

SHORT TERM OVERSEAS MISSION TRIPS

LEADER'S MANUAL



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Introduction

Congratulations! You are about to embark on a new journey with heaps of adventures awaiting! In order to take up the challenge you have to be equipped and ready for all that God has for you and your team. This manual contains most of the practical things that you will need to know in order to run a cross cultural, overseas mission trip. Of course there will always be those things that you can never plan for but you prepare as best you can. Remember that if you fail to plan, you plan to fail.

Team Leader's Job Description

As a team leader you carry a lot of responsibility for each member of your team and, to a large degree, the success or failure of the trip. You also are a person under authority and, for your own and the team's safety, you must be accountable to your leaders, be they the Vestry, the DOMC or whatever group you are immediately accountable to. For the sake of this manual we will refer to this as your Home Base Leadership.

Responsibilities

- Establishing and maintaining the vision for your mission, from start to finish.
- Maintaining pastoral care of the team: team meetings, debriefing, worship, evaluation times and one-on-one times with your team members.
- Preparing an itinerary.
- Communication with hosts/contacts you are working with: find out expectations they have of you as a team (this saves a lot of misunderstanding).
- Organising accommodation and ministry/work opportunities and any other requirements with your overseas host contacts.
- Finances and records: budget before you go (finding out accommodation costs, estimated food costs, extra costs, etc.).
- Delegating responsibilities to your team members.
- Communicating expectations before and while on the mission with your team
- Making sure the team knows the dramas, songs, dances, sharing their testimonies, and sermon preparations or any other ministry/work you will do.
- Organizing times of worship and intercession before leaving and while you are on the missions trip.
- Preparing the team to be culturally sensitive.
- Organising the preparation of hospitality "thank you" cards for hosts and contacts.
- Communicating what to bring to the team and health guidelines that they may need to know.
- Communication with those you are accountable to while on outreach: Home Base Leadership.
- All necessary forms should be completed before, during, and after your trip.
- Checking and photocopying team members passports.
- Organising visas needed and costs associated with the visas.
- Making sure all team members have proper inoculations.

- Ensuring copies of the itinerary and team details (including health insurance details) are left with your Home Base Leadership.
- Rechecking all costs with the contacts before leaving.

Contacts

Use the Contacts sheet on page 19 (photocopy) to record all contact information from the people you are in communication with and people you meet while on your missions trip. This is helpful for future teams going to the country/area that your team visits.

Vision

“Where there is no vision, the people perish” Proverbs 29:18. Establishing clear vision with your team is a vital key to the success of your team. If you and your team both have a understanding of what God wants to do, then you will be more effective and be able to look back and see how God moved and fulfilled the original vision. If your team does not have a clear vision and understanding they will not do much of anything. Pray as a leadership team and with your team to see what God wants to do and His vision for this mission trip. Be sure to know your team, especially their skills and giftings.

Daily Schedule

Make sure that the team has enough time off to rest as well as plan for creative recreational opportunities. There should be at least 1 full day off a week where there is no scheduled ministry times.

Team Meetings

Daily team meeting are a necessity in every team in order to maintain good communication and unity. These times can be used for communicating the schedule for the day, praying for the day, sharing times, etc. A good idea is to get a different member of the team to give a devotional (what God wants to share with the team) every morning that the team meets.

Outreach Programmes

It is a really good idea that your team is well prepared and able to share the gospel, no matter what ministry or work you will be doing. This could include conveying the Good News through dramas, songs, puppets, testimonies, preaching, sharing the gospel in a relevant way, etc. Be creative. Sometimes you might simply need to sit as a team and pray about what God would have you do and not have anything officially planned. Use the talents and giftings of your team members. Be sure to advise team members prior to programmes to give them time to prepare. A warning may not always be feasible and make sure that you communicate that with your team. When going to a country that is non English speaking, be prepared to teach English; you may well be asked to!

Worship and Intercession

You should put together songbooks for the team to use during worship times and you will need to organize someone on your team to lead worship times. Use the gifts and talents that are on your team and encourage them in their abilities. Worship is key as a team before and during your trip as it enables the team to focus on God and build unity as a team.

