



reachglobal
crisis response

Team Leader Information

ReachGlobal Crisis Response, the crisis response ministry of EFCA

Revised January 2021

We exist to Develop, Empower, and Release the Body of Christ to show His love in times of crisis...to multiply Transformational churches among all people.

Mark Lewis, Director
ReachGlobal Crisis Response
19380 N. 10th 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 open 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, all colors, shapes and sizes. 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 work.*

"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 my plan is 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 you for a week of short-term missions!

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: TO SERVE, FILL OUT THIS ONE PAGE DOCUMENT
Scan the completed document to respond@efca.org.
Email respond@efca.org or call 985.888.1060 with any questions.

CHURCH INFO

Church Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Email: _____

Please check where your church would like to serve:

Corpus Christi, TX _____ Lake Charles, LA _____ Morehead City, NC _____
New Orleans, LA _____ Paradise, CA _____

Have you served with us before?

Where _____ # of times _____

Please have your pastor/elder approving this short-term mission trip sign below:

Pastor / Elder Approver's Name: _____
Signature: _____
Phone: _____ Email: _____

TEAM INFO

Team Leader Name: _____ # of Men: _____ # of Women: _____
Cell Phone: _____ Total # of Team Members: _____
Other Phone: _____
Email: _____ Arriving by: Car Van Bus Plane Other

1st Choice Arrival: / / 2nd Choice Arrival: / /
1st Choice Departure: / / 2nd Choice Departure: / /

Requested dates are subject to availability until an email confirmation is received

Team Fees:
\$25 deposit per person due upon emailed confirmation from respond@efca.org.
Total fee: \$275 per person for the week (exclude deposit from total when applicable). **Please send payment forms on pages 15 and 16 when making payments.**

TEAM LEADER CHECKLIST

All items listed below, unless noted, must be scanned to respond@efca.org.

If you are unable to scan, fax to 985.893.0175. Payments and one set of original notarized liability forms must be mailed to: ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433

- Pray. Ask God to guide your church, you and your team members as you seek His will in sending you to the mission field. "Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge him, and he will make your paths straight" (Proverbs 3:5-6).
- If you haven't already done so, complete a team application found on the previous page (page 4) in this packet.
- Scan your completed application to respond@efca.org. If you are unable to scan, you can fax your application to 985-893-0175. Another option is to mail the application to ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433. Your application will be reviewed to ensure the dates are available.
- If you have not received confirmation within five working days for application that was scanned or faxed, please email respond@efca.org to confirm application was received. **Please include your church name, and where and when you will be serving in this and all future emails.** Upon confirmation you will receive additional site specific information, such as details on housing and meals.
- You will receive an email from respond@efca.org with a link to complete an online form. Please forward this link to all members of your team so that they can fill out their forms.
- Complete the Deposit Payment Form (page 15) and attach one check to cover the \$25 per person non-transferable, non-refundable deposit **after** you receive confirmation that your mission dates are available. Send the Deposit Payment Form on page 15 with the deposit to ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433.
- Continue to pray. Ask God to guide your church, you and your team members as you obey Luke 10:2. It's important for you to pray daily for your team.. From the seed of an idea to serve to your return home, our desire is that you will be in constant prayer for your team.
- Read the entire **team leader** packet to get an overview of your mission trip. As the leader, you have accepted the responsibility to coordinate the completion of the team paperwork.
- Create a binder to hold all your materials related to your mission trip, including copies of forms team members submit to you.
- Calculate the cost of the trip. Known costs per person are listed on page 8.

