

BICWM ***SHORT-TERM MISSIONS MANUAL***



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TRIP PLANNER

	PRE-TRIP
✓	24 - 12 months in advance <i>(The further ahead you plan, the more flexibility you have)</i>
	Establish Organizing Committee (p.6-7)
	Determine purpose of trip (p.4)
	Plan and set meetings for Organizing Committee (p.6-7)
	Identify potential ministry sites (p.4-6)
	Contact potential host(s) (p.4-6)
✓	12 - 9 months in advance
	Identify Team Leaders (p.6)
	Set dates (in coordination with on-site host) (p.6)
	Determine size of Team (p.6)
	Determine cost of trip (p.6)
	Publicize trip (p.7)
	Begin recruiting Team (p.7)
	Choose Selection Committee (p.7)
	Set dates for Pre-trip Team Meetings (p.8)
✓	9 - 6 months in advance
	Plan content of Pre-trip Team Meetings (p.8,18-21)
	Invite facilitators for Pre-trip Team Meetings (p.8)
	Confirm Team Members (leaders and participants) (p.7)
✓	6 - 3 months in advance
	Schedule Commissioning Service (p.8,17)
	Schedule Post-trip Team Meetings (p.8)
	Schedule Post-trip presentations to share your story (p.8)
	Plan fund-raising events (p.9-10)
	Consider making reservations and purchasing tickets (p.11)
	Have Team Members secure passports + visas as needed (p.12)
	Secure supplies/equipment (p.6)
	Prepare legal paperwork – age 18 and over (p.13)
	Take care of immunizations and other medical issues (p.14)
	Research overseas medical facilities/evacuation (p.15)
	Assign reading – missionary biographies, etc. (p.18)
	Begin Pre-trip Team Meetings with Team Members (p.8,18-21)
	Consult with host(s) re: local culture, giving gifts/money to nationals (p.16)
✓	3 – 1 months in advance
	Purchase plane tickets (p.11)
	Purchase travel insurance (p.14)
	Plan for On-site Team Meeting (for debrief) with host(s) (p.28)
	Write Team Letter (p.10)
	Raise support (prayer and finances) (p.9-10)

	Prepare Travel Contingency Plan forms (p.11)
	Collect Emergency Information (p. 12)
	Research weather/climate, culture, etc. in preparation for packing (p.16)
	Write and distribute Team Letters for prayer and financial supporters (p.10)
✓	1 month to 1 week in advance
	Provide copies of Travel Itinerary (p.11)
	Inform team about airport restrictions / security / etiquette (p.16, 22-23)
	Arrange for transportation to / from airport (p.22-23)
	Talk about immigration “rules”, baggage claim, customs, etc. (p.16)
	Connect with host about transportation / where to meet / fares (p.22-23)
	Check with airline for time allotted for check-in (p.11,16)
	Pack your bags (p.16)
	Collect emergency information on each team member (p.15)
✓	Last week
	Commissioning Service (p.17)
	Review packing list (p.16)
	Be sure passports, emergency info and ID info are all in order (p.12)
	Hand out team T-shirts (optional) (p.22)
	Review immigration “rules”, baggage claim, customs, etc. (p.22-23)
✓	On-site
	Coordinate daily schedule (p.24)
	Communicate with host re: coordination of times, places, etc. (p.24)
	Keep team apprized of what to expect (p.24-25)
	Communicate frequently w/ supporters: answers to prayer; requests; updates. (p.9-10)
	Daily individual “check-ins” with team members (p.24-25)
	Daily Team Meetings with devotions, prayer, Q&A, feedback (p.25)
	Encourage Team in personal development and learning (p.28-29)
	Keep ministry priorities and trip purpose at forefront (p.28-29)
	Stay alert for situations that need your leadership/attention (p.26-27)
	Before returning home, conduct first Debriefing session (p.29)
✓	Post-trip – first week home
	Hold first Post-trip Team Meeting (Debriefing) (p.31)
	Write Trip Report (leaders and team members) (p.31)
	Communicate with supporters - thank you notes (p.31)
	Plan Post-trip presentations (p.31)
	Share your story with others (p.31)
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SHORT-TERM MISSIONS / LONG-TERM IMPACT

Short-term trips are just that – short! Yet the effects can be long-lasting for all involved.
The aim of effective short-term missions is to maximize God-glorifying, long-term impact.

Sending a short-term missions team helps a congregation strengthen global vision and live out its calling in the world. Those who send, those who go, and those you connect with all benefit.

Sending a team from your congregation can >

- ▶ Enhance a congregation's understanding of the world and God's Word through the experiences of individuals.
- ▶ Allow your congregation to learn from Christ's Body in other parts of the world
- ▶ Challenge those at home to re-examine norms within their own culture
- ▶ Bring enthusiasm and life to the church family
- ▶ Encourage evangelism and outreach at home
- ▶ Unite the congregation as they pray and support the team

Those who go experience >

- ▶ A 'bigger picture'
- ▶ A changed life
- ▶ Living in another culture
- ▶ Removing ethno-centric lenses
- ▶ Seeing and responding to needs in other areas of the world
- ▶ Practicing humble servant-learning and giving
- ▶ Ministering with cultural sensitivity
- ▶ Growth in leadership skills
- ▶ Opportunity to explore God's call for cross-cultural service

People you connect with >

- ▶ Receive your gifts of work and witness
- ▶ Are encouraged by your visit and friendship
- ▶ Witness the global unity of the Body of Christ
- ▶ Have opportunity for relationship-building and ongoing partnerships
- ▶ May experience eternally changed lives

Remember that a good short-term trip is *developmental* – a growing experience. It can stretch, touch and transform lives in eternal ways!

FULFILLING YOUR PURPOSE

Before pouring all the effort into carrying out your trip, prayerfully identify a clear purpose for going. Answer the questions who? what? where? why? how long? for God's glory.

Determining a primary purpose for your trip right from the start focuses your planning and makes your trip more effective. You might have several goals or some secondary objectives. Factor these in as well.

> ***Already have a specific idea for your trip?*** (e.g. "visit missionaries our church has sent to Mexico, help them construct a new church building") Begin by contacting the ministry site, then work to identify people called and gifted for the trip.

> ***Maybe you're not sure where you're headed,*** but you have a group of people with a particular passion, or desire to meet a certain need in the world. Start with the people and passion and work to link them with a specific ministry site.

PURPOSE: WHAT IS OUR GOAL?

This list of common purposes/activities for short-term trips may help you consider your purpose(s)...

- ▶ Ministry – evangelism, discipleship, street ministry, tracting, Bible studies, drama
- ▶ Work – painting, cleaning, electrical work, plumbing, construction, etc.
- ▶ Prayer – prayer walking, praying for emotional, physical and spiritual needs
- ▶ Discernment – seeking God's will and direction
- ▶ Vision/cross-cultural exposure – learning first-hand about life + ministry in other parts of the world
- ▶ Compassion – caring for emotional, physical and spiritual needs in homeless shelters, hospitals, orphanages, prisons, or disaster areas (e.g. food distribution, relief work)

DURATION: FOR HOW LONG?

To determine a length for your trip, consider the amount of time potential participants have available, time-frames appropriate at possible ministry sites, travel, and trip purposes.

Most of you using this manual are planning trips under 1 month in length. We define these as "short-term trips" – usually best for congregationally organized missions. (We recommend 1-2 wks)

Missions trips from 1 month to 1 year we call "short-term service."
Short-term service can provide opportunity for greater cross-cultural connection.

If there is interest in a longer commitment, specialized programs like STEP, UDC, YES and YWAM DTS offer excellent opportunities for short-term service. Contact BICWM for info on these and similar global opps.

ORGANIZING YOUR TRIP

THIS MANUAL INCLUDES A *TRIP PLANNER* (p.1-2)

You can use as a general time line identifying major steps of your journey.
(Planning points will vary depending on your specific situation.)

Careful planning, clear communication and focused prayer are priorities in planning short term trips.

Along with good Team communication, it's vital to keep those sending you and those you will serve in mind and involved as you plan. These two groups are important parts of your "team".

Prayer is essential if your experience is to have eternal significance. Include prayer times throughout your pre-trip preparations, on-site, and in post-trip reflection. Pray for wisdom in planning, Team selection, effective ministry, etc.

***'Not by might nor by power, but by my Spirit,'
says the LORD Almighty.***

(Zach 4:6)

***"I am the vine; you are the branches.
If a man remains in me and I in him,
he will bear much fruit;
apart from me you can do nothing.***

(John 15:5)

SETTING UP YOUR TRIP

Seek authorization for your trip from the church board or another appropriate entity within your congregation. Then form an **Organizing Committee** – those who organize the trip at home and stay connected with the On-site Team. This committee makes decisions about destination, type(s) of service, team leadership, dates, projected cost of the trip and the size of the Team.

The Organizing Committee first determines the **purpose** of the trip. What you do from this point is based on your purpose. Plan and **set meetings** for the Organizing Committee for as often as needed.

What are some possible **ministry sites** where your team could serve? You may list possibilities based on interest in a specific mission point (e.g. someone from your congregation serves there), needs at a certain site (e.g. constructing a church, conducting VBS) or other factors. (Give us a call if you would like some suggestions!)

Contact potential **host(s)** to be sure your service is needed and desired. At many mission sites, the host is prepared to work with you in planning and directing the On-site ministry. (BICWM provides contact info for potential hosts at BIC locations.)

Establish who will serve as **Team Leaders** – those who coordinate the trip On-site. Team Leaders can be chosen in several ways: they may be hand-picked by the Organizing Committee; they might be actual members of the Organizing Committee; or they can be chosen from among the Members of the Team. How soon these leaders are chosen determines how much input they have in initial decision-making. Once Team Leaders are chosen, they assume responsibility for planning. The Organizing Committee may or may not choose to continue with them. If you plan to select Team Leaders from among Team Members, the Organizing Committee will care for the next few items until the team is recruited.

Coordinate **dates** with the host(s) that are most suitable for all involved. Keep close connection with the host(s) as you continue making plans.

Determine the best **size** for your team. This decision requires input from the mission point you will be visiting, since they provide lodging, transportation and places to serve. Find out how many people the ministry site can host, how many they can effectively use and what kinds of service are needed.

Set the **cost** of the trip. Trip costs include such elements as air travel, airport fees, ground transportation, in-country costs, and out-of-pocket expenses. Gain your pastor's/church board's approval for fundraising in your church or from church members. Approach the pastor/church board to determine if finances are available through the church budget or other special funds.

Make an "ongoing" **checklist** of all resources required for On-site ministry and work. This includes items you will take to the ministry site (e.g. tracts, puppets, props, tools, gifts), as well as items secured while On-site (e.g. building materials, supplies, food).

BUILDING YOUR TEAM

To build your team, **Publicity** is the first step. Make plans for the trip known to the congregation as soon as *destination, dates* and *cost* are established. Here are some ways you might publicize your plans.

- ▶ Printed Materials (flyer, poster, bulletin insert)
- ▶ Announcements/Presentations
- ▶ Letters of Invitation/Personal Invitations
- ▶ Interest Meeting

Now on to **Recruiting...**

In recruiting, the goal is to help as many people as possible connect with an opportunity. You don't want people to miss the trip just because they did not hear about it. They might not catch the heart of your trip the first time they hear about it, so communicate the vision in multiple settings using as many forms as possible. You will be able to select a stronger team from a larger group of interested people.

As people respond with interest, it's important to discern God's leading and calling regarding Team Members.

Keeping the purpose of the trip in mind, the **Organizing Committee:**

- ▶ Identifies qualifications of Team Members (See LR8)
- ▶ Chooses and designs an application form.
An Application Packet is part of the Leader's Resource, including samples of an Application Form (L1-2), Health Form (L3)-4, Personal Covenant (L5) and Reference Form (L6-7. You may adapt these forms to fit your group.
- ▶ Distributes the application forms/packets with due date
- ▶ Identifies a **Selection Committee** (*Could be all or part of Organizing Committee, a Special interest/organizing group, Youth committee, Missions committee, Church Board*)

The Selection Committee receives the applications and approves Team Members. If Team Leaders are being chosen from among the Team, this is the time to carefully select them and assure they are willing to serve in this capacity.

BUILDING YOUR TEAM (CONTINUED)

Scheduling

Schedule ahead whenever possible. This maximizes options and flexibility!
There are several events to get on to everyone's calendars...

Pre-trip Team Meetings dates should be set to allow time for building Team identity and preparing spiritually and practically for your trip. You may want to plan monthly or semi-monthly meetings (perhaps six) or even a weekend retreat.

Plan the content of your meetings. See the section on Preparing Your Team for helpful material. (p18-21.)

You may wish to invite outside facilitators who can train the Team in specific areas, e.g., cultural awareness, team building, prayer and spiritual warfare, puppeteering. (BICWM can suggest facilitators to share on specific topics.)

A Commissioning Service takes place preferably within the last week or two before the team leaves home. This usually involves the entire congregation, so planning well in advance is important.

Post-trip Team Meetings Upon return from your cross-cultural experience, it is helpful to have two Post-trip Team Meetings with the team for debriefing, one within two weeks and one after about a month. Plan the dates, times and locations now – one less thing to do when you return.

Sharing Your Story Schedule the date, time and place to share with the congregation and others about your journey. Choose a date that gives team members time to prepare their pictures, etc., but not so far removed from the trip that the excitement fades. (Perhaps 2-4 weeks after return)

Pursue additional opportunities to share in different groups and venues. Encourage team members to find times to share with friends, family, Sunday school class, congregation and youth group. These can be as formal or informal as fit the situation. One-on-one sharing over a cup of coffee can be as effective as sharing with large groups.

RAISING SUPPORTERS

Supporters are committed, purposeful believers who can uniquely respond to the team's needs for spiritual, emotional and material support. People from the congregation, family, and community fulfill this very important role of sending. Former missionaries, family members, and longtime friends can offer experience and rich relational connections. Supporters partner with the congregation to support the Team, and are also a link to other interested people.

Prayer Supporters

- ▶ Determine a minimum number of prayer partners for each Team Member
- ▶ Have Team Members seek prayer partners willing to commit to pray regularly
- ▶ Create a Team Letter for distribution (see p.10)

Share praises and prayer requests with your supporters before, during and after your trip so that:

- ▶ They can pray more specifically
- ▶ They can share in your mission
- ▶ You can mutually encourage each other
- ▶ You can thank them throughout the trip

Financial Supporters

Like prayer support, financial support allows others to participate in your mission. As the Body of Christ, financial supporters extend God's provision to the Team they are sending.

Questions to answer about fund raising:

- ▶ Will there be special offerings?
- ▶ How will Team Members raise their portion of the costs?
- ▶ Which portion of these costs will be the responsibility of Team Members?
(Encourage Team Members to *earn* some of their support, not just ask others for support)
- ▶ Will Team Members raise funds individually and/or as a Team?

RAISING SUPPORTERS (CONTINUED)

Individual Fund Raising

- ▶ PRAY knowing God will provide
- ▶ ASK People for support (Needs must be known to be met!)
- ▶ KNOW about your mission so you can answer questions
- ▶ BE FAMILIAR with specific costs – for travel, in-country expenses, etc.
- ▶ BUILD a network of supporters

Team Fund Raising

- ▶ PRAY trusting God's generous provision
- ▶ DECIDE on Team activities to raise financial support (e.g. car wash, bake sale, auction)
- ▶ SCHEDULE dates / locations
- ▶ INVOLVE all team members in tasks and responsibilities
- ▶ PUBLICIZE fundraising needs and events

Handling payment /collecting contributions

- ▶ Approach pastor/church board. Request to process funds through church administration
- ▶ Track support and record contributions
- ▶ Acknowledge supporters immediately with a thank-you note!

Team Letter You may want to try one of these options for Team Letters:

- > *prepare a letter for all members of the team to use,*
- > *provide a "skeleton" letter allowing team members to insert personal info,*
- > *or allow members to write their own letters in entirety.*

An attractive, readable letter draws people in. Avoid a lot of text; rather write it like a newsletter with 'blurbs'. Pictures are helpful. Before letters written by team members are mailed out, you may want to read over them. Letters could include the following:

- ▶ Location of mission outreach with map
- ▶ Pictures
- ▶ Dates
- ▶ Purpose of trip
- ▶ A verse of Scripture about prayer (i.e. Ephesians 1:16-18)
- ▶ Request for the person to commit to pray – before, during and after the mission experience
- ▶ Amount of support to be raised, possibly breaking it down in incremental amounts (e.g. if the amount being raised is \$5,000, that could be 50 people giving \$100 or 100 people giving \$50)
- ▶ Breakdown of how the money is to be used – airfare, in-country costs, etc.
- ▶ Request a response to be returned within a determined time frame
- ▶ Thank the person for considering this request
- ▶ Explain how ongoing prayer requests would be communicated.

While On-site, it is important to share ongoing prayer requests and answers to prayer and keep your supporters up to date on your activities.

BOOKING FLIGHTS

You can book flights directly or work with a travel agent. While it may be less expensive to purchase tickets on-line, working with an agent gives you more flexibility. For example, an agent can reserve dates for you without requiring payment up front. Information is available on the following websites:

<http://www.airgorilla.com/>

<http://www.expedia.com/> *

<http://www.hotwire.com/> *

<http://www.lowestfare.com/>

<http://www.orbitz.com/>

<http://www.sidestep.com/air/> *

<http://www.vipfares.com/> * = Multiple Site Checker

<http://www.bestfares.com/> *

<http://farechase.yahoo.com/>

<http://www.kayak.com/>

<http://www.missionaryairfaresearch.com/>

<http://tickets.priceline.com/>

<http://supersearch.travelzoo.com/>

<http://www.cheapflights.com/>

<http://hobbittravel.com/>

<http://www.lastminutetravel.com/>

<http://www.mobissimo.com/>

<http://www.travelocity.com/>

<http://www.travelnow.com/>

Put together a detailed **Travel Itinerary** and provide a copy to:

- ▶ Team Leader(s)
- ▶ On-site host(s)
- ▶ Team members
- ▶ Family contact for each Team Member
- ▶ Church Contact (selected by Organizing Committee)

Prepare a **Travel Contingency Plan** (see L7 for sample) and provide a copy to:

- ▶ Host
- ▶ Church Contact

In the case of changing travel plans, Church Contact should inform Family Contacts.

PASSPORTS + VISAS

A current **passport** is required for overseas travel. Be sure passports are valid for the duration of the trip with an expiration date of at least 3 months beyond the end of the trip. Some countries might question admitting a person into their country if the passport is close to expiring.

