



**reachglobal**  
*crisis response*

## Team Leader Information

*ReachGlobal Crisis Response, the crisis response ministry of EFCA*

**Revised September 2023**

We exist to glorify God to multiply transformational churches among all people by sharing the love of Christ with those in need.

Mark Lewis, Director  
ReachGlobal Crisis Response  
19380 N. 10<sup>th</sup> Street  
Covington, LA 70433

# CRISIS RESPONSE

## **Thank You...**

Thank you for your willingness to serve with ReachGlobal Crisis Response. God sends us into areas affected by disasters to build relationships in the lives of the people with whom we will come in contact. Those relationships create the opportunity to make disciples for the Kingdom and to multiply transformational churches.

## **Hands and Feet - living your faith**

Coming to serve on a team is an opportunity to live out your faith by working at the intersection of the Great Commandment and the Great Commission.

Plan to serve as God leads. Be opened to ministering to the spiritual, emotional, and physical needs of those affected. If you focus on letting the light of Jesus shine through you in all of the details and plans, He will be glorified, and you will receive maximum joy. Removing drywall and carpet becomes an opportunity to thank God for the things He has given you. Sitting through traffic becomes a quiet time. Listening to a homeowner share their story becomes a chance to encourage another and grow relationally. Living every moment as a conduit for Christ can become life changing in this fertile environment! Your ministry investment will add to ongoing church planting partnership efforts.

## **All the People of the World -it's about the people**

We serve all of God's people: rich, poor, every ethnicity, shape, and size. Though sent to do work tasks, we are ultimately in a position to be Christ-like servants by loving homeowners and their neighbors. We have a unique chance to be Jesus in the flesh to someone who perhaps has never met Him... someone who never gave a thought to the need for a Savior in their life. *We are about the people, not the projects.*

## **You are the Shepherd - your role has impact**

Your team is looking to you to provide leadership and guidance. Each one on the team is being called by God to serve. Spiritually guide your teammates on how their actions before, during and after their mission trip is meant to glorify God (Colossians 3:23). As their leader, an important part of your role is for you to keep your team informed. Communicate team expectations early and often, including submitting the information needed to participate on the mission trip.

## **"That's Just the Way I Like It!" - God is in control**

*Flexibility* is crucial for all short-term missionaries - which is what you are by partnering with us on this trip! No one knows what God will bring your way or ask you to do. Be ready for the unexpected by eliminating preconceived expectations. In this ministry, when things don't go according to schedule or in the way that you think things should go, our adopted slogan is, "That's just the way I like it!" It reminds us that God is in control and any of our plans are quite subpar to His. Your *success* in this ministry is truly measured by your *obedience* to God. A willing spirit and open mind will enable wonderful engagements between you, your team members, and homeowners. Please consider using the "Release of Rights" contract (included in this packet) with your team to prepare for your short-term mission!

## **Join the Revival - make it part of your DNA**

Our prayer is that after you return home, you will keep this experience in the forefront of your mind and bring home the idea that serving God and people can happen right in your own back yard! While here, we hope God will ignite new ideas and passions in your heart and you and the members of your team will return home with a desire to serve the Lord in new and meaningful ways!

Serving Him in constant awe,

*ReachGlobal Crisis Response Staff*

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## Response Team Application

INSTRUCTIONS: PRINT THIS FORM, COMPLETE IT, GET SIGNATURE FROM CHURCH APPROVER, THEN SUBMIT THE REQUEST TO SERVE BY SCANNING COMPLETED FORM TO RESPOND@EFCA.ORG

CHURCH INFO	Church Name:	
	Mailing Address	City: State:
	Zip:	Email:
	<i>Please check where your church would like to serve*:</i>	
Hazard, KY	Lake Charles, LA	
Morehead City, NC	Ft. Meyers, FL Other: _____	
Total number of times served with ReachGlobal:		For statistical purposes only,
Last location served:		is your church part of the
Month/Year when you last served:		EFCA? Yes No
TEAM INFO	Estimated Total # of Team Members:	
	Team Leader Name:	
	Cell Phone:	
	Other Phone:	
	Email:	Arriving by: Car Van Bus Plane Other
	1 <sup>st</sup> Choice Arrival:	2 <sup>nd</sup> Choice Arrival:
	1 <sup>st</sup> Choice Departure:	2 <sup>nd</sup> Choice Departure:
	<b><i>Dates subject to availability. Team Leader will receive email confirmation once approved.</i></b>	
	<b>Team Fees:</b> \$50 deposit per person due upon emailed confirmation from <a href="mailto:respond@efca.org">respond@efca.org</a> . Total fee: \$340 per person for the week (deduct deposit from total if paid separately). <b>Please include payment forms in packet when mailing payments to ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433.</b> Email <a href="mailto:respond@efca.org">respond@efca.org</a> or call 985.888.1060 with questions.	
	<b>Approver's Signature</b> (the pastor/elder approving this short-term mission trip):	
Approver's Name of Pastor/Elder:		
Approver's Signature: _____		
Phone:	Email:	

\*Maximum team size by site: Ft Myers, FL-15, Hazard, KY-12, Lake Charles, LA-15, Morehead City, NC-15

# **TEAM LEADER CHECKLIST**

*Payments and one complete set of the original Conditions of Participation forms must be mailed a minimum of four weeks in advance to ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433. All other items can be scanned or submitted online.*

*The team leader will receive a confirmation email that will list actual dates to submit required volunteer information. The suggested dates listed below are loose guidelines; however, please note it's important that the team leader adhere to the deadlines listed on their confirmation email or contact [respond@efca.org](mailto:respond@efca.org) when more time is needed.*

