



Short-Term Mission Leader Manual

Updated: Oct 2025

Table of Contents

Welcome to NAB Gateway.....	6
△Missiology and Goal of Short-Term Missions.....	7
△Missional Theology.....	7
God is up to Something	7
Missio Dei.....	7
Jesus.....	7
Shalom	8
△Missional Living Globally	9
In what way does missional living and partnering with God in the Missio Dei affect our global mission efforts?	9
△Goal – Long-Term Partnership	9
Short-Term Mission with Long Term Perspective	9
Long Term Partnership (LTP).....	10
△A Short-Term Mission Trip.....	11
An STM Team	11
The Impact of an STM.....	11
△Maximum Impact Short-Term Mission	13
△Seven Standards of Excellence in STM	14
·Timeline of a Team (Overview)	15
Timeline of a STM Team (Visual)	16
·The Investigation Stage (12-10 Months Out)	17
Questions to Consider	17
More Regarding Team Finances, Fundraising and Airfare	19
Sample Estimated Costs	20
Estimated Costs Worksheet 	21
Team Fundraiser Ideas	22
:The Promotion and Planning Stage (9-7 Months Out)	23
Effective Planning: For the Field.....	24
Typical Mission Trip Scenarios.....	25
Awareness for interacting on the field.....	26
To do when you get there.....	26
Additional Ideas.....	26
Necessary Logistics for Traveling Overseas	27
.:The Selection Stage (6-5 Months Out)	29

Selection of Assistant Leaders	29
Selection Process.....	29
Selection of Team Members.....	31
Selection of Team Coordinators	32
Team Coordinators List 	35
••The Training Stage (4 Months Out)	36
Important Logistics to remember during this stage.....	36
Training Methods.....	36
Preparing Your Team–Effective Training.....	38
7 Pre-Field Training Topics	38
Training Sessions and Team Meetings	39
4 Month Team Training Sessions/Team Meeting Schedule – at a glance 	42
3-Day Retreat Team Training Sessions/Team Meeting Schedule – at a glance	43
Session #1 – Starting Off.....	44
Session #2 – Getting to Know You	47
Session #3 – Destination Emphasis	48
Session #4 – Cross-Cultural Issues	50
Session #5 – Preparing for Ministry	52
Translator’s Skit.....	54
Session #6 – Team Building Retreat	55
Session #6 – Team Meeting #1	56
Session #6 – Team Meeting #2	57
Session #6 – Team Meeting #3	58
Session #7 – Personal Preparations	59
Session #8 – Almost There!	62
Departure Day!!!	63
•••The Sending Stage (2 Months Out – 1 Month After)	64
Prayer Team.....	64
Commissioning	64
Welcome Home Celebration.....	64
•••The Experiencing Stage (During the Mission)	65
On-Field Arrival, Daily Schedule and Other Logistics	65
Sample Daily Schedule	65
Blank Daily Schedule 	66
On-Field Team Meetings	67

Leader's Meetings	67
Project Completion	67
Team Leader's On-Field Training Checklist 	68
 The Re-Entry and Follow-Through Stage (Debriefing Day to ?).....	69
Debriefing Session (for the entire mission).....	69
When you get home	70
ΔEffective Leading	71
Leadership Goals.....	71
Equipped Team Leaders	71
ΔWorking as a Leadership Team	72
Leadership Team Guidelines.....	72
Leadership Team Unity	72
ΔSpiritual Leadership.....	72
Spiritual Leaders	72
Spiritual Direction is.....	73
Offering Spiritual Direction.....	73
ΔChallenges of Leading a Team	73
Respect from Team Members	73
Doctrinal and Spiritual Problems	73
Personal Problems of Team Members	73
Relationships.....	73
Attitude Problems	74
ΔDiscipline	74
Features of Discipline	74
Direct confrontation or rebellion against authority	74
Discipline that requires the removal of a team member	75
◇Serving with NAB Gateway Ministries	76
◇Mission and Values.....	76
Mission	76
Values	76
◇Serving with NAB Gateway.....	76
◇NAB Gateway STM Team Leader & Cost Structures	77
◇NAB Gateway Resources	77
◇Opportunities and Areas of Ministry	78
Appendix Topics	79

WELCOME TO NAB GATEWAY

As a strategic part of North American Baptists (NAB), Inc., NAB Gateway exists to serve, equip and assist NAB churches in their pursuit of international and inter-cultural mission involvement locally and globally.

NAB Gateway seeks to accomplish this by providing experience, networking, training and resources that will mobilize NAB churches to develop and execute Long Term Partnerships and Short- Term Mission Trips with excellence and in accordance with the values of sound missional theology.

In terms of excellence, NAB Gateway is an associate member of MissionExcellence (missionexcellence.global) and their [7 Standards of Excellence](#) in Short-Term Mission. NAB Gateway helps NAB churches to serve according to the 7 standards: God-Centeredness, Empowering Partnerships, Mutual Design, Comprehensive Administration, Qualified Leadership, Appropriate Training and Thorough Follow-Through.

In terms of missional theology, NAB Gateway's emphasis on Long Term Partnerships and integral relationships in the way of Jesus, His Kingdom and the *Missio Dei* all direct NAB churches to serve whether the focus is their '...Jerusalem, Judea, Samaria (or).the ends of the earth' (Acts 1:8).

NAB Gateway recognizes that NAB churches have a desire to serve and to be connected cross- culturally and globally and that many are already doing so. We also recognize that there are many NAB churches that would like to serve and get involved but need help getting started.

Wherever you and your church may fall in these descriptions, NAB Gateway is here and ready to help. We can provide resources (training, equipping, coaching, software, tools) that will help you serve cross-culturally and internationally with excellence and we can provide experience and networking, even in the form of actually leading and training teams/individuals from your church as they serve for the first time.

Get in contact with NAB Gateway today and let's talk about how we can serve you and your NAB church!

Randy Schmor NAB Gateway Director



NORTH
AMERICAN
BAPTIST
CONFERENCE

△ MISSIOLOGY AND GOAL OF SHORT-TERM MISSIONS

△ MISSIONAL THEOLOGY

GOD IS UP TO SOMETHING

God is up to something in this world! It's a story of redemption, of reconciliation, of 'putting to rights' everything that God touches; everything that God has created.

"For in him all the fullness of God was pleased to dwell, and through him to reconcile to himself all things, whether on earth or in heaven, making peace by the blood of his cross. (Col. 1:19-20)

God is in the business of Redemption and Reconciliation.

MISSIO DEI

Also known as *The Mission of God*, *Missio Dei* is God's reconciliatory pursuit of humanity, along with all of creation. God's actively involved in this business of 'putting to rights' all of creation as well as every person along with it. Furthermore, the *Missio Dei* was described by Jesus as a reality called the Kingdom of God.

JESUS

To more fully describe this 'something' that God is up to, one must include the central message of God's story as well. This central message, Gospel or 'Good News' is that which is meant for every person, for every aspect of collective humanity, a Holistic Gospel message that was never meant to and could never be anything less than good news for everything and everyone under God's ultimate reach and Kingdom reign.

"For I consider that the sufferings of this present time are not worth comparing with the glory that is to be revealed to us. For the creation waits with eager longing for the revealing of the sons of God. For the creation was subjected to futility, not willingly, but because of him who subjected it, in hope that the creation itself will be set free from its bondage to corruption and obtain the freedom of the glory of the children of God. For we know that the whole creation has been groaning together in the pains of childbirth until now." (Rom. 8:18-22)

WHY DID JESUS COME TO EARTH?

God's Son incarnate came with an all-encompassing message contained in the reality He called the Kingdom of God. In Luke 4:17-21, Jesus taught publicly for one of the first times in a synagogue in His own town of Nazareth and chose to make the point that the passage He was reading from (Isaiah 61:1-2) was a prophetic proclamation of what was centrally tied to the reason He came to earth. The phrases used in the Isaiah passage—"to preach good news to the poor... proclaim freedom for prisoners, recover sight for the blind, release the oppressed, proclaim the year of the Lord's favor"—were all tied to Jesus' central theme of

the Kingdom of God. His appearance on the scene at this juncture of history meant something significant in God's story and the Missio Dei.

Two Thousand years later we continue to live with the truth that everything has not in fact been put right. Jesus proclaimed, after He read from the scroll of Isaiah, that "today this scripture has been fulfilled in your hearing" which it had; but the actuality of how the Kingdom of God has broken into our broken existence has a 'now and not yet' component that won't be fully realized until the New Heaven and the New Earth (Rev. 21:4).

So as the question 'why did Jesus come to earth?' is considered, one also must consider the far reaching fullness of this 'good news', this holistic Gospel that concerns itself as much with 'freedom for prisoners' and 'recovery of sight for the blind' as it does with the world being saved (John 3:17). Colossians 1:15-20 tells us that Jesus, who is the creator and sustainer of all creation, is also the one who through His own death on the cross reconciled 'all things' to Himself. Jesus came to earth to 'put to rights' all things, everything in the entire creation that He Himself made.

SO WHAT DOES THAT MEAN FOR US AS THE CHURCH?

We have to consider that because we've been created in the image of God we are here to proclaim and do the same in some measure. What God has been up to has always included His people as active participants. We have been made in the image of God—Father, Son and Holy Spirit—as individuals and as communities (Israel, the church), and thus, we reflect God's participation in the Missio Dei actively and relationally.

SHALOM

Being missional is meant to describe our role as the church in the Missio Dei. It describes how the church can be actively 'on mission' alongside God, participating with God in God's way, a way that the Scriptures describe as '*shalom*'.

***Shalom*:** completeness, soundness, welfare, and peace with God in Covenant

Relationship. (Strong's Exhaustive Concordance)

As the church, we reflect God's active and relational image and seek to bring the Kingdom of God now that reflects tomorrow (the Kingdom of God that one day will come). God's way of *shalom* describes more than peace; it speaks to "restored relationships, re-established justice and re-discovered beauty". (Frost, 101)

As *shalom* is meant to be understood multi-dimensionally, so should missional be understood in more than one facet. When talking about being missional or the missional church, what we're describing is a church that announces the *shalom-infused* good news of the Kingdom of God, that demonstrates the Gospel and that incarnates the Kingdom of God. But in what sphere and where should a church be behaving missionally?

HERE AND THERE

Here in North America, we are quite proficient at compartmentalizing, categorizing and silo-making. We have our community projects/funds *here locally*; our international projects/funds *there globally*. Our city activists *here*; our global people out *there*. Our missional philosophy/efforts *here* in our neighborhoods; our global missions.

△ MISSIONAL LIVING GLOBALLY

The language and understanding of what's called missional living has been with us for some time now. A mandate that calls each of us, as well as each of our churches, to reckon with the idea that as Christ-followers we all have the opportunity and the responsibility to partner with God in what He is doing on earth. Being on mission with God is an acknowledgement of who we've been called to be in this world. Wherever God has us—our homes, our communities, or our places of worship—Jesus calls us out to see ourselves as His missionaries, no matter where we are. And to this end, the church has considered missional living for a significant amount of time. We've looked at ourselves differently and we've looked at our homes, communities and churches differently, and this has undoubtedly been a good thing. But a further question is begged by this missional introspection (and hopefully action).

IN WHAT WAY DOES MISSIONAL LIVING AND PARTNERING WITH GOD IN THE MISSIO DEI AFFECT OUR GLOBAL MISSION EFFORTS?

For a long time, the answer to this question for many churches (and many other North American ministries) has been the idea of personal involvement through Short-Term Mission or Mission Trips. Many followers of Jesus, along with their churches, have seen Short-Term Mission as a healthy move away from just supporting missions financially and through prayer to being involved personally in God's global work in the world. But is this 'answer' good enough? Does Short-Term Mission, in the sense that many have experienced it, provide the best answer to the question that missional living is asking of us? Is Short-Term Mission a logical step of continuity for ourselves and our churches in how missional living affects our global mission efforts?

△ GOAL — LONG-TERM PARTNERSHIP

SHORT-TERM MISSION WITH LONG TERM PERSPECTIVE

Short-Term Mission has been with us for at least 30 years with millions of goers involved each year, yet one of its biggest short-comings (pun intended) is contained in its name; Short-Term Mission.

When you look at it, one of the main characteristics of a missional lifestyle, where one considers themselves (and/or their church) to be on mission or partnering with God, is found in the re-education for many of us as North Americans on the importance of relationships. At home, in your neighborhood or community, to live out a missional life is to live out a life of long-term, integral relationships. But most often, this is the aspect of Short-Term Mission that fails to reflect one of the most important characteristics of the missional lifestyle, that of long-term relationships. Short-Term Mission, most often, is built around the idea of bringing a group of individuals to an international location with the hope of accomplishing a stated project in a relatively short amount of time and getting back home.

By its very nature, Short-Term Mission actually works against the missional lifestyle principle of building long-term, integral relationships. These mission experiences are built around projects first and foremost, with relationships, particularly long-term relationships, coming in a distant second.

So how do we address this disparity? Is there a way that churches can be true to an emerging 'missional lifestyle' emphasis on vital relationships when it comes to what churches do globally through Short-Term Mission?

LONG TERM PARTNERSHIP (LTP)

The answer is to go about our global efforts with the same long-term, relationship- driven 'missional' emphasis that we apply to our 'missional' efforts closer to home. This is where the idea of LTP could be the answer. LTP's are relationship-driven connections between churches, a way to integrate 'missional' principals and philosophy into Short-Term Mission efforts done in the context of Long Term, mutual relationships.

LTPs provide a context for churches to consistently apply all that they're seeking to do in partnering with God through 'missional living' on the *global* scale as well as at home. Long-term relationships fit in these partnerships; Short-Term Mission team projects fit; support raising efforts fit; connection, communication, coordination, and collaboration between the two partnering churches all fit in an LTP.

When looking at Jesus' words in Acts 1:8 (You will be my witnesses in Jerusalem, Judea, Samaria and to the ends of the earth), one can see throughout this progression that churches were founded, developed and continued in relationship to each other, even as 'the ends of the earth' approached. Long-term relationships between the churches of the first century became the key to an emerging network of congregations across the known world.

We seek to continue that networking/expansion on the basis of those same types of long-term relationships. The context for a global missional lifestyle is to be found not in independent single church efforts (Short-Term Mission and otherwise) here and there in the world, but in partnering in each other's communities and networks globally for the long-term.

Defined in this way, Long-Term Partnerships, with their intended focus on long-term relationships first and foremost, present churches with a consistent way to apply missional living on a global scale. If you are a pastor or a church leader who is passionate about giving your church opportunities to live missionally in your own community, think about how a relationship-based approach would look lived out in your community.

As these relationship-based partnerships are formed again and again across the global church, imagine the presence that such a relational network could be in this world. Can we conceive of a 'Kingdom Community' that reflects and exemplifies the very heart of our Trinitarian God, who Himself exists in the vital relationship of the Father, Son and Holy Spirit? Can we imagine series upon series of relationship-based Long-Term Partnerships networking together across the globe, all with the intention of partnering with that same Trinitarian God in the *Missio Dei*? Now THAT would be a reflection of God's way of 'shalom'.

△ A SHORT-TERM MISSION TRIP

AN STM TEAM

An STM team is a group of growing Christians sent by a church or institution to a mission project, church or other legitimate site. The purpose of an STM is to see ministry happen with the nationals, missionaries or pastors, within the hearts of team members; and even back home in the sending institution. An STM also works as a catalyst for cross-cultural partnership, discipleship and leadership development.

Churches have been involved in cross-cultural missions for many years. As these ministries have grown and expanded over the years, the means have changed, and Gateway seeks to equip churches and organizations to reflect that change.

THE IMPACT OF AN STM

NAB churches and Gateway Ministries have impacted ministries throughout the world. Whether it's a Vacation Bible School in Jardines de Morelos, Mexico, a roof building project in Cameroon, or an 'English as a Second Language' (ESL) camp in Japan, STMs have made a difference in people's lives for a number of years.

1. THE RECEIVERS—Hosts and Receptors

A ministry project is centered on the host receivers and their community or culture. Going on a mission trip for one's own personal reasons and desires taints the purpose of doing missions in the first place. Having a heart of service and being focused on others allows the impact of the STM to hold its impact.

Benefits for the Host Receivers and their community are:

- Encouragement and affirmation of their work.
- The possibility of a long-term partnership with the Team Members and their sending entity that will have mutual future benefit.
- A ministry goal that the team is helping the host receiver to achieve.
- The opportunity for the host to bless and speak into the lives of the Team Members.

2. THE GOERS—Leaders and Followers

Some have observed that ministry projects are more for the benefit of the participant than for the hosting group. However, it is important to keep in mind the words of G. Thompson Brown—*"Mission...must take the form of servanthood. Only in this way can it escape the charge of arrogance."* Although the team member will of course observe benefits from time spent in mission, he must always keep in mind that the Host Receivers are the primary focus in going.

Benefits for Team Members are:

- Exploring God's call to missional living/ministry/missions.
- Seeing national pastors/nationals/missionaries as partners in God's Kingdom work.
- Support, encouragement and building up of one's local church.
- An appreciation and understanding of other cultures, as well as one's own.

3. THE SENDER—Sender Organizations

The home church or sending organization benefits in a variety of ways from an STM trip. Those who support a team with their prayers and finances find their ministry extends far beyond the walls of the church/organization.

Benefits for Individual Supporters include:

- Growing spiritually through praying and giving.
- Enlarging ministry vision through cross-cultural opportunities.
- Personal ownership in going to “the ends of the earth” discipleship.

△ MAXIMUM IMPACT SHORT-TERM MISSION

The MISTM (Maximum Impact Short-Term Mission) Grid is a tool that shows visually all who participate (Senders, Goers, Receivers) in any given Short-Term Mission, as well as the time frames (Pre-Field, On-Field, Post-Field) related to that Short-Term Mission that they participate in. 'Maximum Impact' refers to the importance of considering all the participants and all the time frames as one participates in any given Short-Term Mission effort. (1996 R. Wayne Sneed/Roger Peterson. Revised 2001, 2002, ALL RIGHTS RESERVED)

MissionExcellence		MISTM Grid (Maximum Impact Short-Term Mission)		
		PRE-Field	ON-Field	POST-Field
SENDERS	Sending Supporters			
	Sending Entity(s)			
GOER-GUESTS	Goer-Guest Leaders			
	Goer-Guest Followers			
HOST-RECEIVERS	Field Facilitators			
	Intended Receptors			

△ SEVEN STANDARDS OF EXCELLENCE IN STM

1. GOD-CENTEREDNESS

An excellent short-term mission seeks first God's glory and his kingdom, and is expressed through our:

- Purpose — Centering on God's glory and his ends throughout our entire STM process
- Lives — Sound biblical doctrine, persistent prayer, and godliness in all our thoughts, words, and deeds
- Methods — Wise, biblical, and culturally-appropriate methods which bear spiritual fruit

2. EMPOWERING PARTNERSHIPS

An excellent short-term mission establishes healthy, interdependent, on-going relationships between sending and receiving partners, and is expressed by:

- Focus — Our primary focus on intended receptors
- Plans which benefit all participants
- Mutual trust and accountability

3. MUTUAL DESIGN

An excellent short-term mission collaboratively plans each specific outreach for the benefit of all participants, and is expressed by:

- On-field methods and activities aligned to long-term strategies of the partnership
- Goer-guests' ability to implement their part of the plan
- Host receivers' ability to implement their part of the plan

4. COMPREHENSIVE ADMINISTRATION

An excellent short-term mission exhibits integrity through reliable set-up and thorough administration for all participants, and is expressed by:

- Truthfulness in promotion, finances, and reporting results
- Appropriate risk management
- Quality program delivery and support logistics

5. QUALIFIED LEADERSHIP

An excellent short-term mission screens, trains, and develops capable leadership for all participants, and is expressed by:

- Character — Spiritually mature servant leadership
- Skills — Prepared, competent, organized, and accountable leadership
- Values — Empowering and equipping leadership

6. APPROPRIATE TRAINING

An excellent short-term mission prepares and equips all participants for the mutually designed outreach, and is expressed by:

- Biblical, appropriate, and timely training
- On-going training and equipping (pre-field, on-field, post-field)
- Qualified trainers

7. THOROUGH FOLLOW-THROUGH

An excellent short-term mission assures debriefing and appropriate follow-through for all participants, and is expressed by:

- Comprehensive debriefing of all participants (pre-field, on-field, post-field)
- Thoughtful and appropriate follow-through for goer-guests
- On-field and post-field evaluation among sending and receiving partners

•TIMELINE OF A TEAM (OVERVIEW)

•Investigation Stage (12-10 Months Out)

Ask the Questions: Where are there invitations to go? What can my team do? Where should we go? Who will go? How long will we go? When will we go? Costs?

Begin to consider fundraising



:Promotion & Planning Stage (9-7 Months Out)

Communicate—The ministry, the location, the cost, the dates, the group going, the training schedule and team selection process



..Selection Stage (6-5 Months Out)

Applications/References/Interviews/Red Flags Assistant Leader Selections, Team Member Selections

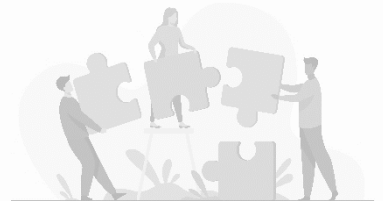
Team Coordinator Selections, Acquiring Passports/Visas Proper Immunizations, Collect Deposits, Fundraising



::Training Stage (4 Months Out)

Training Sessions/Team Meetings, Secure Airline Tickets Assistant Leader Training

(*This stage can be done in a 3-day retreat before departure if the team is from different regions.)



:::Sending Stage (2 Months Out-1 Month After)

Develop Prayer Team, Commissioning Service Welcome Home Celebration



:::Experiencing Stage (During the Mission)

Daily Team Meetings, Daily Debriefing, Project Completion

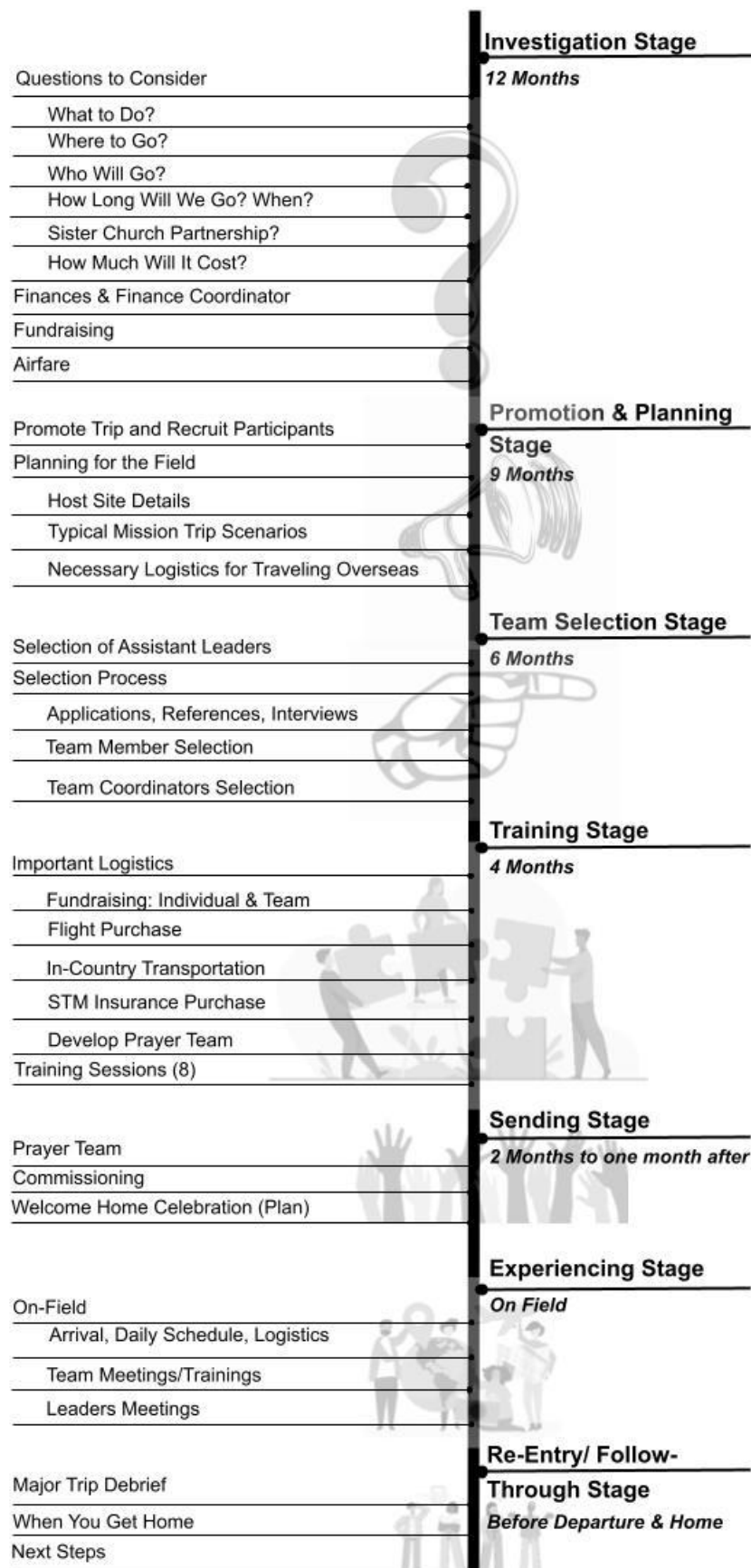


:::Reentry & Follow-Through Stage (Return Date —?)

Debriefing, Reporting to Senders, Reunion, Follow-up with individual team members



TIMELINE OF A STM TEAM (VISUAL)



THE INVESTIGATION STAGE (12-10 MONTHS OUT)

The entire process begins here. Take note that this stage should begin nearly a year ahead of the time you would like to go. Take the necessary time to investigate and don't rush the process. If you already have this manual in hand, chances are you have worked through a number of these questions already. Should you decide to form a team, this section will help you with the following:

- the decision-making process
- the process of how to raise prayer/financial support
- the application process
- training
- trip logistics (budget, airfare, visas, etc.)
- debriefing (during and following your trip)

The following steps are what we recommend taking when deciding the what, where, why and who of your STM. If you do not have a relationship with an organization already or are looking into forming a new one but don't know if it is legitimate, we would love to help you figure out if it is an appropriate project and good ministry to partner with.

The most important thing to remember when deciding to do an STM trip is to ***“Only Go Where You Are Invited.”*** This statement sounds reasonable enough, but unfortunately it isn't always considered. It is best if teams/trips are initiated by the requests of national pastors or missionaries.

To keep everyone involved on the same page, we recommend the use of two forms: Host Receiver Agreement and Sending Church/Organization Agreement.

So many questions!

First, pray!!

The first questions to consider are NOT “where should we go?” nor “how much will it cost?”

Pray with the leadership of your ministry and discover through that prayer where God seems to be leading you. It's okay to have some ideas beforehand but be open to the guidance of the Holy Spirit.

QUESTIONS TO CONSIDER

WHAT TO DO?

Pray about this FIRST! Consider the people that you have to draw from in forming a team. What are their abilities? What kinds of skills and services can they offer?

Consider age, health limitations, etc. Also, as you consider the idea of an ongoing partnership, keep in mind that this, too, will determine projects.

WHERE TO GO?

This is not the first question to ask. Many mixed motives can come into play when asking this question. However, this question is closely linked with *What to Do?* and *Who Will Go?* And none of these questions should be answered without a great deal of prayer. The kind of ministry partnership with which a church or organization involves themselves should be a reflection of what the Team Members are already doing in their home ministry. Partnerships need to be formed between organizations with similar affinities and goals.

Depending on the church or organization, more than one partnership may be maintained at any given time. For example,

maybe God has in mind for you to be in a partnership with youth and youth leaders in Cameroon and a partnership with first nation people in North Dakota or Saskatchewan. Be sure before entering into any kind of partnership that your church/organization has the means and abilities to maintain that relationship.

