

Team Leader Operations Manual



Short-Term Missions
Flint Groves Baptist Church

WHAT TO DO IN LEADING TEAMS ON SHORT-TERM MISSION TRIPS

Introduction

The wonderful people of Flint Groves Baptist Church fully believe this church has a calling that would take us from Gastonia, NC to the “uttermost parts of the world.” The purpose of going on mission trips is always with the objective of taking the Gospel to the nations including our own. In doing so, we want to carry out this call using God’s resources in a way that will always honor Him.

This manual is designed to provide Flint Groves Mission Teams with administrative help in planning and processing short-term teams to and from field locations. Team leaders are expected to follow guidelines and procedures outlined in the materials presented.

Missions projects should be coordinated with the staff and missions coordinator **prior to initiating any actions described in the manual**. In addition, no action should be taken without full agreement of our field partners.

Every mission effort begins as a spiritual matter. Financial and logistical considerations can only fall into place once the spiritual foundation has been established.

Questions concerning the material in this manual can be directed to a Missions Committee Member. See a staff member for contact information as the committee can change from time to time.

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Major Process Milestones

WHAT TO DO WHEN I AM READY TO PLAN A SHORT-TERM MISSION TRIP

The following actions are considered major process milestones in planning a short-term mission trip. Team mission planning must begin right and final actions must be completed to ensure we are doing our best to prepare every team member.

Team Leaders will need to:

- I. Contact the Missions Coordinator or the Missions Committee to pray about the project.
- II. Contact the person, church or missions agent (i.e. field partner) to discuss the preparation process. Then acquire a team leader packet.
- III. Contact the field partner to inquire about in-country costs per day, coordinate the exact dates of arrival and departure, and the type of project you seek to do.
- IV. Contact the Missions Coordinator/Committee if assistance is needed for getting airfare costs.
- V. Contact the Missions Coordinator/Committee for a follow-up planning meeting to discuss an overview of the team preparation schedule.
- VI. Contact the Mission Coordinator/Committee to schedule a joint meeting with the Missions Committee one month prior to team departure. The purpose of this meeting is to review the final preparations before departure.

Short-Term Mission Check List

1. **Missions Coordinator contacted/trip approval finalized.** Missions Committee will assist the team leader in making sure that each trip meets church guidelines and has departmental approval.
2. **Mission Committee contacted/planning meeting scheduled** - to discuss the logistics of the project.
3. **Team leader action list reviewed with Missions Coordinator/Committee** – The Missions Committee will review this sheet in your packet with the team leader at the planning meeting.
4. **Team Leader** will book all tickets and can seek assistance from the Missions Coordinator/Committee.
5. **Budget prepared with field/network partners. Budget proposal completed.** The team leader will fill out the budget proposal sheet with the Missions Coordinator/Committee 4-6 months before the date of departure, when feasible. At this time the team leader should have talked with the field partner about in-country costs. **Field Partner Contact** – They will assist the team leader in developing a budget for the team while on the field. An approximate cost is needed per team member, per day. See appendix.
6. **Team treasurer selected and trained:** This is a required position. Please **PRAYERFULLY** consider who the team treasurer will be. This person will handle **ALL** the team funds including the money taken to the field. After choosing the team treasurer, a training session will need to be scheduled with the Financial Secretary at 704-865-4068. This is **MANDATORY**.
7. **Team meetings set with room reservations:** ALL upcoming team meetings are to be scheduled 4 months before the departure date with the **Missions Coordinator/Committee**. **Team Leader must reserve the meeting room and time through the Office and Communications Administrator.**
8. **Assembling a leadership team**—including roles such as assistant, prayer captain, evangelism coordinator, and logistics manager—is especially important for teams with 10 or more members. This leadership development approach engages more individuals on a personal level, fostering involvement and shared responsibility.
9. **Team Information Packet developed (required for teams of 3 or more).** See appendix for example on TIP.
10. **Field Prayer Captain chosen; list of team members developed, with on-going prayer needs listed in preparation for the project.** – This very important position is someone on the field, who is included as a team member, that will prioritize and coordinate team prayer efforts from the field to the team preparing to go.

