



Green Acres

BAPTIST CHURCH

**Mission Trip
Leader Training**



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To Make Him Known in Every Nation

Team Leader Training

Building Your Team

The team leader and one other person is recommended for selecting a team

Promote your mission to the church

- Bulletin: submitted 2 weeks prior to the Sunday desired
- Surveyor: dates for submission vary
- Contact the Area Coordinator for references
- Contact those interested in the country through our database

How to apply for a mission trip

- Fill out a mission trip application (online or pick one up)
- Submit the application to the missions office
- Turn in your deposit (see p. 21)

Consideration about applicants

- Medical problems
 - Would their issue create difficulties on the trip
- Their motivation for going
- Negative experiences on previous trips
- Recent emotional or psychological difficulties

Develop a Prayer Base for each member

- Each member seek out 5 prayer partners
- Send them a letter of invitation with things to pray for
- Invite prayer partners to send you off in prayer & to the reunion party

See Devotional Guide

See Team Leader Notebook

See the Mission Trip Check List (p.13 - 16) for what to do and when.

Team Leader Training

Leader Do's & Don'ts



DO'S

- Pray constantly, even over small decisions
- Positive attitude
- Plan thoroughly, do your homework, know contingencies
- Exercise authority in the best interest of the team
- Handle “problem cases” privately
- Model how to walk by faith
- Be a good listener
- Delegate. Use the gifts of your team



DON'TS

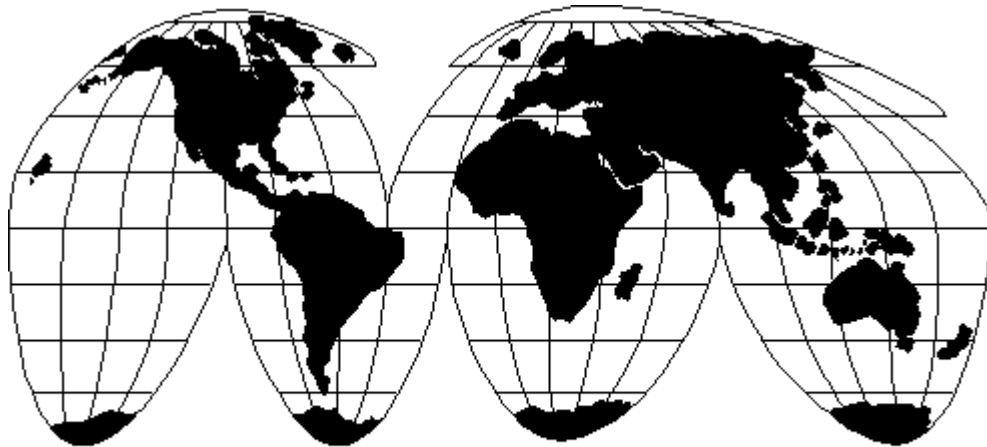
- Never publicly criticize anyone
- Never assume, check with the Lord and leadership
- Don't be inflexible or rigid about the plan
- Don't push too hard, respect individual limits
- Don't get into long debates on doctrine
- Don't over-commit your time to one area

Team Leader Training

World View

❖ World View

- How we see our world greatly affects who we are. Every culture sees the world differently. Our world view determines how we behave, our values, and our beliefs.
 - Example of two different behaviors
 - ◆ Western: Bob arrives 15 minutes late for a meeting and at the appropriate time he apologizes for his tardiness. Bob's behavior is to offer an apology to the others who arrived on time. Time is important and all share that same value.
 - ◆ Non-Western: Modou arrives 15 minutes late for a meeting, but before sitting down he goes to the leader while he is addressing the group and greets him, then greets the others one by one. When the greeting is over the meeting continues. Modou's behavior is to greet everyone upon arriving. All of them share the same belief that relationships are important and must be recognized and affirmed as the first priority.