Above all else, pray! Pray with the leadership of your ministry and discover through that prayer where God seems to be leading you. It's okay to have some ideas beforehand but be open to the guidance of the Holy Spirit.

WHO WILL GO?

As your partnership develops, who goes on a team may change according to the needs of the host. Certain individuals in your ministry or organization may be considering whether career missionary work or other ministry work is in their future. Encourage these individuals to get involved with mission opportunities that match their gifts.

HOW LONG WILL WE GO?

In regards to an ongoing partnership, this needs to be discussed with the host ministry leader. This question, along with many others, needs to be discussed and agreed upon by both parties.

In regards to each individual mission, this question is usually answered by the amount of time the participants have to give. For the dynamics of unity and cooperation to develop and the additional stress of overcoming cross-cultural barriers, a one-week trip is usually not long enough. Two- to three-week missions allow for these team dynamics to develop and are within the usual range of what the national pastor or missionary can give.

WHEN?

Summers and holidays are when most teams go out, but don't limit yourself to these times if your team members have flexibility in their schedule. Remember to consider what the climate is like where you are going when you are planning to go. (Remember, seasons are reversed south of the equator our summer is their winter, etc.)

HOW WILL THIS TRIP FIT INTO A LONG TERM PARTNERSHIP?

STM in the context of Long-Term Partnership can be incredibly impactful. Look back at page 1-5 and Appendix O for more information.

HOW MUCH WILL IT COST?

Many times this is the first question that is asked, but it shouldn't be! It is important to take the time to start developing a budget in the Investigation stage to get an idea of how much will need to be fundraised. Look to the budget sheet we have provide on the next page to help get you started.

MORE REGARDING TEAM FINANCES, FUNDRAISING AND AIRFARE

Finance Coordinator

- For reasons of accountability and time management, it helps to ask one of your assistant leaders to manage the finances for the trip. Start thinking about who could fill the role as Finance Coordinator as you recruit assistant leaders for your trip. For more information about the Finance Coordinators role, refer to page 3-16.
- Along with your Finance Coordinator, develop a budget which includes the following 10 general categories. An example of a budget spread sheet is on the next page to help you get started. (NOTE for teams serving with Gateway: 'Estimated Team Budgets' with pre-calculated amounts for each of the 10 budget areas are available, please contact the NAB/Gateway office)
 - Airfare
 - Meals/Food
 - Transportation/Other
 - Lodging
 - Miscellaneous (medical emergencies, other emergencies)
 - STM Insurance
 - Supplies (construction materials, VBS materials, etc.)
 - Taxes/ Visas (where applicable)
 - Debriefing/ Tourism
 - Team Training Expenses

Fundraising

- In approaching the task of Fundraising for a Short Term Mission team, consider the following three sources and methods:
 - Team Member – Personal funds
 - Have a minimum set amount (\$100?) that each Team Member will be expected to contribute.
 - Sending Church – Budget/Special Offerings/Fundraising Events
 - Know your church's fundraising 'culture' and expectations as to where/how these funds will be obtained; but your church should also be challenged in their fiscal role/responsibility if they are truly 'sending' this team on their behalf.
 - Friends and Relatives (outside of the Sending Organization) – Individual Support Letters/Social Media Pages
- Since these methods involve appeals to individuals and their relationships, target those who are NOT part of the Sending Church with support letters and social media pages so as not to give the appearance of favoritism.

Airfare

Your travel agent will advise you as to when airline tickets must be issued to get the lowest fare. We recommend you get in touch with them at this stage to start talking about the upcoming trip.



NOTE: Using mission travel agents will allow access to many airfare and payment options not available to regular travel agents. You can ask us for a recommend agency.

SAMPLE ESTIMATED COSTS

Team:

Ministry Location:

Date:



Item Description	Category	Vendor	Notes	Quantity	Cost per Unit	Total Cost
Base Cost						
Flights	Airfare	Delta				
Visas	Taxes/Visas					
Country Exit Tax	Taxes/Visas					
Travel/STM Insurance						
In Country Housing	Lodging	Host organization	(\$/person per night for xx nights)			
In Country Transportation	Transportation		(\$/meal at xx meals per person)			
Team Training Expenses						
Debriefing and Tourism						
Project Fee	Supplies					
Added Cost						
Meals Out	Misc					
Miscellaneous (emergency fund)	Misc					
NAB SAC 5%	Misc					

Estimated Total Cost: _____

Estimated Cost/Person: _____



Date:

[illegible]

Estimated Cost/Person: _____

TEAM FUNDRAISER IDEAS

Thanks to Mission to the World Impact Short-Term Mission, Presbyterian Church of America, Atlanta, GA

The following are suggestions from other groups for you to consider as you begin the process of fundraising. (This is in addition to personal support letters.)

Team Members: Challenge each of the team members to consider how much they and their families can contribute toward the mission. You might encourage your team members to not have all of their support come from their family members.

Church Mission Budget: Some churches set aside funds in the missions budget for members of the church who are serving overseas, whether on a short-term or long-term basis.

Work-a-thon: Have the members of your team available to do a variety of jobs such as painting, baby-sitting, lawn work, typing, cleaning, etc. There could be a bulletin board at church where people could list jobs they would like to have done for so much per hour.

Car Wash/Cake Auction/Walk-a-thon: One way to organize the car wash is to have people pledge for every car the group washes, they will pay a certain amount. Then the group advertises and carries out a FREE car wash. If people make contributions to your mission, you may decide ahead of time whether or not to accept them.

Garage Sales: It has been said that the best time to have a garage sale is the first weekend after the first of the month.

International Dinner or Breakfast: Have participants host a dinner for the whole church specializing in foods of the country where you will be serving. Have some people wear clothes similar to what the people in that country and sing songs in the language of the people. Have some team members present some of the details about what the team will be doing. This could be done by presenting a skit depicting a particular aspect of the team's ministry.

Fundraising isn't always the most exciting part of a mission but it's necessary and holds great opportunity for growth for all involved.

:THE PROMOTION AND PLANNING STAGE (9-7 MONTHS OUT)

The key at this stage is communicating the correct details of your trip and potential partnership. Use whatever means works for your people: church bulletins and newsletters, informational meetings, brochures, multi-media, etc. There are specific ways to communicate a project's nature depending on the generation of your target group. You will need to answer the following:

- ❖ Builders (born before 1946): What needs to be done?
- ❖ Boomers (born between 1946-64): Why are we doing this?
- ❖ Busters, Gen X, Millennials etc. (born 1964-today): With whom and for whom are we doing this?

Be sure to include these details as you promote:

- The project/ministry description (VBS, Roof Building, ESL, etc)
- The location
- The dates
- The cost
- Our long term partners or hosts
- Training and other expectations
- Application process and date due

You might find recruiting for your trip relatively easy or extremely hard. Getting other people to catch the vision that God has placed on your heart is going to be the most beneficial way of getting others on board. Share the burdens God has put on your heart, pray for God to move in your circle of influence and allow God to form your team.

EFFECTIVE PLANNING: FOR THE FIELD

These questions will help you gain more understanding about your specific host site. Though not all of them will be answered and you may have some more of your own, this list is a good place to start when forming a packing list and preparing your team for what is to come.

ACCOMMODATIONS:

- What are the housing accommodations? Are linens/pillows/towels provided?
- Washroom facilities?
- Is there a secure place to keep valuables? Electricity and power?

CLOTHING:

- Appropriate clothing for girls? Appropriate clothing for boys? Church clothes?
- Looking at the climate, should my team pack a light rain jacket?
- Will our Ministry Project require clothes that may potentially be ruined? What does laundry look like?

MEALS:

- Will meals be prepared for us? If yes, you will need a food coordinator who plans team meals.
- Typical
 - Breakfast—
 - Lunch—
 - Dinner—

MISC:

- How do we best exchange money? With cash? Specific notes required?
- What is going on in this country that I need to be aware of politically? Culturally? What materials can we purchase in country for our ministry project?
- What is the best way to communicate with those back home? Purchase SIM card in country? Internet café?

TYPICAL MISSION TRIP SCENARIOS

- Be flexible, always!
- Expect the unexpected
- Life slows down in hot-climate cultures. 1:30pm can easily mean 3:00-4:00. Keep that in mind and roll with it.

PARTICIPATING IN CHURCH SERVICES

- You will be asked to participate in the host ministry's church services.
- Be prepared and willing to speak at any given time.
- Let your team know that the nationals view them as missionaries. Always be ready to share a testimony, pray, do a skit, or sing.
- Empower and encourage anyone on your team, even if they are fearful or tentative about public speaking.

MEALS

- At some point, something is going to be put in front of you that does not look appetizing. You might have to eat it, too.
- If you are in someone's home and they offer you food or drink, remember that they are sacrificing something to feed their guests. Please eat it and drink it with thanksgiving. And remember it is rude to deny it.
- Oftentimes protein is hard to come by when you are doing missions in developing nations. Bring some protein bars to supplement but try not to eat them in front of your hosts.

TRAVEL AND ACCOMMODATIONS

- Remember this is a mission trip and comfort is not the number one priority.
- On planes, trains and in vehicles, you will have limited space. It will be cramped, and you will get tired of it.
- Having our own space is a luxury that we lay down our rights to when we decide to serve on a mission trip.
- Your sleeping arrangements might not be the best-case scenario, but they aren't the worst they could be either.
- You might miss a flight. And you might lose some luggage.



***Remember to prepare your team to
be flexible, always!***

AWARENESS FOR INTERACTING ON THE FIELD

- Look to your national hosts for leadership and guidance on how to interact with the locals and act in various situations. (Greeting others, church, meals, etc.)
- As a Leader, you set the tone for the team in respecting local customs and appreciating the people of the country.
- Sports are very effective in “breaking the ice” with nationals and they help to build relationships.

TO DO WHEN YOU GET THERE

- Plan a meeting with your host to take place immediately upon arrival to discuss schedules, your mutual roles, and other details and concerns. Arrange to meet regularly.
- Discern your host’s concept of the project.
 - Scope: Clearly define the project with him or her.
 - Expectations: What does your host want to see accomplished?
 - Feasibility: Be sensitive to what needs to be done, how your host wants it done, and what he or she perceives the project to be.
 - Ask about alternative projects if the materials run short or are delayed.
- Plan to schedule a time for the host national/pastor/missionary to meet with the team and explain the local customs within the first day or two of arrival
- Seek opportunities to mingle with the nationals. If possible, arrange to get the team into the homes of the community.
- Host Conflict—If conflict arises, be sure to address it immediately with the host national/pastor/missionary.

ADDITIONAL IDEAS

- Remember to plan a day for your team to explore the local area. This could be used as a debrief day, a day of rest, or a fun activity for team bonding.
- Do not neglect team meetings when on the field. Reuniting daily as a team is essential to staying grounded when abroad.
- Keep an eye on the team morale. Sometimes the best reprieve is a card game, a day in town, or a morning off to rest and reflect on all that has been happening.

NECESSARY LOGISTICS FOR TRAVELING OVERSEAS

MEDICAL INSURANCE

We highly recommend you purchase Short-Term Mission Insurance for your trip. This Short-Term Mission Insurance plan include medical coverage, accidental death and dismemberment, medical evacuation, repatriation of remains, and traveler's assistance. Your own insurance may or may not cover this travel. Team members must check with their primary health insurance—never assume such important information. Keep in mind that most health insurance does not cover all the listed items above. It's worth the minimal cost.



Mission Armor

<https://missionworks.global/missionarmor/>

Gold plan

PASSPORTS

When crossing international boundaries, especially with a team, it is always required to have passports. They can take months to acquire, so be sure to start the process early. Be aware that passports should be valid for at least 6 months after your return date. Other countries will not allow you to travel within their borders if your passport does not meet this requirement.

VISAS

Requirements vary from country to country regarding visas. Find out the situation in the country of your destination by logging on to the following:



*U.S.—<http://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>

*Canada—<http://travel.gc.ca/travelling/advisories>

If the country of your destination requires a visa before departure, you will need to send your team's passports to their consulate or embassy to acquire visas. This would require that you have your passports ready. This is typically done 2-3 months before departure and will require additional documentation as well.

Make two copies of everyone's passports (picture page) and visas (stamped page). Leave one copy in your church office and take the second set with you on your trip. The copies will facilitate the replacement of these documents if they are lost.

IMMUNIZATIONS

Immunization requirements vary from country to country. Have your team members coordinate any needed shots with their required doctor visit.

Proof of certain immunizations can be required for entry into certain (particularly tropical) countries. Allow enough time for them, particularly if multiple shots are needed. Depending on where you go, yellow fever, typhoid fever or gamma globulin (for Hepatitis A) vaccinations may also be recommended. **Inquire about anti-malarial medication.** If necessary, all immunizations should be listed on a card from WHO (World Health Organization).

Health & Immunizations

Useful websites regarding these health matters and immunization requirements:

- US Center for Disease Control—
www.cdc.gov/travel
- World Health Organization—
<http://www.who.int/countries/en/>

NON-MEDICAL EMERGENCIES

- **Political Coup or Unrest**—Have a plan! Remembering items such as—Get off the streets immediately, move the team to the safest possible location, contact your host national/pastor/missionary if you are separated from them. Do not alarm your team with a reactionary response. Keep the situation in perspective and stay calm!
- **Terrorism**—Have a plan, including staying calm and keeping your team calm. The first few minutes and hours of the capture are the most crucial and life threatening. Statistics prove that the longer someone is detained, the greater the chance that they will be kept alive and eventually freed. Keep team morale high and spiritually centered. Ask to communicate with and contact your host national/ pastor/missionary if you are separated from them. Ask for advice and keep the team updated with appropriate information.
- **Crisis Consulting International**—During your planning, make contact with CCI. CCI is an organization that specializes in potential crisis situations worldwide and their effect on ministry efforts. CCI's website (www.CriCon.org) will give you up-to-date information related to any potential issues in the region/country you are planning to go to.

