

How to Form a Mission Trip Team Guide



Covenant Well Ministries International
P.O. Box 121
Adoagyiri-Nsawam Ghana
Phone 233248882267
Email: sevormens@yahoo.com

Covenant Well Ministries International, U.S.A.
5714 Tomberg St.
Huber Heights, OH 45424
937-286-4033 or 937-638-7018

Table of Contents

Welcome	3
<ul style="list-style-type: none">• Introduction to Short-Term Mission Work• Mission Team Goals• Mission Statement	
Scriptural Foundation for Missions	5
Values Chart	6
Estimated Team Member Travel Budget	8
Dates and Deadlines; Payment Fee Schedule	9
Short-Term Missionary Application	10
Attestation Form	12
Liability Release Agreement	13
Death Notification Form	15
Emergency Contact Form	16
Medical Release Form for Ghana	17
Photo Release Form	18
Travel Documents and Required Vaccinations	19
Mission Team Roles and Responsibilities	20
Mission Team Roster	22
Personal Packing Checklist	23
Flyer/Insert for “Checked” Luggage Transporting Donated Supplies	25
Team Luggage Tags	26

Dear Brother or Sister in Christ,

We praise God for your interest in learning more about short-term mission work! We are so excited that you are acting on the Great Commission and Great Commandment through your potential participation as a Ghanaian missionary in support of Covenant Well Ministries International.

Covenant Well Ministries International is a non-profit organization committed to reaching the lost and poor of Ghana. President and founder, Pastor Ishmael Sevor has been working with churches as a missionary pastor since 2013. Covenant Well Ministries International's goal has always been the same: to be a visible church of God dedicated to advance the cause of Christ; safe guard the glorious heritage of the early Church; and preach the Word of God with power, signs, and wonders. The ministry meets the spiritual and educational needs of the Ghanaian people, especially the children, which will empower and impact future generations.

The goals for Ghana Mission Teams are:

- To serve as ambassadors of Christ and messengers of reconciliation; bringing God's love, finances, physical labor and other resources to share with the Ghanaian children, staff and surrounding community. (*2 Corinthians 5:18-20; Acts 2:42-47; Hebrews 13:16; 1 Timothy 6:18; Luke 3:11; Romans 12:13*)
- To provide encouragement, prayer and support for Ghanaian saints struggling with spiritual strongholds. (*Romans 12:1-2; 2 Corinthians 10:3-5; 1 Corinthians 10:13; Ephesians 6:10-13*)
- To gain a closer relationship with God and God's people through Bible study, Sunday school, corporate prayer and opportunities to serve. (*Psalms 100; 1 Thessalonians 5:11; 2 Timothy 2:15*)
- To exemplify unity in the vast body of Christ to our local and Ghanaian brothers and sisters by submitting and obeying leadership, remaining humble in spirit and considering others more significant than ourselves and maintaining a spirit of praise and servitude. (*Psalms 133:1; 1 Peter 3:8; Hebrews 13:16-17; Mark 10:45; Philippians 2:3-4*)
- To risk hunger, thirst, sleeplessness, discomfort, sickness, persecution, injury and potentially death in order to fulfill God's calling on our lives. (*Psalms 96:3; Psalm 105:1; Isaiah 12:4; Matthew 28:19-20; 2 Corinthians 11:24-28*)

As an individual who is committed to working with Covenant Well Ministries, you are valued and supported. There are standards for you and your protection. These standards apply during any meeting, mission trip or event that is developed, promoted and supported by Covenant Well Ministries International on or off-site. All mission workers will be given a job description of their responsibilities and will perform the services within the limits of that description.

Mission trips are not for the faint of heart. This is by no means a vacation. Mission work is serious business requiring serious work. This is a commitment that involves high risks to healthy lifestyles and the normal conveniences we experience in our day-to-day lives. Saying hello to mission trips may mean saying goodbye to our everyday comfort food, comfortable housing and clothing. It will challenge you, grow you and cost you!