## **AS SOON AS POSSIBLE, BUT A MINIMUM OF TEN WEEKS PRIOR TO DEPARTURE**

- Pray. Ask God to guide your church or organization as they send the team onto the mission field. Pray for your team's willingness to "Trust in the Lord with all your heart and lean not on your own understanding." (Proverbs 3:5)
- It's important that you read the entire **team leader packet** to get an overview of your mission trip. As the leader you have accepted the responsibility to oversee the completion of the volunteer information needed from each volunteer.
- If you have not already done so, complete a team application found on page 4 of this packet. Scan your completed application to [respond@efca.org](mailto:respond@efca.org). If you are unable to scan, you can mail the application to ReachGlobal Crisis Response, 19380 N. 10<sup>th</sup> Street, Covington, LA 70433. If your requested dates are not available, you will be contacted to discuss alternative dates.
- Check for the confirmation email of your mission trip. The email will be from [respond@efca.org](mailto:respond@efca.org).
- If you have not received the confirmation email within five days of when you submitted your application, please email [respond@efca.org](mailto:respond@efca.org) to confirm your application was received.
- Review the Child Protection and Background Check information found on pages 10-14 of this packet. After reading, forward the pages to to your mission board so they know that the adult members of the volunteer team will be asked to complete those tasks.
- Once you receive the confirmation email, print the Deposit Payment Form (page 26) and attach one check to cover the \$50 per person non-transferable, non-refundable deposit. Please include the Deposit Payment form with your deposit check. At this time, we are only able to accept checks or money orders. Please mail the payment to ReachGlobal Crisis Response, 19380 N. 10<sup>th</sup> Street, Covington, LA 70433.
- Calculate the cost of the trip. Our fee per person is \$340. Calculate your budget to include the \$340 fee, travel and other expenses. Our ministry provides breakfast for full-week teams Monday through Friday and dinner Monday through Thursday. All other meals are not included; therefore, include other meals in your budget. If you are flying, include the cost of renting vehicles to navigate to the mission location and worksites. Whether flying or driving, teams need to arrive at the mission site in time for orientation. For most sites, we ask the volunteers to arrive together between the hours of 5 to 6 pm on Sunday evening. **Any exception MUST be approved by the ReachGlobal Crisis Response staff before making your travel plans.**

## TEAM LEADER CHECKLIST (continued from page 5)

- We encourage you to create a binder to hold all your materials related to your mission trip, including copies of the *Conditions of Participation* that your team members submit to you.
- Schedule team meetings. Meetings should take place where everyone will be comfortable yet be alert to plan for the mission trip.
- Create a calendar to track team activity such as team meetings, **due dates to submit payments and volunteer information to ReachGlobal Crisis Response**, team events including prayer evenings, fund raising parties, and skill development opportunities at a local do-it-yourself store. It is highly suggested that you meet regularly to build a team that is unified and God honoring.
- Please check with your team to see if there are any medical conditions that could cause difficulty participating on a mission trip. If there are concerns or questions about the health of any team member, please email [respond@efca.org](mailto:respond@efca.org) or call 985-888-1060 before purchasing a plane ticket for the person in question (i.e., bladder or heat related issues, allergies, etc.).

## MINIMUM OF EIGHT WEEKS PRIOR TO DEPARTURE (before if possible)

- After you receive your mission trip confirmation, **it is critical** to plan out your trip so the team arrives together to the response site between 5 and 6 pm on Sunday evening. Any exception to this arrival time **MUST** be approved by ReachGlobal staff prior to making the team's travel plans. If a member of your team is asking to serve a portion of the week, we ask that they arrive on Sunday with the team to ensure they participate in mandatory orientation with the team.
- It is the team's responsibility to provide their own transportation to and from the mission site, including to any location assigned during the mission trip. If you have not already done so, if volunteers are flying, secure your rental vehicles as soon as possible.
- If flying, ensure your arrival on Sunday allows time to collect baggage, rental vehicle(s) and arrive to the response site by 5:00 pm. Coordinate your departure to head back home on **Friday after the workday**. Some teams have used Friday night to go dinner, leaving early Saturday morning. If you decide to stay until Saturday, please be prepared to depart by 9:00 am. **Before leaving, your team must do a thorough cleaning of areas that you stayed to prepare for Sunday.**
- Email [respond@efca.org](mailto:respond@efca.org) if requesting alternative dates or travel times prior to making plane reservations to obtain ReachGlobal staff pre-approval.
- Distribute the *Conditions of Participation* form to each team member either by email or in a paper format (found in this packet pages 21-23 for adults and pages 24-26 for minors).
- Distribute the "Release of Rights" form to team members (pg. 20). **This form is not to be returned to ReachGlobal** but is a tool for the team leader to review with each team member.
- Distribute the "Packing List" to team members (pg. 18).

### MINIMUM OF SIX WEEKS PRIOR TO DEPARTURE (before if possible)

- Remind your teammates of the deadline to complete the online form. The link to the online form is found in the confirmation email from [respond@efca.org](mailto:respond@efca.org).
- Inform team members to obtain a Tetanus shot** if they have not received one in the last 10 years. You do not need to provide confirmation; however, let team members know the importance of a Tetanus shot due to the nature of relief work.

### MINIMUM OF FOUR WEEKS PRIOR TO DEPARTURE (before if possible)

- Mail the balance check payable to EFCA in the amount of \$290 per person using the **Balance Payment Form** (page 27). If the deposit was not yet submitted, send in \$340 per person. List the location the team is serving and "Team Balance" in memo line of the check.
- Collect from each volunteer the completed original *Conditions of Participation*. Prior to mailing to ReachGlobal Crisis Response, scan each *Conditions of Participation* to [respond@efca.org](mailto:respond@efca.org).  
Please confirm in advance of scanning the *Conditions of Participation* that all forms include:
  - Blank lines filled in on the first paragraph of the form
  - The volunteer's state is filled in on the line requested, just above the signature line
  - The form is signed and witnessed (or notarized)

Once the ReachGlobal staff confirms the scanned *Conditions of Participation* are complete, the team leader will be contacted to mail the originals to ReachGlobal Crisis Response, 19380 N. 10<sup>th</sup> Street, Covington, LA 70433.

**All** pages of the *Conditions of Participation* must be mailed to the address listed. Please note, the adult version of the *Conditions of Participation* is two to three pages based on who signed the form. The *Conditions of Participation for a Minor* is three pages.