∴ THE SELECTION STAGE (6-5 MONTHS OUT)

This stage is crucial and probably will demand the most from you as a leader. It's not easy to be selective about who participates on an STM Team. The integrity of the entire team and maybe even the host's ministry can be jeopardized by team members with the wrong intentions. The selection stage is important and should not be over-simplified by a "whoever wants to go can go" approach.

SELECTION OF ASSISTANT LEADERS

WHO SHOULD BE AN ASSISTANT LEADER?

Assistant Leaders play a major role in the life of a Team. The Primary Team Leader can only see and hear so much of what goes on. It is crucial that the leader be surrounded with a leadership team that can be trusted.

We recommend that a team have at least one Primary Team Leader and one Assistant Leader. Both male and female should be represented in the leadership team to help in connecting with all of your team members. We also recommend that there be 1 leader to every 7 participants—with a minimum of 2 leaders per team.

ASSISTANT LEADER APPROVAL AND ADDITIONAL ROLES/RESPONSIBILITIES

Potential Assistant Leaders will go through the same application, reference and interview process as the team members, but should also be asked some additional questions regarding their previous experience leading others in spiritual growth, counseling others, and planning and delegating responsibilities.

Be careful not to put someone in a leadership role too quickly or merely to fill a vacant position. The integrity of your leadership team could make or break your entire mission project.

Assistant Leaders will often be asked to fill two important 'Coordinator' roles (see Appendix B) on the team as well; that of Finance Coordinator and Team Medic.

SELECTION PROCESS

APPLICATIONS

This is the main tool for acquiring the necessary information needed to select the team. Be sure to set a deadline when applications are due and to communicate clearly when interviews will be held and when the team will be selected.



NOTE: All Leaders/Teams serving through NAB Gateway have the opportunity to use the on-line mission team management tool "[Managed Missions](#)" FREE OF CHARGE. Team Member/Leader applications are located on "Managed Missions". Please contact NAB Gateway for a .pdf copy of an application if you choose not to use the Managed Missions resource.

REFERENCES

References should include a pastor as well as another spiritual mentor. Follow up on references with whom you are unfamiliar, asking questions regarding the applicant's strengths, weaknesses and capabilities for the mission ahead. If you can, try and speak with the parents of those under the age of 18.

INTERVIEWS

The interview process is the individual's opportunity to verbalize their reasons for applying and the leadership team's opportunity to hear the hearts of their potential team members. If you already have your leadership team established, try to have everyone present for the interviews. If not, try to get 1-2 people from your church leadership to sit in. Have each applicant sit down with another pastor, yourself, and a deacon or elder (or other leader in your organization). Be sure to brief your panel on the logistics of the mission and allow them to familiarize themselves with the applications before the interviewing begins. Question the applicant about any reservations you might have either from their application, references or otherwise.

RED FLAGS— THINGS TO LOOK OUT FOR AND SEEK CLARITY ON

- **Medical Issues**—Check on any medical conditions that are listed in the applicant's Medical Information or Physical Examination. Know the conditions of your ministry location so you can properly evaluate their situation.
- **Emotional Difficulties**—These are not easy to detect on an application. Listen closely to the reference evaluations and during the interview process.
- **Improper Motives**—Such statements as, "I'm going to get away from home for awhile", etc. are not proper motivation.
- **Spiritual Immaturity**—If their spiritual maturity level would preclude them from doing this project at home, don't send them someplace else to do it.
- **Not Good Timing**—Consider if going on this trip would put a financial burden on the family.

SELECTION OF TEAM MEMBERS

Use the same panel that you assembled to do the interviews to review the applications and references and to help with the actual selection of the team. Pray for wisdom and discernment regarding each applicant. If too few people apply for the project, consider that may be an indication of God closing the door at this time. Pray that He will raise up more laborers for the harvest.

When notifying applicants that they have been approved to be a part of the team, remind them of the training schedule and the commitment that will be involved. Sometimes people's circumstances change during the selection process and they won't be able to fulfill the requirements of the project.

Informing those who have not been chosen is not easy. You must remember the integrity of your project and the ministry you're going to assist. When notifying an applicant that they have not been approved, be positive and share why they weren't chosen. Also suggest some action steps that they can work on and encourage them to apply again in the future.

AFTER A TEAM MEMBER HAS BEEN SELECTED

Send an acceptance letter to those Team Members your interview panel has agreed to approve. Please consider including the following information in the Team Members' acceptance letter:

- A request for a \$100 non-refundable (for tax purposes) deposit as a minimum personal contribution. If you haven't already done so, use these funds towards an airfare deposit.
- A reminder of the requirement of team meetings; especially the time and place of the first team meeting.
- Provide each Team Member with their own copy of Appendices A-N (electronic or hard copy). Contact Gateway if any assistance is needed.

A WORD OF ADVICE FOLLOWING TEAM SELECTION

Even after all the work of applying, referencing and interviewing, could you possibly end up with someone on your team who shouldn't be? It can happen. If during your training sessions, it becomes clear that you have a team member who is obviously not ready for this experience, dismiss them. It would be better to lose the cost associated with the person not going than to take them and jeopardize the integrity of your team and the ministry of your host. Having to make the decision to send them home will be much harder than not taking them along in the first place.

SELECTION OF TEAM COORDINATORS

The primary team leader does not (and should not) do everything. Team coordinators fill a number of important roles. Because of the differences between projects, not all positions are necessary for each team. Those positions that aren't always necessary are indicated. The Financial Coordinator and Team Medic responsibilities should be taken on by an assistant leader. (Appendix B has detailed Team Coordinator descriptions and tools.)

► WORSHIP (MUSIC) COORDINATOR

This person is key in the daily team meetings and during the training sessions. Worship helps develop a team's spiritual unity, keeps the focus on the Lord, and provides an avenue for constant thanksgiving and praise. The primary team leader should work closely with this person in the development of team meetings.

► TEAM MEDIC

Ideally an Assistant Leader. A person who has some medical background or is interested would work well in this position, but that isn't imperative. Check your local medical clinics for classes in basic First Aid and CPR. This person will be in charge of the medical kit and will oversee the distribution of medicines and medications (See sample medical kit in Appendix B).

Responsibilities include:

- Know the general medical history of each person on your team.
- When professional medical attention is required, it is essential to have the team member's medical information, and physician form and an accurate record of any medications that have been taken.
- Advise team members of the inherent dangers of eating "street food". Government regulations and health codes are different in each country.

► MEDIA COORDINATOR

Documenting your mission for future reunions and reports is essential. This person will take photos and videos of your trip.

► BAGGAGE COORDINATOR

The importance of this person's position rises to the top when a team is in transit. This individual is responsible for the official "team luggage" and organizes all baggage. This person will use a system that numbers and accounts for each item.

► CARRY-ON COORDINATOR

This person is responsible to watch the carry-on luggage in public places while the team is moving other baggage.

► FOOD COORDINATOR

Sometimes your team will be responsible for cooking your own food. This person will have to make menus, schedule team members as cooking staff and work closely with a national or missionary who is familiar with shopping in that area.

► FINANCE COORDINATOR

Ideally an Assistant Leader. Responsibilities include:

- **Team Project Funds**—money possibly sent ahead for the purchase of materials.
- **Funds Spent Prior to Departure**—administration fees, airfare, short-term mission insurance, team training expenses, visas, team shirts.
- **Funds Taken Along**
 - Take US Dollars for all in-country expenditures. US Dollars are the most reliable and easily converted currency to use internationally. Do not depend on credit cards, ATMs or Traveler's checks.
 - Divide funds among leaders during travel so that no one person is carrying more than \$10,000 USD, or you will have to declare it and be taxed.
- **Record Keeping**
 - Finance Record Sheet/Log or Computer Spreadsheet
 - Daily recording of expenses and meeting with the primary team leader.
 - Receipts
 - Create your own when necessary.
 - Number receipts and record sheet identically.
- **Final Audit**—meet with primary team leader and organization's treasurer to show a final accounting for all funds and make copies of the records.
- See also Appendix B

► JOURNALIST

You'll want to have someone perform the function of recording the daily happenings of the mission. This person will also write or facilitate the writing of the official team thank you notes, as well as a brief article about the team's experiences for publication.

► PRAYER PARTNER COORDINATOR (not on the departing team)

This person will update the prayer partners back home. It is very important to have prayer cover as your team is abroad.

The rest of these positions are necessary only as your project needs them.

► **DRAMA COORDINATOR**

Direction, taking care of equipment, and costuming are all the responsibility of this person.

► **TOOL COORDINATOR**

Any kind of construction project will need this person. There will probably be a large number of supplies involved to inventory.

► **LANGUAGE COORDINATOR**

This person will mainly help the team during their training sessions for cross-cultural work. Proficiency is not the goal of the language learning for a short-term mission, but the nationals usually appreciate any attempts made to learn the local language.

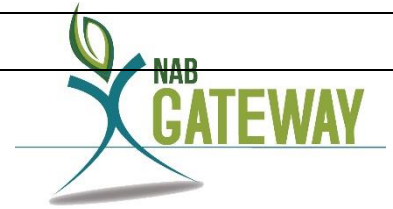
► **ESL (ENGLISH AS A SECOND LANGUAGE) COORDINATOR**

If this is your team's ministry, this person will be the main point person for training and coordinating this work while on the project.

► **OTHER MINISTRY COORDINATOR**

Whatever the task, be sure to have someone on your team who will train you well and who understands this project in the context of your ministry location.

TEAM COORDINATORS LIST



Worship (Music Coordinator:

Team Medic:

Media Coordinator:

Baggage Coordinator:

Carry-on Coordinator:

Food Coordinator:

Finance Coordinator:

Journalist:

Prayer Partner Coordinator (not on departing team):

Positions that are only necessary as your project needs them

Drama Coordinator:

Tool Coordinator:

Language Coordinator:

ESL Coordinator:

Other Ministry Coordinator:

THE TRAINING STAGE (4 MONTHS OUT)

Once you have your team in place, the process begins of preparing them for the trip itself.

IMPORTANT LOGISTICS TO REMEMBER DURING THIS STAGE.

- Continue Team (Events, Offerings, Church/Ministry Budget) and Individual Team Member (Support Letters, Social Media Pages) Fundraising
- Complete the Purchase Flights (as funds are received)
- Book In-Country
- Transportation Purchase
- STM Insurance
- Develop Prayer Team



TRANSPORTATION (AIR OR GROUND)

Continue to communicate with your travel agent as to when airline tickets must be issued to get the lowest fare. (Look back at [Airfare](#))



NOTE: Using mission travel agents will allow access to many airfare and payment options not available to regular travel agents.

Also, set a due date for the Team members' personal contributions (i.e. \$100 application deposit) and having your Team fundraising events finished 2-4 months before departure. This will assure that you have the money to be able to complete the purchase of your airline tickets when the agency/airline requires it.

TRAINING METHODS

TYPICAL TRAINING SCHEDULE: 8 SESSIONS OVER 4 MONTHS

Most STM Teams consist of individuals who are familiar with each other because they come from the same church or organization. These teams will have their training sessions on a regular basis over a 4 month period.

ALTERNATIVE TRAINING METHOD: TEAM TRAINING RETREAT

How do you accomplish the training of your team if:

1. the Team Members aren't from the same geographic region, or
2. you, the Team Leader, are not from the same geographic region as the Team Members, or
3. most of the Team Members are from the same geographic region (as are you), but you've agreed to add a Team Member or more from a different region?

In order to take your 'distant' Team Members through the information contained in the 8 training sessions, we recommend that you adjust and do the bulk of your team training through a Training Retreat. A Team Training Retreat is a 3-day retreat that brings the entire team together for an intensive time together for training and team building prior to the team's departure date.

In preparation for such a Training Retreat, Team Members will need to be assigned ALL of the same reading, exercises, etc. that are assigned at the end of each of the 8 training sessions. It is recommended that these assignments be given to them 4 months ahead of departure so that they have a similar amount of preparation time as other teams would. It's just that their preparations (Reading, Exercises, Testimonies and Cultural Aspect Presentations) will all be due, discussed and presented during this Training Retreat.



Note: All the training referred to in this stage is pre-Mission and is done before departure. The Daily Training Sessions/Team Meetings/Debriefings that will happen during the course of the mission will be discussed in the Experiencing Stage, and the debriefing of the entire mission that happens immediately after the mission will be discussed in the Re-entry and Follow-through Stage.

PREPARING YOUR TEAM—EFFECTIVE TRAINING

Preparing your team for Cross-Cultural missions can be a daunting task, but preparing together as a team is one of the most important parts of your trip. There are two different aspects to preparing a team for missions.

First—Unifying the team. In all circumstances during your trip, in the airport to being on the ground, the way you interact with and treat each other will speak louder than what you have prepared to share. The results of spiritual unification in a team can be more powerful than anything else.

Second—Ministry Preparation, Cultural Awareness, and Project Logistics. In order to do effective ministry, it is important to appropriately understand the culture you are stepping into and tailor your ministry accordingly.

We recommend that you try and hold about 8 formal team meetings, integrating the following 7 Pre-Field Training topics throughout the months leading up to your trip. We also recommend planning something non-formal into your schedule—whether it be a retreat for a day or a weekend, a night out bowling, or weekly dinners as a team. This time is important in building a healthy team dynamic that will carry over to your time in country.

Most importantly, we must always look to put the Lord at the center of all we do. Pray together; worship together; practice a spiritual discipline as a team; hear from the Lord on behalf of each other.

7 PRE-FIELD TRAINING TOPICS

1. Team Work
2. Paper Work
3. Field Work
4. Cross-Cultural Work
5. Spiritual Growth Work
6. Ministry/Project Work
7. Packing, Travel and Health Work



***Suggested Resource*--“Round Trip Mission” DVD (included in your training manual)**

TRAINING SESSIONS AND TEAM MEETINGS

Training Sessions/Team Meetings can be one of the most profound elements of an STM Team experience. Many times God's call on a person's life will be manifested in the context of worship, challenge and prayer. All 3 of these should be a part of the Training Session/Team Meetings.