Research information about passports /entry visas at <http://canadaonline.about.com/cs/travel/a/passports.htm> (Canadian citizens) or <http://www.travel.state.gov> (US Citizens).

- ▶ Apply for your passport at least 3 to 6 months in advance
- ▶ Applicants must apply in person for a passport
- ▶ Application forms available at the above website or at selected Post Offices (USA or Canada)
- ▶ Proof of citizenship, identity, two photographs and fee are required
- ▶ Leave a photocopy of your Passport in your home country
- ▶ Take a photocopy of the ID page of your passport with you, carrying it in a separate place from the real thing. The reason for two copies at separate places is in the event the passport is lost or stolen, it is much easier to have it replaced if you have proof that a previous one existed.

A **passport** is a small booklet with your photo and other personal information formally "issued by an authorized official of a country to one of its citizens and usually necessary for exit from and reentry into the country, that allows him to travel in a foreign country in accordance with visa requirements, and that requests protection for him while abroad."

A **visa** is "an endorsement made on a passport by the proper authorities denoting that it has been examined and that the bearer may proceed"

(Webster's Ninth New Collegiate Dictionary).

After the length of your stay is determined, check the **visa** requirements for the country you are going to at <http://www.travel.state.gov> (US Citizens) or <http://canadaonline.about.com/cs/travel/a/passports.htm> (Canadian citizens).

Remember, each country is different. Many countries require authorization to enter their countries. Most countries grant a tourist visa upon arrival.

LEGAL PAPERWORK

For Team Members 18 years or over, it is advisable to have the following international travel documents prepared before departure.

(For information on the legal documents listed below, go to <http://www.lawsmart.com>)

Last Will and Testament

A Will gives you full control over such issues as who gets your property, who will be the guardian of your children, who will manage your estate upon your death, who will inherit assets that you haven't left to anyone else and other issues relating to the management and distribution of your estate. The importance of a Will cannot be understated. A Will is perhaps the most important legal document the average person will ever possess.

Helpful information may be provided through the Director of Planned Giving in the offices of the BIC Foundation – 717.697.2634. www.bicfoundation.org

Power of Attorney (POA)

When serving outside your home country, it is important that you designate person(s) to act as your “agent(s)”. You can assign a General Power of Attorney that covers all of your legal, financial and personal decisions except those pertaining to your medical care and treatment, or a Limited Power of Attorney that only covers decision-making in areas that you specify. You can have your Power of Attorney made immediately effective, which means that the agent has the power to represent you now. If you also make the Power of Attorney Durable, the agent's power to represent you will remain in effect in the event you become mentally unable to make decisions on your own (incompetence). Or, you can make it springing, which means that it becomes effective only in the event you become incompetent.

A Power of Attorney is a written document stating that one person gives to another the full power and authority to represent him or her.

Medical Directive

A Living Will, also known as a Physician's Directive, is a separate document from a Will. The difference between a Will and a Living Will is that the Living Will dictates how you will be cared for while you are still alive and a Will dictates funeral arrangements and how your assets will be divided after you pass away.

By means of a Living Will you decide in advance what medical care and treatment you receive if you ever become unable to specify those wishes yourself.

MEDICAL + INSURANCE

Immunizations

Specific immunizations depend on the country where you're serving.

A generalized Short Term Immunization Schedule is found in the Leader's Resource (L10-11), however, it is important to research the specific country where you are going.

Research information for the location where you will be ministering at the Center for Disease Control website (www.cdc.gov)

- ▮ Talk to your family doctor to seek advice and answer questions about immunizations: why they are needed, where to go for them, location information for the nearest health department/clinic, prescriptions needed, any medical issues, etc.
- ▮ Shop around for prices. The local health department may be less expensive than your personal physician. Special travel clinics may be the most expensive. A doctor in your church may be able to get the vaccines and give the shots at a reduced price.
- ▮ Begin the immunization process in plenty of time to avoid taking them all at once and to give yourself time to recover before you travel.
- ▮ Record current travel immunizations in the World Health Organization booklet (See www.who.int) and carry it with your passport.

Insurance

- ▮ Research short term medical insurance options for injuries and medical evacuation / repatriation. Two options are <http://www.missionaryhealth.com/liaisonbro.htm> and <http://www.aaintl.com/>.
- ▮ Know your blood type. Carry the information with you and list it on medical information provided to the leader of the group.

EMERGENCY CONTACTS + CRISIS PLANNING

Team Leaders should:

- Be knowledgeable about the medical facilities in the country where you will be ministering

- Find out about medical evacuation procedures including airlift

- Know what the overseas medical coverage package covers. Determine what/if coverage is available for expenses incurred with an injury and/or illness during the period of coverage that may result in medically-necessary emergency evacuation (if your condition warrants immediate transportation from the facility where you are located to the nearest adequate facility where treatment can be obtained) or repatriation.

Each Team Member must:

- Designate a contact person/location to be a center point of information

- Carry on their person ***Emergency Information*** which includes:
 - ▶ Phone numbers
 - ▶ Fax numbers
 - ▶ Primary contact – address, phone (overseas and Canada /US)
 - ▶ Secondary contact – address, phone (overseas and Canada /US)
 - ▶ Social security/ insurance number
 - ▶ Medical History
 - ▶ Critical medical needs
 - ▶ Allergy information
 - ▶ Photocopy of passport, visa, immunization record, separately from passport
 - ▶ Detailed itinerary

- Provide a copy of ***Emergency Information*** to:
 - ▶ Family Contact
 - ▶ Church Contact

- Take extra medicine for special medical needs

TRAVEL + PACKING TIPS

- ▶ **Learn all you can** about the country and area you'll be visiting to know what team members need to pack. The weather/climate, the culture, the church atmosphere and the worksite all have a bearing on what you take.

- ▶ A suggested **packing list** is included in Team Handbook (T9). As you develop a packing list, remember to pack lightly. Remind your Team to keep all unnecessary items at home and not to take highly-valued items (monetary or sentimental) that they would not want to part with.

- ▶ Observe modesty in how you **dress**. The way you dress in other cultures reflects your opinion of others. Learn from your host(s) what is appropriate for the climate, culture and the kinds of ministry you will be doing. Also, find out whether it is culturally appropriate to give gifts or money to nationals and what kinds of gifts are suitable.

- ▶ Ask your host(s) about clearing **import customs**. Are there any unique restrictions or requirements? Also, take new items out of sales packaging (including gifts). Remove price tags so that it doesn't look like you are bringing items to sell.

- ▶ Search your airline carrier website to find the **luggage size and weight allowable**. Be familiar with restrictions for carry-on/checked luggage. Usually one carry-on item is permitted in addition to a jacket, pocketbook, camera case and other such items. (It's easier to identify Team luggage if you use matching brightly colored tape, ribbons or tags on luggage handles.)

- ▶ When **coming home** from your trip, you may want to consider these suggestions for clearing customs:
 - > *Put all articles acquired abroad and all sales slips in one suitcase, if possible.*

 - > *Articles acquired abroad are subject to duty and must be declared to customs, but may be included in your exemption. To find out what the current exemptions for your country are before you leave, go to: www.customs.gov/xp/cgov/travel/vacation/kbyg*

 - > *All fruits and vegetables, plants, seeds, flowers, meats and pets entering the country must meet the respective Department of Agriculture and Public Health Services requirements. Most often it is best not to try to bring them home.*

COMMISSIONING SERVICE

A Commissioning Service is an encouraging and exciting time of blessing as you follow God's calling! It's an opportunity for those who support you through prayer and finances to commit you to the Lord and His purposes for the trip. Here are a few considerations for you and your Team as you plan a Commissioning Service. These are just suggestions – make this time unique to you, your situation and ministry location.

- ▶ Decide on a date, time, and location
- ▶ Invite your supporters and congregation (Include family, friends, prayer and financial supporters and, if possible, involve your pastor.)
- ▶ Decide if you want food at your Commissioning Service – a meal or snack.
- ▶ Decide if you want the service video taped and/or who will take pictures.

The Commissioning Service may include:

- ▶ Sharing the heart and vision of the trip
- ▶ Testimonies of Team Members
- ▶ Time to say “thank you”
- ▶ Message of challenge/encouragement
- ▶ Worship
- ▶ Commissioning prayer

PREPARING YOUR TEAM

God is going to work in amazing ways in and through your Team. Preparing yourselves well makes the most of the opportunity God has given you. Training *before* you go increases effectiveness in your time On-site. Missionaries work hard to develop ministries, make contacts, and build relationships. A poorly trained short-term team can undo their hard work. In light of this reality, we place a high priority on Pre-trip training. **Team Meetings**, **Readings** and other **Learning Opportunities** help prepare Team Members for ministry.

Pre-Trip Team Meetings

(these can be monthly or semi-monthly meetings or a weekend retreat setting. We suggest meeting together about six times)

An outline for Pre-trip Team Meetings might include...

- ▶ **Teambuilding Activities**
- ▶ **Administration** (logistics, time line, forms/medical, support-raising, packing, travel, thank-you and prayer letters)
- ▶ **Training Sessions** (topics such as teambuilding, heart + spirit, knowledge, skills, prayer)
- ▶ **Prayer**
- ▶ **Cultural Snacks**

Topics that can be considered for **Training Sessions** are *teambuilding, heart + spirit preparation, knowledge and skills*. We recommend covering these topics in Pre-trip Team Meetings, though you may want to revisit and process them On-site.

Readings

Reading books and articles on missions and missionaries is an important part of preparation. From the many great resources available, we have recommended a few for you to consider (See *Sources + Recommended Readings*, p.) As a leader, take time to work through some these selections and choose some manageable readings and excerpts for Team Members to read.

Learning Opportunities

Outside of Team Meetings, there are other excellent learning opportunities for you and your Team. *Visiting a mosque, attending a training seminar, listening to a speaker, meeting missionaries, eating at an ethnic restaurant, participating in a cultural festival, checking out ethnic music and customs* are all ways of preparing your Team. These are just a few examples to get you thinking. Be creative, think outside the box and go for it!

TEAMBUILDING

It's important for the team to learn about relationships and how to work together. The dynamics of your group may vary, and each team member will bring with him/her different teamwork experiences. As representatives of Christ's Body, it is essential that you build a unified, healthy team. Use your time of preparation to help them get to know one another and appreciate one another as sisters and brothers in Christ. Impress upon Team Members the importance of flexibility and submission to authority, as well as the ever-important command of our Father to love each other as He first loved us.

Consider...

- ▶ Teamwork
- ▶ Relationships
- ▶ Conflict resolution
- ▶ Forgiveness
- ▶ Respect for one another

HEART + SPIRIT

Our relationship with God is our foundation for life and ministry. We must be guided by the Holy Spirit and filled with His power to accomplish anything of lasting Kingdom value. Seek God intentionally and with an open heart. It is when we are "abiding" in Him that He can work through us. See "God's Workshop – Missionary Relationships" in Leader's Resource (L12-13).

The following topics are significant to include in your training:

- ▶ Love
- ▶ Humility (Team Handbook (T4))
- ▶ Submission (Team Handbook (T5))
- ▶ Unity (Team Handbook (T6))
- ▶ Being a Servant-Learner (Team Handbook (T7))
- ▶ Prayer (Leader's Resource (L14))
- ▶ Holy Spirit (Leader's Resource (L15))
- ▶ Purity
- ▶ Attitude
- ▶ Flexibility
- ▶ Relationships

Accountability Partners

It's important for each team member to have an Accountability Partner. This person is an individual of each Team Member's choice who agrees to be a relational support before during and after the trip. Encourage Team Members to choose someone that they can share with openly and honestly, trust deeply and confidentially and receive compassion and encouragement from as the truth is spoken in love.

KNOWLEDGE

Help your Team will learn about mission from a Biblical perspective, prepare for and engage in spiritual warfare and better understand the culture they will enter so they can practice cultural sensitivity.

The following worksheets may be helpful...

- ▶ “Cultural Sensitivity” is found in the Team Handbook (T8).
(Information gained from your on-site host on local culture will be helpful to add.)
- ▶ “Spiritual Warfare” (L16-17).
- ▶ Realizing that God goes before you and prepares the way increases your team’s confidence in ministry. See “Divine Appointments” (L18).
- ▶ “Principles of Evangelism” (L19)

Being aware of dependency issues is very significant even as you begin your planning. North Americans often see poverty and economic inequality overseas and sharing compassionately out of their own resources seems to be a caring way to help. There are dangers, however, of a healthy spiritual ministry being reduced to one of material assistance. Read Steve Saint’s article, “Looking at Missions from Their Side, Not Ours” (Leader’s Resource L37-40) to see how creating dependency can be detrimental to the health and growth of Kingdom efforts.

Consult with the host for guidelines before giving gifts and financial aid. He knows the culture and will guide you in decisions that benefit the recipient. And be graciously aware that your hosts are giving of themselves for your benefit.

SKILLS

The team needs to be prepared for the kind of ministry they will be involved in. For example, if they are going to be evangelizing, some studies in evangelism and some practice in their own city/town will be helpful. If yours is a construction team, there will be some training ahead of time to insure you know which end of the hammer to pick up.

- ▶ Sharing testimony – *include 3-point outline*
- ▶ Presenting the Gospel – “Four Spiritual Laws”
- ▶ Language
- ▶ Music/Drama
- ▶ Puppets
- ▶ Work skills – invite contractor/carpenter from congregation to teach basic skills and give pointers

PRAYER

Prayer is an act of faith, an encouragement to one another and an invitation for God to do His will in our lives and in the world. Establish the habit of individual and corporate prayer before the trip, and allow it to be central in sustaining your time On-site. It will be important to help the Team get comfortable praying together. People are more likely to try something when clear direction is given, so offer teaching and activities that highlight various aspects and methods of prayer. Topics of prayer can include the needs of the ministry site, protection, personal requests, facing challenges and fears, thanking and praising God and prayer related to the other training sessions such as teambuilding or heart preparation. Consider some ways of encouraging prayer among the Team such as identifying prayer partners. See (L14)

ON MISSION

Finally the day has arrived and your Team is on its way to the ministry site! As you look ahead at activities the Team will participate in, keep them informed of what's coming up so there are no surprises that could have been avoided. Clearly outline what kinds of things they can expect, like long waits due to different time orientation, food foreign to their taste buds, etc. Build anticipation for opportunities they will encounter. Your enthusiasm will be contagious. Here are a few pointers to consider.

TRAVEL

- ▮ **Passports** – Carry these very important documents in a safe place close to your person and do not let them out of your sight. (Identity thieves like them!)
- ▮ **Identification** – Instruct your team members to have photo ID and Emergency Information with them at all times. As Team Leader you should also have Emergency Information for each Team Member.
- ▮ **T- shirts** – If you have a Team T-shirt, wearing them for travel helps the team stay together – a plus in a busy airport
- ▮ **Transportation** – Arrange transportation for your Team to and from the airport. Be sure to have a way to communicate with the chauffeur about any changes in your flight schedule.
- ▮ **Check-in Time** – Check with your airline for time allotment needed for check-in. Probably your team should be at the airport three hours before an international flight and two hours before national flights.
- ▮ **Airport etiquette** – At security checks, be prepared empty pockets and remove shoes. After security check is completed, collect items and move away from belt quickly. Be polite as you board the plane and find your seat.
- ▮ **Meals** – Prepare your Team with a meal schedule. Inform them of the meals they are responsible for and which ones will be provided by the airlines.
- ▮ **Flight Connections** – Inform Team Members of any airline connections you will experience on your travels. Give them as much information as possible when trying to move from one flight to another in case they get separated from the rest of the Team.
- ▮ **Jet Lag** – Help your Team to understand the effects of changing times zones and disturbed sleep patterns known as jet lag. Fatigue, disorientation, confusion, fuzziness, and “losing it” are normal experiences. It might be a good idea to begin the new sleeping schedule on the plane.

Illness - Physical discomforts such as dehydration, limbs swelling, and motion sickness may accompany a long journey. Remedies for motion sickness can be purchased over the counter. Be prepared with medications and drink lots of fluids. Keep all personal medications in original containers for easy identification. Factors such as travel fatigue, jet lag, a change in diet, a different climate and a low level of immunity may reduce a traveler's resistance and make them more susceptible to infections or poisoning.

ARRIVING

Immigration

- ▶ When entering immigration and customs, short answers should be given only to questions which have been asked. If you are required to state the reason for your visit, an appropriate answer is "tourist" or "visitor". Avoid using words such as "missionary".
- ▶ Be courteous when showing your passport and visa for government approval.
- ▶ Provide team with an address from your ministry host to be used as your place of residence while in the country.

Baggage Claim Inform Team Members where to go to retrieve their luggage at the final airport destination.

Customs All luggage traveling with you will need to clear customs. Check with ministry site host(s) about what items are allowed in the country. (see travel and packing tips p.)

Connecting with Host As Team Leader, arrange with your host where you will meet and how you will identify each other. Be sure your Team Members know this information in case they get lost going to the bathroom!

Transportation to Site Check with the host as to how the Team will be transported from the airport to the ministry site. Ask host if there is cost involved (subway tickets or taxi fare). Notify Team what type of transportation to expect.

Photos - When taking photos, consider photos that represent the host's country well. Focus on the people, showing them in their best setting. Show respect and ask permission before taking close-up photos of people. IMPORTANT: Never take photos of airports, military installations, bridges or oil refineries.

LEADER RESPONSIBILITIES

While organization and preparation require much time and energy, responsibilities On-Site also demand close attention to details, and sensitivity to your individual Team Members. Here are a few specific responsibilities to fulfill while On-site...

- Communicating with Host** Ensure solid coordination by clearly, frequently, and honestly communicating with your host and any other onsite leaders about times, places, problems, etc.

- Coordinating the Schedule** In collaboration with the host and other leaders, make sure the details of the day are taken care of: arrangements for food, travel, supplies, guidance, etc. Also motivate the Team to keep to scheduled times for departures, meals, meetings, etc.

- Informing the Team** The whole trip will go more smoothly if Team Members know what to expect. Inform them ahead of time what the coming day will look like, what they may encounter and what will be expected of them.

- Checking in with Individuals** As the trip goes on, each Team Member will process their experiences differently. Check in with each person daily for a short debriefing time. This will consist mostly of you listening and them talking. Be ready to encourage, be sensitive and try to foresee conflict. You should share this responsibility with someone of the opposite sex, so a woman can check in with the women and a man with the men.