11. **Prayer Captain chosen and prayer lists of team members and requests given to the church family (e-mail: list of 10 people who will pray each day for the team).** This team member will prioritize and coordinate team prayer in preparation for the project; praying for team, support, field personnel, project, evangelism efforts, weather, health, families, etc.
12. **Home Prayer Captain chosen and e-mail list developed for on-the-field needs during the project.** This team member will not travel to the field but will coordinate prayer requests with the prayer captain during the project as much as possible and will relay needs to the home support group and mission office.
13. **Visa information acquired:** Some countries require visas to be paid for in advance. Contact the Missions Coordinator/Committee if assistance is needed with visas.
14. **Passport information acquired:** Passports are required for all international travel. Passports applications may be obtained at the Main Post Office in Gastonia. An original birth certificate is needed for the application and acquisition of a passport. Passport and visa photos are also made at this post office. Passport fees are the responsibility of each individual team member. Passports need to be applied for 4-6 months before departure. In emergencies, a passport can be acquired in about two weeks but does carry a heavy penalty fee. **PLEASE NOTE:** The team leader needs to verify the length of time left on every team members passport. Verifying that the time remaining meets or exceeds the country requirements where you will be traveling to. This should be done 4-6 months minimal before departure. You can go to *visaguide.world* to confirm requirements. Also verify that all passports have been signed by the team members.
15. **Team Member Manuals and Information Packets distributed:** Each team member **MUST** have a manual, but please only distribute manuals to those committed to the trip. Information packets may be obtained from the Missions Assistant. **PLEASE NOTE: Information Packets are to be requested at least two weeks in advance.** Complete information packets ASAP. Give a copy to the Missions Assistant, and insert an original into the team notebook.
16. **Ministry teams prepared (music, drama, puppets, evangelism, etc.)** – If the team will be doing ministry performances, they must be prepared in a quality manner. **GUIDE:** If it is not good enough for our church family, it is not good enough! **ALSO: If ministry programs and/or materials are being translated, please check with nationals to be sure!**
17. **Media team notified of sound equipment needs (contact Worship Pastor)** – In order to use FGBC sound system, the media department must have ample notification, and a qualified person to operate and care for the equipment will need to be on the team.
18. **Dates verified with ticket list (any changes made at this time).** Team leader has final responsibility to verify tickets one week before departure. Take nothing for granted! Verify all booking information: name spelling, flights, gates etc. If you used an agency, double check behind them.

19. **Participation, application and medical forms collection:** 2-4 months before departure, all medical forms, testimonies, waiver agreements, personal references, etc., are to be filled out and turned into the team leader and then submitted to the **Missions Coordinator/Committee**. New forms are to be filled out for each trip. For team members that went the previous year/s and have already completed a full Participant's Packet, they are only required to fill out the FGBC Annual Missions Packet. The team leader is to turn in **ALL** team members forms **at one time**, in a file folder after reviewing each applicants information. Potential problems need to be addressed with the **Mission Coordinator/Committee** at this time.
20. **Travel insurance:** One month before departure, the team leader is to submit a roster of team members to the **Missions Coordinator** along with copy of insurance. One source for this insurance is General Global Assistance (<https://us.generaliglobalassistance.com/>). All teams should purchase this insurance.
21. **Sound equipment:** Make a list with type, serial number, approximate cost, and weight prepared for customs. Send itemized list to the field partner.
22. **Emergency contact numbers: Supply list of numbers for the field location to Missions Coordinator/Committee.** There must be emergency numbers on file with the **missions coordinator/committee**. Any change in these numbers on the field must be communicated ASAP upon arrival.
23. **Verified field plan for emergency evacuation for team and/or individual:** *This plan must be communicated to the Missions Coordinator/Committee before the teams departure! Know your US Embassy contact information for the country you are serving in.*
24. **Team commissioning scheduled:** The Church will commission all teams to the field. The Missions Coordinator/Committee will schedule this date and give it to the team leader. **IT IS VERY IMPORTANT THAT ALL TEAM MEMBERS BE PRESENT WHEN THE TEAM NAMES ARE ANNOUNCED.**
25. **Transportation to/from the airport finalized:** The team leader is to contact the **Mission Coordinator/Committee** 6-8 weeks before departure if assistance is needed with transportation to and from the airport.
26. **Thank you letters written for individual and team support:** The question is "Why would someone not do this?" A practical suggestion for team leaders is to collect thank you letters pre-stamped with addresses when receiving support checks to turn in to the team treasure. This is a good accountability system for all.
27. **Team Covenant completed:** Each team is **required** to issue a covenant based on the Word of God. It will address the focus of the trip; relationships between team members, field personnel, and

internationals; responsibilities of each team member; activities; safety, etc. This is to be turned in no later than 2 months before departure to the **Missions Coordinator/Committee**. See appendix.

28. **Final budget adjustments:** Must be completed esp if any change takes place due to loss of team members etc. and a readjustment is needed.
29. **Final payment of team funds:** No later than one month before departure, the balance of budgeted team funds should be turned into the **Financial Office**. Any money received after this deadline is to be handed in as well to the Financial Secretary and will be credited to the team's account. **Please make every effort to have money in one month before departure for logistical reasons.**
30. **Schedule debrief meeting before the team leaves the field.** This meeting needs to be scheduled to take place **on the field** if possible.
31. **Passports checked and turned in (or checked off) with a copy. Check the signature.** 2 weeks before departure, the team leader is to collect **ALL** the team member's passports and verify that the team members have signed them all. The team leader is to make (4) copies of each passport. One copy of each passport should be given to the following: The **Missions Coordinator/Committee**, the team leader, a team member's family member or personal contact at home, and one copy is to remain on the team member's person at **ALL** times.
32. **Three copies of the entire team list with passport numbers beside names made -** for distribution to field leaders, some international bus company requirements, etc.
33. **Tickets received and names verified with passport.** Please verify that each ticket is correct.
34. **Copies of tickets made and filed for trip.** Ticket numbers are needed for any lost, stolen, or damaged tickets, if getting printed tickets at airport, you can take photos of each ticket documentation. Also use E-tickets as backup.
35. **Cash advance received/wired to field partner if required.** The cash advance form provided in this packet is to be used to request money for in-country costs for the team and must be submitted one week before departure. The team leader should schedule a time to fill this form out and verify that the funds in the account will cover the needed expenses. It should be turned into the Financial Secretary on Monday morning and can be picked up the following Monday **AFTER 2:00 PM**. If proper documentation is provided, these funds can be direct deposited into treasurer or team leaders bank account.
36. **Additional team funds (if needed) advance requested for travel.** Financial office procedures require requests to be at least one week before the funds are needed.
37. **Housing list sent to field partner (as needed):** For field partners preparation for homes, hotels, dorms, etc.

38. **Dress code and packing list:** Some cultures and ministries require different dress codes for certain events. Not having the appropriate attire with you is not an excuse. In addition, using the checklist will prevent the norm of most people over packing.
39. **First aid kit: Make sure to pack!** Pick one up from the missions office or purchase and turn in receipt for reimbursement.
40. **Travel agency phone number filed for an emergencies that might arise at the airport.** Have this number with you for any difficulties at the airport. Our travel agents are very helpful in working with the airlines when problems arise. **ALSO: keep the home and cell numbers of the Missions Coordinator with you as well.**
41. **Check the current luggage guidelines for your carriers.** Remember to check multiple carriers on your itinerary. These requirements are subject to change by the carrier at any time and can be different according to the season.
42. **Airport briefing: completed on check-in.** Please walk through airport check-in, luggage issues, and security questions with grace. Remember the importance of always being kind. If problems arise we certainly can be firm, but always kind! When traveling with teenagers and/or first time travelers, this is very important. ***OUR TESTIMONY BEGINS HERE!***
43. **Make sure you have all minor affidavit forms completed and signed.** You must have each minor complete and have signed by his or her legal guardian or parent even if the parent is accompanying the minor on the trip.
44. **Preparation for immigration and customs procedures:** Remember how to answer security questions. – See detailed explanation in appendix.
45. **Field Orientation prepared for arrival.** Prepare information for orientation after arrival on the field. Introduction of field partners, team guidelines, location of security box (team tickets, passports, etc.), housing, food, ministry schedule, culture expectations, etc.
46. **Missionary gifts collected or checked off for individuals to pack.** Assign someone to collect and/or check off any items needed and/or requested from the field that have been collected. If at all possible, pack in a personal team member's luggage.
47. **Final leadership meeting for prayer.** Meet with travel team, support group, parents, spouses etc. for corporate time of prayer.
48. **Team equipment securely packed, weighed, and assigned to an individual for airport check-in. Luggage requirements meet (weight, size, number).** The logistics coordinator and/or team leader will need to check that all team equipment has been weighed and meets airline specifications to avoid fines and the possibility that items will be disapproved for travel.