- If not already done, scan the completed Ministry Safe Roster (page 15) to [respond@efca.org](mailto:respond@efca.org). MINIMUM OF FOUR WEEKS PRIOR TO DEPARTURE (before if possible)
- Please obtain a copy of everyone's medical insurance card/information. Take a copy of the medical cards with you on the trip in case they are needed due to an emergency.
- Confirm with the person overseeing finances, that the deposit and final payment have been sent to ReachGlobal Crisis Response, 19380 N. 10<sup>th</sup> Street, Covington, LA 70433. If the funds for the mission trip have not yet been sent, please coordinate payment prior to leaving on the mission trip. Please do not bring the payment with you to the mission site.
- Suggest to your teammates that they will want to bring spending money for snacks and other personal expenses. Sometimes the team arranges to go out the last night of the mission trip to share a meal and to sightsee or to purchase souvenirs to bring home.
- Confirm that you have received information from the onsite Volunteer Coordinator that all Ministry Safe tasks for the adults on your team have been completed.

## TRIP COSTS

**Trip Cost:** The fee for the trip is \$340 plus travel and personal expenses. The mission trip fee is normally paid in two payments, the deposit, followed by the final payment prior to heading to the mission site. Each volunteer will receive a ReachGlobal Crisis Response t-shirt which is included in the fee. Volunteers may purchase an additional t-shirt for \$10 upon arrival at the mission site. Please bring cash to make additional t-shirts purchases.

### ***Example: Calculating Mission Fee for a Team of 10***

<p><i>Deposit: 10 x \$50 = \$500</i> <i>Balance pmt: 10 X 290 = \$2900</i> <i>Total for trip for 10 volunteers = \$3400*</i></p>
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The trip fee goes toward sustaining the volunteer response during the long-term recovery, ministry/ construction supplies / materials, and to cover ongoing ReachGlobal ministry needs.

## FEE PAYMENT

To make your deposit, please complete the Team Deposit Payment Form (page 27), attaching **one check** to pay for the entire team. Make the check payable to "EFCA." In the memo line, please note your church's name if the name is not printed on the check and include the dates and location where you will be serving. The amount of the check is based upon the number of volunteers you plan to send (see example above).

Mail deposit check to:

**ReachGlobal Crisis Response  
19380 N. 10th Street  
Covington, LA 70433**

Approximately a month prior to your arrival, complete the Balance Payment Form (page 28), attaching the balance check for the entire team made payable to "EFCA." Please continue with the practice of noting the name of your church, location, and dates of where you are serving in the memo line.

The amount of the balance check is based upon the number of volunteers who are going on the mission trip, minus the \$50 per volunteer deposit if already paid. In the Calculating Mission Fee for a Team of 10, example above, if the number of volunteers for the trip remained at ten (10), the balance check would be made out to EFCA in the amount of \$2900  $(\$340 - \$50) \times 10$ . Please send the balance payment with the payment form (page 28) to the mailing address in Covington, LA.

## **FORMS - PAPER AND ONLINE**

### **TEAM MEMBER PRE-FIELD RESPONSIBILITY**

As a team member, each volunteer, including the Team Leader, has the responsibility of completing the following tasks:

- Complete the online form (Team Leader sends the link to each volunteer)
- Child Protection Training & Background Check (see page 10 for instructions)
- Release of Rights form (see page 20)
- Conditions of Participation form (see pages 21-23 for adults or pages 24-26 for minors)

### **TEAM LEADER PRE-FIELD RESPONSIBILITY**

As the team leader, you have the responsibility to ensure the completed information reaches ReachGlobal Crisis Response prior to your scheduled mission trip. The email confirmation of the mission trip will include due dates to ensure the information is submitted and complete:

- Application to Serve (page 4)
- Ministry Safe Roster (page 15)
- Conditions of Participation for all team members (pages 21-26)
- Deposit Payment Form (page 27)
- Balance Payment Form (page 28)

**Please include your church name, week of service and ministry location on all forms and/or emails you submit to ReachGlobal Crisis Response.**

### **ONLINE FORMS**

**VOLUNTEER DATA-** Much of the information needed from each volunteer comes directly from their responses to the online form. It should take approximately fifteen minutes or less to complete the task of answering the questions. Their responses will be sent directly to the ReachGlobal Pre-field Coordinator. Please note that each mission trip has a **unique link** to an online form, specific to the week that you are serving with us. Please **do not reuse** a link for a future mission trip with ReachGlobal Crisis Response unless specifically instructed to do so.

The confirmation email that provides the link to the online form looks similar to this sample - please access your team's unique link from the confirmation email.

#### **SAMPLE DO NOT USE:**

Please forward this link to each member of your team which will take them to an online form that collects most of the volunteer information we need:

[https:// forms.office.com/r/XWnb7Cr6DZs](https://forms.office.com/r/XWnb7Cr6DZs)

## **CHILD PROTECTION TRAINING & BACKGROUND**

The EFCA, our parent organization, requires all volunteers 18 years of age or older to complete an online child protection training and background check. The training is provided by MinistrySafe, a Texas based organization with a complete Child Safety system designed to keep children and vulnerable populations protected.

Please read and digest the *EFCA Child Protection Policy* and the EFCA Child Protection Code of Conduct found on the following pages. After reading the documents, we ask that you forward them to your mission committee, so they are aware of what we require volunteers to complete. Please speak directly to each **adult** member of your team to let them know they must complete both tasks.

We ask that weeks before your team arrives, every team member, 18 years of age and older (including anyone who turns 18 during the mission trip,) complete a training course (approximately an hour) about the potential dangers to children and vulnerable populations. Each adult team member is also asked to complete a background check. As the team leader, as soon as you know the names of the adults who will participate on the team, complete the *Ministry Safe Roster* found on page 15. Please type (preferred) or clearly print the legal name of all adults going on the mission trip onto the roster. The completed roster should be scanned as soon as possible to [respond@efca.org](mailto:respond@efca.org), but no later than the suggested due date listed in the confirmation email.

As you complete the Child Protection Background Check Roster, mark to the right of each name on the page if that individual has previously completed one or both of the required tasks. If the tasks were done by a company or agency other than MinistrySafe, you **MUST** attach documentation. We will evaluate the documentation provided to determine if it can be accepted in lieu of the MinistrySafe option. We will notify the team leader if we are able to accept, or must decline, the documentation received.

