incapacity, bodily infirmity or any other cause) causes a covered loss under a Benefit applicable to such Hazard.

Trip – means a trip taken by an Insured which begins when the Insured leaves his or her residence or place of regular employment for the purpose of going on the trip (whichever occurs last), and is deemed to end when the Insured returns from the trip to his or her residence or place of regular employment (whichever occurs first). However, the trip is deemed to exclude any period of time during which the Insured is on an authorized leave of absence or vacation or travel to and from the Insured's place of regular employment. "Trip" does not include the Insured's trip to a location that extends for more than 180 days. Such a trip will be deemed to change the Insured's residence or place of regular employment to the new location.

Pre-Existing Condition – means a condition for which the Insured Person received any diagnosis, medical advice or treatment or had taken any prescription medicines during the 6 months immediately preceding the effective date of the Insured Person's coverage under the Policy unless the condition for which the prescribed medication is taken remains controlled without any change in the required prescription. For further definitions and exclusions – see policy for details. Policy exclusions and details apply. Payment of claims is not guaranteed; each claim is individually evaluated and underwritten by the carrier.



Teams Insurance Agreement

Teams Insurance is an activities policy that covers individuals on a Foursquare short-term mission's trip, or a GO Team that travels outside of the United States for an approved ministry purpose. This insurance provides limited benefits in the event of an accident or contracted illness. These benefits are not intended to replace the individual team members' personal

health insurance but to supplement those benefits. Each team member should review their personal health insurance to determine whether they are insured during foreign travel. (Please see the attached "Summary of Coverage" for a description of Teams Insurance benefits.)

If your team has a medical emergency or a travel interlude during their dates of coverage, do the following:

- » Call AIG (877) 832-3523 or (01-715) 295-9817 – foreign collect #. This is also on your travel card. Identify yourself as a covered person under your Group Global Accident Plan ID #SRG 0009136404
- » AIG will decide which benefit is applicable and advise on how to proceed.
- » Keep copies of all receipts, medical forms and itemized bills, and contact Foursquare Missions International for a letter of verification and claim form within 30 days in order to be reimbursed. Submit the form and documents to AIG. AIG will contact you for further information needed (if any). Payment of claims is not guaranteed; each claim is individually evaluated and underwritten by the carrier.

Travel Assist centers are located throughout the world and staffed 24-hours a day, 7 days a week with multilingual representatives.

Services include, but not limited to:

- » **Pre-Trip Assistance-** telephone information about passports, visas, health hazards, inoculations, and special medical facilities.
- » **Medical Assistance while Traveling-** 24-hour contact to locate medical care, relay messages to family members, coordination of medical bills, ticketing to arrange family visits, arranging escorts and transportation for unaccompanied children, and notifying your health insurer of a claim.
- » **Legal Assistance while Traveling-** telephone contact for travel legal emergencies, help locating consulate officer or attorney, Identify Theft Protection, and concierge services.
- » **General Travel Assistance-** 24-hour contact for baggage and other travel problems, help with lost passports, and relaying emergency messages. Missed connection coordination.

For questions or comments, or to request a complete copy of the Teams Insurance policy contact Foursquare Missions International at 1-888-635-4234, ext. 4320

BY SIGNING BELOW, I AM STATING THAT I HAVE READ AND UNDERSTAND THE FOREGOING INFORMATION.

Senior Pastor or Team Leader's Signature: _____

Print Name: _____ Date: _____

Outreach Destination (Country): _____ Departure Time: _____

Return to: Foursquare Missions International, Attn: GO Teams Coordinator, PO Box 26902, Los Angeles, CA 90026-0176