TEAM LEADER CHECKLIST (continued from page 5)

- Develop a calendar of scheduled meetings with your team. It's highly suggested that you meet regularly to build a team that is unified and God honoring. Meetings should take place in a place where everyone will be comfortable, yet alert to plan for the mission trip.
- Schedule team meetings.
- Distribute liability waivers/photo release forms to each team member on your team (page 19 for adults and 20 for minors).
- If team members are required to raise support, ask them to draft their support letters as soon as possible, but to obtain your review and approval of their support letter prior to mailing. A sample letter requesting support is available upon request.
- Distribute the "Release of Rights" form to team members (pg. 17). **This form is not to be returned to ReachGlobal**, but is a tool for the team leader to review with each team member to remind them that God is in control and they are in God's care.
- Please check with your team to see if there are any medical conditions that could cause difficulty to participate on a mission trip. If there are concerns or questions about the health of any team member, please email respond@efca.org or call 985-888-1060 before purchasing a plane ticket for the individual in question (i.e. bladder or heat related issues, allergies, etc.).

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

- Please coordinate your arrival times at the missions site so that all of your team will arrive at the same time, and all members will be present for orientation.
- After you receive your mission trip confirmation, if traveling by plane, purchase team's airline tickets (air travel is a separate cost from the ReachGlobal fee). Book flights for a Sunday arrival (landing before 4:00 pm) and a Saturday departure (flight leaving before 11:00 am). Contact respond@efca.org if requesting alternative dates or travel times.

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

- Inform the team that they will be required to submit **one original** signed and notarized Policy Agreement, Permission, and Release of Liability form to the team lead at least six weeks prior to your arrival to the mission field. **Prior to mailing**, scan each volunteer's liability form to respond@efca.org. The staff will review the forms and let the team leader know if any information is missing.

Please confirm in advance that all forms have these six items completed:

- Volunteer name
- Location of where they will be serving
- Dates of the missions trip (or year if you plan multiple mission trips)
- Name of their church
- Photo release box checked near the bottom of the page
(If a volunteer declines, please write Decline at the end of the last sentence.)
- Signatures of the volunteer and notary

- Once the staff determine that the scanned liability forms are complete, they will notify the team leader to mail one original signed and notarized waiver per volunteer to ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433. The packet contains one liability form for adults (page 19) and another for minors and their parents to complete (page 20).

MINIMUM OF FIVE WEEKS PRIOR TO DEPARTURE (before if possible)

- Inform team members to obtain a Tetanus shot** if the volunteer as not had 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 \$250 per person using the **Balance Payment Form** (page 16). If the deposit was not yet submitted, send in \$275 per person. List the location you are serving and 'Team Balance' in memo line of the bottom of the payment.
- Scan a completed copy of the Team Demographics form (page 18) to respond@efca.org
- Please obtain a copy of everyone's medical insurance card/information. This comes with you on the trip and should be available in the case of an emergency situation.
- Confirm with the Volunteer Coordinator that all of the online forms for your team have been submitted by the volunteers on your team.

TRIP COSTS

Trip Cost: The total cost for the trip is \$275 plus travel and personal expenses. Included in the fees listed above each volunteer will receive a ReachGlobal Crisis Response t-shirt. Volunteers may purchase an additional t-shirt for \$10.

Payments: The mission trip fee is paid in two payments. A \$25 per person non-refundable, non-transferable deposit is required when you receive confirmation that your application to serve was approved.

The \$25 deposit per person will be applied to the \$275 for the mission trip. Send the deposit no later than 30 days prior to the team's arrival on the mission field.

Example: Calculating Mission Fee for Team of 10

Deposit: 10 x \$25 = \$250

Balance pmt 10 X 250=\$2500

*Total for trip= \$2750**

Additionally, all travel, incidental costs and lunches are the team's responsibility

The trip cost goes toward sustaining the volunteer response during the long-term recovery, ministry/construction supplies/materials, and to cover ongoing ReachGlobal ministry needs.

To make your deposit, please complete the Team Deposit Payment Form (page 15), 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 it's not on the check, and the 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**

One month prior to your arrival, complete the Balance Payment Form (page 16), attaching the balance check for the entire team made payable to "EFCA". Please continue with the practice of noting the name of your church and 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. In the Calculating Mission Fee for 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 \$2500 (\$250 x 10). Please use the mailing address listed above.