Always encourage team members to come to worship ready to share something. Corporate worship should be an overflow of what is happening during your personal devotional time with God. You are leading the team so make sure that you are setting a good example and your heart is right during these times.

Intercession and Fasting

Prayer and fasting prepares the way of the Lord, takes “ground” in the spiritual realm, and builds unity in the team. It is a necessity and a good basis for evangelism. Keep an intercession journal (you can photocopy and use the Intercession Notes P18).

Before leaving on your mission trip it is good to meet regularly as a team to intercede and fast for the place you will be going as well as pray for the team and individuals in it.

When away, have consistent intercession times. Pray according to the need that is going on, not necessarily the schedule. Prayer should be a main priority.

Be willing to be the answer to your own prayers!

Team Bonding/Fun Time

All teams need to have bonding time to be able to build and keep the unity within the team. This includes: having a time to pray for one another and any needs that team members may have and having fun together (having breakfast together, ice cream, encouragement times, coffee, etc.). It is a great idea to start this before outreach in a non-formal setting and continue it into outreach and after outreach to debrief as a team.

Before leaving on your mission trip, each team member should express agreement with the guidelines and the leadership provided. This promotes team unity and keeps all members accountable to one another. This should take place at the formative stages of the team and may require the elimination of those who are clearly contentious. Once the team is formed, it is vitally important to maintain unity: walking in humility, openness, loving and serving one another, stepping out of comfort zones, submitting to one another and leadership, being teachable, acting in a godly manner (Eph 5:1), etc.

Team Roles

In the team, you need to establish roles for all members. As a leader you are to oversee all duties and make sure things are happening and are being done. You are the spiritual covering for the team and need to show leadership and guidance as well as to delegate and get the team members involved. Some of the roles consist of (depending on the nature of your trip):

- Worship: leading and playing an instrument.
- Intercession: leading and recording intercession notes for team.
- Hospitality: making cards, gifts etc.
- Food: cooking, shopping etc.
- Finances: carrying and withdrawing money, collecting receipts for the team and recording all transactions.
- Programme Logistics: setting up programmes for churches, schools etc. of who will speak, what dramas to do etc.
- Programme technician: props, CDs, DVDs sound equipment, work tools etc. are taken to outreach/work locations and looked after.
- Vehicles (if required): driving, cleaning, maintenance, etc.
- Responsibility for tools and equipment if building etc.
- First Aid: carrying the kit, making sure it's stocked etc.
- Team Journal: write down daily events of the team.

Dress Standards

Dress should be culturally sensitive and practical. Use your discretion as a leader and do not be afraid to ask someone to change.

Hospitality

Thank you cards for the hosts/contacts that you are working with are a really good way to bless and thank those who have served and blessed you. A small gift is also nice but is dependent upon team funds. Also, check before leaving if there are any birthdays on your team and celebrate them while away.

What to Bring

Communicate to the team that they should only bring the amount of luggage that they can carry easily themselves. Any valuables should be left at home as theft could be a possible problem while overseas. Bring medical insurance cards and information. See the "What to Bring List" (p15) for details. Tailor it to your particular mission trip.

Team Photos

Find one team member who has a camera to take pictures and use them as team photos and for church report back. This is better than every team member clicking away at everything and everyone. It is also a good idea to take a team photo before leaving to give to contacts and hosts as a hospitality gift.

Mail

Ask your team to make contact with friends and family at home to let them know that while they will be away they may not have access to e-mail or telephones.

Communication While on the Mission Trip

It is advisable, for you as the leader, to be in touch with those you are accountable to each week. This is usually by e-mail or text. Encourage your team members to keep in contact with family and friends, if possible, to let them know what is happening. If anyone on the team enjoys writing and has a story, encourage them to write it down and send it back to your churches as testimony and prayer fuel.

