

# SHORT- TERM TRIP

**MEMBER GUIDE**



# OUR MISSION

As Engedi lives into its mission to advance the kingdom revolution of Jesus worldwide, a key component of that mission is for us to mobilize people to engage in making disciples in places all across the world. This is right at the heart of the Great Commission.

Short-term trips are a valuable part of what it looks like to live this out. Trips enable us to come alongside the long-term work of our global partners and also aid in developing the worldview and ongoing missions engagement of team members.

The content in this guide is broken into four sections: Pre-Departure, Departure Day, On the Field, and Post-Field. We are here to walk you through the whole journey. Let's dive in.



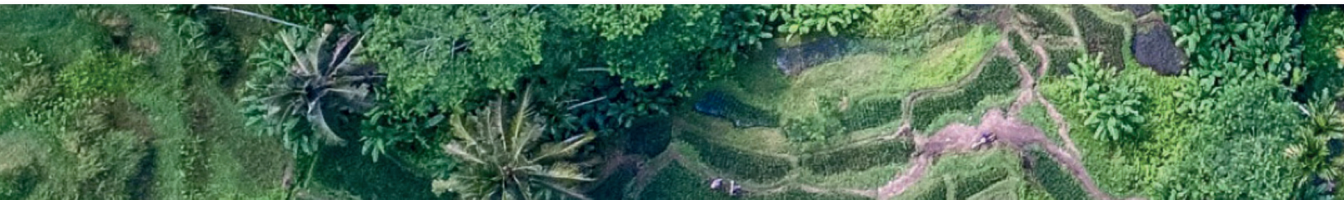
# PRE-DEPARTURE

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Preparing well for a global short-term trip is essential to having an effective and impactful experience. Below are your primary responsibilities as a team member and details on how to carry them out.

## **Team Member Responsibilities:**

- Attend all scheduled team meetings (approximately 1/mo).
- Complete and reflect on assigned readings prior to each meeting.
- Actively fundraise for your trip through individual and group efforts and adhere to all fundraising deadlines.
- Utilize the platform ServiceReef to complete and track trip-related tasks.
- Maintain close communication with your team leader(s).
- Commit to praying regularly for your trip, teammates, and global partner.
- Apply for a passport if needed, ensuring it is valid for at least six months following your trip return date.



## **Onboarding**

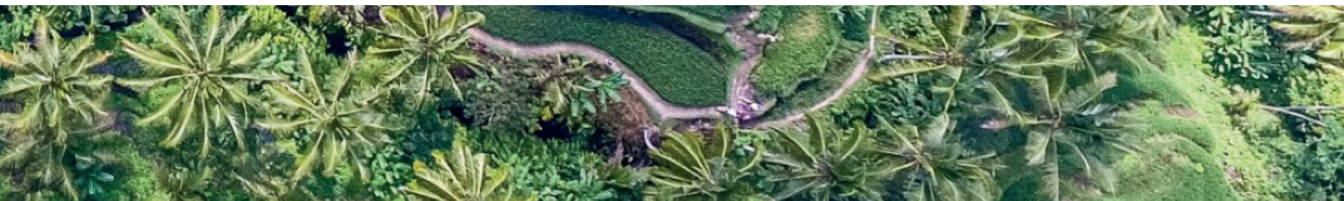
Following your application submission, interview with the trip leader, and a cleared background check, a \$150 deposit will be required to secure your spot on the team by the due date communicated. Failure to submit your \$150 deposit by the date indicated may result in forfeiture of your spot on the trip roster. Follow the directions for submitting funds outlined in the “Fundraising” section below.

After the team roster is finalized, your trip leader will schedule your first team meeting. At this time, you will receive an orientation to ServiceReef, the platform used to manage Engedi short-term trips and track team fundraising progress. You may also be required to upload scanned copies of certain documents to this platform. It is important that you pay attention to reminders and emails sent to you from ServiceReef, as this is the primary way that Engedi Global staff will communicate with you.

## **Team Meetings**

As a team member, you are committing to attend every team meeting, which will happen at least once per month for approximately 6 months leading up to your trip. Gathering with your teammates is essential for preparing you for your trip and building team unity. You will be assigned readings and other tasks to complete prior to team meetings. Please come prepared to engage in discussion and prayer with your fellow team members, as this is an important part of your spiritual and cultural preparation. Stay involved in your group chat and responsive to your team leader as he or she sends reminders and questions.