Team Leader Training

Culture Shock

❖ Culture Shock

- Assure everyone that it's normal. Understand these stages but realize that people may move from 2 back to 1 or 3 back to 2 at any time.
 - Stage 1: Mountain Top
 - The beginning of the trip and emotions are high.
 - Don't stay here or you will miss the overwhelming needs right in front of you (reality).
 - ◆ Fail to notice dirt, poverty, chaos, lostness, etc.
 - It ends when your worldview collides with another.
 - Stage 2: The Valley
 - You're underutilized or overworked and emotions are low
 - Desire to go home, the new culture is getting on your nerves, loneliness, missing your family
 - Loss of energy and rising stress
 - Getting Out
 - ◆ Increase time with God
 - ◆ Focus on similarities instead of difference in worldview
 - ◆ Measure success in little things
 - ◆ Pray and talk about your feelings with others
 - ◆ Write a journal and review it
 - ◆ Realize you will go home and these people need what you can give
 - Stage 3: Climbing Out
 - You begin to see some good in the community you are serving
 - You have a desire to keep in touch with people there.
 - ◆ Be careful about promising to contact people! You must follow through.
 - This stage may not happen till after you return

Team Leader Training

Sharing the Gospel

❖ Bridges and Barriers

- Certain behaviors acceptable in our culture, when practiced in other cultures, can become barriers to sharing the Gospel. You need to know and understand these before your trip.
- It is very important that every member is aware of cultural issues pertaining to their trip. Missionaries on site can help with this or speak with our mission staff.
- Sharing the Gospel
 - Your Story
 - Hello, my name is...
 - Before I began following Jesus, my life was
 - The way I started following Jesus was...
 - To me, following Jesus is... (His impact on you)
 - May I share with you how you can follow Jesus?
 - The team leader will provide you with tools for sharing the Gospel that are relevant to your area.
 - Cross Culturally when using an Interpreter
 - Speak slowly and use simple language
 - Say a sentence or two and then pause for the translation
 - Know culturally inappropriate words, stories, or humor. Understand that they may not translate well and may be offensive.

Team Leader Training

Helping Out / What to bring

➤ Helping and not Hurting

- Often money will not solve the problem
- Effects of giving money to people
 - Makes the missionary or church leaders look bad
 - Creates a dependency on money and not God
 - Fosters idea that Western resources are superior
 - Creates jealousies
 - Expect money from all mission groups
- Tips for Giving
 - Do not give to an individual
 - Ask the missionary how best to use the money you'd like to give. Most likely that will mean giving it to the missionary.

➤ Determining what to bring

- Check weather conditions for that time of year
- Understand terrain and type of travel
- Check with missionary or people who have been there
- Shopping
 - Give suggestion about costs of souvenir and how to properly bargain in a respectful way

Team Leader Training

Health

Meals

- Being willing to try new things and stomach things that may not taste good to you is essential.
- If it is a matter of physical wellbeing (allergies or illness), ask a missionary what culturally appropriate words to say to excuse yourself.
- If you are eating something that challenges you, watch your body language & conversation with other team members. Your host may not understand English but they can interpret impolite gestures, facial expressions, and tone of voice.

Water

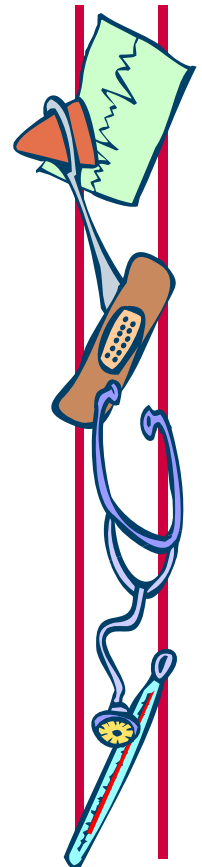
- Don't use tap water to brush teeth, be careful in showers
- Soft drinks are okay
- Drink only bottled water
- Avoid ice, tap water, vegetable and fruits washed in tap water
- Treating water: Boil it, water treatment tablets

Physical Fitness

- Be prepared for lots of walking
- Hot or Cold weather can effect you physically
 - Heat stroke
 - Dehydration

Immunizations

- Center for Disease Control <http://www.cdc.gov/travel/>
- UT Health Center 903-877-7200 for an appointment and list of vaccinations suggested



Team Leader Training

Security

➤ Sensitive Area Training

▪ Realistic Expectations

- Your purpose is not necessarily to reap a harvest, but rather sow seeds.
- Be sensitive to people who are in process of understanding Jesus' love. They may be dealing with literal life and death choices when considering Jesus.
- Be sensitive to the fact that you represent either the missionary or the organization who sent you and don't do anything that would hinder their credibility in that country.

▪ The Pioneer nature of the trip

- Few may have ever heard the name of Jesus and there may be an effort to keep Jesus out.
- There are many stories of Christians who suffer persecution after making contact with short-term missionaries.