PAPERWORK

As the team leader, you have the responsibility to collect and send the following completed forms to ReachGlobal Crisis Response to capture information on each volunteer on your team:

- Application to Serve
- Policy Agreement, Permission, and Release of Liability form
- Team Demographics

Please include your church name, week of service, and desired location on all forms you submit to ReachGlobal Crisis Response.

The following pages are provided to help you correctly complete the forms prior to sending the materials to ReachGlobal Crisis Response. Once you submit your documents, the Pre-field Coordinator will contact you if necessary with a request to provide missing or incomplete information.

The notarized liability waivers (pages 19-20) are the only documents, other than payments, that must be mailed to 19380 N. 10th Street, Covington, LA 70433. Other forms can be scanned to respond@efca.org or mailed to ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433.

PREPARING FOR YOUR MISSION TRIP

POSSIBLE WORK TEAM ASSIGNMENTS:

- o Construction
- o Relational Ministry
- o Prayer
- 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 you complete on the online form (that will be emailed to you) to best utilize the skills and gifts of your team. Please understand that we may need to divide your team into multiple groups based upon the work assignments scheduled during your time on the mission field.

Your work will be assigned prior to your arrival. You can expect a call from ReachGlobal staff approximately one week before discussing what you most likely will be working on during your trip. If upon your arrival you are assigned to a different task, please be flexible and willing to do whatever is needed.

Thank you in advance for your flexibility!

PRE-FIELD WORK TRAINING: Many potential work assignments include various aspects of reconstruction. In order to better prepare your team for construction type work, and to help build team unity, we suggest that you contact your local home improvement store, requesting that they provide training classes for basic reconstruction elements, such as drywall hanging and finishing; painting; or roofing. We have found that most stores will even schedule special classes for your group, especially when they know that you'll be working at a crisis response site. An alternative idea is to utilize a contractor in your church to hold such training classes, or perhaps even work with that contractor to help a needy person in your own community, learning while serving. While this pre-field work 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 share 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 and the tools 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 along side the site supervisor, a ReachGlobal staff member or trained friend of the ministry. The site team leaders will be provided with contact information, directions and maps to their work sites.

LOCATION AND NAVIGATION

LOCATION OF WORKSITES: A description of your likely worksites for the week will be shared with you prior to your arrival by either the onsite volunteer coordinator or the construction supervisor. On your first full day with us, your training will include the address of where you will be serving. Once you have the exact address, most people find that the GPS on their cell phone works best for navigating 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 by parking signs to avoid a parking citation.

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

FLYING: If your team is flying to the missions site, please make sure that all members of your team have a REAL ID compliant form of identification. As of now all states are compliant or under an extension, but it is your responsibility to be aware of this requirement as things change.

WEEKLY SCHEDULE

Week-long mission trip starts Sunday evening and concludes Saturday morning. Teams have the option to leave Friday afternoon to start their journey home or depart early Saturday morning.

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

SAT -Please plan to depart for home by 9 am

MEALS

We do provide breakfast M-F and dinner M-T. Teams are expected to provide their own lunches. Please let us know if you will not be joining us for a meal at any point during the week, as many of them are brought by church members, and we work very hard to provide an accurate headcount to our cooks for meals.

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
- Hand Sanitizer
- Mask (as needed to abide by local Covid guidelines)
- Insect repellent
- Sunscreen
- Handi wipes/Hand Sanitizer
- 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
- Raingear
- Hat
- Mask
- Versatile walking shoes
- Work shoes (Tennis shoes are acceptable; steel toes are optional)
- Flip-flops for showers or evenings

Optional:

- Earplugs
- Laptop (WI-FI not available in all locations)
- Alarm clock
- Gift cards to donate to the ministry from Lowes, Home Depot, Wal-Mart etc.
- Gatorade dry mix or bottles
- Igloo's or coolers (As needed, by location)

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.

