

**THIS BOOKLET IS PROPERTY OF:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

Please read all of the material in this booklet. This will answer many of your questions and will be a vital guide as you plan and prepare for your Nehemiah Network short-term mission experience.

This Handbook has information for all aspects of the Nehemiah Network. Some parts may not apply to all programs. Please be sure to bring this booklet with you on the trip.



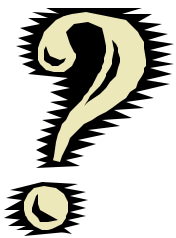
## Table of Contents

<b>I. Philosophy</b> .....	3
<b>II. Purpose</b> .....	3
<b>III. Distinctives</b> .....	3
<b>IV. Program</b> .....	4
<b>V. Preparation</b> .....	5
<b>VI. Passport</b> .....	6
<b>VII. Visa</b> .....	7
<b>VIII. Parental Consent Form</b> .....	7
<b>IX. Trip Funds</b> .....	8
<b>X. Travel Arrangements</b> .....	11
<b>XI. Packing</b> .....	12
<b>XII. Nehemiah Network Standards</b> .....	14
<b>XIII. Health Matters</b> .....	16
<b>XIV. Conclusion</b> .....	18
<b>Checklist</b> .....	20
<b>Notes</b> .....	21
<b>Questions to Ask.</b> . . . . .	22
<b>Prayer Requests for My Trip</b> .....	23

## Prayer requests for my trip



*Questions to ask . . .*



## **I. PHILOSOPHY**

The Nehemiah Network is designed to support the ministries of Word of Life Fellowship, Inc. We believe that dedicated Christians using their talents for Jesus Christ can make a great impact in our world for His glory. Through Nehemiah Network there is evangelism and discipleship on trips and encouragement to the missionaries overseas.

Trip participants are also encouraged as they spend quiet time reading the Bible, learning practical Biblical principles for life. They see exciting results using their practical skills and abilities. Also, by going overseas, they are challenged with the needs of the world, and an encouragement to those who are currently ministering there.

## **II. PURPOSE**

- A. **Evangelism** of the people in the host country
- B. **Discipleship** of the participants, edification of other believers
- C. **Encouragement** of the missionaries, pastors and people in the host country

## **III. DISTINCTIVES**

- A. Nehemiah Network supports the local church missions outreach
- B. It prepares people for lifetime involvement in missions regardless of where they live or what they do in life.
- C. It shows people how God wants to use them to share the Gospel with those in need of a Savior.
- D. It challenges people to set goals to serve God.

#### IV. PROGRAM

- A. Music (choir, vocal and instrumental specials)
- B. Testimonies (given by those who go)
- C. Preaching (by those qualified)
- D. One-on-One Witnessing (by everyone)
- E. Training



1. **Quiet Time** - Time spent alone with the Lord every day invites exciting Christian living. You will have a scheduled quiet time for Bible reading each day and will be encouraged to share about it with others.
2. **Bible Classes & Family Time** – Through practical daily Bible studies, you will discover the truths of God's Word and how God wants you to live.
3. **Prayer**– Pray for this support ministry and outreach. Choose a prayer partner who will pray for you. Group prayer meetings will also be important throughout the trip.
4. **Testimony** - Write out and be prepared to give a two to three minute testimony of how you accepted Christ as your personal Savior. This is the most effective way to share your faith with others.
5. **Physical Fitness** – Begin exercising now to prepare yourself for this trip.

#### F. Christian Service Opportunities

1. **Evangelism** - Opportunities for evangelism will be ever present for those who are impacted by the ministry of the Nehemiah Network.
2. **Missions** - We will minister with Word of Life missionaries and may also interact with other missionary organizations.
3. **Music** - If you can play an instrument or sing, you may have the opportunity to minister in this area.

*Notes . . .*



**CHECKLIST**

- I have mailed out a prayer letter to \_\_\_ people.
- \_\_\_ letters sent on \_\_\_\_\_ (date)
- \_\_\_ letters sent on \_\_\_\_\_ (date)
- I sent thank you's to people who responded to my letters
- I have talked to my pastor about support.
- I have contacted other churches for support.
- I have applied for my passport (or verified expiration date)
- I have carefully read this booklet.

.....90 days before trip departure.....

- I have the deposit in my account.
- I have sent a photocopy of my signed passport picture page to the Nehemiah Network.
- I have sent 2 identical 2x2 passport photos for visa (if applicable).
- I have sent in my forms: Participant Info, Health, Release.
- I am praying regularly about the trip.

