



Missions Trip
Leader Manual

Table of Contents

Introduction	4
What is this all about.....	4
Bethany Core Values – What We Believe	5
Missions Exist Because Worship Doesn't.....	6
6 Habits of a World Christian	7
Purpose of Missions	11
Types of Short-Term Missions	11
Benefits to the Body of Christ.....	13
Letter from a Pastor.....	15
Your Role as the Leader	17
Disciple, Disciple, Disciple!	17
Effective Leadership.....	20
Your 1 st Meeting – On Your Mark	23
Intro: A Letter.....	23
Meeting Run Down	24
Closing	32
Your 2 nd Meeting – It's a Culture Thing	33
Intro: A Letter.....	33
Meeting Run Down	34
Closing	39
Your 3 rd Meeting – Team Building and Ministry Preparation.....	40
Intro: A Letter.....	40
Meeting Run Down	41
Closing	52
Your 4 th Meeting – Get Set, GO!	53
Intro: A Letter.....	53
Meeting Run Down	54
Closing	60
Your Team Outreach Project.....	61
Outreach Project Requirements.....	62
Closing	63
The Trip Experience	64

The Finish Line: Debrief and Reentry	69
Debrief and Reentry: On the Field	70
The Five-Step Debriefing Process.....	70
Your 5 th Meeting – Looking Forward.....	74
Appendix.....	77
Appendix A: Bethany Missions Leadership Team	77
Appendix B: Bethany Team Leader Agreement	78
Appendix C: Results of Ignoring Guidelines	80
Appendix D: Sample Team Policy.....	82
Appendix E: Spiritual Gifts	86
Appendix F: Sample Packing List.....	88
Appendix G: Building Your Support Team.....	89
Appendix H: Translator Skit.....	101
Appendix I: Debrief Questions From Your Mission Trip.....	102
Appendix J: Resources/References.....	103

Introduction

What is this all about?

“And Jesus came and said to them, ‘All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, to the close of the age.’”

Matthew 28:18-20

Dear Team Leader,

The Great Commission: We all know it! We probably memorized it as a child or have it highlighted in our favorite Bible. However, do we really understand what it means? As Disciples of Christ, we are to go and make disciples of all nations. This is the sole reason for foreign missions: to take part in introducing the lost to Jesus Christ and to help them become fully devoted followers of Christ. The Great Commission reveals the heart of Christ. He wants the entire world to recognize his authority, be baptized in his name, be taught his commandments, and live in the fullness of relationship with him.

In an effort to fulfill this, we at Bethany Church send teams all over the world to minister to the lost. However, we need to ensure that the teams we are sending also understand the heart of the Great Commission. Do they know how to disciple others? Do they understand the authority of Christ? Do they understand his heart for all people groups? Do they know how to share his love in a comprehensive, easily understandable, and loving way? Can they overcome cultural differences in order to effectively share the Gospel? Can they put away their own agenda and be humble servants of Christ?

As leaders, these are the questions we must not only ask ourselves, but these are the lessons we must be prepared to teach our teams. Here at Bethany Church, we strive to do all things with excellence. Missions are no exception. So, let's learn how to train a team that is culturally relevant, humble, and that is ready and willing to do whatever it takes to glorify Christ and to advance his Kingdom.

We are so excited about what God has in store for you and your team. Thank you for your willingness to embark on this journey. We pray that God will bless you in every way and with everything that you need along the way!

For His Glory,
Bethany Global Leadership Team

Bethany Church Missions
Life, Family, and Purpose

Bethany Core Values – What We Believe:

- We believe there is one God and He is completely perfect and existent in the persons of the Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit.
- We believe that salvation is by grace, through faith in our Lord Jesus Christ.
- We believe there is one universal Church, which is the Body of Christ.
- We believe Christ is the head of the Church.

Everything we do as a church strives to fulfill these core values. We want to make sure that our values permeate through everything we do, locally and globally.

With that in mind, we want to make sure that our teams are fully prepared and equipped to be the best possible stewards of the time, talents, and resources that God has entrusted us with.

“All scripture is inspired by God and beneficial for teaching, for rebuke, for correction, for training in righteousness; so that the man or woman of God may be fully capable, equipped for every good work”
2 Timothy 3:16-17 NASB

Missions Exist Because Worship Doesn't

We know from studying God's Word that He has a "big-picture" plan. From Genesis to Jude, we see the story unfold of God's heart for a world full of His worshipers. We then see the fulfillment of this promise in Revelation!

"After this, I looked and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and in front of the Lamb..."
Revelation 7:9

But we have yet to get to the fulfillment. We are still in the middle of God's amazing story! Let's look at a brief overview of our world.

- Today approximately 30% of people in the world claim to be Christians. Of that 30%, 1/3 are Bible-believing evangelical Christians.
- Another 30% of the world is what is considered non-Christian "reached." "Reached" does not mean that someone has shared the gospel with them. It means that they have access to the gospel. They have a church they could go to, or there is a Bible translated into their language. However, these people are, for one reason or another, blinded to the truth about Christ's love for them.
- The remaining 40% of the world are those who are considered "unreached". This means they do not have access to the gospel. Among their ethnic group or "people group", there is no established church. Many have no scripture in their language or missionaries working toward sharing with them.

When we break this down, only approx. 10% of the people in our world are true, Bible believing Christians. That leaves 90% headed toward an eternity separated from Christ. We still have a lot of work to do!! We absolutely need to be reaching out to those in our own community, state, and country. But we also cannot ignore the Christ-given mandate to take the gospel to the ends of the earth.

"And Jesus came and said to them, 'All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, to the close of the age.'"
Matthew 28:18-20

6 Habits of a World Christian

“For, ‘everyone who calls on the name of the Lord will be saved.’ How, then, can they call on the one they have not believed in? And how can they hear without someone preaching to them? And how can anyone preach unless they are sent? As it is written: ‘How beautiful are the feet of those who bring good news.’”
Romans 10:13-15

1. Learn

“A wise man will hear and increase in learning...”
Proverbs 1:5

One of the best places to start your quest to become more involved in missions is to ensure you are activated in your local campus. Be an active participant and not just a consumer. It is hard to care about things that we do not know about. Learn about what God’s Word has to say about His heart for the world. Learn about different countries, cultures, and religions. Discover the different needs in different places. Explore the different methods and strategies that can be used. Read biographies of those who have gone before us. Read blogs, articles, news updates. In this day and age of globalization, the resources and opportunities to learn are endless.

2. Go

“Go and make disciples of all nations.”
Matthew 28:19

“Go into all the world and preach the good news to all Creation.”
Mark 16:15

Going is just what it sounds like. It is those who physically go to the mission field. As the verse above from Romans states, how can people call on Christ to save them without someone actually going and telling them the good news! Without those who are willing to go, missions would not exist. However, going is not the only role.

3. Pray

“But when He saw the multitudes, He was moved with compassion for them, because they were weary and scattered, like sheep having no shepherd. Then He said to His disciples, ‘The harvest truly is plentiful, but the laborers are few. Therefore, pray to the Lord of the harvest to send out laborers into His harvest.’”

Matthew 9:36-38

Christ's first command after He sees the multitudes and their need for Him is to “pray”. Prayer is a VITAL part of any ministry! Through our prayers, God reveals, restores, rescues, reconciles, and gives rest. Jesus taught us to pray, “Your kingdom come, Your will be done on earth as it is in heaven.” We have already learned that in heaven God's kingdom will be FULL of people from every tribe, language, people, and nation in the world! He has asked us to pray for this to happen on earth as it is in heaven! We can pray for God to raise missionaries. We can pray for God to protect, sustain, provide for, and empower those who go. We can pray for the Holy Spirit to reveal himself to the lost. The list goes on and on. When we pray, God moves.

“Therefore, confess your sins to each other and pray for each other so that you may be healed. The prayer of a righteous man is powerful and effective.”

James 5:20

4. Give/Send

“Remember this: Whoever sows sparingly will also reap sparingly, and whoever sows generously will also reap generously. Each man should give what he has decided in his heart to give, not reluctantly or under compulsion, for God loves a cheerful giver.”

2 Corinthians 9:6-7

Yet another way to be involved in global missions is to give or “send”. Even if someone never steps foot in another country, they can play a huge part in taking the hope and love of Jesus to the nations by helping someone else go! People most often think of sending as giving financially. While that is definitely a huge part of it, senders can leverage many of their resources, skills, and time to support the work of those engaged in ministry. They provide moral support, logistics support, financial support, prayer support, communication support, and re-entry support for those serving at home and abroad.

“Do not store up yourselves treasures on earth, where moths and rust destroy, and where thieves break in and steal. But store up for yourselves treasures in heaven, where moths and rust do not destroy and where thieves do not break in and steal. For where your treasure is, there your heart will be also.”

Matthew 6:19-21

5. Welcome

*“So you, too, must show love to foreigners, for you yourselves were once foreigners in the land of Egypt.”
Deuteronomy 10:19*

Welcoming is yet another way for us to be involved in world evangelization without even leaving the country. God has literally brought the nations to our doorstep. Consider the following:

- 80-85% of international students will never enter an American home while studying in the US.
- Less than 10% of international students are reached out to by Christian organizations.
- Over 60% of international students come from the 10/40 window (the least evangelized area of the world).
- In 2011 alone, the US admitted over 56,000 refugees from countries such as Burma, Bhutan, Iraq, and Somalia.

Again, God has brought the nations to us! So many internationals live here for years without a single Christian reaching out to them. Many of them are away from their families, friends, and something familiar. Can you think of a better time to take them in!? Invite them to your home, cook them a homemade meal, be a friend or family away from family, and share the love of Christ with them.

Many of these students and refugees come from countries that are closed to the gospel. This may be the one and only chance they get to hear it! In addition, because many international students come from impoverished countries, the fact that they are even able to study in the US means that they probably come from affluent families. If they become believers and are disciplined while they are here, imagine the impact they can make when they go back home! 40% percent of Heads of State once studied in the US.

*“The stranger who resides with you shall be to you as the native among you, and you shall love him as yourself, for you were aliens in the land of Egypt; I am the Lord your God.”
Leviticus 19:44*

6. Mobilize

“He told them, ‘The harvest is plentiful, but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field.’”

Luke 10:2

Mobilization (verb):

- To make mobile or capable of movement;
- To assemble, prepare, or put into operation for or as if for war;
- To assemble, marshal, or coordinate for a purpose.

Mobilization is a call to action. It starts with education. People cannot care about something they do not know about. Then, it is furthered with casting vision, challenging and equipping. Some people are naturally more gifted in this area. Still, each of us can play a role as we humbly share what God has shown us about His heart for the world and how each of us, no matter our age, gender, location or vocation, can make a difference.

When people think of being involved in international missions, they most often think of *going*. If you are participating in this training, it is most likely because you are going to be going on a mission trip. We know that this is a vital and essential part of missions. But we must also remember that it is just one of several important roles!!!!

“The eye cannot say to the hand, ‘I don’t need you!’ and the head cannot say to the feet, ‘I don’t need you!’ On the contrary, those parts of the body that seem to be weaker are indispensable.”

1 Corinthians 12:21-22

As you **GO**, make sure you remember and honor those involved in each of the other roles. In addition to this, know that your role in global missions doesn't need to end when you get home! You can continue to pray, send, welcome, and mobilize. Will this be the generation to fulfill the great commission and usher in the return of Christ?

Purpose of Missions

- Exalt the Name of the one true God (Psalm 46:10).
- Exemplify the body of Christ (1 Corinthians 12).
- Share the Gospel (Mark 16:15).
- Make Disciples (Matthew 28:18-20).
- Plant Churches (Romans 15:20).

Types of Short-Term Missions

The ultimate goal for missions does not change within short-term missions. However, because of the short amount of time that we will actually be on the field, we must ask ourselves, “How can we best use our time, talents, and resources to benefit the kingdom of God LONG-TERM?” The focus of our teams should be based on this question and should be answered in correlation with our in-country contacts. With this in mind, there are typically six different types of short-term trips.

1. Investigation of Ministry Needs: (*Joshua & Caleb – Numbers 13-14*)

Sometimes there will be places where we know there are needs to be met but are not sure the best way to meet them or best ministry to partner with. These types of trips can also be seen as “vision” trips. They pave the way for more strategic and intentional trips to take in the future.

2. Evangelism: (*Mark 16:15; Romans 10:13-15*)

Meeting people's physical needs without addressing their spiritual need for Christ is like giving them painkillers without healing their disease. The Gospel is the only thing that brings true healing and hope for all eternity. With any trip we take, we should be prayerful, willing and ready to share Christ when the opportunity arises. When taking a trip that has a main goal of evangelism, it is always best to partner with local churches or missionaries. We want to make sure that when someone accepts Christ, we are able to connect them to other local believers so that they can continue to be a disciple.

“For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord.”

Romans 6:28

3. Training: (2 Timothy 3:16-17)

We are very blessed in the U.S. by the extremely large amount of training resources that we have. We have Bible schools and seminaries, endless “self-help” books to read, podcasts to listen to, and seminars we can attend...all in our own language. There are many cultures that may only have a Bible in their language (if that), and may or may not know how to read it. As in all things, we are blessed so that we can be a blessing. Some trips can be very fruitful in the long-term by spending time helping to train nationals to better lead and disciple their own people. In the same sense, because of their complete dependence on God and/or the Bible for all of their spiritual growth, there will most likely be areas in which we can receive training from them! Never assume that we have all the answers or best know how to read and study the Word. Training topics can also be non-spiritual but help add to the quality of life for the nationals. Examples of this include healthcare education, business training, agriculture, etc.

4. Encouragement: (Ephesians 6:21-22; 1 Timothy 6:12)

Unless the trip is strictly vision/investigation focused and there are no local contacts, encouragement should always be a goal. Long-term missionaries and local believers often face much more hardship and persecution than we will ever face in the U.S. Bringing energy, speaking words of life, affirming the good work they are doing and encouraging them to continue to “fight the good fight” is a VITAL role we can play.

“And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching.”
Hebrews 10:24-25

5. Service Projects:(James 2:15-1, 1 Peter 4:10)

Going across the globe to serve our brothers and sisters in Christ, and to serve non believers can be an amazing way to share the love of Christ. Imagine you have been a missionary on the field for several years. You have a small team of believers there with you and the facility where you are staying is falling apart. Your financial support is barely enough to make ends meet and even if you had the funds, all of your time and energy is spent trying to minister to the needs of your disciples and your community. Then imagine a group of people who don't even know you, but share in your love for Jesus, raise money and come to do in two weeks what it would take you months or years to do. Would you feel refreshed? Encouraged? Service projects can also be a great platform for sharing the gospel. Jesus often displayed this by meeting a physical need or by

physically healing people while also ministering to their spiritual needs.

When doing cross-cultural service projects, we should ALWAYS coordinate with our host organization to find out what it is that they need and not try to impose what we believe they need. They also need to be involved in the projects and have as much ownership of them as possible. Remember, we are there to serve, not to micromanage and control.

“Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms.”

1 Peter 4:10

6. Personal Growth:

As believers, we should always maintain a posture of humility and a desire to grow and mature in our faith. Yes, we each have something to impart on the mission field, but we also have something to learn. We should constantly be asking God what He wants to teach us. What can we learn from our experience as team leaders, from co leaders, from other team members, and from the nationals and missionaries on the field?

“Instruct a wise man and he will be wiser still; teach a righteous man and he will add to his learning.”

Proverbs 9:9

Benefits to the Body of Christ

You and your team are not the only people who benefit from your trip. The people who sponsored you, the host who received you, the families who prayed for you, your church, etc. all benefit in a way from your cross-cultural experience. The beneficiaries can be divided into three categories: the people going, the senders (those back home who pray, encourage, and give financially), and the receivers.

Benefits for the Goers

- Exposed firsthand to God's love for the WHOLE world.
- Being given the opportunity to exercise spiritual gifts.
- Seeing the global “sameness” of all God's people.
- Trusting God in new areas such as finances, safety, and ministry.
- Better equipped for ministry and outreach locally and abroad.
- Becoming dissatisfied with a complacent life.

Benefits to the Senders

- Helps them become globally minded.
- Spiritual development through giving and praying.
- Play an active role in fulfilling the Great Commission.
- Witness the power of their prayers.
- Being credited by God for their giving (Philippians 4:17).
- The potential for ongoing partnerships with international ministries.

Benefits for the Receivers

- Exposure to the Gospel message.
- Be affirmed and encouraged.
- Potential to provide long-term caring relationships with supporters.
- Potential financial support for the future.
- Resources to accomplish a specific project.
- A sense of renewal from worship with a different culture.
- Gaining prayer partners.

Not all trips will reap benefits to all people involved, but all trips will have an impact on all those involved, positive or negative. This is why we need to make sure our teams have proper pre-field, on the field, and post-trip training to maximize the impact of our efforts.

Letter from a Pastor

Dear Pastor,

It is with fear that I write this letter. Yet to stay silent would be contributing to the hindrance of God's kingdom. First, I want to say how much I appreciate the on-going financial and prayerful partnership you have with my family in Peru. Without your care, we would not be able to continue the work here! Nonetheless, recognizing the possibility of risking our partnership and because of it, I want to express to you my concerns over the past months.

As you know, two months ago a request was made to us by the elders to host a ministry team here. To be honest, I never felt it was a request, rather a mandate. The elders expressed the church's disappointment in the camps this year and that it was the hope now of FCC to be involved more deeply in World Missions, so could we find something for a group to do?

I expressed that the timing was not good and that the church leaders here thought six months from now there might be a better opportunity. The response said, "Some of us have already blocked out vacation time to use." Therefore, I reluctantly agreed.

As supportive as we are of having a church fully involved in missions, we are more concerned about the long-range spiritual development of the national church here. The last 8 weeks, including the 12 days the team was here, have been difficult for me, my family, and the believers here. Why? The following are a few highlights of the last few weeks:

My wife and I had to delay our teaching schedule in the Bible College to arrange the housing needs and other logistics. We worked hard to prepare, only to have the group arrive with three more people than we were expecting. Hey, what's a few more?

We determined that renovation of the Youth Center would be a valuable assist to the ministry here and to the community. Therefore, paint and materials were ready. I informed FCC it would be a work project. In spite of that, I had to face this comment from one of FCC's elders, "I can't go back and say all I did was paint a building. I need to lead somebody to Christ!" This attitude was prevalent among almost half of the twenty plus three team members.

We tried to explain the national church's strategy to them and the need for trust to build, especially in the tough community where the church is planted. Regardless of what I or Pastor Paublo said, they thought they knew best.

Last comment: the nationals worked hard. They gave their time, food, and monetary resources to host the group. The overall attitude of the team was not gracious, but rather expectant. The FCC group seemed to expect this hospitality from the church members because they were the USA saviors come to help them.

Let me say here, 8 to 10 of the team members were wonderful. They worked and apologized for the others – then worked and apologized some more. I saw God do neat things in their lives, while the others seemed to think God was lucky to have them. Most of the renovation of the center was completed. For that we are grateful. However, there HAS to be a better way to make people world servants.

This letter is not being written to say we do not want any more teams. It is simply saying FCC needs to rethink short-term missions. Aren't we called to serve? Aren't we called to submit? Pastor, in the eight years I have been here, I have learned to listen more than preach, serve more than a guide, and pray more than talk. God has chosen to draw men to Him through this.

Do we want another team? Yes. In fact, next spring there is a holiday weekend when children in our barrios roam the streets. It is a dangerous weekend for our children; mentally, physically, and most of all spiritually. We provide a place for the children to come and share in Godly festivities as an alternative. In fact, this is the weekend that our church elders suggested for your last team to come and serve. Is there a group who would be willing to come and assist the body here hold a weekend block festival? FCC's group would not be in charge.

They may not have grand reports, but they could see God use them as they serve. We would want them to come here for two days of orientation prior to the festival. If you think there are some behind-the-scenes people who could serve with us next spring, please let me know.

Thank you for letting me express my feelings. Remember, when your trip is over at home, the ramifications of it may last forever here! (Both good and bad.)

Desiring to serve humbly together,

Joseph

Your Role as the Leader

Disciple, Disciple, Disciple!

Leading a short-term team in a cross-cultural ministry will be challenging and exciting. We don't intend to increase your burden, but you should feel a bit overwhelmed! Think about it. As a short-term leader, you are agreeing to be responsible for training, guiding, mentoring, and developing people. God is entrusting to you, laborers that HE wants to mobilize for His Kingdom purposes. You must prepare them for personal and group ministry, PLUS, there's the logistics of it all! It is a lot of work, but you can do it, and it will be worth it!

Leadership is more than preparing people to do a task! Leadership means discipleship, leading people into a growing relationship with Jesus Christ. Short-term leaders often focus their energy primarily on the *things* that need to be done in preparation for the trip, rather than responding to the higher calling of pouring themselves into their team members, spurring them on to maturity in Christ.

“A disciple is not above his teacher, but everyone, when he is fully trained, will be like his teacher.”
Luke 6:40

Your goal is to mentor and train your team in such a manner that even if you never step foot on the plane, it has all been worth it. You want your team members to know more about themselves, how they are gifted, and how to work with others to accomplish a task for a greater purpose. Your hope is that they become closer in their personal relationship with Christ, as well as better equipped to help others grow. You will know that you have been successful leading and discipling your team when they start doing the same with others!!

In what areas do you feel confident in your ability to lead a short-term mission trip?

In what areas do you feel you need to grow?

Good leadership can make or break a team. Consider the following testimony:

“On one of my trips to Haiti, I was serving for 5 weeks with a mission there. Because of the traditional culture in Haiti, the mission had implemented a Haitian-developed dress code for all visiting missionaries. This was one of the hardest things to enforce. One team of young students stuck out as rebels in this area. We had to repeatedly ask these young girls to change their clothing. Their shorts were very revealing... not at all appropriate. The mission had done an excellent job during orientation explaining why they had the policy. It was to protect our brothers in Christ from sin, to present ourselves with dignity to the Haitians, and to not encumber the spreading of the gospel by making ourselves appear immodest to the Haitian people. This team just did not get it. Every time we asked a girl to change, we got a disrespectful response. This team also broke curfew every night, had improper male-female interaction, and was extremely loud during quiet hours. We, as a team, decided to talk to the team leader about the actions of his team. HERE is where we found the biggest problem!!!! The team leader expressed to us that there were too many rules and that he felt they were not important. He said that he thought the girls’ short shorts were “fine,” and that he was not going to enforce the standards that we had in place. He also expressed that he did not think they were being loud. In fact, late one night, he publicly yelled at my husband, in front of his team and the whole mission, when my husband was announcing quiet time for the night. Looking back, I wish the mission would have sent this team home. They were a hindrance to their hosts. They were rude, inconsiderate, and caused more harm being there than help. The team complained about every job given to them and was a burden to try to lead and host.”

This is a prime example of how the attitude, preparation, and temperament of a leader can influence an entire team of people. This team was a poor steward of the time, money, and gifts that God had given them, and ended up harming the morale and ministry of the hosts, and the problem started with their leader.

As a team leader, you set the tone for the entire trip. If you are excited, they will be excited. If you keep a positive attitude, they will keep a positive attitude. If you honor and respect your hosts, your team will honor and respect your hosts. Now, we know that there will be exceptions to this. You will encounter attitudes or situations that will need to be re-directed. But YOU set the stage.

“Be shepherds of God's flock that is under your care, serving as overseers-not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you, but being examples to the flock.”

2 Peter 5:2-3

A Good Leader Learns:

- From God - You must be in a place of dependence on God. Seek God's opinion on every detail of your trip. Ask him to make you aware of ministry opportunities within your team and host culture.

*"If any of you lacks wisdom, he should ask God, who gives generously to all without finding fault, and it will be given to him."
James 1:5*

- About God - Whatever our background, we often limit God to our own cultural box. God wants to make Himself known to all people. You must learn about God and from God through intimate time in His Word before He can use you in His global mission. You cannot impart what you do not know.
- About Team Members - This involves being a servant. It is your responsibility to learn about team members, how they are gifted and where they need to grow personally and spiritually. Learn to motivate and encourage each member. Watch in your team meetings and see who is reserved, who is outgoing, confident, insecure.
- About the Host Culture - Learn as much as possible to help you anticipate the "giants" that might come against you and how to overcome them. Proper planning prevents a crisis in this area for sure! Also, learn about the strengths of the culture. Remember, we are all created in the image of God. He created diversity in the world and loves different things about every culture. What can you learn from the host culture you are going to?
- To Submit and Delegate - Even leaders are submissive to God and to the will of the hosts. Sometimes your own desires and goals for a trip are going to have to be put aside to accomplish God's desires and to best serve the host nation. You are going to need help. Find team members that are reliable and delegate tasks to them.

*"Let the wise listen and add to their learning, and let the discerning get guidance."
Proverbs 1:5*

Effective Leadership

Leader's Goal: To become a servant leader whose desire is to develop world Christians who will, in turn, be equipped to lead others to a fully devoted relationship with God. This approach will result in the mobilization of servants for long-term missionary service. It will help develop prayer warriors who intercede for the nations throughout their lifetimes, instead of people who experience a one-time spiritual high.

1. Short-term Team Members Must Be Outwardly Focused.

- a. Different from most discipleship groups, the purpose here is to serve others, not just grow in your own spiritual walk.
- b. Getting their eyes off themselves for a while can actually be exactly what many of your team members need to grow

2. Short-term Members Must Be Interdependent.

- a. Many believers simply attend church once a week and have little “doing life” with other believers. This trip gives members the opportunity, many for the first time, to experience the unity of the body of Christ as God intended it to be.
- b. The team can become unified to raise support, prepare for ministry, learn about the culture, and overcome hardships of the trips.

3. Short-term Members Must Exercise Their Spiritual Gifts.

- a. You get to disciple a team of people through a unique time in their lives, through many events that they have never experienced before. It is a great opportunity for them to learn things about themselves and their gifting that they never knew.
- b. You need to help them realize their gifting and encourage them in using them.
- c. Discourage jealousy of others' spiritual gifting and encourage team members in their own.

“There are different kinds of gifts, but the same Spirit distributes them. There are different kinds of service, but the same Lord... The eye cannot say to the hand, ‘I don't need you!’ And the head cannot say to the feet, ‘I don't need you!’ On the contrary, those parts of the body that seem to be weaker are indispensable, and the parts that we think are less honorable we treat with special honor.”

1 Corinthians 12:4



Tip: The training sessions in your manual will help you accomplish these tasks and ensure that your team meetings are productive and efficient!

1. Bethany Requirement of Team Leaders

Leaders will commit to fully disciple team members. This includes hosting and preparing the four pre-trip meetings with your team, organizing and planning an outreach project for your team prior to the trip, and helping your team process their experiences with a post-trip debriefing meeting. Please see the Bethany Team Leader Agreement in Appendix B.

2. Team Selection

Each team member will fill out an application through Bethany. However, the final responsibility lies with you to vet and approve your team. Proper selection of team members can prevent major problems on your trip. Not everyone is cut out for every trip. As a team leader, you are required to:

- a. Check references for each of your team members. One reference must be a pastor or church ministry leader.
- b. Conduct a personal interview with any team member that you are uncertain about after reviewing their references and application. There are some specific areas that should raise a red flag of concern for you as a leader, and you should further assess these potential warnings:
 - Medical Problems
 - Emotional Difficulties
 - Wrong Motives (ex: adventure, to escape a bad situation)
 - Spiritual Immaturity
 - Unwise Decisions
 - Disruptive Personality



Tip: *You are not alone in this process. Any of the Bethany Global Leadership Team are available for guidance if you need help with this decision. You can find our information on 81, Appendix A. Don't be afraid. Redirecting someone to a better suited trip or additional discipleship is better than undermining your trip and risking the spiritual health of your host ministry. Pray diligently and ask the Lord for discernment in this process.*



Tip: *You may be able to delegate this process to trusted and experienced members of the team whom you have traveled with before and who knows what the trip entails. We strongly encourage you to choose a co-leader from your team that can help you carry the load of the logistics so that you can be free to lead and disciple your team.*

3. Scheduled Preparation

- a. Each team will meet together 6 times
 - i. 4 pre-trip meetings
 - ii. 1 pre-trip outreach project
 - iii. 1 post-trip meeting

You, as the team leader, need to have a predetermined schedule for your meetings.

- b. **Team members must attend the work day and at least 3 of the 4 pre-trip meetings in order to go on the trip.** Team members are strongly encouraged to attend all four meetings but may miss one if absolutely necessary. This may sound harsh, but if they cannot commit to the preparation for the trip, then you should wonder if they can contribute to the sacrifice that the trip itself will demand.

4. Should you be leading?

Now that you know a little more about what proper leadership entails, it is a good time to ask yourself if you are ready to take on this challenge. You need to prayerfully discern your commitment to this trip and to your team. You are responsible for so many aspects. Make sure that you are up for the challenge. We know you can do it, but there is no shame in bowing out if you cannot fulfill the commitment. We would rather find a replacement than send a team leader (and therefore a whole team) who is unprepared for the task.

“Whatever you do, work heartily as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.”
Colossians 3:23-24

Your 1st Meeting – On Your Mark

“And Jesus came and said to them, ‘All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, to the close of the age.’”
Matthew 28:18-20

Intro: A Letter

Dear Team Leader,

The first session is immensely important. You will be nervously excited and so will most of your team. There is a tendency in the first meeting to focus on the task at hand and miss the spiritual development of God’s servants. This is easy to do, as your team will come with many questions, most of them dealing with logistics. Don’t be surprised by questions such as:

- What do I pack?
- What is the weather like?
- What shots do I need?
- What is the schedule?

These are not bad questions, but they do reveal the heart of the team and short-sidedness that accompanies nervousness. Your job as the leader is to slow down the process and guide the team into a mindset and heart of serving. You want them to leave asking questions like:

- What does God want to do in me and through me on this trip?
- How does God want to change me?
- What do I need to die to?

Remember, you are making disciples of those who will disciple nations. Prepare them to be the hands and feet of Christ.

You got this,
Bethany Global Leadership Team

Prayer:

Father,

Give me eyes to see each team member as You see him or her, and provide me with wisdom to guide them deeper into an intimate relationship with You. Give me Your eyes, ears, and heart for these people and for the nations. Father, help me become a disciple-maker and empower this team to fulfill the mission You have called us to. Be in this process from start to finish. I am depending wholly on You. Amen

Meeting Run Down

Purpose:

The plans are made. The team is selected, and excitement is building. It's time to finally meet with your team. You are excited and nervous, and so are they. Begin your meeting by observing. Remember, a leader must be a learner. Jesus knows His followers, and you need to know yours as well. Watch how your team members express themselves, verbally and non verbally. Take some notes:

- Who is early? Who is late?
- Who is working the room to meet everyone? Who is hiding in the corner?
- Who is asking questions?

The more you learn about your team, the better you can lead them. Resist the temptation to jump directly into itinerary or travel information. All that information will come out eventually. Right now, it is way more important to build an environment of comfortable conversation to begin the process of building relationships with your team.

This first meeting is about vision casting and team building. You will need to be well-prepared for this first meeting. This first session, especially, take some time to get ready. These first two meetings are the most extensive. It gets easier, we promise. This is your first meeting with your team, and we all know first impressions are important. Poorly prepared team leaders can lose the confidence of their team quickly. Do your work beforehand!

Setting:

It sounds a little trivial, but room set-up can help your first meeting to feel comfortable and inviting and set the stage for team building. If your team is small (less than 15), set chairs up in a circle, providing a relaxed group setting. This way you won't look or feel like you are lecturing a class. If you must use a lecture environment for a large team, encourage them to sit up front together.

Place manuals and all materials needed for your team in seats before the meeting starts. This will save time and make you look super organized! If you know that some of your team knows each other well, split them up with assigned seats. Just put name tags on each chair before your team gets there. This will help encourage your team to intermingle and begin to get to know each other.

Materials:

- Team Member Manuals for each person on the team
- Name tags
- Craft items for expression activity (glue sticks, construction paper, foam cups,

- crayons, colored pens, etc!) – whatever art supplies you choose
- Passport applications (available at post office or <https://travel.state.gov/content/travel/en/passports.html>)
 - Visa applications, if needed (Check with <https://www.traveldocs.com/>)
 - Immunization information (<https://www.cdc.gov/>)
 - Support raising strategies

The work beforehand will help you feel more confident and also increase your teams' confidence, both in you and in this whole process. Not all your meetings will take this much prep, but the first one takes a little diligence. You want to start on the right foot.

Estimated Meeting Time:

- This meeting should take 2 to 2.5 hours.

Leader Preparation:

- It should take you 1-1.5 hours! Make sure you read through all the information in this section. Preparation for this meeting is the most extensive.
- Set up a WhatsApp group for your team and add your team members. Post a quick question to your team before the first meeting, asking them to share one thing about themselves or why they are going on this trip. This WhatsApp group is how you will communicate information about your team members to help them get to know each other and be involved in praying for each other as you prepare for your trip. By the time they get to the meeting, they will already have a feel for each other.

Objectives:

1. Allow your team to get to know one another in a strategic way.
2. Allow your team to practice their testimony.
3. Team Devotional - Reinforce God's sovereignty in this situation.
4. Get the paperwork underway.
5. Advise on fundraising.
6. Discuss your specific ministry task and schedule.
7. Assign homework for MeetingTwo.

Objective 1: Team Development

Leader Introduction

- Introduce yourself, short and sweet, and let them know how excited you are. Be confident! You got this!

Team Member Introduction

- Have each team member give a short intro with three points:
 - Name
 - Occupation
 - Have they been on a cross-cultural trip before?

So, now they know each other's names, but we want to get them to interact in a real way. The next two activities are guided "ice-breakers" that will help you lead your team into a time of sharing.



Activity 1: One-Word Expression

Give your team a very simple set of directions including information about your trip, for example:

You have planned, applied, and been chosen to be a part of this team that is going to Haiti. In 4 months, we will be getting on a plane together, traveling together, eating, sleeping, and living together. We will serve together and will spread the word of God to the lost, together. Tell me one word that describes how you feel right now - JUST ONE WORD!

Notice that you did not ask them to explain how they feel, you gave a directive: "Tell me one word." Their response to this statement will give you much more insight than the yes or no answer you would have gotten if you asked them, "Are you excited about our trip?"

Now, go around the room randomly and ask people to give their answer until all have responded. Now you have the opportunity to use discernment. The more reserved ones in your group can be encouraged to elaborate: "Tell me a little more about why you feel that way" or "Can you elaborate on that?" This guided activity allows you to keep your expressive members from dominating the conversation.

Let the team know that after the meeting you will be posting a WhatsApps question, asking each member their word again, so that they can be praying specifically for each other. This will allow your team to pray for their teammates in an intimate way and will allow God to work on each person's insecurities about the trip.



Tip: *This is a great little tool to use all through this training experience. You can use this at your last pre-trip meeting to see if your team feels prepared or on your first day on the field after the initial culture shock.*



Activity 2: Who are you?

Split your team into groups of 5-6 people (or smaller if needed). Provide each table or group with the craft items that you have prepared (glue, construction paper, scissors, crayons, etc). Limit the number of items to force team members to interact and share. You can include any craft objects, whatever you want.

Instruct team members to create an object that is reflective of them. Allow 10-15 minutes for them to create the object. Don't give them any more instruction than that. As they begin to work, observe!! You are looking for who dives in and who hesitates. Who feels confident? Who seems insecure? Watch and listen to the conversation that begins to occur.

Have each person share their creation and how it is reflective of them with their group. Observe and listen! You will find out a LOT about your team members here. You will be surprised at how creative they are and how much information you can glean from them as they talk about an object. The conversation will be much more honest and intimate. It is easier for a person to describe an object that represents them, rather than just talking about themselves.

After they have shared, have your first little debriefing session. Ask questions like: "When was the last time you expressed yourself with crayons?" "Who felt uncomfortable?" "Did everyone share?"