RISK

The work sites will by nature have risks associated with them. Your safety is not guaranteed. We ask that each team member read, sign and have notarized the EFCA Policy Agreement, Permission, and Release of Liability for Adults or Minors. The waiver sheets must be completed, notarized and submitted to the Pre-field Volunteer Coordinator **at least three weeks** before you leave for this trip. Anyone under the age of 18 must get a parent or guardian to sign the waiver. Also, while at some work sites, wearing long pants are suggested, so plan ahead and include a pair of long pants in your suitcase. Safety goggles are also recommended. **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.

Any of our sites would appreciate gift cards to Wal-Mart, Home Depot, Lowes, Sam's Club, Office Depot, or Visa gift cards. You can also check with the on-site coordinator to see what would be most helpful at the location where your team is serving.

MAILING ADDRESS FOR FORMS AND FEE PAYMENTS

(Please include payment forms on pg 15 & 16 with checks)

ReachGlobal Crisis Response
19380 N. 10th 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.

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

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: _____ Phone: _____ Email:

DEPOSIT: _____ people x \$25 = **Total Enclosed \$**_____

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

RESPONSE TEAM BALANCE PAYMENT
PAYMENT FORM

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

Church/Organization: _____

Response Site: _____

Trip Dates (arriving/departing): _____/_____

Team Leader: _____ Phone: _____ Email: _____

BALANCE PAYMENT: _____ people x \$250 for a week = \$ _____
_____ people x \$275 for a week if no deposit paid \$ _____
TOTAL ENCLOSED = \$ _____

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 demanding 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. (Phil 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:

A comfortable bed

Having three meals a day

Having familiar food

Dressing fashionably

Seeing results

Control of myself

Control of others

Control of circumstances

Having pleasant circumstances

Making decisions

Taking up offense

Being successful

Being understood

Being heard

Being right

I ENTRUST TO GOD:

My strength and endurance

My health and strength

My likes and dislikes of food

My security in Him

His purposes and fruit in His timing

My need for His Spirit control

His workmanship in others

My circumstances to His purposes in making me Christ-like

The privilege of suffering for His sake

His sovereign hand on my life

My deepest needs

My security in His love

My reputation

My need for recognition

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)



TEAM DEMOGRAPHICS AND DETAILS

As you prepare to set out on your mission trip, we ask that you **print, complete, and then scan** this form to provide a few details that will help the ReachGlobal Crisis Response team with the coordination of your mission trip. Please submit this form a minimum of three weeks prior to your arrival to the ReachGlobal Response site. If you have questions or concerns, please contact the Pre-field Volunteer Coordinator by email respond@efca.org or by calling our response headquarters at 985.888.1060.

Name of church/organization:

Response location (check the box to indicate where you are going to serve):

Corpus Christi, TX

Lake Charles, LA

Morehead City, SC

New Orleans, LA

Other: _____

Date you will arrive at the response site (MM/DD/YY):

Estimated time you will arrive to the response site (please indicate am or pm): ___:___ (Example 5:30 PM.)

Please note that the team asks that you arrive at the site between 5:30 and 6:00 pm on the date of your arrival.

Gender breakdown of team (please include all volunteers, including leaders):

Males -

Females -

Is the above information a change of size or make-up of group? No Yes.

Is your team prepared to lead devotionals (as specified by onsite volunteer coordinator)? Yes No

If driving from home to site, number of vehicles:

If flying from home to site, list airport team is flying into (please coordinate your rental vehicle in advance):

Airline name:

Time of scheduled arrival:

If flying from site to home, list airport that you are flying out of, if different than arrival:

Airline name:

Time of scheduled departure:

Date you will leave the response site to head for home (MM/DD/YY):

Estimated time you will depart the response site (please indicate am or pm): ___:___ (Example 8:00 AM.)

Please provide contact information for team leaders, and indicate if it is ok to share your contact information with other teams (example: teams serving your same week, future teams that want your insight on what to expect, etc.)

Name: _____ Cell: _____ Ok to contact? Yes No

Name: _____ Cell: _____ Ok to contact? Yes No

Name: _____ Cell: _____ Ok to contact? Yes No

Write any other comments you feel are important for ReachGlobal Staff to know:

