



Prepare 2 GO **Manual**

(Pre-trip preparation for team leaders)

By Dr Strelize Benadie

Table of Content

| | |
|--------------------------------|----|
| PURPOSE | 3 |
| PREPARATION | 4 |
| MINISTRY OBJECTIVES & SCHEDULE | 6 |
| MINISTRY PLANNING | 7 |
| PERSONAL TESTIMONY WORKSHEET | 8 |
| LOGISTIC | 9 |
| MINISTRY IDEAS | 10 |
| SAMPLE OF TEAM COVENENT | 11 |
| CONTACT DETAILS | 12 |

The information in this manual is a compilation and combination from various resources.

PURPOSE

There are many reasons to be part of being, or leading a short term missions trip. Mission trips can facilitate a better understanding of the context of missions. It also allows you to have a “taste” of what missions is, while you being protected from some of the difficulties experienced when being on the field for an extended period of time. The trip should result in individuals leaving prepared to support missions, pray for missionaries or GO with a greater understanding.

GLORIFY CHRIST

The ministry of the short term team needs to be one of glorifying and lifting up the name of Jesus. This can be accomplished in some basic ways. First, it is to point others to His glory as it is spoken of in His Word. This means to demonstrate or teach about Christ as it is taught in the Bible. Secondly, we as followers of Christ have been all called to live His glory as a member of the body of Christ. In other words it is to conduct our lives in such a way that others will see the glory of Christ in our actions and behaviors.

SUPPORT THE WORK

For the most part short term missions trips will be ministry in area where exciting ministry is already in place. Either through the work of a national ministry leader and/or a missionary. The goal that every team should have is to support the existing work and not be a burden to the hosts. Every effort possible should be made by the team to find out what the needs of the ministry are in which they will assist and do all they can to fulfill the needs.

SHARING OF GIFTS

Be aware of the mind set that when working in another culture that “they” have the need and we have the solutions. Our attitude should rather be one of sharing our gifts (and receiving the blessing the other culture has to offer as well) opposed to fixing their problems. Although we most certainly have things to offer to other cultures we will just be so much richer for the experience if we acknowledge the truth that other cultures have just as much to offer to us.

As the team leader your job is to let God use you, to meet the needs of your team members while assisting in meeting the needs in of those you will assist in ministry. Pray for them constantly. Encourage them to prepare themselves by maintaining a personal devotion time alone with the Lord, pray and reading His word. Consider their concerns as you're planning your agenda, and responding to crises. Give God your best, and be prepared to laugh at yourself as the need arises. As the team leader you should be prepared to lay down your life for the team members.

It is also the team leader responsibility to ensure that the group understand that the purpose of the short term missions is not vacation time or a time to have a new fun experience. That you will have fun goes without saying but every effort should be made through prayer to change the motive from one of having a fun experience to one where you experience more of God.

PREPARATION

A CLEAR "CHAIN OF COMMAND"

It is important for the success of the missions trip that the leadership for the team is clearly defined and communicated to all.

Appoint one leader

This person is will be in charge & fully accountable for the team. There should also be an assistant or "back up" leader in the event of sickness or absence for whatever reason because it happens! Some of the responsibilities of the team leader includes (but not limited) the following:

- Ensure that the team is prepared before arrival on the missions field (prepare & schedule practices for ministries, check testimonies for clarity, etc.)
- Oversee administrative and financial considerations.
- Oversee the team on all outings and outreaches.
- Work with the national staff or missionary in the field to ensure that programs and outreaches flow smoothly.
- Ensure the team is spiritually and emotionally prepared before and during the trip
- Determine who will lead debriefings, prayers, handle conflicts within the team should they arise, etc? (male and female)

Other areas of responsibility

Determine and appoint others who will be responsible for specific areas of the trip such as logistics, equipment, activities, personnel). It is recommended that there is a ration of 1:6 (adult to minor). There should be a clear understanding of who's responsible for what - in detail! Here is a list of possible other areas of responsibility:

- Baggage: Tracking and counting
- Tickets & Passports: Counting, verifying for customs and immigration, some airlines require reconfirmation of return trips (no less than 72 hours in advance for international flights)
- Rooms & Transportation : Room assignments / keys / check-in etc. Travel assignments (who's going where, when & how?) Keys, checking-in, etc.
- Ministry Assignments: Who does what? Need to have substitutes & back-ups
- Equipment Management: Instruments, amps, props, tools, etc.
- Special Needs: Inter group relationships, health concerns
- Communication Liaison: For contact with people at home & co-ordination of schedule, etc.

COMMUNICATION

The importance of communication (in all directions) can not be over emphasized. It is vital that contact should be made (well in advance) with the ministry or missionary you will be working with. This will help that the preparations for the trip is smoother and that time is not wasted on preparing things that will not be useful in the field. Sharing this communication with the rest of your group will also ensure that everyone is on the same page concerning the specifics of the trip.

