



2025 Summer Mission Trip INFORMATION PACKET

This packet includes:

- *Details about the Application
- * Important information and dates
 - * Being Prepared Spiritually
 - * Recruiting Your Support Team
 - * The Support Letter
- *Home Ministry Commitment Form

Sycamore Hill Church

505 Schoolhouse Road, Hockessin, DE 19707

Church Phone: (302) 239-2403

Youth Minister Phone: (610) 529-4303

Youth Ministry Email: Youth@sycamorehillchurch.org

Applying for a Mission Trip

2025 Mission Trip to Costa Rica:

Costa Rica (25 students): Cost \$1,950.00 Grades 9-12

June 14-20, 2025

Your mission trip application is online. It can be accessed by:

Go to this website:

<https://app.managedmissions.com/MissionApplication/Start/43019>

Checklist to be completed by **December 8th**:

- **Online Mission Trip Application** (see above)
- **Registration Form** can be found at a <https://sycamorehill.churchcenter.com/registrations/events/2568211>
- **\$50 deposit** for each student must be submitted either by using the Church Center Registration Form or checks/cash, which can be turned in directly to Katie Coleman with a memo line “Youth Missions Trip”.
- **Draft support letter** will be reviewed by Dave DeGennaro and Katie Coleman. Feedback will be provided. Share on google documents or email directly to youth@sycamorehillchurch.org.
- **Passport:** Email a copy of your passport or passport application to youth@sycamorehillchurch.org

Have a question about the application process? Email us at youth@sycamorehillchurch.org.

Important Mission Trip Dates

- 10/20/24** **Information Meeting:** 12:00pm in Lower-Level Room 2/3. For parents and youth to attend.
- 12/8/24** **Application Deadline:** Completed application, \$50 non-refundable deposit & draft support letter due.
- 2/2/25** **Mandatory Team Meeting:** 11:30am – 1:30pm in Lower-Level Lounge – Pizza provided
- 2/23/25** **Support Letters with addressed, sealed envelopes due.**
- 3/2/25** **Mandatory Team Meeting:** 12:00 – 1:30pm in Lower-Level Lounge – (bring lunch)
- 4/6/25** **Mandatory Team Meeting:** 12:00 – 1:30pm in Lower-Level Lounge – (bring lunch)
Thank-you notes & half of support due.
- 5/4/25** **Packing List Meeting:** 12:00pm, Lower-Level Lounge
A parent must attend this meeting with you.
- TBA** **Mandatory Group Service Event**
- 6/1/25** **Mandatory Team Meeting:** 12:00 – 1:30pm in Lower-Level Lounge – (bring lunch)
Thank-You Notes & All Remaining Support Due.
- 6/8/25** **Church Commissioning during both worship services: 9:00am and 10:30am** *You must attend at least one worship service.*
- 6/14/25** **Team Departs:** Time TBA
- 6/20/25** **Team Return:** Time TBA
- 6/29/25** **Mission Trip Report:** Both worship services (9:00am, 10:30am)
- TBA** **Post Trip Updates Due**

Being Prepared Spiritually

Going on a mission trip is a big commitment that takes a lot of focus and spiritual preparedness.

Remember the four things you are to “be” on this trip:

1. Be Faithful to God and to the group.

Do what is set before you. Follow through on your commitment to attend team meetings and prepare your team materials to the best of your ability.

*Now it is required that those who have been given a trust must prove faithful. **1 Corinthians 4:2***

*A faithful person will be richly blessed. **Proverbs 28:28a***

2. Be Flexible when plans change and disappointments come.

Living, traveling, and working with a team of people can be full of unexpected moments! Being prepared involves being flexible with one another in those moments!

*In his heart a man plans his course, but the Lord determines his steps. **Proverbs 16:9***

Now listen, you who say, “Today or tomorrow we will go to this or that city, spend a year there, carry on business and make money.” Why, you do not even know what will happen tomorrow. What is your life? You are a mist that appears for a little while and then vanishes.

Instead, you ought to say, “If it is the Lord’s will, we will live and do this or that.” As it is, you boast and brag. All such boasting is evil. Anyone, then, who knows the good he ought to do and doesn’t do it, sins.

James 4:13-17

3. Be Focused on what God is saying and on the purpose for the trip.

Don’t miss what God is doing in our midst! True focus **requires** leaving relationships, cell phones, devices, and any other distractions at home.

*And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. **Colossians 3:17***

4. Be an Example to the people to whom you are ministering.

You are a chosen representative of Jesus, Sycamore Hill Church, and the mission organizations we are serving with. Being an example requires:

- ✓ Respect for each person on the team.
- ✓ Respect for each other's property.
- ✓ Respect for the authority of your leaders.
- ✓ Respect for the places and ministries we visit and serve.

*He must become greater; I must become less. **John 3:30***

Your Commitment:

Your commitment begins the day you sign up and does not end until you have sent your post-trip update to your supporters.

Your commitment includes:

- ✓ Attendance at **all** team meetings.
- ✓ Participation in **all** activities.
- ✓ Sending out the required amount of support letters (50 total).
- ✓ Sending out thank-you notes and a post-trip update to supporters.

If you are unable to follow through on the commitment, you will be asked to step down from your position on the team.

***In the event a team member needs to be sent home as a disciplinary action, it will be the responsibility of the parents to finance transportation for their son/daughter and an adult leader.*

Recruiting Your Support Team

Whether you are a missionary for a week or a lifetime, you must have a support team behind you. Your support team is a critical part of your trip's success. They are the people who will pray for you, encourage you, and provide the resources for you to complete your mission.

Your support team is as much a part of this team as you and other team members.

