



go to **kentucky**

MISSION TEAM HANDBOOK: KENTUCKY



[Welcome!](#)

[Preparing for Your Trip](#)

[Accommodations](#)

[Meals](#)

[Clothing/Shoes](#)

[Suggested Packing List](#)

[Transportation Information](#)

[Documents/Requirements](#)

[Immunization/Health Information](#)

[Health Insurance](#)

Other Things You Need to Know

Information Packet

Gift Giving Policy

Team Devotions

[Substance Use Policy](#)

[Trip Photo/Social Media Guidelines](#)

[Child Protection Guidelines](#)

[Losses](#)

[Pets](#)

[Emergency Contacts](#)

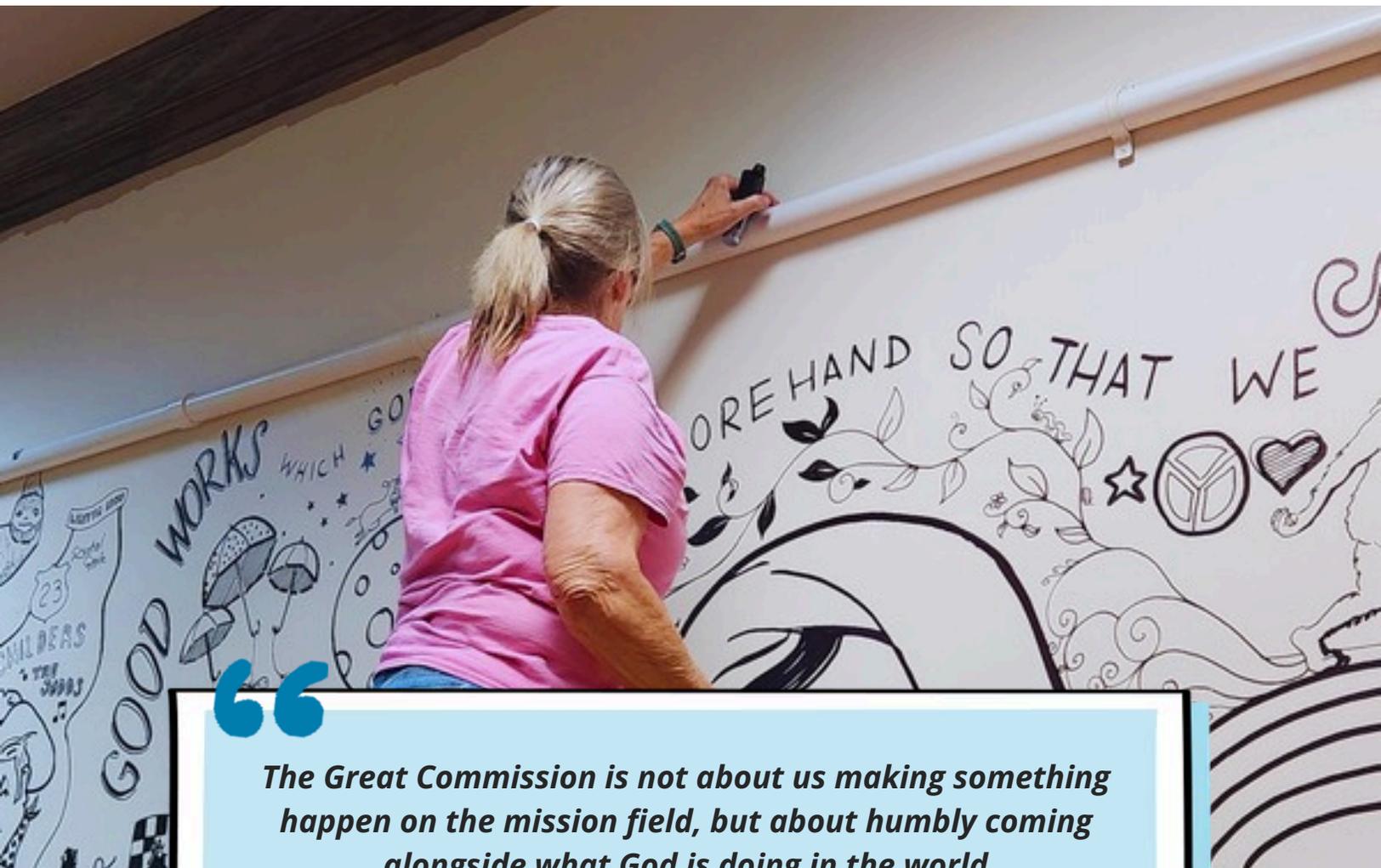
[Financial Information](#)