- Planning Team Meetings** Nurture Team unity and maximize the Team's effectiveness by meeting daily to share devotions and prayer, review the schedule, and make any other necessary preparations for the day. The next section of the manual explains this responsibility in more detail. Don't worry! Be creative, and have fun with your Team. For some humorous but true tips on Team leadership, read "How to thoroughly frustrate your Team" (Leader's Resource L21).

TEAM MEETINGS

To keep your Team healthy, growing, and organized, we recommend meeting together each morning and each evening. Both meetings should include prayer and administrative details. Depending on the schedule, the shorter meeting of the day (usually the morning) could be a team devotional time, while the longer meeting, likely in the evening, could focus on reflection and processing, sharing personal experiences and observations.

Administration Include scheduling and logistical details, changes in plans, chore and shower schedules, etc.

Spiritual life Individual and Team devotions provide important sustenance for the mission experience. Plan daily times for both personal and group reflection. To guide this time, you might assign scripture or a topic question, or meditate on a worship song. Sharing personal testimonies also helps bond the Team. Whatever method you choose, facilitate time spent in God's presence.

Ministry preparation Depending on the day's activity, you will probably need to provide the Team with an introduction to it. For instance, if you plan to distribute tracts on the street, give the Team the chance to read the tracts, maybe do a role-play with them, and encourage them to enter into conversations with people they meet. Maybe review and contemplate the outline "Principles for successful short term missions trips" now that you have ample opportunity to practice what you have studied (Leader's Resource L22). Prepare them with the necessary skills, information, and supplies they will need to minister effectively.

Team check-in Just as you will check in with each Team Member individually, you should also offer a time for feedback in the group setting. Leave time to answer any questions and address any concerns that have come up.

To help you fulfill these purposes, we've provided some resources...

"Leading Successful Team Meetings" (L23)

Sample Team Devotions - "Praise God for Bringing Us Here" (L24)

Sample Individual Team Member Devotions (L20)

(A complete set of these devotions – from EMM – may be requested from the BICWM office.)

TEAM LIFE

Hopefully, your Team has already unified to a certain extent in preparation for this experience. However, living and serving together, cleaning up after each other, and tackling countless new situations can bring them closer than ever. These can also cause unhealthy stress or conflict. Consider the following elements of Team life, and keep them in mind during the trip...

Prayer You can never pray too much! God has given us an incredible opportunity to go to Him directly with our joys, concerns, and requests. Keep prayer at the forefront of everything you do as a Team – God will move!

Unity Jesus prayed for all believers: “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 17:23). Let us glorify God through our oneness with Him and each other!

Chores The Team’s living situation will dictate what chores you should parcel out. Include all the Team Members in duties such as preparing meals, cleaning floors and bathrooms, and keeping track of supplies. You may want to develop a written rotation for these. Even if your host does not request help with certain chores, serve them by offering as much help as is appropriate.

Conflict resolution No matter what the ages or demographics of your Team may be, there is always potential for misunderstandings and hurt feelings. Be ready to handle conflicts with peaceful discussion, involving only the necessary parties. Try to catch problems before they escalate; avoid drama. Encourage forgiveness and mutual understanding. Check out “Responding to Team Members” for guidelines for servant leaders (Leader’s Resource L25).

Relationships Uphold respect and self control in all relationships onsite. Maintain high standards for Team Member behavior, especially concerning romantic relationships. Remind the Team of the purpose for this trip and the respect that they owe the people around them. (Refer again to “God’s Workshop – Missionary Relationships” in Leader’s Resource L12-13).

Living and working together can be a wonderful, powerful experience. It’s God’s design for us to be a Body, dependent on Him and each other. Continue to *celebrate* and *encourage* healthy Team life that glorifies God and builds each other up.

TEAM LIFE (CONTINUED)

Medical emergencies Prepare yourself and your team to handle unexpected medical emergencies. Identify someone on your Team with CPR/First Aid certification or consider getting this certification yourself. Offer Team Members a rundown of these safety responses. Brief your team on emergency protocol On-site – who to contact and in what order, where to go, what to do, etc. Impress upon them the importance of the leadership making any necessary contacts to home before any Team Members do.

It may be best to purchase a standard first aid kit to take with you or you may assemble one with the following items.

- ▶ *first-aid manual*
- ▶ *tweezers*
- ▶ *sterile gauze*
- ▶ *sharp scissors*
- ▶ *adhesive tape*
- ▶ *safety pins*
- ▶ *adhesive bandages in several sizes*
- ▶ *disposable instant cold packs*
- ▶ *elastic bandage*
- ▶ *calamine lotion*
- ▶ *antiseptic wipes*
- ▶ *alcohol wipes or ethyl alcohol*
- ▶ *soap*
- ▶ *thermometer*
- ▶ *hydrocortisone cream (1%)*
- ▶ *flashlight and extra batteries*
- ▶ *acetaminophen and ibuprofen*
- ▶ *plastic gloves (several pairs)*
- ▶ *antiseptic solution (like hydrogen peroxide)*
- ▶ *your list of emergency phone numbers*
- ▶ *antibiotic cream (triple-antibiotic ointment)*
- ▶ *mouthpiece for administering CPR
(obtain from local Red Cross)*

You may consult “Emergency First Aid” in the Leader’s Resource (L26-27) for more emergency medical information.

Responses to culture shock Each Team Member will react differently to their new surroundings. Pay attention to each person, and let them know that culture shock can even come in the form of physical responses like faintness or an upset stomach. Encourage the Team to have patience with one another.

Flexibility We can’t stress this enough! Remind the Team how important it is to “go with the flow.” Dealing with unscheduled events and issues comes with the territory of life in ministry and in other countries.

Submission Perhaps one of the most important elements of Team life is submission to leaders and to the host culture. Team Members should enter into this experience with a servant attitude, respecting the authority in place and humbly accepting and abiding by the leadership’s decisions. There’s no place for lone rangers on the mission field!

ONGOING LEARNING

While On-site, you have access to some unique teaching resources not available in Pre-trip training. These include:

- ▶ Local hosts can share perceptions on the progress of the gospel, on cultural differences and observations, or simply have a session to answer questions arising from Team Members observations of cultural differences
- ▶ A missionary or panel of missionaries can share insights into missionary life and work, perspectives on strategies and progress of the gospel in their context
- ▶ National pastors and leaders can share their conversion stories, ministry calling, preparation testimonies and insights into how God is working in their region or ministry
- ▶ Team Members can share testimonies from their experiences in different areas of ministry or service
- ▶ Special interest groups, such as local youth groups, can share or have a bi-cultural dialogue about walking with God, and the particular challenges, temptations, and victories they experience

Other areas of ongoing learning could include...

Cross-Cultural Differences – On-site is a great time to review conduct in a new cultural setting. Have each Team Member to read “Culture Shock and Conduct” (Leader’s Resource L28). Allow a time for group reflection and prayer.

Spiritual warfare – Reviewing the material on spiritual warfare (L16-17) may have greater meaning to your Team now that they are encountering new elements of the spiritual battle.

Contextual Approach – We Westerners get used to our way of doing things, but other cultures approach life differently. Talking with missionaries and national Christians will give you some idea of what it means to minister in their context. *Listen closely. Observe carefully. Act prayerfully.*

ON-SITE MINISTRY***Watch Out! (Watching for God)***

Your service in the Lord is valuable. Encourage your Team as you go along to watch for what God is doing. As you allow the Spirit to lead you in your day by day experiences, there will be opportunities you may not expect unless you look for divine appointments. You have been praying for your team to be effective in your ministry and God has actually gone on before you – and is way ahead of you! He's been working long before you get there and will keep working after you leave. There are people He wants you to touch and has prepared you to minister to. Review "Divine Appointments" in the Leader's Resource (LR-10).

In The Fishbowl (Others Are Watching)

As a foreigner "dropping in" on another culture, people are observing you closely. This is a great opportunity to glorify God! Consider the following true story...

A work team began building a cement and brick house to replace a tin and pole shack for a poor Christian family in Caracas, Venezuela. People from the community stood and watched the team work for hours throughout the day. Curious, they asked "why are these people doing this?" The owner responded "they're my family in Christ who have come to help me." One unemployed neighbor was so impressed he joined the group and worked along side them for the rest of the week. Their attitudes impressed him so much, he went to church with the group on Sunday. The next Sunday, he came back and received Christ! A few months later he was baptized and two years later he became a deacon in the church. After seeing Christ in others, he now walks with Christ and serves faithfully.

Ready to Serve (Watch Your Heart)

How you do something is more important than what you do. People can discern your motivation and attitude. Pray that God will give you a right heart in serving. Choose to be Christ-like in whatever you do. Even "menial" tasks are opportunities to show Christ's love and fellowship and meet the needs of those you're serving with a graceful, servant's heart.

BEFORE YOU LEAVE (DEBRIEFING) (1st Debriefing – On-Site)

Since coming home can be more difficult than going, we encourage you to spend some time debriefing with your Team while you are still On-site in the host country just before returning home. The guide to debriefing, "Debriefing and 'de-griefing'" is the first Team Debriefing Session and is found in the Leader's Resource (L29-30). During this time have the Team read "Back Home, but Not Back to Normal" (T13).

**Have Team Members complete Individual Debriefing Form (T15-16) sometime before 1st Post-Trip Team Meeting – 2nd Debriefing (Could be completed while on the plane or at home.)*

COMING HOME

ONGOING MISSION

The journey does not end when you return home. God will continue to use your experiences to mold you and each Team Member for His ongoing mission. Make the most of the trip by processing it together. Fight the urge to consider the trip “over” when everyone’s back in their own home. The weeks of re-adjustment following a trip are the best time for Team Members to look at what God did, what next steps He’s calling them to and what to share with others. How a short-term trip is followed up often determines the level of long-term impact it will have on the Team and those back home. Just as you led in preparations and On-site ministry, lead the way in connecting the Team with God’s ongoing mission.

BACK HOME (DEBRIEFING)

(Used by permission of EMM)

Debriefing is simply a matter of helping people reflect on their experiences and helping them incorporate those experiences into their daily lives. It can be done in a group setting or solo, both during the trip or after it. In fact, there is no one right way to debrief. But debriefing has a goal: We need to help people process what they’ve learned so that they can grow in Christ and become of greater value to his work in the world.

A re-entry program should address the mixed feelings of elation, triumph, confusion, and frustration, as well as the issues of change, grief, closure, reverse culture shock, and expectations.

Debriefing is...

- ▶ not only a place and a time, it is an atmosphere
- ▶ emotional unpacking
- ▶ sorting out
- ▶ being heard
- ▶ making sense of the experience
- ▶ listening
- ▶ identifying issues
- ▶ being aware and in touch with one’s feelings
- ▶ empathizing with others
- ▶ reviewing and recalling God’s work
- ▶ a time to look back and to look forward
- ▶

BACK HOME (DEBRIEFING CONTINUED)

Why Do Debriefing?

(Adapted from Lisa Chinn, *Re-entry Guide for Short-term Mission Leaders*)

It's Biblical. Jesus thoroughly briefed and prepared the 72 short term workers for what they would do, say, and expect. They were well-prepared in what to expect going out and properly instructed on their return (Luke 10:1-24). And he often took time to process with his disciples what they were thinking or feeling, pulling them aside after times of public teaching or intense ministry. Debriefing is an opportunity for faith to grow, self-discovery, values clarification, and life-changing decisions. Re-entry and follow up allow for evaluation and utilization of what has been learned in another culture.

Crossing cultures for the kingdom requires that we pay definite emotional and spiritual tolls. We need to acknowledge and assess these to ensure a healthy transition. A re-entry plan helps bring healthy closure to the foreign experience.

***Read Keys to Debriefing in Leaders Resource (L35-36)**

SHARING YOUR STORY (2nd Debriefing – 1st Post-Trip Team Meeting)

An important element of any cross-cultural missions experience is to share what you've gained and learned with your family, friends, congregation, and community. After the Team's return, *make sure each Team Member writes thank you notes* to those who supported them through prayer and finances, including interesting information from their experience. Organize an informational night for your congregation to see and hear about the team's experience. Get creative, and spread the effects of this trip to your whole community!

Your 2nd Debriefing Session should take place within your first week home at your 1st Post-trip Team Meeting. A guide for this Debriefing "Sharing Your Story" can be found on L31-32 of the Leader's Resource.

At this 2nd Debriefing:

- Have Team Members hand in their Individual Debriefing Form (T15-16)
- Make plans for any upcoming Team presentations (we suggest scheduling a time to share with your whole congregation 2-4 weeks after return)
- Decide whether Team Leader or designated Team Member(s) will prepare a written "Trip Report" summarizing your experiences.

CONTINUING YOUR JOURNEY (3rd Debriefing – 2nd Post-Trip Team Meeting)

As we send people out on mission teams, we desire not just to expose them to another culture or provide them with travel opportunities. We want to produce global Christians, men and women growing closer to Christ and dynamically showing His compassion for this world in need. The “spiritual high” that many experience during an assignment can soon disappear, however, leaving an empty feeling. How can we combat this tendency and grow from our experience to develop an ongoing interest in and commitment to reaching the nations with Christ’s love? This takes prayer, intentional accountability and discipline. Your leadership in debriefing and follow-up may significantly impact the Team Members’ success in growing from their short-term experience. Invest yourself in this critical aspect of short-term missions to help your Team passionately pursue the Kingdom of God.

See L33-34 for a guide to the 3rd Debriefing Session for use at your 2nd Post-trip Team Meeting.

This meeting is probably best to schedule for 4-6 weeks after the trip.

Note: The POST-TRIP DEVOTIONAL GUIDE, a 10-day individual devotional guide (EMM) may be requested from the BICWM office. You may acquire this for your team and ask them to use the devotional guide upon returning home.

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BICWM
SHORT-TERM MISSIONS
LEADER'S RESOURCE

**Short Term Missions Trip Application
(In partnership with BICWM)**

Date and name/place of trip: _____

Today's date: _____

Personal

1. Mr./Mrs./Miss _____
(first) (last) (middle name/initial) (name you go by)

2. Current Address _____
(City) (St/Prov) (Zip/Postal Code)

Phone () _____ Email address _____

Current until Month _____ Day _____ Year _____

3. Permanent Address (if different from above)

(City) (St/Prov) (Zip/Postal Code)

Phone () _____ Email address _____

4. Birth Date: Month _____ Day _____ Year _____ Age _____ Male Female

5. Country of Birth _____ Country of Citizenship _____

6. Never Married Engaged Married Widowed Separated Divorced

If married, spouse's name _____

Does your spouse support your participation? Yes No

7. Person to contact in case of emergency
 Name _____ Relationship _____ Phone () _____

EDUCATION

1. Are you presently attending school? No Yes Name _____

High School Graduate: Yes No

College Graduate: Yes No

Post College studies: Yes No

2. What language(s) do you speak? _____

3. Do you have further educational goals? If so, please explain _____

TRAVEL

1. Do you now have: a Certified Birth Certificate No Yes

a Current Passport No Yes

If yes, Passport # _____ Place Issued: _____

Date issued: _____ Expires: _____

CHURCH BACKGROUND

1. Name of your church _____
2. How long have you regularly attended this church? _____
3. Are you a member of this church? Yes No

EXPERIENCE/SKILLS

1. Previous evangelism and/or missions experience: _____

2. Previous cross-cultural exposure: _____

3. Practical skills (such as construction, technology, painting, etc.) _____

4. Creative skills (such as puppets, juggling, conjuring tricks, music, etc): _____

Please briefly answer the following questions on a separate sheet of paper:

1. Describe significant factors and people in your development as a Christian.
2. What are your strengths and weaknesses?
3. Why do you want to participate in this short term missions trip?

Signature below will indicate the following:

- ❖ All the information I have provided in this application is true to the best of my knowledge.
- ❖ This is to certify that I will not hold the _____ Brethren in Christ Church liable for injury, disease, or delay of return, or any other claims, while under the auspices of (church name) _____.
- ❖ I understand that while on site I am acting as a representative of (church name) _____, and I agree to conduct myself in a manner consistent with BIC doctrine and practice.
- ❖ I further understand that by organizing this missions opportunity, my congregation assumes a measure of responsibility for my well-being while I am on site. To that effect my congregation will designate a leader for the duration of the trip. I agree to accept the authority of that leader as the authority of (church name) _____ and to place myself under that authority.
- ❖ Should my actions warrant, the leader of the trip, after appropriate consultation with BICWM or church administrators, has the authority to arrange for my immediate transportation to North America. In the event of such a situation, I am responsible to pay my airfare and will not receive reimbursement for any travel or trip expenses.

Applicant's signature: _____ Date: _____

Please return this form to the Selection Committee or Team Leader

HEALTH INFORMATION FORM

THE INFORMATION ON THIS FORM IS PROTECTED HEALTH INFORMATION, AS IDENTIFIED BY THE HEALTH INSURANCE PORTABILITY ACCOUNTABILITY ACT (US). SUBMIT THE COMPLETED FORM WITH YOUR APPLICATION TO THE SELECTION COMMITTEE, WHO WILL PASS IT ON TO THE TEAM LEADER(S). THESE PEOPLE WILL KEEP THIS INFORMATION CONFIDENTIAL AND WILL DESTROY THIS DOCUMENT AFTER THE TRIP.

APPLICANTS MAY CHOOSE TO LEAVE SOME ITEMS BLANK.

Name _____ Date of birth _____

Last
First
Middle
Month / Day / Year

Address _____

Address
City
State/Province
Zip/Postal Code

Social Security/Social Insurance Number: _____

Height: _____ Weight: _____ Blood Pressure: _____ / _____ Type _____ Sex: M F

(if known)
(if known)
(if known)
(if known)

In Case of Emergency, notify:

Name	Relationship
Address	City State/Prov. Zip/Postal Code
(_____) _____	
Phone	

1. Have you had a serious illness, had surgery performed or been hospitalized in the last year? No Yes
2. Do you have any known allergies? Bee Stings Penicillin Sulfa Medication Other
3. Do you have any dietary restrictions, food allergies or convictions regarding types of food? No Yes
4. Are you currently using any medications? (include prescription and non-prescription drugs, dietary supplements, herbs, etc.) No Yes
5. Will you have these medications with you on the trip? No Yes
6. Are you currently receiving medical treatment or under medical observation for anything? No Yes
7. Have you ever been treated for (or are now suffering from) emotional difficulties? (eating disorders, depression, anxiety, phobias, etc.) No Yes
8. Do you have any other limitations or significant health conditions which may affect your involvement with (church name) _____ or which you believe your physician would want us to know about? No Yes
9. To the best of your knowledge do you have any communicable disease? No Yes
10. Do you have any chest, back or joint pain? No Yes

NOTE: If you check "yes" to any of the above, please explain briefly on the back of this sheet.