Next, turn the tables on your team members. Have them go around the circle in their groups and have each team member tell each of the others what they learned about them and what value they think that member brings to the team. The goal is for team members to begin speaking life into each other. This will help your team find each other's strengths and weaknesses, and everyone leaves the table feeling extremely encouraged.

Objective 2: Testimony Preparation

Now, it is time to move into testimony preparation. Break your team up into pairs. Give team members 10 minutes to write out or outline their testimony, and then have each group member share a 2-3 minute testimony.

This activity will help your team members begin to think about their own story, focus on how to present it in an effective, organized manner, and focus on using simple, translatable English. This is also an incredible team building exercise to help your team members develop a personal relationship with one another. Encourage your team members to go home and write their testimony. Practice, practice, practice!

Estimated Time: 25 min



Tip: *When splitting your teams, mix up personalities! Be strategic!*



Note: *On testimonies: As your team is working in groups, you can visit each group and make suggestions, focusing on the following criteria.*

- Use conversational, relaxed language.
- Avoid overly Christian lingo. For example, do not assume that your listener clearly understands the definition of sin or sanctification.
- Include humor (when appropriate).
- Try to find common ground they can relate to.
- Be honest. Don't exaggerate your story or add things to make it more interesting.
- Beware of culture - some things don't translate.
- Make it flexible, you may have 20 minutes, you may have 3. Practice it and know the long and short of it, so to speak.

Objective 3: Team Devotional

Now that your team knows something about the people they are getting into this adventure with, they are comfortable. They have laughed together, conversed, eaten together, and they are ready for further development. Now, it is time for devotion and vision casting.

*“For I know the plans I have for you... plans to prosper you and not to harm you, plans to give you hope and a future.”
Jeremiah 29:11*

This is a promise God made to Israel - His People - and it is a comforting message to your team. God is in control and has a plan, both for them and for the people they are going to help. *Reinforce that this trip is part of God's plan for their life and their ministry.*

To get your team thinking about their global mission and to start them on a process of becoming long-term global Christians, have a team member read the scripture below.

“Yet it was good of you to share in my troubles. Moreover, as you Philippians know, in

the early days of your acquaintance with the gospel, when I set out from Macedonia, not one church shared with me in the matter of giving and receiving, except you only; for even when I was in Thessalonica, you sent me aid again when I was in need. Not that I am looking for a gift, but I am looking for what may be credited to your account. I have received in full payment and even more; I am amply supplied, now that I have received from Epaphroditus the gifts you sent. They are a fragrant offering, an acceptable sacrifice, pleasing to God. And my God will meet all your needs according to His glorious riches in Christ Jesus.”
Philippians 4:14-19

This study reveals what deep engagement in God’s global ministry looks like through the journeys of Paul and the support of the Philippian church. Have a discussion as a group breaking down this passage with the following questions:

What does it mean to share in someone’s troubles?

You might get answers like, “give them money” or “pray for them.” These are great answers, but reroute the emphasis onto relationships. Emphasize that the only way to share in a person’s troubles is to know them intimately enough to realize their troubles and sympathize.



Ask your team:

“How might you get to know a missionary or national so deeply that you can share in their troubles?”

This will get your team thinking and praying about their mission. Encourage them to begin praying for God to show them how to connect with the nationals they will be meeting and how to develop true compassion for their plight. *This is a long-term application of a short-term trip, which is your discipleship goal: Create long-term global-minded Christians.*

This passage also relates to their support raising ventures. From the beginning, the Philippian church supported Paul in his missionary ventures. They “shared in his troubles,” provided him with encouragement and financial support. Notice verse 17: “Not that I am looking for a gift, but I am looking for what may be credited to your account.” Paul knew that when they supported him, they were not really giving to him but to God! Having a team of supporters allows them to “go into all the world” with you! It will be exciting to see how God uses them to make a difference in places they may never go

and in people they may never meet.

At the end of this passage, Paul reminds the church in Philippi that because of their generosity toward the furthering of the gospel, God will meet ALL of their needs according to His glorious riches in Christ Jesus. Instead of viewing support raising as “begging for money,” we can realize that we are giving others the opportunity to participate in the trip, crediting it to their spiritual account, and allowing them to partake in the blessing that God promises as they do!

Notes:

Additional Activities

You can also suggest to your team that they may want to start a journal, beginning with a letter to God, telling Him how they feel at this moment. The journal should be personal and intimate with the Lord. This is incredible to have at the end of the journey because they will be able to see how God answered prayers and concerns specifically.

Objective 4: Paperwork

Okay, so the bulk of your meeting time has been spent on the most important aspect of this first encounter: Team building! Now, it is time to quickly knock out some essentials. You are an amazing team leader, and you already have all the necessary information for your team printed and ready to go, so this should be a breeze!!

Passports

Remember, this will be the first time for some of your team members. Take it down to the basics. Tell them where to get their pictures taken (ex: Walgreens). Have the applications printed for them (www.travel.state.gov/passport). Ask your team to bring a copy of their passports as soon as they get them.

Visas

Each country of travel will have different standards for the acquisition of a visa. Please know your host country's requirements and communicate them to your team appropriately.

Immunizations

Print the required immunizations for your team from www.cdc.gov. There will also be recommended immunizations. Please leave these recommendations up to your team members to decide if they would like to receive the immunizations. Direct them to the CDC for further information on immunizations. They are responsible for researching and making this decision.

Objective 5: Raising Support

Again, it is incredibly important to emphasize with your team that raising support is NOT begging for money. *It is giving the body of Christ the opportunity to be a part of God's work and His blessing.* Encourage your team to engage with friends and family.

Support letter

Your job is to reinforce the importance of a creative, informative, and well-written letter. There is an example in the appendix of their team member manual. If they haven't already, encourage each team member to prepare a list of at least 50 potential supporters by the next meeting. Make sure they are being proactive in this aspect of the trip. Reliance on God and prayer is HUGE for support raising, but that does not excuse us from doing our part. This is also the time to remind them of the installment due dates for your specific trip.

Objective 6: Outreach Project and Schedule

Briefly, discuss the schedule of the rest of your meetings as a team and the one-day outreach project you will do together. You need to have the dates of each already lined up.

Objective 7: Homework

Time for some homework! Session 2 will be extremely important for the discipleship and ministry preparation aspects of your training. Session two is on Culture. Rather than you lecturing on the culture of your specific host country, involve your team in researching the culture themselves.

Culture Assignment:

Assign each team member (or groups of 2-3) an aspect of the culture you are going into such as religion, relationships, family structure, history, politics, geography, weather, social structure, and ethnic groups.

Encourage team members to get creative. They will share their information at the next meeting. Below are some sample questions that you can give your team to find out.

What do the local mission partner and community need your team to do? Many mission teams come with an agenda, but we want to be the team that comes to serve the hosts with what THEY need.

- What is the history of the gospel in your host community?
- What clothing should be worn by men and women around town? In church? During work?
- Should women cover their heads in church? Are there certain customs for women and men in church?
- Are jewelry and makeup ok for women? If so, what types/how much? Do men wear jewelry?
- What is the average income of the people you will encounter?
- Have they been host to American mission teams previously? Have they had positive or negative experiences?
- If you are going to preach, how long do their typical sermons last? You may be surprised when you finish a 30-minute sermon and they are expecting 30 minutes more!
- Do your host congregations speak in tongues, privately or publicly? Be sure your team can agree and be respectful of the host culture. If not, do not participate in church.
- What is the local attitude of the community towards women?
- What language do they speak? Is it different with different classes?
- What are common nonverbal or hand gestures? Are they the same as ours?
- What is acceptable male/female interaction? Husband/wife interaction?

Other Homework:

Complete all needed travel documentation

- Apply for a passport or bring a copy of their current passport
- Write and send out support letters

Closing

Encourage your team to begin praying for each other. You're done!!!



Tip: *You may consider asking your team if each member would like to prepare one part of a traditional meal from your host nation, for your next meeting. You will have to have an idea of a meal to suggest.*

Your 2nd Meeting – It's a Culture Thing

“To those not having the law, I became like one not having the law (though I am not free from God's law but am under Christ's law) so as to win those not having the law. To the weak I became weak, to win the weak. I have become all things to all men so that by all possible means I might save some. I do all this for the sake of the gospel that I may share in its blessings.”
1 Corinthians 9:21-23

Intro: A Letter

Dear Team Leader,

By this session, your team is a little more comfortable together. They will probably be laughing and enjoying your dinner together, and you may even have trouble keeping them on task now, which is a great problem to have.

Be watchful for those who are still on the periphery of the group and look for areas of interest and commonality they can share with others. Try to draw them into the conversation.

Your primary emphasis in this meeting is to become familiar with the culture that you will be going into and some of the obstacles that you may face as a team. Your goal is to help them recognize their “giants” and surrender them to Jesus.

Remember God wants to strengthen your team as His disciples, so they can make disciples of nations. Your most important role is to be the disciple-maker for this team! Ask the Lord to give you wisdom on how to deal with each team member individually, how to include them, and how to disciple them in a way that pleases God.

You got this,
Bethany Global Leadership Team

Meeting Run Down

Purpose:

Preparing your team for Ministering Cross-Culturally:

Differences in culture might be the most difficult thing you encounter as a team. Cultural differences have the ability to make a team completely ineffective on the mission field. To be successful ministers of the Gospel, we must be culturally relevant and respectful.

It is important not only to thoroughly understand the host nation's culture but also to be aware of our own. There are certain aspects of American culture that can be off-putting. For instance, we tend to be loud, overly confident, pushy, and a tad spoiled. We just are. Some of us more than others, but in relation to other cultures, these are the attributes that often stand out. We must be aware of who we are and the perception that others have of us so that we can control those tendencies and not hinder the Gospel with our behavior.

We must also learn about our host culture in order to minister effectively and respectfully. There are some key aspects of culture that need to be addressed with your team. We need to make sure that your team understands proper male/female interaction, dress codes, submission to host leadership, respectful verbal and nonverbal communication, appropriate speech and joking, appropriate eating habits, and social cues. It is also important that your team understands the status of the gospel, what is legal in the region you are visiting when it comes to sharing the Word, and what kind of worship is acceptable.

A proper cross-cultural attitude is more important than proper actions.

Most importantly, it is inherent that we instill the proper cultural attitude within our teams. It is an attitude of humility and sacrifice. You and your team need to be prepared to eat things you would never ever eat at home and do it with a thankful heart, if necessary. You might be asked to live in unsuitable situations, use inadequate facilities, smell things that are atrocious, and be uncomfortable in an unknown environment, AND you must do it all without ruining your credibility. The question you must ask is: What will I do for a soul? We don't want our behavior to be the factor that prevents someone from coming to know the LOVE of God Almighty. We must remember that it is our goal to serve our host nation, not to change them. It is our goal to be humble ministers of the gospel, not arrogant bearers of knowledge. We must maintain an attitude of Christ and serve others as He did.

"For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many."

Mark 10:45

Setting:

We recommend having this meeting at your house or a team member's house.

Materials:

- None

Estimated Meeting Time:

- This meeting should take 1 to 2 hours.

Leadership Preparation:

- Review Numbers 14 and 15, the story of Caleb and Joshua.
- Make sure you review the culture you will be entering. Your team is doing the research, but you will need to fill in the gaps!

Objectives

1. Build team unity by providing a comfortable environment to share a meal together.
2. Have team members work together to solve a problem, while also learning about your host culture.
3. Deepen cultural understanding through creative reporting.
4. Walk your team through the importance of preparation to avoid and handle culture shock with grace.
5. Team Devotional - Recognize potential “giants” that your team may face and pray for them.

Objective 1: Team Unity

In order to build team unity, allow your team to come in and prepare a plate. If you have a small team, you can also do family style dining at a table. As your group gets seated, the team unity will begin to happen on its own.

“And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching.”
Hebrews 10:24-25

Objective 2 and 3: Cultural Understanding

When people are almost done eating, begin by reading the letter from Appendix C, 84. This letter illustrates the importance of adhering to requests and guidelines of the host culture.

After you have set the stage, inform the teams that they now have the next twenty minutes to prepare a 5 minute, creative way to present their cultural research (just like you did in your leaders training). This creative process can be a skit, TV show, art project, whatever they can come up with to share the information that they researched at home. Encourage them to be creative and thorough. Now give each team five minutes to present their information. Talk about each skit and add informative information that you know about their area of culture.

This is a great way for your team to be creative and to solve a problem together. It is also another opportunity for you to scope out your team and find your leaders, your quiet ones, your creative ones, and begin to think about team roles. Plus, your team members have just become immensely educated on the culture they will enter into without you lecturing to them.

Food

*“When you enter a town and are welcomed, eat what is put before you.”
Luke 10:8*

As a team leader, it is extremely important to communicate with your team about the food they may be exposed to, and how they should respond. In fact, preparing some ethnic foods for one of your team meetings is a great first exposure! Food is one of the biggest ways we can either build or burn bridges when interacting with other cultures. As a team leader, you must set the standard and tone for this. As with everything, if you are having a bad attitude or refusing to eat something, your team members will follow suit.

Jesus knew how important this topic was and is when He commanded His disciples to practice eating what was put before them on their missionary journeys (Luke 10:8). The same principle applies today. The question we must ask ourselves is: “Are we willing to eat something we would normally NEVER eat, and do it with a good attitude if it means the difference in someone spending the rest of eternity with Christ instead of separated from Him?” We can always remember the missionary’s creed:

“Where He leads me I will follow, what He feeds me I will swallow.”

Objective 4: Importance of Preparation

Stress the importance to your team having a biblical worldview. We want to have the heart of God and see people as He does. Different is not bad; it’s just different. You may want to remind your team that they may experience culture shock and share some examples with them. The goal of any culture shock experience, is to move from the, “What are they doing?” question, to the “Why are they doing it?”, and then finally onto

the “Who are they, and how can I build a relationship with them?”

Here are some examples you can share with your team. Read each anecdote and give your team a minute to think and then point to each team member to allow them to answer a possible why.



Activity: Worldview Scenarios

Scenario:

You come around the corner in a remote village and see a woman breastfeeding a puppy. Why is she doing it?

Explanation:

The women on the team were completely appalled. They could not get past the “What is she doing?” question. After a couple of days, the women noticed that the other ladies in the village did not treat the woman as an outcast, so she was probably not mentally ill. They also noticed that no other women were feeding puppies, so it wasn’t cultural, and also, the woman was never seen feeding children, so she was not the wet nurse. So why was she doing this? The woman was from a nomadic tribe, and would normally have been traveling with her tribe. Her child had become sick, and for the first time, someone from her tribe had brought their child to the mission to receive treatment. The husband would not allow the woman to stay within the walls of the mission, with her child. The woman knew that as soon as her child was well, she would be expected to resume her nomadic lifestyle, and if she was not able to feed her child, the father would kill the baby. In an effort to save her child, this woman nursed a puppy. Now, once the women knew the whole story, every mother on that team, knew that they would do the same thing. They began an amazing relationship with this woman and were able to share the gospel of God with her. AMAZING!

Scenario:

A team is on a mission trip to Asia. One day they are volunteering at a medical clinic. A woman comes in complaining of a headache. She has a head injury (which she does not explain to the medical team) and has kept her wound wrapped up in a turban. The team removes the turban to find the wound overflowing with maggots. They remove all of the maggots, dress the wound and send her home. The next day the woman dies.

Explanation:

This is an extreme and tragic example of the importance of understanding differing worldviews. The American team had the best intentions in cleaning the wound. However, they did not realize that this woman was not keeping a turban on her head with maggots in her wound because she didn’t understand proper hygiene. She did not have access to antibiotics and knew that maggots could be used to keep the wound clean and help heal the infection. Once

they were removed, there was nothing keeping the infection from spreading throughout her body.

Another method you can use to help your team evaluate their worldview responses is to show them photographs. Look for images of things they may encounter on the trip that have the potential for a worldview conflict. Be creative and try to show images that appear to be something other than what they are (ex: a Christian church service that is so culturally different it could be confused for another religion), or something that could reveal a culture shock response (ex: poverty, idol worship, sanitation issues etc.) As you show each image, ask team members if they are:

- Drawn in?
- Repulsed?
- Neutral?

After they give their initial responses, dig a little deeper. What was the reasoning behind the response? What can they do to look past “WHAT” they see, understand “WHY” it is that way, and then finally to see “WHO” they are trying to share the love of Jesus with? Also, make sure you spend some time talking about being aware of facial expressions and non-verbal reactions. These can often be as much if not more offensive than what we may say.

We have to get past the “what”, move on to the “why”, and then eventually we can get to the “who” of the people we are ministering to. Approach each person as a child of God: intelligent, worthy of love, and made in the image of the Father. Be respectful and ask questions. You never know what you might learn.

Again, having a proper cultural attitude is more important than having proper cultural actions. Christ is a great example of the attitude we need. The truth is that you and your team will make mistakes. That is OK! When you make a conscious effort to affirm and appreciate another culture, your hosts will notice and appreciate your efforts. They are much more likely to give us grace when they can see how much we value them.

“In your relationships with one another, have the same mindset as Christ Jesus: Who, being in very nature of God, did not consider equality with God something to be used to his own advantage; rather, he made himself nothing by taking the very nature of a servant, being made in human likeness. And being found in appearance as a man, he humbled himself by becoming obedient to death—even death on a cross! Therefore God exalted him to the highest place and gave him the name that is above every name, that at the name of Jesus every knee should bow, in heaven and on earth and under the earth, and every tongue acknowledge that Jesus Christ is Lord, to the glory of God the Father.”
Philippians 2:6-13

Objective 5: Team Devotional – Personal “Giants”

From here, you can move into a time of devotion. Briefly, cover the story of Caleb and Joshua from Numbers 13 and 14. Emphasize how all men saw the giants, but that only Caleb and Joshua saw that God was able to conquer them. Discuss with your team some of the “giants” that they might face, and how you might turn those “giants” over to Christ. Encourage them to begin to pray specifically for these things and for Godly solutions and attitudes.

Closing

Encourage your team to begin praying for each other. You’re done!!!