.....45 days before trip departure.....

- I have the remaining balance paid for my account.
- I have sent thank-you notes/prayer requests.
- I have personal supplies needed to take with me.
- I am praying regularly about the trip.

.....One week before trip departure.....

- I have made a list of everything in my suitcase.
- I have my plane tickets, passport, visa (if applicable)
- I have prayed with others about the trip

- G. **Counseling** – We will have a well-trained staff to spend daily personal time with each person, concentrating on preparing for their future life and ministry.
- H. **Social Time**- Times will be scheduled for unwinding and relaxing. There will be a brief time scheduled in each trip for shopping and sightseeing.

**V. PREPARATION**

1. Complete and mail the **registration** form with a \$25 processing fee, or register online at [www.wol.org/nnetwork](http://www.wol.org/nnetwork). We will need your legal name as on your passport for ordering your airline tickets. The registration fee is not transferable, not tax deductible, non-refundable and not part of the trip price. Late registration fees may be charged if registering after the deposit due date (90 days before trip departure) to cover the extra costs of rushed mailings, extra phone calls and other administrative costs.
2. We will send you a **registration packet** with a Support Raising Guide. Once you receive your support slips with your personal project account, you can begin raising your prayer and financial support.
3. You will need a current **passport** and send a copy to us. If you are under 18, please request the parental consent form, which you will need to have notarized.
4. After you pay the trip **deposit** (due 90 days prior to trip departure), we will purchase your plane tickets. A late deposit payment may result in higher airfare costs or not being able to get tickets traveling with the group. If you are planning to raise support for your deposit payment, do not pay it yourself because you cannot be reimbursed. (see p. 10)
5. We will mail you an **orientation packet** with country specific information, and forms to complete. You must return all of the forms, and if needed, a visa application

requiring 2x2 photos (see p.7). Also send a *legible* copy of your passport photo page.

6. After you pay the **remaining balance**, we will mail you your plane tickets (we also send you a team shirt, trip insurance card, and ID card). The remaining balance is due 45 days before trip departure so we can transfer the funds to the country to arrange for accommodations and building/medical supplies.
7. **Trip Changes** A trip may be cancelled if less than 10 people register or if there are no doctors registered for a healthcare trip. In this event, you will be encouraged to transfer your funds to a different trip. Word of Life cannot refund any payments (see p.10), but can keep it in your account for any future trips. Although highly unlikely, in the event of political unrest, natural disaster or some other problem with the host country, Word of Life will decide if and where to send that team, which may or may not be in the same area of the world.

## VI. PASSPORT

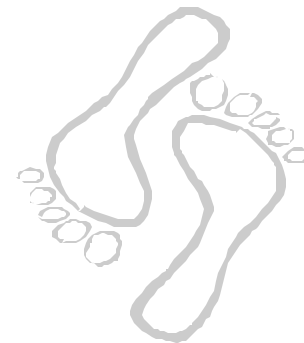
You should **APPLY FOR A PASSPORT** immediately if you do not already have one. You must have this for international travel. **DON'T DELAY.** It usually takes six to eight weeks to obtain one.

### Passport Application Procedure for US citizens:

- A. **If this is your first passport** you must apply in person. Go to the nearest U.S. county courthouse for information (or check with your local post office). There is a passport form to fill out. You will need the following: birth certificate, two identical passport photographs, 2" x 2", driver's license, and payment.
- B. **If you previously held a passport** which has now expired, you may apply by mail for a new passport from any office that accepts passport applications.

“How then shall they call on him  
in whom they have not believed?  
and how shall they believe in him  
of whom they have not heard?  
and how shall they hear without a  
preacher? and how shall they  
preach, except they be sent? as  
it is written, How beautiful are  
the feet of them that preach the  
gospel of peace, and bring glad  
tidings of good things!”

Romans 10:14-15



portable water purifier and/or bottled water just to make sure.

#### F. **Contact Information**

Our home office in New York will know where you can be contacted at all times. In case of emergency, you can be contacted through the Word of Life Headquarters in Pottersville, New York (518) 494-6338. If there is no one in the Nehemiah Network office, ask for someone in our International Ministries office. You will also be sent direct contact information for the field staff of the country you will be visiting.

#### **XIV. CONCLUSION**

The Lord has many exciting lessons to teach each of us on a Nehemiah Network trip. Although you will be working hard, it will be an exciting and rewarding time. Ask God to make you a flexible, joyful, and an obedient servant. Trust Him to use your life to evangelize and disciple many for Him during this trip. Know that God will be with you as you travel. Watch how God provides the finances for this trip when you send out support letters. Praise God for how He brings all things together!

