



**hopemissions**  
[www.hopemissiontrips.com](http://www.hopemissiontrips.com)

**2013 National  
Missions Manual**

# HOPE MISSIONS NATIONAL PROJECT MANUAL

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# USE OF MANUAL

This manual has been designed to answer questions regarding conduct, culture, and policies for the national mission trips of HOPE. It will walk you through the mission trip process beginning with an overview of Hope Missions and explain the steps necessary to participate in one of our national mission trips. As you read through the manual you will notice several key headings that will help answer questions concerning the trips. However, in the event that you still have an outstanding question, please feel free to contact the Hope Mission Director, Shawn Doss, through the information listed below.

**Hope Mission Director:**    **Shawn Doss**

**Mailing Address:**            **Hope Mission Trips**  
   **P.O. Box 555**  
   **Jasper, AL 35502**

**E-Mail Address:**            [shawnddoss@yahoo.com](mailto:shawnddoss@yahoo.com)

**Phone Number:**            **256.620.1788**

As the trip proceeds, you will receive regular updates. All trip Group Leaders asked to provide an e-mail address as soon as possible. In the event that any trip details should change, all Group Leaders will be notified as soon as possible. Hope Missions is committed to helping you have a wonderful mission experience. You can help us do that by doing the following:

**PRAY** – Pray for Hope Missions as we plan your upcoming trip. Pray for the communities we will be working in. Pray for God to begin to open the hearts of individuals to hear and respond to the Gospel. Pray for your group (safety, spiritual health, etc.) as they prepare for the trip. Pray that God receives ALL of the honor and glory that He deserves through this mission project.

**PREPARE** – Preparing yourself and your group is critical to having a successful missions experience. This manual will give you tons of resources and ideas to help you in the preparation process. However, these resources are only valuable if they are put into practice. Do not neglect physical and spiritual preparation.

**PROMOTE** – Promoting your trip is very important. Your trip needs to be promoted to your church and specific group that is attending. Hope Missions has resources available (PowerPoint, Videos, Printed Materials, etc.) to help you promote your trip. Hope Missions is also available to come to your church to help prepare your group. Call the Hope Missions Office today for more details.

It is our prayer that God would be glorified throughout the entire mission trip process (preparation before the trip, ministry during trip, & sharing after returning) and that His name would be made known throughout our nation. God Bless you as you begin this journey.

# **ABOUT HOPE MISSIONS**

Hope Mission Trips is committed to bringing Hope to the Hopeless through the Gospel of Jesus Christ. Hope Missions uses Ministry and Construction Projects as a platform to accomplish this important task. Each trip is a complete pre-packaged mission experience at an affordable price. National trips include: Programming, Meals, Lodging, Mission Supplies, Worship, T-Shirt, and Water Bottle.

Hope Mission Trips are perfect for churches who lack staff or “know-how” to coordinate a mission trip. The Hope Missions staff handles all of the details for each trip and personally leads every trip. Whether you are looking for a local, national, or international mission opportunity – Hope Missions is available to assist you with all of the details. Interested in hosting a mission project in your own community? Contact the Hope Missions Office today to discuss possibilities.

## **ABOUT THE DIRECTOR**

Shawn Doss is the Founder and Director of Hope Mission Trips. He has become a "Missions Pastor" for churches who need help coordinating local, national, and international mission projects. Shawn has had extensive experience coordinating mission trips. Since 2003, he has coordinated over 30 mission projects throughout the U.S. (Louisiana, Maryland, Alabama, Arkansas, Arizona, and Florida) and 16 international mission projects to Nicaragua, Dominican Republic, Ghana, Costa Rica, and Haiti. Shawn has equipped and mobilized over 4,500 short-term missionaries, representing 80+ churches in 14 states and England. He is passionate about helping churches and individuals fulfill their God-given responsibility to reach the world with the Gospel of Jesus Christ.

Shawn is a licensed and ordained Southern Baptist Minister. Prior to founding Hope Missions, he served on staff at SBC churches in Student Ministry for over 15 years. Shawn has been married to Patty for 19 years. They have two children - Jessica and Joshua. Shawn and his family currently live in Jasper, AL.

# WHY USE HOPE MISSIONS?

There are many Missions Organizations that offer pre-packaged trips. So, why use Hope Missions for your next Mission Trip? There are several things that set Hope Missions apart from similar organizations:

**AFFORDABLE** – Hope Missions offers week-long, pre-packaged mission trips at a very affordable price. This allows churches of all sizes to participate in a mission trip.

**PROJECT DIVERSITY** – Many mission organizations only offer construction options for participants. Hope Missions offers Ministry and Construction Projects.

**GOSPEL FOCUSED** – The primary goal on all Hope Mission Trips is the proclamation of the Gospel. Hope Missions asks participating churches to conduct a pre-project Evangelism Study. At the trips, participants are encouraged to share the Gospel on their job sites.

**NO MINIMUMS** – There is no minimum number of participants on National or International trips.

**EXPERIENCED LEADERSHIP** – All projects are personally led by the Hope Missions staff. Director, Shawn Doss, has had many years experience in leading mission teams on National and International trips.

Stay Connected to Hope Missions!



[www.facebook.com/hopemissiontrips](http://www.facebook.com/hopemissiontrips)



[www.twitter.com/shawndoss](http://www.twitter.com/shawndoss)



[www.youtube.com/hopemissiontrips](http://www.youtube.com/hopemissiontrips)

# **GENERAL INFORMATION FOR ALL NATIONAL PROJECTS**

The primary focus for each Hope Mission Trip will be the Gospel. Participants will be equipped and challenged to share the Gospel of Jesus Christ through construction and ministry projects. Participating churches will be combined into construction and ministry teams. Each team will consist of 10-12 students and adults from 4-6 participating churches. Students will have at least one other participant from their church on each team. Construction teams will participate in projects like: painting, carpentry, electrical, plumbing, and yard work. Ministry teams will participate in projects such as: VBS, backyard bible clubs, door to door surveys, and witnessing.

