

Guidelines for Churches to Encourage Missionary Sending

PREPARING TO SEND SHORT TERM TEAMS

Develop interest in your Local Church

- Educate and raise awareness for Missions
- Have volunteers who have gone before share information and enthusiasm
- Utilize media and human resources (Identify persons to be team leaders to the area selected)
- Build on any Missions promotion
- Establish a supportive/sponsoring group (includes monetary contributions and prayer)
- *PLAN EARLY (one year in advance)*

Select Possible Locations and Potential Projects

- Contact District Missions Directors for project lists and assistance
- Enquire of any information about specific missionary fields
- It is essential to contact appropriate PAWIWMA or District Missions Director to verify that the project is needed, and is a priority to PAWI
- Affirmation that a mission team will be welcome at the destination
- Ensure that project fits talents and skills of team
- Agree on possible dates (consider pre-site visit, special celebrations)
- Note any special considerations for team members (allergies etc)

Essential qualities of a Team Leader

- Christ-focused
- Commitment to mission work of the church
- Previous experience as team member or co-leader
- Flexibility and openness
- Interpersonal skills
- Provide training for prospective team leaders
- Able to make decisions and include team in process
- Able to organize and delegate responsibilities
- Caring, culturally sensitive, and patient

9-12 MONTHS BEFORE TEAM LEAVES

- Maintain clear communication with host
- Establish the best form of communication between host and your church (consider and plan for additional cost to host)
- Make every effort to ensure communication occurs in a timely manner
- Receive formal letter of invitation for the purpose of securing travel documents

Request the following information

- Anticipated costs of housing, meal/food arrangements, & transportation
- Maximum number of team members which can be accommodated by host
- Working environment
- Customs and cultural expectations
- Need for interpreter
- Inquire regarding appropriate gifts to be offered to community
- Share excitement with sponsoring group(s)...
- Publicize for recruitment of team members and project funds

Identify potential team members and recruit

- Christ-focused and committed to mission work of the church Distribute application forms (may include personal skills survey, talents, hobbies, and letter of reference from pastor)
- Set deadline and interview dates (if necessary use a selection committee)
- Secure translator and/or work site supervisor if necessary
- Remember that diversity enhances ministry/offer scholarships if needed
- Flexibility and openness to other cultures and ways of worship
- Willingness to serve in friendship and mutuality with host and team leader
- Commitment to orientation and training
- Willingness to follow the guidance of the team leader

OTHER LOGISTICS

- Inform team members of recommended immunizations
- Clear, itemized budget
- Insurance - (travel, overseas health)
- Fund-raising activities/events

3-6 MONTHS BEFORE TEAM LEAVES

Travel Essentials

- Provide ample time for obtaining Passports, Visas, and Work Permits where needed
- Pursue verification of professional credentials for serving in host country (ie. physician's license)
- Remind team members of recommended immunizations
- Transportation details and reservations
- Determine procedures for transporting non-personal baggage
- Emergency Preparation (Team Leader)
- Be aware of medical facilities in the area
- Know health needs of team members (allergies, chronic conditions, etc), and person to contact in case of emergency
- Be educated regarding medical system in host locale
- Secure Embassy and Consulate locations and phone numbers
- Have an evacuation plan in case of severe weather, social upheaval, or medical emergency, etc.

Continue communication with host

- Determine tool and supply needs (consider leaving tool bank for local community)
- Determine appropriate gifts for and methods of distribution in the community
- Check on labor relations and building codes
- Determine means, timing, and accountability of disbursement of contributions to project
- Discuss safety and security issues
- Share ideas of publicity with host

"Know Before You Go"

- Communicate purpose of mission, proper attitude/approach to mission. Note: We are all participants in God's mission
- Communicate Mission philosophy to all Team Members
- Flexibility
- Encourage journaling.
- Have a photographer
- Emphasize cultural sensitivity/awareness, customs of host location
- If possible, invite a national or previous missionary to share with team
- Discuss safety and health issues
- Immunizations required
- Work-site safety
- Approach to religion, church and Pentecostalism in country
- Values, traditions
- Acceptable dress, behavior reflective of host community
- Meals.. food... eating customs
- Country background, geography, economics

1-2 MONTHS BEFORE TEAM LEAVES

- Communicate with host to Verify all arrangements
- Send demographics of team to host (including number, age, and gender - noting those traveling with spouse)
- Discuss site preparation upon arrival and projected tools/equipment needed
- Confirm transportation plans and reservations with host
- Confirm lodging/meals (identify special dietary requests and health needs)
- Have clear understanding of host expectations
- Discuss and agree upon transmittal of project funds
- Confirm with host joint worship opportunities
- Continue Team Orientation and training