49. **Equipment list prepared with identification of each ministry team bag.** Have a master list of all team member's checked bags with numbers assigned. Include weight and description in case anything is missing on arrival.
50. **Team leader travel file completed.** The team leader file checklist is in the appendix.
51. **Meeting with Missions Coordinator/Committee to review checklist.** Set this meeting at least 21-28 days prior to team departure to pray and review checklist with Missions Coordinator and Missions Assistant.
52. **Team meetings completed.** Completion of all preparation and planning meetings done before departure.
53. **Departure guidelines:** Review and complete departure guidelines. See appendix for list.
54. **Field debriefs/evaluation forms:** complete, review, and submitted. See evaluation form in appendix.
55. **Team expense/advance reconciliation turned in to Financial Secretary (10 days or less after team returns).** The team expense report with all receipts, journals, and any cash left over, are to be turned in to Financial Secretary. The team treasurer training will cover the correct method of logging team expenses. See appendix.
56. **Complete the "After Action Review" sheet & topics.** Set up meeting ASAP after the completion of the project and all paperwork is prepared. See appendix.
57. **Team evaluation forms collected & compiled.** Team leader compile these for the after-action review.
58. **Team leader debrief with Missions Coordinator/Committee:** This will be a **MANDATORY** one-half to one-hour appointment no later than 2 weeks after the team has returned.
59. **Complete team summary report for Flint Groves website (Acts 14:27 model).** All the reports will not be able to be presented, but please have available pictures and script for editing in a 15-20 second format if you want the project to be considered.

PROJECT FACT SHEET

SHORT TERM MISSION PROJECT

Project Dates (including travel dates)

Commitment Deadline

DESCRIPTION OF PROJECT:

CHURCH PROJECT LEADERS:

PHONE NUMBERS:

FIELD / AGENCY LEADERS:

PHONE NUMBERS:

EMERGENCY NUMBERS:

For Field Partners

DEPARTURE DATE:

DEPARTURE TIME:

DEPARTURE LOCATION:

AIRLINE:

RETURN DATE: *From Field*

RETURN DATE: *To the Church*

RETURN TIME: *To the Church*

TRAVEL DAYS:

FIELD MINISTRY DAYS:

TOTAL PROJECT COST:

Includes: All travel, lodging, and ministry costs from airport departure until return. Includes all food while on the Mission field. Not included are costs of passports, travel from your home to the airport, meals while traveling, personal spending on the field for gifts and personal items. (Indicate any additional personal expenses expected on additional expenses breakdown.)

PAYMENT SCHEDULE

<hr/>	<hr/>
amount	due date
<hr/>	<hr/>
amount	due date
<hr/>	<hr/>
amount	due date
<hr/>	<hr/>
amount	due date