Team members must observe the “two adult/open door” rule, which requires an adult working with anyone under the age of 18 to be accompanied by another adult or to provide visual access to the room (through an interior window or open door). Relationships of a romantic nature or inappropriate relationships between team members and the Ghanaian people are strictly prohibited. If the team member is found to be in an inappropriate or romantic relationship, they will be dismissed from serving in future events or trips and the church leadership and the appropriate authorities will be made aware of this decision.

Covenant Well Ministries International Mission Statement

We are a visible church of God dedicated to advance the cause of Christ; safe guard the glorious heritage of the early Church; preach the Word of the God with power, signs and wonders; and win souls for Christ.

If you are truly committed to advancing God’s kingdom through participating in short-term mission work with Covenant Well Ministries International, we encourage you to thoroughly review this guide and be in contact with me or the mission team to discuss and plan a trip.

I look forward to hearing from you soon!

Sincerely,

Teresa Sevor

Teresa Sevor

Covenant Well Ministries International

Mission Team Lead Coordinator

937-638-7018

teresakugel@yahoo.com

Covenant Well Ministries International is a federally recognized public charity exempt under section 501 (c)(3) of the IRS Code. EIN: 46-3031960

A SCRIPTURAL FOUNDATION for MISSIONS

THE GREAT COMMANDMENT:

Deuteronomy 6:5

Matthew 22:36-40

Mark 12:29-31

THE GREAT COMMISSION:

Matthew 28:18-20

Mark 16:15-16

Acts 2:47

THE GREAT MINISTRY:

II Corinthians 5:17-20

MAINTAINING MISSION FOCUS:

John 7:16-18

Acts 2:42

Romans 12:10

I Corinthians 13

EVANGELISM:

Acts 19:19

Galatians 5:20-21

GOSPEL SUMMARY:

I Corinthians 15:1-8

VALUES CHART

WESTERN VALUES: EUROPE, USA, CANADA, AUSTRALIA, ETC.	NON-WESTERN VALUES: AFRICA, ASIA, LATIN AMERICA, CARIBBEAN
Dichotomist: Sees life as separate entities. Separates social life from religious life or academic life.	Holistic: Sees life as a continuous whole; e.g., religious life affects social life, vocations, and every other aspect of life.
Crisis: Seeks expert advice in a crisis, Either from books or experts; e.g., goes to A doctor for illness, lawyer for civil case, etc. Takes delight in crisis situation for it is an opportunity to seek expert advice.	Non-Crises: Seeks solution to crises from Various alternatives; does not feel comfortable with only one way. e.g., illness can be cured by medical doctor, or an herbalist Or a witch doctor. Civil case settled by family of elders or the village chief etc. Tries to avoid crises situations as much as possible.
Time Oriented: High consciousness of time. Programs are planned out within a time range and must not exceed the time. Punctuality is given high regard.	Event Oriented: Not too concerned about time. An event scheduled to last one hour may last two hours if the event is totally accomplished.
Program Oriented: Similar to above. Schedules are planned and must not be interrupted. A visitor could be asked to come back later if his visit interrupts the scheduled program.	People Oriented: People are more important than scheduled program. It does not matter if program is disrupted to attend to a visitor or hold discussions with a neighbor.
Goal Conscious: As a result of above, tends to set goals. Achieving that goal becomes a priority. Nothing, even events or people, can stop effort to achieve the goal.	Interaction Conscious: More interested in interacting with people than achieving goals. Can sacrifice a goal for the sake of conversation or helping people. e.g., might forsake an outing to chat.
Prestige Achieved: More concerned about achieving prestige rather than it being ascribed to him. Takes pride in achievement; not really concerned about what others feel about him as in what his hands and sweat have achieved. Formal credentials mean less. e.g., medical doctor won't be offended if called Mr.	Prestige Ascribed: More interested in the prestige ascribed to him. It does not really matter if it is not achieved. Honorary titles and degrees are highly welcomed. Prestige, whether honorary or achieved, must be ascribed by the society, e.g., a legal practitioner must be called Lawyer X, a medical practitioner as Dr Y, and a title holder as Chief Z.
Vulnerability = Strength: He is very open. Does not find it difficult to admit mistakes. Is not too concerned about making errors. Errors can be made but can be corrected. He is not afraid to expose his weaknesses and he talks freely about very personal areas of his life.	Vulnerability = Weakness: He is very afraid of making errors, so it is very methodical and organized in what he does and takes pains to avoid errors and if committed he tries to cover them up. Speaks vaguely about very personal areas of his life. If eventually found out to have committed error or mistakes, he feels ashamed and aggrieved. Some African princes/kings in legends committed suicide on this account.
Individualistic Oriented: Feels he is responsible for himself and himself alone; thinks alone, solves	Family/Community Oriented: A person does not really belong to himself alone. He belongs to the