NATIONAL UNION FIRE INSURANCE COMPANY

Blanket Accident Policy Benefits 2014

Policy Number: GTP 00091364047B
International Church of the Foursquare Gospel

What to do if you have a CLAIM

- » When you have a medical emergency or accident or any other covered incident, call AIG before you seek treatment at **AIG Assistance Services (877) 83273523 toll free or (017715) 29579817–foreign collect** or assistance@aig.com. This is on your Travel card.
- » AIG will start an information report, which will later link to your claim.
- » AIG will decide which benefit is applicable and advise on how to proceed according to the scenario.
- » AIG will make a referral to a doctor or help you with the services you need. Such as:
 - Hospital / Doctor / Dental / Vision referrals
 - Emergency Medical Evacuation
 - Emergency Prescriptions
 - Emergency Travel Assistance / Lost Luggage Assistance / Flight Rebooking
 - Security and Safety Advisories
 - VIP Personal Assistance (Restaurant referrals, transportation coordination, Local Activity)
- 5. AIG will work with the provider to arrange billing. This means that some doctors will bill AIG directly and some will not. The claimant may need to pay for the services and submit later to AIG for reimbursement. Payment of claims is not guaranteed; each claim is individually evaluated and underwritten by the carrier.
- 6. Keep copies of:
 - a. Receipts
 - b. Itemized Medical Bills
 - c. Medical Forms
 - d. The Medical Report
- 7. Complete the Claim Form and submit it to AIG.
- 8. Submit the claim form and supporting documents to AIG via mail to:
PO Box 25987
Shawnee Mission, KS 6622575987
Phone: (800) 55170824
- 9. Keep copies of the items, which were mailed to AIG.
- 10. AIG will contact you for any further information needed or you may contact them at (800) 55170824.

Mini Summary of Benefits

AIG Assist must make all arrangements and must authorize all expenses in advance.

Classification of Eligible Persons: All active U.S. Mission Project Members, Spouses, and Dependent Child(ren) of the policyholder for whom premium has been paid. Coverage provided while participating in the sponsored, scheduled, and supervised Missions trips and activities of the Policyholder.

Accidental Death or Dismemberment Benefit: Maximum Amount: \$250,000 If Injury to the Insured results in death or physical bodily losses within 365 days of the date of the accident that caused the Injury. Dismemberment is paid according to a schedule depending on the loss. Amounts payable will be reduced according to a percentage schedule if an Insured Person is age 70 or older.

Out of Country Medical Expense (Injury or Sickness): Maximum \$75,000 / \$250 per tooth (natural teeth only) If, while traveling outside of his or her country of permanent residence, during the course of any Trip of less than 180 days an Insured Person **suffers an Injury or contracts a Sickness** that requires him or her to be treated by a Physician. This benefit is payable within 52 weeks after the date of the accident causing the Injury or the onset of the Sickness. This benefit responds if you contract a sickness or illness or get injured while traveling. This benefit does not cover pre-existing conditions, repair / replacement of false teeth or existing artificial limbs and does not provide new eyeglasses, unless the contracted sickness or injury caused the need for these items. Pre-Existing Condition means a condition for which the Insured Person received diagnosis, medical advice or treatment or had taken any prescription medication during the 6 months immediately preceding the effective date of the Insured Person's coverage under the policy.

Emergency Medical / Sickness Evacuation: Maximum \$100,000 Insured Person suffers an Injury or Emergency Sickness that warrants his or her Emergency Evacuation while he or she is outside a 100 mile radius from his or her current place of primary residence.

In-Hospital Indemnity: Daily Maximum \$200/night, Maximum number of Days 10 days If an Insured Person suffers an Injury that, within 30 days of the date of the accident that caused the Injury, requires him or her to be confined in a Hospital as an Inpatient.

Coma: Maximum \$7,500 If Injury renders an Insured Person Comatose within 90 days of the date of the accident that caused the Injury, and if the Coma continues for a period of 30 consecutive days.

Felonious Assault: Maximum \$10,000 Any willful or unlawful use of force upon the Insured: (1) with the intent to cause bodily injury to the Insured; and (2) that results in bodily harm to the Insured; and (3) that is a felony or a misdemeanor in the jurisdiction in which it occurs.

Repatriation of Remains: Maximum \$100,000 Company will pay for covered expenses reasonably incurred to return his or her body to his or her current place of primary residence.

The above is a summary, policy terms and conditions apply, and exclusions are detailed in the actual policy. Payment of claims is not guaranteed, each claim is evaluated by AIG.



Missions Giving Credit Request

Please complete the following information to request Missions Giving Credit.

Please return this form to Foursquare Missions International.