BUDGET PROPOSAL <u>ESTIMATED TEAM COST BREAKDOWN</u>

TEAM _____

TRIP DATES _____

AIRLINES \$ _____

VISAS AND/OR ENTRANCE TAX \$ _____

EXIT TAX \$ _____

REQUIRED SHOTS (Covered by Team Funds) \$ _____

INSURANCE \$ _____

AGENCY FEES (travel, leaders expenses, ministry expenses, etc.) \$ _____

IN-COUNTRY COSTS: MATERIAL COSTS \$ _____

PROJECT COSTS \$ _____

MEALS \$ _____

TRANSPORTATION \$ _____

HOUSING \$ _____

CONFERENCE FEES \$ _____

OTHER \$ _____

TRAVELING COSTS: MEALS \$ _____

TRANSPORTATION/SHUTTLE \$ _____

HOUSING \$ _____

TIPS \$ _____

OTHER \$ _____

CONTINGENCY \$ _____

MISCELLANEOUS (Prayer Cards, T-shirts, Etc.) \$ _____

INDIVIDUAL SUPPORT TOTAL \$ _____

COST / TEAM MEMBER X () ESTIMATED NO. OF TEAM MEMBERS = \$

BUDGET PROPOSAL

Team: Russia		
Dates: Oct 19-25/2003		
AIRLINES	\$	940.00
VISAS	\$	-
EXIT TAX	\$	28.00
REQUIRED SHOTS	\$	-
INSURANCE	\$	16.00
TRAVEL COORDINATION	\$	25.00
TEAM MEMBER MANUAL	\$	1.00
IN-COUNTRY COSTS		
MATERIALS	\$	20.00
MEALS & ROOM	\$	95.00
TRANSPORATION	\$	30.00
HOUSING	\$	250.00
SMP	\$	50.00
OTHER	\$	-
TRAVELING COSTS		
MEALS	\$	10.00
TRANSPORTATION	\$	10.00
HOUSING	\$	-
TIPS	\$	5.00
OTHER	\$	-
CONTINGENCY	\$	50.00
MISCELLANEOUS	\$	20.00
TOTAL	\$	1,550.00

**Flint-Groves Baptist Church
Team Leader / Treasurer Agreement**

Team Name / Location: _____

Project Dates: _____

Team Leader / Treasurer _____
Print Name

- ❖ Any funds remaining from the trip can be deposited into a project account for use on future trips. No remaining funds can be used for personal support on future trips.
- ❖ Team Leader/Treasurer (whoever signs) is responsible for reconciliation and the receipts to document all expenditures.
- ❖ Team Leader/Treasurer (whoever signs) is responsible to return all remaining team funds to the Financial Secretary.
- ❖ **No team member is authorized to spend or make commitments for future projects during the short-term mission trip.** The use of all remaining funds will be determined by submitting a Project Fact Sheet Proposal to your Missions Coordinator. (After reconciliation of your trip funds)
- ❖ In order to receive advance funds for a short-term mission project, I/we agree to abide by item # 55 in the Team Leader training manual.

55. Team leader expenses/advance reconciliation turned in to Financial Secretary (10 business days or less after team returns). The team expense report with all detailed receipts, journals, and any cash left over, are to be turned in the Financial Secretary. The team treasurer training, mentioned above, will cover the correct method of logging team expenses. See appendix.

Team Leader / Treasurer Signature

Date

TEAM TREASURER

The following procedures are to be followed by Short-Term Mission Team Treasurers:

1. Collect support money from Team Members at EACH meeting. Money should be in an envelope marked with the individual's name and total enclosed. (After following Steps 2-5, replace the support money back into the individual's envelope - these small individual envelopes are to be placed into this one large envelope and turned into the Missions Assistant along with the Team Support List mentioned in Step 6.)
2. Verify ALL checks are made out to Flint Groves Baptist Church (FGBC). If the check is made out to an individual Team Member:
 - A) Return the check to the Team Member so they can return the check to the supporter in-order to write a new check to FGBC to insure tax contribution credit.
 - B) Have the Team Member endorse the check - Please Note - The supporter will NOT receive tax contribution credit.
3. Verify memo lines on checks do not contain an individual's name (tax contribution credit will not be given if the Team Member's name appears anywhere on the check). A tithe envelope number or project name is acceptable. PLEASE refrain from marking through names written on the check - the supporter must do this and initial the check.
4. Count the money in each envelope and verify the amount marked on the envelope matches what is inside. Inform the Team Member of any discrepancies before turning in their money. Make sure to note, who gets credit for cash given (if known by Team Member).
5. Develop a Team Balance Sheet that indicates each Team Member's total and their supporters' names. Team Members are also responsible for keeping a list of their own supporters and totals.
6. A standardized Team Support Sheet will be provided and is to be turned in with all deposits made to the Missions Office.
7. Deposits are to be given to the financial secretary ONLY. DO NOT give money to ANY other staff member, PLEASE!
8. Do not hold money for ANY reason. Deposits are to be made on a weekly basis.
9. If you have any questions, please call the Financial Office (Ext. 10) @ FlintGroves Baptist Church 704-865-4068.