<p>his problems alone, makes individual decisions; sees no reason why his neighbor or anyone else should be bothered by his problems. Takes responsibilities for himself, hence much loneliness among some individuals in the western world.</p>	<p>family. Important decisions concerning him are made with consultations with family elders (e.g., marriage) and sometimes the community. (e.g., a community may decide if they want their son to go abroad or school at home.) This value accounts for the extended family system in the non-western world, fourth or fifth cousin called sister or brother.</p>
<p>Linear-Logic: An idea is not authentic unless it can be reasoned logically. It must follow a sub sequential logic, i.e., one reasoning leading to another. The idea must be able to stand scientific proof. Belief in supernatural powers is unpopular.</p>	<p>Context-Logic: Logical reasoning is not so important. The important thing is what is there to believe or to experience. Why one believes the thing is not important as long as it works. Hence it is very easy to believe in the world of the supernatural powers.</p>
<p>Form: Emphasis on forms of doing things. Little is made of the meaning of the forms. For example, truths are sometimes presented in drama, dance, acrobatics, sermon, etc. The form doesn't matter, only the truth embedded in them.</p>	<p>Meaning: Emphasis on the meaning of different forms. e.g., every step in the traditional naming of a child in Africa has significance. Every word spoken conveys some meaning. The name of the child himself must have a meaning relating to events in the home.</p>

ESTIMATED TEAM MEMBER TRAVEL BUDGET

(ITEMIZED PER PERSON – SUBJECT TO CHANGE)

Airfare (2 free suitcases, 50 pounds each)	\$1,300.00*
Gratuities	\$10.00
Transportation and Gas	\$240.00*
Hotel/Shared Room (\$20/night per person 9 nights)	\$180.00
Meals and Water (\$25 day per person 11 days)	\$250.00
Cape Coast Castle Museum – Gate Fee	\$10.00
Personal Money/Shopping/Snacks/Travel Money (Optional)	\$100.00*
Pre trip expenses - Vaccinations/Preventive Medicine/Permethrin/Misc. (*Yellow Fever Required – Cost approximately \$200)	\$500.00*
Adult Passport <u>Book</u> fee schedule included (See chart online) (Does not include shipping)	\$165.00*
Ghana Visa -Single Entry-Multiple \$100* (Does not include shipping)	\$60.00
Church Tithes	TBD

TOTAL PROJECTED EXPENSES	\$2,815.00
--------------------------	------------

**May vary*

***Project Seed Money/Cash Goal (Construction/Food/Medicine):
\$500 minimum per team member via fundraising efforts**

*If you need assistance with raising funds, please research online for fundraising letters. Donations can be made on your behalf to Covenant Well Ministries International, 5714 Tomberg St., Huber Heights, OH 45424 with a tax donation. Instruct that your name needs to be on check or letter stating your name (if for you or your seed money).

DATES AND DEADLINES:

Passport Book (with 6 unstamped pages): Must be in your possession 3-4 months before trip date, **April 2nd, 2023**

Short-Term Missionary Application: Must be submitted no later than 3 months before trip date, **August 6th, 2023**

Airfare Purchase: Must be secured 2 months before the trip date, **August 2nd, 2023**

Orientation: Held 8 weeks before trip date, **September 3rd, 2023**

Spiritual Gifts Training: Held 6 weeks before trip date, **September 17th, 2023**