[The Trip is Just the Beginning!](#)

welcome!

Thank you for choosing a Lifeline trip! At Lifeline, we want you to see how God is working around the world and to join Him there! We believe in healthy relationships and empowering partnerships, so every trip is designed in partnership with the local leaders. We work together to determine meaningful opportunities for people to experience what God is doing through Lifeline's field ministries.

There are many ways for teams to learn, participate, and serve in ministry alongside our brothers and sisters in Kentucky. The primary goal in all of Lifeline's ministries is to make a kingdom impact around the world!



“

The Great Commission is not about us making something happen on the mission field, but about humbly coming alongside what God is doing in the world.

- Dr. Chris DeWalt, Ozark Christian College Director of Intercultural Studies

”

preparing for your trip

One of the most important things you can do to ensure you experience the best possible trip is to plan ahead. Travel can be unpredictable & Lifeline trips always require flexibility, but you can eliminate many "surprises" by being well-prepared. Be adaptable and come as learners! Every trip is designed in partnership with the local leaders. Lifeline is partnering with [FaithLife Appalachia](#) in Pikeville, Kentucky.

We work together to determine meaningful opportunities for people to experience what God is doing in Eastern Kentucky. There are many ways for teams to learn, participate, and serve in ministry alongside our brothers and sisters in Eastern Kentucky. The primary goal in all of the ministries is to make a kingdom impact in their community!

ACCOMODATIONS

- Housing is provided by New Beginnings Fellowship Church. Team members will sleep in the church's second floor classrooms, separated by gender given at birth. There is no elevator available, stairs only.
- Cots are provided. You may also bring an air mattress.
- You will need to bring your own bedding, pillows and towels.
- Showers will be available at the local YMCA, (5-minute drive from the church).
- If you are a light sleeper we suggest you bring earplugs in case there is a snorer in your room.
- Hotels are available at an extra cost to the team.



MEALS

- Meals will be provided by one of the following locations: [UPIKE University](#), [New Beginnings Fellowship Church](#), or [FaithLife Market](#). For teams staying at a hotel, breakfast will be provided at the hotel when available.
- **Food Allergies:** Please inform Lifeline in advance as to the nature and severity of any food or other allergies (gluten, nut, dairy, etc.). We will accommodate as we are able. We cannot guarantee there will not be cross-contamination or a gluten-free option at every meal. **Participants with food allergies or sensitivities are encouraged to bring their own food items to fill in as needed during the week.**

CLOTHING/SHOES

Bring seasonally appropriate, modest clothing. Think conservative and comfortable.

- Dress is casual.
- No laundry service is available. Bring enough clothing for the duration of your stay.

WOMEN

- Jeans, slacks, capris and shorts may be worn. Short length should be at least to fingertips when arms are extended at the side. (If you are concerned that they might be too short, they probably are). 😊
- Yoga pants & leggings may be worn under a long tunic top (covers the hips/buttocks), unless otherwise noted for a specific location. Please make sure to bring additional clothing to be flexible and considerate of any site location requests.
- No Halter tops, low-cut necklines, racer back tops, spaghetti straps, short shorts, biker shorts/running shorts, exposed underwear or bras, large arm holes, or bare midriffs are not permitted at any time during the trip. If your pants “sag”... bring a belt!
- Swimsuits - Full coverage, one-piece or tankini (no midriffs). Cover-ups are suggested.