Our ministry recognizes both the value and potential challenges of Child Protection training. If after talking to each volunteer, someone tells you that they may experience emotional or psychological distress if required to do the Child Protection training, please email [respond@efca.org](mailto:respond@efca.org) and we will discuss an alternative option to fulfill this requirement; however, every adult **MUST** complete a background check.

As the team leader, you will receive an email from the on-site Volunteer Coordinator to inform you that MinistrySafe has been updated. There may be a delay from the date when you submitted the roster until the day you receive an email from the on-site Volunteer Coordinator. The email will be your notification that those needing to complete the Child Protection Training and/or Background Check will receive an email from [crisisresponse@efca.org](mailto:crisisresponse@efca.org). That email sent to volunteers provides them with the instructions on how to complete the MinistrySafe tasks. As time draws closer to the date of your arrival at the mission site, you will be notified by the onsite Volunteer Coordinator of anyone on your team who still has outstanding items to complete. Both of these important tasks must be completed prior to the team's arrival at the mission site.



## Child Protection Policy

### **Purpose:**

To provide guidance regarding issues related to child abuse for all EFCA employees, staff and volunteers.

### **Scope:**

This policy applies to all EFCA employees and volunteers.

### **Policy:**

The safety and welfare of children is paramount in EFCA's child protection policies and procedures, which are based on internationally recognized definitions of child abuse. Having a common set of expectations also serves to protect adults who assume the full burden of setting and maintaining appropriate boundaries in all interaction with children.

The EFCA has made a commitment to abide by local law, and where local law is not consistent with the laws of the United States and is more prescriptive or strict than U.S. guidelines, the local law must be followed.

The vulnerability of children should never be violated, therefore **the EFCA will prohibit anyone from participation in ministries led by the EFCA national office whose behavior has, at any time, met our organization's definition of abuse.**

The EFCA affirms biblically healthy parenting and adult/child relationships. The definitions in this policy should not be interpreted to prohibit or restrict such relationships.

### **Child Abuse Defined**

Physical Abuse- any act which results in *non-accidental* physical injury.

- Such acts may include (but are not limited to): slapping, punching, beating, kicking, biting, pinching, shaking, burning, holding under water, or pulling hair.

Social and Emotional Abuse- the failure to provide a developmentally appropriate, supportive environment. Patterns of belittling, scapegoating, threatening, ridiculing, exclusion or other forms of rejection may constitute social or emotional abuse.

Sexual Abuse- sexual activity with a child which includes, but is not limited to:

- Verbal: sexual threats, solicitation, innuendoes, sexually explicit language (whether on the telephone, in person, or via the Internet) or any verbal expression with the intent to arouse or stimulate.
- Visual: indecent exposure, taking or showing suggestive pictures or pornographic materials, peeping, leering, exhibitionism, and voyeurism.
- Physical: physical contact (or penetration by penis, fingers, or any other body part or object) with clothed or unclothed genitals, pubic area, buttocks or female breast; rubbing, holding, or kissing for the purpose of sexual gratification; self-touching or masturbation in the presence of a victim; or causing a child to perform any of these acts.

Child-to-Child- Should both the victim and the alleged abuser be under the age of eighteen, conduct is considered abuse if there is a difference in age of three or more years or a significant power, trust, or responsibility differential between them. If neither of these exists, it is considered "inappropriate behavior" and not abuse.

## **Procedures**

Screening: The hiring process for all full and part-time regularly scheduled EFCA personnel will include background checks and signed Child Protection Codes of Conduct. Signed Child Protection Codes of Conduct are required for all on-call personnel and volunteers. Background checks are required for on-call personnel and volunteers whose duties may include interaction with minors.

Training: All regularly scheduled EFCA personnel and volunteers will receive training in child protection as a condition of their engagement with the EFCA.

Childcare Protocols: All personnel and volunteers must adhere at all times to the Child Protection Code of Conduct.

### Response Process:

- Reporting: Any EFCA personnel who have any reasonable suspicion or allegation that a child is currently or has historically been the victim of child abuse by any EFCA personnel, child, or volunteer, is obligated to complete an incident report (form on Yammer or contact HR@efca.org) and submit it to HR@efca.org. The law may require that knowledgeable parties report their knowledge to civil authorities. All known or suspected abuse or inappropriate behavior must be reported, including both those initiated by adults and those initiated by other children.
- Reporting to Red Flag Reporting: Reporting of any type can be made anonymously or by name to Red Flag Reporting: [www.RedFlagReporting.com](http://www.RedFlagReporting.com) or call at 1877 647 3335. Client code for Red Flag Reporting is **EFCA**.

- Inquiry: All reports of possible child abuse will be accepted by EFCA leadership and taken seriously. The EFCA Ethics Committee will initiate an inquiry team that will take all necessary action to assess both the child's safety and any misconduct claim in a timely, unbiased, and confidential manner, according to established procedures.
- Outcomes:
  - If the report is substantiated and it is determined that the behavior met EFCA's definition of abuse, the perpetrator will be terminated. EFCA leadership will report the issues to the authorities, in accordance with the law.
  - If the behavior does not meet the EFCA's definition of abuse, but does involve inappropriate behavior, it will be handled according to protocol for personnel misconduct up to and including possible termination.
  - If the report is unsubstantiated, the EFCA will work to restore the good name and reputation of the accused, but if the accused is unable to resume his or her duties, the EFCA reserves the right to transfer or terminate. A person making a false accusation may be subject to discipline, including possible termination.
  - If a finding of abuse or inappropriate behavior is found in a child-to child case, an action plan will be initiated, and parents will be accountable for follow through. Failure to do so will result in termination of their relationship with the EFCA.

The EFCA is committed to providing support for all personnel involved in a child abuse inquiry as well as working to secure appropriate and effective follow-up care.



## EFCA Child Protection Code of Conduct

The safety and welfare of children is paramount in EFCA's child protection policies and procedures, which are based on internationally recognized definitions of child abuse. Having a common set of expectations also serves to protect adults who assume the full burden of setting and maintaining appropriate boundaries in all interaction with children.