Hope Mission Trips are fully staffed by Hope Missions. The staff works hard to provide programming that will give participants a meaningful mission experience. Days will be filled with productive mission work. Evenings will consist of a worship service and church group devotion time. Free time will also be available each afternoon for participants to relax and fellowship with one another.

## **LODGING**

Our lodging facility for each Hope Mission Trip will be our host churches. Participants will eat, sleep, shower, and worship at the host church. Breakfast and supper will be served in the fellowship hall. Lunches will be sandwiches that participants will pack each morning to take to the worksite. Sleeping will take place in the host church education space. Participants will need to bring twin size air mattresses and bedding. Rooms will be provided for individual churches when possible. Men and women will be lodging in separate areas of the campus. Participants will use a shower trailer located behind the church. Worship services will take place each night in the sanctuary. It's very important that your group understands the importance of respecting and caring for our host facility during the project week. Specific rules will be provided at the project and strictly enforced.

## **ADULT PARTICIPATION**

The Adult per Student ratio for participating churches on all Hope Missions National Trips is 6:1 (6 male students per 1 adult male; 6 female students per 1 adult female). Adults play an important role in the mission experience. Each church will have an adult Group Leader. This person will be the primary point of contact between the participating church and Hope Missions. Group Leaders are responsible for preparing their participants for the upcoming Hope Mission Trip. Adults are also needed to serve as Team Leaders on each Ministry and Construction Team. If you have adults that are interested in serving in this position, have them fill out and mail in the Team Leader Application (See Pages 19-21) as soon as possible.

## **PREPARATION**

The key to a successful mission project is preparation. Hope Missions will spend hundreds of hours preparing for each one-week project. We ask that participating churches also spend time preparing their

participants for this important week.

Evangelism is the primary objective of every Hope Mission Trip. See the Evangelism Section of this Manual (Pages 9-10) for more details on how you can prepare your group to share the Gospel.

There are other ways your group can prepare for the Hope Mission Trip. Consider doing a local mission project. There are people in your community that need minor construction work or yard work. This is a great team-building activity for your group. Also, look for opportunities to take your group witnessing. Local malls or parks can be great places for your group to practice witnessing. The more you share your faith, the easier it will become.

Finally, the best way that you and your group can prepare for your mission trip is to PRAY. Begin now to get your church involved in praying for your trip. Pray that plans will go smoothly. Pray for the community you will be ministering to. Pray that God will begin to prepare hearts and open opportunities for you to share the Gospel. Pray that God gets all the glory for everything that is accomplished this summer.

## **REGISTRATION**

Registering for a Hope Missions National Trip is very easy. You can Sign-Up today through our "ONLINE REGISTRATION" tab at the Hope Missions website – [www.hopemissiontrips.com](http://www.hopemissiontrips.com). There is no money due until Deposit Deadlines. You must send in the Group Information Form (See Page 18) with your deposits. A Participant List (EXCEL document) will be e-mailed to each Group Leader prior to group balances being due. This form must be completely filled out and e-mailed back to Hope Missions by balance due date.

## **FINANCIAL MATTERS**

Finances are usually an obstacle for many churches. Therefore, Hope Missions desires to provide a quality mission project at an affordable price. The cost for Hope Mission Trips 7-Day Projects (Panama City, Memphis, and New Orleans) is only \$209 per person. The cost for our 5-Day Projects (Fort Pierce, Louisville and Jasper) is only \$179 per person. The cost for our Bronx, NY trip is \$599 per person. You can even save an additional \$10 per person when you pay your \$50 per person deposits by February 1, 2013 (excluding Fort Pierce Spring Break Trips and Bronx). The registration fee includes: project coordination, meals, lodging, mission supplies, worship, t-shirt, and water bottle.

Your group can sign up for any summer Hope Mission Trip today with no money required until February 1, 2013. A \$50 per person NON-REFUNDABLE deposit is due by February 1, 2013. These deposits will secure spots for your participants. The remaining balance will be due on May 1, 2013. A \$50 per person NON-REFUNDABLE deposit is due by December 1, 2012 for the Fort Pierce Spring Break trips, with the remaining balance due on February 1, 2013. See the Hope Missions website for payment details for the Bronx Project.

**Cancellation Policy** – All deposits are NON-REFUNDABLE. However, unused deposits can be applied to your balance until May 1 (February 1 for Fort Pierce Spring Break projects). Balance payments (minus deposits) are refundable up to 30 days before the project begins.

# LOCATIONS & DATES:2013

## **FORT PIERCE, FL – March 17-21; April 7-11; & July 28-August 3**

The city of Fort Pierce, FL has been hosting many mission teams for the past 12 years. In 2013, they have chose to partner with Hope Missions to continue their efforts in this beautiful city on the coast of Florida. Participants will have THREE dates to pick from for these trips. This is a perfect opportunity for Families (Spring Break Trips) and Students (Summer Trip) to minister to the people of Fort Pierce through Ministry and Construction Projects. Call the Hope Missions office with any questions.

## **BRONX, NY – April 20-27, 2013**

Hope Missions is going to the Big Apple. We are very excited to minister in the Bronx, NY. This will be a great opportunity for Adults to serve. We will be conducting construction projects and ministry projects while in the Bronx. There is very limited space for this trip (40 adults). See the Hope Missions website for payment details. Call the Hope Missions office with questions. Our host for the Bronx Mission Trip will be the Metropolitan New York Baptist Association ([www.mnyba.org](http://www.mnyba.org)).

## **PANAMA CITY, FL – June 9-15, 2013**

The beach is a popular vacation location during the summer. Sometimes we forget that there are permanent residents in these areas. Join us as we minister to the people of Panama City, FL. This will be our fourth Hope Mission Trip to Panama City. Our host church for the Panama City Mission Trip will be Northside Baptist Church ([www.northsidepc.org](http://www.northsidepc.org)).