Team Meetings should begin during the pre-mission training time, continued during the mission itself and be a part of the reflective debriefing sessions as well. It will be a big temptation to skip over Team Meetings, especially during your pre-mission training times, because there are so many other things to cover during these sessions. Just remember that one of the goals is for each team member to open his or her heart to God's call. As the Team Leader, this is your chance to provide an atmosphere for your team that allows God to speak to the hearts of your Team Members.

TRAINING SESSIONS/TEAM MEETING *ELEMENTS*

1. **Worship & Prayer** -- Utilize your worship (music) coordinator as you spend time at each training session/ team meeting praising God and magnifying His name through worship and prayer. Keep in mind, it is important on the field to have these times of worship and prayer in your team's native tongue.
2. **Challenge** -- As the Team Leader, you set the tone by your example and by your words. What are you feeling most passionate about? Through what situation or circumstances has God been speaking most directly to you? What do you feel He wants you to communicate to the team?

Keep allowing God to use how He is challenging your heart to challenge the hearts of your team members throughout the entirety of your trip. Your own walk with Christ will set the tone for this. More than anything else, your team needs you to challenge them to a closer walk with Christ and a life fully devoted to Him. Many things could go wrong (and many things will go wrong) during your mission—problems with your project, lost luggage, missed flights, to name a few—but if you provide an environment for God to speak to the hearts of your team, you will have done well.

3. **Training Topic (Pre-Mission Training Sessions)** -- Training topics will include everything from project preparation, to writing support letters, to packing properly. These subjects and more will be covered during this phase of the Training Sessions/Team Meetings.
4. **Team Member Presentations** -- As a part of each of your team meetings, include a time for each of the team members to present (A) their testimony, (B) a cultural aspect of your mission location, and (C) a devotional.
 - A. Sharing Testimonies: See Appendix F—"How to Share Your Testimony"
 - B. Cultural Aspect of Mission Location: Have each team member (or have them work in pairs or groups depending on the size of your team) research and share some aspect of your mission destination at training sessions 2-8. Even if your team is going to a North American location, don't think that you have nothing new to learn. Your destination is going to be culturally different from where you live. Have your team members do some research and see what they find.

Cultural Aspect Topics:

- Religious Background
- Political Background
- Social Background
- Geographical Background
- Historical Background
- Cultural Background
- Economic Background
- Statistics and Prayer Concerns

C. Devotion: Giving your team members this opportunity to practice leading each other in a devotion will help them gain confidence and prepare them for sharing about their faith on the field.

****Try not to have the same person doing each of these during the same meeting****

5. **Intercessory Prayer** -- There are at least four groups of people that you need to remember in this time of prayer

- A. The nationals you will be ministering to on this mission.
- B. The national leaders/missionaries you will be working with.
- C. Your team leader and assistant leaders.
- D. The members of your team.

Work with your Prayer Partner Coordinator (Appendix B) on a prayer calendar that includes all four of these groups. Have different people emphasized on different days of the mission and throughout the training time. Use this calendar as a guide for your team, as well as for your Prayer Partners at home.

PRE-MISSION TRAINING SESSION TOPICS

The material covered in these sessions is very important, because the primary focus for a team is the ministry and mission it is serving. It's also important that the environment be created to allow God to speak to hearts in the context of your Training Sessions/Team Meetings. Don't get bogged down in the logistics of your training and neglect the preparation of the Team Members' hearts.

Eight Training Sessions/Team Meetings will be described. If you feel as if you need more time to prepare for your specific ministry, have extra meetings and plan to use the extra time at the Training Retreat (Session #6) to work on those preparations.

Before you begin your Training Sessions/Team Meetings:

Read through all the meetings

Set your training team meeting schedule

The [4-month training schedule](#)

The [3-day retreat schedule](#)

* If your training schedule is the 3-day retreat, find your training topics in detail in the 4 month schedule descriptions under element 3 in each of the 8 sessions.



NOTE—Round Trip Missions* is an excellent 5-part dvd series that supplements the training sessions that are to follow and is included with this STM Leader training manual. The series includes a leader's guide. Suggested sessions to use from *Round Trip Missions* will be highlighted throughout the 8 Training

Sessions.

4 MONTH TEAM TRAINING SESSIONS/TEAM MEETING SCHEDULE

Session #1 – Starting Off

- *Announcements & Info
- *Training Topic: Team Work, Paper Work, Spiritual Growth Work
- *Team Meeting

Date:
Time:
Place:

Session #2 – Getting to Know You

- *Announcements & Info
- *No specific Training Topic – Informal Meeting
- *Team Meeting

Date:
Time:
Place:

Session #3 – Destination Emphasis

- *Announcements & Info
- *Training Topic: Field Work
- *Team Meeting

Date:
Time:
Place:

Session #4 – Cross-Cultural Issues

- *Announcements & Info
- *Training Topic: Cross-Cultural Work
- *Team Meeting

Date:
Time:
Place:

Session #5 – Preparing For Your Ministry

- *Announcements & Info
- *Training Topic: Cross-Cultural Work, Ministry/Project Work
- *Team Meeting

Date:
Time:
Place:

Session #6 – Preparing For your Ministry

- *Announcements & Info
- *Training Topic: Cross-Cultural Work (Language), Ministry/Project Work, Spiritual Growth Work
- *Team Meeting

Date:
Time:
Place:

Session #7 – Personal Preparations

- *Announcements & Info
- *Training Topic: Packing, Travel & Health Work, Ministry/Project Work
- *Team Meeting

Date:
Time:
Place:

Session #8 – Almost There!

- *Announcements & Info
- *PACK checked luggage, last minute Q & A
- *Team Meeting

Date:
Time:
Place:

3-DAY RETREAT TEAM TRAINING SESSIONS/TEAM MEETING SCHEDULE – AT A GLANCE



Pre-Training Retreat Preparation

4 Months before Departure:

Read and complete – “Before You Pack Your Bag, Prepare Your Heart”

Prepare and complete the following topics – Team Work, Paper Work, Spiritual Growth Work

(Session #1) Prep of Testimony, Cultural Aspect of Mission Location, and Devotional

Day #1

Afternoon

Arrival

Evening

Training Topic: Team Work (Session #1)
Team Meeting

Day #2

Morning

Team Member Devotional & Testimonies
Training Topic: Field Work (Session #3)
Assigned Cultural Aspect of Mission Location

Afternoon

Team Member Devotional & Testimonies
Training Topic: Cross-Cultural Work (Session #5)
Ministry/Project Work (Session #5)

Evening

Fun Event
Team Meeting

Day #3

Morning

Team Member Devotional & Testimonies
Assigned Cultural Aspect of Mission Location
Training Topic: Cross-Cultural Work (Session #6)

Afternoon

Team Member Devotional & Testimonies
Training Topic: Ministry/Project Work (Session #7)
Packing, Travel, Health Work (Session #7)

Evening

Team Member Devotional & Testimonies
Training Topic: Ministry/Project Work (Session #8)
Pack Luggage (Session #8)
Team Meeting

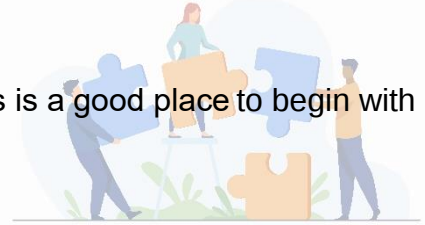
SESSION #1 — STARTING OFF

Remember that your first meeting will help set the culture for the ones to follow. This is also a meeting full of getting to know each other and gathering information.

1. Worship & Prayer

2. Challenge—What's God been teaching you lately? Maybe this is a good place to begin with challenging the team.

3. Training—Why are you here? What is motivating you?



A. Announcements & Information—Opportunity to communicate team events, fundraising, etc. Avoid the temptation to jump into “Paper Work” issues. Wait until later in this session to address these issues. Pass out copies for those who don't have one of the Team Training Sessions/Team Meeting Schedule and allow the team members to fill in the details of when and where each of the 8 sessions will be.

B. Team Work

I. Unity (emphasis on Philippians 2:1-5)

Take some time to talk about how these verses relate to your team and your mission. Also, have your team work through an activity that emphasizes “unity”.



Choose an activity where all need to contribute.

***SUGGESTED*:** “Round Trip Missions” DVD—Session 4, Chapter 2 (The Team)

II. Team Member Profiles

In any group experience, team members bring with them a variety of experiences, fears and questions. Spend some time gathering prayer requests and praises. Use the following format as you put together index cards for the team's use.

Name:

Best way to contact:

Prayer Request for this mission:

Prayer Request in general:

III. Team Policy & Guidelines

Make sure team members know what they are signing up for. Spend some time going through the Team Policy & Guidelines (Appendix A). Allow team members to ask questions. Emphasize each point - including dismissal from a team.



***SUGGESTED*:** “Round Trip Missions” DVD—Session 2, Chapter 2 (Gift Giving)

7 PRE-FIELD TRAINING TOPICS

1. Team Work

2. Paper Work

3. Field Work

4. Cross-Cultural Work

5. Spiritual Growth Work

6. Ministry/Project Work

7. Packing, Travel and Health Work

C. Paperwork

I. Registration and Travel Documents (Appendix A)

Review information from Passports/Visas with the team. Communicate all important information. Remind team members that the registration documents must be turned in as soon as possible.

II. Immunizations/Insurance

Review information from Immunizations/Insurance. Team members should learn if their current policies cover the travel related to the mission. We highly recommend purchasing Short-Term Mission Insurance.

III. Support Building

Suggest support building through the writing of letters to relatives and friends outside of the sending church/organization. Discuss other fund- raising ideas to do within your sending church/organization. Assign team members the following articles from Appendix C to read and work on:

- Prayer Letters
- Support Discovery
- Support Letter Guidelines

*Ask team members to work on a draft of their Support Letter and bring it to the next meeting

7 PRE-FIELD TRAINING TOPICS

1. Team Work
2. **Paper Work**
3. Field Work
4. Cross-Cultural Work
5. Spiritual Growth Work
6. Ministry/Project Work
7. Packing, Travel and Health Work

D. Spiritual Growth Work

Assign the reading of articles from Appendix D regarding Short-Term Missions and the Bible for the next meeting.

- Daniel
- Esther
- Large Churches & Short-Term Missions Teams
- Short-Term Missions – A Biblical Concept



SUGGESTED: “Round Trip Missions” DVD Session 2, Chapter 3 (Prepare Heart...)

4. Team Member Presentations

Inform your team that in the future meetings each of them will have a turn to share their testimony (Appendix F), a Cultural Aspect of Mission Location, and a devotional. Pass around 3 sign-up sheets to your team members for sharing devotionals, testimonies, as well as their choice of topic (and possible partner) for a Cultural Aspect of your Mission Location. These will begin at your next meeting.

- Cultural Aspects:
- Religious background
- Political background

- Social background
- Geographical background
- Historical background
- Cultural background
- Economic background
- Statistics and Prayer Concerns

5. Intercessory Prayer

Pray for:

- The nationals you will be ministering to
- The national leader/missionaries you will be working with
- Your team leadership
- The members of your team



*NOTE: This session is typically longer than the rest of the sessions because of the paperwork and other explanations needed.

Due at Next Team Meeting

Contact your accountability partner regarding prayer requests
Signed Team Contract
Copy of Passport/Visas (as necessary)
Schedule Physician's Exam (if necessary)
Registration Documents
Draft of Support Letter
Readings
For those assigned:
 Testimony
 Cultural Aspect of Country (religious background)
 Devotional

SESSION #2 — GETTING TO KNOW YOU

(Suggestion: To facilitate team bonding and start creating team unity, make this meeting more informal. Possibly hold it at a different location.)

1. Worship & Prayer

2. Challenge—

3. Training

A. Announcements & Information

B. Many things are due today which were assigned at the previous meeting. You may need to spend some time answering questions and going over these items. This session will not cover any new areas. Use the time to catch up in any areas where there are still questions. Discuss any fundraising that you still need to do as a group.

4. Team Member Presentations

A. Testimony

B. Cultural Aspect (Religious Background)

C. Devotional

5. Intercessory Prayer



7 PRE-FIELD TRAINING TOPICS

1. Team Work
2. **Paper Work**
3. Field Work
4. Cross-Cultural Work
5. Spiritual Growth Work
6. Ministry/Project Work
7. Packing, Travel and Health Work

Due at Next (#3) Training Session/Team Meeting:

Contact your accountability partner

Any items not turned in at this session

Support Letters mailed (pending approval by Team Leader)

For those assigned:

Testimony

Cultural Aspect of Mission Location (Political Background)

Devotional

SESSION #3 — DESTINATION EMPHASIS

In this session the emphasis will be on praying for the people to whom you will be ministering. It may be helpful to decorate the room with items from your host culture and, if possible, invite someone to join you who is from this culture or well acquainted with it.

1. Worship & Prayer

2. Challenge—

3. Training

A. Announcements & Information - Collect any forms and other items not yet handed in and answer any questions now. Report on the response to the support letters.

B. Field Work

I. Cultural Aspect (Political Background)

II. Focused Prayer - Pray with accountability partners, as a group with hands joined, or however the Lord leads you. Use whatever tools you have at your disposal (look at Appendix M for information specific to your destination) to inspire your team to pray for your host culture. Check operationworld.org and joshuaproject.net for some great resources.

C. Cross-Cultural Work

I. Read articles on Cross-Cultural Subjects and Contextualization (Appendix E) for next session

- a. Cultural Shock
- b. Culture, Worldview & Contextualization
- c. Missions & Money
- d. Redemptive Analogy
- e. The Uniqueness of Christ

4. Team Member Presentations

A. Testimony

B. Devotional

5. Intercessory Prayer



7 PRE-FIELD TRAINING TOPICS

1. Team Work
2. Paper Work
3. Field Work
4. **Cross-Cultural Work**
5. Spiritual Growth Work
6. Ministry/Project Work
7. Packing, Travel and Health Work

Due at Next (#4) Training Session/Team Meeting:

Any items not yet turned in

Mailing of Support Letters if not yet completed

Contact your accountability partner

Read the Cross-Cultural Articles (Appendix E)

For those assigned:

Testimony

Cultural Aspect of Mission Location (Social Background)

Devotional

SESSION #4 — CROSS-CULTURAL ISSUES

The most profound aspect of the mission experience is possibly the cross-cultural element. For most team members, adjusting and adapting to the host culture (even if you stay within your country's borders) requires an attitude of openness, acceptance and vulnerability on the part of the visitor. As the Team Leader, it's important that you cultivate a proper perspective regarding cultural differences in your team, and hopefully this session (and parts of the next two) will help you do just that.