The EFCA has made a commitment to abide by local law, and where local law is not consistent with the laws of the United States and is more prescriptive or strict than the guidelines here, the local law must be followed.

The most effective way to prevent abuse of children is to be vigilant. This Code of Conduct includes, but is not limited to, the following expectations for EFCA staff, employees, and volunteers.

### **Increase visibility while avoiding isolation**

- Plan activities involving children where other adults are present or in the vicinity and at a time when other activities are occurring.
- Transport children in your car only with parent permission. Avoid, whenever possible, having only one child in your car.

### **Maintain a high level of accountability:**

- Always be accountable to other adults including colleagues, in your interactions with children.
- Help others by pointing out anything that could be misinterpreted.
- Report any situation with a child that made you uncomfortable to your supervisor immediately.

### **Ensure appropriate supervision of children:**

- Maintain balance of power and control among students, so that no child has opportunity to exercise power over others.
- Avoid showing favor or deferential treatment to particular children to the exclusion of others.

### **Maintain healthy affection in relationships with children to whom you are not related:**

- Touch should be in response to the need of the child and not the need of the adult. It should be age-appropriate and initiated by the child. Except for very small children, side hugs, rather than full frontal hugs are best. Resistance from a child to touch must be respected.
- Touch should be open rather than secretive or behind closed doors.
- Verbal interaction should be supportive and appropriate.



## **PREPARING FOR YOUR MISSION TRIP**

### **POSSIBLE WORK TEAM ASSIGNMENTS:**

- o Relational Ministry
- o Prayer
- o Construction
- o Help support our Church Planter partners in a variety of ways
- o Community Ministry (VBS, sports, music, etc.)
- o Other needs as determined

ReachGlobal staff will use the information the volunteers enter on the online form to best utilize the skills and gifts of your team. The team Leader will be notified of the team's work assignment approximately a week to ten days prior to the team's arrival. The call will include a discussion of what tasks the team would possibly work on during your mission trip and other site logistics. If upon your arrival your team is assigned to a different task, please be flexible and willing to do whatever is needed. Often our sites can't fully pin down what work your team will be assigned until they assess what work was finished by the team serving the week prior to your trip.

Thank you in advance for your flexibility!

**PRE-FIELD WORK TRAINING:** Many potential work assignments include various aspects of construction. It might benefit your team to obtain training for this type of work. We suggest that you contact your local home improvement store, requesting that they schedule training for one or more basic constructions skills: painting, drywalling, tiling, etc. We have found that most stores will schedule special classes for your group, especially when they know that you'll be working at a location that experienced a crisis. An alternative idea is to ask a contractor who attends your church to hold similar training classes or identify a need in your community and come up with a plan for your team to fill that need. In each case, pray before, during, and after for God to guide your steps. This type of training will allow you and your team to learn while serving. While this pre-field training is not mandatory, it can be used to develop skills and build team unity.

**PRE-FIELD MINISTRY TRAINING:** Since the focus of our ministry is people, we ask that you, as part of your team building and trip preparation, engage in at least three (3) team meetings to pray for the trip; to study God's Word in relation to compassion, service and sharing the Gospel; to build team relationships; and, to coordinate logistics for the trip. We also suggest that you consider serving as a team in your own community prior to coming to serve.

**TEAM MANAGEMENT:** You are responsible for transporting your team to the site each day. Please be flexible with us as specific work assignments may require that your group be divided up to work at multiple worksites. Someone on your team will be asked to be a site team leader to work alongside the site supervisor, a ReachGlobal staff member or trained friend of the ministry.

## **LOCATION AND NAVIGATION**

**LODGING:** Most of our response sites have bunk beds with a bare twin mattress for volunteer use. In some cases, the lodging is on the floor of the church classrooms. You will be notified well in advance of your team's specific sleeping arrangements. There may be a requirement for your team to bring a single inflatable mattress. The Team Leader receives a Frequently Asked Questions (FAQ) document with the confirmation email that describes that site's accommodations. The FAQ will also indicate if a washer and dryer is on site.

Please do not bring campers or mobile homes to the hosting churches. We do not have the capacity to host volunteers in campers.

**LOCATION OF WORKSITES:** On your first full day with us, you will receive the address of where you will be serving. Once you have the exact address, we suggest that you use the GPS on your cell phone to navigate to the worksite.

**PARKING:** Parking availability is based upon where your team is scheduled to work. It's anticipated that you will be able to park in front of or near the site where you will be working. Be sure to abide by parking signs to avoid a parking citation.

**FLYING:** If your team is flying to the mission site, it is the team's responsibility to be aware of changes to air travel requirements that can impact the team's plans.

## **WEEKLY SCHEDULE**

**Week-long mission trips** start Sunday evening and conclude Friday night. Teams have the option to leave early Saturday morning; however, if the decision is to stay to Saturday, please arrange to leave the mission site by 9:00 am.

**Devotions** are presented at breakfast each morning. In your confirmation email, your team will be asked to prepare and present up to three Bible-based devotions for the week.

### **WEEKLY SCHEDULE (subject to change)**

SUN - Arrival - get settled in, purchase food, orientation

MON - THURS - Devotions, workday, prayer walk, relationship building, sharing time

FRI - Devotions, Team Debrief, half workday, depart for home today \*

SAT - Option to depart today - please plan to depart for home by 9 am\*

**\*Before heading for home, please conduct a deep cleaning of areas where team stayed, including bathrooms, showers, and shared spaces to prepare for church activities.**

### **MEALS**

We provide breakfast Monday-Friday and dinner Monday-Thursday. Teams are expected to provide their own lunches. Please provide us with a two-day notice if you will **not** be joining us for a meal at any point during the week, as many of the meals are brought by church members. We work very hard to provide an accurate head count to our cooks for meals, so early notification of absences from meals is important information to share with the ReachGlobal staff.

**Half week-long mission trips** are available. The half week trip starts Wednesday evening and concludes Saturday mid-afternoon. The schedule and meal service are revised accordingly.