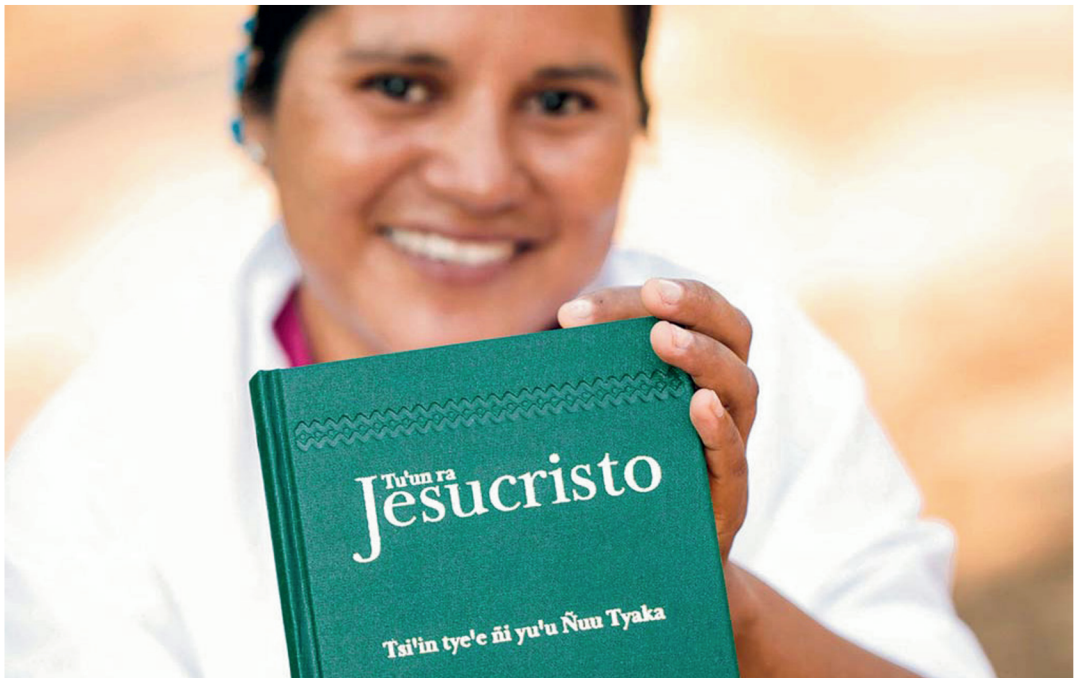
In addition to traditional team meetings, your team will also find a time to serve locally in the community and may also host a fundraiser. Participation in these events is an important part of building team unity and experiencing the dynamics of serving side-by-side.



## Fundraising

There are many different ways to approach fundraising for your trip. While some choose to pay their own way, inviting others to join in what God is doing through giving is a great way to spread awareness of His work around the globe and to gain prayer support. Some choose to write personalized letters to friends and family while others choose group-wide endeavors such as taco sales, babysitting, or collecting cans. If desired, you will be able to create your own personal fundraising page and giving URL through ServiceReef to share with individuals who wish to support your trip. A combination of the above is typically the best approach. Discuss your fundraising approach with your team leader and co-members. Example support letters and guidelines around group fundraisers can be found in the “Resources” section of ServiceReef.

Your trip budget is calculated based on the following components: airfare, ground transportation, lodging, travel day meals, visas, training resources, travel insurance, in-country costs (determined by the field partner), ministry supplies, and additional/recreational activities. Please understand that the trip cost is an estimate and is liable to change based on unpredictable factors such as airfare. Costs related to personal expenses such as passport application, immunizations, and souvenir funds are not included in your fundraising amount.



Below is the typical fundraising timeline. The due dates communicated are deadlines, not just goals. Each participant must have 50% raised in order for Engedi to purchase his or her airfare, and 100% of funds must be submitted in order to make final payments to partners and to cover other pre-departure costs.

- **\$150 deposit secures your spot on the team**
- **3 months out: 50% due**
- **6 weeks out: 100% due**

### **Process for Submitting Contributions:**

#### ***Online via ServiceReef***

Use the “Donate” button available on your trip’s landing page. An individual may be selected from the drop-down menu.