1. Worship & Prayer

2. Challenge—

3. Training

- A. Announcements & Information – Any group fundraising left to do? Talk about it.
- B. Cross-Cultural Work – Play a game that is designed to simulate what it's like to go into another culture. One such game is called “Barnga”. (The card game you learned at the Leader Training.)

- I. Discuss the articles on “Culture Shock” (Appendix E).



***SUGGESTED*: “Round Trip Missions” DVD—Session 4, Chapter 1 (Culture Shock)**

- II. Cultural Differences - “More than Mannerisms” presentation modeled at the Leader Training.



***SUGGESTED*: “Round Trip Missions” DVD—Session 3, All (Cross-Cultural Encounter)**

- III. Contextualization – Discuss the assigned article readings in Appendix E on Contextualization. Do the Exercise “Culture—Temporary or Permanent”

4. Team Member Presentations

- A. Testimony
- B. Cultural Aspect of Mission Location (Social Background)
- C. Devotional

5. Intercessory Prayer



7 PRE-FIELD TRAINING TOPICS

- 1. Team Work
- 2. Paper Work
- 3. Field Work
- 4. Cross-Cultural Work**
- 5. Spiritual Growth Work
- 6. Ministry/Project Work
- 7. Packing, Travel and Health Work

Due at Next (#5) Training Session/Team Meeting:

Contact your accountability partner

Medical Info and Physician's Exam Form (if needed) if not turned in

Complete your Testimony, if you haven't already (Appendix F)

Complete a 3-minute version of your Testimony (Appendix F)

Complete the Language Sheets (Appendix G). Check Appendix M for a
"Language Helps" booklet for your destination

For those assigned:

Testimony

Cultural Aspect of Mission Location (Geographical Background)

Devotional

SESSION #5 — PREPARING FOR MINISTRY

*Research these before the session:

- **Country Info:** travel.state.gov
- **Language:** duolingo.com
- **Currency Converter**—oanda.com/currency



This session incorporates everything you’ve learned so far in your specific ministry’s plans. It is important to take time to prepare for the work your group is going to do. Some of your team members may be more skilled than others in the work your team will do. Their job is to assist you in training the rest of your team.

1. Worship & Prayer

2. Challenge—

3. Training

A. Announcements & Information - Report on the response to the support letters and where the team stands financially.

B. Cross-Cultural Work (continued)

I. Testimonies and Interpreters

Have some fun with this one! Rehearse the “Translator’s Skit” with one of your leaders and perform it for your group. After discussing the skit, debrief it by talking through some of the errors in it.

Next, if possible, bring in a bilingual person to translate some of the team members’ 3-minute testimonies. If you don’t have access to a person like this, then have one team member share their testimony one phrase at a time while another team member repeats the phrase. This is good practice for working with the rhythm of a translator and speaking in concise phrases.

II. Language Learning - Have your team work in pairs and recite some of the phrases from their Language Sheets (Appendix G) and from your Language “Helps” Booklet (Appendix M) from memory. A bilingual person could help with pronunciation if you have access to one.

III. Songs from Host Culture - If possible, have your Worship Coordinator prepare a few songs of your host culture that you can rehearse. Your host national/pastor/missionary may be able to help you with this.

7 PRE-FIELD TRAINING TOPICS

1. Team Work
2. Paper Work
3. Field Work
4. **Cross-Cultural Work**
5. Spiritual Growth Work
6. Ministry/Project Work
7. Packing, Travel and Health Work

- IV. Ministry Preparation - Prepare for whatever your group is intending to do at the mission site. If you will be doing construction, talk through logistics and scenarios. What can you get in the country? What will you need to bring along? If you will be doing children's ministry, work on stories, songs or skits. And don't forget crafts and Bible stories. If you're doing a puppet show for kids, you know what to practice! Utilize the Ministry Coordinators that you've assigned and allow them to help prepare the team.

4. Team Member Presentations

- A. Testimony
- B. Cultural Aspect of Mission Location (Geographical Background)
- C. Devotional

5. Intercessory Prayer

Due at Next (#6) Training Session/Team Meeting:

Mailing of Support Letters if not yet completed

For those assigned:

Testimonies

Cultural Aspect of Mission Location (Historical Background and Cultural Background)

Devotionals

Team Leader, be sure that before the next session (retreat) you have each team member's:

Airline reservation

Passport with visas (if needed)

Immunizations and WHO card (if needed)

Anti-malarial medication (if needed)

STM insurance

TRANSLATOR'S SKIT

(Used by permission of Culture Link)
Testimony with a Translator

A humorous way to introduce speaking with a translator is to use the Translator's Skit. Get another person in the group to help with this and then have the team evaluate what they saw and heard.

SPEAKER

1. Tell them I am pleased to be here.
2. When you asked me at lunch to speak to you today, I had butterflies in my stomach.
3. But now I'm really happy to have this opportunity to be with you.
4. I'd like to talk with you today about the contextualization of theology in the 3rd World setting.
5. But first let me share with you my testimony.
6. When I was just a kid...
7. I didn't understand the implication of what Christ did for me when He died on the cross.
8. But the He convicted me of sin through His Holy Ghost.
9. I had been a real lady-killer. I lived a life of sex, booze, and drugs.
10. He set me free.
11. He made me a new creature. (Excited, faster, and LOUDER)
12. Now I have a new life; I'm forgiven for my past. I am part of the body of Christ. They are my family. I'm so excited. I want to tell you all about it.

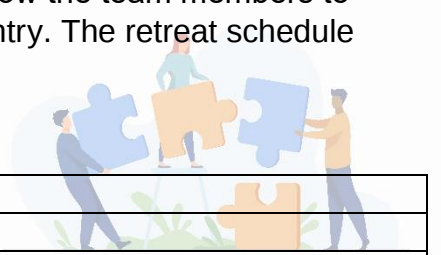
TRANSLATOR

1. He says to tell you he's very happy to be here.
2. At lunch I ate some flies that got into my stomach before speaking today.
3. It's OK. I'm really happy to have a chance to eat them with you.
4. I'd like to talk to you about a text from another world.
5. First I want to share my.... ???
6. When I was just a small goat...
7. I did not understand what happened when Christ died at the intersection.
8. But a ghost arrested me for it.
9. I had killed a lady. Oh, I'm too embarrassed to translate what he just said. But then he took some medicine and got better.
10. I was let go.
11. I was made into a new animal.
12. He's very happy. Please clap for him.

SESSION #6 — TEAM BUILDING RETREAT

This session is designed to be used as an overnight retreat that will allow your team the opportunity for some serious bonding before going on the mission. As the Team Leader, you will be able to observe the dynamics of your team, including personalities, willingness to serve and other factors. It's important to have some unstructured time during your retreat to allow the team members to have fun together and relate as they will when they are out of the country. The retreat schedule described here is about a day and a half long.

Sample Retreat Schedule



Time	Event
DAY ONE	
Evening	Arrive Team Meeting #1 Announcements & Information Spiritual Growth Work Bible Study, Prayer, Journaling Team Member Presentations #1
DAY TWO	
Morning	Team Member's personal Bible study, prayer, and journaling Team Meeting #2 Announcements & Information Cross-Cultural Work Language Learning
Afternoon	Team Meeting #3 Team Member Presentation #3 YOUR Ministry Preparation Relax & Recreation Depart for home

SESSION #6 — TEAM MEETING #1

1. Worship & Prayer

2. Challenge—

3. Training

A. Spiritual Growth Work

I. Bible Study

Discuss the Study that you have chosen for your team to do. This study should begin the first day of your mission and will end around the time your mission is complete. The purpose of this study is to have all your team studying the Word of the Lord together. It will give you many opportunities as the Team Leader to draw from various aspects of the daily studies for your Team Meeting challenges and for everyday applications.

* “Bible Study” (Appendix J) instructions— Choose a chapter or two out of the Bible with 1-3 verses that could be assigned for each day of the mission.

7 PRE-FIELD TRAINING TOPICS

1. Team Work
2. Paper Work
3. Field Work
4. Cross-Cultural Work
- 5. Spiritual Growth Work**
6. Ministry/Project Work
7. Packing, Travel and Health Work

- II. Prayer - Explain the importance of this second element of Spiritual Growth Work. A suggested prayer guide is also included in Appendix J. As with the Bible Study, this discipline should be used starting the first day of your mission.
- III. Journaling - Journaling may be new to some members of your team, but it is an important tool to help your team track what God is doing in their lives during the course of this experience. Appendix J also has a suggested journal format with some questions to help your team members get started or they can use their own preference for journaling. Journaling will help team members process their experiences.



***SUGGESTED*: “Round Trip Missions” DVD—Session 4, Chapter 3 (Emotional Trauma)**

4. Team Member Presentations #1

- A. Testimony
- B. Cultural Aspect of Mission Location (Historical Background)
- C. Devotional

5. Intercessory Prayer

SESSION #6 — TEAM MEETING #2

1. Worship & Prayer

2. Challenge—

3. Training

A. Cross-Cultural Work



***SUGGESTED*: “Round Trip Missions” DVD—Session 4, Chapter 3 (Emotional Trauma)**

B. Language Learning - Have the team continue to work on their language learning through memorizing phrases, reciting Bible verses and singing songs in your host culture’s language.

C. Re-Entry Issues - Debrief by talking through what it will be like to come home after this type of experience.

4. Team Member Presentations (none this meeting)

5. Intercessory Prayer

SESSION #6 – TEAM MEETING #3

1. Worship & Prayer

2. Challenge—(can skip)

3. Training

- A. Ministry Preparation - Again, be creative in preparing for the ministry you are going to do, utilizing your ministry coordinators as they've been assigned.

4. Team Member Presentations

- A. Testimony
- B. Cultural Aspect of Mission Location (Historical Background)
- C. Devotional

5. Intercessory Prayer

7 PRE-FIELD TRAINING TOPICS

- 8. Team Work
- 9. Paper Work
- 10. Field Work
- 11. Cross-Cultural Work
- 12. Spiritual Growth Work
- 13. Ministry/Project Work**
- 14. Packing, Travel and Health Work

Due at Next (#7) Training Session/Team Meeting:

Contact accountability partner

Any outstanding paperwork

Read Appendix H: travel, packing, and health

Continue working on language learning and ministry preparation

For those assigned:

Testimony

Cultural Aspect of Mission Location (Economic Background)

Devotional

SESSION #7 — PERSONAL PREPARATIONS

***Reconfirm reservations 48-72 hours before departure time.**

***You should have your team at the airport check-in 3 hours before your departure time. Groups take longer than individuals to check in, and you want to give yourselves enough time.**

***Remind team members how important and precious passports are during international travel. While you are traveling check in periodically to make sure students know where they are.**

***Host location address for embarkation card**

For quite some time now, you've probably been dodging questions about plane and bus schedules, what to pack and what not to eat or drink. Now, you can finally address these personal preparations! The main thing to emphasize in this session is to **PACK LIGHTLY!!!**



1. Worship & Prayer

2. Challenge—

3. Training

A. Letter of Thanks to Supporters - By this time a personal letter should be written by each team member to their individual supporters. A second letter should be written after the mission giving a summary of your mission experience.

B. Packing

I. Leader, Before the Session

- a. Ask your travel agent or airline about baggage regulations. They can tell you the maximum free allowance per person and the fee for excess bags.
- b. Review the packing tips and packing list in Appendix H, noting items you know you will or will not need because of your ministry location.
- c. Check on whether your group needs to bring items such as cooking utensils, dishes, silverware or anything else needed for everyday use.

II. Questions from Appendix H - Discuss any issues that the Packing Tips or Packing List have raised. Highlight items that you know you will or will not need because of your ministry location. Remind your team members of the Team Policy Sheet regarding what to pack and what not to pack. Emphasize light packing and one check-in bag per person.

7 PRE-FIELD TRAINING TOPICS

1. Team Work
2. Paper Work
3. Field Work
4. Cross-Cultural Work
5. Spiritual Growth Work
6. Ministry/Project Work
7. **Packing, Travel and Health Work**

III. Team Members: Bring Check-In Luggage to the Next Session!

- a. Why?
 - i. if anyone has over-packed, they can take things out
 - ii. if you have any materials that need to go in team members bags, they can be fit in
 - iii. your team won't have to stay up all night packing and leave exhausted.
- b. Each Member bring empty bag for ministry materials
 - i. Action Packer Boxes that chip shut work well for this

C. Travel

- I. Questions from Appendix H - Go over some of the travel tips that your team members have read for this session and answer any questions. Remember that for some, travel increases anxiety and for just about everyone travel increases excitement! Be calm as you talk about these issues.
- II. Embarkation card – Team will be filling out on the plane; have host address readily available.
- III. Stay Together! - It is extremely important that your team knows that they must stay together as a group. At no time should a person freely walk away from the group without telling a leader, even if they are an adult.

IV. Arriving on Field

- a. Immigration/Passport Control - Go over the procedure for immigration/passport control. Remind your group that they should stand and wait patiently and quietly in line. North Americans have a reputation for being loud and obnoxious, which can make officials suspicious. If a question is asked, answer simply and politely. Otherwise, remain quiet.
- b. Baggage Claim - From immigration/passport control, your group will go to baggage claim where the team should gather all the team luggage. The Baggage Coordinator should verify that all items are accounted for before moving on.
- c. Customs - Then, you will come to a customs official. It is customary for them to search some passengers and let others go through. Don't panic if you are chosen to be searched.