# **PACKING LIST**

## **PERSONAL PACKING LIST**

- Bible
- A flexible and servant-like heart and attitude!
- Sleeping bag/ linens
- Pillow
- Flashlight
- Soap
- Shampoo/ conditioner
- Deodorant
- Toothbrush/ toothpaste
- Towel
- Recyclable water bottle
- Mask (have one in case of local guidelines or homeowner's preference)
- Sunscreen
- Twin-size air mattress (as needed, by location)
- Copy of your medical insurance card

## **CLOTHES:**

- Work clothes
- Long-sleeved shirts for November-April
- Long pants and/or cargo shorts
- Casual clothes for evening times and traveling
- Sweater, sweatshirt, or light jacket in season
- Modest sleeping clothes
- Hat
- Work shoes (Tennis shoes are acceptable; steel toes are not required)
- Flip-flops for showers or evenings

## **OPTIONAL:**

- Earplugs
- Laptop (WI-FI not available in all locations)
- Rain gear
- Personal reusable water bottle
- Gatorade dry mix or bottles

## **IMPORTANT ITEMS TO CONSIDER**

### **REST**

An overly tired worker may not be able to minister effectively when opportunities arise. It is important that everyone work at a reasonable pace throughout the day and stay hydrated. Your team is often the first to notice if someone on the team needs to rest or hydrate. Please encourage your team to say something if they see something.

### **RISK**

The work sites will by nature have risks associated with them. Your safety is not guaranteed. We ask that each team member read and complete *Conditions of Participation* for Adults or Minors. The *Conditions of Participation* forms must be completed and submitted to the Pre-field Volunteer Coordinator at least four weeks before you leave for this trip. Anyone under the age of 18 must get a parent or guardian to sign the *Conditions of Participation for a Minor*. Also, while at some work sites, wearing long pants are suggested, so plan ahead and include a pair of long pants in your suitcase. **A Tetanus immunization within the last 10 years is required**, but documentation is not required. Confirm with each volunteer that their Tetanus shot is current.

### **DONATED ITEMS**

There are a number of items that we would greatly appreciate, but they vary throughout the life of the response and by location. Please don't bring any items without clearing it with the on-site volunteer coordinator first. Our storage space is limited, and we often have difficulty distributing well-intentioned donations.

### **MAILING ADDRESS FOR FORMS AND FEE PAYMENTS**

**(Please include payment forms on pg 27 & 28 with checks)**

ReachGlobal Crisis Response  
19380 N. 10<sup>th</sup> Street  
Covington, LA 70433

### **QUESTIONS**

If you have any questions or concerns, please don't hesitate to call us at 985.888.1060 or email us at [www.respond@efca.org](mailto:www.respond@efca.org).

## RELEASE OF RIGHTS

We live in a world that is full of rights. Our particular culture is one where we take pride in our rights. As a matter of fact, the rights of individuals are constitutional! As we see the demand of individual rights increase, we see much of the moral fiber of our society decrease. Our Lord Jesus Christ laid down His rights and all His glory, to the heavens, to become a man and to serve, not to be served. (Philippians 2:5-11 and Mark 10:45)

We ask you to consider laying down your rights on this mission trip. Not to lay them down for better or for worse, but to entrust them to the Lord or transfer the responsibility of them to a place of safe keeping. These rights may seem reasonable but on a short-term mission trip they could cause dissension. **Would you take time to search your heart and consider your willingness to surrender your rights to the Lord? Romans 12:1**

I GIVE UP MY RIGHT TO:

I ENTRUST TO GOD:

A comfortable bed

My strength and endurance

Having three meals a day

My health and strength

Having familiar food Dressing

My likes and dislikes of food

fashionably

My security in Him

Seeing results

His purposes and fruit in His timing

Control of myself

My need for His Spirit control

Control of others

His workmanship in others

Control of circumstances

My circumstances to His purposes in making me Christ-like

Having pleasant circumstances

The privilege of suffering for His sake

Making decisions

His sovereign hand on my life

Taking up offense

My deepest needs

Being successful

My security in His love

Being understood

My reputation

Being heard

My need for recognition

Being right

My need for His righteousness

I give God permission to do anything He wishes to me, with me, in me, or through me that would glorify Him.

\_\_\_\_\_ (signed)

\_\_\_\_\_ (date)

**A Ministry of the Evangelical Free Church of America (EFCA)**  
**Conditions of Participation**  
**Assumption of Risk and General Release Agreement**

- Complete the blank lines found in the first paragraph of this form
- Print the completed form before signing at the bottom of page 2 in front of one witness of your choosing **OR** on page 3 in front of a notary.
- If serving with a team, provide your team leader with this completed form with required signatures—must be original form, no photocopies. If serving independent of a team, mail your original form to ReachGlobal Crisis Response, 19380 N. 10<sup>th</sup> Street, Covington, LA 70433.

IN CONSIDERATION for my participation in a short-term mission trip, sponsored, organized, and operated by ReachGlobal, a ministry of the Evangelical Free Church of America, to \_\_\_\_\_ on or about \_\_\_\_\_, 20\_ to \_\_\_\_\_, 20\_, to serve with the ReachGlobal team and will include without limitation, travel, team training, construction, outreach ministry, sightseeing, sports, recreation, and other similar activities customarily associated with ReachGlobal team mission service (hereafter, collectively referred to as “**my Mission Service**” or “**Mission Service**”), I agree to all the terms and conditions set forth in this agreement (“**Agreement**”):

1. General Risks of Missionary Activities. I am aware of the hazards and risks to me and my property that are associated with serving in a missions capacity, such hazards and risks including without limitation, injury; accidents; disease; inadequate medical services and supplies; criminal acts (including terrorism); natural disasters; weather conditions; government action; the risks of traveling to or from my mission destination; and other undefined harm or damage which may not be readily foreseeable, and other present unknown risks and dangers (collectively, “**Risks**”). I recognize and understand that the Risks have always been associated with Mission Service and cannot be eliminated. I knowingly, voluntarily, and willingly assume the Risks.