## **LOUISVILLE, KY – June 17-21, 2013**

Hope Missions will be hosting a new Church-Wide trip to Louisville, KY in 2013. This will be a great opportunity for the whole Church to serve – groups, families, individuals, etc. We look forward to ministering to the people of Louisville through ministry and construction projects. Our host church for the Louisville Mission Trip will be Farmdale Baptist Church ([www.farmdalebaptistchurch.org](http://www.farmdalebaptistchurch.org)).

## **MEMPHIS, TN – June 23-29, 2013**

Memphis is the Home of Elvis and the Blues. Join Hope Missions as we seek to share the Gospel in this historic city through ministry and construction projects. Our host church for the Memphis, TN project is Mullins Station Baptist Church ([www.msbcmemphis.org](http://www.msbcmemphis.org)).

## **JASPER, AL – July 8-12, 2013**

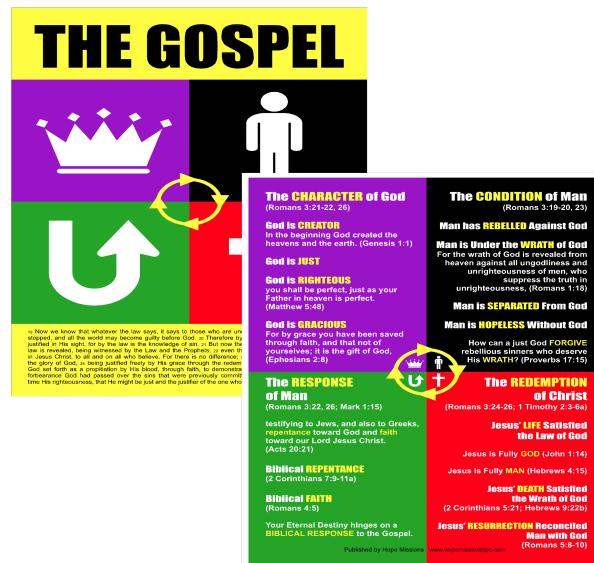
After a great Mission Camp in 2012, Hope Missions is very excited to announce that we will host our second Camp in the summer of 2013. Hope Mission Camp will include all the things your group is looking for in a typical Camp: challenging teaching, engaging worship, great facilities, recreation options, team building exercises, etc. But, the Hope Mission Camp will have an additional element - a Mission Day. The goal of the Camp will be to introduce, challenge, and equip students to be On-Mission. This is a perfect opportunity for groups who have never participated in a mission trip, but want to prepare their participants for future mission opportunities. Our host for Hope Mission Camp will be Camp Dotson ([www.walkerbaptistassociation.com](http://www.walkerbaptistassociation.com)).

## **NEW ORLEANS, LA – July 14-20, 2013**

Since Hurricane Katrina hit the Gulf Coast in August 2005, thousands of volunteers have flocked to the city of New Orleans. The recovery process has been slow, but steady. It will be many years before the city and its residents make a full recovery. Hope Mission Trips began with mission projects in New Orleans. Since 2007, Hope Missions has mobilized hundreds of participants to help with the recovery efforts in New Orleans. Many residences and churches in New Orleans have benefited from the work from these projects. Our host church for the New Orleans Mission Trip will be Oak Park Baptist Church ([www.oakparkbc.com](http://www.oakparkbc.com)) on the West Bank of New Orleans.

# The Importance of Biblical Evangelism

The Primary purpose of all Hope Mission Trips is Biblical Evangelism. Missions void of Evangelism is nothing more than Humanitarian Relief work. Therefore, we must share the Gospel with those we serve. Hope Missions is not focused on the number of “decisions” we can attain during a week. Rather, we are passionate about participants knowing and sharing the Gospel in a Biblical way. We trust in the Holy Spirit to save people. Our job is merely to proclaim the Good News. Hope Missions provides participants with Gospel Tracts to distribute throughout the project week. Go to [www.knowthegospel.org](http://www.knowthegospel.org) for tracts, books, and other Gospel Resources. See the next page for an example of our Gospel Tracts.



## The Necessity of Pre-Project Evangelism Training

Hope Missions requires that ALL participants prepare themselves for the Ultimate Goal of the trip – Evangelism. To do this, we ask groups to use the Basic Training Course from Living Waters Publications. The Basic Training Course is an 8-week DVD course that equips participants to share the Gospel using the Law. Based on the award-winning TV series, “The Way of the Master,” the Basic Training Course is an excellent tool to train believers to simply and confidently share the Gospel using the Ten Commandments. This course is hosted by Ray Comfort and Kirk Cameron. It can be purchased from [www.livingwaters.com](http://www.livingwaters.com) and many local Christian Bookstores. Learn more about WOTM at [www.wayofthemaster.com](http://www.wayofthemaster.com). If your group has already studied through this course, consider doing a refresher course or going through the Intermediate Course. There are also a number of different books, tracts, and resources that are available at Living Waters that will help your group prepare for your trip.