CHECK REQUISITION FORM

AMOUNT REQUESTED:

DATE OF REQUEST:

DATE NEEDED:

PAYABLE TO:

ADDRESS:

RETURN TO

THE DEPARTMENT:

☐

MAIL TO THE ADDRESSEE:

☐

DESCRIBE IN DETAIL THE PURPOSE FOR WHICH MONEY IS TO BE USED.

(Please be as specific as possible. Breakdown costs as much
as possible to render a reasonable explanation of charges.)

GENERAL LEDGER ACCOUNT #:

PROJECT #:

PERSON MAKING REQUEST:

APPROVED BY MISSIONS COORDINATOR :

REQUESTED FUNDS OVER \$1000 MUST BE APPROVED BY THE FINANCE COMMITTEE

APPROVED BY FINANCE COMMITTEE :

PLEASE ATTACH ALL RECEIPTS, INVOICES, ESTIMATES AND PERTINENT INFORMATION.

CASH ADVANCE REQUISITION FORM

AMOUNT REQUESTED:

DATE OF REQUEST:

DATE NEEDED:

PAYABLE TO:

NAME OF BANK:

BANK ROUTING NUMBER:

BANK ACCOUNT NUMBER:

**DESCRIBE IN DETAIL THE PURPOSE
FOR WHICH MONEY IS TO BE USED.**

(Please be as specific as possible. Breakdown costs as much
as possible to render a reasonable explanation of charges.)

GENERAL LEDGER ACCOUNT #:

PROJECT #:

PERSON MAKING REQUEST:

APPROVED BY MISSIONS COORDINATOR :

REQUESTED FUNDS OVER \$1000 MUST BE APPROVED BY THE FINANCE COMMITTEE

APPROVED BY FINANCE COMMITTEE :

PLEASE ATTACH ALL RECEIPTS, INVOICES, ESTIMATES AND PERTINENT INFORMATION.

**CASH ADVANCE RECONCILIATION FORM
(RETURN TO THE MISSIONS OFFICE)**

Name: _____

Date of Advance: _____

Amount of Advance: _____

Event: _____

Details of Expenses: (Attach All Receipts)

Date	Description	Amount	Account # To Charge
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____

Total \$ _____

Amount Returned \$ _____

Prepared By: _____ **Date:** _____

Reviewed By: _____ **Date:** _____

CASH ADVANCE RECONCILIATION FORM EXAMPLE

Name: John Traveler
 Date of Advance: 10/15/03
 Amount of Advance: \$ 2,000.00

Event: RUSSIA MISSION TEAM

Comments:

Details of Expenses

Date	Description	Amount	Acct. # Charge
10/20	Food for team	\$ 143.35	00001
10/20	Food for team	\$ 144.51	00001
10/21	Airport taxes pre paid	\$ 364.00	00001
10/21	Food for team	\$ 204.67	00001
10/21	Food for team	\$ 177.60	00001
10/22	Deposit on Hotel rooms	\$ 901.29	00001
10/22	Airport tax for Ken	\$ 28.00	00001
10/23	Parking at Atlanta	\$ 30.00	00001
10/27	Translation work	\$ 80.00	00001

Total \$ 2,073.42

Amount Returned -73.42

Prepared by: John Traveler Date: 01/01/06

Reviewed by: _____ Date: _____

Recommended Approaches for Team Preparation and Development

1. Personal witness training – FAITH, CWT, NET, REACH
2. Prayer walking – make it intentional
3. Role-play witnessing – use translators when possible
4. PRAYER – personal, church (i.e.)
5. Fellowship – culturally relevant dinners, etc.
6. Assist with other ministries – inside & outside church
7. Spiritual gift inventories
8. Mobilization tasks
9. Discipleship activities – read books
10. Resource those most familiar with field – any nationals living in USA close to their native culture or people group
11. Look for opportunities to involve the team in the same activities you will do on the field - surveys, music, drama, VBS, etc.
12. Gather web site information on the people group and/or country/culture you will be ministering in

Team Covenant

Sample

I Thessalonians 5:16-18

Be Joyful, Keep Praying and Be Thankful!