V. Baggage Coordinators

- a. Luggage Tags - Have your baggage coordinators make laminated luggage tags made with your team's name and numbers (i.e.1-50). Number all pieces of luggage, including carry-ons.
- b. Checklists - Your Baggage Coordinator and Carry-on Coordinator should

use the checklists in Appendix B to list every bag's number and contents (personal items, supplies, etc.). At every location where the luggage is moved (church parking lot, airport curb, airport check-in, airport baggage claim, in and out of buses and vans) the Baggage Coordinator should make a checkmark on his/her list to see that all bags are accounted for.

- c. Carry-On Luggage - The Carry-on Coordinator has the responsibility of watching everyone's carry-on luggage while the team helps move the luggage from place to place. Tags should be on each carry-on item as well and recorded on the baggage sheet.

D. Health

- I. Destination Health Issues - Discuss any specific health issues that apply to your destination. Hot climates demand special attention and a lot of water. Point out these issues. Use the information for your country of destination found in Appendix M and get information from your host national pastor or missionary so you can make the team aware.
- II. Medical Kit - Work with your Team Medic to prepare a medical kit for the entire team's use.

4. Team Member Presentations

- A. Testimony
- B. Cultural Aspect of Mission Location (Economic Background)
- C. Devotional

5. Intercessory Prayer

Due at Next (#8) Training Session/Team Meeting:
(should be scheduled for the night before departure)
Contact accountability partner
Packed bag for check-in
Empty bag for ministry materials (unless airline restrictions prohibit)
Passports (so no one forgets theirs the day of travel)
Any Mission paperwork
For those assigned:
 Testimony
 Cultural Aspect of Mission Location (Stats and Concerns)
 Devotional

SESSION #8 — ALMOST THERE!

BEFORE THIS SESSION—Check with or call the airline to confirm your flights.

You've made it to the last pre-trip training session! Congratulations! You are almost there! Have this session the night before departure so if anything was forgotten it can still be brought in before you leave.

1. Worship & Prayer

2. Challenge—(can skip)

3. Training

- A. Pack Checked Luggage - Have the team members place their luggage in one location for weighing (make sure you know the standard airline weight limit) and their empty luggage for ministry materials in another location.
 - I. After the materials have been packed and all the luggage weighed, have the Baggage Coordinator number each piece of luggage with your team tags (see Session #7) and inventory all contents in each piece of luggage using the table (Insert 3, p.34).
- B. Last Minute Q&A – Allow your group to ask any questions they may have at this time.

4. Team Member Presentations

- A. Testimony
- B. Cultural Aspect of Mission Location (Statistics and Prayer Concerns)
- C. Devotional

5. Intercessory Prayer

Team Leader make sure you have:

Copies of passports, medical information and releases (to leave at sending organization)

Collected passports from team members together with their tickets.

Distribute these to the team at the airport on departure day.

Instruct your team as to where and when to meet before going to the airport.



DEPARTURE DAY!!!

1. **Be sure you have the following items for each team member:**
 - A. Passport with visas
 - B. WHO Card (Immunizations)
 - C. Airline Ticket or Confirmation
2. **Go over these things in the airport before you board the last flight to your destination or after you exit the plane and before you get to customs.**
 - A. Go over the procedure for immigration/passport control. Remind your group that they should stand and wait patiently and quietly in line. North Americans have a reputation for being loud and obnoxious, which can make officials suspicious. If a question is asked, answer simply and politely. Otherwise remain quiet.
 - B. From immigration/passport control, your group will go to baggage claim where the team should gather all the team luggage. The Baggage Coordinator should verify that all items are accounted for before moving on.
 - C. Then, you will come to a customs official. It is customary for them to search some passengers and let others go through. Don't panic if you are chosen to be searched.



THE SENDING STAGE (2 MONTHS OUT — 1 MONTH AFTER)

Involving your sending body, whether it's a church or another organization, is a very important part of the STM experience. The team should definitely know that they are going out on behalf of their home ministry.

PRAYER TEAM

It is important that your team is covered in prayer by another team back home. Your team cannot accomplish anything without prayer! (Colossians 4:2-6) It's important that your prayer supporters know what you expect to be doing day to day so they can pray specifically for you.

Ideas for assembling a prayer team:

- Recruit a prayer coordinator who is not on the traveling team.
- Have each team member gather a list of about 20 people who are committed to praying for them and the team.
- Communicate with your prayer coordinator throughout the trip about prayer requests/praises that come up. Supplying them with a ministry itinerary will help them communicate with the prayer team as well.

COMMISSIONING

What a tremendous encouragement it will be for your team to have their home church/ organization send them off! The best way to do this is through a Commissioning Service, ideally on the Sunday (or another day of assembly) before the departure day. This can be a very meaningful experience for your team members as your leadership lays hands on them (Acts 6:6) and sends them out to do God's Kingdom work.

WELCOME HOME CELEBRATION

This is another important part of including the sending body in the mission experience. The purpose of this celebration is not only to rejoice in what the Lord did through your team during their entire experience, but to also let your congregation know specifically how many of their prayers were answered during this experience.

Some tips for your Celebration/Mission Reporting Service

- Ideally, this service should be planned as close to your return date as possible, but make sure it's no more than a month after your return.
- Plan out the entire service with a definite ending time.
- Pick a few stories that highlight the faithful work of the Lord and how He moved during your time, both within your team and amongst the locals.
- Be creative: Use video, pictures and other aids to keep people's attention

It's not uncommon for teams to be discouraged by the lack of response from the folks back home (much of this will be discussed in the Debriefing section). It's important that you have realistic expectations as to your congregation's response.



THE EXPERIENCING STAGE (DURING THE MISSION)

This is really what it all comes down to, isn't it? You've prepared and planned and trained for months to get to this point. It is important that you continue to do some of the things that you have gotten your team used to during training. They need to feel a continued sense of unity and bonding throughout the mission experience.

ON-FIELD ARRIVAL, DAILY SCHEDULE AND OTHER LOGISTICS

As you planned for your time on the field, you worked through and prepared for a number of these issues that are discussed in detail in the "[Effective Planning](#)" section. Please review the details covering these topics:

- [Travel and Accommodations](#)
- [Awareness for interacting on the field](#)
- [What to do when you arrive](#)
- Daily Schedule Specifics
- [Non-Medical Emergencies](#)



SAMPLE DAILY SCHEDULE

This sample daily schedule is to be used only as a guide. Each location will have things unique to its setting and culture and will require a different timetable. Times for cooks, meal prep, and clean up are not included, nor are Team Leaders meetings.

Church service days and days off will have different schedules. Be sure to post your daily schedule in an area that is easily accessible to all team members.

7:00 am	Wake Up
7:45 am	Breakfast
8:30 am	Time with God
9:00 am	Project/Ministry or Prep for Project/Ministry
1:00 pm	Lunch
1:45 pm	Rest
2:30 pm	Project/Ministry or Prep for Project/Ministry
7:00 pm	Supper
8:00 pm	Team Meeting
10:00 pm	Personal Time
11:00 pm	Lights Out!



Food Prep	Bathroom Clean-Up
Breakfast Prep: Clean-Up:	
Lunch Prep: Clean-Up:	
Supper Prep: Clean-Up:	

ON-FIELD TEAM MEETINGS

It is very important to continue daily meetings during the mission. You will be tempted to skip these times because of ministry and project concerns, time constraints and especially fatigue, but your team needs these times to regroup and refocus each day. The structure of your on-field team meetings will be much the same as what you did pre-field.

1. **Worship & Prayer**
2. **Challenge**
3. **Training**
4. **Daily Debriefings** (in lieu of Presentations)
5. **Intercessory Prayer**

Announcements and Information

Keep your team up to date on any changes that have been made or what they need to know for the following day's activities.

On-Field Training Topics

See the Team Leader's On-Field Training Checklist and Appendix I (Trainings 1-10) for a recommended list of training topics. Some days it may be appropriate to have one of your Assistant Leaders or your host challenge the group with one of the listed training topics. Remind your team to read any articles from Appendix I prior to that team meeting.

On-Field Daily Debriefings

Take time to share experiences, observations, feelings, expectations (met and unmet) and prayers. Allow your team members the opportunity to share what God is teaching them through their daily experiences. Ask key questions like, "How is this experience different from what you expected? How are the people different than what you expected? What is God showing you?"

LEADER'S MEETINGS

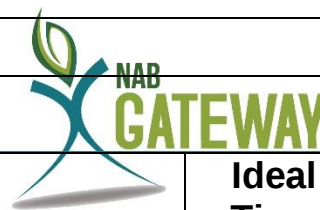
Take the time each day to meet with your assistant leaders and ask them how things are going from their perspective. From time to time you may want to include the host national pastor/missionary in this time so they can share any concerns. Also remember to meet each day with your:

Finance Coordinator—so you can know the status of team funds. Remember receipts, receipts, receipts! Be mindful of expenditures needed at the end of your mission.

Media Coordinator—so you know what is being sent in emails to your supporters and sending organization. Give your input to the information being sent. Also give input into what is being photographed and videoed.

PROJECT COMPLETION

Stay in constant contact with your host national/pastor/missionary to make sure your team is meeting their expectations. But remember: things rarely go as planned! As you will recall from the cross-cultural sessions, different is not wrong; it is just different!



**Recommended Training Sessions*

Date	Initial	Team Meeting Training/Challenge Appendix I: Trainings 1-10	Ideal Time
		*Orientation by Host National/Pastor/Missionary & Team Leader	Soon after arrival
		*Continued Language Study	2 nd Day
		*Continued Ministry/Project Preparations	2 nd Day
		Worldview/Missions—Biblical Perspective of Missions	
		*The Kingdom of God	
		The Task Remaining	
		God Wants to Change the North American Heart	
		The Mission Field at Your Doorstep	
		*A Message from Your Host's Heart	Last Evening
		*Debriefing Session	Last Evening

THE RE-ENTRY AND FOLLOW-THROUGH STAGE (DEBRIEFING DAY TO ?)

Some unexpected things happen when you come home from abroad. In addition to excitement from the experience, new outlook and mountain-top experience, many times team members experience depression, loneliness and even rebellion against their own culture. Preparing your team for these feelings and helping them process what they've just experienced is what Re-Entry Debriefing is all about.

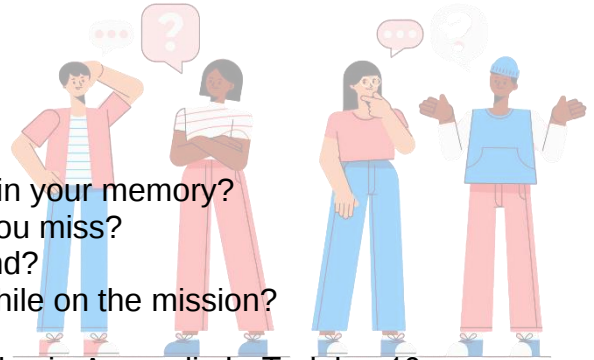
DEBRIEFING SESSION (FOR THE ENTIRE MISSION)

This meeting must take place before you leave the country you are visiting. Allow enough time (2-3 hours) to complete it. Remember, it is probably one of the most important team meetings of all. Go over some of the material again from the articles in Appendix I - Training 10 for debrief.

1. Worship & Prayer
2. Challenge
3. Training—Debriefing

A. Re-entry questions to discuss as a group

- I. What about this mission will be most vivid in your memory?
- II. What things about your host location will you miss?
- III. What things will you be glad to leave behind?
- IV. What surprised you most about yourself while on the mission?



B. Go over some of the material again from the articles in Appendix I - Training 10.

- I. Saying Goodbye (be sure to review before your team is off-site)
- II. What is Re-entry?
- III. Make the Most of Mission
- IV. I'm Home/Sharing Your Experience
- V. Integrating Your Experience

C. Leader Evaluations (Appendix L) - Ask your team members to evaluate each of their leaders at this point. Take the praises and criticisms constructively and learn from your experience as a leader as well!

- I. For the Leaders: All leaders should evaluate (Appendix L) each of the team members and return the information to them privately. Be sure to send a card or letter of encouragement along with the evaluation. This should be done after you get home from the mission.

D. Next Steps - By this time you may be well aware of those from your team that God seems to be speaking to about career mission/ministry service. Take the opportunity to discuss this option with your entire group, recognizing though, that this is probably only a small percentage of STM participants. Look through articles (Appendix N) to discuss future opportunities and don't forget to highlight especially those articles discussing opportunities within your local community.

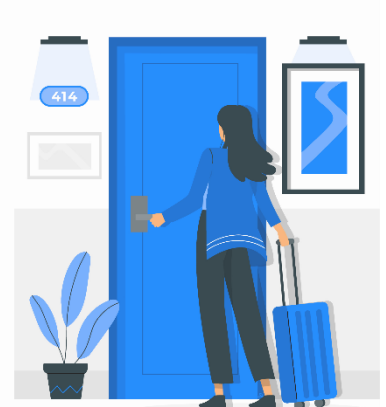
4. Intercessory Prayer



***SUGGESTED*: "Round Trip Missions"—DVD Session 5, All (Living with a Broader Perspective**

WHEN YOU GET HOME

- **Reports**—The organization that sent you (church, school, etc.) would appreciate a synopsis article by your team Journalist and a brief compilation of your video and/or pictures by your Media Coordinator. Encourage team members to start thinking about how to report back to their supporters upon returning from the field.
- **Finalizing Finances**—Meet with your Finance Coordinator and the person from your sending organization in charge of finances (church treasurer, etc.) to close the books on your team.
- **Team Member Evaluations**—Leaders (Primary and Assistant) work to complete team member evaluations after the end of the mission. Pay special attention to team members who God seems to be calling to career ministry/missionary service. Send a card or letter of encouragement soon after you return.
- **Reunion**—This is an important time a month or so after you return where team members can gather around pictures and memories.
 - Have a fun reunion a few months after you return to touch base, reminisce and share what has stuck with you from the trip.
- **Future Follow-up**—Although the mission ends with the culmination of the travel, the impact should not. Be sure to continue follow-up into the future with your team members. Help them to understand how this experience fits into their life in Christ and His global community that they are a part of.
 - By this time you may be well aware of those from your team who God seems to be speaking to about career mission/ministry service. Take the opportunity to discuss this option with your entire group, while recognizing that this is probably only a small percentage of STM participants.
- **Long-Term Partnership**—info in Appendix O



ΔEFFECTIVE LEADING

You have taken up the opportunity of leading a group of individuals to another nation or local ministry location. This is no small task. We hope these next few pages can be a helpful resource for you as you embark on this adventure.