IMMUNIZATIONS: If known, list the date of your most recent immunization for the following:
 _____ Hepatitis A _____ Tetanus _____ Hepatitis B

Physician's Name: _____ Office Phone: (____) _____

EMERGENCY MEDICAL PERMISSION: This is only for emergency situations should the individual be incapable of making rational decisions, or is a minor whose parents cannot be immediately reached. In any situation, every effort will be made immediately to reach the person to contact listed on the application.

In the event that an emergency arises, I give BICWM/Operation Mobilization permission to authorize anesthesia, surgery and/or procedures deemed absolutely necessary at the time.

NAME OF APPLICANT (Please print!)

SIGNATURE OF APPLICANT

NOTE: Parent or Legal Guardian's signature is required if you are single and under 19 and reside in AL, NE, WY or under 21 and reside in CO, MS, WV, PA, PR.

PARENT OR LEGAL GUARDIAN RELATIONSHIP

PERSONAL COVENANT

As a member of the BIC (church name) _____ team, I will be committed to:

- The Lordship of Jesus Christ and the authority of Scripture.
- Active participation in the activities of this trip as directed by the host and BIC team leaders.
- Adaptability to different cultural and social environments.
- Sensitivity to local believers regarding dress codes and standards of living.
- Emotional, social, and spiritual growth.
- A life-style based on biblical teaching.
- I affirm that living consistently with biblical teaching is essential for BICWM workers.
- Understanding sexuality as God's gift to humankind, and Christian marriage and Christian celibacy as gifts for the good of the individual, the church, and the world, I will refrain from homosexual, premarital, extramarital and any other destructive sexual behavior.
- Treating my body as God's temple. I will refrain from the use of tobacco, alcoholic beverages, non-medicinal drugs and other destructive behaviors.

I affirm this Personal Covenant.

Applicant's Signature: _____

CONFIDENTIAL

REFERENCE FORM

(TO BE FILLED OUT BY PASTOR, YOUTH LEADER, OR OTHER NON-FAMILY MEMBER AS APPROVED BY TEAM LEADERS)

_____ has applied to _____ church for short-term ministry participation in _____. In order for us to assess issues of group dynamics and enhance the spiritual formation potential of this ministry opportunity, would you prayerfully ask the Holy Spirit to lead you in answering these questions? Any information given by you will be kept confidential. Thank you!

1. How long have you known the applicant? _____

2. Do you believe the applicant to be a genuine believer? _____ How long? _____
On what basis? _____

3. Please check the box of the term/phrase that best applies:

Spiritual Life

- No interest in spiritual growth
- Little evidence of spiritual growth
- On a spiritual "rollercoaster"
- Meaningful, steady growth
- Mature & vibrant

Conduct With Opposite Sex

- Definitely unprincipled
- Questionable
- Generally good
- Above reproach
- Exemplary

Consideration of Others

- Self-centered, indifferent
- Slow to sense how others feel
- Reasonably responsive
- Understanding and thoughtful
- Responds with unusual insight and consideration

Home Environment

- Non-Christian
- Much lacking
- Nominally Christian
- Spiritually oriented
- Excellent

Attitude Towards Authority

- Unmanageable
- Disrespectful, critical
- Indifferent or independent
- Usually submissive
- Respectful, cooperative

Leadership Ability

- Follower only
- Severely lacking
- Occasional
- Good organizer
- Born leader

Teachability

- Rigid, argumentative
- Highly opinionated
- Open-minded
- Willing to receive instruction
- Eager to receive instruction

Personality in General

- Very shy
- Reserved
- Pleasing
- Outgoing
- Very outgoing

Teamwork

- Frequently causes friction
- Prefers to work alone
- Usually cooperative
- Works well with others
- Exceptionally cooperative

4. What do you consider to be the applicant's strong points? _____

5. What do you consider to be the applicant's weak points? _____

6. Specific recommendation: Recommended
 Not recommended for this program
 Prefer not to make a recommendation

7. Additional comments:

Date _____ Printed Name: _____
Signature _____
Address _____
Phone (____) _____

Please mail or fax this form to:
[insert your church's information]

Qualifications to consider when choosing Team Members:

(Not everyone has to be strong in all these areas – also consider potential for growth during preparation time)

Follows Christ

Teachable – willing to receive instruction and learn

Interested in spiritual life – desires to grow in Christ

Considerate of others

Respectful toward authority

Able to work with others

TRAVEL CONTINGENCY PLAN

Team/Church: _____

Date of departure: _____

Date returning: _____

Please attach a copy of itinerary for air travel – when/where departing and arriving.
(On back or attach 2nd sheet)

Phone numbers to contact if travel to site of ministry is delayed or changed.

Church office telephone number: _____

Organizing Committee contact person: _____

On-site team leader at destination point: _____

Phone numbers to contact if travel to home is delayed or changed.

Church office telephone number: _____

Organizing Committee contact person: _____

Person meeting team upon return: _____

IMMUNIZATIONS FOR SHORT TERM PERSONNEL

The following immunizations and prophylactic drugs are recommended as basic immunizations regardless of the country where you are traveling.

Are You should begin the hepatitis immunizations as soon as possible after appointment in order to get them finished before departure for the field. The rest of the immunizations should be correlated with your departure time. All immunizations should be recorded in the World Health Organization (WHO) booklet provided by Brethren in Christ World Missions.

SHOTS	INSTRUCTIONS
Tetanus	Booster at 10 years or at injury.
Typhoid	Optional for short term workers but recommended for those in rural areas in contact with potentially contaminated food and water. Every 3 yrs. intradermally. Repeat if exposed to typhoid.
Hepatitis A	Young persons (up to early middle age) should have Hepatitis A immunization – preferably 2 injections 6 months apart. For older people they can get the same, or get a blood test to see if they have immunities and don't need further immunization.
Hepatitis B	If exposed to blood (work in hospital). Series of 3 shots (1 st shot, wait one month – 2 nd shot, wait 6-18 months – 3 rd) [Most medical personnel already have had Hepatitis B series.]
**Malaria	No vaccination, but prophylactic medication should be taken regularly, usually weekly or daily, depending on the medicine and the area.

** Malaria

Central America and Mexico

Where there is no chloroquine resistance, chloroquine alone is satisfactory – 500 mg weekly – begin 1 week before (to make sure one has no reaction to the medicine) and continue for 4 weeks after leaving the field.

Africa and India

These areas have chloroquine resistant malaria organisms so other prophylactic meds need to be taken other than chloroquine. Mosquitoes are not found in certain areas of high altitude such as Mussoorie or Landour in India.

Zimbabwe, Zambia and Malawi (Malaria prophylaxis is similar for all three countries.)

BICWM has not been recommending larium (mefloquine for long-term personnel. Although it is the drug recommended by the Center for Disease Control it has lots of side effects, mainly neuropsychiatric (vivid dreams, unexplained anxiety, prolonged debilitation). BICWM usually recommends either doxycycline or maloprim (a combination of dapsone and daraprim) not available here but which can be obtained in Africa – sometimes has other names.

- Mefloquine - definitely should not be taken by those with seizures, head injuries, psychiatric history or arrhythmias.
- Doxycycline is a tetracycline antibiotic. It cannot be used by children under 8 or pregnant or nursing women. Its main side effect is GI upset if not taken on a full stomach. Another side effect of any antibiotic can be vaginal yeast infection in women. This needs to be taken daily. It is as effective as larium and more effective than dapsone/daraprim.
- Maloprim, etc. (daraprim/dapsone) is a once weekly medication, which has almost no side effects and is the most widely used prophylaxis among our missionaries in Africa. It is somewhat less effective than doxycycline but people have been happy with it in recent years. Dapsone is a sulfone and so it cannot be taken by those allergic to sulfa drugs. If this is the choice, it is suggested beginning with doxycycline until a supply of this can be obtained in Africa.

Required by all new residents entering Zimbabwe and Malawi for the first time –

- Letter of clearance on official letterhead and signed by a radiologist stating that you are free from tuberculosis must be carried with you when entering Zambia, Zimbabwe and Malawi. (Children under four do not need an x-ray). This is not required for tourists, transit passengers, and returning residents. (It is advisable to have two or three certified copies of the letter on hand.) A fax copy of the letter will not be accepted by Zimbabwean Immigration Officers. Generally, the Immigration Officer will want to see the original letter.
- All passengers entering Zambia and Malawi must hold an “International Certificate of Vaccination” booklet – even if no vaccination is required (also if it is completely blank and has never been used). It is a good idea to record all immunizations in it.

Note: Other countries in Africa may have completely different immunization requirements. Therefore, if you plan to travel in other African countries, you may want to check what the requirements are. Cholera immunization may be required in other parts of Africa. Keep in mind that it would be better to have immunizations in advance than to be forced to receive them under questionable conditions in an airport somewhere.

God's Workshop – Missionary Relationships

Grace Holland

I. GOD'S OPPORTUNITY VERSUS SATAN'S TOOL

2 Corinthians 1:1-7. Why afflictions? God has created great diversity. The Bible speaks of needed parts of the body. Instead of utilizing differences, we compare.

The problem: richness is turned into conflict. Natural causes. Spiritual causes.

Results: Isolation, emotional drain, hindered growth, bad example, God's work hindered.

Is this a new thing? Paul had problems!

- Unaccepted after his conversion. Acts 9:26.
- Disagreed with Barnabas on the second journey. Acts 15:39.
- "Withstood Peter to the face." Galatians 2:11
- Misunderstandings with the Corinthians

Look at 2 Corinthians - Bragging or a study in relationships? Criticisms of Paul:

- 2 Corinthians 1: 12, 13, 17, 23 - "plans like a worldly man"
- 3:1 - "commending himself"
- 4:3 - "his gospel veiled"
- 5:13 - "beside himself"
- 10:1 - "inconsistent"
- 11:7 - "debasing himself"

What tensions do you have with others and what can you do about it?

II. CLEAR YOUR RELATIONSHIP WITH GOD

Relationship with God is basic.

- We represent Him. 2 Corinthians 2:14-17.
- We are dependent on Him. 3:4-6, 18.
- We are His temple. 6:16-18.

Remember your call. Paul confirmed his call. 2 Corinthians 1:2, 21-22.

You sought God's will. Don't go back on it. This doesn't make you superior. God is allowing this to happen.

Pray with confidence. Not to be spared but to learn. 2 Corinthians 1:8-9. Why was Paul unbearably crushed? Often what God does in you is more important than what he does through you.

Seek God. He tells us often to do this. Deuteronomy 4:29; Psalm 119:2; Jeremiah 29:13; Matthew 5:6; Matthew 6:33.

Read Scripture; memorize verses; take a day with the Lord.

Fast and pray and wait for Him. Expect Him to work in you.

III. EXAMINE YOUR ATTITUDE TO OTHERS

For the development of my own spiritual life it is more important what I think of others than what they think of me. Read 2 Corinthians 7:1-4.

Paul loved those who were criticizing him. He called them saints (1:1). He wished them grace and peace (1:2). His hope for them was unshaken (1:7). He had great confidence in them (7:4). By God's help choose to love the person with whom you have tension.

Take a close look at causes. Natural differences? Competition? See 2 Corinthians 10:12.

- Accidental offense?
- Fear of manipulation?
- False reports?
- Lack of responsibility?
- Unmet needs?
- Injustice?
- Sin?

Take it to God. Ask to understand both sides. Let go of the issue. Ask God's help to forgive. Ask to become a peacemaker.

IV. DEVELOP OPENNESS WITH OTHERS

- Paul was pleading for this. He believed his heart was open. 2 Corinthians 6:11-13. He wanted their hearts open. 7:1-2. He begged them to respond. 10:1-5.
- Keep interacting. Resist the temptation to pull away. Find areas where you agree.
- Learn to listen. Show your attentiveness. Listen with your heart and prayer.
- Try to see needs. Be willing to share your needs.
- Be honest. Admit weakness. Don't pretend to be perfect.
- Prepare to talk about the problem itself. Read Matthew 5:23-24.
- Pray for an opportunity. Go with humility. Be ready to feel hurt. Be ready to examine yourself.
- What if they don't receive you? You may need to confront in the spirit of Matthew 18:15-17.
- Be patient. Allow time for resolution. Allow for the possibility of emotional or mental illness. You may need a mediator. Allow time for healing.

V. BE WILLING TO BE BROKEN AND CHANGED

- Both parties are usually at fault. No one is perfect. We are limited. Even Paul admitted weakness. 2 Corinthians 11:30 to 12:10. Admit your fault. Realize the opportunity. Without conflict you will not grow. Accept what you learn. Bring your attitude to the cross.
- Be willing to be broken. Confess to God and accept forgiveness. Confess your fault to others. (James 5:16) Let God use the experience. The way you respond to conflict may be the very proof of the power of the gospel to others. 2 Corinthians 6:3-10; 2:14-15.

The Necessity of Prayer

Introduction: Through prayer we move from our resources, wisdom and strength, to God's resources, wisdom and strength; from our understanding and purposes, to God's understanding and purposes; and from our ineffectiveness and lack of results, to God's effectiveness and eternal results! Mike Holland

1. Dependence on God- Jn. 15:5- apart from Him we can do nothing
2. Spiritual Battle, Eph. 6:12
 - a. Struggle not against flesh and blood
 - b. Against rulers, authorities, powers of this dark world
 - c. Against spiritual forces of evil in heavenly realms
3. Spiritual Armor, Eph. 6:13-18
 - a. Put on the armor so you can stand (vs. 13)
 - b. Belt of truth (vs. 14a)
 - c. Breastplate of righteousness (vs. 14b)
 - d. Shoes of the readiness of the gospel of peace (vs. 15)
 - e. Shield of faith (vs.16)
 - f. Helmet of salvation (vs. 17a)
 - g. Sword of the Spirit, the Word of God (vs.17b)
 - h. Pray in the Spirit on all occasions with all kinds of prayers (vs. 18)
4. Spiritual strongholds and the power of our weapons
 - a. Col. 2:6-8- Deceptive philosophies and principles of this world
 - b. 2 Cor. 10:3-5- We don't wage war as the world (vs. 3), Weapons not of the world (vs. 4a), Divinely powerful to demolish strongholds (vs. 4b), Demolish arguments and pretension (5a), Take captive thoughts (vs. 5b)
5. Jesus' Power
 - a. Mt. 28:18-20- All authority in heaven and earth
 - b. Col. 2:13-15- Jesus cancelled the code and disarmed the powers
6. The power of prayer
 - a. Mt. 18:18 God releases His power in prayer- bind on earth is bound in heaven
 - b. Mt. 18:19 If in agreement whatever we ask for will be done
 - c. Jn. 14:14 Ask anything in Jesus name (in His will) and He will do it
 - d. Jn. 15:7 If you remain in His words, ask whatever you wish
 - e. 1Thes. 5:17 Pray continually
7. Areas of prayer- Example: The Lord's Prayer Mt. 6:9-13
 - a. *Our Father in heaven*- approach as loving father, powerful creator of universe
 - b. *Hallowed be your name*- pray for God's name to be honored and respected
 - c. *Your kingdom come*- pray for people to be saved, to come into God's kingdom
 - d. *Your will be done on earth as it is in heaven*- justice, mercy, God's purposes
 - e. *Give us today our daily bread*- pray for personal basic needs and issues
 - f. *Forgive us as we also forgive*- confess and forgive
 - g. *Lead us not into temptation*- keep us holy and strong against temptation
 - h. *Deliver us from evil*- protect from danger, sickness, discouragement, etc.
 - i. *Thine is the kingdom, the power and the glory forever*- worship, thanksgiving

Role of the Holy Spirit

1. Jesus the Vine- John 15:1-8
 - a. Jesus is the Vine, we are the branches (vs. 1, 5)
 - b. We must be pruned and cleaned (vs. 2-3)
 - c. We must remain in Him, actually He remains in us (vs. 4)
 - d. Apart from Him, we can do nothing (vs. 4)
 - e. Through Him we can bear much fruit (vs. 4, 8)
2. Jesus' teaches that He comes through the Counselor- John 14: 15-18
 - a. If we love Christ we will obey him (vs. 15)
 - b. Jesus asked for the Father to give the Counselor (vs. 16)
 - c. The Counselor, the Spirit of Truth, is with us forever (vs. 16)
 - d. He lives in us (vs. 17)
 - e. Through the Holy Spirit, Jesus comes to us (vs. 18)
3. Jesus' teaches the work of the Holy Spirit- John 16:7-15
 - a. Jesus is with believers through His Spirit (v. 7)
 - b. The Holy Spirit convicts (vs. 8)
 - c. The Holy Spirit guides (vs. 13)
 - d. The Holy Spirit glorifies Christ (vs. 14)
 - e. The Holy Spirit teaches, makes known things of Christ (vs. 14-15)
4. Jesus' teaching at His ascension- Acts 1:1-9
 - a. Don't leave (your town) without the empowering of the Spirit (vs. 4)
 - b. Wait for the gift the Father promised (vs. 4)
 - c. Jesus baptizes with the Holy Spirit (vs. 5)
 - d. The Holy Spirit gives power to be witnesses (vs. 8)
5. Jesus' teaches to ask- Luke 11:9-13
 - a. Jesus teaches to ask (seek, and knock) and we will receive (vs. 9)
 - b. Who receives? (vs. 10) "Everyone", not just a special few
 - c. Example of parents giving good gifts, how much more God (vs. 11-13)
 - d. The gift we are to ask for and WILL receive is THE HOLY SPIRIT! (vs. 13)
6. Conclusion
 - a. Repent and seek cleansing; Ask God to reveal:
 - Areas in you that need cleansing
 - Areas of strongholds,
 - Areas that need discipline
 - b. Ask God to fill/refill you with His Spirit, believe and thank Him for infilling
 - c. He wants to fill you and He will bring empowerment
 - d. Be sensitive and obey His nudges/leadings, they lead to divine appointments
7. Ministry time
 - a. Leaders anoint and pray over each other and each team member
 - b. Quiet worship music can facilitate an environment of prayer and ministry
 - c.

SPIRITUAL WARFARE IN MISSIONS

Grace Holland

I. INTRODUCTION: THE PROBLEM OF WORLDVIEW

Did you ever sense someone under control of something evil or were asked to pray for deliverance?