Provide spiritual growth and fellowship experiences

- Devotionals, Bible study (groups use various approaches: designated chaplain, devotions prepared in advance, spontaneous worship, etc.)
- Team building exercises
- Plan dedication and sending forth service for team
- *Prepare to relate to host church and community*
- Christian witness and sensitivity
- Appropriate distribution of gifts, clothing, money, supplies
- Discuss appropriate etiquette for photography
- Be careful of making promises or offering invitations without clearance from team leader and host

2-3 WEEKS BEFORE TEAM LEAVES

Finalize travel plan

- Confirm all airline reservations
- Set reunion date for team
- Distribute a team list with phone numbers and addresses with copies to District Missions Director and District Bishop
- Travel and meeting arrangements
- Exact nature of work to be done (any changes)
- Materials accessible as planned (use local merchants when possible) housing arrangements
- Currency exchange
- Arrange to pack all non-personal items
- Tools, team supplies, Bible School materials (if appropriate), gifts, medicine (if appropriate)...
- Send copy of packing list to host for customs clearance (as communication permits)

AS TEAM TRAVELS

Team Leader Reminders

- Team leader travel with list of participants
- Appropriate travel documents for minor participants
- Carry letter of invitation to be used at Customs
- Include first aid kit
- Continue team building, especially if team arrives from various geographical locations
- Remind team of their role as servants in God's mission and as guests in host locale
- Remind team members to carry Bibles
- Keep medications in original containers
- Carry identification card (include: host information, personal & medical information)

WHEN TEAM ARRIVES

- Greet hosts at port of entry
- Assist with loading of luggage to transportation vehicle(s)
- Attend pre-arranged on-site orientation for team presented by host Celebrate new possibilities for Christian community
- Notify embassy/consulate that team is in country as appropriate (if directed).

DURING TEAM'S VISIT

Communication

Team Leader with Host Leader

- Communicate frequently with host that all plans/arrangements working
- Transfer project funds and funds for in-country expenses-if not previously sent. Note: remember to request receipts for monies spent

Team with Community

- Ensure that team is relating spiritually and positively with host church and community
- Work with host to include team with local Christian community in worship and witness to celebrate the joy of mission and the joy of diversity (note: alternate service may be developed in areas where religion cannot be openly practiced)
- Be prepared to share faith experience(s) if requested
- Pastors be prepared to preach
- Include host and locals in devotionals

Being a Team

- Provide time for daily devotionals and team meetings
- Begin each day at work site with prayer...
- Include a time for team processing at the end of each day
- Encourage reflection upon own culture in light of new experience
- Continue to encourage patience and flexibility
- Team members should be informed and involved as changes evolve

Ensure a quality mission (in all fields)

- If construction, adhere to local construction codes; or if medical, adhere to Local and World Health Organization to refrain from shipping medical supplies near or beyond expiration date.
- Daily work-safety reminders
- Work assignments to team members based on skill, knowledge, willingness to learn...

Coordinate cultural opportunities with host

BEFORE DEPARTURE OF TEAM FROM HOST SITE

Plan for a time for sharing with host and local coordinator(s)

- Include a time of mutual assessment of experience
- Invite the host to share a written assessment of mission

Finances

- Review expenditures and receipts with host
- Settle incidental expenses that have occurred during mission

Plan with host, a time for good-byes

- Include a time of celebration and/or worship according to cultural norms
- Accept gifts graciously as this is a time of mutual celebration
- Establish ways to stay in touch with host community
- Plan with host, departure time and procedures

EN ROUTE HOME

- Distribute and later collect team member evaluations
- Remind team members that family members have not had the same experience and to be sensitive to their level of enthusiasm
- Be sensitive to powerful emotions as group returns home and disbands and members assimilate into home culture

AFTER TEAM RETURNS HOME

- Send written evaluation/reports to District Missions Director and Bishop
- Team's work and contributions, update on progress of project, strengths of hosts, Suggestions for future teams
- Send a copy to host of assessment if requested
- Make duplicate photos to share with team and host
- Send letter of appreciation to host (include a few pictures)
- Hold a team reunion
- Share duplicate photos

SHARING THE EXPERIENCE

- Plan with team members to interpret experience in local and surrounding churches
- Continue the mission tell the story and continue the relationship
- Seek to get photo/video footage on DVD for promotion
- Effect positive changes in attitudes
- New insights of nearby opportunities
- Be bold regarding constant challenges to minister and serve
- Where possible, see that trip is reported in local media