Your 3rd Meeting – Team Building and Ministry Preparation

Intro: A Letter

Dear Team Leader,

You have passed the halfway point in your training. It is now your third meeting, and you have guided your team to acquire the proper documentation for travel, encouraged them to trust God to overcome their giants, and helped them to learn about their host culture in detail. Now it is time to start your team's practical preparation for the task that you have all been called to accomplish: ministering to your host culture. We will not be teaching you how to perform a specific ministry task. You will need to guide your team in those tasks and inform them as you receive the information from your hosts. Remember to ALWAYS plan tasks or events in collaboration with your hosts. They know the needs of their ministry and community better than we do. We want to serve the ministry that they are already doing...not impose what we think would be best.

 *Note: At this point, you may be tempted to focus completely on the “tasks” at hand, but remember to focus on developing people in their unique gifts and talents and placing them in roles that best suit their assets. Your overall goal continues to be the discipling of your team.*

This meeting will also focus on continuing to build team unity. When on the field, the ability of your team, or lack thereof, to serve in a humble, unified manner will make or break the influence you have with the host ministry. Your goal is to serve each other, the nationals, and the kingdom of God as a unified group. The more time you spend building that unity before you leave, the better. Local believers will quickly identify teams and/or individuals who arrive with their own agendas. We aren't trying to win the “best missionary” title. We are there to serve the goals, visions, and desires of your hosts, and ultimately to bring glory to Jesus.

Because becoming a “team” typically does not come naturally, it is important for you to continue to take time in each meeting for purposeful team building. In this session, you will build unity by emphasizing the spiritual characteristics of a Godly team member. You will also allow your team to make a team policy together for your trip. Having them do it together allows for continued practice functioning as a team, as well as gives them ownership of it. Continue to ask the Lord to help you develop your team, both individually and collectively. God is so creative, and He has the patience to develop this team. Ask him to impart it to you.

Serve as unto the Lord with one unified spirit,
Bethany Global Leadership Team

Meeting Run Down

Purpose:

*"...then make my job complete by being like-minded, having the same love, being one in spirit and purpose."
Philippians 2:2*

Setting:

We recommend having this meeting at your house or a team member's house.

Materials:

- Print off a copy of the translator skit. This can be found in Appendix H, pg 105.
- Broken Squares packet. Pick up from Bethany Missions Department.
- 1 piece of poster board and a marker.

Estimated Meeting Time:

- This meeting should take 1 to 2 hours.

Leader Preparation:

- Read through this entire section of your manual.
- Read through the devotional: Philippians 2.
- Prepare your own testimony.

Objectives:

1. Team Devotional - Open your team meeting with a devotional from Philippians 2, focusing on team unity and unity of spirit.
2. Discuss how to communicate using a translator.
3. Work on team unity and assess your team members during the Broken Squares game.
4. Prepare your team for your specific ministry tasks.

 **Note:** *There is a lot to cover in this meeting. If you decide to have food or snacks at this meeting, we recommend that you have quick foods and allow your team to eat while you lead the devotional. We normally love you to eat together, but there will be a lot of chances for bonding in this meeting, and you need the time!*

Objective 1: Team Devotional

This is a super simple devotion. Read *Philippians 2:1-8* to your team and then ask the following questions encouraging discussion. Remember to assess your team during this, prompting the shy ones to answer, and controlling your talkers.

Estimated Time: 15 minutes

“If you have any encouragement from being united with Christ, if any comfort from his love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests but also to the interests of others. Your attitude should be the same as that of Christ Jesus: who, being in very nature God, did not consider equality with God something to be grasped, but made himself nothing, taking the very nature of a servant, being made in human likeness. And being found in appearance as a man, he humbled himself and became obedient to death—even death on a cross!”
Philippians 2:1-8

How do you become one in spirit? Answer this by focusing on the Scripture!

- Do nothing out of selfish ambition. (Verse 3)
- Humbly consider others above yourself. (Verse 3)
- Look out for the interest of others. (Verse 4)
- Have the attitude of Christ. (Verse 5)

Focus your team on attitude here. What are specific ways they can do each of the things listed above? Ask for and give specific examples. Get them in the mindset of thinking, functioning, and caring for one another as a team. Remember, the nationals will notice your team and how they work together! It is important for them to see other Christians united in the Spirit of Christ to serve them.

Objective 2: Language Development

Language Learning

We strongly encourage you and your team members to learn at least some of the local language. It conveys respect and assigns a value to your host culture, helps build relationships, breaks down barriers of discomfort, provides humor, and allows locals to teach you something. Encourage your team to give it a try. As long as you are respectful and earnest, the locals will love to teach you their language. It is a relational bonding tool that is invaluable. You may not sound perfect, but try anyway. The results are worth it!

Here are some common phrases that you should encourage your team to learn before you leave:

Hello	I am from the United States, Louisiana
How can I help you?	How are you?
What is your name?	Where is the bathroom?
How old are you?	Where do you live?
What is this?	How much does it cost?
Thank you	How do you say_____?
Good morning	Good night
Goodbye	God bless you
Right	Jesus loves you
Left	Basic counting
Let's go	I'm sorry
Do you want_____?	Excuse me/ Pardon me
I am learning (language)	



Tip: Encourage your team to use online resources to learn common phrases in the host language you will be visiting. You can use such tools as Google Translate, or countless other online tools that will help you with pronunciation and common phrases.

Estimated Time: 15 minutes

Objective 3: Team Building

*“By this, all men will know that you are my disciples if you have love for one another.”
John 13:35*

As we have already mentioned, team building is extremely important to the success of your team and how effective you are in sharing the Gospel. Not only can it help to foster the type of unity described in Philippians 2, team building throughout the whole training process will help you:

- Identify your leaders and assign roles.
- Give confidence to those who are lacking.
- Identify and encourage spiritual gifting.
- Handle possible difficulties BEFORE the trip.
- Build a team that will be able to love one another through the most difficult of circumstances.

There are many different ways and methods to team build in addition to the ones suggested in this manual. Be creative! The important thing is not which ones you use, but rather that the end goals are achieved. Lastly, do not forget the power of prayer! Pray as a team at every meeting. Take requests and have team members pray for each other. Encourage them to pray for one another outside of meetings. Praying consistently for someone is one of the greatest ways to begin to see and love them the way Christ does.



Activity: Broken Squares

Split your teams into groups of five. Hand each team a broken squares packet. Allow them to open the large envelope and give one small envelope to each team member. Instruct members not to open the small envelope.

Each group will need a spot big enough to form a circle and be able to see each other. This can be done on the floor or at a table, but they need a flat surface!

Estimated Time: 20 min (10 for simulation; 10 for discussion) You may need to help some of your groups along in order to get the simulation done in 10 minutes.

Participants: Best played in groups of five, so you may have to do some quick shuffling. Get them in circles of five, with a flat surface in the center!

Instructions: Read this to the group.

You are now going to play Broken Squares. Some refer to it as the Society of Squaresville. There are rules that must be observed to function in the new society. You may not like the rules, but to make the “cultural” adjustments and to accomplish the task assigned, you must be careful to observe them.

*The task before you as a group is for each person to have a completed square (of the same size) in front of him or her. **There is to be no talking!!** You may give away the pieces of the squares in front of you.*

Again, the purpose of the game is for each person in the group to have the same size square completed in front of him or her. Remember, you may give away the pieces in front of you, but you may NOT:

- *Place your pieces in another person’s square.*
- *Place your pieces in the center of the table for others to take.*
- *Gesture with your hands, arms, eyes, etc., to communicate with another person.*

- *Ask for a piece.*

In order to accomplish the goal of the game - completing a square in front of each participant - the only thing you can do is give your pieces away. Open your envelopes and get started! You have 10 minutes!

Instructions for you as the judge:

- Ensure that players follow the rules:
 - No talking, pointing, etc.
 - No taking of pieces or placing pieces in the center.
 - It is permissible to give away an entire square. It is not necessary to give one piece away at a time.
- Look for the following:
 - Who has difficulty keeping the rules?
 - When the frustration level rises, and what helps to resolve it?
 - Who is willing to give away pieces? Who holds on to them?
 - Who looks for solutions by looking at other people's pieces and who concentrates only on their own pieces?
 - Who develops a means of communication?
 - Who becomes the leader/ who quits?
 - Who creates/solves problems?

Debriefing the Game (10 minutes)

It is important to let the team members express themselves after the game. Some of them will be proud that their square got done, but the goal is for EVERYONE'S square to be finished!!

Communication: Ask the following.

- What were you feeling - ONE WORD?
- Did you feel frustrated and why?
- What difficulties did your group face?
- Who felt like they were finished once they completed their squares? What does this say about looking out for the interests of others?
- Did you hear instructions for yourself or your group?
- How could you have worked more effectively as a team?
- What principles have you learned that you can apply to cross-cultural communication and team ministry?

Develop a Team Policy

A team policy is an important tool for you as a team leader. In fact, we consider it essential! What is a policy? Simply, it is a document that team members work together to construct to identify the standards of conduct by which they will function while serving on the mission field. Adults do not respond well to being told what to do as if they were children. All groups, from family to youth, benefit from a cooperative goal and a set of rules. Every member should contribute to the creation of the team policy, which will give them ownership. A team policy serves several purposes:

1. It promotes unity.

“My prayer is not for them alone. I pray also for those who will believe in me through their message, that all of them may be one, Father, just as you are in me and I am in you. May they also be in us so that the world may believe that you have sent me. I have given them the glory that you gave me, that they may be one as we are one: I in them and you in me. May they be brought to complete unity to let the world know that you sent me and have loved them even as you have loved me.”
John 17:20-23

Leading a team to function in unity is not your task. It is God’s task to do that through you. A team of Christians, united for one purpose, is a captivating thing to behold. A group of people who love one another, have joy, and utilize kindness and patience is a powerful witness and will draw people to Christ.



Tip: Writing a team policy helps your team become one-minded with everybody on the same page!

2. Problems prevented are problems solved.

You can address what is important to all of your team members here, and then you will not have to micromanage them later. Everyone will know what is expected of them and why. By allowing your team to contribute, team members get to know each other better and it reinforces that their decisions affect the group as a whole. While on the field, if someone is functioning differently than agreed upon in the policy, you can easily refer to the policy and allow the person to come back into agreement with the team, remembering that you all developed the rules together: like-minded!

3. The body will function as it was intended to function.

Your team is made up of individuals with different quirks, strengths, and weaknesses. A group policy thought and made up of group members will help to cover all the bases. Some of your team members will think of things that you never would have and vice-versa.

4. You will have recourse if issues arise.

This policy just gives you back up. It is very hard for a rebellious team member to challenge you when you have the backing of the team as a whole. The team has written the policy together, discussed it, and agreed to it, and each signed it, so you have recourse when policy violations occur. *We suggest that you add an amendment to the end of your policy stating that you as a team leader have the right to send a team member home from the field, as a last resort, if that team member violates the policy and the conflict cannot be resolved.* This is drastic and the last resort, of course, but your team members need to know that there are consequences for violating the trust of the team and their word.



Resource: There is a sample team policy on 86, Appendix D.

Steps to Developing a Team Policy

At this meeting, you will take your team through Step 1 of policy-making and assign homework for Step 2. Step 3 and 4 will be done in later sessions. Estimated Time: 30 minutes

Step 1: Determine topics for the policy.

The first step is to determine the major categories that you will cover in your team policy. Get out a sheet of paper, poster board, or marker board, something everyone can see. Write down your categories as you decide on them. Here are some that are essential to include. Then, you can add more as your team and you see fit.

- Conflict Resolution
- Dress Code
- Time and Flexibility
- Team Purpose or Mission Statement
- Interpersonal Relationships Including Male/Female Interaction
- Relationships with Nationals
- Respect for Authority
- Gift Giving/Dealing with Beggars and Street Children



Tip: *Make sure you know your host ministry's outlook on these topics, for instance, many ministries have a strict "no gift-giving" policy. Make sure that your policy lines up with theirs!*

Step 2: Writing each topic.

After you have gotten 10-12 topics as a group, send each team member home with a topic, asking them to write a policy statement for that topic. You can pair up your team,

encouraging them to meet or speak before the next meeting to brainstorm about their topic and write a thorough statement of what they think is important underneath that topic. Give a couple of examples to help them get started.

Step 3: Refining and Approving Policy (next meeting).

Have each pair share their policy statement. Give the group an opportunity to amend and adjust what has been written until there is agreement on each topic. Make sure you use your leadership knowledge and intuition to include things you think are mandatory.

Step 4: Writing the Policy.

You or a team member will be in charge of typing up the policy and emailing it to your team within the next couple of days. Team members will need to print the policy, sign it, and return it to you before departure.

Objective 4: Preparing for Specific Ministry Tasks/Ministry Preparation

You have covered a lot of information at this meeting. You have done lots of team building, and you have written your team's mission policy. Now it is time to cover some details. This is where you will finally get into task mode. Discuss the details of your team's specific ministry task. You should have been in contact with your hosts by now and have some idea of what you will be doing as a team.

The purpose of this manual is not to prepare you for an individual task, but to give you the skills to have a unified team of working individuals, glorifying God with like-mindedness. You will be responsible for knowing the details of your mission and conveying those to your team members. Remember as you discuss details to assign tasks prayerfully and in consideration of each team member's specific gifting. You know your team members by now. You know their strengths. You have picked out your leaders. Now assign tasks accordingly. Let the Lord guide you in this. No task should be undertaken without His guidance and your submission!

Estimated Time: 30 minutes

Team Member Roles

In addition to specific roles related to the ministry you will be doing, it is also a good idea to assign specific team roles. The following are examples of different roles to delegate and brief descriptions of each.

Photographer

The team photographer is responsible to ensure that the daily events and happenings of the team are recorded through photo and/or video. This role helps ensure that you don't have all of your team members constantly taking pictures. You want them fully

engaged in what you are doing, not working on their scrapbooks.

As a team photographer, you have the opportunity to serve your teammates by taking pictures throughout the trip of all the memorable events and people you served. You must always be in constant search for those picture perfect moments. Take as many quality pictures as you can. It is your responsibility to take a wide variety of pictures and to include your teammates in the pictures. Team photographer is very important because looking back on pictures helps people to remember all of the incredible things God did on a trip.

Encourager

Team Encourager is responsible to ensure that the attitude of the team as a whole is healthy and happy. How well your team does missions, how high the morale is, and how memorable the experience is, depends on how well you perform the task of Team Encourager.

You possess the ability to lift the spirits of the team if they are tired and low. A good skill for you to develop is reading the people on your team. It is your job to make sure that everyone on the team is still smiling through the hard times. This is definitely easier said than done. It's not enough to just have some fun games to play. The team must buy into the idea of Team Spirit. The key to this is timing. Don't be afraid to be spontaneous and use your environment to create memories. Have a variety of different activities for the team to do.

In everything, make sure that you maintain a positive attitude. Keep a constant measure of the morale of the team. Remember, each individual's attitude will affect every other aspect of his or her life, so constantly be looking for ways to brighten everyone's day and encourage your team in any way you can.

What makes for a good team Encourager?

1. Good attitude - If you are leading others in having a positive attitude, it's important that you have one as well.
2. Intuitive - Read the group to figure out what they need to lift spirits.
3. Fun and creative - Have a new activity every day so your team doesn't get bored.

Intercessor

This world is made up not only of the physical realm but of the spiritual as well. Team Intercessor is responsible for bringing the team into the spiritual side of missions. Your job is to get the team excited about prayer, reading the Bible, and deepening their relationship with God. It is essential for the team to be covered in prayer at all times, by people here at home, and by you as the Intercessor.

The Team Intercessor is responsible to elevate the spiritual atmosphere of your team through daily prayer, manna time, and personal prayer requests. This role will be a huge part of setting the spiritual tone for the entire team.

Above all, your own personal relationship with God must be secure and steady. Walk in obedience to Him, and always maintain a lifestyle of hearing His voice.

Daily Responsibilities:

- Prayer Requests: Each day ask and pray for everyone's specific requests.
- Team Prayer: As a team, pray together daily. Many times, this happens naturally because of your current situations (traveling, performances, manna, etc).
- Prayer Partner: Encourage praying in partners.
- Your Prayers: Be diligent in lifting up the team in prayer daily during your individual prayer time.

Journalist

The Team Journalist is responsible to ensure that the daily events and happenings of the team are written in the team journal and that every team member is writing daily in their personal journals.

Throughout the duration of this trip, many things will occur, and because of the simple act of journaling, these life-changing moments will not be forgotten. It is your duty for this trip to grasp the importance of journaling and instill it into the other members of your team by using creative, alternative methods to make journaling happen on your team.

“Even Paul encouraged us to write the things that God is teaching us in our lives, so we, in our simplicity, our humanity, and in our forgetfulness, will not fail to remember from where God has taken us.”
Lana Hartman

Medic

The Team Medic is responsible to ensure that the health of the team is taken into account every day, and the proper procedures and medications are given to each team member. Because of the nature of missions, it is important that the health of the team is constantly evaluated and cared for. So many variables affect health: food, weather, physical exertion, etc.

It is your duty to assess each team member's situation, and to the best of your ability help them recover to full health. By doing daily check-ins with everyone, you will be

able to keep an accurate record of each individual's health for the duration of the trip.

The medic is responsible for the team first aid kit and must make sure it is properly stocked before the team departs.

Food and Hydration

The role of Food and Hydration is not only to ensure that nutritional needs are met for each team member but also to be aware of any dangerous health situations regarding the safety of food and/or water.

Your team's health is of the utmost importance during the span of the trip. With this role, it will be your duty to make sure everyone is well hydrated and fueled by the right amount of food they will need to perform their daily activities. Also, it will be your responsibility to account for all safety of all food and water consumed.

Front and Rear Guard

The guards are responsible for being aware of the team's safety at all times. They also ensure that everyone is staying with the team.

On missions, the job of Guards is of the utmost importance because the safety of the whole team depends on you. When traveling, a group of Americans can become easy prey for quick hands. Anytime your team is traveling in public, the front guard needs to lead the group and the rear guard needs to cover the back, making sure everyone ahead of you is staying together and out of harm's way.