Growing overt demonic activity in US and great significance for missionaries—many cultures believe that spirit power permeates and controls everything and they try to manipulate it.

Worldview of Western and Educated Christians – religion and science are totally separate

Worldview of Traditional Religionists – interaction all the time between the spirit and earthly worlds

Worldview of Jesus and the Scriptures – the huge realm of angels, “the excluded middle”

Angels are ministering spirits, Hebrews 1:14.

Billy Graham – Bible has 300 references to angels – Psalm 68:17, Daniel 7:10, Hebrews 12:22, Revelation 5:11, Ephesians 6:12, Revelation 12:4-7 - Satan has one third of them

II. SATAN AND HIS POWER

30 different titles for him and his angels

What he does - Matthew 8:44; Luke 22:31; Revelation 12:10; 2 Corinthians 11:3; 1 Peter 5:8; 2 Corinthians 4:4; 1 Timothy 4:1; Revelation 9:1-12

The real issue is God's glory – not our salvation.

1. Glory is God's greatness, beauty, magnificence, splendor, perfection, righteousness, power, absolute uniqueness, sovereignty – all His attributes

2. Praise given, honor, distinction, thanksgiving, worship, acknowledgment that he is God.

Satan was to guard God's glory – Ezekiel 28:14-16. (Cherubim guarded the mercy seat - Exodus 25:19)

His envy and downfall – Isaiah 14:12-15 – five “I will's.” Both kings were symbols of Satan.

He can't compete with God's glory so focuses on power (by deception). We are awed!

He can't get at God, so attacks His creatures; His children, the image of God, have His nature, heirs.

Demons work with Satan – Mark 3:22; Matthew 25:41; Revelation 12:7. We must fight them - Ephesians 6:12.

Satan's limitations and final end: Jesus defeated him at the cross. John 12:31 – cast out; John 16:11 – judged; John 19:30 – It is finished! Colossians 2:15 – disarmed, made him a spectacle

Hebrews 2:14 – through death, destroyed him who has the power of death

So how come he is still around? To test, teach us to fight, strengthen, and train us for future service

His one last fling - 2 Thessalonians 2:9-11; final judgment – Matthew 25:41; lake of fire - Revelation 20:10.

III. THE SPIRITUAL AUTHORITY OF THE BELIEVER.

Ephesians 1:18-23 – Wow! Christ is Victor! He is Head of the body – us. We're together in this. Do you believe it? Look at Ephesians 2:1-7: a new position for us—something new at the cross. The Believer has delegated power like a policeman. It's already there; it needs no special act of faith – just recognize, accept, act and give God the glory.

God does not act in power until we move in obedience; we need to command, not just ask.

But what about ourselves – the relationship of Christians and demons? Satan's influence in our world: he lies about power (his is limited), about truth (Your God is too Small), and about who we are. He can have strongholds in people's lives, even Christians. Scripture and experience show that protection is not automatic – James 4:7, 1 Peter 5:8-9, 2 Corinthians 2:11, Eph. 4:27

Degrees of demonization – temptation, oppression, inhabitation (footholds), possession (unbelievers), from unforgiveness, false religions, cultic groups, music dedicated to Satan, careless exposure to demon powers.

What if you find some footholds? Get help in prayer to denounce them.

IV. SPIRITUAL WARFARE IN THE WORK OF MISSIONS

This is the Christian offensive. We go onto Satan's turf not just to repel but to invade – Acts 26:18.

What is the justification for taking “our religion” to others? The “happy savage” is a myth.

Power encounter vs. universalism (all religions lead to God) is linked to growth of the church

V. PERSONAL VICTORY

Daily personal victory is the first and most important point of warfare—control of our thoughts, our attitudes, our words, our actions, our focus on Christ. Some traps of our culture are:

1. Pleasure seeking – hedonism – sex, drink, drugs. “I deserve to be happy and indulge myself.”
2. Possessions – materialism – “I can't be expected to get along without certain things.”

Keys to Victory – What is my view of God? Do I look first at His authority, then accountability, then affirmation, then acceptance? Or the other way around? I need to walk with Him each day in faith and obedience, confessing sin as soon as I see it.

Prayer is the ultimate weapon – for myself and for others. I must take God at His word. In his farewell, Jesus promised answers six times: John 14:13, 14; John 15: 7, 16; John 16:23, 24. Make prayer a priority – Mark 1:35, learning to persist with faith – Luke 18:1-8.

Recommended books:

Neil Anderson and Timothy Warner. *The Beginner's Guide to Spiritual Warfare*. Servant Publication, 2000

Timothy Warner. *Spiritual Warfare*. Wheaton, IL: Crossway Books, 1991.

John MacMillan. *The Authority of the Believer*. Harrisburg, PA: Christian Publications, 1980.

Neil Anderson. *The Bondage Breaker*. Eugene, OR: Harvest House Publishers, 1990.

Billy Graham. *Angels: God's Secret Agents*. Garden City, NY: Doubleday, 1975.

Jessie Penn-Lewis. *War on the Saints*. New York: Thomas E. Lower, 1905.

Wesley L. Duwel. *Mighty Prevailing Prayer*. Grand Rapids: Zondervan, 1990.

Edward Rommen, Ed. *Spiritual Power and Missions*. Pasadena: Wm. Carey, 1995.

DIVINE APPOINTMENTS

Definition of a Divine Appointment:

When God prepares and unfolds a situation for a unique ministry opportunity that we are particularly suited or capable to minister in for special and often strategic impact.

1. Biblical Examples:
 - a. John 4:6-40 Jesus and the Samaritan woman
 - b. Acts 8:26-39 Philip and the Ethiopian Eunuch
 - c. Acts 16:23-34 Paul and Silas and the Philippian jailor
2. Keys to recognizing and using divine appointments:
 - a. Unexplained coincidences: Acts 28:2-6 – Paul not harmed by a deadly snake that bit him
 - b. A special openness, connection or curiosity: Luke 19:2-6 – Zacchaeus was so driven to see Jesus he climbed up in a tree
 - c. A word of knowledge or comfort that speaks directly to a person: John 4 – Jesus received knowledge of the woman's marital situation
 - d. A vision or dream that shows a person, place or activity to serve God: Acts 10:3-17 – Peter and Cornelius both had visions
 - e. A miracle or healing that brings an opportunity to share God's truth: Acts 3:1-11 – Peter and John healed a beggar at the temple
3. How to respond:
 - a. Ask God to open our eyes to the opportunities He has prepared
 - b. Seek confirmation from the Lord
 - c. Ask God what to do or say if this is not clear
 - d. Obey the Holy Spirit's promptings
 - e. Speak the gospel message
 - f. Share words of God's love, words of faith, hope and encouragement
 - g. Give God the honor and glory
 - h. Share the experience with your team and others to build faith and glorify God

Principles of Evangelism

1. Requirements to share God's love and truth
 - d. 1 John 1:2-3- Know God, you can't share what you don't have
 - e. 2 Corinthians 5:14- Love people, the love of Christ compels us
2. Basic Truths
 - a. Matthew 28:19-20 – Jesus commands us to go
 - b. Romans 6:23 – People without Jesus are lost
 - c. Acts 16:31, Romans 10:13 – Anyone who receives Christ will be saved
 - d. Romans 10:14 – If someone doesn't tell them, they won't hear and receive
 - e. 2 Corinthians 5:17 – Anyone who receives Christ will be changed
3. Power of Personal Testimony
 - a. What God has done for me
 - b. Content of a personal testimony of salvation
 - My life before knowing Jesus
 - How I came to receive Jesus
 - How my life changed and what Jesus means to me now
 - f. Interesting and not debatable because it's your story
4. The basic message: Elements of the Gospel (good news)
 - a. Luke 24:42 – the message of repentance and forgiveness of sins
 - b. John 3:16 – whoever believes in Him will have everlasting life
 - c. John 1:12 – those who believe in Him and receive Him become children of God
5. Tracts – helpful tool for presentation (Example: 4 Spiritual Laws by Campus Crusade)
 - a. Clear simple presentation helps focus and keep on track
 - b. Listener can participate by reading scriptures and points
 - c. Have something for listener to take and review later and share with others
 - d. Can practice ahead of time with Christian friend or team-mate
6. Ask questions to see:
 - a. Where they're at, if they understand, what questions they have (mind)
 - b. If they are ready and want to receive Jesus (will)
7. Invite them to receive Jesus:
 - a. Ask: "Would you like to receive Christ now?"
 - b. Review a sample prayer
 - c. Ask: "Does this prayer express the desire of your heart?"
 - d. Invite them to pray after you or in their own words
8. Immediate follow-up:
 - a. Pray for them that God help them to grow and follow Him faithfully
 - b. Explain what happens when a person receives Christ
 - c. Encourage with the importance of growing in faith: Bible, Prayer, Church
 - d. Invite to church or small group
 - e. Ask for contact information for you or church people to continue follow-up
 - f.

Individual Team Member Devotions (Sample)

Praise God for bringing us here!

Devotional – Thank you, Lord!

When Moses, Miriam, Aaron, and all the other Israelites made it safely across the Red Sea (see Genesis 15), what did they do?

Read Lamentations 3:22-23 and 1 Corinthians 1:9.

How have I experienced God's care and protection on this journey?

I have already seen God at work on this trip. I praise God for:

Notes on keeping healthy

- Be sure to drink lots of non-caffeinated fluids throughout the day. This will help with jet lag and prevent dehydration.
- Check to make sure that water is boiled, bottled, or treated before drinking.

Prayer

- Pray for a spirit of openness as you learn about what God is doing in this place.
- Pray that God would use each member of your team to bless someone in this place.

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HOW TO THOROUGHLY FRUSTRATE YOUR TEAM

(What *not* to do!)

1. Fill up your team members' time so they do not have time to do anything on their own. Leave them so exhausted that they only have time to sleep and that being just a few hours.
2. Never inform the team about future plans. Try to keep them in the dark until the very last minute. This will keep them alert and will train them well to obey your every command.
3. Don't forget you are the boss and you are in charge. Make sure that you do all the work. Do not delegate any responsibilities as someone might mess things up.
4. Assume that new ideas or dissatisfaction with the status quo are a form of rebellion to be stifled at once.
5. Measure one's spirituality by how well they follow the rules. Assume that if they always want to do things differently, they are automatically wrong.
6. Assume that laughing and having fun are not spiritual and should not be practiced.
7. Do not take the team seriously when they struggle with your leadership style, rooming situations, work duties, or other practical areas. Assume that God wants to use it to work character into their lives.
8. Avoid all major conflicts but when confrontation is necessary, deal with matters swiftly and aggressively to resolve the situation as quickly as possible. Your position requires one who can pass harsh judgments when necessary.
9. Surprise prayer meetings at 3:00 a.m. are particularly effective.
10. Remember, you are the answer man/woman. If you don't know the answer to a question, make up an answer and speak with confidence. Don't lose your authority.

Principles for successful short term mission trips

GOD IS THE HEAD OF THE MISSION

- You are not taking God to this place; rather, God is taking you! (Genesis 12:1-3; Psalm 139:1-10)
- God has been at work in this place long before you arrived.
- God has a plan for this community, this people, and each person (Jeremiah 29:11; 1 Timothy 2:3-5, 2 Peter 3:9).
- Follow God's lead, not yours.
- God will always be with you (Matthew 28:20b, Romans 8:38-39; Hebrews 13:5).

OPEN HEART, OPEN HANDS

- An open heart is free to be filled by the Holy Spirit and overflow with love (John 14:15-17; Acts 13:2-4; Romans 5:3-5).
- An open heart is free to be broken by the injustices and poverty of the world (Deuteronomy 15:7-8; Psalm 9:18, Psalm 82:3-4; Galatians 2:10).
- An open hand is ready to receive.
- An open hand is a sign of good will and humility (Galatians 5:22).
- An open hand cannot clutch a clock, a schedule, or a stereotype.

'DOING' IS LESS IMPORTANT THAN 'BEING'

- Be like Jesus. Walk as Jesus walked (1 John 2:6; Matthew 5:1-16; John 15:1-14).
- Be human beings not "human doings"! (1 Thessalonians 5:11)
- Focus on people, not just on the task (1 John 3:18).
- Work on building relationships, not monuments (Romans 12:9-15).
- Take a deep breath when things don't start or end on time; there are more important things in life than sticking to a schedule.
- Be flexible – things will rarely go as you planned.

A SERVANT'S HEART

- Learn from your hosts; honor them and God by serving them (John 13:12-17).
- Find out what your hosts pray for, and commit to praying for that, too (James 5:16).
- Accept the leadership of your hosts. You are not the one in charge.
- Practice humility (Luke 22:24-27; James 4:10).
- There are many ways to do things; yours is only one way, and it may not be right for this time or place.
- Be adaptable – try new things, set aside biases, and work on fitting into the culture.

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LEADING SUCCESSFUL TEAM MEETINGS

A. Planning ahead/structure

You can only rarely “wing it” effectively! Most team leaders admit that it is very important to have some idea of what you want to accomplish before each team meeting. Also, it never hurts to have some extra ideas in case things go slowly. The goal is to have God lead and direct meeting times to see his goals accomplished. It is best for the meetings to be initiated and led by the Holy Spirit. However, for this to happen, you are responsible as the team leader to pray and discern ahead of time what the plans will be for each session. Of course, having plans does not mean that you cannot change them, even in the midst of a team meeting, if you sense God leading in a different direction.

B. Delegating responsibilities

Beware of the temptation to do everything yourself. The best way to make sure that every person on the team feels that he or she is contributing and involved is for you to delegate responsibilities. Generally, don't give away leadership of an entire team meeting, but do delegate specific parts.

C. Leading a discussion

Ask open-ended questions that require more than a “yes” or “no” as a response. Discuss areas that you agree on and areas that you disagree on. Be certain to allow all persons to state their opinions whether you agree with them or not; if a team member feels that you always disagree with what he or she says, that person will stop talking. As you are discussing, be sure to keep the discussion on the right trail. It is easy to get side tracked and lose the issue at hand, but you as leader need to bring the discussion back to where it belongs. Ask how the issue being discussed can teach us about God, and what God might want to be teaching members personally or as a team.

D. Keep your team informed!

Tell in advance what will occur in the day, meeting, week, etc.

“On Friday, Jim will be leading our prayer time.”

“On Wednesday, we'll go play soccer in the park.”

“This coming Friday, I thought we might have an extended prayer time and then do something special. What would you like to do?”

“Be prepared to discuss James 3. Each person please have two points ready to discuss that you find helpful or interesting.”

E. Cultivate flexibility

Beware the danger of falling into a rut and not sensing the needs of the team or individual members. Remember that team times should reflect the identity of the combined personalities of team members, not just the personality of the team leader. Allow the team and yourself to discern together what areas should be emphasized more than others and what activities you will do together.

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Sample On-site Team Meeting – Praise God for bringing us here!

Note: Ask team members to bring their Bibles to each devotional/reflection session.

Worship – Sing songs of praise together.

Devotional – Thank you, Lord!

- Introduce the devotional by asking the team to recall what Moses, Miriam, Aaron, and all the other Israelites did when they made it safely across the Red Sea. [Exodus 15 – they sang a song of praise and thanksgiving to God, recalling all that God had done to guide and deliver them].
- That is a great model! We need to celebrate God's faithfulness in bringing us to this place.
- Ask someone to read Lamentations 3:22-23 and 1 Corinthians 1:9.
- Lead a brief time of story telling about how you experienced God's care and protection on this journey.

Prayer

- Gather in a circle and do "popcorn prayer." Ask team members to give one-sentence praises to God for bringing you to this place. You need not go around the circle; just pray as the Spirit leads.

Reflect and take action

- Ask the team to observe the new culture, ask why they do things, and listen as they enter the new culture.
Observe – in a spirit of openness, suspend judgment
Ask why – be a learner. For example, you might say, "I'd like to learn about your culture. Please help me understand why you _____."
Listen – really, really listen.

Notes on keeping healthy

Be sure to drink lots of non-caffeinated fluids throughout the day. This will help with jet lag and prevent dehydration. Check to make sure that water is boiled, bottled, or treated before drinking.

Prayer

- Pray for a spirit of openness as you learn about what God is doing in this place.
- Pray that God would use each member of your team to bless someone in this place.

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RESPONDING TO TEAM MEMBERS

In times of differing opinions or conflict within your team, how you respond as a leader is important.

1. PRAY that the Spirit and not the flesh would lead you in your response.
2. LISTEN to find out what is happening. Put aside your thoughts and agenda, and listen authentically to fully understanding their perspectives.
3. EVALUATE prayerfully what they are saying and then make decisions. Is this a legitimate reason for an exception to the guidelines? Would doing this help this person grow spiritually? If so, go for it.
4. FEEDBACK. Give feedback on the situation and why you are making the decision that you are making. Also, explain the purpose and reason for why the guideline exists. Enter into the situation fully. Do not be quick in dismissing something. Continue to check your attitude.
5. FOLLOW UP after the event. Go back to the person and talk about the event. This is the teachable moment to help him or her grow and have heart transformation, rather than just outwardly following a "rule" while having a rebellious heart within.

We are servant teachers, not enforcers of law.

Remember:

- Man's anger does not bring about the righteous life that God desires. *James 1:20*
- Honor one another above yourself. *Romans 12:10*
- Love is patient, love is kind . . . it is not rude, self-seeking, or easily angered. *1 Cor. 13:4-5*
- The wisdom that comes from heaven is . . . peace-loving, considerate, submissive, full of mercy and good fruit, impartial and sincere. *James 3:17*
- Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs. *Eph. 4:29*

*Let us be servant leaders following the model of Christ
in order that we may help others become
more fully committed followers of our Lord and Savior.*

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EMERGENCY FIRST AID

Broken bones and sprains

Immobilize the affected extremity in the position found. Apply ice packs to minimize swelling. If the broken bone protrudes through the skin, cover it with a dry sterile dressing, but **DO NOT** try to push it back in. If bleeding is excessive, use direct pressure over the area to try and stop the bleeding. If you suspect multiple broken bones, or that the person's neck, back, pelvis, or thigh might be broken, **DO NOT** attempt to move the person. Let trained medical personnel transport the person.

Bleeding

With a clean cloth or sterile dressing, apply firm, *direct pressure* over the wound to stop the bleeding. Maintain the pressure until trained medical personnel arrive. Have the person lie down to avoid fainting. Raise the person's feet higher than their head. **DO NOT** use tourniquets unless an amputation has occurred and direct pressure cannot control the bleeding.