Ghana Visa Application 1 month before trip date, **October 2nd, 2023**

Emergency Contacts Form, Attestation Form, Death Notification Form, Liability Release Form, Ghana Medical Release Form, and Photo Release Form: Must be submitted 30 days before trip date and attached in packet, **October 3rd, 2023**

Team Roles and Responsibilities Training: Held 4 weeks before trip date, **October 8th, 2023**

History, Values, Expectations, and Safety Training: Held 4 weeks before trip date, **October 8th, 2023**

What to Pack/Packing Training: 4 weeks before the trip, **October 8th, 2023**

Immunizations/Malaria Pills/Antibiotics: Must be completed at least 1 month before trip date, **October 8th, 2023**

Payment Fee Schedule

\$400.00 Vaccinations, **March 2nd, 2023**

\$160.00 Passport Book, **April 2nd, 2023**

\$240.00 CWMI, (Transportation/gas), **May 2nd, 2023**

\$230.00 CWMI, (Gratuities/hotel costs), **June 2nd, 2023**

\$235.00 CWMI, (Meals, water, museum), **July 2nd, 2023**

\$1,300.00 Plane ticket, **August 2nd, 2023**

\$500 Seed money from fundraising, September 2nd, 2023

\$60.00 Ghana Visa, **October 2nd, 2023**

\$100.00 Preventive medications, **October 8th, 2023**

\$100.00 Travel money, **October 19th, 2023**

Short-Term Missionary Application (Ghana)

Phillips Temple CME, 3620 Shiloh Springs Rd, Trotwood, OH 45426 (937) 837-9631

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____

PERSONAL DATA

Sex: Male Female Birth Date _____ Age _____

Marital Status: Married Single Divorced Remarried Widowed

Do you have any limiting physical conditions which would hinder the safety or efficiency of you or the team? (i.e., serious allergies, weakened immune system, arthritis, back problems, limited mobility, poor eyesight, poor hearing, etc.) Yes No If yes, please explain.

Christian Background

Have you accepted Jesus Christ as your personal Lord and Savior, according to Romans 10: 9? Yes No If YES, for how many years _____?

What is the name of your church? _____

Church Address _____

City _____ State _____ Zip Code _____

Phone Number: _____ Pastor's Name: _____

How often do you attend? _____

In which area(s) of the ministry have you or do you participate in? _____

Have you held any leadership positions in the church? Yes No If YES, please explain briefly:

In a few words, please describe your Christian experience, your interest in missions, and why you desire to serve in Ghana:

What areas of work are you most interested in?

Do you feel comfortable evangelizing? Yes No

Teaching a Bible Study to team members? Yes No

Praying openly, corporately, or as part of evangelizing? Yes No

Reading Scripture aloud? Yes No

Do you speak any other language other than English? Yes No

Other language(s) spoken: _____

Do you speak these languages? Very fluently Fluently Speak very little

Describe any vocational or medical training you have had, any other education beyond high school, or any special skills you have:

Covenant Well Ministries International wants to provide opportunities for everyone to be involved in serving others in Jesus' name. We also realize that everyone is at different places in their spiritual journey. On a mission trip, local event or activity, it is very important to us that we give a good testimony of the grace of God in our lives. While we realize that no one is perfect, there are certain behaviors that should be observed in order to "glorify our Father in heaven." Other cultures see things differently and our heartfelt desire is that we not become a stumbling block to others. With this in mind, we kindly request that all people participating in a mission trip, activity or event enter a covenant with us regarding certain behaviors during the trip, event or activity.

Have you ever been arrested for physical assault, sexual assault, or a violent crime?
Yes No

ADULTS WHO HAVE BEEN CONVICTED OF EITHER PHYSICAL OR SEXUAL ABUSE WILL NOT BE ACCEPTED AS VOLUNTEERS OR TEAM MEMBERS WITHIN THE MISSIONS MINISTRY.

Please sign your initials by each statement:

_____ I will attend all of the required training sessions and team building events.

_____ I will respect the team leadership and submit to their instructions.

_____ I will not use obscenity, foul language or gestures during the mission trip or event.

_____ I will not use alcoholic beverages, tobacco products, or illegal drugs during the mission trip, activity or event, including travel to and from the mission's location.