Church Name: _____

Church Address: _____

Church Telephone: _____ Church Code: _____

Senior Pastor: _____ Team Leader: _____

Outreach Location: _____

Outreach Dates: _____ Total Number on Team: _____

Expenses for which credit is requested:

(Please attach copies of receipts or checks showing payment)

Airfare:

Ground Transportation:

Food and Lodging:

Taxes, Tariffs:

Building Materials:

Other (please list):

Expenses Paid

| |
|-------|
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |

Processing and Insurance Fees (paid to FMI):

| |
|-------|
| _____ |
|-------|

Grand Total:

| |
|-------|
| _____ |
|-------|

Senior Pastor's Signature: _____ Date: _____

Return to:

Foursquare Missions International

Attn: GO Team Coordinator

P.O. Box 26902

Los Angeles, CA 90026-0176

[illegible]



Team Evaluation Form

General Information:

Church Name: _____

Church Address: _____

Church Telephone: _____ Church Code: _____

Senior Pastor: _____

Team Leader: _____

E-mail Address: _____

Outreach Location: _____

Outreach Dates: _____ Total Number on Team: _____

Description:

1. What type of team did you lead?

| | | |
|--------------------------|-------------------------------|----------------------|
| _____ Evangelistic | _____ Leadership Training | _____ Youth Ministry |
| _____ Drama and/or Music | _____ Children's Ministry | _____ Construction |
| _____ Handyman Repair | _____ Healing/Spiritual Gifts | _____ Other _____ |

2. Spiritual Report:

Number of decisions for Christ: _____

Number of Baptisms in the Holy Spirit: _____

Number of Water Baptisms: _____

Number of Healings: _____

3. How did your team bond with nationals?

_____ Excellent _____ Good _____ Fair _____ Poor

4. Evaluate you team's effectiveness in ministry:

_____ Excellent _____ Good _____ Fair _____ Poor

5. Please share any miracle or breakthroughs that occurred:

6. Did any of your Team experience sickness or other physical problems in any way?

If so, did it require medical attention? Was an insurance claim filed?

7. Were there any discipline problems, personality conflicts or other difficulties?

8. Evaluate the following areas:

a. Team Training was:

____ Excellent

____ Good

____ Fair

____ Poor

Comments:

b. Coordination with Foursquare Missions International was:

____ Excellent

____ Good

____ Fair

____ Poor

Comments:

c. Coordination with the field was:

____ Excellent

____ Good

____ Fair

____ Poor

Comments:

d. Please make any other suggestions for improving the above areas:

9. What were the most difficult areas that your team encountered?

____ Climatic Conditions

____ Social or Cultural Customs

____ Language

____ Political Tensions

____ Religious Persecution

____ Crime

Comments:

Please return to: Foursquare Missions International, P.O. Box 26902, Los Angeles, CA 90026-0176

Attn: GO Team Coordinator

Section 4: Reading and Resources

RECOMMENDED READING

The following list of books is not meant to be exhaustive. The intent of using the books during the team training is to expand vision, to educate, to challenge and encourage the team member's walk with the Lord, and to be part of their cross-cultural experience.

Missions Resources

- » Allen, Roland. Missionary Methods, St. Paul or Ours? Grand Rapids, MI., Eardmans, 1962.
Subject: A classic on missions, which has exercised a profound influence on missionary strategy.
- » Gallagher, Neil. Don't Go Overseas Until You've Read This Book, Minneapolis, MN. Bethany fellowship, 1977. Subject: A humorous yet insightful account of "culture shock" by an American Peace Corps worker who found Christ while on the "mission field."
- » Tucker, Ruth. From Jerusalem to Irian Jaya, Grand Rapids, MI., Zondervan Publishing House, 1983. Subject: A readable, informative, gripping and, above all, honest history of the spread of the Gospel. The men and women involved are seen both in their failures as well as their successes.

Biographies

- » Olson, Bruce E. Bruchko, 2nd Edition, Carol Stream, IL. Creation House, 1993.
Subject: "What happens when a nineteen-year-old boy leaves home against his parent's wishes and heads into the jungle to work with a murderous tribe of South American Indians." (A short, readable, inspiring book).
- » Buntain, Mark with Ron Hembree and Doug Brendel. Miracle in the Mirror, Minneapolis, MN., Bethany House Publishers, 1981.
Subject: The story of Nita Edwards and her encounter with God.
- » Burke, Todd and DeAnn. Anointed For Burial, Plainfield, NJ., Logos International 1977. Subject: Revival in Cambodia.
- » Richardson, Don. Lords of the Earth, Glendale CA., Regal Books, 1974.
Subject: The account of Richardson's ministry among the Yaki stone-Age tribe of Netherlands New Guinea.