Burns

Remove the person from danger. Keep the burned person lying down. Raise burned arms or legs higher than person's heart. Cover burned area with a cool, wet cloth. **DO NOT** break blisters or remove burned skin. **DO NOT** use butter, ointments or other home remedies.

Choking

- If the person can speak or cough, then he or she is able to breathe and the airway is not totally blocked. Encourage the person to cough out the object. **DO NOT** interfere with efforts to do so.
- If the person cannot speak or breathe but is still conscious, you must quickly dislodge the object that is blocking the airway by using the heel of your hand and giving *four, quick, very hard blows* on the person's back between the shoulder blades.
If the object does not dislodge with the back blows, then use the *Heimlich Maneuver*.
 1. Stand behind the person and place one clenched fist just below the ribs in the middle, upper abdomen. Place your other hand on top of the first hand.
 2. Very forcefully pull the clenched fist directly backward and upward under the rib cage (as in a bear hug from behind). This should loosen the object.
- If the person has already collapsed, call for emergency medical help immediately. Place the person on his back, turn the head to one side, open the mouth and look for and remove any visible foreign material. If none is seen, place the heel of your hand on the person's middle-upper abdomen and give a forceful push. This should dislodge the foreign material into the mouth, from which you can remove it.

Convulsions

Call for emergency medical help immediately. Protect the person from further injury. Turn the person onto one side so that saliva is able to drain out without being inhaled into the lungs. **DO NOT** force anything into the person's mouth. **DO NOT** try to restrain the convulsive movements.

Fainting/dizziness

If a person reports "feeling faint," have him lie down on his back until he feels better. Raise his feet higher than his head. Check the person's airways, breathing, and pulse. Apply a cold compress to the person's forehead and have him inhale aromatic spirits of ammonia. If fainting is associated with chest pain, convulsions, or severe headache, or if it lasts more than one or two minutes, transport the person by ambulance to a hospital. Fainting is a relatively common problem. Nevertheless, heart attack, stroke, internal bleeding, insulin reaction or other serious conditions should be considered.

Head injuries

Call for emergency medical help *immediately*. Always consider whether there might have been an associated injury to the neck. If so, DO NOT move the person until trained medical help arrives. Apply a sterile dressing over the wound and secure it snugly with a roller bandage. Severe, deep lacerations *should not be* cleansed. Heavy pressure *should not be* applied to severe lacerations. Make sure the person's pulse and respiration are normal.

Heart attack

The person may experience pain or feel heavy pressure in the center of his chest. Pain may extend to the jaw, shoulder, and arms. The person may feel a burning sensation in their chest similar to a feeling of indigestion. He or she may perspire, feel nauseated, vomit and/or have difficulty breathing.

- DO NOT wait to see if the pain/discomfort goes away.
- Call for emergency medical help immediately.
- Have the person lie down, and make the person as comfortable as possible. Loosen the clothing at neck, chest, and waist. Keep the person warm, but not hot.
- If the person suddenly collapses and loses consciousness, try to awaken him or her. If the person cannot be awakened, and if he or she is not breathing and has no pulse in the neck, begin CPR.

Neck or back injuries

Call for emergency medical help immediately. Immobilize the head, neck, and shoulder area to prevent movement. DO NOT move the person at all unless absolutely necessary to save their life. DO NOT touch or prop up the person's head. If the person stops breathing begin *mouth-to-mouth resuscitation* immediately (4 quick breaths followed by 2 breaths every 5 to 10 seconds.). DO NOT move the person's neck unless absolutely necessary to open the airway.

Poison/overdose

Swallowed poison: Do not give anything by mouth until you have called for professional advice. Chemicals or household products: Unless victim is unconscious, having convulsions, or is unable to swallow, give milk or water immediately and then call for professional advice about whether you should make the victim vomit. Call the Poison Control Center or hospital emergency department and describe the product, the amount swallowed and the time ingested. Look inside the person's mouth for burns that might indicate the ingestion of an acid or alkali. Also, smell the person's breath to see if it smells like a petroleum product (gasoline or kerosene). If either sign is present, DO NOT induce vomiting. Loosen clothing at person's neck and waist. Keep person quiet and warm. Take container of suspected poison along to the emergency department.

Inhaled poison (fumes): Immediately get the person to fresh air. Avoid breathing fumes. Open doors and windows wide. If victim is not breathing, start artificial respiration.

Poison on the skin: Remove contaminated clothing and flood skin with water for 10 minutes. Then wash gently with soap and water and rinse.

Poison in the eye: Flood the eye with lukewarm (not hot) water poured from a large glass 2 or 3 inches from the eye. Repeat for 15 minutes. Have victim blink as much as possible while flooding the eye. Do not force eyelid open.

Unconsciousness

Call for emergency medical help immediately. Check for an open airway and for a pulse. If the person cannot be roused, but is breathing well and has a good pulse, they should be placed on one side in case of vomiting. Do not induce vomiting. If the person is not breathing and has no pulse in the neck, begin CPR. If drug ingestion or poison is suspected, take the container of the suspect toxin along to the emergency department.

CULTURE SHOCK & CONDUCT

Beware of "culture shock"! Delays in clearing customs, red tape you may encounter, scenes of poverty, language difficulty, missionary methods, --- all may tempt an outcry from you. Be careful in your outward reactions. Remember that you don't see the whole picture. Beware of demeaning comparisons and unconscious "put-downs". Demonstrate your appreciation of what you are seeing and experiencing.

When you go as a fellow Christian and a friend, you are more than a tourist - you are a brother or sister who will be judged on the same basis of those serving you.

Be alert to their cues. We don't always like to think of it, but it is true that some of our ways are offensive to people in other lands. North Americans with their warm, outgoing manner, their natural curiosity and freedom, are not always understood by citizens of other countries. Many people in other countries think we are loud and boisterous. Try to keep your voice down lest you appear to be crude when you don't mean to be. This is especially important when traveling together in public places and on public transportation.

Some words are distasteful to people of other countries. It is wise to avoid using them if possible. Don't use the term "native" or "national" when the term [Colombian, Indian, African, Navajo, etc.] is best. Don't speak of huts or hovels - it's a home no matter how humble, and the best the person can afford. Dirty, squalid, filthy, etc., may come to mind, but you don't have to say so.

Colloquialisms can get you into trouble. They are frequently not translatable in other languages in a way that will keep the meaning. For example, to "make a pig of yourself" is a common expression in North America, but in some lands calling a person a pig, even in jest, is a serious insult. It could take months to undo the damage caused by the careless use of this or similar phrases.

Please be aware that some gestures have different meanings in different countries. (For example, the "OK" sign, made by forming a ring with thumb and forefinger is vulgar in Colombia; sitting with your foot pointed toward another person is offensive in Thailand.) Use the "thumbs-up" sign to indicate agreement or enthusiasm about an idea.

A sympathetic spirit, as well as an adventurous one, will enable you to take the different surroundings, strange foods, and unfamiliar customs in stride.

Missionaries and nationals welcome visitors who are a blessing and encouragement. Bring them good news from the home church. Reassure them of the church's prayers and interest. It is no help to them to hear discouraging news, either real or imaginary - they have enough of their own.

Try to understand that the missionaries are working under different conditions than you are used to. They have adapted their lives to the customs of the country to win its people to Christ. Avoid the temptation to question their way of ministering, or their way of dealing with the nationals. Don't compare mission with mission, or missionary with missionary. Everyone has his/her particular capacity and talent. Much may be involved that doesn't appear on the surface. Encourage the missionaries and nationals. Express your appreciation of what is being done. Avoid criticism or gossip. Confiding some mishap or indiscretion of another missionary or national to those you are with is poor judgment. They won't appreciate you for it. Stay away from attempts to discuss field policy, finances, or problems with the missionaries or nationals. They would rather you would come as an interested friend than as an investigator.

You will encounter many situations that you are not accustomed to. Always think of the people you are going to minister to. Don't complain about conditions, food, travel, etc. Always try to smile, be cheerful and show love as we are instructed to do: "Above all love each other deeply, because love covers a multitude of sins" I Peter 4:8. Don't expect to be catered to.

For an extra dividend, try to learn a phrase or two of greeting in the language. The people will be delighted to hear you greet them in their language, even if you stumble. A simple "good-morning" or "good evening" in the language may make a deeper impression than a 15-minute testimony in English.

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Debriefing Session #1: Debriefing and 'de-griefing'

We suggest that you hold this session on-site, a few days before you return home. Make this a fellowship time, including a few simple snacks.

Devotional – Remembering God's Faithfulness: Singing like Miriam and Moses

- Sing some of your team's favorite songs together. Pray that you will feel God's presence and comfort during this session.
- Ask the team to recall what Moses, Miriam, and Aaron and all the other Israelites did when they made it safely across the Red Sea. [They sang a song of praise and thanksgiving to God, recalling all that God had done to guide and deliver them. See Genesis 15.]
- Let's celebrate! Ask the team to remember the many ways they discovered to "watch God at work" in your host country.

Suggested activity:

- Lay out a long piece of poster paper on a table or on the floor. Draw a line horizontally across the middle of the paper with an arrowhead at the far right and the name of your team at the top. This will be your team's timeline, beginning from your first meeting together. Ask team members to fill in the timeline with major events in the life of the team. After working for 5-10 minutes, pause for a moment and read Psalm 105:1-4. Now fill in specific "praise the Lord" situations on the timeline. These are the wonderful "acts of God" that you want to tell others about. For example:
 - The last \$103 we need for the trip arrived on the day the deposit was due!
 - God used out flat tire detour so we could meet the Ramirez family!
 - Pastor Jo's message caused Yolanda to commit her life to mission work!
- Have fun with the timeline. Note funny or unusual events. When everyone is finished, have the team step back and appreciate what you have experienced.
- Ask "Why is there an open-ended arrow on the right?" [The story is not over. God wants to continue to use what we have learned to reach out to others with his love.]

Team discussion: re-entry reflections

Introductory comments: Our team has traveled, worked, lived, eaten, played, and prayed with each other, and we may feel like a family in the Lord. The feeling of being part of a special community will probably be the most difficult *and* the most helpful part of your re-adjustment to life back home. It may be hard to go back to the "same-old-same-old" after such an intense adventure. Your teammates won't be with you every day and it may be hard to find time to pray and study the Word as you did on the trip. What was the best part of being together as a team?

At the same time, our teammates will be the ones who will continue to support us in prayer. If we feel depressed, guilty, or frustrated during our re-entry to home culture, it will feel good to talk to a teammate who understands exactly what we're going through.

Together, with the help of the Holy Spirit, we will not only survive this transition, but we will continue to grow in faith and wisdom.

Prayer

- Pray for each member of the team.
- Pray for God's help to walk through the stages of reverse culture shock with grace.
- Ask God to guide the team as you begin to think about sharing your story.

Assignment for next session: Ask the team members to complete "Individual Debriefing Form" TH____ before your 2nd Debriefing Session (They could fill it out on the plane or sometime during their first week home)

You might also want them to begin working on "Reflections on Coming Home" – T234 in the Team Handbook, since you may want to process those reflections together at the 2nd Debriefing Session.

Team leaders:

- Take some time to rest and process your own feelings apart from the time you spend with your group.
- Find a person who is willing to help you debrief and reflect on your own experience as a leader.
 - What did God teach you about your leadership gifts?
 - What would you do differently next time?
 - What unresolved issues are still lying heavy on your heart?
 - How will you honor your need for rest for a couple of days?
 - How can your friend pray for you during this time of transition?

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Debriefing Session #2 – Sharing Your Story

Devotional – Seeing God at work in our lives

Have team members draw a picture of something that symbolizes the most important thing God taught them on the trip. In smaller groups ask them to explain the symbol to each other.

Gather together as a whole team and ask for volunteers to share their symbol of what God taught them and how they have grown in their faith. Invite persons to share significant reflections from the “Reflections on coming home” questions. You may want to divide the team into smaller groups for this activity. Ask each person to share a specific prayer request.

Reflections on coming home (from the Team Handbook)

1. Describe the one or two images that stand out from your trip.
2. What part of this experience was the most challenging to you? What was the easiest?
3. What did you learn about God's mission in the world? How did you see God at work?
4. How has your relationship with God changed as a result of this trip?
5. What did you learn about your team and about team ministry?
6. How would you describe your feelings right now? [joyful, grief-stricken, exhausted, peaceful, grateful, heartbroken, hopeful, confused, resentful, etc.) Explain.
7. What do you miss most about your host country?
8. What are you thankful for now that you are back home?
9. Name some people who really touched your life during this experience. What did you learn from them?
10. What changes (if any) will you make in your life based on what God taught you?
11. Would you go on another mission trip? Explain.

Team discussion – Short term to long term commitment

Maintaining connections with your new brothers and sisters: Allow the team to brainstorm suggesting for keeping in contact.

- Pen pals
- Sister church relationship
- A trip next year
- Regular prayer for them
-
- E-mail
- Exchange of pastors, youth, laypersons

Encourage those who may have promised to write to their friends in the host country to do so in the following week. Send thank you notes to your hosts if you haven't already. Encourage team members to send thank you notes to their supporters.

Pictures: Take some time to look at any photos the team may have brought along.

Sharing your story

Brainstorm ideas for sharing your story with your church family. Develop a testimony or program to fit within various time frames. For example, during a worship service, you may only have 3-10 minutes. If you speak to your church during a special mission program, you may have as much as an hour to work with. In either case, seek God's guidance for what and when to prepare your presentation.

Ideas:

- Thank the congregation for their support.
- Share one or two two-minute testimonies/stories about how you saw God at work during the experience.
- Have the team sing a song from the host country.
- Avoid sharing negative comments about the host country. If there were trouble spots in the experience, save that discussion for your private team meetings.
- Invite people to the mission program where you will tell more stories and show slides/video (if applicable) [maximum 10-12 minutes long!].
- Prepare a simple meal of the food of your host country.
- Pray for specific needs you saw in the host country.
- Invite people to go on the next mission trip.

Seek God's direction as you consider some possible ways to use what you have learned to share God's love with others.

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Debriefing Session #3 – Putting feet on our faith

Worship – Sing songs of thanksgiving.

Take a few moments to reflect on any presentations or informal sharing of stories and testimonies so far. How have people responded? How have your feelings changed (if at all) from the first day you returned?

Devotional – Putting feet on our faith

- Have 5 team members read James 2:14-18, one verse each.
- God has guided, protected and blessed our team throughout our time together. We have learned and grown a lot as a result of this experience. What challenge does this passage from James present to us? [We need to put our faith into action; faith without action is dead.]

Team discussion – Hearing God's call

Brainstorm ideas for how to use what you have learned to reach out to others with God's love. What needs in your church or community could God use you to meet? What happened during your trip experience that you want to have happen in your own community?

Possible ideas might include:

CHURCH:

- Continue with prayer partners on your team.
- Perform secret acts of kindness for church members.
- Set up a "parents' night out" for your pastor and parents of young children in your church. Have parents drop off the kids at church for an evening of Bible fun, games, and crafts.
- Spend a Saturday helping to fix up a sister church.
- Identify people in your church whom God may be calling to mission service.
- Include news and prayer requests from your host country in your church bulletin.

COMMUNITY

- Organize events: rake leaves, pick up trash in the neighborhood, have a car wash, and hand out cards with a message of God's love.
- Schedule a Habitat for Humanity work day.
- Befriend international students or immigrants in your community. Invite them to your home and church events.
- Reach out to people from your host country living in your community. Invite them to church, to a fellowship meal. Visit their church and share testimonies about your experience in their country.
- Volunteer at a homeless shelter.
- Schedule service projects on a regular basis.
- Schedule a prayer walk in your community.
-

INTERNATIONAL

- Maintain a relationship with host country sisters and brothers.
- Start a sister church relationship with a church in the host country.
- Sponsor someone from your host country to be a short term missionary to your church or community.
- Write letters to congressional representatives about peace and justice issues in your host country.
- Address institutional racism, exploitation, violence.
- Plan for the next cross-cultural mission experience.

Keep a list of any suggestions, and anything your team wants to follow-up on.

Action – What next?

- Gather in a circle and pray for God's guidance as you think about "what next?" Seek God's direction for transforming your church community so that the whole church is moved to action.
- Identify 1 or 2 projects that the team would like to follow-up on.

Continuing your journey

Ask the team to read through "Continuing your journey" in their manuals (TH-12. page 2) and outlined below) and think about ways they can continue to stay involved in missions.

- **READ** – mission biographies and histories, magazines, and newsletters. Expand your vision of God's work in the world and see where you fit in.
- **PRAY** – Make it a daily habit to pray for the missionaries and church leaders you worked with. Pray alone, or pray with others. Pray for specific people groups or countries.
- **LEARN** – Devote yourself to learning more about one or two missionaries in a foreign country. Attend mission conferences. Ask lots of questions. Find out how people are going into unreached areas as tentmakers, using their secular jobs to declare Christ.
- **LISTEN** – Talk to missionaries, and keep current on world news. Hear about needs and commit them to prayer.
- **GO** – Seek continued opportunities to serve. Perhaps God will lead you into future service as you seek his will now, by being a missionary to the people around you.

Fellowship time

Close the formal session with a prayer of thanksgiving and praise, and then enjoy a time of food and fellowship.

KEYS TO DEBRIEFING

Adapted from www.ShortTermMissions.com and used by permission of EMM

Experienced short term mission leaders know that what God does in the hearts of team members is just as important as what he does through them. Every team leader wants the members of the team to come home changed, to have a vision for the world and to act out the next steps God has shown them. A quality debriefing experience is the key that unlocks the potential of long-term life change for most team members. As a team leader, planning and executing the debriefing sessions is like putting the key in the lock. It is up to the team members to “turn the key” as they engage in the process with you and open their hearts to God's next steps. Here are nine proven principles that will help you prepare for a quality debriefing experience.