It is your responsibility to communicate with the team about how they can operate in the safest possible way. Your job is to serve and protect to the best of your ability. You must always be aware of your surroundings. There is never a time when you can let your guard down completely. You are the team's eyes and ears. They are counting on you to look after them and keep them organized as one unit. The key to being a Guard is observation.

Objective 5: Follow up & Homework

Discuss with your team previous assignments such as:

- How is support coming in?
- Take up money if needed.
- Does everyone have all their travel documentation?
- Has everyone received the necessary vaccinations?
- Do you have a copy of everyone's passport?
- Any other extraneous information you have not covered.

Estimated Time: 10-15 minutes

Homework

- Instruct your team members to bring a suitcase to the next meeting.
- Remind your pairs to get together and write the policy on their respective topics. Bring a typed copy of it to the next meeting.
- Encourage use of internet sources to begin to learn common phrases in the host language.

Closing

As always, finish this meeting in a time of prayer, focusing on allowing God to unite you as a team of creative and talented individuals with one mindset, the mindset of Jesus. Ask the Lord to reveal himself to each member individually and help them to overcome their own flaws, in order to become an asset to the ministry team as a whole. Ask the Lord to reveal areas of weakness and strength in each team member, and ask for the humility to change when He prompts it.

You are finished! Meeting three of four is done, and your team is becoming a knowledgeable, cross-cultural, united, Spirit-filled ministry machine! Now is a time for you to assess. Is there anyone who still does not understand the unity of a team or the oneness of your mission? Do you still have people who don't feel they are part of the group? Are there any group members or situations that you just don't feel right about? Now is the time to address these issues. If you need help or guidance, you can contact any of your Bethany Global Leadership for help or prayer! The trip is getting close. Remember, a problem prevented is a problem solved. Address it now, not later!

Your 4th Meeting – Get Set, GO!

*“Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace.”
Ephesians 4:2-4*

Intro: A Letter

Dear Team Leader,

The final countdown is upon you! This is your last meeting, which hopefully, by this time, feels like a relief and not a stress out moment! Your team should be well on their way to becoming spiritually and practically prepared for your journey.

You have focused on team building and being unified in ministry and on the mission field, but it is equally important to be unified in the actual travel experience. When you hit the airport, the stress will inevitably hit some of your team members. Some of your team will be tempted to joke and laugh too loudly, say inappropriate things to the customs guards, or wander off on their own. It is important to travel together as a team and travel with respect for those around them. We know you are thinking, “People know better than that.” But the thing is, people have certain habits when they travel that might not be appropriate when traveling with a team. Some of your team members will never have traveled with a group before, and it takes a little planning and adjustment.

This session may seem elementary and basic, but it is these little things that often cause your team the most conflict. During this session, you will guide your team through the travel experience. You will also spend some time addressing packing and health needs. By addressing these needs ahead of time, you are preparing your team to handle stressors that are inevitable. Your time will be less likely to be overwhelmed with overweight luggage, long lines, ill teammates, getting separated from the group, etc.

In Christ’s Name,
Bethany Global Leadership Team

Prayer:

Lord,

Unify our team in every aspect of travel, through airports, customs, and immigration. Please protect us as we travel and prepare us to overcome the roadblocks set up by the enemy! Lord let all who see us, see you! May we be a blessing to all those around us, including each other, baggage handlers, ticket agents, flight attendants, and all others who observe us. Amen

Meeting Run Down

Purpose

Okay, so you have probably been bombarded by your team with packing questions for weeks, and you have successfully pointed them towards the more pressing objectives, but now is the time to answer all those logistical questions! This session is designed to prepare your team, ease their minds, and give your detail people a clear agenda. You want them to know what to expect, to the extent possible.

Setting:

We recommend having this meeting at your house or a team member's house.

Materials:

- None

Estimated Meeting Time:

- This meeting should take 1 to 2 hours.

Leader Preparation:

- Familiarize yourself with this section beforehand.
- Familiarize yourself with the devotional and be ready to encourage your team to live sacrificially.
- Be prepared with any specifics of travel and packing that pertains to your trip. Inform team members to bring extra baggage to pack with supplies, if applicable.
- Prepare a meal, or have team members bring components of a meal, so that you can eat dinner together.
- Contact your hosts and see if they have a suggested packing list for your trip. Have a printed packing list for your team. If not, you will discuss packing with your team at this meeting. You can brainstorm to make a complete packing list. Your team members are unified now. Use that collective thinking!

Objectives:

1. Team Devotional - Teaching what it means to sacrifice for your team.
2. Finalize your team policy and assign a person to type it up and email to teammates.
3. Train and prepare your team for proper travel, packing, and health precautions for your specific trip.
4. Pack any supplies that you will be taking for ministry jobs.

Objective 1: Team Devotional

Live Sacrificially: A Godly Team Member Sacrifices

As always, you will start your meeting with a time of devotion. This meeting you will be focusing on the sacrifice of Christ and how we are to imitate it in our daily lives. Read 1 John 3:16 and discuss with your group.

“This is how we know what love is: Jesus Christ laid down His life for us. And we ought to lay down our lives for our brother.”

1 John 3:16

To “lay down your life” means to sacrifice. To sacrifice is to give up, forgo, let go of, or surrender something. For your team members, this could be anything from sacrificing their own talents, pride, time, food preferences, efforts, or even personal health and safety, for the benefit of their brothers.

Read

“Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave Himself up for us as a fragrant offering and sacrifice to God.”

Ephesians 5:1-2

Stress to your team that being a sacrifice is often easier than you think, and may often go unnoticed. However, we are sacrificing unto the Lord and not for acknowledgment among men.

Here are some examples of self-sacrifice to present to your team:

Example 1: Packing is my Gift

Okay, so tonight is packing night, and you are the most efficient packer IN THE WORLD!! You have traveled the world multiple times, and you are seriously the best. Packing is your spiritual gifting!

It would be faster for you to pack it all yourself, but you allow team members to participate. You gently offer advice and look for those team members who need help with their assigned jobs. You give your assistance privately, and even let another team member receive praise for a job that you technically helped them with. No one else knows of your involvement, but you have helped your team member become a success, and you have sacrificed yourself for someone else! It is as easy as that!

Example 2: Hot and Sweaty

You have just spent a ten hour day painting houses in the ridiculously humid climate of Haiti. You are sweaty, hot, tired, and just really want a shower. So does everyone else on your team. You all live in the same room, and guess what, there is one shower! You offer to let your teammates take the first showers, and you get them all fresh drinking water while they are showering.

Example 3: Scared and Nervous

You travel a lot! You are always getting the aisle seat, and you hate sitting by the window. However, you notice that one of your team members keeps looking out the window nervously and repeatedly needs to go to the restroom. You offer gently to trade seats and suggest that the aisle might be more comfortable for them.

These are just simple ways to take care of your teammates. It is often people who think of others in these simple, everyday aspects who make the most impact on a team. It really is about others, not just the nationals of your host country, but your team members, too. Stress this to your team.

As a team leader, be looking for those team members who are serving each other unnoticed. Take a moment to acknowledge these team members. Let them know that you see their works and that you appreciate their sacrifice!

Objective 2: Finalize Your Policy

Take some time for each group member to present the policy they have written. You will need to discuss each group's policy and come to an agreement as a large group. Then you can assign a teammate to type up the policy at home and email to each team member. They will bring their signed policy to you on the day of departure or before. It's very important that each team member partakes in the discussion and turns in a signed letter!

Objective 3: Travel, Packing, and Health

Travel Conduct

There are so many things during travel that can ruin your witness for Christ. You have been on trips where you just couldn't believe what someone on your team did. We want to avoid those embarrassing mistakes if possible. If you have traveled with a team before, you probably have your own stories, but here are just a few we have heard of or experienced.

- There's the team member who thought that little red handle on the train would drop their bunk, NOPE, it stops the train immediately, throwing all the other passengers on the floor, and alerts the guards.

- There's the team member who thinks it is funny to joke about bombs in his bag!
- The team member who tries to slip a Christian tract to the customs guard in his passport gets detained and then gets sent back to the United States.
- Then there is that team member who is so excited about the trip that they unwittingly ask you and your host 50,000 questions that no one knows the answer to.

These are things that can happen if your team is not prepared for travel and is not in tune with their behaviors. Here are some tips to discuss with your team:

Travel specifics: Walk your team through the process of your trip. You have probably been there before if you are leading this trip, and you know, at least minimally, what to expect. Walk your team through the journey from start to finish, including airport check-in, customs, boarding, and in-country travel that is pertinent to your trip. Just give them a run-down of what to expect.

Jet Lag: Prepare your team for exhaustion. Encourage rest and proper attitude! Drink lots of water and avoid caffeine because dehydration will increase the side effects of jet lag. Encourage your team to start going to bed an hour earlier a few days before the trip if possible.

We travel as a group: Emphasize to your team that nothing is to be done on your own, no matter how experienced or efficient you are at it. We are a team, we travel, get delayed, pack, unpack, eat, sleep, etc. TOGETHER! We also recommend everyone on your team has a "partner." They are responsible for knowing where each other are at all times.

Mark your luggage: Consider putting tags, something bright and noticeable, on all your team's luggage. If you plan to do this, hand those out tonight!

Safety: Discuss with your team the importance of staying together. Have a couple of men that lead and flank your group to keep an eye on everyone. These men should be asked by you ahead of time to keep an eye out for anything suspicious or possibly dangerous. They can do it quietly without the other team members even knowing what is going on. THIS SHOULD BE ADDRESSED IN YOUR TEAM POLICY!

Pack Lightly: Don't take anything you value greatly!! Remember what you pack, you will carry. Leave room for souvenirs. **Think through what you need in your carry-on, it might be the only bag that makes it to your destination! Make sure your team knows how many bags they can have, This will differ with each trip. You need to know the specifics!**

Medications: Put any medications that you need for health IN YOUR CARRY ON!

Liquids: Pack any liquid in sealed bags. The pressure can make them bust.

Money and ID: Only take what is necessary for travel. Consider spreading out your money between your carry-on, and your person.

Packing List: Discuss specifics that you will need for your trip. Many of your host organizations will have suggested packing lists that you can access. Be prepared!

 **Note:** These are just some general guidelines to discuss with your team. Also, allow your experienced travelers to make suggestions. Let your team be interactive in this procedure. Be sure you discuss the specifics of your trip by handing out the itineraries and agendas. Give your team time to look through them and discuss as needed. This is your last time to solidify departure times, etc.

Health Guidelines

Alright, so we would be willing to bet that if you have been on a mission trip before, you have discussed bodily functions with your team. It always comes up. It will probably happen. There will be those who can't GO and those who can't stop GOING! Health issues often happen, so you need to prepare your team and learn ways to minimize and prevent some of these issues.

“During a summer stay in Haiti, on one day, we sent 37 people to the clinic for dehydration and heat exhaustion. People were literally dropping like flies. Young girls were passing out at the dinner table, falling to the ground. It was horrible! Now, this happened not because of a lack of knowledge, they had been warned, but from a lack of follow-through. Haiti is HOT! It is HUMID too, but there is a sneaky culprit that is even worse than the heat and humidity: the breeze! The breeze makes you feel cooler, makes your sweat evaporate, and you might think that you haven't been losing that much water, but you are! These people were losing way more than they were taking in, and it began to take its effect. Because these people did not understand the weather in Haiti and did not take the advice of the long-term residents, they were intensely ill and spent most of their trip in the clinic, receiving IV hydration.”

Abby Davis - Port Au Prince, Haiti - Summer 2012

This is not the outcome you want for your trip, so let's prepare your team for the environment you will be encountering. Here are some ways that you can help your team get prepared:

1. **Pray:** Prayer is your number one weapon. Cover your team with the safety and security of Christ and trust in him to protect you from the roadblocks of sickness that the enemy will throw at you.

*"Therefore, I tell you, whatever you ask in prayer, believe that you have received it, and it will be yours."
Mark 11:24*

2. **Verify that the water is safe:** Use bottled water when necessary, reminding your team that even the shower and water used to brush their teeth can make them sick. Drink only water you know is safe!
3. **Avoid uncooked food:** Much of your food will be washed in the dirty water, so make sure that it is cooked thoroughly, especially vegetables and meats. And did we mention to pray? Asking God to bless your food takes on a whole new meaning in some cultures.
4. **Sunscreen, bug spray, etc.:** Know your environment and be prepared.
5. **Hand sanitizer, toilet paper, and towelettes:** These are generally good to carry with you. Don't be the annoying tourist, cleaning your hands at all times. We do not want to insult our hosts but have these things on your person so that you can clean at appropriate times. Bathrooms in your host nation may not be stocked with these items we consider necessities!
6. **Digestive health:** It is not a bad idea to take some Pepto along for the trip! You may consider taking over the counter medications for diarrhea and constipation. Many travelers also swear by probiotics. Some short-term team members begin to take these in the weeks prior to your departure. The presence of good bacteria in the system is thought to prevent digestive issues.

Okay, so you have covered the general health guidelines. Allow your team time to discuss and add points that are pertinent.

Objective 4: Pack

If you will be doing a specific task that requires supplies from the U.S., consider packing them tonight! Have team members bring extra baggage and let your team gather and pack items as a team! This will not only encourage teamwork but will also help to ensure that you don't forget anything. Many brains are more efficient than one! **MAKE SURE YOU WEIGH YOUR BAGS TONIGHT!** Know the allowable luggage weight, and make sure you are under. This will save you time and frustration, later!

Pray for your team and you are done!! Thank God for his leading through this training

process and begin to believe him for the miracles He is about to perform through your willing, prepared, and humble team!

Closing

Congratulations!!! You have successfully finished your pre-trip training. You have prepared your team, and you are ready to go! Continue to pray daily for the success of your trip and the spiritual unity of your team. You are the spiritual leader of this team of disciple makers. Continue to serve them in humility as Christ served us and protect them with a covering of faithful prayer!

Your Team Outreach Project

“Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms.”

1 Peter 4:10

We at Bethany Global believe it is incredibly important for your team to serve together BEFORE you leave the country. There is immense value in this project. For one, it will allow you as a team leader to scope out your team. This project, unlike any other meeting, will allow you to see who on your team immediately jumps into task mode. Who takes charge and begins to organize? Who immediately shies away? Who begins to serve the other workers and take on a supportive role? You WILL find some strengths and weaknesses on this day that will help you further prepare your team for the tasks on the mission field. Furthermore, this project will allow you to serve our community here. Your destination country is your mission trip, but here is your mission field. This project will introduce your team to opportunities, right here in their community, where they can get involved and serve the Lord upon their return from the foreign mission field.

This project will also allow you to spot any possible problems, whether it is with attitudes, cooperation, or personality conflicts. Spotting them now will give you time to intervene and propose solutions before you are out of the country together!

Anyone who has ever been on cross-cultural mission trips knows that things do not always go as planned. How your team responds in these situations is huge to the continued success of the trip. For this reason, we recommend that your team members NOT know what they will be doing for their outreach project until the day they show up. You can give them instructions on what to wear, what to bring if anything, and what time to be where...but nothing else. This gives them the opportunity to trust their leadership, as well as show you how flexible and adaptable (or inflexible) they may be when these types of situations arise on the field.

At the end of this outreach day, we recommend that you have dinner as a team (either in someone's home or at a restaurant). Use this time to debrief the day.

Ask members things such as:

- What did you learn?
- What was a high and low of the day?
- What was it like showing up and not knowing what to expect? How might this relate to their mission trip?
- After today, are there any areas that they believe they may need to grow or be challenged?
- Also, have each team member say one encouraging thing about another team member (make sure everyone is addressed).

The possibilities are endless. If your campus does not already have an outreach project scheduled for your team to join in on, or you are having trouble thinking of or finding an outreach project, contact the missions department, and we will help you set something up for your team.

Outreach Project Requirements

When deciding on a project for your team, consider jobs that will allow you to fulfill the following requirements. The project should:

- Stretch your team members to accomplish a task that requires a departure from their comfort zone. There should be a challenge involved.
- Force team members to communicate and work together to perform a task. Give you a chance to monitor your team in a work-oriented project.
- Get your team in the mindset of serving others, including each other.
- Provide a valuable assistance to our community.
- Allow you to coach your team in the areas of self-sacrifice, humility, and the unity of the Spirit. These are areas where you must be unified as a team in order to make the biggest impact on the mission field.
- Allow your team to have fun and get to know each other in a deeper way.

Closing

Off and Running: The Trip Experience

*“...let us throw off everything that hinders and the sin that so easily entangles. And let us run with perseverance the race marked out for us, fixing our eyes on Jesus, the pioneer and perfecter of faith.”
Hebrews 12:1-2*

Dear Team Leader,

You have prepared your team for the mission at hand. You are now on the field, and it is time to release your team members to be the ministers that you have disciplined them to be. You will see your team face challenges, overcome obstacles, go through culture shock, and prevail! You will witness a wide array of emotions and spiritual states. Some of them are going to bless you immensely and even surprise you with their maturity in this new environment. Others will challenge you.

Regardless, you must entrust them to Christ. You have prepared them and equipped them, and now it is time to release them and let them work. This does not mean that your role as a leader is done. You are still the trainer, the disciple maker. In fact, your leadership is even more important now. You must take time to observe, guide, and refine your team. This next session of your manual will help you facilitate a daily gathering with your team to provide spiritual encouragement, walk through culture shock, and keep your team on task.

As you guide your team through this experience, remember that each team member is a part of the body of Christ, and each one has a role to play. Pray for God to show you how each team member fits into the body and into the plan God has for this trip. Ask God to give you his eyes, heart, and mind. Remember the tools you have at hand for handling conflict (your team policy), and for handling culture shock. You have prepared. You got this!

God bless,
Bethany Global Leadership Team

The Trip Experience

This training section outlines a schedule for daily team meetings. These daily experiences are vital to the health of your team and your ministry. This affords you the time to recalibrate your team, help them maintain unity with God and with men, and keep them focused on the goal. It allows you to catch conflict early, deal with hardships, and scope out the physical and emotional state of your team members.