After the communication has been established and necessary information concerning the possible ministry opportunities have discuss the responsibility of forming a team arises. It is advised that the leader should find out what number of people the hosting ministry can accommodate / need and then form your group around that. Be aware that many people may be interested to visit another country, the key however is to find those who are interested in ministering Christ to the lost.

The following is list that can help in determining the qualities and skills desired on a particular short term mission's team.

- A healthy, growing spiritual life
- Commitment to God, the church, and prayer
- Leadership and organizational skills
- Concern for lost people
- Active in the church
- A cooperative spirit, good working relationships
- Strategic thinker
- Missions savvy
- Flexibility, open to change
- A learner
- Faithful to follow through, dependable
- Good communication skills
- Creativity
- Time to carry out the responsibilities
- Pray-ers
- Planning ability
- Implementers
- Recruiter
- Cross-cultural expertise
- A trainer
- Readers

When the team is selected (which will best meet the demand of the ministry to be accomplished) focus should turn to help the team to become single-minded in the preparations as well as an unified united. This will allow the team members to get to know each other better as well help with the pre-trip preparations.

MINISTRY OBJECTIVES & SCHEDULE

Having an understanding of the ministry on the field is highly recommended before planning any ministry strategies with your team.

WHAT DO YOU INTEND OR EXPECT TO DO?

The first questions that needs to be answered are when are you planning to go on the trip? Where do you want to go and minister? How will you go about putting the trip together? What are the gifts, skills & willingness of people in the team? What is the vision or purpose for the ministry? What opportunities are available to your team? All these areas should be considered.

DO YOU HAVE OTHER OPTIONS IN YOUR DAILY SCHEDULE?

The daily schedule needs to be set, yet adjustable. (be flexible...things change!). Be sure to have other options when faced with "obstacles" (sickness, weather, break-down of equipment, transportation etc.). Have some contingency plans. Think each outreach activity completely through. If your planning on doing a crusade outdoors, what will your back up be if it rains?

HAVE A DAILY BRIEFING AND PRAYER TIME

It is strongly recommended to have a daily briefing and prayer time while on the mission field. This should be mandatory for all team members. This will be helpful for developing and maintaining team unity, handling spiritual warfare and resolving any problems within the team.

KEEP THINGS SIMPLE!

Do not over complicated the trip. Keep everything as basic as possible - leave less change for things to go wrong. Remember that it is important to include in the schedule free time for some R & R for the team as a whole individually.

MINISTRY PLANNING

WHO IS COMMITTED TO THIS MISSIONS TRIP?

List all team members, full names (as it appears in their passports), ages and emergency contact numbers. List of any health issues that may affect a team member (for example, insulin dependence, eating disorders, dietary limitations, food allergies, medicines, etc.). If any team members are under the age of 15, please make sure you know what the immigration requirements are for minors traveling without parents.

WHAT ARE YOUR TEAM MEMBERS' GIFTS, ABILITIES, INTERESTS, LIFE EXPERIENCES?

Determine what each team members' gifts, abilities, interests and life & ministry experiences are. Also, include things such as sports, musical ability, understanding of sound equipment, cooking skills and/or knowledge of first aid.

HAS EACH TEAM MEMBER PREPARED A TESTIMONY?

Every team member should be prepared to give a brief five minute testimony that glorifies God for what He has done in their lives. Please refer to the personal testimony worksheet.

THE GIFTS & SKILLS OF THE TEAM MEMBERS

Team leaders should discuss the ministry they feel the Lord wants them to do with the local host. This discussion should also be done by considering the special gifts and talents that the members of the team may have. It is important for the success of your trip that you build your schedule around the abilities of your team although room should be left for team members to be stretched in different ministry areas which are normally outside of their comfort zone. Possible ministries can include the following but please respect the advice from the local host, they know better than anyone what will work / not work in their specific areas. Some of the ministry areas are:

Children's Ministries

Construction Opportunities

Street Evangelism

Visiting Opportunities

Giving Opportunities

Seminars / conference and/or youth camps

Spend time in prayer as a team regarding these issues. List those people groups and areas you feel called to minister to. Make sure as a team you are equipped for these areas of ministry.

PERSONAL TESTIMONY WORKSHEET

Everyone should be prepared to give a brief (5 minute) testimony when called upon.

Using the text of Acts 22:3-30, write out your testimony in the way Paul spoke:

My name is: _____

I am a (Circle one) South African American Mexican Other

This is my background:

Where did you grow up? Brothers and sisters? Where did you go to school?

This is my spiritual background:

Did you go to church as a child? Where? What did you believe about God?

Be careful not to “bash” other religions, such as Catholicism, as it is a quick way to “lose” your audience and offend those you’re trying to reach!

This is how I met Jesus Christ:

Be specific; did a friend share a Bible verse with you? Was there a problem in your life that made you look for God?

This is who Jesus is:

Explain clearly. Don’t just use Biblical terms. Describe Him as if describing a close friend

Who saw you come to Christ?

Who noticed the change in you?

