



Victory Churches International Guidelines for Short Term Missions Trips

The following guidelines are to assist with the co-ordination of short-term Missions trips to VCI nations:

- 1. Head office Notification** – Notify either the Canadian, USA or UK head office (depending on your location) of any Mission trips you and your church are planning to a VCI nation. Head office will notify the national leader and inform him of your plans. If the timing of the trip is favorable with the national leader, head office will ask that you begin communication directly with the national director to plan the trip.

- 2. Support for the Mission trip leader** - Leading a team on a Mission trip requires much work and responsibility. We suggest that the airfare for the leader be covered by the team members by adding \$50-\$100 to the total price of each team members costs. Example: if the cost of the trip is \$2500 (including airfare, hotel, transportation, etc.) then \$50-\$100 be added to this cost to cover the airfare of the leader. If sufficient funds are available, the leader's accommodations and transportation may be covered as well. The leader is responsible for their own meals. If the team is small, the leader may have to pay for all or a part of their airfare.
 - a. Any extra funds collected should be used for expenses on the trip.
 - b. Should the airline provide free tickets as part of their group package, the free ticket should be given to the leader. Any extra tickets should be calculated into the total cost and the cost of the trip adjusted accordingly per person.

- 3. Gifts for Visiting Country** – Most airlines allow each individual one piece of luggage, weighing approx. 50 lbs. each, plus two pieces of carry-on luggage. We recommend that room be made for taking gifts for the pastors, their wives and children in the country you are going to. In addition, there may be specific items needed by the nation you are visiting. Here is a list of suggested items:
 - ✓ Pastors: ties, shirts, & socks preferably white socks.
 - ✓ Musical instruments of any kind, microphones; guitar strings;
 - ✓ Women - cloths for women like headscarves, long skirts and T Shirts.
 - ✓ Children - toys: little metal cars and trucks for the boys; dolls for the girls... clothing for children of all ages and blankets for the newborn; balloons; candy; Sunday school materials and children's books
 - ✓ Christian books - no Bibles as they are too heavy, just light books of faith for the Bible College's library. Taking money to buy Bibles is preferable to importing them.

4. Responsibility of the Team Leader – VCI Missions requests that the team leader:

- a. Review the outline of classes/sermons by all team members who will be teaching and/or preaching during the trip to ensure that teachings are:
 - i. Biblically sound
 - ii. Organized and uses language and examples that are relevant to the people they will be ministering to.
- b. Recognizes that he/she is always in submission to the national leader of the country they are visiting. The team leader should meet with the national leader to discuss any unscriptural practices that he/she observes.
- c. Ensure that all team members' passports are up to date and all necessary Visas obtained.
- d. Ensure that all team members have taken the VCI Short-Term Missions training course within the past 2 years. The course is available from VCI Missions Head offices in video and manual format.
- e. Ensure that all team members complete and submit the VCI Short Term Missions application forms. The leader should take a copy of each team member's medical record (if there are medical problems) as well as a copy of the health insurance information in case of emergencies.
- f. VCI Missions request that the team leader or their delegate submit a short write-up and their very best photos that show the work of their ministry to VCI Missions Head office in Calgary within 3 weeks after returning from the trip. Submissions will be included in the Missions quarterly newsletter or monthly Missions Update.
- g. VCI Missions also request that the team leader or their delegate complete and submit the Missions Report form to VCI head office in Calgary upon their return from their trip.
- h. Check all government travel advisories prior to your trip.

Your cooperation makes it possible for your Victory family of churches to understand and support Victory Missions. Thank You!

Head Office U.S.A.
Victory Churches USA
PO Box 15063
Santa Ana, CA 92735
714-966-9977
info@victoryusa.org
www.victoryusa.org

Head Office Canada
Victory Churches International
Box 65077, North Hill P.O.
Calgary, Alberta T2N 4T6
403-286-8337
victorychurches@victoryint.org
www.victoryint.org

Head Office U.K.
Victory Churches U.K.
11 Anson St.
Rugeley, Staffs WS15 2BG
011-44-188-957-6246
chairman@vcieurope.org
www.vcieurope.org