- a. ***Make it a priority from the start.*** Decide in advance that you are going to provide your team with a designated time to process the whirlwind of events and activities they have experienced together. Don't wait until you're heading home to plan these debriefing sessions.
- b. ***Plan to hold at least one of your debriefing sessions in your host country.*** Most short term team members have an internal switch that goes off as soon as your plane touches the ground back home (for some it's just being in our airspace that does it!). Team members tend to become preoccupied, focused on reconnecting with their friends, family members and favorite fast food meal upon returning home. Your team has a measure of honesty, vulnerability, and team chemistry that is nearly impossible to recreate outside of your host country, so get started there!
- c. ***Schedule your debriefing sessions with your in-country contact during your logistical planning stage.*** Your host contact will want to get every minute of ministry and service out of your team. And so will you. Make sure you tell your contact in your advance correspondence that you will need up to six hours of time for debriefing two days before you depart for home. It is always easier to carve out time for debriefing before you arrive in the host country than afterwards. If you wait until you arrive to bring it up, you may discover they have your team scheduled by the minute until you depart. Don't take a chance with what you have determined is a non-negotiable.
- d. ***Emphasize the importance of debriefing throughout the trip.*** Team members will develop their perspectives on debriefing by observing the way you as team leader profile it. If it seems important to you, it will be important to them. Seize opportunities during the trip to highlight the fact you will be addressing important issues during this strategic time.
- e. ***Select the location for your debriefing sessions carefully.*** Often in-country contacts suggest you combine a visit to a tourist area with the debriefing sessions. If this seems to be the best use of time, make sure you go to a secluded area away from potential distractions to hold your debriefing sessions. Be sure to instruct your team members in advance that priority one is debriefing and priority two is free time at the tourist site.
- f. ***Be realistic with your time allotment.*** Quality debriefing sessions cannot be rushed. This material will digest better if prepared in a relational “crock pot” than in a quick fryer. And every team member will add a unique

flavoring of their own. Be inclusive. You may be surprised to discover some very sensitive issues surface as team members begin to process the experiences of the trip. Team members will be reluctant to open up and address more than superficial concerns if they know you have planned to do the entire debriefing in one hour. You should tell them to plan on four to six hours to be safe. Plan to make a day of it.

g. **Use a team member evaluation form and have them think about next steps beyond the trip.** Some team members simply will not verbalize issues they are facing. Purposefully solicit feedback from your team by using the written evaluation form, "BIC Debriefing – Short Term Missions Experience" (TH-13). Challenge team members to begin thinking about their next steps.

h. **Emphasize the priority issues.** A good debriefing session goes beyond getting your team members to talk to you. You will need to direct their attention to priority subjects that go deeper than their felt needs. Most teams need to discuss issues such as misconceptions about missions (making sure the team sees the big picture), exaggerating team experiences and disillusionment upon returning home. Team members should also be empowered to learn the priority lessons God has for them and how they can communicate these lessons with others.

i. **Meet one-on-one with each team member.** In addition to group debriefing sessions, you should plan to meet with every team member before you return home for a personal appointment. Review the evaluation form in preparation for your meeting and think through the ways the team member has contributed to the efforts of the group. Give them an opportunity to share issues they were uncomfortable sharing in front of the group. Speak words of affirmation, encouragement, and correction into each team member's life.

3. The Debriefing sessions

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The debriefing sessions, "Sharing Your Story" (Leader's Resource LR-19) and "Putting feet on our faith" (Leader's Resource LR-20), are designed to help your team walk through the normal phases of readjustment to life back home. It will also help them to reflect on their experience and apply what God has taught them during the trip. To some people, re-entry is just a "P.S." at the end of a mission trip, but you may want to introduce the idea of re-entry early on in your team gatherings before your mission trip takes place. You can bring up the subject through questions like:

- Which do you think is easiest, adjusting to a new culture or readjusting to your home culture? Why?
- Most participants return home changed; in what areas are you expecting God to change you?
- In what ways will being flexible help you in your entry to another culture and your re-entry back to the United States?

We strongly encourage you to cover re-entry skills and reverse culture shock during at least two debriefing sessions. Schedule the dates of your debriefing sessions, and inform each team member.

Looking at Missions from Their Side, Not Ours

By Steve Saint

I hate to ever put my car on a lift! It exposes the underside which is dirty and greasy, and not intended for public display. I guess that is why I have avoided the Jiffy Lube trend. You take your car and drive right over someone's head. Under the guise of changing your oil, this stranger begins to call out a grocery list of repairs that need attention.

As the car's owner I am forced to discredit this stranger's recommendations. "Sure the c.v. Boot is torn; if I put on another one, it will tear too. So what if the exhaust pipe is about to fall off; it has probably been that way for years, and it can surely hang on a bit longer." Once in a while, however, the mechanic will make an observation that I don't dare to ignore; something like, "your tie rod ends are badly worn, and you could lose control of your steering any time now."

I have grown up in missions. I thought I had been pretty well exposed to all of its aspects over the years. I have known many very committed and effective missionaries. I have also seen the inevitable impostors. I've watched the battles between the conservative groups and the more charismatic newcomers. I've done my time on furlough display. I've spent years supporting missions financially as a business man. I've tried to raise interest in this largely unfinished mandate. My wife, four children and I have also had the wonderful opportunity to serve as missionaries for short periods of time in South America and Africa.

In spite of all of this exposure, I was oblivious to the major limitation in my missionary experiences. I had always looked at the missionary movement from the missionary side of the fence. I'm not sure I even considered that there was another side; but there is! It is a lot like evaluating our car's mechanical condition by evaluating its paint condition and the cleanliness of its interior.

Those things have value, but they will never tell us that our ball joints are shot, jeopardizing our directional control.

My chance to look at missions from the other side of the fence came as a total surprise to me. My Aunt Rachel, who has lived with the Huaorani tribe since shortly after they killed my father, Nate, and four of his friends, died in 1994. I went down to help the Huaorani bury her. Some of the Huao that I had known since I was a boy asked me to bring my family to come live with them. I declined. They persisted. I made excuses. They insisted. This small tribe has been lavished with attention for forty years. I couldn't imagine that I could do anything for them that other, more capable missionaries hadn't already done. When I tried to explain this to them diplomatically, they became exasperated with me. Old grandmother Dawa shook her finger in my face and announced to everyone present that I wasn't listening. Then she addressed me in a scolding manner that only grandmothers can get away with, (without being speared in the old days) and informed me that they were not asking me to be a missionary to them. They just wanted me to come and live with them; to be part of them. Without realizing it, I was taking my first look at the missionary vehicle from the underside. I was beginning

what has become a long and painful journey to "the other side of the fence" that separates the missionary's perspective from that of the indigenous people.

I don't want to carry the analogy too far, but allow me to continue this far: there is a lot of dirt and grime hanging on this "mission machine" that we don't see from the topside! Some of the areas that first became evident as needing attention were things like discrimination against the indigenous people because of their lower technical know-how, segregation between the mission and indigenous community based on financial and personal habits, and a definite class structure based on cultural conformity to a predominantly upper class western norm.

These problems are a perpetual challenge that have taxed generations of missionaries. They need attention, but aren't life threatening in themselves. As I become accustomed to looking at missions from the underside, (there's not nearly as many shiny surfaces down here, but some ingenious mechanisms) I saw one area that makes this vehicle "unsafe at any speed": Dependency.

Dependency can't vie with some of the other blemishes that dot the face of missions today. Open bigotry and bias is certainly nastier and more obvious. I stood in a hanger one day with several foreigners, a couple of Ecuadorian nationals, and one Huaorani elder. A late first-term missionary stopped in to see what we were doing. In good Ecuadorian fashion, he made a round of the hanger shaking hands and greeting all present; all but one that is. When he got to the Huaorani elder, this young missionary reached right across him to shake the hand of one of the last expatriates present. He never even acknowledged this brother's presence. Worse still, none of the nationals or missionaries present seemed to notice. Two visitors on their first missions excursion were the only ones to take offense, and later questioned me on what, to them, was open and flagrant discrimination. I was humiliated, embarrassed, and even a bit angry. But those of us who were offended, including my Huaorani brother, recovered.

By contrast, let's take a look at a less emotional issue with much more serious implications, one that doesn't fire the emotions like discrimination does, but creates the much more deadly outcome of dependaency. For years, all Huaorani school houses and the other few public buildings have been built by "low-tech" contractors from outside the tribe. Looking for ways for the Huaorani to be able to make money so they can afford machetes, axes, salt, medicines, and other imported goods, (without having to leave home to work for oil companies, with numerous negative implications) it occurred to us to ask for the contracts to build the schools and other public buildings.

I thought we had a foot in the door because a veteran missionary in our area controls much of the school funding and carried a good bit of influence where he doesn't have unilateral say. When I approached him about it, he informed me that the Huaorani were incapable of making boards or building houses with them. (He didn't realize that they had just helped me build my rustic but very functional jungle home. He surely didn't know that they had gone on to build a clinic with little help from me. Then several of the men got together and built a complete home with no input at all from me; all built with boards cut freehand with a chainsaw I had loaned them, but which they operated and maintained.)

Before I had a chance to point out that they had already proved that they could do this type of work, he dug the hole deeper. "Not only can't they build board structures, but they won't even take care of what we build for them." He went on to point out that the floor of the church building in the village where Aunt Rachel lived was rotting, and "the

people" (Huaorani means "the people") wouldn't even fix it. I told him I would ask "the people" about it and get back to him.

When I asked the Huaorani in Tonampade why they didn't fix the church floor, they looked at me perplexed. "We don't have permission to work on the cowodie's (foreigner's) church. What if we fix it, they might get angry?" From their perspective, this church building funded, designed and built by "outsiders," belonged to the outsiders who built it. If they weren't trusted to make boards and build it, surely they wouldn't be deemed capable of making the boards to repair it. This incident was not as emotionally charged as that of open discrimination, but the people involved won't get over this one by forgiving and forgetting! To the best of my knowledge, the only "God's house" (church building) that any of the twenty-odd Huaorani villages built over the last decade (since outsiders built their board-walled and tin-roofed cathedral in Tonampade) was one temporary leaf shelter built in Tiwaeno for the introduction of the Huaorani New Testament.

Nothing we do in missions should preclude indigenous believers from shouldering their responsibility to be God's ambassadors in their Jerusalem.

I have to admit that when Ginny and I started living with the Huaorani, I already had a lifetime of experience observing indigenous dependency. My problem was that I hadn't noticed what I was seeing with rare exceptions. When we became subject to that dependency, however, living with the Huaorani as one of them, I began to notice it in a hurry. When I have raised the subject and my growing conviction that this is a spiritually deadly mistake, I didn't expect my missionary friends to agree en masse. I did expect that I could at least open an honest debate on the subject. It seems naive, in hindsight, that I would have expected others to suddenly become aware of something that I had so long overlooked while considering myself to be sensitive and informed.

It makes me think of a book I read in college. The author, as I recall, was writing about discrimination against the Black community in North America. His observations were challenged by a member of the Black community. When the author offered his credentials, the Black man commented, "you'll never understand what it's like until you are 'Black Like Me.'" The author took the man's challenge and took medication that made his skin very dark. In that new condition he revisited the places and experiences that had formed his opinions. His book revealed that it does look different from the other side of the fence!

It is impossible that every missionary will have a unique opportunity as I have, to live as much a part of an indigenous culture as I have these last years. When the tribe was trying to define what my role should be, one old man spoke up and declared, "Your father is buried in our territory, your aunt is buried here and I say we should bury you here too." The other piquianani (old ones) heartily agreed. In Huaorani culture, one has standing where his ancestors, especially a father, is buried. I personally would have been more enthusiastic if "the people" had been a little more time specific about when they thought I should be buried out there.

This is my observation. You can't know how helpless, hopeless and useless it feels to have to depend on others to do what the Holy Spirit is motivating you to do, until you have experienced it yourself!

There is only One Mission for the church of Jesus Christ. That is to be the organism through which Christ manifests Himself on earth and the entity through which His free gift of eternal life is made known to every nation, tribe, tongue and people group. "Missions" is only one aspect of our church's one mission. The purpose of missions, is simply and only, to plant the Church of Christ where there is none. It isn't to be the church, or to control the church, or to serve the church; only to plant the church and nurture it until it is able to propagate, govern and support itself.

The greatest weakness I see in our North-American missionary effort today is that we are taking our role too far in too few places!

Missions are not unique in creating dependency out here in the Ecuadorian jungle. What is unique about missions, is that the oil companies, individuals and even the government have a great deal to gain from having people like the Huaorani depend on them. Missions have nothing of value to gain and everything to lose. We hear a great deal these days about the millions of people in the "10-40 Window" that have no Christian witness amongst themselves. The plea is being made that more workers are needed for the harvest. Without distracting at all from that, I would suggest that we must consider moving workers from places where their appropriate role was over, or should have been over, long ago.

I am going to step on toes whose owners I really don't want to offend, (including my dear Auntie Rachel's) but I believe this matter is worth the risk even if it only helps to get this critical issue on the table. When I came to live with the Huaorani after almost 40 years of missionary discipleship, they didn't even identify any tribal believers as elders. There were several men that the tribe more clearly identified as elders when I was in my mid teens than there were in my mid forties. This is a complex issue that won't be exhaustively covered here. It does little good to point out the problem without recommending solutions either. One of the greatest needs I see in missions today is to clarify not only what we are mandated to do, but also the limits to our mandate.

There is a great need in missions today to equip national / indigenous believers with the tools they need (training, technology, industry, and a cheering squad) so they can take their rightful place of responsibility in building the churches that missions plant!

Unreached peoples like the Huaorani are struggling to maintain their culture and a sense of dignity against great odds. They need to know that we stand with them in their desire to reach the rest of their tribe with the Good News that has transformed their lives.

But we need to get out of their way and give them the chance to prove that they have the capability and the will to get the job done. Hidden peoples from "Jerusalem to Irian Jaya" are waiting to fulfill their role in God's Great Commission. If we could grasp the vision of what the Holy Spirit could do through them, we could move on to the hundreds of places where there are no indigenous believers, and missionaries are truly needed. Together, I believe we could break the bonds of dependence that the enemy has so capably used to keep indigenous believers passive and outsiders bogged down.

Steve Saint and his family maintain a home in Ocala, Florida. For more information on Steve Saint's work with the Huaorani, ITEC and tours, you may reach them on the WEB at: <http://www.itecusa.org> or call 352-694-1998

BICWM
SHORT-TERM MISSIONS
TEAM HANDBOOK

INTRO

Buckle up! Adventure with God is just around the corner! We're headed for a life-changing, God-glorifying ministry experience. We want to see each of us maximize the impact and benefits of this short-term service...

Our lives will change because we're doing something at the very center of God's heart. From the beginning, his plan was that all people would know him. In Genesis 12:1-3 (NIV), "The Lord had said to Abram, 'Leave your country, your people and your father's households and go to the land I will show you. I will make you into a great nation and I will bless you; I will make your name great, and you will be a blessing. I will bless those who bless you, and whoever curses you I will curse; and *all peoples on earth will be blessed through you.*'"

About 4,000 years later, Jesus himself commanded us to "...go and make disciples of all nations (peoples), 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 28:19 NIV).

As we go, our love for the Lord is demonstrated in our obedience to him. God has uniquely gifted each person to serve him. "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 NIV). We've been called to go to the nations for a short period of time, while others are called to "send" us by offering their support through prayer and finances. Our time of ministry may lead some of us to other similar experiences or even a lifetime of cross-cultural ministry. It's important for us to keep our hearts open to this possibility!

As we move out in God's love, people may meet Jesus for the first time and lives will be changed forever...

Missions Vision + Values

When Jesus culminated His ministry time on earth, He poured His heart into his disciples with these essential instructions...

"God authorized and commanded me to commission you: Go out and train everyone you meet, far and near, in this way of life, marking them by baptism in the threefold name: Father, Son, and Holy Spirit. Then instruct them in the practice of all I have commanded you. I'll be with you as you do this, day after day after day, right up to the end of the age." (The Message)

The direct translation says "make (or train) disciples of *all peoples*". The word means every ethnicity, every tribe, every type of person – across all the languages, barriers of understanding and geographical hindrances. Make sure that *everyone* hears my announcement that the Kingdom of God has come, that there is Good News for *everyone*.

Missions is God's idea. He has called His Body to "glocal" (global and local) outreach.

So where do we fit in?
Scripture says it this way...

"There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord. There are different kinds of working, but the same God works all of them in all men... The body is a unit, though it is made up of many parts; and though all its parts are many, they form one body. So it is with Christ. For we were all baptized by one Spirit into one body—whether Jews or Greeks, slave or free—and we were all given the one Spirit to drink... Now you are the body of Christ, and each one of you is a part of it."
(From 1 Corinthians 12 NIV)

In the task of sharing the Gospel, we have a common goal, but contribute in various ways. In the "Great Commission" to His disciples, Jesus clearly described reaching the local community, outward to larger regions and all the way to the ends of the earth. This is the task we still share. It is the whole Church (all His disciples) taking the whole Gospel (all His teachings) to the whole world (*everyone, everywhere.*)

John Piper offers an important observation...

"Missions is not the ultimate goal of the Church. Worship is. Mission exists because worship doesn't. Worship is ultimate, not missions, because God is ultimate, not man... Worship is the fuel and goal of missions."

Passion for missions is rooted in passion for God himself.

As we grow closer to God's heart we grow in our love for Him, His global family and those not yet a part of it. This motivates us to call everyone to worship – loving the God who loves us.

If we are following Jesus, we must follow where He leads.

He is leading us out of our comfort zones, to imitate his humility and self-sacrificing love. He is leading us to tell others, to tell *everyone* about Him.

Carrying the Gospel across cultures is not easy.

It takes those who will go and those who will send – financially, prayerfully, supportively. Giving, praying, supporting, going...

We must continue to ask ourselves – "In a world of unreached neighbors, where do I fit in?"

Tips from other Short-termers

- Be ready for God to open your horizons and teach you a lot!
- Don't be afraid – it will be an incredible experience.
- Be prepared for lots of information-and lots of amazing relationships to be built.
- Be ready to work as a team player the whole time-and be flexible.
- Prepare yourself spiritually.
- Allow time each day to be with God alone.
- Ask questions!
- Know that it will be time of learning, growing, teaching.
- Immediate, tangible results are not the point.
- Make a commitment to put yourself in uncomfortable situations.
- Pray for yourself and your teammates.
- Have fun!
- Push yourself to engage in as many ways as you can.
- Be open to doing things that are not the typical North American way.
- Study up on your Bible – what God's word truly says.
- Go with low expectations of people and high expectations of God.
- Pray, pray, pray.
- Put considerable time into studying before the trip.
- Don't expect perfection – in yourselves or your leaders. We're all humans and tend to mess up. Extend God's grace and humble yourself.
- You will be exposed to a wide variety of ministry styles. Don't rule any out. Put your heart into it, and God will teach you something.
- Remember that every individual you meet with and talk to has their own personal perspectives. Every person will be on different ground. Just be open-minded to where they are.
- Leave your sense of personal privacy behind; it will only be in the way.
- Be willing to be inconvenienced. If you are intense, some things will be too slow and unorganized. If you are laid back, some things will be too intense.
- Be ready to be stretched and challenged, but always remember that the Lord is refining you through this experience. It is so worth it!
- Be prepared to become more and more dependent on God. You will see the need to lift every situation up to Him, no matter how big or small.