General

- » Richardson, Don. Eternity in Their Hearts, Ventura CA., Regal Books, 1981.
Subject: Stories from all over the world illustrating that the world has been prepared by God for the Gospel and the Gospel for the world.

VIDEOS AND OTHER MISSIONS MATERIALS

- » Sherman, Dean. Spiritual Warfare Video Series, Balance in Warfare, The Nature of Warfare, The World that is Unseen, Why Evil is in the Earth (parts I and II), The Believer's Authority, We Wrestle Not Against Flesh and Blood, How Warfare is Waged in Prayer, How the Enemy Attacks, and Advancing the Kingdom. Front Line Communications (YWAM), PO Box 5787, Seattle, WA, 98155. Telephone: 1-800-922-2143.
- » BaFa BaFa. Cross-cultural Simulation Game is available from Simile 11, 218 Twelfth Street, PO Box 910, Del Mar CA 92014. Online: HYPERLINK "<http://www.stsintl.com>" www.stsintl.com. Telephone: 1-800-942-2900
- » Brewster, E. Thomas and Brewster, Elizabeth S. LAMP--Language Acquisition Made Practical, and LEARN!--Language Acquisition Resource Notebook! Video series: Language Learning and Mission. Available from: Missionary Language Learner's Supply Corner, Lingua House Ministries, 135 N. Oakland, Pasadena CA 91101. Online: HYPERLINK "<http://www.instantweb.com/l/linguahouse/>" www.instantweb.com/l/linguahouse/ . Telephone: 1-626-584-5276
- » U.S. Center for World Missions, 1605 Elizabeth Street, Pasadena CA 91104. Online: HYPERLINK "<http://www.uscwm.org>" www.uscwm.org. Telephone 1-626-797-1111. Books, videos, audiocassettes, and periodicals are available for purchase. They also have videos available for rent.

TRAINING MATERIAL

Language and Bonding:

- » Brewster, E. Thomas and Brewster, Elizabeth S. Bonding and the Missionary Task and Language Learning is Communication - is Ministry! Pasadena CA, Lingua House, 1984.
Subject: Cross-cultural identification and the Brewster Method of language learning.

Personal Relationship with God:

- » Cunningham, Loren and Janice Rogers. Is That Really You, God? Hearing the Voice of God. Grand Rapids MI., Chosen Books, 1984.
- » Dawson, Joy. Intimate Friendship with God, Old Tappan NJ., A Chosen Book by Fleming H. Revell Company, 1986.
Subject: Understanding the fear of the Lord.
- » MacDonald, Gordon. Ordering Your Private World, Expanded Edition, Nashville, TN., Oliver-Nelson, a division of Thomas Nelson, Inc., 1985.
Subject: Out of the heart the mouth speaks.
- » McClung, Floyd Jr., The Father Heart of God, Eugene OR., Harvest House Publishers, 1985.
Subject: The healing power of God's love.

Prayer:

- » Cho, Paul Y. with R. Whitney Manzano. Prayer: Key to Revival, Waco TX., Word Books, 1984.
- » Johnstone, Patrick. Operation World, 5th Edition Grand Rapids, MI, Zondervan, 1993.
Subject: Includes specific prayer needs as well as facts for every country in the world; 1986 edition has been completely rewritten and enlarged. International Church of the Foursquare Gospel

Case Study #1

Build Your Team

Your pastor has asked you to lead a construction/VBS team to the interior of Panama. You have three spots available on your team, however five people have applied. Their bios are below.

Which three would you choose? Why?

Annette Talks alot – Annette is a stay home mom with nothing to do except stick her nose in other people's business. She teaches in the 3-5 year olds class at church. She is well liked, however has a tendency to talk too much. Rumor has it, that she is the church gossip.

Bob Digsahole – Bob is a new Christian. He has worked as a foreman in the construction industry for eight years. Although Bob is growing as a believer he still smokes and lets an occasional foul word come out of his mouth.

Grandpa Joe – Joe has been in the church forever. He has served as the head usher and on numerous committees. He is way up in years and has a severe heart condition.

Sue Igotskills – Sue is a single nurse, interested in studying and treating disease in the jungle areas. She is very good at what she does and knows it.
Some people find her up-front demeanor highly offensive.