_____ I will not be present in a room alone with a person of the opposite sex, other than my spouse, during the mission trip, activity or event.

_____ I will not have romantic or inappropriate contact with any person while on the mission trip.

_____ I will not complain about material discomfort or living conditions while on the mission trip.

_____ I will be conscientious and respectful toward the hosts and host country.

_____ If I have any interpersonal conflict I will go privately to the person and resolve this conflict.

_____ If I cannot resolve the issue, I will go to the team leader who will mediate.

_____ If I am asked to return early from a mission trip, activity or event by church leadership I will do so at my own expense.

I understand that if I am able to participate in this trip, I will be required to attend any and all functions pertaining to the mission trip. I also understand that if I am absent from any activities relevant to the mission trip and have not been excused by the leaders, I may be asked to forfeit my ability to participate. The information that I have provided is factual and I agree to complete Mission Training for workers and abide by the principles stated therein.

Print Name _____ Signature _____

Date _____

Liability Release Agreement

The undersigned wishes to participate in a short-term mission trip (herein "CWMI") with Covenant Well Ministries International.

CWMI agrees that there are risks involved in participating in the Ministry including the following specific risks: sickness, crime, political instability, religious opposition to mission activities, as well as similar and dissimilar risks (herein the "Risks").

The undersigned, himself/herself and his/her personal representatives, assigns, heirs, distributes, guardians and next of kin (herein the "Releasers"), hereby irrevocably and unconditionally releases, waives, discharges and covenants not to sue CWMI and its affiliates, subsidiaries, divisions, members, directors, officers, employees and agents (herein "Releasees"), for and from all claims of any nature now or hereafter existing whether known or unknown, including but not limited to, all liability to the Releasers, on account of injury to the undersigned or death to the undersigned or injury to the property of the undersigned, whether caused by the negligence of Releasees or otherwise, while the undersigned is participating in the Ministry.

The undersigned is fully aware of the risks and other hazards inherent in participating with CWMI, and voluntarily assumes the Risks, and all other risks of loss, damage, or injury that may be sustained by the undersigned while participating with CWMI.

The undersigned also agrees that he/she bears the sole responsibility for any and all medical expenses which he/she incurs while participating with CWMI, whether for injury or illness, and whether required as a result of the undersigned's participation in the Ministry or not.

The undersigned further agrees that he /she bears the sole responsibility for any and all travel expenses which he/she incurs in the event that his/her team leader or other trip leadership finds it necessary to send the participant home prior to the scheduled departure date, whether for health or physical limitations or inappropriate or immoral behavior, and whether required during the undersigned's participation in the Ministry or not. The undersigned acknowledges Releasees are under no obligation to, and do not cover travel expenses for the undersigned.

Lastly, the undersigned agrees that he/she bears the sole responsibility for any and all room change expenses which he/she incurs while participating in the Ministry, whether for sleep disruptions not previously stated on the application materials, and whether required during the undersigned's participation in the Ministry or not. The undersigned acknowledges Releasees are under no obligation to, and do not cover room change expenses for the undersigned.

The undersigned warrants that he or she has fully read and understands this Liability Release Agreement and voluntarily signs the same, and that no oral representations, statements or inducements apart from the foregoing written agreement have been made to the undersigned.

TRIP NAME: _____ DATES: _____

CAUTION: READ BEFORE SIGNING NEXT PAGE

APPLICANT: _____
(Printed Name)

(Signature & Date)

WITNESS: _____
(Printed Name)

(Signature & Date)

Please send your completed application to the address below before you travel.

Team Leaders Name and Address: Teresa Sevor, 5714 Tomberg St., Huber Heights, OH 45424

DEATH NOTIFICATION – FOREIGN MISSIONS

NAME: _____ PASSPORT# _____

In the event that my death should occur outside of the United States, any one of the following is to be instructed as indicated below:

_____ Family member

_____ Pastor of My Church

Representative of the US State Department/US Embassy:

1. Immediately contact one of the following:

My family or other (Name) _____
(Phone number and/or E-mail) _____

My Church Office/Pastor (Name) _____
(Phone number and/or E-mail) _____

A Consular Duty Officer at the local US Embassy _____

2. My wishes are as follows:

_____ I DO NOT wish to be cremated. My body is to be shipped to the US, in keeping with statutes of the nation where death occurred, to _____ Funeral Home in _____.