# THE GOSPEL



<sup>19</sup> Now we know that whatever the law says, it says to those who are un-  
 stopped, and all the world may become guilty before God. <sup>20</sup> Therefore by  
 justified in His sight, for by the law is the knowledge of sin. <sup>21</sup> But now the  
 law is revealed, being witnessed by the Law and the Prophets, <sup>22</sup> even th  
 in Jesus Christ, to all and on all who believe. For there is no difference; <sup>23</sup>  
 the glory of God, <sup>24</sup> being justified freely by His grace through the redem  
 God set forth as a propitiation by His blood, through faith, to demonstra  
 forbearance God had passed over the sins that were previously commit  
 time His righteousness, that He might be just and the justifier of the one who

## The **CHARACTER** of God (Romans 3:21-22, 26)

**God is CREATOR**  
 In the beginning God created the  
 heavens and the earth. (Genesis 1:1)

**God is JUST**

**God is RIGHTEOUS**  
 you shall be perfect, just as your  
 Father in heaven is perfect.  
 (Matthew 5:48)

**God is GRACIOUS**  
 For by grace you have been saved  
 through faith, and that not of  
 yourselves; it is the gift of God,  
 (Ephesians 2:8)

## The **CONDITION** of Man (Romans 3:19-20, 23)

**Man has REBELLED** Against God  
**Man is Under the WRATH** of God  
 For the wrath of God is revealed from  
 heaven against all ungodliness and  
 unrighteousness of men, who  
 suppress the truth in  
 unrighteousness, (Romans 1:18)

**Man is SEPARATED** From God  
**Man is HOPELESS** Without God

How can a just God **FORGIVE**  
 rebellious sinners who deserve  
 His **WRATH**? (Proverbs 17:15)

## The **RESPONSE** of Man (Romans 3:22, 26; Mark 1:15)

testifying to Jews, and also to Greeks,  
 repentance toward God and faith  
 toward our Lord Jesus Christ.  
 (Acts 20:21)

**Biblical REPENTANCE**  
 (2 Corinthians 7:9-11a)

**Biblical FAITH**  
 (Romans 4:5)

Your Eternal Destiny hinges on a  
**BIBLICAL RESPONSE** to the Gospel.

## The **REDEMPTION** of Christ (Romans 3:24-26; 1 Timothy 2:3-6a)

**Jesus' LIFE** Satisfied  
 the Law of God

Jesus Is Fully **GOD** (John 1:14)

Jesus Is Fully **MAN** (Hebrews 4:15)

**Jesus' DEATH** Satisfied  
 the Wrath of God  
 (2 Corinthians 5:21; Hebrews 9:22b)

**Jesus' RESURRECTION** Reconciled  
 Man with God  
 (Romans 5:8-10)

# FUNDRAISING TIPS

Finances are one of the biggest challenges for individuals and groups wanting to participate in short-term mission trips. This is especially true for International trips. So, how can you make funding your next short-term mission trip less stressful? Below are some tips that will hopefully help you do just that.

**TIP #1: Start Early** – The earlier you begin the better. If you know this summer that you want to go on a mission trip next summer, then start saving now. A \$1,695 international mission trip seems like an unreachable goal. However, if you break it up over a year, it's only \$141.25 per month (less than \$5 per day). If you pack a lunch instead of eating out each day, you will pay for your trip with no problem.

**TIP #2: Diversify Your Funding** – People become overwhelmed when they think about coming up with a large amount of money for a mission trip. Try diversifying your funding to make it more manageable. For years I have been telling potential participants to do the 1/3, 1/3, 1/3 plan. Plan on paying for 1/3 of your trips cost out of pocket. This gives you a sense of ownership and accountability. You will take more serious something you are personally invested in. Plan on raising 1/3 of your trip cost through fundraising. This will give you a more manageable amount to focus your fundraising efforts. Finally, plan on raising 1/3 of your trip cost by sending out personal letters to family and friends who will commit to pray for (and hopefully financially partner with) you for your trip. The key to a good letter is to be concise, yet adequately explain the reason for your trip, the goals of your trip, and the importance of their involvement in your trip both prayerfully and financially. Most people who receive your letters will make a minimum donation (\$10-\$25), but some will give much more. If you work hard, you will find that your out of pocket cost will be less than the 1/3 you planned for.

**TIP #3: Diversify Your Fundraising Audience** – Audience diversity is an important aspect to fundraising. You don't want to keep asking the same people to help you fund your trip. Your church family may be incredibly supportive of your upcoming trip. However, you do not want to take advantage of their generosity by focusing all of your fundraising efforts on them (i.e. – after church meals, love offerings, etc.). You need to look for fundraising opportunities that target a variety of different people (coworkers, family, the general public, etc.)

**TIP #4 – Maximize Your Fundraising Potential** – When I began fundraising for short-term mission trips, I had no clue how to fundraise efficiently. I spent many long Saturdays washing cars for very little money. I learned that my time was better spent doing fewer fundraisers with higher profits. These types of fundraisers can sometimes come with risks. However, they typically pay off far more than you may anticipate. Below are some examples of successful fundraisers:

1. **Boston Butt Sale** – Cook them yourself or buy them from a local restaurant. Cost is \$8-\$15 each. Profit is \$10-\$17 each.
2. **Bed Sheet Sale** – The Sanders Collection ([www.sanderscollection.com/fundraising.php](http://www.sanderscollection.com/fundraising.php)) offers 1200 Thread Count sheets for \$17 per set. You sell them for \$40 per set. Contact them for a free sample and order form.
3. **Mega Yard Sale** – Get all your friends and family involved in a huge yard sale. It's 100% profit.
4. **T-Shirt Fundraiser** – Go to [www.gotees.org](http://www.gotees.org) for information on a t-shirt fundraiser.

The key to a successful fundraising event is planning. The more you prepare, the more successful the event.

# Dress Code

Remember that Hope Mission Trips are a mission experience. Participants are on mission at all times: at work sites, at the lodging facility, and during free-day activities. A lot of advance work has been done to create a productive, Christ honoring mission trip. The community will be watching. How we dress is an important part of our witness. Participants should make a special effort to wear clothes that are modest and appropriate for the work to which we have been called.