Debriefing

Debriefing should be done at least once a week as a team and **one final big one at the end of the mission**. This is important to process what has been going on individually, as a team, and to evaluate where you need to go. This can be done informally or formally: ice cream, dinner, breakfast, coffee, be creative and try to make it a comfortable atmosphere. This time does not replace the one-on-one time that is needed with each team member. As a leader you should know how everyone on your team is personally doing. One-on-one's should be done at least every two or three days. Some examples of questions you may ask your team during debriefing times are:

1. What are the top 3 things that have been at the forefront of your mind this week?
2. What weather forecast would you use to describe how you have been feeling this past week and explain?
3. Describe how you have been doing in the past week by a type of music or song and explain.
4. Describe how your week has been going.
5. How would you describe how this week has been going for you in terms of a TV show and explain?
6. Highlight and growth moment of the week (ministry and personal).
7. What would you have done differently (personally and team)?
8. What do you need to work on? What does the team need to work on?
9. What do you feel you are doing well in? As a team?
10. What would you like to see the team doing?
11. Any feedback as a leader (doing good on and need to improve upon)?
12. What are the main things that you have learnt?
13. How can you apply what you have learnt to your life now?

14. If you could have changed anything about the last week what would it have been?
15. What gifts do you feel God is developing in your life?
16. What aspects of character do you want to develop in your life?

Finances

The Team Leaders is to oversee the financial matters of the team. If another team member is extremely gifted in this area and is responsible, they can do the day to day financial book keeping but you are responsible for how the money is spent and to check on what they are doing with it. Receipts must be collected for money spent. If there is no way of getting a receipt, record the amount on a piece of paper and put it in with the receipts and record it on the finance balance sheet. Below are a few things that you will need to have and check before leaving on your mission trip:

- Keep informed on how team members are doing with finances for the mission trip and maybe organising fundraising activities or support letter workshops.
- That you have a money belt or something similar that you can keep the team funds in at all times.
- Calculator
- Envelopes to keep receipts in
- Accounting sheets
- Find out costs from contacts and any budgeting that has to be done
 - Transport costs
 - Taxes: airport departure taxes, visas, entry fees into certain countries
 - Food
 - Accommodation
 - Extra curricular activities (sightseeing, etc on days off)

If money is donated during the trip, clarify with donor the intent of the donation. Record this on the outreach finance sheet.

Generally the best currency to carry is American dollars which can be easily exchanged in most countries. As well as cash, you can use a credit or debit card in most places for local currency. It might be a good idea to open a specific team account before you leave and have at least two debit cards.

When completing the finance sheet, fill out separate sheets for each currency that you use to save confusion.

Any unused funds would generally be returned to all the team members or if all agree, left behind to bless those who have hosted you.

Passports

Make sure all team members have passports. All passports must be valid for at least 6 months beyond the period you are planning to travel as certain countries may not issue visas if they are not.

Visas

Find out what visas are necessary for the country(ies) you are going to. Some countries require an entry fee (e.g. Chile, South America) for certain nationalities.

Immunizations

Some countries are in a high risk area for certain diseases. Check if the area you will be going to is a place where vaccinations are needed.

Culture

It is important that you find out about the culture that you are going to before leaving and when arriving at your mission location from your contacts. You will need to communicate any expectations to your team as soon as you are able to. Some cultural things that you will need to watch out for is dress and food etiquette. In most countries if you do not eat all that is given to you it can be a sign of disrespect. On the other hand, in some cultures if you eat everything on your plate the host feels obliged to load your plate again. An empty plate means you are still hungry!

Health

It is very important that you advise your team of possible health problems that they may encounter by travelling overseas and to the country you will be going to. Any immunizations that may be needed for the areas you will be going will need to be looked into and organised for everyone by the Team leaders . Some things that may be apparent in the area you are travelling and to make your team aware of are:

- Drink bottled water or purified water in areas without clean water. If in doubt, get bottled water or boil water for 30 minutes. Many diseases are carried through water.
- To clean hands when water is not available, use wet wipes or hand sanitizer.
- Prepare yourself for diarrhoea. Bring anti-diarrhoea pills if possible. A possible treatment other than pills is:
 - 8 teaspoons of sugar and 1 teaspoon of salt in 1 litre of water (you can add orange juice to make it taste better)
- If you are travelling to an area where malaria is prevalent, anti-malarial tablets are recommended. Prevention includes: bringing a mosquito net, long sleeve shirts and pants, good mosquito repellent (with 30% DEET or close to), and mosquito coils. Different brands of prevention tablets include:
 - Doxycycline (1 tablet a day)
 - Chloroquine (2 tablets a week)
 - Larium (1 tablet a week). Some people react violently to this though.
- Infection can come quickly with bug bites, cuts, scraps, and bruises in unsanitary environments. Take extra care of them if they arise.
- **Be sure your team members who take regular medication at home take sufficient supplies for the trip.** Also take sufficient feminine products as in most countries they are different and sometimes can not be acquired.
- If someone in your team is sick make sure they are drinking water, eating something, and are not left alone. Remember to pray as a team for those who are sick.

Hospitality

- Find out expectations from the person who is in charge at the place where you are staying it. This may include:
 - Find out where you have permission to go within the housing. Is anything off limits to your team? Is it okay to use the telephone, or the Internet? Do not assume that it is okay. Ask!
 - Find out if it is okay to have visitors over.
- Find out what is culturally acceptable for guy/girl interaction.
- Put things back where you found them.
- Be good stewards. Always keep things tidy, neat, and clean. Ask owners if there is anything that you can do to help out with cleaning.
- Offer your teams service to help cook or to do anything to help out.
- Find out if there is any time that your team is not allowed to be in the building or when a programme may be running to have gear cleaned up.
- Always leave a thank you card when you leave any place you have been staying at.
- Make sure to communicate expectations with your team! Follow up on your team with their tasks and duties.

Leadership Skills

1. It is important to keep praise and worship in the group a high priority.
2. Purity – ask yourself and the team regularly these 3 questions:
 - a. How is your relationship with the Lord?
 - b. How is your relationship with others?
 - c. How is your thought life?
3. Be attentive to the weakest members, as they can adversely influence the pace and mood of your team.
4. Keep a positive attitude in difficult situations.
5. PRAY! PRAY! PRAY!
6. Seek God in all things – even the details.
7. Don't let pressure make your decisions for you. Pursue what God is saying and obey.
8. Remember that servanthood leads the way for the group.
9. Make sure you know all sides of the story before making a decision and avoid making judgement calls on the appearance of situations.
10. Keep a balance between friend and leader.
11. ENCOURAGE! Encourage team and fellow leaders regularly!
12. You have been appointed to lead and remember to walk in the anointing that God has given to you.
13. One-on-one's, team accountability, and ministry times within the team are needed.
14. Correct privately. Encourage openly and privately.
15. Inform your team as much as possible. You can never communicate too much!
16. Encourage team to support one another in prayer.

17. Set realistic guidelines for the team to keep harmony and efficiency within the team.
18. Delegate when possible (use wisdom) to encourage giftings and to get the team members involved as it is their outreach and learning time.
19. Communicate as leaders before communicating anything to the team.
20. Prepare your team as to how they are to act when staying at people's homes, eating with others, etc.

Resolving Conflict Between You and a Team Member

1. Be careful to not assert your leadership. Let God recommend and defend you.
2. Surrender your rights to getting your own way.
3. Pray for God's heart for the person. Always remember that the goal is restoration of relationship, not figuring out who is right or wrong.
4. Get ALL facts before jumping to conclusions.
5. It is always better to be humble than to be right.
6. If it is necessary, get an impartial third party.

What to Do in the Event of an Emergency

1. Assess the seriousness of the situation. Be on the cautious side.
2. Call insurance company if serious – some companies require you to call before anything is done to be fully reimbursed.
3. Take to a doctor/hospital or call an ambulance.
4. Have medical insurance details with you.
5. Make sure team member is being treated.
6. Always have someone with the ill person.
7. Call your Home Base Leadership if serious.

What to Do in the Event of Lost or Stolen Items

1. Find out the details of what happened.
2. File a report with the police or airline and get a copy of the report.
3. Inform your Home Base Leader.
4. Call the insurance company (if applicable).

