



go to **arizona**

MISSION TEAM HANDBOOK: ARIZONA



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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 Arizona. 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. Please read through the handbook and know what is expected of you. Be ready to learn and participate in all of the pre and post-trip training sessions. If you have traveled on a mission trip before, we ask that you set aside any expectations, and come prepared for God to move in a new way! Another important note is that travel can be unpredictable & Lifeline trips always require flexibility, but you can eliminate many "surprises" by being well-prepared.

ACCOMODATIONS

- Team members will stay in men's and women's air-conditioned rooms, separated by gender. Dormitories are equipped with bunk beds, showers, sinks and modern restrooms. If the dorms are not available, teams will stay in a hotel at an extra cost to the team.
- Lifeline will provide bedding, pillows and towels for the dorms.
- If you are a light sleeper we suggest you bring earplugs in case there is a snorer in your room.
- WIFI will not be available for team members.

MEALS

- Meals are prepared by team members. Everyone will take turns serving on the kitchen crew. Menu and instructions will be given in the field. No special preparation is needed. The only requirement is a willing heart and everyone must take his or her turn on this assignment.
- **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 are not able to avoid cross contamination. Participants with food allergies or sensitivities are encouraged to bring food items and snacks to supplement the meals provided.



CLOTHING/SHOES

Bring seasonally appropriate, modest clothing. Think conservative and comfortable. Winslow is located in the high desert. Be sure to check average temperatures. Some months may be cooler than expected.

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

Ladies:

- Tops
 - Midriff, chest, back, underwear and bra must be covered.
 - Sleeveless shirts may be worn. Please no tank tops, halter tops, spaghetti straps, low necklines or bare midriffs.
- 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).
 - No yoga pants, leggings, biker shorts or other tight pants. These items may only be worn in the dorms for sleeping.
- **Church Attire:** Nice pants, jeans or skirts at least knee length. No shorts.
- Swimsuits - Full coverage one-piece or tankini (no bare midriffs)

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.
- Flip flops/shower shoes to be worn in the dorm and shower. Sandals and flip-flops are not permitted at the worksites. Never go barefoot.

Men

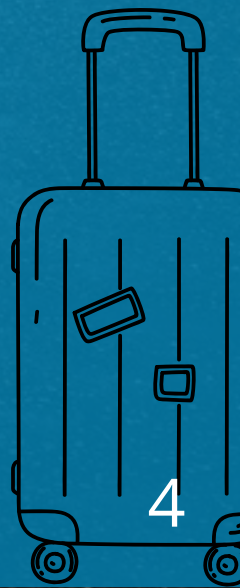
- Shorts or jeans may be worn for work. No holes in jeans/shorts or exposed underwear.
- For church, khaki-type pants or nice jeans and a collared shirt. No shorts.
- Shirts must be worn at all times except in the dorm.
- Tank tops or low armholes may be worn in the dorm room only.
- **Church Attire:** Slacks or nice jeans; collared shirt. No shorts or sleeveless shirts.
- Swimsuit - Trunks; No Speedos!

SUGGESTED PACKING LIST

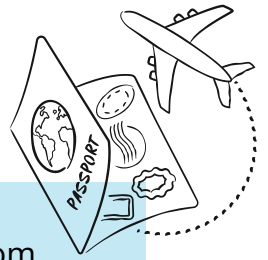
- Refillable water bottle that can be used all week
- Bible
- Clothing & Shoes: modest apparel (see guidelines)
- Earplugs –there may be a snorer in your dorm
- Insect repellent (especially during the monsoon season - July to October).
- Health Insurance information (personal insurance card)
- Jacket (it gets cool, even on summer evenings)
- Journal & pen (optional)
- Money:
 - Food at airports on travel days
 - Offering for church service
 - Souvenirs
- Personal medications
- Photo ID, such as driver's license
- Saline spray or Vaseline for the nose, especially those prone to nosebleeds; body lotion. Winslow is located in the high desert. It is very dry!
- Sleepwear
- Snacks for your personal use (optional).
- Sunglasses, sunscreen and lip balm
- Toiletries (toothbrush, shampoo, etc.)

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

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



FLIGHT/TRANSPORTATION INFORMATION



All teams are responsible for arranging their own transportation to and from the mission location as well as transportation during the trip.

- **Van Rental** - If you need to rent a van, make reservations early.
 - If you are flying into Phoenix, A-1 Van Rental, 2217 Washington St. Phoenix, AZ 85034 is usually less expensive than the airport rentals. They are located 3 mi. from the 44th Street Skytrain Station. Everyone can take the free Skytrain to the station and the team can wait there while the main renter takes a taxi or rideshare to A-1 Van Rental. Passenger pick up is much easier at the station than the airport terminal.
- Plan to arrive at **Winslow Christian School, 502 Airport Rd., Winslow AZ 86047 between 3:30 p.m. – 5:30 p.m.** We will begin our adventure together with supper at 6 p.m. on arrival day.

DOCUMENTS/REQUIREMENTS

Minimum age is 12 years old; 7 years of age for Family Trips.

If arriving by air, adult passengers 18 and older must show valid identification at the airport checkpoint in order to travel.

- **Beginning May 7, 2025, if you plan to use your state-issued ID or license to fly within the U.S., make sure it is REAL ID compliant.** If you are not sure if your ID complies with REAL ID, check with your state department of motor vehicles.

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 travel to Arizona. 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 health care insurance plans will 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 10-14 days prior to your departure. Included will be a tentative schedule, devotion schedule, last minute information, etc.

GIFT GIVING POLICY

Please note Lifeline has a strict **"no-giving" policy**. Rather than handing out money and goods, it is more helpful to build authentic relationships through mutual learning, understanding, & trust. **No cash gifts given to anyone.** If you feel led to give, please talk to your Lifeline Field Guides about ways you can invest and make a long-term impact. Please ask if you are not certain about what is/is not appropriate.

For items that have been specifically requested from the field (i.e. supplies for VBS, Sports Camp, etc.), please complete the Gift in Kind (GIK) form found [here](#). This is a list of purchased and/or donated ministry items you will be taking to the mission field (ex. Craft supplies, healthcare items, etc.). Please do not bring items that have not been specifically requested by the Lifeline Trips Team. Lifeline must report Gifts in Kind (donated items) to the IRS. If possible, please complete the form prior to the trip.

TEAM DEVOTIONS

Each day the team will gather together for a devotion time and to debrief the day. Each team member is expected to prepare and share a brief devotional thought with the team. Your scheduled day will be listed in the final packet. This is a time to share an encouraging word, scripture, or simply what God is doing in your life right now. This is one of our favorite parts of the trip and a great way to get to know each other better! If you have questions please reach out to your team leader so they can assist you.

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 including medical marijuana.

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.

EMERGENCY CONTACTS

Lifeline Christian Mission:

614-794-0108

Monday – Friday / 9am – 5 pm EST

Susan Hammond

Director, Mission Trips / 859-553-6638

PETS

No pets, please.

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

- Dorm accommodations and most meals while in the mission field
- Some project costs
- Program support

Additional Expenses

- **Transportation** to/from Winslow, AZ and in-field transportation during the trip.
- **Flight interruption costs** such as hotel, meals, etc. during travel to/from the mission or expenses incurred as a result of canceled flights, delays or missed flights for any reason.
- **Checked baggage fees**
- **Hotel costs** if the dorm is not available.
- All costs related to extended stay for **any** reason.
- You may be asked to purchase one meal at a restaurant during your stay.

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 applied towards 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 Lifeline Trip Experiences will be fertile ground for God to prepare His people for mission abroad, but also in their own homes, jobs, and communities.