God will teach you more than you expected to learn, stretch you in ways that make you uncomfortable, and bless you in ways you never imagined. Enjoy every minute of it!

Humility

Who you are is more important than what you do.

Most short term mission teams have a goal. Some groups go to build houses or schools. Some go to run children's programs or help with medical care. Others go to do street evangelism and prayer walk. What is the focus of your trip? It's easy to get excited about our goals – and we ought to. God has given us a vision to reach out to people of other nations around the world, and that's an exciting thing.

As you prepare for your trip, though, turn your attention a little deeper than the activities you'll be participating in. God cares deeply about "how" we do what we do. He's actually more concerned about who we will "be" in our ministry location than about what we will "do" there.

Read Philippians 2:1-8. What instructions does Paul give in verses 3-5?

Sounds like a tall order, doesn't it? From verses 6-8, how was Jesus able to accomplish His mission? How did he act? How are we going to be able to accomplish the commands given in verses 3-5?

Having this heart of humility does not come naturally. Our American culture often pushes us away from an attitude of humility toward one of selfishness or pride. But following Jesus clearly calls us to be humble servants.

As you think about living and sharing with team-mates and people from other cultures, and participating in a wide range of opportunities, what are some practical ways that you can demonstrate a Christ-like attitude of humility?

Ask God to begin (or continue) to build a heart of humility in you this week. Challenge yourself to examine your actions in light of Christ's calling to humility. Begin to choose the path of humility in your daily interactions now, don't wait until you go to the ends of the earth!

Submission

Following hard on the heels of servanthood, humility, and unity is the issue of submission. For many of us, the word submission is one that we'd rather avoid. Some of us are afraid of what could happen to us if we submit. Others are convinced that submission is somehow related to our absolute agreement with the one we're submitting to. Some view submission as never questioning those leading us. Godly submission, however, looks very different. It is not only a requirement for the believer, but it is also an avenue to great blessing! Let's take a look at some of the components of submission.

Read James 4:7. Who are we to submit to? Write a definition of what this means in your life.

Read Hebrews 13:7. Who are we to submit to? What responsibility do these people have?

Read I Thessalonians 5:11-15. What does God call you to in this passage that relates to your submission to leaders?

From the Bible studies of the last three weeks, explain the relationships between:

Submission and servanthood:

Submission and humility:

Submission and unity:

Unity

Read John 17:20-23

In this passage Jesus has us in mind as he prepares to die for us! His primary request and desire for us is that we be united. How united does He want us to be?

From this passage, what does Jesus say about why our unity is so important? What can the world conclude about Jesus if we are not united?

Unity is essential to good teamwork. On your trip, you will be part of a team of brothers and sisters in Christ for different cultures or ways of life. How can we prepare to be united with them, especially in the nitty-gritty details of living and learning together?

Read Romans 12:9-21 and Colossians 3:12-17. Write out at least 10 of the commands for good team unity that challenge you most and that you want to remember.

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Being a Servant-Learner

What kind of people should go on missions trips? To be honest, it doesn't matter very much how long you've been a Christian, how much ministry experience you've had up to this point, or whether you have awesome communication skills. The kind of people who really should go are those who have a servant's heart.

You must go on a missions trip as a servant and a learner. These two things make up your main "job description." Yes, you are going to share Christ with people in another country. Hopefully you'll make some friends from a different culture. You might lead someone to the Lord while you're there. Those are all important parts of your time. But God will use you in these ways as an overflow of your primary role as a servant and a learner.

Read Mark 10:35-45

Who are the people that God will use as those who are "great among you?"

How is being great in God's kingdom different from being great in the world?

There are several groups of people you will interact with during your missions trip. For each group, list some practical ways that you can be a servant-learner in your interactions with them:

Group Leaders:

Local Staff:

Teachers of the Training Sessions:

Other Teammates:

Local missionaries:

Cultural Sensitivity

It's halfway through your first week on your missions trip. You have been having a great time learning and sharing your faith, as well as making new friends with teammates and local people. You are starting to find out, though, that we weren't kidding when we said it would be a stretching experience. Living and working with people from other cultures can be challenging – because they just do some things differently. You may have learned some things about how to relate to the people you're serving in a way that fits into their culture before you went, but now you are learning it hands on in real live situations.

Let's first think about how our brothers and sisters from other cultures may view North Americans. Here are some positive traits commonly seen in people from North America: friendly, outgoing, hardworking, generous, well-educated, reliable, confident. Sounds great! But there are negative traits often associated with North Americans, as well: materialistic, wasteful, domineering, arrogant, disrespectful of authority, corrupt.

Being friendly and hardworking will help us build relationships with those we meet. But before we go on your trip, honestly ask yourself a hard question. Are there any of these negative stereotypes that you struggle with?

Trying to be free from negative influences of your culture may seem like a gigantic task. Read Philippians 3:12-21. If you are trying to transform negative or worldly traits to a Christ-like standard, what encouragement is there in these verses?

According to verses 15-16, what will God make clear to us as we live and work with Christians from other cultures?

When we interact with people from other cultures, it's tempting to critique what we see them doing. Instead of using this natural tendency as an excuse to criticize, grumble, or complain; focus on the opportunity to evaluate both your culture and theirs in order to learn from these brothers and sisters. Start by understanding that "different" doesn't mean "bad." Look for positives in the cultures around you. You might want to start by noticing how they show respect, or value relationships. You will also find that there are characteristics of the North American culture that are quite positive. As God leads you in servanthood, humility, submission, and a commitment to unity, you will be able to embrace the good parts of other cultures and the good parts of yours without becoming critical or judgmental. Enjoy this opportunity to fellowship with a little piece of the true Church, transcending cultures and languages.

Packing List

Suggested list of items to include:

- Plane ticket or e-ticket printout
- Emergency information
- Passport / Visa
- Copy of passport carried apart from the original
- Photo identification
- Immunization record/blood type information
- Travel insurance verification
- Money / money belt / Visa or American Express credit card (for times when you cannot change money except through a credit card)
- Personal medications in original containers (take all medications with you that you will need)
- Personal devotion items (Bible, journal & pen for quiet times)
- Toiletries / hygiene / feminine products
- Flashlight / penlight
- First aid items
- Clothing (basic, but modest, clothes for work, church, travel)
- Comfortable footwear – work-related, there may be lots of walking
- Swimwear – swim trunks or modest one-piece bathing suit
- Sun protection (hat, sunscreen, lip balm with sunscreen)
- Insect repellent
- Appropriate Sleepwear
- Bedding, if required
- Towel, washcloth
- Shower/beach sandals
- Accessories
- Camera, film
- Toilet tissue / facial tissues / wet wipes
- Hair dryer (may not be able to use it)
- Electric current adapter (if appropriate)
- Gifts for host / hostess
- Plastic bags for laundry
- Reading material for travel time
- Watch (keep jewelry at a minimum)
- Extra eyeglasses (especially if you wear contacts)

Avoid:

- *Ripped or torn clothing*
- *Clothes with questionable designs (beer / cigarette ads, violent rock groups) HINT: you may see nationals wearing these*
- *Sundresses, tube tops, tank tops*

Advice:

- *Wear short-sleeved dress shirt and dress pants (men) or skirt/dress (women) for church services – jeans not recommended. Wear church shoes rather than tennis shoes.*
- *Except for swimming and beach situations, always wear a shirt (out of respect to host culture).*
- *Consider others' preferences for modesty.*
- *Wear minimal amounts of jewelry and make-up.*
- *Women should be prepared for changes in menstrual cycle, sometimes affected by changes in climate and environment.*

Before You Leave

Soon you'll head home, but before you go, take the time to bring closure to your experience while you are still in the cross-cultural setting and with your team. Ask the Lord to help you make this a positive transition. These notes are to help you pray and think through what lies ahead. Tiredness is very common and not a sign of spiritual laziness. (Is. 40:28-30. Deuteronomy 25:17-18). You may experience a feeling of let-down – team life is suddenly so far away. Like Elijah (1 Kings 19), you may need extra sleep and food for a few days before taking up a new challenge.

PEACE BEFORE YOU LEAVE

- Be at peace with God.** Are you walking with the Lord? Do you feel grateful to the Lord for all He has brought you through? Our wicked hearts can sometimes feel more rebellion at the end of a period of Christian service than before we started!
- Be at peace with the team members and with your leaders.** Is there any bitterness in your heart towards someone?...did they let you down or offend you? Don't leave before you have set it right with them. Have you upset someone? Then go to them and apologize before you go your separate ways.
- Be at peace with yourself.** Do you feel you have failed? God forgives you, but you may need to pray over these feelings with someone else. Do you trust the Lord for the future?...Are you at peace about the direction your life is now taking?

Think: This is a short term experience, demanding certain policies and lifestyle, as in any warfare. What features of life during the missions trip are temporary and what, for you, should become permanent?

REMEMBER

- The Devil delights to catch us off guard. The real tests are yet to come, when we are changing circumstances and away from the close fellowship of others. Remember, the God of your home town is the same God who worked through your team.
- Keep in touch. As you continue to process your experience over the next months and even years, feel free to talk to your leaders and teammates about it, sharing your prayer requests. You can also stay in contact with the missionaries or others you worked with overseas – request their prayer letters and remain supportive.
- Set goals – Not those impossible-to-achieve ambitions that spring from false idealism and unreality, but sober, prayerful goals for God's glory. Will you pursue another missions endeavor and take a friend? Will you support another missionary? Will you become a prayer and support partner with BICWM? Will you commit yourself to a lifetime's involvement in world mission?

We pray you will!

Team Debriefing Sessions

The Transition Process

You are about to transition back to your job, school, family, etc. Even though you were only gone a short time, you may find the transition back to “normal life” a challenge. Everyone experiences transition differently, but the following stages show the general progression that most people experience.

1. **Closure to environment** (relief, nostalgia, grief, etc.)
 - Sounds, smells, tastes, sights
 - Routines and cultural practices
 - Roles and responsibilities
2. **Closure to relationships** (pain, healing, sadness, remorse, joy, etc.)
 - local friends and acquaintances on outreach
 - church/ministry
 - team
3. **Assess personal growth** (gratitude, disappointment, frustration, inspiration, etc.)
 - spiritual, social, and emotional maturing
 - personal beliefs, values, and practices
 - life purpose, vision, and commitment
4. **Reconnect with support systems** (anxiety, joy, frustration, excitement, fear, etc.)
 - family and friends
 - young adult group, prayer group, and accountability partners
 - pastor and other mentors
 - classmates, coworkers, and neighbors
5. **Vision for future** (enthusiasm, uncertainty, focus, impatience, etc.)
 - personal call to ministry and mission
 - career and education
 - steps of equipping
 - the next step

Sharing Your Story

As you return home, people will most likely ask you many questions about your trip, and you will hopefully have opportunities to share with your local church body, family, and friends. Here are a few things to remember when sharing about your experiences.

- **Remember the big picture.** You are God’s witness to what he is doing – a role with great responsibility and great opportunity. Remember to see things through his eyes and to give him the glory.
- **Share with a sense of awe.** You had the privilege of seeing first-hand what God is doing in another part of the world, and now you get to share. That’s exciting!
- **Give people grace.** Those who were not there will not understand everything you experienced, and that’s okay. As you share, it is better to love people than to know all the answers.

- **Choose to have a positive attitude.** You may not have enjoyed everything you experienced, but you can choose to be positive about the culture and people. Share the things that were hard, but in a way that is honoring to the people and culture.
- **Share with humility.** Your job is to express what you experienced, not to impress people with your knowledge. It's okay not to have conclusions or all the answers. Leave room for the Lord! Be ready to say "I don't know" when the question is outside your experience.
- **Think of specific stories (snapshots) you can share.** Share a few stories about specific people you met.
- **Share how the trip impacted you, not just what you did.** People want to know how your heart was changed by the things you experienced.
- **Say thank you!** Many people have supported you. Remember to sincerely thank them for their investment in your life and in God's purposes around the world.
- **Share ideas for ongoing involvement.** Adopt the country for prayer, have a Sunday school class pray for a people group in the country, or consider another mission trip to the area.

Continuing Your Journey

As we send people out on mission teams, we desire not just to give them a wonderful experience or opportunities to travel cheaply. Our desire is to produce global Christians, men and women who are cultivating Christ-like compassion for our needy world.

How can this happen? The "spiritual high" that many experience during an assignment can soon disappear, leaving a flat feeling. How can we grow as a result of this experience to develop an ongoing interest and commitment to worldwide mission? Here are a few practical suggestions.

- **READ:** Mission biographies and histories, biblical studies of mission, mission websites (www.needssalt.org), and even monthly newsletters and magazines generated by many mission organizations (e.g. *Missionary Messenger*) can start you reading in new directions. These topics will expand your vision of God's work in the world and help you to see where you fit in.
- **PRAY:** Maybe you don't enjoy reading, but you can pray. Get copies of missionary newsletters or form a prayer group with others. Make it a daily habit to pray for the missionaries and church leaders you worked with. Pray alone, or pray with others; pray for specific people groups (Hindus, Muslims, etc.); pray for specific countries; pray for the 10/40 window.
- **LEARN:** Devote yourself to learning more about one or two missionaries in a foreign country. Go to a missions conference like Urbana. Ask a lot of questions. Find out why Christians believe in missionary service. Find out how some people are going into unreached areas as tentmakers, using their secular jobs to declare Christ.
- **LISTEN:** Talk to missionaries, listen to teaching tapes on missions, and keep current on the world news. Hear about needs and commit them to prayer. Study world governments and commit them to prayer. Ask the hard questions and learn.
- **GO:** Seek continued opportunities to serve. Perhaps you can develop an interest in other countries by working with international students or other internationals in your area. Perhaps God will lead you into overseas missionary service as you seek his will here and now, by being a "missionary" to the people around you.

Back Home But Not Back To Normal

By Don Hoyt

Can life return to normal after a short term missions experience? No! You should never be the same again. Such a rich and rewarding experience should impact you for the rest of your life. Are you planning a short term missions venture? Or have you recently returned from one? Here is a checklist of some ways you can use the lessons of that experience after returning home.

- 1 Continue an in-depth study of the people group to whom you ministered.** This will increase your cross-cultural sensitivity and prepare you for further ministries as God provides opportunity. Since we usually operate only where we feel comfortable, such study will also take away the natural fear or reluctance to hurdle cross-cultural barriers.
- 2 Seek out other cross-cultural ministries at home.** The gospel message is hidden from many people around us due to their language or cultural hindrances. Your knowledge of cross-cultural ministry should encourage you to seek out these people.
- 3 Share what you have learned and experienced.** You can expand the worldview of your friends, relatives, church, or campus. If you did not keep a diary, write down your experiences soon after you return. Periodic reviews will keep your mind fresh for verbal sharing. Using your slides or photographs to support your presentation is an effective “show-and-tell.”
- 4 Re-evaluate your own financial investment in world evangelism.** Giving through your local church will not only help the overseas work, it will also help you feel that you are still contributing directly to the work. Financially assisting those you know personally will burden your heart for their ministry.
- 5 Keep in contact with those individuals who ministered to you during your stay in their country.** Letters of encouragement and assurances of your love and prayers are important ingredients in edifying one another. The strength seen in the lives of national believers will fortify you.
- 6 Develop a consistent prayer time for friends made overseas.** Periodic updates of their prayer needs can be provided through study and correspondence. As you see answers to your prayers, you will realize more than ever God’s world concern.
- 7 Help others get involved in world evangelism.** Your experience is the greatest instrument possible for convincing people of their need to consider involvement. You have some idea of the personal characteristics and spiritual insights needed for an effective ministry. Be on the lookout for those you feel would respond to your burden and share with them the challenge to serve.
- 8 Develop your burden for, and knowledge of, the worldwide missionary task force.** Pray often, pray fervently, and pray informatively for those you don’t know. Read the Bible to understand the heartbeat of God for a lost and dying world. Read mission biographies to see how that heartbeat spurred those men and women to get involved.
- 9 Seek God’s desire for you concerning long-term career service.** The experiences and insights gained from short term service are often used by God to indicate his moving of you into further involvement. Be alert to this and be willing to be moved by God if he wishes to use your life in this way. Cross-cultural ministries need long-term missionaries committed to people groups long enough to make their ministries most effective. Stay sensitive to God’s demands on your life.

Reflections on Coming Home

1. Describe the one or two images that stand out from your trip.
2. What part of this experience was the most challenging to you? What was the easiest?
3. What did you learn about God's mission in the world? How did you see God at work?
4. How has your relationship with God changed as a result of this trip?
5. What did you learn about your team and about team ministry?
6. How would you describe your feelings right now? [joyful, grief-stricken, exhausted, peaceful, grateful, heartbroken, hopeful, confused, resentful, etc.) Explain.
7. What do you miss most about your host country?
8. What are you thankful for now that you are back home?
9. Name some people who really touched your life during this experience. What did you learn from them?
10. What changes (if any) will you make in your life based on what God taught you?
11. Would you go on another mission trip? Explain.

Individual Debriefing Form

What did you experience?

List the main events/activities of this trip. Do this without discussing your thoughts with other team members. Try to be as thorough as possible.

What did you learn?

On your list of main events/activities, put an asterisk by the four that are the most significant. Then list them here beginning with the most significant.

Now consider the basic lesson God taught you through each of these experiences. Think about these two questions as you evaluate each experience:* “How should I BE different because of this experience?” and “What should I DO different because of this experience?” Write the basic lesson God taught you beside each of your top four events.

Consider carefully your four top experiences and the basic lessons you’ve listed. Search for a dominant theme among the lessons God has been teaching you. Write it here.

Dominant Theme:

What are you going to do about it?

Identify some specific “next steps of obedience” that will make this lesson a part of you, making lasting changes in your actions and/or attitudes. Also begin to consider someone who you will ask to hold you accountable to these steps of obedience.

Next steps of obedience:**How will you communicate it?**

Looking at your four top events/lessons as well as your dominant theme, write a two-sentence answer to the question,* “I heard you went on a short term missions trip to _____. How was it?”

You can begin your answer this way:*

It was God taught me....

*Moore, Steve. Living for the Long Haul: A debriefing manual for short term missionaries. 1992: Life Investment, Kingdom Building Ministries.