## Dress Code

- **Sleeved shirts** (preferably t-shirts) are to be worn by all participants at all times (no spaghetti straps or midribs—this includes dresses) at the work sites, worship, the lodging facility, and on the way to and from the showers. If the sleeves are torn off the shirt, it no longer meets the code.
- **Shorts** are acceptable on work sites, during evening worship, and at the lodging facility. Shorts should be modest in length (**no shorter than 2” above the knee**). Running shorts (including Nike and Adidas) are not appropriate for any Hope Missions trip and will not be allowed. If you do not have shorts that meet these requirements, you can wear blue jeans or long pants. This will be strictly enforced.
- All Hope Mission Trip participants will receive a theme t-shirt. You are free to wear this shirt at any time. However, it is suggested that your group wear the theme shirt on your free day.
- Participants are to be **fully dressed** in accordance with this dress code any time they are outside their assigned room at the lodging facility, including: in hallways, in worship, and en route to the shower and rest room.
- **Durable shoes** with closed toes must be worn at **all work sites**. Sandals and flip flops are not allowed on any work sites. Shoes or boots with heavy soles are highly recommended for construction projects.

## Enforcement of the Dress Code

- Group leaders are asked to review the dress code with participants before leaving for the project. Distribute copies of this dress code to all participants. Be certain everyone in your group (youth and adults) understands what is required and what is prohibited.
- Group leaders will be asked to enforce the dress code among participants in their church groups during the project. If necessary, the Project Coordinator will take appropriate action with the individual group leader to ensure that all participants follow the dress code.
- Violation of the dress code at work sites may result in participants being transported back to the lodging facility. Participants will not be allowed to work if not dressed according to the dress code

# Packing List

## WHAT TO BRING

- |  |   |
|--|---|
| <input type="checkbox"/> <b>BIBLE</b>  | <input type="checkbox"/> Work gloves                        |
| <input type="checkbox"/> Pen   | <input type="checkbox"/> Camera & film                      |
| <input type="checkbox"/> Suntan lotion   | <input type="checkbox"/> Tools on "tool list"               |
| <input type="checkbox"/> Air mattress, bedding & pillow<br>(twin size air mattresses only) | <input type="checkbox"/> Sunglasses                         |
| <input type="checkbox"/> Towels & washcloths   | <input type="checkbox"/> Insect repellent                   |
| <input type="checkbox"/> Toiletries (soap, toothbrush, etc.)                               | <input type="checkbox"/> Socks & underwear                  |
| <input type="checkbox"/> Clothes that meet dress code                                      | <input type="checkbox"/> Bag for dirty clothes              |
| <input type="checkbox"/> Sturdy shoes or work boots  | <input type="checkbox"/> Money                              |
| <input type="checkbox"/> Hat or visor  | <input type="checkbox"/> Personal family insurance card     |
|  | <input type="checkbox"/> Board games, cards, football, etc. |

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## INDIVIDUAL TOOL LIST

(Every participant needs to bring at least three of the following items.)

- |   |   |
|---|---|
| <input type="checkbox"/> Paint brush & bucket | <input type="checkbox"/> Paint roller & pan |
| <input type="checkbox"/> Hammer               | <input type="checkbox"/> 25' Tape measure   |
| <input type="checkbox"/> Safety goggles       | <input type="checkbox"/> Paint scraper      |

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## CHURCH TOOL LIST

- |   |   |
|---|---|
| <input type="checkbox"/> 2 Water coolers for drinking water   | <input type="checkbox"/> 2 Basic first aid kits |
| <input type="checkbox"/> 2 Ice chests for daily to-go lunches |   |

\* Please mark coolers and first aid kits with your church name to help ensure a safe return. As we get closer to the project date, churches may also be asked to bring tools (i.e. ladders, power tools, drop clothes, etc.) to accomplish specific tasks. Ministry teams may also be asked to bring specific items for their projects. These details will be finalized within the last 4 weeks of the project week.

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## WHAT NOT TO BRING

- |   |   |
|---|---|
| <input type="checkbox"/> Shirts or dresses with no sleeves                                | <input type="checkbox"/> TV, video games                                      |
| <input type="checkbox"/> Shirts or dresses with spaghetti straps                          | <input type="checkbox"/> Expensive clothing                                   |
| <input type="checkbox"/> Midriff shirts   | <input type="checkbox"/> Expensive jewelry                                    |
| <input type="checkbox"/> Muscle shirts  | <input type="checkbox"/> Tobacco products, alcohol, or other<br>illegal drugs |
| <input type="checkbox"/> Short shorts   | <input type="checkbox"/> Weapons of any kind                                  |
| <input type="checkbox"/> * CD players, MP3 players, or radios<br>(bring at your own risk) | <input type="checkbox"/> Fireworks  |

\* Hope Missions understands that students may want to bring CD players, MP3 players, or radios to listen to during the commute to and from project cities. We also understand that many students carry cell phones to contact parents and leaders in case of an emergency. However, the use of CD players, MP3 players, radios and cell phones is strictly prohibited on work sites and in worship services due to distractions. Adults are encouraged to carry cell phones to worksites for contact in case of emergencies.

**IMPORTANT NOTICE:** Hope Missions, project host churches, and work site owners are not responsible for personal items that are lost or stolen at the project.

# Typical Daily Schedule

## ARRIVAL DAY

2:00p.m. till 4:00 p.m.	Registration and Check In
4:30 p.m.	Orientation
5:00 p.m.	Meet Teams and go over team assignments
5:30 p.m.	Evangelism Training
6:00 p.m.	Team Position Training / Team Leader and Driver Meeting
6:30 p.m.	Dinner
7:30 p.m.	Adults in Sanctuary for prayer
8:00 p.m.	Worship
9:30 p.m.	Church Group Devotion
10:00 p.m.	Free Time
10:30 p.m.	In rooms
11:00 p.m.	Lights Out

## TYPICAL WORK DAY

6:00 a.m.	Breakfast and Quiet Time
7:00 a.m.	Leave for the work site. Group prayer on Monday.
Noon	Lunch at work site / Devotion
4:00 p.m.	Head for lodging facility
6:00 p.m.	Dinner
7:00 p.m.	Adults in Sanctuary for prayer
7:30 p.m.	Worship
9:00 p.m.	Church Group Devotion
9:30 p.m.	Free Time
10:30 p.m.	In rooms
11:00 p.m.	Lights Out

\* **Wednesday** afternoon is the free night. Teams will head back to the lodging facility after lunch. Participants must be out of the lodging facility by 2:00 p.m. and not return before 9:30 p.m. Supper is on your own. NOTE: There will not be a "Free Day" for the Fort Pierce Spring Break, Louisville or Jasper projects. Also, the Bronx, NY schedule may vary slightly.