_____ All of my valuables and personal possessions are to be kept in control of CWMI or US Embassy Representative and shipped to:

_____ or brought back to the US and turned over to: Designated family member: _____

3. My body is to be CREMATED and remains shipped back to the US. Follow same process as outlined in #2 above.

Signature: _____ Date: _____

Team Member EMERGENCY Contact Form

Your name: _____

Please list at least two (2) emergency contacts:

1. Name: _____
2. Relationship: _____
3. Address: _____
City: _____ State: _____ Zip Code: _____
4. Email: _____
5. Cell #.: _____ Hm.# _____
6. Wk. #: _____ Other Phone #: _____

1. Name: _____
2. Relationship: _____
3. Address: _____
4. City: _____ State: _____ Zip Code: _____
5. Email: _____
6. Cell #.: _____ Hm.# _____
7. Wk. #: _____ Other Phone #: _____

(Return to your Team Leader with your Mission Application)

Medical Release Form for Ghana Mission Trip

Name: _____

Address: _____

Phone: _____ Text: Yes or No

Health Insurance Company: _____

(Check health insurance to see if covers international trips)

Health Insurance ID Number: _____ Phone: _____

Family Physician: _____ Phone: _____

Diagnosis: _____

Medications: _____

Medication or Food Allergies: _____

Recent Surgeries: _____

Vaccinations: _____

Diet: Regular _____ yes or _____ no; If no please explain _____

Any other information we should know in case of a medical emergency: _____

Medical Emergency Contact Information: (If same as emergency contact, write same)

Name: _____

Address: _____

Phone: _____

****Covenant Well Ministries International, USA or Covenant Well Ministries International, Ghana and Mission Team will not be held responsible for any injuries and/or for any lost or stolen items.**

****In case of medical emergency, I allow Covenant Well Ministries International to find medical treatment on my behalf and consent for treatment.**

****If you agree with the 2 above statement, please sign, print and date below.**

(Signature)

(Print Name)

(Date)

Photo Release Form

I, _____ (Please print), do hereby give/grant permission to Covenant Well Ministries International to the rights to publish or use the photograph in/or on the following publications including but not limited to the Covenant Well Ministries International Newsletter, Calendar, Website, Facebook, Cards, and fund-raising materials.

The length of time the photo can be used by Covenant Well Ministries International is unlimited until otherwise informed by the client.

I do further certify that I have full legal capacity to execute the forgoing authorization and release.

Signature	Date
-----------	------

Signature of Parent/Guardian if under 18 years of age	Date
---	------

Travel Documents and Required Vaccination

Passport: You can go to your local Post Office or online at usps.com or www.travel.state.gov and complete and pay fees online.

Ghana Visa: You can complete application online at <https://ghanaembassydc.org>. A Ghana visa application example will be given at a later date, instructions on how to complete the visa application with addresses and an invitation letter from Covenant Well Ministries International. You only need a single-entry visa unless you plan on returning then you need a multiple entry visa.

Required Vaccination: Yellow fever vaccination costs approximately \$200 at Montgomery County Public Health and \$350-\$400 at a travel agency. *Plan ahead on vaccination since there is a current shortage of yellow fever vaccination. *Please take your yellow fever vaccination card on the plane, you need it for entry into Ghana at the Kotoka International Airport in Accra.

Please make an appointment with physician, local health department, travel agency or check CDC.gov website for travel information and recommended vaccinations and medications. (Malaria medication suggested)

Public Health - Dayton & Montgomery County

phdmc.org

117 S Main St, Dayton, OH 45422

(937) 225-5700

MISSION TEAM ROLES AND RESPONSIBILITIES

TEAM LEADER/S: Provides overall leadership for mission team and ensures that team members fulfill their duties and functions during the mission project. **(at least 2 people)**
BEFORE: Help recruit team members, provides or arranges training for all team members, works closely with local Ghanaian coordinator to establish goals for the mission. Assures the safety of the team, gathers team documents and keeps copies of vital travel documents. Assigns team roles and responsibilities.