Describe an experience in your Christian life that confirms to you that Jesus is real and that your faith in Christ is real.

What has God called you to now?

What freedom do you have (as an American citizen, student, professional etc.) which God could use in your life?

LOGISTICS

GENERAL

- Allow for 2 days travel each way, and consider the effects of “jet lag” (if flying) on the first day “in-country.”
- Determine what the passport & visa requirements are for the country you wish to visit. Some consulates may even require youth under age 15, traveling without parents, to secure a Waiver of Exclusion before granting a visa for travel to their country.
- Allow for one day of “rest & relaxation” and shopping for each week.
- For ministry, we recommend only two events per day.
- Allow for time to go and buy ministry materials if you are not bringing it from your home country.
- List your full travel itinerary
- Have a clear emergency plan. Share it with your team as well as the team contact at your home church
- Medical & liability waivers from your church

HAVE YOU DETERMINED A BUDGET FOR THE TRIP?

- Travel Costs (plane tickets / car rentals / Mexican insurance for cars / vehicle repair fund)
- Gas cost (for rentals as well as own vehicles)
- Medical insurance
- Taxi rates
- Possible importation tax for materials (clothes / equipment etc you plan to donate)
- Extra filtered water for team
- Special outreaches outside of the immediate city you will make your base
- List any additional costs you may incur while on the trip (have a emergency fund in cash not only a credit card. The power may be down or you may have no access to an ATM machine or credit card facility)
- Do not include any craft or gift materials that you will purchase in you home country
- Recreational outings, etc.

LODGING RATES

- Lodging rates at training center / hostel or hotel , .
- Overnight lodging in other cities?

MEAL COSTS

- “In-transit” – to and from Tijuana & on outreaches
- Special /other meals outside what is provided on the base

MINISTRY COSTS

What materials do you need? For example...

- Construction teams should factor in cost of building materials and tools that they must buy here. Electricity in Mexico is 110V. You do not a transformer to run any personal items or ministry equipment.
- For feeding programs, estimate the cost of providing a meal to a certain number of people. Always include the local host (s) as well. These are the people that will assist you with your outreaches and ministry.

MINISTRY IDEAS

The team leaders will discuss the ministry they feel the Lord wants them to do with the local host. This will also be done by considering the special gifts and talents that the members of the team may have. Possible ministries can include.

Children's Ministries

Street Kids Party/Presentation

Orphanage Visits & Presentation

School Outreaches—Elementary, Jr. High, and High School

Medical Clinic

Presentations generally include:

4-5 songs,

Bible Story or Skit,

Memory Verse, Craft, and Snack.

Balloon Animal Presentation, Puppet Show, Testimonials, Dramas, Gospel Bracelets, Crafts, Bible stories, Action Songs, etc. may be included in all of these.

Materials needed should be included with team budget. Plan on providing materials from your home country or check on availability of getting it locally)

Construction Opportunities

Build Play Structures (at Orphanages, Day Cares, etc.)

Additions onto Rural Churches

Re-roofing of building roofs (would require the help of a national and some training)

Painting of Institution or Church

Street Evangelism

Bus / taxi stop Raids

Street Witnessing

Open-Air Outreaches/Crusades/Concerts

1-on-1 Street Witnessing w/ a Bible College student.

Visiting Opportunities

Mental Institution (restrictions may apply)

Hospitals (restrictions may apply)

Squatter District

House-to-House

Jails (restrictions may apply)

Giving Opportunities

Feeding Programs

Gift Evangelism (ex. Giving out bread / tortillas in Colinas with a tract)

Seminars

Women's / men's retreats or workshops

Marriage seminars

Worship workshops

Children's ministry seminars or Youth camps

SAMPLE OF A TEAM CONVENENT

The reason for every person going on the missions trip is to serve as a reminder that everyone is bind by the same set of rules & guidelines.

QUESTIONS TO CONSIDER (before you sign the covenant)

Why do I think it is important that each member of the team agree to the Team Covenant?

Was there anything in the Covenant that you would not be able to agree to?

What areas do you think will be the most challenging for you during this mission trip?

What area (s) do you think will be the easiest to follow during this mission trip?

AGREEMENT TO SHORT TERM MISSIONS TRIP COVENANT

I, _____, as a team member of a short-term mission trip with....., have read this Team Covenant and promise before God and this team to abide by all of the policies and statements contained therein by the grace of God.

If at any time in my service on this short-term mission, my behavior constitutes a problem, reserves the right and authority to return me home. Any additional costs incurred as a result of this action will be at my expense.

Student Signature: _____ *Date:* _____

Parent Signature: _____ *Date:* _____

CONTACT DETAILS



Centro De Entrenamiento
CALVARY TRAINING CENTER, LA GLORIA
Calle De Las Pilas No 8976,
La Gloria, Tijuana B.C 22710 Mexico

TEL.: (+52-664) 636-1252 Mexico
TEL: 702-448-4725 US Vonage #
Fax: (+52-664) 636-5450

E-mail: lagloriactc@yahoo.com