MEN

- Men may wear shorts or jeans for work. No holes in jeans/shorts or exposed underwear.
- Please no tank tops, muscle shirts or low armhole tanks. Shirts must be worn at all times except in the dorm.
- **Church Attire:** Slacks or nice jeans; collared shirt. No sleeveless shirts.
- Swimsuit - Trunks; No Speedos!

SHOES (both men & women)

- Comfortable walking/work shoes with closed toes, such as sneakers or work boots for working and walking. Nice shoes for church services.
- Sandals and flip-flops are not permitted at the worksites. Never go barefoot.

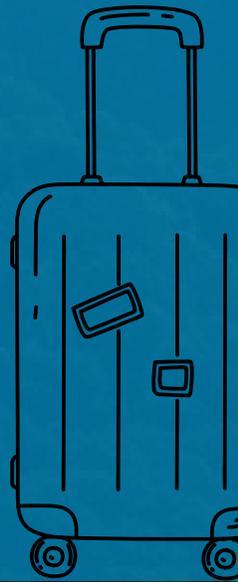


SUGGESTED PACKING LIST

- Water bottle (refillable)
- Bible
- Journal & pen
- Clothing & Shoes: modest apparel (see above for guidelines)
- Health Insurance information (personal insurance card)
- Sleeping bag or sheets, blanket & pillow
- Air mattress, if desired
- Earplugs – there may be a snorer in your dorm
- Insect repellent & sunscreen
- Personal medications
- Photo ID, such as driver’s license
- Sleepwear
- Swimsuit
- Snacks for your personal use
- Sunglasses, sunscreen and lip balm
- Toiletries (toothbrush, shampoo, etc.)
- Towels & washcloth
- Masks/respirator
- Safety Glasses or goggles
- Tools (list specific to your project will be shared with the team leader 1-2 weeks prior to trip)
- Games
- Musical instruments, if desired

We encourage teams to bring basic health/First-aid supplies such as:

- Band-aids & Neosporin
- Tylenol; Advil
- Pepto Bismol
- Benadryl (for an allergic reaction)
- Electrolyte replacements



TRANSPORTATION INFORMATION

All teams are responsible for arranging their own transportation to and from the mission location. Plan to meet at:

New Beginnings Fellowship Church
116 Main Street
Pikeville, KY 41501

DOCUMENTS/REQUIREMENTS

Minimum age is 12 years old. Adults from your group must supervise children/youth at all times.

Online Application: Your team leader has a link to this form. All team members must complete ASAP (including returning mission team participants).

Background Check: For the safety and security of the children we minister to and members of visiting teams, Lifeline requires a criminal background check for all short-term mission trip participants age 18 and older. This service is provided by Choice Screening, who specializes in conducting background checks for volunteers in full compliance with applicable state and federal laws and guidelines, including the Fair Credit Reporting Act.

- If a team member has already had a background check within 2 years of travel date, the check will not need to be run again. However, they must provide a letter stating what tests were run. Please send to sandy.gleason@lifeline.org as soon as possible.

Parental Consent: All minors (under age 18) not accompanied by a parent, must have a signed, notarized parental authorization. This document must include parental permission to leave the country. If neither parent is traveling with the child, an adult on the team must be designated to act on behalf of the parents in case of emergency or sickness/accident. You can download and print [this form](#). The form will need to be notarized and carried with the adult responsible for the minor.