DURING: Lead group through arrival in foreign country until contact is made with local mission coordinator; serves as liaison and spokesperson for team in the field; makes final decisions for the team, after receiving group input; help group members function as a team.

AFTER: Ensures that all donors receive a 'thank you' letter upon return, with pictures; holds a team wrap-up meeting for one last fellowship opportunity/complete unfinished business.

PURSER/TRUSTEE: Assists team leader with financial dealings and mission team oversight as needed. **(at least 2 people)**

BEFORE: Provides envelopes for various budget items, assists team leader in guaranteeing check-in and "head count" of team members.

DURING: SECURELY carries various envelopes based on budget categories (in \$100's). Manages currency exchanges for team leader(s). Keeps team leader updated on expenditures and available funds, holds travel documents for minors (or others) for duration of travel, communicates all scheduled events, departures, and locations to team members, works with team leader and local Ghanaian Coordinator to ensure the safety of the team and that team accomplishes the goal(s) of the mission.

AFTER: Returns all money/envelopes/receipts to team leader with itemized spending report.

SUPPLY AND PACKING COORDINATOR: Receives and distributes all donated goods/supplies, packing materials. **(at least 1 person)**

BEFORE: Identifies a secure storage place for items and suitcases; schedules and supervises packing of the large suitcases going to Ghana; notes contents of each case; with Luggage Coordinator, attaches security locks to the cases and makes note of "which keys belong to which bag."

DURING: In Ghana: Supervises team members in sorting and preparing all supplies and food items for distribution/service. This will require cooperation of ALL team members and local Ghanaian host.

LUGGAGE COORDINATORS: Tracks all luggage items and keys. **(at least 2 people)**

BEFORE: Identifies number of cases/provides description of each case; with packing coordinator, assigns supply bags; assigns and documents locks and keys; tags each checked case with ribbon or some identifying colors.

DURING: In Ghana baggage claim area, works with team members to insure the retrieval of ALL checked luggage; counts cases after clearing customs; notifies team leader/s of any luggage problems; identifies and records all luggage being left in Ghana; fifteen minutes-before departure time, counts all suit cases; supervises their loading on the van/transportation; counts all suit cases in airport check-in.

AFTER: Returns all locks and keys to team leader(s).

DEVOTION LEADER(s): Identifies and coordinates mission scriptures/songs for daily devotions. **(at least 1 person)**

BEFORE: Helps team to establish a prayer group before leaving; makes copies of song lyrics.

DURING: Personally, leads or solicits volunteers to lead daily devotions/Prepare lesson and lead debriefing (with prayer, scripture, singing of mission songs and testimonials); distributes and collects copies of songs; provides intercessory prayer.

PRESENTATION COORDINATOR: Works with team leader(s), photographer and Archivist to create an inspiring presentation, which demonstrates God's faithfulness on the mission field and to encourage others to participate in future mission trips. (e.g. prayer, finances, material contributions, sponsorships, team members). **(at least 1 person)**

DURING: Works with the photographer and Archivist to assure critical photos are taken and events recorded/written or noted both in USA and Ghana.

AFTER: Produces various forms of media (slideshows, videos, etc).

PHOTOGRAPHER: Takes photographs of the preparation for and during mission trip. **(at least 1 person)**

BEFORE: Photograph the trainings, packing, and airport experience of the mission trip.

DURING: Focus on recording the people, places and environment of Ghana. Photographs training, mission activities and other events, arranges a time and location for a group picture.

AFTER: Arranges to share media with entire team upon return, collaborates to produce visuals suitable for a live presentation, distribution and or publication.

ARCHIVIST: Keeps a journal of the mission trip experience. (Team/Google Drive)
(at least 1 person)

BEFORE: Identifies the means to document events.

DURING: Records events, places, and people; describes daily activities, food, and actions with the local Ghanaians and every encounter that may prove spiritual, humorous and worth recounting later. Encourages team members to point out highlights they want recorded and or remembered.