5 Prayer Partners

By the first meeting on February 2, you are required to identify five people who will commit to praying for you while you are a part of this mission team. They commit to praying for you **weekly** before the trip, **daily** during the trip, and **weekly** for one month after the trip is complete.

Be sure to ask them before you place them on your Prayer Partner list.

Why Raise Support?

It forces you to depend on God and His people.

It gives others a chance to share in your ministry.

It builds a team to support you through prayer.

It builds a team to support you through accountability.

Responsibility To Your Support Team

WRITE A WELL-CRAFTED LETTER

From your first contact you represent yourself, SHC, the ministry site, and Jesus. Write a letter that makes you proud.

Instructions and guidelines for writing your Support Letter are in this Information Packet.

Everything you need to include in your support letter is on pages 7 and 9.

KEEP THEM INFORMED

Let your Prayer Partners know what's going on. This will help them pray for you.

THANK THEM

This may seem obvious, but you must remember to thank your supporters. They are giving generously to you for this trip, so please make sure to thank them!

EVERY financial supporter MUST get at least two updates from you.

1. THANK-YOU NOTE

Send a thank-you note as soon as you're notified that support was received for you.

To find out who has donated support for you, you can access your online Managed Missions account. After you have COMPLETED your online application, watch for a Welcome Email from Managed Missions. (**Note: The Welcome Email will be sent to the email address you provided when you filled out your application.**) It will allow you to see on your private account who has given you support for your trip.

2. POST-TRIP UPDATE

After we return home you will need to update your supporters about your mission trip. You will communicate to your supporters what you learned and thank them again for being a part of your Support Team. You can be creative with this. Write a letter, make a photo postcard, send a well-written email with photos, or create a video highlighting what you did. Your supporters want to hear about your trip. **The post-trip update is due by the Mission Trip Reunion.** Please email youth@sycamorehillchurch.org to let us know how you completed your post-trip update.

The Support Letter

Information every support letter should include:

1. **Who are you?**
2. Where are you going?
3. Why are you going? If you have been on a mission trip before, you may describe what happened on that trip and how it impacted you.
4. With whom are you going?
5. What will you do?
6. When will you leave and when will you return?
7. **Include the word-for-word content on page 9.**
8. Where may they contact you (phone number, address, e-mail)?
9. **Include the Response Slip** (provided for you) and an envelope addressed to the church.

More Hints

1. Make it personal. Don't just fill in the blanks on the sample letter.
2. Keep it short (one - two pages). Type your letter, using at least an 11 pt. font.
3. Include a photo of yourself.
4. **Have someone proofread your letter for style, grammar, and spelling.**
5. Here are some suggestions of those who might like to receive a support letter:
 - family members
 - people from church
 - your small group leaders
 - neighbors
 - family friends

Draft support letters must be turned in by Sunday, December 8. Please share it as a google document or email your support letter to youth@sycamorehillchurch.org. A physical copy will also be accepted. ***We will make corrections and suggestions.***

Your final support letters are due Sunday, February 23. (50 total). These letters must be brought to the church and not mailed out on your own. Address and seal all letters.

Before you hand in your letters check for the following:

- ✓ **Include your home address (not the church's address) on the upper left corner of the envelope.**
- ✓ **Inside each envelope should include a support letter, a response slip, and a return envelope with the church address (a stamp is not required).**

Sycamore Hill Church
Attn: Student Missions /<<your name>>.
505 Schoolhouse Road
Hockessin, DE 19707

- ✓ **Seal each envelope.**

Please Note: We will stamp the outside of your support letters at the Church before mailing them to your supporters.

What Goes In My Support Letter?

Dear <<NAME OF POTENTIAL SUPPORTER>>,

****Please personalize this part of your letter.** Be creative (include photos, make it colorful). **INTRODUCE YOURSELF.** Talk about your experience on past mission trips or say this is your first mission trip.

Introduce yourself (name, grade, etc.). I want to tell you about an exciting mission opportunity I have this summer. A group of high school students and leaders from Sycamore Hill Church will be going to **Costa Rica from June 14-20, 2025.**

While we are there we will....**See trip details document with your trip's descriptions. Include the purpose of trip (mission), who you will serve, and examples of service activities. Share about the location and the needs of the people.**

(Examples include children's ministries, home repairs, and food distribution).

I am really looking forward to this trip because....

****Please copy the highlighted paragraphs below, word-for-word.**

The cost of the summer missions trip is \$1,950.00. I am trusting God to use individuals like you to help me raise the majority of my support. I will be contributing \$50 of my own money toward this trip. Half of my support must be raised by April 6, with the remaining amount due June 1. I also need prayer support before, during and after my trip.

Would you please consider supporting me with your prayers and/or a financial gift? If you choose to support me financially you can do so online or via check. The enclosed response slip provides instructions to ensure that your donation is given on my behalf. The online donation platform can be found at ----- . Checks should be made out to "Sycamore Hill Church" and mailed in the enclosed envelope along with the Response Slip. **Please write "Youth Missions Trip" on the memo line, instead of my name.**

All financial contributions are tax-deductible and non-refundable. Please note that the church is only able to provide documentation suitable for tax purposes if the donation is given through our online donation platform or sent directly to Sycamore Hill Church, Attn: Youth Missions. In case the return envelope is lost or was not enclosed, please send all donations to Sycamore Hill Church, Attn: Student Missions/<<**your name**>>, 505 Schoolhouse Road, Hockessin, DE 19707.

I want to invite you to attend our Mission Trip Report Service at Sycamore Hill Church on Sunday, June 29. This is a special Sunday when we share about our mission trip experience. Team members will be sharing at both our 9:00am and 10:30am worship services.

****Please personalize the ending of your letter.**

Thank you for considering support for me as I prepare for the mission trip to _____. (name of your trip)

Looking forward to a great trip,
<< Your Signature >>
Include your contact information