Participants have the ability to set up personalized fundraising pages through their profiles on ServiceReef. This is an excellent way to share your story with a wide audience, such as on social media, and it creates an easy, personalized giving URL. All personalized giving pages will automatically be forwarded to the trip leaders and Global Sending Coordinator for review before being published. This helps maintain information accuracy and ensure security protocols are being followed.

#### ***Cash or Check***

For those who desire to give via cash or check, please personally collect those funds and submit them to your trip leader in batches during team meetings. Checks should NOT be mailed directly to Engedi. This enables better tracking of funds across the many trips being sent by Engedi. Remember, there are often over a dozen trips fundraising at once.

If cash or checks must be dropped off at Engedi’s front desk during office hours, make sure they are properly labeled with your name and the trip location on a separate note, NOT in the memo line.

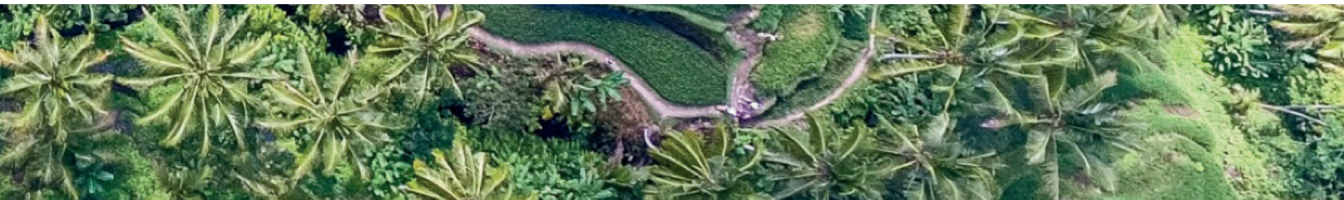
### **A few fundraising reminders:**

- Make all checks payable to Engedi Church.
- Do NOT place cash or checks in the offering bucket on a Sunday morning.
- Do NOT ask donors to send checks directly to the church.
- Do NOT write your name in the memo line of a check, and inform donors of this when fundraising. Such checks may be returned back to you, as our Finance department is unable to process them.
- Include a separate note indicating which trip the donation is for and if it is intended for a specific team member.
- Please allow 3-7 business days for cash and check donations to be reflected in ServiceReef.
- Regarding group fundraisers, the total amount raised will be distributed among the entire team unless otherwise noted.
- You are personally responsible to meet all of your fundraising deadlines.

### **Pre-Travel Logistics**

The Global staff books airfare and hotel rooms as needed, purchases visas and travel insurance, coordinates airport transportation, and provides your team with cash needed for travel. The Global Sending Coordinator works with the field partner to determine details of your trip itinerary including transportation, meals, and tourist opportunities.

Please obtain or update your passport as early as possible after joining the team, as they can take up to 10-12 weeks to receive. Passports must be in-hand by the 50% fundraising deadline. Airline tickets cannot be purchased without passports. Most countries require passports to be valid for at least 6 months after entering the country, so make sure to check your expiration date. Visit [travel.state.gov/passport](https://travel.state.gov/passport) for details. Passports are not included in the cost of the trip.



Ministry supplies needed for your trip will be determined through collaboration with the field partner, Global staff, and the team leader and are budgeted into the trip cost. Your team leader will inform you of any purchases that need to be made by the team. Please check with your team leader before purchasing something for which you expect reimbursement.

Visit [cdc.gov/travel](https://www.cdc.gov/travel) to learn about required and recommended vaccinations for your destination. Consult with your doctor to make decisions that is best for you. The cost of vaccinations is not factored into the trip budget and must be covered by each individual.

Before traveling, team leaders will be provided with trip folders containing copies of airline and hotel reservations, passports, visas, travel insurance, trip itinerary, and emergency contact information. Team leaders will distribute the folders to team members on departure day.

We recommend that each team member register their trip with the State Department at [mytravel.state.gov/s/step](https://mytravel.state.gov/s/step) so the State Department can contact them quickly and accurately in case of emergency. Engedi is unable to do this for groups.

At least one team leader will have an international phone plan for the duration of the trip to be used to communicate with Engedi and in case of emergencies. If you decide to purchase an international plan for yourself, it will be at your own expense. Wifi is normally available at all host sites, though speed can be variable.



If you plan to use an ATM or credit cards while overseas, be sure to notify your bank before departing to avoid a hold being put on your card. Be aware that many banks charge high fees for international transactions, so you may want to consider getting cash for personal expenses before leaving the country.