AFTER: Collaborates with presentation coordinator to produce media with accurate documentation. Collects ideas from team members and prepares a list of recommendations for future mission workers who may want to travel to Ghana. Shares feedback with team leader.

CHRISTIAN EDUCATION COORDINATOR(s): **(at least 1 person)**

BEFORE: Coordinates or creates new materials with the help of Ghanaian saints.

DURING: In Ghana, collaborates with team leader and recreation leader in planning and integrating Bible teaching and Christian principles into all interactions with the church and school children at Covenant Well Ministries Main Campus.

Referenced: Source Document: "Mission Team Volunteers" developed by Rev. Mary McKinney

Mission Team Roster

TRIP DATES: November 2nd, 2023 – November 13th, 2023

<u>NAME</u>	<u>EMAIL ADDRESS</u>	<u>CELL PHONE</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Personal Packing Checklist, page 1 of 2

- Pants
- Underwear
- Bras (for women)
- Pajamas
- Socks
- Shower shoes
- Sneakers
- Bug repellent lotion
- Shampoo/conditioner
- Deodorant
- Hair gel/grease
- Sun hat
- Hand sanitizer, travel size (2)
- Snacks
- Wet ones (hand sanitizer)
- Flushable wipes (unable to flush toilet paper or wipes)
- Water bottle (empty)
- Soap
- Toothbrush
- Toothpaste
- Night guard (if applicable)
- Ear plugs
- Hair brush
- Hair elastics (if applicable)
- Facial wipes
- Sunscreen
- Tissues, travel size (2)
- Toilet paper (1 roll)
- OFF clip
- OFF clip refills
- Batteries (different sizes as needed)
- Flashlight
- Vitamins
- Camera and charger
- Phone and charger/if you want to make calls need to add international plan
- Dental floss
- Journal
- Passport (this is your form of ID – driver's license not needed) and Visa
- Contact information for customs use/Covenant Well Ministries
- Towels (2)

Personal Packing Checklist, page 2 of 2

- Washcloths (4)
- Garbage bag (1)
- Tylenol
- Travel medical kit
- Dramamine
- Mosquito net – optional
- Mosquito Spray with Deet
- Ink pens (3)
- Bible
- Copy of passport and visa
- Copy of driver's license
- Copy of health insurance card
- Copy of vaccination card
- Yellow Vaccination Card and copy
- Malaria meds
- Travalon meds
- Antibiotic meds
- Personal medications (diabetes, high blood pressure, etc.)
- Bug bite cream
- Work gloves
- Latex gloves
- Boots
- Coconut flakes/powdered Gatorade
- Anointing oil
- Poncho (2)
- Mouthwash (2-3)
- Money (Take larger bills) “For those exchanging the US dollar, try to bring new bills without rips or tears to avoid any discrepancies with Ghanaian locals about the validity of your money. When exchanging cash, you will get a better rate the bigger the bill you present.”
- Bobby pins (if applicable)
- Credit card
- House key
- Car key
- Eye glasses case and repair kit (if applicable)
- Small battery-operated fan
- Bug spray, travel size (3) (30% DEET or higher)
- Bathroom Lysol spray, travel size

***Flyer/Insert for “Checked” Luggage That
Will Be Transporting Donated Supplies***

DONATIONS FOR:

Covenant Well Ministries International

P O Box 121

Adoagyiri-Nsawam Ghana

Email: sevormens@yahoo.com

Tel: 233248882267

DONATIONS FOR:

Covenant Well Ministries International

P O Box 121

Adoagyiri-Nsawam Ghana

Email: sevormens@yahoo.com

Tel: 233248882267

Team Luggage Tags

(insert State name)

Covenant Well Ministries International Mission Team

P O Box 121

Adoagyiri-Nsawam Ghana

Email: sevormens@yahoo.com

Tel: 233248882267

(insert State name)

Covenant Well Ministries International Mission Team

P O Box 121

Adoagyiri-Nsawam Ghana

Email: sevormens@yahoo.com

Tel: 233248882267