Procedures in the Event of Death on the Field

1. Sudden or Accidental
 - a. Notify the appropriate agencies immediately:
 - i. Emergency Medical Technician or Medical Doctor if death is not confirmed.
 - ii. Police – if accident or if foul play was involved.
 - iii. Notify Home Base Leadership – your Home Base Leadership will then contact the family and deal with all other aspects.

2. Death Following a Period of Illness

It should be understood that along with prayer, appropriate medical care (diagnosis and treatment) must be rendered. If, in the doctor's opinion, it is a life-threatening situation, the following steps should be taken:

- a. Notify your Home Base Leadership and the immediate family, then update them regularly and frequently.
- b. Be specific about the nature of the illness, giving all known facts without causing unnecessary concern. Facilitate telephone communication between family and patient. Open up suggestion that family member(s) come to patient's bedside on the field. OR, if the family wishes it and the patient is able to travel with medical approval, return home.
- c. Keep all the above people advised of significant changes in the patient's condition.
- d. If death appears imminent or certain, all must be notified immediately.
- e. Keep an accurate diary of all patient events in the sequence of illness, including:
 - i. Dates and times of communication with the family and others and what was said.
 - ii. All medical consultations, diagnoses, and treatment (including the carrying out of the treatment).
 - iii. Day by day flux of illness, noting dates and times of critical changes.
- f. If death occurs after an illness:
 - i. Obtain appropriate death forms, including a written statement from the doctor.
 - ii. Arrange for an autopsy, if deemed necessary.
 - iii. Set in motion those things that will bring peace and security to the church and family, by means of communicating the facts and prayer for loved ones, etc.
 - iv. Prepare a statement for family, friends, church and press if needed, etc. Check with your Home Base Leadership first before giving any statement.

Preparing Your Team for Outreach

It is vital that you spend time together as a team long before you embark on your mission trip. Here are a few suggestions for you, many which have been mentioned previously in this manual.

- Have each team member thoroughly introduce him or herself.
- Share about where you are going.
- Talk about the location of the trip, the opportunities, the cost, etc.
- Worship together and do Bible studies together.
- Pray and fast for the country you are going to and the work you will be doing.
- Pray for and encourage one another.
- Have fun times together: games, coffee out, meals, ask fun questions, etc.

- Learn and practise songs, dramas, dances, etc. Use the creativity in your team.
- Practise giving your testimonies, speaking and preaching.
- Share expectations and fears and pray into those concerns.
- Show movies of the country you're going to.
- Research and try to meet with people from the destination nation.
- Create a vision statement for team: "Without a vision the people perish".
- What does God want to do in your team and through your team?
- What is your purpose in reaching out to the country and peoples you are going to?
- Set individual as well as team goals for your trip.
- Ask team members what they can bring to the team (talents, giftings, etc.).

Leaders: Meet as team leaders regularly and always keep each other informed as to what is going on with logistics as well as where the team is at emotionally and spiritually. Open communication is the key to leading your team. If you are excited, the team will be excited. You set the tone of the group and can change the atmosphere. Remember to ask God for discernment and a sensitive spirit to be able to know what He is wanting to do before and during your trip preparation times.

Prayer Research Questionnaire

1. History

1. What is the meaning of the name of the location?
2. How was the location founded and why was it founded?
3. Who was the founder? What were this person's values in founding the location?
4. Additional information on the early history of this place.
5. If applicable, are there any reconciliation efforts happening through the:
 - Community?
 - Church?

2. The People

1. Is there a predominant age grouping living in this location?
2. What are the main ethnic groups?
3. What is the socio-economic make up of this location?

3. Church

1. How many churches are in your location?
2. What denominations are represented and how many members does each church have?
3. Are you aware of any other mission endeavours to this town?
4. What other places of worship (e.g. mosques, temples, etc.) are represented there?