Your Nehemiah Network trip will soon be here. It is just a few months, a few weeks, a few hours away and the time we are together will pass quickly; but during our short time together, life patterns will be set, great lessons will be learned and you will be moving out to reach the world for our wonderful Lord and Savior, Jesus Christ.

C. **When you receive your passport**, immediately **SIGN YOUR NAME** in the space provided. It is not valid until you sign it. Keep it in a safe place and **bring it with you**. If a visa is required you may need to send the original passport to us by certified mail. Also, for all trips, ***We require a clear photocopy of the picture/signature page.***

#### **VII. VISA**

In most cases, if a visa is required, we will send you the visa application and attempt to get the visa on your behalf. **Please do not do anything concerning a visa until you hear from us.** *You may be required to pay additional visa fees.* Please send all of the visa information to us **by certified delivery service**. We realize that this is more expensive but promptness, safety and security are a must with these documents. If any of these documents get lost it may be too late to get replacements.

The visa application requires two identical 2x2 “passport photos”. These must be on photo paper, with a blank background. You can get your “passport photos” taken at various drug stores such as CVS, Walgreens, Walmart, or at AAA, etc.

#### **VIII. PARENTAL CONSENT FORM**

If you will be under 18 years of age, please request a parental consent form. This must be signed by **both** of your parents or legal guardian and **notarized**. Bring it with you to present at the airport.

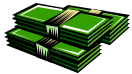
## IX. TRIP FUNDS

### A. What does my trip price include?

1. Basic cost of the trip includes:
  - a) Airfare at the current rate when the trip is planned. If airfares increase before purchased, it will be necessary to pass this increased cost on to each participant. If you pay your deposit after the due date, your airfare could cost more.
  - b) Food, lodging and transportation while overseas
  - c) Program expenses such as phone, host cost, building supplies, interpreters, administrative fees, etc.
  - d) Team shirt, ID card, trip insurance, and introductory quiet time book



2. Personal spending money: There may be times when we will eat meals off site from the camp property. The cost of these meals is not part of the trip price. You may want to buy souvenirs, post cards, postage stamps, film, etc. How much personal spending money you will need is entirely up to you, but \$250 should be adequate.



3. Type of currency: We suggest that you bring cash and be sure to carry some \$1, \$5, or \$10 bills in your pocket to use where U.S. currency may be accepted. Travelers checks are not recommended because in many places it is not possible to get them cashed. ATM cards also may not be possible to use.
4. Money belt: We strongly encourage you to use a money belt that fits under your clothing to keep your money secure.

### B. Health Records

All participants must fill out the health form and return it to us. This is required by the New York State Department of Health and will also provide us with sufficient information for overseas travel.

### C. Medical/Accident Insurance

We provide an international travelers insurance for each trip participant. This policy covers medical, personal and travel assistance for each trip participant in the event of an emergency. An insurance card will be sent to you prior to trip departure.

### D. Immunization Recommendations

Recommended immunizations or medications will be sent to you in the orientation packet and are your responsibility and expense. It is strongly suggested that you have a D/T or Td (Diphtheria/Tetanus) shot within the past 10 years. It is recommended, but not required that you also receive a Hepatitis A and B vaccinations.

We suggest that you consult your physician and local health department regarding the precautions they recommend for the country you will be traveling to. We use the immunization recommendations found on the Center for Disease Control and Prevention web site: <http://www.cdc.gov/>

### E. Food and Water

All of our meals will be prepared for us by qualified people and will be safe for us to eat. Commonly given advice is: "Don't drink the water." If there is any doubt about the water where we are going, we will carry a

## B. Team Unity



Building team unity is an important aspect of Nehemiah Network. We will stay in the same locations, eat together, study together, and pray together and in many instances minister together as an entire group.

We want to be a blessing to the missionaries we are going to serve with. If a large group is split up with special requests of different arrival/departure dates, the airport pick up can become a huge burden on the missionaries overseas. Nehemiah Network will do their best to coordinate the team schedules to avoid this.

## E. Staying Together

When you decide to go on a Nehemiah Network trip, you are agreeing to stay with the group. It is very important that the trip host know the whereabouts of all team members at all times.