▪ How to represent yourself

- Your dress and physical characteristics will mark you, understand their customs and dress appropriately.
 - ◆ Talk with someone who knows what is appropriate and what isn't
 - Big jewelry is a barrier... wedding rings, necklaces
 - Wearing a cross, Christian t-shirts

▪ Materials

- Don't take any religious materials that might cause a problem. Ex. religious & mission organization business cards, books, etc... Ask field personnel if there is a question.

➤ Travel Protocol (p. 17 - 19)

Team Leader Training

Fundraising

Funding and Fundraising

- Fundraising Manual can be emailed or found in the missions section of the GABC website. www.gabc.org
- Each person is to pay 100% of their trip. Arrangements for scholarships are done on an as need basis. We request you allow God to provide.
- GABC policy states that all fundraising done through the church must be approved by the Missions Committee and the Finance committee (not including support letters). Mission Committee meets the first Thursday of each month *& the Finance Committee meets on the Wednesday following the second Sunday of each month. Your request should be in a week prior.



Team Leader Training

Getting There

○ Arranging Flights

- All air travel by GABC Staff members that will be paid for or reimbursed by the church, and all arrangements for church ministry group air travel, particularly international travel, be arranged through the services of a travel agency that is:
 - approved by the International Air Travel Association Network (IATAN), and the Airlines Reporting Corporation (ARC),
 - fully bonded and insured (liability and professional errors & omissions insurance)
- When evaluating the quality and capability of the services of a travel agency, some additional factors that should be taken into consideration are the ability to provide:
 - Lowest possible fare
 - Automatic flight insurance
 - Collision damage insurance for rental cars
 - Lost baggage insurance
 - Participation in airline incentive programs
 - Agency support in emergency and reschedule situations
 - Tracking and conversion of unused tickets
 - Ability to account for and reconcile airline charges
 - Access to the universal air travel card payment program
- Consider any arrival and departure taxes
- Baggage weights, sizes, number of pieces



○ Visas & Passports

- All travel outside US requires a passport
 - Go to the main post office across from Caldwell Zoo.
 - Expect 10-14 weeks for delivery.
 - Bring official birth certificate and cash or check.
- Visas
 - Check with travel agent to see if the country requires a Visa.

○ Lodging

- The trip and type of team will determine your accommodations.
- Ask detailed questions: private bath or shared, laundry, voltage, method of payment, deposits required

○ Money

- How will you exchange money and where?
- No travelers checks, they are not accepted everywhere
 - Cash advances from the church should be arranged 2 weeks ahead of time through your ministry
 - You will have to turn in the accounting for the cash no later than 2 weeks of arriving home.
- Notify credit card companies of your travel and have a pin set up to get cash from an ATM if necessary.
- Large amounts of cash should be distributed among members for safekeeping.
- Record expenditures and keep receipts as much as possible.
 - Record date, place, and amount if no receipt given

Team Leader Training

Travel Insurance

❖ Travelers Global Companion

- What is covered
 - This policy acts like a workers compensation plan
 - It pays all medically necessary treatment while on the field
- How do you get a card
 - Pay the \$4 per person per day fee (journal into 42485)
 - Contact the Business office to get a card
- How does it work
 - Should an incident occur you will need to be prepared to pay for the care or treatment needed. That may mean 100% of the costs.
 - Keep your receipts and upon returning Travelers will reimburse the expenses.
 - If you need help of any type (talking to doctors, getting medical advice, etc.) call the number on the insurance card and they have a 24 hour multilingual phone line ready to help. It is not a free call so we ask you use it only if necessary.

Mission Trip Checklist

This checklist is a guideline for planning, coordinating, and implementing your mission trip. The timeline may need to be adjusted to accommodate certain items (visas, passports, tickets, etc.). Review this checklist often and plan ahead, and many last-minute issues will be resolved before they become problems!

Six Months Prior to Departure

Date: _____

- Attend Team Leader Training
- Make first contact with team members
- Recruit prayer team to pray for your trip during planning, traveling, and during the trip
- Research the country you will be going to and begin gathering information to give your team
- Contact the travel agency. Research air and ground travel, food, and lodging. Coordinate with in-country personnel you will be working with
- Research necessary documentation for travel, especially time requirements for obtaining documents
- Research needed shots and preventative medication, including time requirements before departure
- Establish a budget for the trip, including a cost per person
- Request any monetary assistance from the missions committee
- Schedule informational meeting through the Events Coordinator or Ministry Assistant

Five Months Prior to Departure

Date: _____

- Schedule announcements in worship folder, IMAG, and SMBS announcements
- Design a payment schedule (usually a deposit and 2-3 payment deadlines-be sure the cost of the airline tickets will be due before you purchase airline tickets)
- Determine deadline for applications
- Schedule Trip in Event-U under the FYI Section
- Have informational meeting