I understand that ReachGlobal and the EFCA are not responsible for matters beyond their control and that they cannot warrant the safety or suitability of the circumstances under which I will be living or working. I acknowledge that it is my responsibility to take every precaution to safeguard my health and protect my personal belongings from damage or theft.

2. Standards of Conduct. I agree to conduct myself in a manner compatible with local laws and regulations; with all of ReachGlobal’s and the EFCA’s policies and guidance; and the orders and directives of my Mission Service team leaders. I will refrain from conduct that is improper, offensive, disruptive, or otherwise inappropriate for the Mission Service, or that is potentially detrimental to my own or others’ health or safety, or potentially detrimental to ReachGlobal or the EFCA. I understand and affirm that ReachGlobal and the EFCA have sole right and discretion to terminate my participation in the Mission Service, including violations of this paragraph. I further understand that if my participation is terminated, I will not receive any refunds and I will be responsible for arraigning and paying all costs associated with my termination, including without limitation, travel costs.

3. Health Status; Medical Care; Other Emergencies. I certify that I am physically fit and adequately prepared to participate in Mission Service. I agree that it is my sole responsibility to determine whether I am sufficiently fit and healthy enough to participate in the Mission Service and notify ReachGlobal of any health issues or diagnoses that restrict my Mission Service participation. I hereby release ReachGlobal and the EFCA from any and all claims, damages, injuries, or loss arising out of my failure to disclose such health issues or diagnoses.

I understand that I am solely responsible for obtaining any required vaccinations and immunizations prior to my Mission Service.

I understand that I am required to maintain medical insurance throughout my Mission Service and that I am solely responsible for paying for any and all medical care related to my Mission Service.

I authorize ReachGlobal and the EFCA to obtain and render appropriate emergency medical care or treatment for me as may be necessary should any injury, harm, or accident occur during my Mission Service.

4. Photograph & Video Release. I hereby grant ReachGlobal and the EFCA permission to use my image, likeness, and sound of my voice as recorded on audio or videotape without payment or any other consideration for any lawful purpose. I understand that my image may be edited, copied, exhibited, published, or distributed, and I expressly waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to using my image or recording. There is no time limit on this photographic and video release's validity or any geographic limitations. By checking this box, I wish NOT to have my photo used for ministry purposes.
5. I agree that should any provision or aspect of this Agreement be found to be unenforceable; all remaining provisions hereof shall remain in full force and effect.
6. I certify that I am age 18 or older. I have carefully read and freely signed this Agreement. I understand and agree that no oral or written representations can or will alter the contents of this document. I agree that this Agreement shall be governed by the laws of the State of Minnesota (excluding its conflict of laws principles), which shall be the forum for any lawsuits filed under or incident to this Agreement.
7. **GENERAL RELEASE.** Knowing the risks described above, I voluntarily agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the Mission Service. To the maximum extent permitted by law, I release and forever discharge, hold harmless and agree to indemnify ReachGlobal; and the Evangelical Free Church of America; and all of their respective officers, employees, volunteers, and agents (collectively, "Releasees") from any and all present or future claims, demands, actions, or causes of action, losses, liabilities, costs and expenses for injury to person or property, or for any other damage, which I may suffer, or for which I may be liable to any other person, related to my participation in the Mission Service (including periods in transit to or from my Mission Service destination), resulting from any cause, including but not limited to negligence on my part or on the part of any of Releasees. I do hereby expressly covenant and agree to refrain from bringing suit or proceedings at law or in equity or otherwise as provided by law, against any of the Releasees on account of any and all such claims, demands, actions, or causes of action.
8. I expressly agree that this Assumption of Risk and General Release Agreement is intended to be as broad and inclusive as permitted by law. I further state that I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND ITS CONTENTS, AND THAT I AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS.

I attest to the truthfulness, accuracy, and validity of the foregoing statements under penalty of perjury under the laws of the State of \_\_\_\_\_.

Legal signature of team member: \_\_\_\_\_

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

Team Member's Printed Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Witness Name: \_\_\_\_\_

**OR** Notary Stamp on page 3

**AUTHORIZATION OF NOTARY PUBLIC**

Legal signature of team member: \_\_\_\_\_

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

Team Member's Printed Name: \_\_\_\_\_

STATE OF:

COUNTY OF:

On \_\_\_\_\_, of 20\_\_\_\_, before me, \_\_\_\_\_, a Notary Public in and for said county, personally appeared \_\_\_\_\_, known to me to be the person who executed the within agreement and acknowledged to me that he/she executed the same for the purposes therein stated.

Notary Public Signature:

My commission expires:

Affix Stamp Here



**A Ministry of the Evangelical Free Church of America (EFCA)**  
**Conditions of Participation**  
**Assumption of Risk and General Release Agreement for a Minor**

- *Complete the blank lines found in the first paragraph of this form*
- *Print the completed form before signing page 3 in front of one witness of your choosing **OR** in front of a notary.*
- *Provide your Child’s team leader with this completed form with required signatures– must be original form, no photocopies.*

1. Parental Consent. I, \_\_\_\_\_, the undersigned, being the parent or legal guardian of \_\_\_\_\_, my child (hereafter “**my Child**”) do hereby enter into this Conditions of Participation, Assumption of Risk and General Release Agreement for a Minor (“**Agreement**”) for the purpose of authorizing my Child’s participation in in a short-term mission trip, sponsored, organized, and operated by ReachGlobal, a ministry of the Evangelical Free Church of America, to \_\_\_\_\_ on or about \_\_\_\_\_, 20\_ to \_\_\_\_\_, 20\_, to serve with the ReachGlobal team serving there, and includes, but not is limited to, travel, team training, construction, outreach ministry, sightseeing, sports, recreation, and other similar activities customarily associated with ReachGlobal team Mission Service (hereafter, collectively referred to as “Mission Service”). I acknowledge that this is a voluntary activity for which I freely give my permission for my Child’s participation.

2. Risks of Missionary Activities. I am aware of the hazards and risks associated with my Child serving in a missions capacity, such hazards and risks include, without limitation, injury; accidents; disease; inadequate medical services and supplies; criminal acts (including terrorism); natural disasters; weather conditions; government action; the risks of traveling to or from my mission destination; death; damages to personal property; and other undefined harm or damage which may not be readily foreseeable, and other present unknown risks and dangers (collectively, “**Risks**”). I recognize that the Risks have always been associated with Mission Service and cannot be eliminated.

3. Assumption of Risks, Release and Hold Harmless. In consideration for the privilege of my Child’s participation in Mission Service, I freely and voluntarily, and with full awareness, assume the Risks as my Child’s parent or legal guardian. I understand that ReachGlobal and the EFCA are not responsible for matters beyond their control and that they cannot warrant the safety or convenience of the circumstances under which my Child will be living or working.

I promise and hereby agree to waive, release, absolve, and covenant not to sue ReachGlobal; and the EFCA; and all of their respective officers, employees, volunteers, and agents (collectively, “**Releasees**”), for any and all claims, including claims for equitable or injunctive relief, damages, loss or injury of any kind resulting from or in any way arising directly or indirectly out of my Child’s participation in Mission Service.

I further promise and agree to indemnify, defend and hold harmless the Releasees from and against all liability, claims and expense, including reasonable attorneys’ fees and costs, in connection with any and all claims whatsoever for personal or bodily injury or death, including loss of use, or property damage of any kind and character in connection with and arising directly or indirectly out of my Child’s participation in Mission Service, except for claims resulting from or arising out of ReachGlobal or the EFCA’s sole negligence. This indemnity agreement encompasses all damages and claims, including claims for equitable or injunctive relief, arising out of my Child’s participation in Mission Service.

4. Standards of Conduct. I understand that while my Child participates in Mission Service, my Child must conduct himself or herself in a manner compatible with local laws and regulations; with all of ReachGlobal's and the EFCA's policies and guidance; and the orders and directives of my Child's Mission Service team leaders. I further understand that my Child must refrain from conduct that is improper, offensive, disruptive, or otherwise inappropriate for the Mission Service, or that is potentially detrimental to my Child's or others' health or safety, or potentially detrimental to ReachGlobal or the EFCA. I understand and affirm that ReachGlobal and the EFCA have may terminate my Child's participation in the Mission Service at any time and for any reason, including violations of this paragraph. I further understand that if my Child's participation is terminated, I will not receive any refunds, and I will be responsible for arraigning and paying all costs associated with my Child's termination, including without limitation, travel costs.

5. Health Status; Medical Care; Other Emergencies. I certify that my Child is physically fit and adequately prepared to participate in Mission Service. I agree that it is my responsibility to determine whether my Child is sufficiently fit and healthy enough to participate in the Mission Service. I understand that I am responsible for notifying ReachGlobal of any health issues or diagnoses that restrict my Child's ability to participate in Mission Service. I further understand that I am responsible for obtaining any required vaccinations and immunizations for my Child.

I understand that ReachGlobal and the EFCA require me to maintain medical insurance for my Child throughout his or her Mission Service. I further understand that I am solely responsible for paying for all medical care received by my Child.

I understand that I will be notified in the case of a medical emergency involving my Child. However, in the event that I cannot be reached, I authorize the providing of necessary medical services in the event my Child is injured or becomes ill. I further authorize agents of ReachGlobal or the EFCA to make emergency medical care decisions on behalf of my Child, if required by law or a health care provider. I agree to hold harmless and indemnify ReachGlobal and the EFCA for any and all actions taken by ReachGlobal and the EFCA to obtain or provide emergency medical care for my Child.

6. Photograph & Video Release. I hereby grant ReachGlobal and the EFCA permission to use my Child's image, likeness, and sound of my voice as recorded on audio or videotape without payment or any other consideration for any lawful purpose. I understand that my Child's image may be edited, copied, exhibited, published, or distributed, and I expressly waive the right to inspect or approve the finished product wherein my Child's likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to using my Child's image or recording. There is no time limit on this photographic and video release's validity or any geographic limitations.  By checking this box, I wish NOT to have my child's photo used for ministry purposes.

7. General Provisions. I agree that should any provision or aspect of this Agreement be found to be unenforceable, all remaining provisions hereof shall remain in full force and effect.

I understand and agree that no oral or written representations can or will alter the contents of this document. I agree that this Agreement shall be governed by the laws of the State of Minnesota (excluding its conflict of laws principles), which shall be the forum for any lawsuits filed under or incident to this Agreement.

**I, the undersigned parent and/or legal guardian, affirm that I am freely signing this Agreement. I have read this form and fully understand that by signing this form I am giving up legal rights and/or remedies which may otherwise be available to myself or my Child. I further attest to the truthfulness, accuracy, and validity of the foregoing statements under penalty of perjury under the laws of the State of \_\_\_\_\_.**

Legal signature of team member's parent or legal guardian: \_\_\_\_\_

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

Printed Parent/Guardian Name: \_\_\_\_\_

Printed Child Name: \_\_\_\_\_

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

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

Printed Witness Name: \_\_\_\_\_

**OR**

### AUTHORIZATION OF NOTARY PUBLIC

STATE OF:

COUNTY OF:

On \_\_\_\_\_, of 20\_\_\_\_, before me, \_\_\_\_\_, a Notary Public in and for said county, personally appeared \_\_\_\_\_, known to me to be the person who executed the within agreement and acknowledged to me that he/she executed the same for the purposes therein stated.

Legal signature of team member's parent or legal guardian: \_\_\_\_\_

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

Printed Parent/Guardian Name: \_\_\_\_\_

Notary Public Signature:

My commission expires:

Affix Stamp Here:



PLEASE SEND TO:  
**REACHGLOBAL CRISIS RESPONSE**  
**19380 N.10TH STREET**  
**COVINGTON, LA 70433**

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## **RESPONSE TEAM DEPOSIT**

### **PAYMENT FORM**

*(Please include with payment. Do not staple. Make check payable to EFCA.)*

Church/ Organization:

Response Site:

Trip Dates (arriving/ departing):                    /

Team Leader:

Email:

Phone:

**DEPOSIT:** \_\_\_\_\_ people x \$50 = Total Enclosed\$

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