## XIII. HEALTH MATTERS

### A. Medication



We have contact with good hospitals in all locations. You will need to notify us of any medication that you may be taking when you first arrive. Have your doctor give you a prescription to carry with you in the event your medication is spilled or lost, as it is difficult to get prescribed medicine refilled or replaced without a prescription. Pack your medications in your carry-on luggage.

## B. How will the funds be handled?

An individual **project code** will be assigned to your name and records the name and address from each contribution. All money is donated solely to Word of Life Nehemiah Network; financial disbursement is at the discretion of Word of Life Nehemiah Network. All funds are deposited into your trip account and a tax-deductible receipt sent to the name on the check. Word of Life cannot refund any payments.

## C. When must all money be received?

The trip deposit is due 90 days prior to the trip date in order to purchase your plane tickets. The remaining balance is due 45 days before departure in order to transfer it overseas for your accommodations and medical or building supplies.

## D. How should the money be sent in?

Credit card payments can be made by calling (518) 494-6338 or online at [www.wol.org/nnetwork](http://www.wol.org/nnetwork) by marking the registration form for “deposit payment” or “remaining balance due”.

Make checks payable to Word of Life. In the memo section of the check, put your *name and project code*. It is best to enclose a support slip with your check to designate money to your project code. You can request to be sent support slips if you did not get them with the support raising guide.

In order to send donors a tax deductible receipt, they must make their check payable to Word of Life. Ask donors to send their check to Word of Life, Nehemiah Network, with your name and project code in the memo section of the check along with a support slip. If

supporters should give you CASH please do not send it through the mail. Convert it to a personal check or money order. Please do not hold checks or cash to send in later.

Mail checks to: **WOL Nehemiah Network**  
**PO Box 600**  
**Schroon Lake, NY 12870**

**E. Can money be refunded?**

Since the money is given and receipted for a Nehemiah Network missionary trip, IRS requires that it be used for that purpose and it cannot be refunded. It cannot be transferred outside of Nehemiah Network.

In the event that a trip is cancelled, the money must be kept within the missionary endeavors of Word of Life Nehemiah Network. Your funds can be transferred towards a trip the next year, except what might be used for an airfare cancellation fee or if the tickets are nonrefundable.

**F. What if I raise extra funds?**

If you are raising support and have extra funds, they can be kept in your account and used towards going on another Nehemiah Network trip the next year. You may designate it for another Nehemiah Network participant, towards their trip cost. You can also transfer funds towards purchasing medical supplies such as MAP packs. Requests for transferring funds must be done in writing.

You can reimburse your trip related expenses with extra funds. So be sure to keep your receipts! Expenses that can be reimbursed are: shots, gasoline (not mileage), airfare, tolls, parking, passport fee, visa fee, postage,

effectiveness of their ministry. We certainly do not want that to be said about Nehemiah Network; therefore, we take a conservative approach to the way we dress.

**B. Standards**

Be modest and neat so as not to be offensive in the culture you are going to. We represent Christ and therefore want to call attention to Him and not to ourselves. With this in mind, we have the following rules on Nehemiah Network trips.

1. No Smoking. The use of drugs, alcohol, or tobacco products is strictly prohibited.
2. Limit your jewelry for safety reasons not to draw attention to you or the team.
3. Concerning Women – No tops that expose the waist. No spaghetti strap tops. Avoid low necklines or gapping armholes. Shorts should be at least fingertip length. Skirt length should come at least to the knee when standing. A one piece bathing suit is required for swimming.
3. Concerning Men - Neat conservative style hair is appreciated. Nice slacks and button down shirt for Sunday services. Dress shoes, tie, or jacket are not required, but can vary with climate and culture. Work clothes can be jeans, shorts, T-shirts, etc.

**C. Authority**

The Nehemiah Network Staff has a tremendous responsibility for the team, especially while traveling in another country. Therefore, your obedience to the rules and regulations of Nehemiah Network is necessary. Your trip host will be your immediate authority.