Four Months Prior to Departure

Date: _____

- Collect non-refundable deposit and applications from team members, including Criminal Background Checks, Drivers forms (for those over 25), Minor Release Forms (for those under 18), and Permission to be Treated Forms, beneficiary information and copies of their insurance cards and passports
- Check references, if needed

- Schedule team meetings for preparation for trip with the sponsoring ministry
- Have team participants apply for passport
- Purchase airline tickets and plan ground transportation and lodging
- Talk with team members about a strategy for meeting trip expenses

Three Months Prior to Departure

Date: _____

- Finalize team selection
- Pass out team roster with addresses, phone numbers, and email addresses
- Inform team members of necessary inoculations.
- Collect first payment

Ten Weeks Prior to Departure

Date: _____

- Contact speakers/trainers for team meetings
- Check up on passport applications
- Check up on completion of applications from participants
- Collect passports from team members and apply for visas (if necessary)
More time may be required for this. Research your country to know when you need to apply.
- Begin developing a prayer team
- Begin collecting necessary items for the mission trip (through donations or from team members)

Eight Weeks Prior to Departure

Date: _____

- Collect second payment
- Confirm exact number of participants with airline/travel agent
- All applications should be completed and a copy given to the Missions Ministry
- Arrange transportation to and from airport

Six Weeks Prior to Departure

Date: _____

- Obtain emergency numbers in your destination country
- Apply for emergency medical insurance with Adams and Associate
- Make provisions for any special medical requirements of team members

Four Weeks Prior to Departure

Date: _____

- Assign team members' responsibilities
- Collect final payment
- Make plans for team to travel to and from airport (drivers must complete a driver's form)

- Make Room Assignments
- Put together a Team Leader Notebook (contact Missions Ministry for notebook)
include for each member:
 - Personal Information
 - Health History (including emergency contacts and copy of insurance card)
 - Copy of passport and visas
 - Copy of Adams and Associates Insurance
 - Important places and numbers

Two Weeks Prior to Departure

Date: _____

- Have a team meeting to:
 - Discuss packing list
 - Review packing items
 - Collect and pack needed materials for trip
 - Make sure ALL forms have been turned in
 - Update on team members' finances
 - Pray for your trip
 - Pass out contact numbers in country to give to family members
- Put together a medical kit
- Give team members copy of Adams and Associates Insurance to carry
Day to day agenda
- Make plans to obtain a cash advance through your ministry's office and the business office. Take into consideration travel plans and holidays as you prepare to request the advance.
- Schedule a post-trip follow-up meeting

One Week Prior to Departure

Date: _____

- Remind group of time and place to meet for flight
- Give each group member necessary items to pack, if needed
- Reconfirm travel details with travel agent/airline

During your Trip

Date: _____

- Journal your insights and observations and how you see God working, and encourage your team members to do the same

After your Trip

Date: _____

- Send a report (1-2 pages) to the Missions Committee, including:
 - Your experiences (what went well, what needs improvement)
 - If your ministry/group is interested in returning
 - If you would consider leading another group to the same or another place
 - If you observed someone else who would make a good team leader
- Have a post-trip follow up meeting. Consider inviting those who were praying for you before and during your trip.

TRAVEL PROTOCOL

PROBLEM SOLVING SCENARIOS

Please read the following scenarios and answer these three questions about each one:

1. What would you expect protocol (first line of action) to be in this situation?
2. What information is vital before you make a decision?
3. What actions would you take BEFORE you arrived in this situation?

Scenario #1:

You arrive at the Belize International airport and no one is there to meet you. What do you do?

ANSWER:

Ask your contact person what they would like for you to do if they are not there when you arrive. Secure an agreed upon location of contact and a phone number you can call to verify or make changes to plans. Make sure that they know what flight you will be on and what to do if you do not arrive on that flight. **IN CASE ALL PROTOCOL FAILS, MAKE SURE YOUR HOST KNOWS THAT THE AMERICAN EMBASSY WILL BE YOUR IMMEDIATE DESTINATION.**

Scenario #2:

While you are waiting outside the backpack that has your passport, driver's license and money in it is stolen. What do you do?