4. Society and Interesting Facts

1. Are there any predominant types of sin that this place is known for? (e.g. immorality, violence, etc.)
2. What are the local community festivals and their dates?
3. Are there any specific prayer requests or desires that you have for this place?
4. Any exciting stories to encourage those praying for this place?

What to Bring List (depends on location)

Suggested Items:

- Air mattress, sleeping bag, pillow, sheets
- Eating utensils: plate, bowl, cutlery
- Water bottle
- Mosquito net, insect repellent
- Bible, note book, pen
- Good footwear
- Appropriate clothing for location (e.g. if you are going to a cold climate bring warm clothing)
- One set of nicer clothes for church
- Pajamas
- Toiletries: shampoo, conditioner, soap, toothbrush, toothpaste, deodorant, face cloth, dental floss, flip flops (thongs/shower sandals/jandals) etc.
- Small towel
- Sunscreen
- Ziploc bags are handy
- Flashlight, spare batteries
- Small first aid kit: band aids, pain reliever medication, anti-itch ointment, anti-diarrhoea medication, etc.
- Toilet paper (sounds funny but it always seems to be used in one way or another)
- Hand sanitizers
- Health insurance information

Not Essential but Helpful:

- Money belt
- Souvenirs from home to give away (even things from New Zealand if going overseas)
- Small sewing kit
- Wet wipes
- Camera
- Vitamin supplements
- Photos from home
- Plastic garbage bags

Leaders Final Report (to be forwarded to Home Base Leadership for possible use with future teams)

Please complete the following questions:

1. Country(ies) visited

2. Name and details of main contacts in each country

3. Methods of ministry most effective in each location

4. Specific cultural differences to be aware of and how to deal with each

5. List any permits required or any restrictions

6. Exact cost of the mission trip in New Zealand \$_____

Break down of expenses:

Airfares	\$_____
Other travel costs	\$_____
Food	\$_____
Accommodation	\$_____
Other Expenses	\$_____

7. Financial/banking comments or helpful hints

Pre-Trip Checklist

Job to be Completed	Leader Responsible	Date	Tick When Completed
Itinerary: copy to Home Base Leadership			
Discussed daily programme with contacts			
Passports: photocopied & given to Home Base Leadership			
Confirm flight bookings			
Injections: all have appropriate vaccinations			
Finances: budget written & approved			
Choose team treasurer			
Have ready cash for the trip			
Have debit cards			
Delegated team responsibilities			
Team photo taken			
Given the what to bring list to the team members			
Found out potential health risks in countries and planned for them			
First aid kit ready			
Song Book done			
Team details sheet completed			

Post-Trip Checklist

Job to be Completed	Leader Responsible	Date	Tick When Completed
Financial Summary completed			
First aid kit returned and restocked			
Equipment borrowed returned			
Leftover money distributed			
Leaders report completed			
Team debrief completed			
Leaders debrief with Home Base Leadership done			
Team debrief with Home Base Leadership done			

Intercession Notes

Use the following page to write down and keep track of the things that God speaks to your team during intercession and maybe informal times of praying.

Date	Notes: impressions, scriptures, visions, words, points to remember

Contacts' Sheet

Please complete with all relevant information for any contacts used before and during your outreach

Name	Address	Phone	E-mail	Dates Contacted	Comments

Finance Sheet

Team : _____

Currency: _____

Page: _____

<i>Date</i>	<i>Details</i>	#	<i>Income</i>	<i>Expenses</i>					<i>Balance</i>
				<i>Food</i>	<i>Trans.</i>	<i>Accom.</i>	<i>Hospo.</i>	<i>Misc.</i>	
	Start								
Totals									

Mission Trip Planner

Location:

Outreach Dates:

Week 1	Week 2	Week 3
Su	Su	Su
M	M	M
T	T	T
W	W	W
Th	Th	Th
F	F	F
S	S	S
Week 4	Week 5	Week 6
Su	Su	Su
M	M	M
T	T	T
W	W	W
Th	Th	Th
F	F	F
S	S	S
Week 7	Week 8	Week 9
Su	Su	Su
M	M	M
T	T	T
W	W	W
Th	Th	Th
F	F	F
S	S	S