## **Packing**

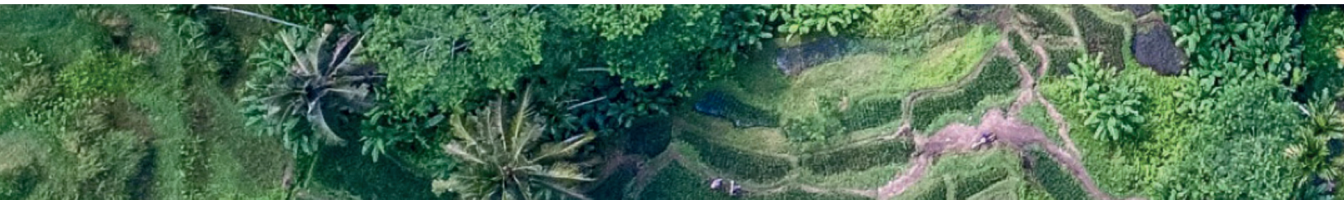
The recommended packing list for your location can be found in the “Resources” section in ServiceReef. Pack light and share suitcases when possible. Please take note of any guidelines for modesty requested by the global partner, and encourage team members to take them seriously out of respect for the host culture.

Refer to your airline’s website and [tsa.gov](https://www.tsa.gov) for luggage weight and size restrictions. Your team leader will inform you of any space restrictions there may be regarding airport transportation. Note that you may be asked to help carry ministry supplies or other items needed by field partners.

Large, collapsible duffel bags are available from Engedi upon request for carrying ministry supplies. The Global staff will provide your team with a first aid kit. Any anticipated medical needs above and beyond emergency first aid essentials should be packed by team members.

## **Minor Travel Consent**

If you are a minor traveling without parents, or with only one parent, you will be required to travel with a Minor Travel Consent form, which needs to be signed in front of a notary prior to travel. One of the easiest places to get a form notarized is at a bank. The form is available in the Resources section of your trip on ServiceReef. Your team leader will let you know when this form is due prior to travel.



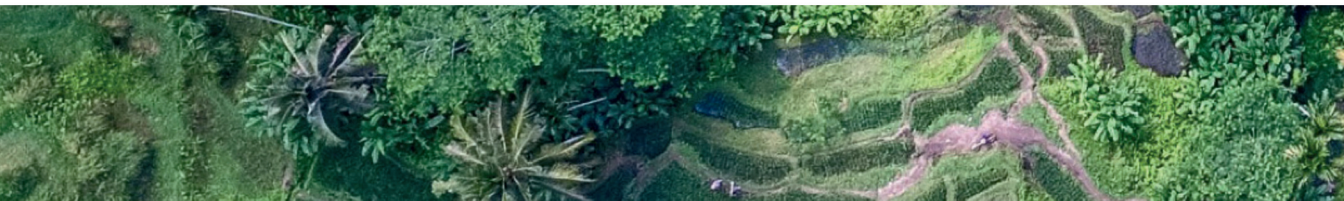


# DEPARTURE DAY

It's finally departure day! Your team will meet in the lobby of Engedi at a time determined by the Global Sending Coordinator. Please be prompt in your arrival. Friends and family members are more than welcome to join for a time of prayer and goodbyes. Below are your primary responsibilities as a team member on this day.

## **Team Member Responsibilities:**

1. Meet with your team at Engedi at the predetermined time.
2. Upon meeting at Engedi:
  - Weigh your bag to confirm that it is under the weight limit and attach colored ribbon.
  - Physically show your passport to your leader and/or Global staff. Have it easily accessible.
  - Collect your trip folders from your team leader.
  - Gather with your team for a sendoff prayer.
3. Follow all of the communicated travel procedures, including staying together with your team. Always inform your leader of your whereabouts.
4. Stay positive, calm, and collected during travel!



## Folder Hand-Off

Your trip folder, which you will receive on departure day, will include:

- *Trip itinerary*
- *Flight information*
- *Destination address and local emergency contact information*
- *Copy of your passport*
- *Cash for airport meals*
- *Copy of your visa (if required)*
- *Minor release form (if required)*

## Transportation

Teams typically meet at the Holland campus at a time determined by the Global Sending Coordinator based on travel time needed for airport transportation. We encourage team members to be dropped off rather than leaving their cars in Engedi's parking lot for a week. If you do need to leave a car, please park it in the back of the lot.