LEADERSHIP GOALS

- To lead your team by the guidance of the Holy Spirit at all times.
- To guide the team in representing Christ effectively to the host receivers and the people being impacted by the team's ministry/project.
- To see transformation take place in the hearts of your sending church.

EQUIPPED TEAM LEADERS

1. **Are Spiritually Prepared**—Your relationship with God is not only important for you, it's important to everyone on your ministry team. Your team needs your spiritual discernment, encouragement and leadership. Only God can accomplish this. Stay close to Him. Challenge your team as God is challenging you every day!
2. **Personally Mature**—You should be able to have good relationships with family and church members, admit faults, show good judgment and purity, adjust well in social situations and handle the unexpected.
3. **Know the Details**—Flight information, immunizations, passports and visas are only the beginning. Your team needs to be properly trained by you or a Gateway Teams Leader that you've asked to train you.
4. **Are Flexible**—Expect the unexpected. Think ahead and have alternate plans in mind when needed.
5. **Are Humble**—Put the needs of others above your own
6. **Are Sensitive to Needs**—Team Members, Nationals, Missionaries, Pastors and Assistant Leaders will all have needs. Keep an eye on moods and listen to insights of another leader of the opposite gender.
7. **Recognize Gifts**—You have the ability to recognize and empower team members to work within their gifting's.
8. **Communicate Well**—Discuss situations and pray with your Team Members and especially with your Assistant Leaders.
9. **Submit to Your Hosts**—Your team is there to partner with them. They are the experts. Respect them and make decisions with their guidance.
10. **Train Your Team Responsibly**—Provide pre-field training sessions, team meetings, and debriefing. Be prepared for each time you meet and don't skip any part of the process.
11. **Pray Continually**—Pray specifically and keep track of answered prayers. Your team will see God's hand at work like never before! (1 Thess. 5:17)
12. **Recognize God's Movement in Team Members' Lives**—Challenge them throughout the mission to consider what God is showing them.

ΔWORKING AS A LEADERSHIP TEAM

LEADERSHIP TEAM GUIDELINES

If you are co-leading the team with others, take some time before team meetings start to distinguish between your roles and responsibilities, build team unity, and develop vision for your STM. Here are some ideas of how to divvy up tasks.

TEAM LEADER

- Directly responsible for the Pre-, On-, and Post-Field life of this team.
- Does not do everything, but is the final authority for decisions and in conflict.

ASSISTANT LEADERS

- Support primary team leader.
- Help observe attitudes/actions/feelings of team members.

MINISTRY/PROJECT COORDINATORS

- Be mindful of the demeanor, gifts, and abilities of your ministry/project coordinators.

LEADERSHIP TEAM UNITY

Because we are human and because we hold varying passions, opinions and expectations, conflict may arise within your leadership team. Remember that this trip is not your own, it is the Lord's. May we be a people who lay down our own rights to what we want in order to extend grace and do what is best for the team as a whole.

- Be vulnerable and open with each other.
- Pray for each other, often!
- Empower each other to work within gifts.
- Work with and for each other.
- Exemplify a heart of service to each other.



ΔSPIRITUAL LEADERSHIP

Short-Term mission trips open up opportunities to have deep and intentional conversations about the Lord's involvement in one's life. It is also a good time to form new habits like reading scriptures, intercessory prayer and constant worship. During your trip you will have the chance to eternally impact your team members as different conversations arise. It is important to be prepared physically and mentally, but even more important to intentionally make time for spiritual growth in your schedule.

SPIRITUAL LEADERS

- Depend on the Holy Spirit for guidance.
- Speak with wisdom.
- Walk with humility and offer grace.
- Have integrity.
- Are authentic and consistent.



SPIRITUAL DIRECTION IS...

- Teaching team members to pray.
- Helping team members to discern and affirm the presence of God in their lives.
- Sharing in the team members' search for God through life's circumstances.

OFFERING SPIRITUAL DIRECTION

Mission team environments stimulate thinking and discussion on:

- Life Choices (career, mate, schooling)
- To what and where is God calling me (missions, ministry, or another career)
- Lifestyle (money, materialism)—What is my responsibility with all that God has given me?
- Friends
- Relationship with God

△CHALLENGES OF LEADING A TEAM

RESPECT FROM TEAM MEMBERS

- Respect is developed through building trust and modeling vulnerability.
- Avoid extremes—Don't be dogmatic, but remember that you can't afford to be overly passive either.
- Remember that the respect you have from your team members is affected by your prior relationship with those people.

DOCTRINAL AND SPIRITUAL PROBLEMS

- Divisive issues (sign gifts, media, alcohol, etc.) can tear the church apart. Make it a point to set of culture of acceptance on your team.
- Discourage argumentative discussions on things that aren't important to the mission you are on, i.e. politics.
- You are the leader spiritually as well as logistically—Be creative!
- Pay attention to potential issues between team members during training.

PERSONAL PROBLEMS OF TEAM MEMBERS

- The short term mission experience brings out vulnerability in people, so be open and approachable to your team members' needs to talk or confide.
- Homesickness is a real problem for some people, so be sensitive to it even if you don't struggle with it or feel it is a big deal.
- Do not spend extended periods of time alone with a team member of the opposite sex. Utilize your assistant leaders.

RELATIONSHIPS

- **Relationships with the opposite sex**
 - No dating is permitted among members of your team.
 - The word "dating" can have multiple meanings cross-culturally. Be careful of all male/female relationships.
 - Remind team members that the goal of their mission is not to find a mate.
 - Do not allow couples to isolate themselves from the group. Encourage everyone to get

to know everyone else on the team.

- If a problem arises, approach both parties. Help them focus on why they are on the mission. Help them to see the impact on the entire team.

- **Relationships with *nationals* of the opposite sex**

- An inappropriate relationship with a national can destroy your team's testimony and your host's ministry.
- Be aware that there is always the potential for attraction between the opposite sex across cultures.
- Remember that the national people did not sign any policies about their behavior in the area of relationships—but you did!

- **Relationships with the same sex**

- Do not misread cultural signs. For example, many cultures are extremely warm and friendly, and men holding hands is an accepted practice.

ATTITUDE PROBLEMS

- **Disobedience**—Deal with it even if it's not serious. Team unity must take precedence over personal preferences.
- **Rebellion**—Can be straightforward or subtle. It can also appear in a person who questions your leadership and tries to cause division.
- **Division and Cliques**
 - Be alert to small divisions. If the same small group always hangs out together, suggest they invite others.
 - Gossip and backbiting are symptoms of ungratefulness and are detrimental to the team.
 - Emphasize repeatedly that team effectiveness is very dependent on team unity.
 - Team members might group together to complain about you as leaders or some other problem. As a leadership team, address it, hear them out and humbly ask for forgiveness.
 - Prepare a special challenge at a team meeting. Sense the need and cover subjects as they arise.
- **Complaining**
 - Confront complainers. Listen to their complaint and then point out how complaining damages team spirit. Take the opportunity to challenge their thoughts.
 - Discourage complaining in public.
 - Encourage team members to be alert regarding their testimonies in public. Body language speaks as much as words—oftentimes more.

ΔDISCIPLINE

FEATURES OF DISCIPLINE

- Focuses on character change—accountability.
- Is grace infused and it is always communicated in love. Should be about correction not punishment.
- Should have a purpose, goal and guideline.
- Should avoid procrastination.
- Deal with issues as soon as possible.

DIRECT CONFRONTATION OR REBELLION AGAINST AUTHORITY

- Instruct them to come to you personally if they have a problem. Encourage them not to do so

in front of the team.

- A team member who just does not listen is far more typical than a rebel. Make an effort to offer them a new perspective and demonstrate it by your lifestyle.
- Private discussions are best, but occasionally public confrontations may be called for. Be very careful with public confrontations.
- If a problem is presented to you in private—keep it private.
- Make a judgment call when necessary. If you make a mistake, ask forgiveness. If necessary apologize in front of the whole team for the way you handled the situation.

DISCIPLINE THAT REQUIRES THE REMOVAL OF A TEAM MEMBER

BE PROACTIVE

Remind the team member of what they agreed to and signed during training.

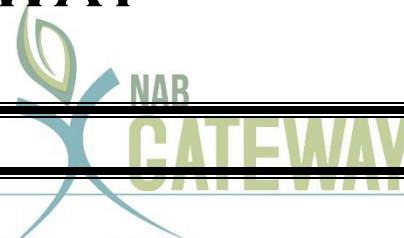
WHEN ACTION IS REQUIRED

- Analyze the impact of the person's behavior on the whole team.
- Guard against inventing reasons for sending someone home based on your own convenience and preference as a leader, i.e. personality conflicts.
- Consult and pray together as a leadership team.
- Discuss the situation with your host receiver. Remember that they may not understand the entire situation or see the problem clearly. Keep in mind that they are a source of counsel but you make the final decision.
- ****Exception:** Be mindful about the work/ministry of the host receiver being in definite danger of being compromised or hindered by this team member's issues, and if the host has made it clear that the team member must be removed.

STEPS TO SENDING A TEAM MEMBER HOME

1. If the team member is a minor, call their parents.
2. If it is a minor, remember an adult will need to go home with them.
3. Separate the team member from the team.
4. Make the travel arrangements (work with the host national/pastor/missionary. Send a leader to do this).
5. Inform the team member.
6. Inform the parent/guardian, if it involves a minor. (This is a non-negotiable phone call.)
7. Inform the team.
8. If this is an NAB/Gateway destination; inform the Gateway office.
9. Implement the decision promptly.
10. Debrief the team—talk openly, give all helpful insight necessary, pray for the person and the team.
11. Schedule a debrief meeting with them as soon as you can after you get home.

◇SERVING WITH NAB GATEWAY MINISTRIES



◇MISSION AND VALUES

MISSION

NAB Gateway exists to serve, equip and assist NAB churches in their pursuit of international and inter-cultural mission involvement. NAB Gateway seeks to accomplish this by providing experience, networking, training and resources that will mobilize NAB churches to develop and execute Long-Term Partnerships and Short-Term Mission Trips with excellence and in accordance to the values of sound missional theology.

VALUES

We value the heart of God and His heart for the world. We emphasize Long-Term Partnerships and integral relationships in the way of Jesus, His Kingdom and the *Missio Dei*.

NAB Gateway is an associate member of MissionExcellence (missionexcellence.global) and helps NAB churches to serve according to [7 standards](#) of Excellence: God-Centeredness, Empowering Partnerships, Mutual Design, Comprehensive Administration, Qualified Leadership, Appropriate Training, and Thorough Follow Through.

◇SERVING WITH NAB GATEWAY

We exist to serve you, the churches of the NAB, in your mission endeavors. We understand that each church is in a different place when it comes to experience, knowledge and passion for missions. That is why we have created multiple options and opportunities to fulfill the needs that you may have.

We are always here as a resource to answer questions, think through opportunities, and empower you with the resources, connections, and experience we hold. In addition, we are willing to walk alongside you in-depth if you feel like you need a little extra help.

If you already have experienced leaders in place and know where you are going and what you are doing, know that you always have full access to all of the resources that NAB Gateway has to offer.

◇NAB GATEWAY STM TEAM LEADER & COST STRUCTURES

Three ways that NAB Gateway can serve your Short Term Mission TEAM efforts:

1. YOU LEAD/YOU TRAIN

- A. Cost: FREE
- B. Includes:
 - I. Use of 'Managed Missions' On-line Software
 - II. Consultation with NAB Gateway Staff

2. YOU LEAD/NAB GATEWAY TRAINS

- A. Cost:
 - I. \$15 per Team Member for Training Manuals
 - II. \$750 for Staff Travel Expenses to the Training Retreat
- B. Includes:
 - I. On-site Team Training Retreat (2-3 days)
 - II. Team Member Manuals
 - III. 'Managed Missions' On-line Software
 - IV. Consultations

3. NAB GATEWAY LEADS/NAB GATEWAY TRAINS

- A. Cost
 - I. \$15 per Team Member for Training Manuals
 - II. \$750 for Staff Travel Expenses to the Training Retreat
 - III. Mission Trip Expenses for NAB Gateway Leader
- B. Includes:
 - I. Team Leadership
 - II. On-site Training Retreat (2-3 days, just prior to Mission Trip departure)
 - III. Team Member Manuals
 - IV. 'Managed Missions' On-line Software
 - V. Consultations



◇NAB GATEWAY RESOURCES

- Leader's Training Manual:
 - Training Articles and resources that we have found to be helpful.
 - [Round Trip Video Curriculum](#) 
- Team Trainers: If you do not feel equipped or ready to train a team to travel abroad, we have experienced people on hand who are willing to walk through this process with you.
- Partnership Networks: Sometimes the hardest thing is finding the right people to partner with. We can help you find the right Long-Term Partner (LTP). Whether it's a church or an organization, NAB Gateway can help you make these connections through national leaders and/or missionaries.
- Free access to an Online Project Management software: [Managed Missions](#) was created by STM leaders for STM leaders and strives to make the management of a team easier for everyone involved. You, as an NAB church, get access to it for free! [Here](#) is a short video overview of the features.
- Coaching and Mentoring

◇ OPPORTUNITIES AND AREAS OF MINISTRY



These are just some of the places we have connections and know of people seeking partnership.

APPENDIX TOPICS

- A. Registration Documents
- B. Team Coordinator Job Descriptions
- C. Support Discovery
- D. Short-Term Missions
- E. Cross Cultural and Contextualization
- F. Sharing Your Testimony
- G. Language Learning
- H. Packing/Travel/Health
- I. On-Field Training
- J. Spiritual Growth
- K. Debriefing and Re-entry
- L. Team Evaluations
- M. Country Specific
- N. Further Involvement in Missions