Setting: Select an area where your team can meet privately to process their daily experiences. You can do this in the one-hour long meeting, or break it up into two meetings. We recommend at least praying with your team in the morning, refocusing on God, and resetting the team's mentality for the day. After the day is done is a great time for a daily debrief to help your team process what they have seen and done during the day, share their victories, and work through their hardships.

Materials:

- Bible and Journal

Time:

- One hour each day

Leader Preparation:

- Read through this section of your manual and review relevant topics of culture shock.

Objectives:

1. Team Devotional - Provide a spiritual emphasis for each day.
2. Provide an opportunity for the team to share joys and frustrations.
3. Allow the leader to observe how the team is adjusting to the culture and dealing with shock.
4. Pray for the ministry and guide team members regarding tasks and agendas.
5. Teach your team how to say a proper goodbye.

Objective 1: Team Devotional

Unlike the other session in this handbook, we are not providing specific devotionals for you to use during your on-field time. We find that God has unique teachings for each of his children and each of his teams, depending on the place and task at hand. You will need to prayerfully consider your devotionals. You may decide to work through a pre-selected devotional book. You can afford your team members the opportunity to lead devotionals if they wish, or you can lead a devotional daily. The point is to begin your day with the scripture, refocusing all the stress and fatigue of the previous day or night onto the task at hand, the advancing of the kingdom of God! These sessions should excite your team and help them remember that they are serving alongside Christ in his

ministry. He is allowing them to be a part of what he is doing, and it is an honor!

Please encourage your team to keep a time of personal devotion as well. You may allow some time for this after your team devotion, if necessary. Encourage your team to keep a journal. They will want to remember all the little things that happen on the trip, and they will inevitably forget things. A journal is a great way to keep up with the progression of emotions, culture shock, and spiritual growth experienced on this trip. You can also pose a daily question for your team to answer, just something to ponder to get them to begin to process their experiences.

Objective 2: Dealing with Joys and Frustrations

When you get to this part of your time together, you can start with the “one word” game that we used in your first team meeting. Do this by asking questions such as:

Now that you are here in _____, what one word best describes how you feel?

Most frustrations come from unmet expectations. Here are a few questions you can ask your team to help encourage them to reveal any frustrations.

- In what ways have things been different than you expected?
- How are the people here different than you expected?
- Are things here better or worse than you expected?
- Is the team getting along like you expected?

You might not be able to do all of these techniques in every meeting, but you can incorporate them as you see fit during your meetings or private conversations with your team members.

Objective 3: Culture Shock

Since your team will inevitably experience at least some phase of culture shock, we need to address it. Let's review!

Phase 1: The Honeymoon

The excited phase. You are enamored with every aspect of the culture. For instance, you might hear: “The worship in Africa seems so powerful and free. I wish we worshiped so freely at home.”

Danger: Staying in this phase will prohibit reality. It will not allow you to see the needs of the culture, its downfalls, and the things that God wants to work on.

Phase 2: You've Lost that Loving Feeling

The honeymoon is over. The romance is done. The differences in culture and hardships are too much, and your agitation has set in. You may hear lots of “why do they do that?” or “what are they doing?” Things will happen. That cute little kid, that you loved so much this morning, will ask you for money, and when you say “NO” he will run away and no longer want to be around you. You end up feeling like an ATM. Or the cute kid without pants will fall asleep on your shoulder and then pee in your lap. These things cause frustration.

Danger: Staying stuck in Phase 2 causes you to have a pessimistic and unrealistic view of your host culture. You can't focus only on what you see but must understand the why. You don't want to leave your host country doubting the value of service altogether.

Phase 3: Recovery

You have set aside judgment and comparisons by asking the “why” questions. The negative feelings have subsided, and you begin to adjust to the culture and get to know the people. For example, one Bethany team in Ethiopia became frustrated because the driver would show up 45 min to an hour late to pick them up every morning. Then, while they were loading in the bus and waiting for him, the driver would sit down and eat breakfast at the mission house. The team thought it was funny, for a day or two, then it became irritating when the schedule got interrupted. However, by the end of the trip, the team realized how bad traffic is in the capital city of Addis Ababa. It is horrendous. Not to mention that the breakfast he was eating was probably the only meal he got for the day, and it was free.

The “why” helped the team to understand the behavior. This is the goal. Work with your team, the nationals, and the missionaries to understand the culture.

Phase 4: Acceptance

You gradually will accept the new culture. Differences are expected, and you become comfortable with them, regaining your sense of humor and optimism. Begin to think about how you can use the differences and similarities in culture to effectively communicate the truths of Jesus.



Activity: Culture Shock

In order to keep your team interested and to keep a visual progression, here is an interactive activity to help guide you all through the stages of culture shock.

Get a clothespin for each team member and write their names on it. Ask your team members to place their clothespin in the appropriate phase and explain why they feel

that way. This allows team members to see their own progression and allows you to help them move to a place of acceptance.

Objective 4: Prayer and Agenda

Each day will come with a challenge of its' own and its' own agenda. Morning meetings are a great time to discuss the logistics, or you can discuss them at night before you head to sleep. Remember that you will have detail-oriented planners on your team. You will ease their stress

by laying out the day's events in a logical, organized fashion. In the same sense, you may need to remind your team to be flexible if things don't go as planned. Each detail should be prayed over as a group, allowing God to be a part of every decision, task, and ministry you take on that day. Remember we are not only working for God, we are working with him to accomplish his mission, not our own. We want his input on everything we do! Take it all to the Lord as a team daily!

“For the LORD gives wisdom; from His mouth come knowledge and understanding. He stores up sound wisdom for the upright; He is a shield to those who walk in integrity, guarding the paths of justice, and He preserves the way of His Godly ones. Then you will discern righteousness and justice and equity and every good course.”

Proverbs 2:6-9

Objective 5: Preparing to Say Goodbye

Warning: Don't Start Exiting Too Early

There will be two different types of people on your team. There are “night counters” who will be counting the nights before they get to go home or counting the nights they will be away from home. Then, there are those who are not. Your night counters will declare the half-way point of the trip to everyone. This may not seem like a big deal, but you run the risk of this causing a shift in the focus of your team to the impending departure instead of completing the task and living in the experience. Your team may start making statements like “I can't wait to have air conditioning,” or “My bed is going to feel so good.” These statements can be innocent, but if overheard by a missionary or national, they can be misconstrued. The host may consider you ungrateful or feel guilty that they cannot provide the environment you are accustomed to.

Saying Goodbye:

Sometimes there will be an elaborate goodbye for your team with gifts, dinner, etc. Sometimes you will leave unnoticed and feel unappreciated. Some of your team will be grateful and ready to leave. Others will feel as if their heart is being ripped out. The following guidelines will help you keep your goodbyes in perspective. You can begin to talk about the goodbyes at about the half-way point of your trip. You do not need to

designate it as a “goodbye” talk, but you can institute some of these ideas during your sessions just to let your team begin to think about them.

1. **Do not be afraid to show emotion** – Most cultures are less inhibited than us. The nationals may want hugs and words of appreciation. Be culturally appropriate but not withdrawn.
2. **Treasure the moment** – This moment cannot be duplicated. Take pictures, have good conversations, and most importantly, BE PRESENT! You can't get this time back.
3. **No empty promises** – This includes personal information, prayer promises, promises to come back, money, etc. While it is bad practice to EVER make a promise to a national for personal gain when saying goodbye it is easy to do with just a simple slip of the tongue. Advise your team to be careful when exchanging personal information. Guidelines for this should be decided beforehand and included in your team policy. Plus, do not exchange information if you do not intend to follow through. Your word is important. Don't lose your credibility.
4. **Gift giving** – If gifts are given, it is typically best to give them as a team. You want to avoid singling people out and risk making others feel excluded. It may sometimes be appropriate to give a small token of friendship, like a note or a written prayer, for example, but these should not be items of monetary value. Furthermore, you know the rules of your hosts by now. If they ask you not to give, then please be respectful of their rules. They have them for a reason.
5. **Don't expect others to handle the goodbyes in the same way as you.** We are all different. Be supportive of your team members and their ranges of emotions.

This information is a guide to help you lead your team through their mission experience. You will have to use discernment and wisdom on a day-to-day basis to truly know what your team members need individually. It is your responsibility as a leader to observe, guide, and continue to disciple your cross-cultural missionaries. God has placed them under your leadership, and he has entrusted you with the job. Be prayerful in your every action, and strive to complete every task with the attitude of Christ!

“...From everyone who has been given much, much will be demanded; and from the one who has been entrusted with much, much more will be asked.”

Luke 12:48

The Finish Line: Debrief and Reentry

Dear Team Leader,

Many mission leaders consider this next session to be the most important meeting you will have with your team. Why? Remember, the primary goal for you through this whole process has been for you and your team members to become more like Christ. As their leader, your goal has been to disciple those who would disciple nations. The hope now is that the team can turn that short-term experience into a long-term commitment to making *disciples of men*. Our hope is that we have developed Global-minded Christians, with a heart to serve locally and abroad.

It is very common for short-term missionaries to come home with a newfound fervor for God. They are often filled with excitement about what they have seen, heard, and most importantly, felt! Many of your team members will have no idea what to do in this situation. Some will seek out ways to serve. Some will immediately schedule their next trip, BUT others will slip through the crack, get lost without a place to serve, and eventually lose that fervor returning to life, and ultimately unchanged.

Furthermore, many people on your team will have difficulty readjusting to American culture. Some will be tempted to sell all their possessions. Others may feel completely unfulfilled in their jobs or schooling and want to quit. Some will have no idea what God wants them to do, so they will do nothing. Others won't know how to share the excitement of their life-changing experience with their loved ones and will become frustrated when no one understands just how awesome their trip was. We believe that God sets up these short-term encounters in order to use them for His long-term glory. It is our goal as a church and should be your goal as a leader, to make every attempt to ensure that your team members get plugged in at Bethany. Finding an immediate place to serve the Lord and others will help them continue forward on the journey to becoming a globally-minded servant of Christ.

This session is a mandatory part of Bethany mission training because it is dangerous not to do. We cannot guide our team into this life-transforming situation, bring them back changed to a life that has continued on as usual in their absence, and abandon them with nowhere to turn. People do not need to make life decisions in the midst of an emotional crisis, which some of your team members will be in. This next session will give you some practical tactics to help guide your team into their new roles, here at home.

Blessings,
Bethany Global Leadership

Debrief and Reentry: On the Field

Debriefing: Setting up your team members and yourself to succeed in continuing the journey to becoming more like Christ is so important. With the busyness of ministry on the field and the craziness of life that you all came home to, there probably has not been much time to process during or after the trip. It is a big job to guide a team in this way, but don't worry. You have been doing it since the very beginning of our training. You have been focusing on helping your team become disciple-makers from the beginning, so this is just one more step!

Setting:

We recommend that this meeting take place before you leave your host nation, sometime on your last day there. Many trips will save the last day for tourist activities, sightseeing, etc. Use this time to connect with your team. Do this before you leave, and then do another one a week or so after you get home to check on your team!

You need a place that is Alone, Away, and Awesome. You and your team need some space away from nationals where they can be totally honest. It needs to be away from the daily place you have been serving, and make it an upgrade from the conditions you have been in if possible. You want to begin readjusting your team.

For instance, if you are leading a trip to Haiti with Bethany, Mission of Hope will be taking you to the beach on your last day. You will have time with your team in a beautiful environment to discuss the trip. Take the time and be prepared! You can also use an airport coffee lounge, a QUIET restaurant, etc.

Materials:

- Journal

Estimated Meeting Time:

- This meeting should take 1 to 2 hours.

The Five-Step Debriefing Process

As you take your team through this activity, give them time to pray and journal.

1. Reconciliation
2. Resolution
3. Reinforcement
4. Revelation
5. Redirection

Reconciliation

Bringing two apparently conflicting things into balance or peace.

“All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation: that God was reconciling the world to himself in Christ, not counting men's sins against them. And he has committed to us the message of reconciliation.”

2 Corinthians 5:18-19

Your team needs to take some time to let the Lord identify areas they need to reconcile. These will usually be expectations that were unmet, hopes, hurts, and relationships. If there has been conflict on your team, reconcile it NOW! Have your team write down any disappointments, joys, relationship changes, and other areas that need to be addressed and have them give these over to God.

Resolution

To make up your mind; to settle something.

“When I came to you, brother, I did not come with eloquence or superior wisdom as I proclaimed to you the testimony about God. For I resolved to know nothing while I was with you except Jesus Christ and Him crucified. I came to you in weakness and fear, and with much trembling.”

1 Corinthians 2:1-3

Paul makes a bold statement here. He RESOLVES to know nothing but Jesus, to submit to him his expectations, plans, hopes, dreams, and relationships. Step 2 is for each team member to *resolve* to allow God, through the power of the resurrection, to heal every unmet expectation, disappointment, and an unrealized dream. This is also the time to resolve the prompting of God regarding their futures. Your team may not need to deal with negative issues, but with processing the conviction and direction of the Spirit. This step is about committing to learning the will of God and resolving to be obedient.

Allow your team time to journal these thoughts and discuss them openly. Reinforce the importance of time alone with God when they return home. They will need His guidance to implement these experiences into their lives back home.

Reinforcement

Adding of one thing to another in order to strengthen it.

“Therefore encourage one another and build each other up, just as in fact you are doing.”

1 Thessalonians 5:11

The purpose of Step 3 is to reinforce God’s work in your team by encouraging them. Simply giving an expression of appreciation is not true encouragement. True encouragement is rooted in what we have genuinely seen God do in and through someone. God’s servants need to be told how God has used them, refined them, or ministered to them. This builds them up, and God is glorified.

Take time to encourage your team; point out their strengths and ways they can be used, when back home. This takes some preparation on your part. You need to have been observing, noticing, and taking some notes on your team. Make sure you are genuine!

You can have your team help you out! One team took time to write notes to each of their teammates just detailing how they had seen God work through them on the trip and how they believed God would use that person in the future.

One tactic is to put a chair in the center of the circle. Allow each team member a time in the chair, and pray for the Spirit to reveal what he wants to be said. This is an amazing time for the Holy Spirit to share His encouragement, through His servants. This can be an incredibly powerful experience, both for the acknowledged and the acknowledging.



Note: In order to truly *reinforce*, one must have reconciled and resolved any issues beforehand.

Revelation

The disclosing of new information, truth, or divine will. It is often a new thought that brings deep insight and understanding.

“What no eye has seen, what no ear has heard, and what no human mind has conceived— the things God has prepared for those who love him— these are the things God has revealed to us by his Spirit. The Spirit searches all things, even the deep things of God. For who knows a person’s thoughts except their own spirit within them? In the same way, no one knows the thoughts of God except the Spirit of God.”

1 Corinthians 2:9-11

God may have revealed specific things to each of your team members during this experience. It is vitally important to allow God time to speak. This is a time to get your team in a mindset of submission and a mindset of prayer. Take a quiet moment, pray, and ask the Lord to reveal what he has to show you in the areas of himself, yourself, the world, the nations, your job in ministry, the church, culture, etc.

Redirection

To change focus or priorities or to send in a new direction.

“Teach me, O LORD, to follow your decrees; then I will keep them to the end. Give me understanding, and I will keep your law and obey it with all my heart. Direct me in the path of your commands, for there I find delight. Turn my heart toward your statutes and not toward selfish gain. Turn my eyes away from worthless things; preserve my life according to your Word.”
Psalm 119:33-37

This is a time to consider the future. Here are some questions to consider discussing with your team and for them to consider in prayer:

- What did you learn on this trip and how will it impact your future?
- How does God want my life to be different as a result of this trip?
- How should my prayer life change?
- How can I use my talents, time, and resources?
- How can I be involved in reaching the nations on a long-term basis?
- What practical action can I begin implementing when I get home?
- How can I best serve in my church and my community in order to impact the Body of Christ?

This is the time when you, as the leader, can have the most impact. You have seen their strengths, and encouraged them. Now you can lead them into activities that can help them continue using those gifts for the glory of God. It is ok to make suggestions. For instance, if you know that one of your team members is a talented and Spirit-filled singer, suggest they try out for the worship team. If you discovered an artist on your team, suggest for them to join the creative team. Suggest that a great communicator in your group think about leading a Bgroup. There are endless possibilities, but you as the leader sometimes need to point them out. People sometimes need a push to realize who they are and what they are capable of through Christ.

Your job doesn't end here. If possible, keep tabs on your team members. Continue to encourage them to become involved once you are home. If an opportunity you know they are gifted for arises, send it their way. A simple text or email might just reignite something in a teammate and help them remember what God is working on in them!

Your 5th Meeting – Looking Forward

Part of your mission training here at Bethany is a mandatory debriefing meeting when you return from your trip. We recommend that this meeting take place no sooner than a week and no longer than a month after your return.

You know your team by now. You know what they like, and you know what they need. This meeting should be relaxed and comfortable, whatever that means to your team. This can be a time to share photos, recent stories, and talk about what they have been doing since they got home. We are not going to outline a specific agenda for this meeting. However, here are some things you should consider addressing:

- What frustrations have your team members encountered since they have gotten home?
- How are they handling them? Are they giving them over to Christ to reconcile?
- Are they having trouble sharing their story? Could you lead them in any way to share it more effectively?
- Are there any members who have not processed their trip, and can you help them to do so?
- GET INVOLVED! Now is the time to reinforce the importance of each team member, finding a spot to serve, something that utilizes their passions and talents. God has molded and changed them, and he wants to use it for his glory!

You can accomplish this through simple conversation. Pose questions to your team like:

- What things about the country do you miss?
- What field experiences do you vividly remember?
- What are things about the country you are glad you left behind?
- What surprised you about yourself on the trip and upon return?

Ultimately, this is a time to express feelings. Your goal is to guide discussion and allow expression.

Continued Involvement

We have given your team the tools they need to be successful when they return. Encourage them to refresh! There are also some steps you can guide your team to follow in order to continue involvement in missions, both through Bethany and in our community.

1. Follow up with Supporters

This is not optional! Your team members need to thank their supporters with a letter. Some team members may opt to do a dinner with all their supporters, where they share their trip and photos, etc. The options are endless.