## DEPARTURE DAY

8:00 a.m.	Head for home – Every church must be gone by 8:00 a.m. Breakfast will not be provided. You must notify Hope Missions staff if your church will be leaving earlier than 6:00 a.m. on the Departure Day.
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# **Team Terminology**

## **Water Crew**

The water crew chooses the morning and afternoon break times for the team (in cooperation with the Team Leader), and is responsible for the team's water cooler and any break supplies (cups, ice, etc.) to be picked up each day. The water crew participants must be a student. Two students are required for this position.

## **Team**

A group of 10-14 participants who will work together to accomplish the task of the Hope Mission project. Team assignments are made by the project coordinator and are announced to participants on Sunday at the project. At least two students from a church group will be on the same crew. Adults may or may not be on a team with someone from their church.

## **Team Leader**

The Team Leader is an adult who leads the team in getting the work done; takes the lead in all decisions; and organizes the work of the team. The Team Leader is to help the students accomplish the work for the week. The Team Leader also enlists students or Team Positions. Ministry and Construction Team Leaders will receive direction from the Project Coordinator.

## **Devotion Leader**

The devotion leader leads all daily crew devotions during the morning or lunch break, using the devotions provided at the project. The devotion leader is asked not to "preach" but to lead discussion and encourage the Team. The devotion leader must be a student.

## **Evangelism Recorder**

The evangelism recorder is responsible for providing all evangelism materials for the crew at the work sites and for reporting decisions daily to the Hope Mission office. The evangelism recorder should be an older student. This is a very important role. Information collected will be given to local church leaders for follow up.

## **Medic**

The medic carries and administers the first-aid kit for the crew at the work site; is responsible for securing additional first-aid supplies when needed; and is responsible to inform the Team Leader of any injuries. The medic must be a student.

# **LIABILITY RELEASE and MEDICAL AUTHORIZATION**

Effective during project work week: January 2013 – December 2013

**To Whom It May Concern:**

I do hereby represent and acknowledge I am entering a missionary venture with others; as a volunteer I am paying my own expenses, including insurance, for the purpose of helping in times of disaster for the glory of God and to demonstrate my faith in Christ; that the work may at times be hazardous and somewhat arduous and will be performed by concerned volunteers and qualified professionals trained in disaster relief work; that vehicles transporting these volunteers will be operated by licensed volunteers, who may or may not be professional drivers.

I recognize and acknowledge potential accidents at the disaster site, involving motor vehicles, in or about the living, sleeping and eating areas, or during activities of the disaster relief team; am fully aware of possible injuries to members of the disaster relief team, including myself.

Therefore, I desire to protect, release, acquit, indemnify and hold harmless from any and all claims, injuries, damages, losses, expenses or attorney fees incurred by me, my heirs, administrators, executors or assigns.

For and on behalf of myself, my heirs, administrators, executors, assigns and all other persons, firms or corporations, I do hereby release and discharge from liability all other persons on the disaster relief team with me, those who notified, selected or assigned me to the said team: Hope Missions, LLC (its founder and staff) and participating churches, Hope Missions Host Church, and owners of all work sites from any claims, demands, damages, actions, causes of actions which I, the undersigned, have or may hereafter, and on account of, or any way growing out of injuries or damages both to persons or property resulting or that may hereafter result from the voluntary venture.

Permission is also hereby given to administer emergency medical treatment at the most readily available licensed medical facility with the advice of competent medical authority. I also affirm that the information concerning the medications listed on the Medical Information Form is true and correct and that my child may have said medication dispensed by the trip or event sponsors. Furthermore, while sponsors and leaders of Hope Missions may be expected to exercise reasonable care, I hereby agree not to hold them liable for any injuries or accident incurred by any event sponsored by said churches, ministries, trip, or event sponsor. I hereby personally assume full responsibility for any and all claims and for any and all hospital and medical bills for said participant. I also certify that I have obtained and will maintain in full force and effect during the Hope Mission Trip project adequate primary medical insurance for said participant.

This waiver, release and indemnity agreement is fully understood by me and I enter the same willingly for the purpose herein above stated.

VOLUNTEER PRINT NAME \_\_\_\_\_

VOLUNTEER SIGNATURE \_\_\_\_\_

*Parent's signature if under eighteen years of age*

**Emergency Phone Numbers:**

Parent or Guardian name and number(s) \_\_\_\_\_

Other (Name, Relationship, Number) \_\_\_\_\_

**This form MUST be notarized by a registered notary.**

Sworn to and subscribed this \_\_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

***Bring this completed NOTARIZED form (Medical Info form printed on back) with you to the project. Do not mail in.***

# MEDICAL INFORMATION FORM

HOPE MISSIONS MUST BE NOTIFIED IF THERE IS ANY CHANGE IN THIS INFORMATION.

Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Participant Email \_\_\_\_\_ Parent/Guardian Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Parent/Guardian Cell Phone \_\_\_\_\_

Emergency Phone \_\_\_\_\_ Name & Relationship to Youth \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

## **PAST HISTORY** (Please answer yes or no to the following questions.) **Does youth have...**

Heart murmur? \_\_\_\_\_ Epilepsy or convulsions? \_\_\_\_\_ Diabetes? \_\_\_\_\_ High blood pressure? \_\_\_\_\_

Allergies to medications? \_\_\_\_\_ Foods? \_\_\_\_\_ Other? \_\_\_\_\_

Explain: \_\_\_\_\_

Date of last Tetanus booster: \_\_\_\_\_

## **MEDICAL PROBLEMS** (Please answer yes or no to the following questions.)

Does youth have any significant medical problems (i.e. heart)? \_\_\_\_\_

Are there any restrictions on physical activity? \_\_\_\_\_

If yes to either, explain: \_\_\_\_\_

Any medications being taken at present? \_\_\_\_\_ If yes, please list: \_\_\_\_\_

For minor pain, may your youth be given Tylenol/ibuprofen? \_\_\_\_\_

Please list any additional information that might be necessary or helpful in an emergency situation:

## **INSURANCE INFORMATION**

Name of Hospital Insurance Company \_\_\_\_\_

Name of insured (parent/guardian) \_\_\_\_\_

Policy No. \_\_\_\_\_ Group No. \_\_\_\_\_

Signature \_\_\_\_\_ Relationship to Youth \_\_\_\_\_

# Group Information Form

Please Complete this form and mail it in with your deposits to  
P.O. Box 555 - Jasper, AL 35502

Church Name: \_\_\_\_\_

Group Leader (Position): \_\_\_\_\_

Address (you receive mail): \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Church Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Which number is the best for contact? \_\_\_\_\_ What time/day? \_\_\_\_\_

Have you or your church participated in mission trips in the past? \_\_\_\_\_ If so, list them below.

\_\_\_\_\_  
\_\_\_\_\_

**HOPE MISSION TRIPS** - My group will be participating in the \_\_\_\_\_ Mission Trip.

**TEAM LEADERS** - We need adult volunteers to serve as Team Leaders. Team Leaders lead teams (students and adults) during the project week. Prospective Team Leaders must fill out a Team Leader Application (See Pages 19-21). Till then, do you have any adults who would be willing to serve as Team Leaders? Please list them below. \_\_\_\_\_

\_\_\_\_\_

**TRANSPORTATION** - What type of transportation are you planning to bring to the project? How many people will it hold (including the driver)? Who is authorized to drive this vehicle? All transportation will be used during the project week to transport teams to worksites. \_\_\_\_\_

\_\_\_\_\_

## REGISTRATION INFORMATION

Number of participants you are signing up for the Hope Mission Trip: \_\_\_\_\_

Deposits for each participant (\$50 per participants) \_\_\_\_\_ X \$50

Total Amount Enclosed \_\_\_\_\_

**CHECKS SHOULD BE MADE PAYABLE TO HOPE MISSION TRIPS AND MAILED TO P.O. BOX 555 - JASPER, AL 35502. CALL SHAWN DOSS AT 256.620.1788 WITH ANY QUESTIONS.**

# Team Leader Application

Team Leaders are a very important part of the Hope Mission Trip. The Team Leader helps organize students to accomplish the work during the week. Therefore, the role of Team Leader requires patience. Team Leaders for Construction teams must have a level of construction experience. If you are interested in being a Team Leader for Hope Mission Trips, please fill out the following application and return it to the Project Coordinator ASAP.

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Hope Mission Trip (and date) you will be participating in: \_\_\_\_\_

What type of Team Leader do you want to be? \_\_\_\_\_ CONSTRUCTION \_\_\_\_\_ MINISTRY

General Health (check one): \_\_\_\_\_ Poor \_\_\_\_\_ Fair \_\_\_\_\_ Good \_\_\_\_\_ Excellent

Do you have any physical limitations? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever participated in a mission trip before? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, briefly describe: \_\_\_\_\_

\_\_\_\_\_

What is your experience working with teenagers? \_\_\_\_\_

\_\_\_\_\_

How would you rate your experience working with teenagers? \_\_\_\_\_ Poor \_\_\_\_\_ Fair \_\_\_\_\_ Good \_\_\_\_\_ Excellent

How long have you been a Christian? \_\_\_\_\_

Have you ever been convicted of a violation of the law other than a minor traffic violation? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain: \_\_\_\_\_

**REFERENCES:** List two people who have known you for at least one year. One of these should be a staff member of your church.

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Fax \_\_\_\_\_

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Fax \_\_\_\_\_

**SKILL / ABILITY PROFILE (Construction Team Leaders ONLY)**  
 Please rate the following abilities on a scale of 1-10; 1 being Amateur and 10 being Professional

Carpentry / Framing	_____	Window / Door Replacement	_____
Finish Carpentry	_____	Plumbing	_____
Dry Wall	_____	Heating / Cooling	_____
Painting	_____	Roofing	_____
Electrical	_____	Vinyl Siding	_____
General Building Repair	_____	Other	_____

**CONSTRUCTION TEAM LEADER ONLY**

What equipment would you be able to bring to the work site? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Details for Hope Mission Trips will begin to solidify within 4-6 weeks of the project week. Plans are to notify all Team Leaders at least one month prior to the project week to go over project details. Feel free to contact the Project Coordinator (Shawn Doss) with any questions or comments.

I understand that participants at Hope Mission Trips projects agree not to use tobacco products, alcoholic beverages, or illegal drugs; and not to have possession of or use any fireworks, firearms, knives (excluding utility knives), or weapons of any other kind.

I agree to abide by the above Hope Mission Trip policy.

If I accept the position of Team Leader at Hope Mission Trips, I will not expect any organization with which I may work or be associated to be responsible or liable to me for any loss or damage to my property; any personal injury or illness; or any other injuries or damage I may suffer. In consideration of my admission to volunteer service, and for other good and valuable consideration, on behalf of myself, my heirs, executors, administrators, and assigns, I hereby release Hope Mission Trips, and participating churches from any and all such claims or demands.

The information in this application is true and accurate to the best of my knowledge. I understand that false information will be grounds for termination.