ANSWERS:

Pre-trip Planning:

- a. Make multiple copies of :
 1. All contact numbers in America and in your country of arrival.
 2. Passports
 3. Address of contact person
 4. Address of place of business of contact person
 5. Address and phone number of American Embassy
 6. License
 7. Credit card numbers
 8. If you have a partner, then you should have copies of all their information as well.
 9. These should be placed in different luggage and carry-on's.
- b. Make sure that you know banking systems in your country of arrival. Before you leave, talk with your personal bank as to how you would receive money in an emergency. **NEVER PLACE ALL YOUR MONEY IN ONE LOCATION.** Be sure that your credit card will be recognized in that country.
- c. Make sure that you have more than one number to reach your contact person. If they only have one phone then be sure and get the number of another secondary contact person in that country who will know you are coming.
- d. Be sure that there are at least three people who you could call in the states in the case of an emergency. They will need to be familiar with why you would call and what the potential need would be and protocol in that situation. Your stateside contacts should have all your information and agree upon a designated time that you will contact them after you arrive.

How to Act:

- a. Immediately contact the Airport Police that these items have been stolen.
- b. Get the name of everyone who is working with you to solve your problem. Only ask people in authority for help.
- c. Procure copies of your identification in your other luggage
- d. Make a connection with your contact person. If that person cannot be found proceed to American Embassy with your luggage and information.

Scenario #3:

As you are waiting, someone pulls up in a truck and asks who you are and who was supposed to pick you up. You tell them and they then tell you that your party could not make it and they were sent here to pick you up. What do you do?

ANSWER:

Do not answer any more questions. YOU ask the questions.

1. Who are YOU here to pick up? They should know your full name
2. Who asked you to pick me up?
3. What is your relationship with them?
4. Ask them a personal question about your contact person. (Name of husband or wife, children, place of employment). If they do not know, ask them to wait and step back into the terminal and find the police.

Scenario #4:

You have gone into town with some of the people of the community. There you will be doing some shopping and picking up some supplies. When you arrive the people want to separate you and your partner and go in different directions to see the sights and meet other people.

ANSWER:

- a. First rule of thumb: Do not leave your wing man unless absolutely necessary.
- b. Be sure you know where your partner is going and they know where you are going. Do not deviate from your plan.
- c. Be sure you have your cell phone.
- d. Agree upon a designated place and time you will meet. Always be conscious of your time. You are responsible for each other. Make sure that you have the name and address of a well known location in case you are separated from your friends. If separated, seek out police to take you to designated location.
- e. Do not agree to be more than 2 hours apart.
- f. Rework any plan the locals have so that you can stay and work together.
- g. Talk through your plans with your Host Home or Sponsor before you leave your mission area.

Scenario #5:

Your partner goes into town with some of the trusted people of the Village. You stay to work with the people on a project. After 3 hours, the people of the village come back to tell you that your partner has disappeared and they could not find him/her.

ANSWER:

- a. Before your partner departs thoroughly talk through where they are going.
- b. Remember what they are wearing.
- c. Agree to speak to each other at a designated time.

- d. Immediately contact local police where you are and then ask them to accompany you to your partner's location. Odds are the authorities in your location will know who to contact and where to go.
- e. Do not look for them on your own.
- f. If partner cannot be found within a three hours, contact American Embassy and American connections.

Scenario #6:

If you are confronted with someone who has a weapon wanting to rob you, do not resist. The only thing non replaceable is your life. Understand that you have been targeted. Always err on the side of suspicion. Only deal with people in the public market area if you are being robbed.

WHAT TO DO:

1. Force yourself to observe height, weight, color of clothing and which way he left the scene.
2. Immediately go to the nearest business establishment and ask them to call the police.
3. Do not chase after them. Rarely do thieves work alone.

Scenario #7 - For restricted countries

Someone approaches you and asks you what you are doing and why you are here. What do you say?

ANSWER

1. Do not be anxious, stay calm and polite.
2. In most cases you will say that you are a tourist traveling in this beautiful country with your friend or friends.
3. Sometimes more detailed information will be required but your team should discuss this prior to traveling so that everyone has the same story.

Mission Trip Evaluation

Trip Name: _____

Trip Date: _____

Your Name: _____

Email: _____

Phone: _____

1. Were the goals of this project met? Please explain...

2. What did you enjoy most about your project?

3. What was your least favorite part of the project?

4. Do you think the information provided to you before the trip adequately prepared you for this project? If not, please explain how you could have been better prepared.

5. Do you have any constructive suggestions or observations to make concerning improving future projects?

6. Would you consider being a team leader on a future project? Yes / Maybe / No

7. Is there a story or experience that you would like to share with our church family?