Your trip leader will recruit a volunteer for airport transportation, typically using Engedi's 15-passenger van.

## At the Airport

Engedi teams typically have group reservations and therefore can be checked in at the counter all at once. Your team leader will give you direction on check-in procedures.

Each individual/family unit is required to go through Customs and Immigration separately. You can find your destination address in your trip folder. Your team leader will discuss with you the language that should be used with customs officers regarding the purpose of your trip (for example, traveling for leisure or vacation, not missions).

Travel safe and travel smart. Stay together as a group, always inform someone of where you are going (even if to the restroom), keep an eye on your luggage, keep money close to you (but not all in one place), and be mindful of your surroundings.

# ON THE FIELD

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You made it! This is what you have been praying and preparing for. Now it's time to be present and fully engage in the work God has planned for you. Keep in mind the responsibilities below.

## **Team Member Responsibilities:**

- Follow the direction given to you by your team leader, who will be the main liaison between your team and the partnering organization.
- Participate in daily team meetings and complete assigned readings/reflections.
- Model culturally appropriate behavior, a spirit of flexibility, and limited technology use. Maintain team unity and encourage your teammates.
- Be tuned into your surroundings and the safety of any minors in your care.
- Spend time in the Word daily, being open to the Spirit and how he desires to work in and through you!

## **Serving on the Field**

Every day, carve out time to spend alone with God in his word and in prayer. We encourage you to journal throughout your trip to reflect on what you are experiencing and learning. You will meet as a team at least daily to spend time in reflection, prayer, and preparation for ministry.

Don't just be flexible -- be fluid! Go in to your trip fully prepared for what you have planned but with an understanding that your planned events could easily change. Expect to be stretched out of your comfort zone and embrace new opportunities that God puts before you.

It is wise not to promise a certain amount of communication with loved ones at home. Even if wifi is available, we encourage you to unplug as much as possible for the week in order to tune into what God is doing. As previously mentioned, at least one leader will have an international phone plan for emergencies and for contacting Engedi with travel updates.

In your actions and words, remember that you are a representative of Jesus Christ and Engedi Church. Refrain from the consumption of alcohol unless otherwise pre-approved by leadership. Things such as tobacco, marijuana, and other drugs are not to be used during the trip. The pursuit of romantic relationships with nationals or other team members is highly discouraged.

### **Safety on the Field**

Your team leader or field partner will give you direction on safety in the community. For example - is it safe to go out after dark? Should you walk in groups? How should you carry cash? It is your responsibility to follow these guidelines for your own safety and the safety of your teammates.

Some of Engedi's global partners require a high amount of security to keep their ministries safe. If you are in a location that is hostile to evangelism, make sure you understand the guidelines on speaking with discretion and what is or is not appropriate to share online. If you are working with minors, make sure your interactions are in a public space.

Before arriving, your team leader will discuss with you the issues of drinking water, food, and hygiene that could affect you and precautions that you should take. Pack your bags prepared to combat common ailments such as stomach bugs, dehydration, and car sickness.



# POST-FIELD

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You're home, but in many ways this is just the beginning. Meaningfully processing your experience in the weeks following your return makes a huge difference in your ability to incorporate learnings from the trip into your everyday life. Here are your primary responsibilities post-trip.

## **Team Member Responsibilities:**

- Complete a post-trip survey within two weeks (a ServiceReef task).
- Attend a debriefing meeting with your team within 2-3 weeks of return.
- Reconnect with financial supporters to share your trip experiences.
- Prayerfully process any next steps that God is leading you to take.

## **Debriefing with your Team**

Below are some things you may do during your team's debriefing meeting:

- Share stories, memories, and pictures
- Share what God has done in your heart as a result of the trip
- Discuss any assigned debriefing reading materials
- Pray
- Talk about next steps in your journey

Next steps could include:

- Pursuing becoming a partner of Engedi Church
- Joining or starting a CABLE group
- Getting involved with local missions and outreach
- Discerning the possibility of long-term missions
- Considering future short-term trip participation or leadership

THANK YOU for joining a short-term trip with Engedi! We can't wait to see how God uses this experience to multiply Kingdom impact both locally and around the world. We are looking forward to helping you take the next steps in your journey.





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