2. Get Involved with an International Mission

There are plenty of credible ministries out there, or maybe God is calling your team members to partner with or start one. Prayer is the key here. Encourage

your team to let the Lord reveal His heart for the nations and their part in His mission.

3. Give

They can give to Bethany missions or to organizations such as Samaritan's Purse, Mission of Hope, Live 58, etc. There are lots of amazing organizations all over the world. Just make sure they do some research to know that the organization is Christ-centered and reliable. You can also suggest they consider supporting a missionary or child from the host country.

4. Seek Counsel

It is important for your team members to spend time with someone who can act as a mentor. We need to have people in our lives that can challenge and encourage us on a regular basis. Perhaps they already know someone who plays this role in their life, perhaps not. It is important to seek out the council of elders in the faith. Perhaps you will be that council.

5. Serve at Bethany

Our community is our mission field! We need to serve it well.



Tips: You may also consider doing individual post-trip interviews with your team members. This will allow them to share their intimate feelings about the trip. Some of your members will not be able to share in the group their actual feelings. They may need time alone with your guidance to really get in touch with what they are feeling and dealing with. Consider coffee or lunch with each team member in the weeks after your return.

On A Personal Note

Dear Team Leader,

Thank you so much for your diligent work in equipping the saints. You have successfully trained, disciplined, and taught a team the importance of being globally-minded Christians. You have led them through a life-changing experience. You have held their hands, watched them grow, and watched some of them fall apart. You have witnessed them in conflict, joy, and spiritual growth. You may feel immense content and happiness as you see what God has done with your team members, and you should!

You may still feel responsible for some of them, but now is the time where you have to take care of yourself. It is time to let them go, and let God move in them. It's time for you to process your own trip, your own emotions, your own feelings, and deal with how God wants to use you. As the leader of a team, you inevitably have encountered new horizons as well, and you can be sure that God wants to use them for his glory. Remember to take time out of your hectic schedule to process your trip, your leadership, and your thoughts with Christ. It is also a good idea to find a trusted friend or mentor to help you with this process. Evaluate yourself with the guidance of Christ, and prepare yourself to continue to serve your Lord with faith and fervor! Job well done Team Leader!

God bless!

Bethany Global Leadership Team

Appendix

Appendix A: Bethany Global Leadership Team

Name	Phone	Email
Mitchell Garlington		mitch.garlington@bethany.com
Megan Perkins	225-505-9237	megan.perkins@bethany.com

Appendix B: Bethany Team Leader Agreement

Short-term Mission Trip Leader's Agreement

"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'"
Matthew 28:18-20

Bethany Short-term Missions Training Policy

The mission department has developed the following policy that each short-term mission team will complete together as part of their training and discipleship preparation.

We believe this training will better enable us to fulfill the Great Commission and to do it with excellence. Doing all things with excellence is a core value of our church, and it brings glory and honor to God. As a short-term mission leader, you agree to:

- Carefully and prayerfully select your team members and commit to discipling them for cross-cultural ministry.
- Attend a one-day leadership training seminar with the Bethany Global Leadership Team.
- Organize an outreach project day to be completed by your team before your trip (see Leadership Manual for further details).
- Hold a minimum of four pre-trip team meetings to focus on discipling, preparing, and building the interdependence of your team.
- Organize one post-trip meeting to debrief your team and help them develop a long-term goal and plan to continue their journey as globally-minded Christians.

As stated above, we believe this policy is inherent to the success of our missions program and ask that you adhere to it as closely as possible. The Bethany Global Leadership Team has provided you with the curriculum and resources you need to accomplish this task, and we will be available to you at any time for help with this process.

*“Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.”
Colossians 3:23-25*

I, _____, as a team leader for a Bethany short-term mission trip, agree to adhere to the guidelines set forth above to the best of my ability. I agree to prayerfully disciple my team and ask for guidance when necessary. I accept the challenge of doing the job with excellence as both my God and Bethany require. I understand that the task of discipling and preparing this team starts with me. I take personal responsibility for the logistical, spiritual, and cultural training needed to prepare this team appropriately for making disciples of nations.

Signature: _____

Date: _____

Appendix C: Results of Ignoring Guidelines

When an adult team member, Rosa, really clicked with one of the teenage orphan girls named Ellie, the connection was to such an extent that by the end of the trip Rosa was calling her “my daughter.”

During the extensive pre-departure meetings, it had been stressed that participants should not give money, expensive gifts, or promises of trips to the U.S. to anyone they met at the mission site. Rosa chose to ignore those instructions. Later it was discovered that she bestowed all of the above on Ellie.

When a team leader met with her and went over her transgressions, she agreed to never repeat them. Yet just ten minutes after that meeting, Rosa was seen giving the young girl money and more gifts. The mission hosts were furious with the team leaders.

Months later, it was learned that Rosa, after her return home, had made numerous phone calls to the mission site, avoiding the field representative (for obvious reasons) but asking other adults whom she had met during her trip to go around town looking for Ellie.

Rosa asked that they bring Ellie to the phone in one hour when Rosa would call back. She asked yet others to go to the American Embassy, a ten-hour journey away, to help the teenager get a visa. When the visa was (miraculously) approved, she asked another team member to pay for the ticket because her credit card was over the limit. Worse still, she stated that she had only booked a one-way ticket because she had no intention of sending the girl back when her six-month tourist visa expired. By ignoring cultural rules, the local missionary’s guidelines, and immigration policy, one member of a mission team managed to accomplish the following:

- Create jealousy and resentment among Ellie’s peers when she kept receiving clothes and gifts from Rosa.
- Teach orphans with no material possessions that if they want to get the good stuff, they had better make friends with the next American missionaries.
- Alienate the mission team leaders from their local hosts.
- Cause upheaval to local adults whom she made run all over the country whenever she called from the U.S.
- Cause Ellie to burn bridges by leaving her job without notice, in a community where there is 40% unemployment among orphan youths.
- Conspire to violate U.S. immigration laws and sent a message to the girl that this conduct was ok.

I wish I could end by saying this was fictitious, but it occurred exactly as detailed above, though the names have been changed.

You are probably thinking, *“This is an extreme example and could never happen,”* but emotions run high on short trips like these. They are life-changing. Rosa meant well. She encountered a teenager that stole her heart, and she disregarded all logic to “help” this girl. By trying to help, Rosa destroyed years of the missionaries’ work. She burned bridges between the mission and the sending church. She corrupted the thinking and actions of this young girl, and who knows what damage was done to the Kingdom of God, in the long run. Team members must realize that they do not always know what is best! We as short-term team members have to trust and abide by the rules set forth by the people who live in this environment day in and day out. They have made this their life’s work, and we need to respect their requests, even if they don’t line up with our own emotions.

Appendix D: Sample Team Policy



Remember that this is a sample policy. Your team policy may look very different from this one.

Unity of the Team

Philippians 2:1-4, Hebrews 10:24-25

To be one in spirit and purpose in order to make Christ's joy complete by considering others better than ourselves and spurring one another on toward love and good deeds. The team will accomplish this by meeting daily as a team, holding each other spiritually accountable, and holding each other personally accountable in our ministry.

Relationships with the Opposite Sex

1 Timothy 3:2-3

As a practice, men should minister to men and women to women. Team members should use discretion when relating to members of the opposite sex so as to be above reproach in all that we do. Team members will not be alone with members of the opposite sex, EVER (unless they are married)! No physical acts of affection will be shown between couples in public, in respect of the host nation's cultural rules.

Conflict Resolution

Matthew 18:15, Proverbs 9:7-9

Within the team: Each team member will be receptive to any constructive criticism and advice from others. Team members will keep an attitude of learning. Team members will commit to pray for all grievances or complaints. Grievances will not be aired publicly but will be taken up with the fellow team member privately. If there is unrest or still an unresolved spirit after the confrontation, then the team leaders will be consulted. Team members will not argue over a decision in a public setting.

With a national: If there is a problem with a national, the matter will be taken to the team leaders and the head of the mission. Female team members should not confront male nationals.



Final authority rests with team leaders in all conflict resolution.

Dress

Romans 14:21

The team purposes to represent Christ by being humble and sensitive to others in a way that will focus our mission on Christ.

General Rules:

- Use discretion with logos (ex: USA #1)
- No flashy jewelry or makeup
- No tight fitting clothing
- Shorts should be just above the knee

Specific Rules: (These will be sensitive to your particular host culture.)

- Women should have chest, shoulders, and knees covered during all ministry opportunities (teaching, church, etc.)
- Men should wear closed toed shoes to church services.
- Men must wear a shirt at all times.
- Women need to wear skirts below the knees.

Attitudes

Philippians 2:5-7

Team members will do all tasks without arguing or complaining. Team members will be deliberate in watching their language to speak positively about all circumstances. Team members will accept challenges with an open mind and reserve judgment.

Gifts

The team will follow the host missions' rules for gift giving. If gift giving is allowed, it will be done with prayer and done in secret. Gifts are not to be given in a public setting. If offered a gift from a national, team members will be aware of the relationship. Make sure that this gift is being given out of friendship, and nothing more. If you feel uncomfortable for any reason accepting a gift, the team member should refer to the team leader for acceptance.

Relationship with Nationals

1 Corinthians 9:22-23

Each team member will develop relationships with nationals, respecting cultural etiquette and team policy. Team members will not be alone with nationals of the opposite sex. Team members will be above reproach in language, joking, and all conversation.

Ministry Accountability

1 Timothy 2:1-4

Each team member will meet daily with his or her accountability partner (if your team has them). Each team member will attend daily team meetings and all debriefing meetings.

Spiritual Accountability

Each team member will set aside time for daily devotional. Team members will seek counsel from the Lord first, before bringing any concern before the group.

Time and Flexibility

Each team member will be punctual to all team and national events. Team members will be flexible with schedule changes and gracious when others are late. The host culture may be significantly different than American culture when it comes to time management and the importance of punctuality. Be prepared to “hurry up and wait.” Team members will remember that this is God’s project, not their own, and will humbly accept circumstances that do not go their way. I will be content in all circumstances as commanded by scripture.

Security and Protection

No one will go out without another team member unless approved by leadership. Females should not go out without a male team member. Team leaders should know the whereabouts of all team members at all times. Team members will adhere to an 11:00 pm curfew or curfew decided upon when we arrive on the mission site.

Relationship with Missionaries

1 Thessalonians 5:12-13, Hebrews 13:17

The team will willingly submit to the leadership and instruction of the missionaries. We will “hold them in the highest regard in love because of their work.”

Finances and Shopping

We will not exploit our wealth in front of the nationals. Team members will refrain from a conversation about income, possessions, and shopping. Shopping will be done on a set-aside day and time, not in front of familiar nationals.

Illness

James 5:14

If a team member becomes ill, the team will pray for his or her healing. The team will not use illness as an excuse to not participate and will be wise in protecting their bodies. Team members will not engage in dangerous behavior with instruction. The team will pray for health and safety prior to departure.

Substances

Team members will not participate in the use of alcohol, tobacco, or any native substance that produces similar effects.

Behavior

At any time during the trip, the team leader reserves the right to ask any team member to return home, at their own expense, for unrepentant behavior or unresolved conflict. Team leaders will approach this with prayer and attempt all conflict resolution strategies described above before asking a team member to leave.

Food/Sleep/Property

Team members will respect all host property, as well as the property of all team members. Team members will keep their space as tidy as possible to respect roommates. Team members will gratefully try a small portion of everything they are offered to eat or drink! Team members will be aware of facial expressions and comments when entering an environment that is unfamiliar or unpleasant. Team members will keep an attitude of gratefulness for all accommodations, even if they are not to your normal standards.

Appendix E: Spiritual Gifts

“Now there are different kinds of spiritual gifts, but it is the same Holy Spirit who is the source of them all. There are different kinds of service in the church, but it is the same Lord we are serving. There are different ways God works in our lives, but it is the same God who does the work through all of us. A spiritual gift is given to each of us as a means of helping the entire church.”
1 Corinthians 12:4-7

Spiritual gifts exist within every Christian. They are the ways by which Christ works within the lives of believers to edify and strengthen the Church. Through these gifts, we bring glory and honor to God and bless believers and non-believers alike.

The spiritual gifts are gifts to be shared. They are not gifts to be hidden or tucked away in a closet or enclosed within a box. They are given by the Spirit to be used by the Spirit. The origin of these special gifts never begins with humanity but always with the divine. God is the giver of these gifts.

Four main passages in Scripture provide the foundation for spiritual gifts. They include:

- Romans 12:6-8
- 1 Corinthians 12 and 14
- Ephesians 4:7-12
- 1 Peter 4:9-

Yet many of the gifts listed in this inventory come from other places in Scripture not mentioned above.

This inventory is a list of twenty-five spiritual gifts compiled from a number of resources, books, and online inventories. They are not intended to limit the Spirit but rather to enhance and acknowledge the special gifts of grace given by God to Christians. Some spiritual gift inventories have less than twenty gifts mentioned while others exceed thirty. Those listed in this inventory, in my opinion, are those most commonly used and understood.

The purpose of this inventory is for one to discover his or her spiritual gifts and then to prayerfully consider ways to utilize these gifts for the advancement of the Kingdom of God and the making of disciples within the local church. These gifts are meant to be shared, not stored away. They are meant to honor God, rejuvenate the Church, and reach a lost generation for Christ.

The 5 Gift Categories

1. Gifts for SHEPHERDING. Administration, apostle, leadership, pastoring, teaching.
2. Gifts for SERVING. Craftsmanship, giving, helping, hospitality, serving.
3. Gifts for STRENGTHENING. Encouragement, healing, mercy, music, prophecy.
4. Gifts for SALVATION. Evangelism, faith, miracles, missions, tongues.
5. Gifts for SPIRITUAL INSIGHT. Discernment, interpretation of tongues, knowledge, prayer, wisdom.

Identification of Spiritual Gifts

1. It helps you determine God's will for your vocation. Knowledge of your gifts will provide a context for making career and ministry decisions regarding what not to attempt as well as what to enter into with confidence.
2. Mobilizes the entire church for mission. Since a small percentage of the church consists of clergy and more than ninety percent of the church is laity, the church obviously must equip and encourage every Christian to minister in his or her area of influence, home, school or workplace.
3. Assists you in setting priorities for study, growth, and ministry. Since each of us has a limited amount of time to develop our potential, it seems clear that we should develop ourselves in the areas of our spiritual gifts.
4. Gives each Christian a sense of dignity and self-worth. Every Christian is an important part of the total church. There are no "second class" citizens in the Christian community because each person is a vitally important member of the body of Christ.
5. Enables you to receive the gift ministries of others. When Christians become more knowledgeable of their own spiritual gifts and those of other Christians, they can more easily function in harmony as the body of Christ, both giving and receiving ministries.

Discover your team's Gifts

We encourage you to have your team take the online spiritual gifts test (giftstest.com). Once they complete this, have them email you their results.

Next, we have provided a way for you to get a general overview of your team gifts. When you receive the results, you can make a copy and fill out this [spreadsheet](#) and it will help you know your team.

Appendix F: Sample Packing List

Worn/On Your Person	Small Bag (Carry On)	Large Bag (checked)	Optional
Walking shoes	1 change of clothes	Extra clothes	Cold weather gear
Casual dress clothes	Personal kit	Raingear	Thermal underwear
Watch w/alarm	Toothbrush / paste	Swimwear	Pile / Down jacket
Money belt (concealed)	Washcloth	Sandals	Outer shell jacket
Tickets	Soap	Multi-tool	Mittens / Gloves
Passport / Visa	Shaving items	Small pocket knife	Hat
Money	Hairbrush/comb	Sleep Sack	Boots
Money pouch (accessible)	Nail Clipper	Water bottle	Wool socks
Spending cash	Pepto tablets	Towel	Sleeping Pad
Credit card	Imodium AD	Travel survival kit	Mosquito net / Tent
Phone card	Pain reliever	Water purification tablets	Water Purifier
Driver's license	Notebook / pen	Matches / Lighter	Gifts
Credentials	Travel Bible / Reading book	Parachute chord	Headlamp
	Map	Emergency blanket	Insect repellent
	Small compass	Duct tape	Sunscreen
	Sunglasses	Whistle	Spare toilet paper roll
	Camera/film	Sewing kit	Guidebook
	Small flashlight	\$100 emergency cash	Hiking boots
	Earplugs	First aid kit	GPS
	2nd copy of documents	Cable Lock	Satellite / Cell phone
	Small toilet paper roll	Laundry bag	Radios
	Prescription medicines		Extra batteries
			Work gloves

Appendix G: Building Your Support Team

Building a team to support you with prayer and finances is critical to your missionary trip. Having a foundational base of friends and family who believe in you and the mission to which God has called you will not only provide for your practical needs, it will provide you with emotional and spiritual support. This backing will serve as an encouragement to you and your team during your preparation, ministry, and return.

Prayer Support:

The first VITAL part of your support team is your prayer support. Participating in missions means participating in spiritual warfare (Ephesians 6:12). We dare not go to the mission field without a covering of prayer before, during, and after our trip. While you hope that many of your friends and family will be covering you in prayer, it is important to find a group of people who will commit to praying (and possibly even fasting) for you on a consistent basis. The following are ways to encourage/assist others in praying for you:

- Create prayer cards or magnets with your photo and a little info about what you are doing. It could have reminders of specific things to pray for.
- Create a Facebook event or group that is specifically for your support team. Update it as much as possible (or have someone back home do it for you) so that others can have frequent reminders to pray and know what to pray for.
- Create a calendar of your trip and include things that you will be doing each day. This will give them specific areas to be praying for. For example:
 - Feb 12th – Flying to Haiti (pray for safe travel),
 - Feb 14th – helping remodel a school at an orphanage (pray for strength, health, good teamwork, and joy.)

Financial Support:

A lot of people dread raising financial support. They may consider it “begging for money.” You may even be wondering if it is biblical. While there are actually several verses that show how raising support is, in fact, biblical, let’s examine the one below.