- \_\_\_ Spending money (\$250.00 should be more than sufficient)
- \_\_\_ Personal drink container with lid/water bottle
- \_\_\_ Plastic hangers for drying clothes
- \_\_\_ Underclothing money belt
- \_\_\_ Gifts for Patients/Interpreters (Health Care Trips)
- \_\_\_ Gifts for Missionary Staff
- \_\_\_ Plastic raincoat (depending on climate)
- \_\_\_ Sewing kit
- \_\_\_ Flashlight (extra batteries)
- \_\_\_ Plastic Ziploc bags
- \_\_\_ Travel iron
- \_\_\_ 14 channel 2-Way radios (extra batteries)

**Suggested list of items to carry on the plane:**

- \_\_\_ Bible and notebook
- \_\_\_ Change of clothing
- \_\_\_ Reading material
- \_\_\_ Camera & Film
- \_\_\_ Toiletries
- \_\_\_ Travel alarm clock
- \_\_\_ Flashlight
- \_\_\_ Necessary medications

**XII. NEHEMIAH NETWORK STANDARDS**

**A. Testimony**

Since we are a team and will be ministering together in a foreign country, we must be consistent in presenting a good testimony. What is acceptable at home may not be acceptable in the country you are going to serve, depending on the culture.

One of the negative comments we constantly hear about many short-term mission groups is that they dress sloppy and sometimes are offensive, which hurts the

stationery, envelopes, or printing. Mail the original receipts to Nehemiah Network, with a note stating what the money was used for, and we will complete an expense report for your reimbursement. You will be mailed a check if your account has sufficient funds.

Note: There is a Word of Life Administration fee deducted from all additional funds raised beyond the basic cost of the trip.

**X. TRAVEL ARRANGEMENTS**



**A. Overseas Flights**

Overseas flights originate and terminate from each trip participants respective airports. After we receive your list of preferred local airports, we will do our best to accommodate your requests. The exact location depends on where the flight connections are for the final destination. The exact departure time may be inconvenient for the purpose of having everyone arrive together overseas. This is important for the Word of Life staff picking everyone up together at the airport overseas.

All arrangements for this will be handled by Word of Life and paid for from your deposit to the Nehemiah Network trip account.

Trip prices may increase if we receive your deposit payment late for getting your plane tickets or if ticket prices change from the proposed budget amount.

Trip prices may increase based on fares from your local departing airports. Budgets are based on international flights originating from the east coast.

## B. Domestic Transportation

Transportation to and from departing airports must be taken care of by each trip participant.

## C. International Ground Transportation



While overseas we will be using vans, trains and buses and other types of transportation services as needed.

## D. Travel Expenses

If you have surplus funds in your trip account, we will be able to reimburse you for Word of Life approved domestic travel expenses. Be sure to keep an accurate list of these expenses, along with receipts.

# XI. PACKING



## A. Baggage Allowance

### 1. Checked Baggage

You should plan to take one piece of checked luggage. Many times we use the allowed second piece of luggage to transport equipment or supplies needed by the Nehemiah Network Teams. This piece of luggage must not exceed 70 pounds (50 lbs on some airlines, and 44 lbs in some countries) and 62 inches (length + height + width). We will send you a trip specific packing list with all of the details for your trip in the orientation packet. You might be asked to bring your own sheets and pillow.

### 2. Carry-on Baggage

In addition to the above, carry a small bag, or a backpack. We will give packing ideas with the orientation packet.

## You should bring the following items:

- \_\_\_ Bible for Quiet Time and study
- \_\_\_ Travel alarm clock
- \_\_\_ Lightweight Jacket (depending on country climate)
- \_\_\_ Comfortable shoes
- \_\_\_ Undergarments
- \_\_\_ Sleeping garments
- \_\_\_ Towels and washcloths
- \_\_\_ Toiletries
- \_\_\_ Small umbrella (depending on country climate)
- \_\_\_ Anti-bacterial towelettes or waterless hand sanitizer
- \_\_\_ Cold water detergent (Woolite)
- \_\_\_ Writing utensils
- \_\_\_ Flip-flops for shower
- \_\_\_ Sleeping bag or sheets and light blanket and pillow
- \_\_\_ Necessary medications
- \_\_\_ Dress clothing appropriate for Church Services
- \_\_\_ Medical Clothing (for Health Care Trips)
- \_\_\_ Women will need to bring:
  - 1 piece modest bathing suit
  - 1 beach robe or cover up
- \_\_\_ Men will need to bring:
  - 1 pair swim trunks
  - Shaving kit
- \_\_\_ Nehemiah Network shirt – We will provide you with a Nehemiah Network Shirt, in the size you request. If this is shipped to you prior to the trip you should bring it in your luggage. We will specify special days to wear the shirt for group photographs.

## You may want to bring the following items:

- \_\_\_ Camera and film (extra batteries)
  - If you have a digital camera, we would like to download your pictures at the end of the trip, and burn to the trip picture CD that we will mail to everyone later.
- \_\_\_ Kleenex and toilet paper
- \_\_\_ Snacks and candy