Erwin Speksdaspanish – Erwin speaks Spanish and is from Panama. He is not a Christian, he heard about the team through a friend and wants to serve his home country. He is a father of three and owns his own business.

Case Study #2

Money Exchange

You have just arrived with your team of eight to Burkineo, Africa. Through your contact with the Foursquare missionary you have learned that the places you will be staying and eating do not accept credit cards or travelers' checks. You have \$5,000 (USD) to exchange into Burkenese Mula (bm). You are excited because you just learned that the exchange rate is 42bm to \$1, which will certainly help your budget. The average Burkenese earns 200bm per month. You are now carrying 210,000bm. How do you travel with such a large amount of cash?



10 Tips for Short-Term Team Leaders

1. **Pick your Destination Carefully** – Pray about where God wants you to go and be flexible to change your plans. Don't pick a destination because there is great deal on airfare or because you love tropical weather, but because you sense a genuine call to go there. If you are not sure where to go, try to think of who you are connected to relationally. If your church supports missionaries in Bulgaria, consider going there.
2. **Define the Purpose of your Team** – This should be done based on what the group that you will be ministering to on the field needs and not based simply on what you want to do. Your team may be great at puppet ministry but what the locals really need is a construction team to build a bigger church. Be open to what the needs are where you are going, and be willing to change your purpose to do what they need to do.
3. **Have a Good on the Field Point-Person** – Your on the ground person who is working in the country that the team is going to is absolutely essential. Be sure that you have someone who is knowledgeable of ministry, housing and serving teams, and aware of cross-cultural issues that may exist between US customs and the customs of another culture. Without a good point-person, you should definitely plan a scouting trip to set up your trip.
4. **Be Spirit-led when you pick Your Team** – It is important to pray about who is to go on your team. Don't pick people that are the same but intentionally promote a diversity of gifts and personality. It is important to have people who are spiritually mature on your team, but also be open to those who are less mature if they are willing to serve and grow. Short-term teams are a life-changer for many people, so give less mature believers a chance to come on the team, unless they are unwilling to submit to leadership, or to being a servant.
5. **Get your Prep Work Done Early** – You should shoot to have everything (meaning passports, airline tickets, visa for the country if necessary, shots, etc.) done at least 6 weeks prior to the team leaving. Airline tickets should be reserved about 6 months ahead of time to ensure that there are tickets available and for the best rate. Passports can take up to 6 weeks, visas can take several weeks, and immunization appointments may need to be made weeks ahead of time.
6. **Prepare your Team Relationally and Spiritually** – Remember that before your team leaves for the field, they must learn to relate like a team and they will also need to be united spiritually. This can be done through meetings (weekly, biweekly, or monthly) to help the team to grow together and to pray, discuss, and learn about the team that they will participate in. Remember that unless a team prepares themselves spiritually, they will not be able to make a difference on the field.

(continued)

7. **Be Prepared** – A schedule is great to have to help people know what to expect (or to show them that what takes place will be very different from what's on the schedule). Also, be prepared for the worst in case it should happen. Where will you go if someone gets injured? What do you do if your group gets separated? What do you do in the case of political instability or a natural disaster? It's important for a leader to foresee problems before they arise.

8. **Be Flexible** – “Blessed are the flexible for they won't be broken.” The mission field requires a great deal of flexibility and as a leader you need to be able to be patient and adapt to changes as they come. Buses may be late, materials may not show up on time (or at all), and you may get sick. It is important that you keep calm even in the midst of challenging circumstances. If you keep your cool, then your team will also. It is also important to express to your team the importance of letting go of their expectations for the trip. This will help to prevent disappointment and frustration from the team.

9. **Deal with Team Conflicts Immediately** – Team conflicts can ruin the unity and effectiveness of a team if the team leader doesn't deal with them quickly. It is important to address the people involved in the conflict and to remind the entire group of the necessity to be aware of the attack of the enemy to divide the group.

10. **Always Debrief with your Team** – It is important for a team leader to dialogue daily with the team together (or in small groups on large teams) where they can discuss what they are experiencing, what the Lord is teaching them, and how they improve on what they are doing. It is also very important to spend some time

with the team at the end of the trip to dialogue about the trip as a whole. It may be good to plan a tourist or celebration day at the end of the trip as a reward for working hard. This may be done through a beach trip, safari or sightseeing trip, or visiting the tourist part of the city.