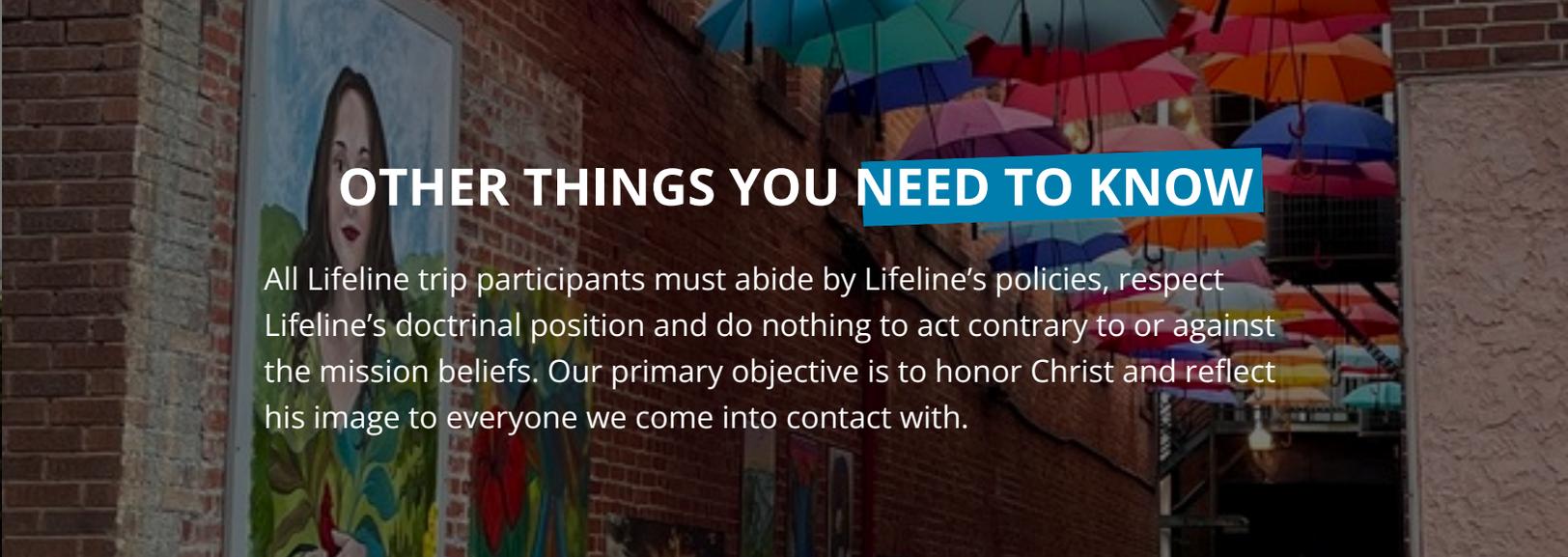
IMMUNIZATIONS & HEALTH INFORMATION

Immunization for Tetanus/Diphtheria should be up to date. If you have medication you must take regularly or over the counter medications that you prefer, be certain to bring them with you.

HEALTH INSURANCE

Personal healthcare insurance plans should cover medical care or emergencies while in the United States. Be sure to bring your health insurance information (health insurance card or copy of front & back of the card).





OTHER THINGS YOU NEED TO KNOW

All Lifeline trip participants must abide by Lifeline's policies, respect Lifeline's doctrinal position and do nothing to act contrary to or against the mission beliefs. Our primary objective is to honor Christ and reflect his image to everyone we come into contact with.

INFORMATION PACKET

A **Final Information Packet** will be emailed to you approximately 5-7 days prior to your departure. Included will be a tentative schedule, devotion schedule, last minute information, etc.

GIFT GIVING POLICY

Please note that Lifeline has a strict **"no-giving" policy**. While it can feel natural to want to meet immediate needs by giving money or goods directly, we've learned that sustainable impact comes through relationships, not handouts.

Rather than distributing gifts, we encourage you to invest in building authentic relationships based on mutual learning, understanding, and trust. When material gifts are given directly, it can unintentionally create dependency, damage dignity, or disrupt local relationships and community dynamics. Our goal is to come alongside communities in ways that empower, not enable, and to support long-term growth led by local leaders.

Therefore, **no cash or personal gifts should be given to anyone** during your trip. If you feel led to give or support, please talk with your Lifeline Field Guides first. They can help you find appropriate, impactful ways to invest in the ministry—such as contributing to community projects or long-term development initiatives—ensuring your generosity aligns with local needs and Lifeline's mission.

If team members want to leave extra supplies from trainings or other activities, then these items will be given to the ministry director to distribute at their discretion.

GIFTS IN KIND (GIK)

Please do not bring items that have NOT been specifically requested by the Lifeline Trips Team. This ensures that all supplies are truly needed and that local leaders have ownership in how they are used.