“Yet it was good of you to share in my troubles. Moreover, as you Philippians know, in the early days of your acquaintance with the gospel, when I set out from Macedonia, not one church shared with me in the matter of giving and receiving, except you only; for even when I was in Thessalonica, you sent me aid again when I was in need. Not that I am looking for a gift, but I am looking for what may be credited to your account. I have received in full payment and even more; I am amply supplied, not that I have received from Epaphroditus the gifts you sent. They are a fragrant offering, an acceptable sacrifice, pleasing to God. And my God will meet all your needs according to His glorious riches in Christ Jesus.”
Philippians 4:14-19

From their beginning, the Philippian church supported Paul in his missionary ventures. They “shared in his troubles” and provided him with encouragement and financial support. Notice verse 17: “Not that I am looking for a gift, but I am looking for what may be credited to your account.” Paul knew that when they supported him, they were not really giving to him but to God! Having a team of supporters allows them to “go into all the world” with you! It will be exciting to see how God uses them to make a difference in places they may never go and in people they may never meet.

At the end of this passage, Paul reminds the church in Philippi that because of their generosity toward the furthering of the gospel, God will meet ALL of their needs according to His glorious riches in Christ Jesus. Instead of viewing support raising as “begging for money,” we can realize that we are giving others the opportunity to participate in the trip, crediting it to their spiritual account, and allowing them to partake in the blessing that God promises as they do!

A few other passages that relate to support:

- Luke 8:1-3
- Luke 10:1-7
- 1 Corinthians 9:1-15
- 1 Timothy 5: 17-18
- Matthew 10:9-10
- 3 John 8

Building Your Support Team – Getting Started:

“The people rejoiced at the willing response of their leaders, for they had given freely and wholeheartedly to the LORD. David the king also rejoiced greatly...But who am I, and who are my people that we should be able to give as generously as this? Everything comes from you, and we have given you only what comes from your hand.”
1 Chronicles 29:9, 14

Now that we have a good biblical foundation for support raising, it is time to start the process. There are 6 basic steps that you will need to take in this journey of building your support team.

Pray! Pray! Pray!

God is going to use this process to challenge you, encourage you, and strengthen your faith.

Begin by acknowledging and adoring God for who He is. Psalm 50:10-12 states, *“The world is Mine, and all it contains.”* These and many other Scriptures make it clear that everything belongs to God.

We can love and worship God by acknowledging and resting in this truth through prayer. There’s no single vision or need He can’t provide for.

Share your fears and concerns for His guidance, and ask for the right words. Also, pray for the individual(s) you intend to contact. Pray that you will be able to connect with them, that their hearts would be open and ready for your request, and for God to lead them in their response. This is not a “pray and pay” approach. God knows our hearts and our prayers need to be rooted in love. If we sincerely care about each person, our motivation is that all would be obedient to the Lord’s leading – however that may turn out.

Name-storm

Your next step is to prayerfully make a list of people that you plan on asking to partner with you on your mission. This list should include a family member, friends, co-worker, businesses, and anyone else that God lays on your heart. Set an initial goal to come up with at least 50 names. During this process, it is often easy to only put down names of people we think will give toward our trip. Try not to fall into this trap.

#1: Remember that building your prayer support is equally, if not more, important than building your financial supporters. Just because you are fairly sure that someone can't support you with money does not mean that they would not love to cover you in prayer.

#2: Don't "put in a box" who you think will give. We can often get into this trap, thinking only of wealthy individuals or those who have given to us in the past. Remember what we learned in Philippians 4. Don't withhold the opportunity for someone to have the fruit of your mission trip be "credited to their account" because you did not give them a chance to give toward it. Consider this story from one trip goer:

"Several years ago, I was going on a mission trip to Honduras. I needed to raise about \$1,200 for the trip. I send out dozens of letters to many friends and family. One particular woman I sent a letter to was a single mom with 5 children. I knew that she probably would not be able to help financially, but that she would be a prayer warrior for me. A few weeks later I received a letter in the mail from her. Inside was a check for \$12 and a note that said something to the effect of 'Praying for you and your trip. God knows where the other 99% is.' On the same trip, I sent a support letter to my great-great aunt, who happens to be an atheist. She ended up sending me a check for \$100. She didn't even believe in God but was helping to spread His love."

As the above story illustrates, you never know who God wants to use for His glory. Don't let your own expectations get in the way of that!

Once you have compiled a list of names, make a database of them that includes their address, email, and phone number. Many computer databases such as Excel will even allow you to format your list into mailing labels. You should also have a field for each name to record how and/or how much they supported you and whether or not you have sent them a thank you card (before the trip) and an update letter (once you get home). Here is an example:

Name	Address	Phone	Email	Prayer	\$	Thanks	Update
Jane Doe	123 Ln	867-5249	wwjd@jc.com	Yes	\$45.00	Sent	Sent
Billy Bob	456 Rd	867-5309	haiti4life@Bethany.tv	Yes		Sent	

Write Your Support/Prayer Letter

Greeting

Some people recommend making each letter addressed specifically to the person you are going to be sending it to. Another option to help make it more personal is to add a short hand-written note at the bottom of the letter. This would also be where you would write a date/time if you plan on doing a follow up phone call. If you do say that you will call them, make sure that you follow through!

Brief Update

Update them on what is going on in your life and what God has been teaching you.

Describe the trip

Answering the following questions/statements can help you begin to formulate in your mind how to describe what you will be doing on the trip and the purpose of the trip.

- Why do you believe God is leading you to go on this project or mission trip?
- How do you hope God will use you during your trip?
- What do you hope to see happen as a result of your contribution to this project?
- What will be different as a result of your presence?
- Describe what it will look like if you accomplish your goal.

Briefly, talk about the different roles in missions

“There are those who go...but there are also those who pray and send.” Make sure they know that those who pray for you and give financially are just as much a part of the trip as you are.

Explain

Explain how much the trip is going to cost and what expenses that amount will cover (Ex: airfare, lodging, food, in-country travel and ministry expenses.)

Ask

Ask for them to prayerfully consider joining you. Thank them for their time and prayerful consideration.

Person details

Make sure all of your contact info (name, address, email, phone number) is in the letter.

Tips for Writing Support Letters:

- Use creative fonts, layouts, and graphics to break up the text. People are more likely to actually read your letter if there are eye-catching headlines and it doesn't just look like a black and white mini-novel.
- Put at least one photograph of yourself on the letter. More pictures are better if you can format it and still include all the needed text. Again, people are a lot less likely to throw away something with your picture on it than a simple with only text. Make something they would want to hang on the fridge or keep as a prayer reminder.
- Use scriptures that apply to your trip. Bring home the value of what you are doing by backing it with the Word of God.
- Include self-addressed return envelopes and a return response card. Make it as easy as possible for them to drop you a response.
- Avoid "bragging" about yourself and what you are doing. Make sure to bring all the focus on what God is doing in you and what you hope He will do through you.
- Remember to bring honor and emphasis to the role of the Prayer and Sender in missions.
- EDIT, EDIT, EDIT! Do not send your letter out without having someone else, if not two or three people, edit it for you. Sometimes things sound great in our heads, but then don't make sense to others. You don't want grammatical errors or confusing language to distract anyone from the heart of the letter. Take extra special care to make sure scripture references are correct and spelled right.

Sample Support/Prayer Letter:

Hello <<First Name>>

Good evening from the MacAlmon's! We hope you are thoroughly enjoying your summer, whether it's at home or on vacation! We recently celebrated a very big important day...

Ryan's 30th birthday! It was his first birthday in the U.S. in the last five years because he's normally in China. Next up is my birthday at the end of this week! Luckily I still have a couple more years before the big 3-0.

Recently I attended an advocacy training seminar hosted by [PATH](#), a local non-profit organization here in central Arkansas. The training focused on awareness basics and facts, how to spot suspected traffickers and what steps to take to help. We participated in a role play activity to learn what happens in the everyday life of a victim and even about the role of the trafficker. It was very informative and extremely helpful in preparing for our upcoming trip. Last week I went on my monthly outreach to the strip clubs and could tell I was more aware of the signs of trafficking.



Last year I was hesitant to go, but wished I had once I heard how amazing the trip had been. So I made it a priority that in 2018 I would finally go on my first mission trip, and the fact that it's a mission so close to my heart means the world to me. We leave in just 70 days for Stuttgart! Prayers are urgently needed that the terrorism happening overseas is ceased. Prayers for safe travels and for also keeping our minds and hearts safe once we are there. We would love your support to help us get there. We have a deadline coming up and need to raise \$2,150 by August 14th. If you would like to donate to our mission trip you can click on the link below.

Thank you for your support,
Bethany & Ryan MacAlmon

[Give Online](#)

Check instructions

Make checks payable to
New Life Church

Mail to:

8000 River Pointe Dr. Apt. 10A24
North Little Rock, AR 72113

DO NOT PUT OUR NAME ANYWHERE ON THE CHECK
or you won't receive tax credit



Sample Response Card:

**“In all my prayers for all of you, I always pray with joy because of your partnership in the gospel from the first day until now.”
Philippians 1:4-5**

I am committed to partner with you in prayer during your mission trip. Yes:___ No:___

Yes! I would like to give financially toward your mission trip in the amount of \$_____.

NAME_____

ADDRESS_____

CITY_____ STATE_____

ZIP_____ PHONE ()_____

email:_____

All donations are non-refundable.

Please make all checks payable to *NLC*.

DO NOT put my name in the memo section of the check.

As long as my name is not on the check, your gift will be tax deductible.

Receipts will be sent at the end of the year.

THANKS!!!

Please Return Gifts To: (Your name & address)

Follow Up

As Americans, we are bombarded with information, advertisements, junk mail, etc. In the midst of all this, it is not uncommon for people who sincerely desire to contribute to misplace or forget to mail back the response card. Also, many people are more motivated to be involved after a personal contact. In light of this, we would strongly recommend that you follow up your letter with a phone call or an in-person meeting. Here are some basic guidelines for this interaction:

- Introduce yourself (if they don't already know you well). Take a brief amount of time to establish rapport.
- Ask if they have received your letter. Next, ask if they have had a chance to read it or if they have any questions regarding the trip.
- Explain a brief overview of the trip. Where you are going, what you will be doing, etc.
- Share what you are hoping to see God do in and through you and your team.
- Invite. Make sure you don't end the conversation without giving them the opportunity to partner with you in prayer and/or financially. Remember that you are not asking them to give to you, but rather are giving them an opportunity to give to the Lord.
- Also, make sure you remind them of how your support team is just as much a part of your mission trip as you are.
- Thank and Pray. Regardless of whether or not they decide to partner with you, tell them “thank you” for their time and willingness to listen to you. Also, ask them if there is anything you can pray for them. If they have a request, pray for it right then.

Thank Your Supporters

*“I thank my God every time I remember you.”
Philippians 1:3*

ALWAYS, ALWAYS, ALWAYS thank your supporters. In fact, it is a great idea to send a thank you note the day you receive his/her investment check or commitment to pray for you. In addition, try to remember and write down at least one important thing that is happening in his/her life to ask them about later. This makes quite an impression! This thank you letter is an important part of developing your sponsorship team. It should be a personal, hand written letter. Do not print or copy a form letter. Always include something personal! And if possible, try to send them a postcard or some pictures.

Example Thank You Note:

Dear (Supporter's Name),

Include something personal first...

Thank you so much for partnering with me to share the love of Jesus in China. Your prayers, encouragement, and generous gift are greatly appreciated. I will be updating my support team via Facebook and will send a final update after the trip. Please pray that God would continually deepen my commitment to Christ and His purpose in the world. I treasure your prayers. Thanks again for your gracious investment.

(Signature)

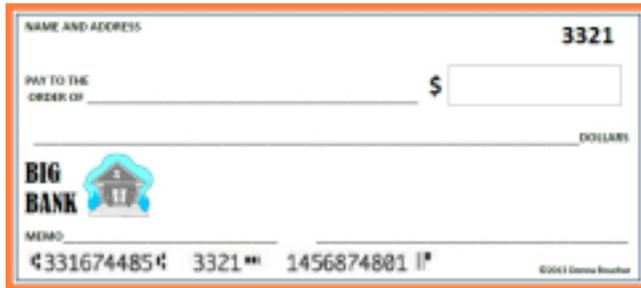
Report Back to Your Supporters After You Return

Once you return from your mission trip, it is important to update all of your supporters on how the trip went. A great way to do this is to create another letter. This time include lots of pictures and a few of your favorite stories from the trip. Include not only how God used you and your team, but also what God showed you and what you plan to do next!!! Make sure to again thank everyone for their investment in what God did and ask them to pray that the impact (both that your team made and that was made in your own life) will continue to grow and multiply.

Another great way to help keep supporters updated is to create a Facebook event for the trip. If you have internet access while you are gone, you can post updates and prayer requests while you are gone. You may even be able to assign someone back home to do this for you if there is a way to keep in contact with them. This may also be something that your team does as a whole.

Next Steps after people join your support

1. Instruct them on how to write their checks.

A check form from Big Bank. The form has a header section for "NAME AND ADDRESS" with the zip code "3321". Below that is a field for "PAY TO THE ORDER OF" followed by a dollar sign and a box for the amount. There is also a "DOLLARS" field. The Big Bank logo is in the center. At the bottom, there is a "MEMO" line and a MICR line with the numbers "3316744854 3321 1456874881".

1. Make their checks out to “Bethany”.
2. Put the NAME OF THE MISSION TRIP in the memo line

Make sure they understand that they are supporting a Bethany Church sponsored mission and they will receive a taxable deduction for their donation to the church, so long as there is not an individual’s name in the memo. If they give cash, make sure to send in their names and addresses with it.

2. Have them send their check to you.

This assures that you know how much you have received and reduces confusion in the Bethany Office. (There are other trip goers raising sponsorship funds as well.) We would also ask that you not call the Bethany Office to get updates. If you have all checks sent to you, you will know what you have raised. Don’t forget to write your name and address in the “Mail checks to:” space on the response card!

3. Write your thank you notes!

4. Give all sponsorship checks to your trip leader.

Do not wait to give your checks to the trip leader. Hand them in as soon as you receive them. This will prevent delays in your support being available once you arrive at the project and will help us serve your supporters by processing their checks promptly.

5. Try to write to your sponsors while you are on your trip.

While you are in the middle of your mission trip, the lessons that the Lord is teaching you are the freshest. This could be a tremendous encouragement to your sponsors.

6. We require that you write or visit each supporter after your mission trip.

A newsletter after your mission trip will allow you to share all that you learned and thank your supporters again. Hopefully, you are not just raising money but building relationships as well. Many people ask, but few people say thanks.

Additional Support Raising Ideas

Historically, the best and most effective way to raise funds is to send letters. However, there are other ideas and techniques that may be used to raise support and involve others in the process. Here are just a few ideas:

Garage Sales

You can ask people to donate unwanted items and rally friends to help. In general, garage sales are a lot of work, but they can sometimes be worth the effort.

Sell Candy

There are several companies you can use for fundraising that offers products such as candy bars that you sell and profit 50% of the sales.

Serve at a Restaurant

Some restaurants will let you host fundraisers and either donate a percentage of sales or let you serve for tips. (Ex: Tacos4Life, Stoby's, Chick-fil-a)

Odd jobs

Offer to rake or mow a yard, clean a house, or babysit, etc. for donations. You can set a fixed price for these things if you like, but oftentimes people will donate more than you would have asked for.

Dinner and Donate

Host a dinner and either sell tickets or ask for donations. This setting is a great time to also share your trip and the vision behind it!

Holiday Party

Same concept as the dinner. Sell tickets or take donations at the door. Creating a fun event for people to attend for a good cause is a win-win.

*“And my God will supply all your needs according to His riches in glory in Christ Jesus.”
Philippians 4:19*

Appendix H: Translator Skit

Translator Skit

Speaker	Translator (with accent)
Tell them I am pleased to be here.	He says to tell you he's very happy to be here.
When you asked me at lunch to speak to you today, I had butterflies in my stomach.	At lunch, I ate some flies that got into my stomach before speaking today.
But now I'm really happy to have this opportunity to be with you.	It's ok. I'm really happy to have a chance to eat them with you.
I'd like to talk with you today about the contextualization of theology in the third-world setting.	I'd like to talk to you about a text from another world.
But first, let me share with you my testimony.	First I want to share my...???????
When I was just a kid...	When I was just a small goat...
I didn't understand the implications of what Christ did for me when He died on the cross.	I did not understand what happened when Christ died at the intersection.
But then he convicted me of sin through His Holy Ghost.	But a ghost arrested me for it.
I had been a real lady-killer. I lived a life of sex, booze, and drugs.	I had killed a lady. Oh, I'm too embarrassed to translate what he just said. But he took medicine and got better.
He set me free.	I was let go.
He made me a new creature.	I was made into a new animal.
(Excited, faster and louder) 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.	He's very happy. Please clap for him.

Appendix I: Debrief Questions From Your Mission Trip

Debrief Questions from Your Mission Trip

Name: _____ Country & City: _____

1. What did I learn about myself on my short-term mission?
2. What did I learn about God?
3. What did I learn about the people, the church, and the Christian community in the area where I served?
4. What did I learn about how culture impacts the ways people live and understand the gospel?
5. What did I learn about justice, economics, poverty, and politics during my short-term mission?
6. As a follower of Christ, what did I learn that can help me be a more fully devoted disciple?
7. How might my faith be different if I had grown up where I was serving, as opposed to in my home community?
8. What did I learn or experience that will change the way I live and represent Jesus in my home community and church?
9. What have I learned about my own Christian calling?
10. How can I continue to support the ongoing work in the area where I served?

Appendix J: Resources/References

Websites

- www.joshuaproject.net
- www.wycliffe.org
- www.rightnowmedia.org
 - [*When Helping Hurts: The Small Group Experience*](#)
Brian Fikkert
 - [*Helping Without Hurting: In Short-Term Missions*](#)
Brian Fikkert
- [How To Share Your Story](#) Bible App reading plan.

Books

- *When Helping Hurts* - Steve Corbett & Brian Fikkert. Copyright 2009
- *Culture Link "Help! We're Going on a Short Term Trip!"* – Team Members Manual – Ben Laurence Ragan. Copyright 2011.
- *More Than a Carpenter* - Josh Mcdowell & Sean Mcdowell . Copyright 1997, 2005, 2009