I hereby authorize you to verify all information contained on this application with my references.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be filled out, signed, and mailed to the Hope Mission Trip Project Coordinator no later than May 1, 2013. The mailing address is listed below. Please call with any questions or comments.

**HOPE MISSION TRIPS**

**Shawn Doss, Project Coordinator**

P.O. Box 555

Jasper, AL 35502

256.620.1788 – cell

shawnddoss@yahoo.com



**hopemissions**  
www.hopemissiontrips.com

# FREQUENTLY ASKED QUESTIONS

Below is a list of the most commonly asked questions and answers for Hope Missions National Trips. If your question is not listed below, feel free to call the Hope Missions Office – 256.620.1788.

## GENERAL

### **When, Where, and How do I register for a Hope Missions National Trip?**

NOW is the time to register your group for a 2013 National Trip! Registration opened on August 1. Registering for a Hope Missions National Trip is very easy. You can register Online (recommended) at the Hope Missions website. You can also register over the phone (256.620.1788). A \$50 per person Non-Refundable deposit will be due no later than February 1, 2013 to finalize your registration for summer trips. Deposits are due December 1, 2012 for Fort Pierce, FL Spring Break Trips. Space is limited (average 200 per project) at each project site. Register today to secure your spot!

### **Who can participate in a Hope Missions National Trip?**

Anyone can participate in Hope Missions National Trips. However, most trips are primarily designed for Student Groups. The Louisville, KY; Jasper, AL; and Fort Pierce, FL Spring Break Projects are Church-Wide trips and are designed for the Whole Church (groups, families, individuals, etc.). Our Bronx, NY trip is for Adults (18 years old and older). Students participating with their group must have finished the 6<sup>th</sup> grade. Students younger must be accompanied by a parent. It is recommended that children younger than school-age not participate because of the nature of the projects conducted. Feel free to contact the Hope Missions Office with questions and special requests.

### **How many adults should come with Student Groups?**

Each church group is required to bring one adult sponsor for every six youth participants of the same gender. Sponsors must be 21 years of age or older and must reside in the same room as their youth, assist with activities, and work alongside youth on a work crew. No private sleeping arrangements or other arrangements are available for sponsors with children or for couples.

### **What is the best way to travel to the Hope Missions National Trip?**

Hope Missions will work with any transportation you use to bring your group to a project. However, keep in mind that ALL transportation will be used throughout the week to transport Teams to worksites. Church vans are ideal because Team sizes are generally 10-12 participants. Large vehicles (like buses) will most likely transport multiple teams to multiple locations. Participating Church Groups are responsible for providing gas and drivers for travel throughout the project week.

### **What Rules should I convey to my Group?**

It is a good idea to make sure every participant receive a copy of the National Missions Manual. There are many details in this manual that will help them prepare for the upcoming trip. However, please stress two very important issues that everyone should be aware of – DRESS CODE and WHAT TO BRING.

### **What will accommodations be like?**

At most of our National Projects, participants will be staying at a Host Church. We will worship in the sanctuary, eat in the fellowship hall, sleep in the educational space, and shower in shower trailers. To maximize space, we ask that all participants bring TWIN SIZE air mattresses to sleep on.

### **Will my group work together during the week?**

Not typically. Hope Mission has found the ideal atmosphere for National Mission Projects is to mix groups. Hope Missions will ensure that Students will have at least one other person from their church on their Team. Adults are not guaranteed to be on a team with someone from their church due to the need of chaperones on each Team. Hope Missions will keep your group together upon request. However, we have found that your group will get the most from their experience if they are with participants from other churches.

### **Do you have a list of important dates I need to keep in mind?**

- **August 1, 2012** – Registration for 2013 projects opens! Group Information Forms are due at time of Registration.
- **December 1, 2012** – A \$50 per person Non-Refundable deposit is due for Fort Pierce, FL Spring Break Trips.
- **February 1, 2013** – A \$50 per person Non-Refundable deposit is due for all National Projects. Fort Pierce, FL Spring Break Trip Balances are due. See the Hope Missions website for Bronx, NY payment schedules.
- **May 1, 2013** – Balances are due for all National Projects. Participant List and Team Leader Applications are due with balances.

### **How can I learn about other Hope Missions Opportunities?**

Hope Missions has both National and International Projects. There are projects for groups, families, and individuals. Go to the Hope Missions website for more details on all 2013 Mission Trips – [www.hopemissiontrips.com](http://www.hopemissiontrips.com).

## **FINANCIAL**

### **What is the cost to register?**

Hope Missions registration fees are exceptionally affordable compared to other organizations providing comparable trips. The registration fee for 7-Day Projects (Fort Pierce, Panama City, Memphis, and New Orleans) is \$209 per person. The cost for 5-Day Projects (Fort Pierce, Louisville, KY and Jasper, AL) is \$179 per person. The Bronx, NY Project is \$599 per person. You can save \$10 per person (except Fort Pierce Springs Break and Bronx) on your registration fee by paying your \$50 per person Non-Refundable deposit by February 1, 2013.

### **What does the registration fee cover?**

Registration fees cover: Project Coordination, Meals, Lodging, Mission Supplies, T-Shirt, & Water Bottle. Registration does not include transportation.

### **What do I need to know about deposits?**

Deposits are due no later than February 1, 2013. All deposits are Non-Refundable. However, deposits are transferable to your balance until May 1, 2013.

### **When is my final balance due?**

Fort Pierce Spring Break balances are due February 1. See the Bronx payment schedule for deadlines. All other outstanding balances are due no later than May 1, 2013.

### **Can I get a refund?**

Balance payments (minus deposits) are refundable up to 30 Days before the project begins.

### **How do we raise the money?**

Hope Missions offers very practical advice on raising funds necessary for your National Trip. See the "Fundraising" section of this Missions Manual.