For items that have been specifically requested from the field—for example, supplies for sports camps, or medical outreach, etc.—[please complete the Gift in Kind \(GIK\) form](#). This form allows you to list any purchased or donated ministry items you plan to take to the mission field (for example: craft materials, sports equipment, or healthcare items). Completing this form helps Lifeline remain transparent and compliant with IRS requirements for tracking donated goods.

Whenever possible, please complete the GIK form before your trip. This helps our team coordinate logistics and make sure your contributions have the greatest positive impact.

TEAM DEVOTIONS

Each day the team will gather for a time of devotion and to debrief the day. The devotional material for these times will be provided by FaithLife Appalachia Ministries. This is an opportunity for the team to reflect on the day, share encouragement, and focus together on what God is doing during the trip. This is one of our favorite parts of the trip, and these moments are a meaningful part of the experience as the team grows together throughout the week.



SUBSTANCE USE POLICY

Use of the following **will not** be permitted at any time during your Lifeline trip.

- Alcoholic beverages
- Tobacco, including e-cigarettes, vapes, medical marijuana, and chewing tobacco. Smoking cessation products **are** permitted (ex. Patch, gum, etc.),
- Illicit drugs

TRIP PHOTO/SOCIAL MEDIA GUIDELINES

We live in a culture where every latte, sunset, or family gathering is fair game for a photo-op and social media post. But we have to be aware of how our love for photography and social media can play out on a short-term mission trip. Please review and familiarize yourself with [Lifeline's Trip Photo/Social Media Guidelines](#).

CHILD PROTECTION GUIDELINES

Please review and read our [Child Protection Guidelines](#). Ensuring the safety of everyone on our Lifeline trips is of utmost importance. Familiarizing yourself with these guidelines is essential for maintaining a safe environment for all participants.

LOSSES

Lifeline Christian Mission and/or its employees or volunteers are not responsible for loss suffered due to illness, accident, injury or theft which may occur at any time in relation to your trip. We do everything possible to prevent these incidents, however, despite our efforts they sometimes occur.

PETS

No pets, please.

EMERGENCY CONTACTS

Mike Gleason: 419-204-6341
Susan Hammond: 859-553-6638

FINANCIAL INFORMATION

Lifeline Christian Mission considers the monies received for mission trips to be tax-deductible donations, therefore, contributions are **non-refundable**. Please Note: Trip credit will not be given if someone drops from the team within 30 days of the trip.

Includes

- Lodging*
- Most meals
- Background check
- Lifeline Field Guide
- Local ministry operations donation
- Supporting services

*Trips in August- November will stay at a local hotel. This cost will be an additional fee.

Additional Costs

- Travel to/from the mission field.
- Travel in the field. Groups must bring vehicles suitable for daily transport to/from the job site. Because we serve in rural areas, the drive may be up to an hour each way.
- Fuel costs during the week
- Personal snacks and drinks in addition to those provided by Lifeline.
- Occasionally, teams may be asked to purchase a few incidental supplies needed such as cleaning supplies, paint brushes, etc.
- All costs related to extended stay for **any** reason.

CANCELLATION PROCEDURES

Refunding trip donations: Due to the nature of tax-deductible donations, Lifeline Christian Mission (LCM) is unable to refund donations made for trip purposes. Trip donations may be designated for another Lifeline ministry or used for a future trip with Lifeline. Funds used for a future trip must be used within one year of the original trip date. **Please Note:** Trip credit will not be given if someone drops from the team within 30 days of the trip.

The Trip is Just the Beginning!

It is our joy to come alongside our local leaders in ministry, encourage them, and see the difference that they are making in the kingdom! They are on mission to make a great impact in their communities.

Our goal is that each person on the trip will be inspired to join God on mission, too! We believe that each person is called to bring hope into their own homes and communities. How lives will be sparked on mission by God will be different for each person; but, God invites us to join Him on mission wherever that may be. We pray that Short-Term Mission Trip Experiences will be fertile ground for God to prepare His people for mission abroad, but also in their own homes, jobs, and communities.