Our Purpose

1. Share the gospel. (Matthew 28:19-20)
2. Support field missionaries. (Ephesians 4:1-4)
3. Encourage native believers. (Acts 2:40-47)
4. Deepen personal relationships with Christ. (Psalms 55:17)
5. Distribute literature. (I John 5:13)
6. Build relationships. (Philippians 2:1-11)

Interpersonal Relationships

Team Members:

We will commit to be of one accord and like-minded through Christ, looking out for each other's interests. (Philippians 2:3-5) We will seek to love each other with the patience, kindness, **humility and forgiveness. (I Corinthians 13:4-18 and Galatians 5:14)**

Nationals

We will respect culture, beliefs and politics. We will clothe ourselves in humility and exhibit the Fruit of the Spirit. (Galatians 5:22-26) We will be thankful for all we receive from the nationals and commit to be courteous guests wherever we go.

Conflict Resolution

We are going as a team – be quick to forgive and do not allow any thing to hinder what God has in store for this trip. (James 1:18-20)

If a conflict arises:

1. Consider your own heart and mind and repent of any un-confessed sin. (Matthew 7:5)
2. Go to the person with whom you have a conflict – share the problem with a loving spirit. (Matthew 18:15)
3. If a resolution cannot be reached, see Senior or Executive Pastor for counsel and guidance. (Matthew 18:16)

Respect Authority

As a team, we will submit to the authority of our leaders and to the field missionaries and legal authorities. (Hebrews 13:17)

Any wrong decisions we make on our own could ultimately destroy or cause difficulty in the lives of the very people we are there to help and cause our leader to become accountable for our wrong doing and disobedience. (Titus 3:1-2)

Security/Protection

Psalms 32:7 “You will protect me from trouble.”

John 17:12 “I protect them and kept them safe that are in my name.”

1. Have a travel buddy.
2. Never leave the group without letting the team leader know.
3. Do not leave valuables (i.e. passport, money, jewelry) in your room.
4. Do a passport inventory of all team members (give your passport to the team leader as we travel).
5. Keep a COPY of your passport on you at all times.
6. Keep credit card cancellation numbers in case of an emergency.
7. Establish an emergency plan in case of separation from the group.
8. Use extreme caution when using calling card numbers over the phone.
9. Give a contact person and phone number to family members.
10. Room checks will be done daily.

Time/Flexibility

I Peter 2:17 “Show proper respect to everyone: love the brotherhood of believers, fear God, honor the King (*authorities*).”

I Thessalonians 4:12 “Live so that your daily life may win the respect of others.”

1. To show respect for one another and avoid causing anyone involved any anxiety, we are to be punctual to all events; be ready and willing to do whatever it takes to accomplish our task.
2. The team will be flexible about any unexpected changes in schedule or events.
I will adhere to and respect the above covenant set by my team leader and fellow team members:

Team Member Signatures

<u>Name</u>	<u>Signature</u>

TEAM INFORMATION PACKET

Example

MISSION PROJECT

Short-Term Trip Team Information
Aug 1-8

AIRLINE SCHEDULES

SERVICE	DATE	FROM	TO	DEPART	ARRIVE
AMERICAN AIRLINES AA 953	01AUG FRI	ATLANTA GA W B HARTSFIELD	MIAMI FL MIAMI INTL	808A	1001A
AMERICAN AIRLINES AA 1711	01AUG FRI	MIAMI FL MIAMI INTL	SANTO DOMINGO LAS AMERICAS	1130A	146P
AMERICAN AIRLINES AA 1516	08AUG FRI	SANTO DOMINGO LAS AMERICAS	MIAMI FL MIAMI INTL	1219P	239P
AMERICAN AIRLINES AA 2070	08AUG FRI	MIAMI FL MIAMI INTL	ATLANTA GA W B HARTSFIELD	510P	728P

AIRPORT GROUPS

Each church group will be divided into small groups for traveling. Small group leaders are responsible for passports, tickets, and group accountability. **No one is to leave the group alone.** Permission from the small group leaders must be given in order for two or more to leave the main group. Everyone is to be at the gate 45 minutes before departure. The team leaders will handle boarding passes at the gate.

APPLICATION PACKET

THIS INFORMATION IS TO BE TURNED IN TO THE CHURCH TEAM LEADER AND WILL BE KEPT ON FILE FOR THE TRIP. IT INCLUDES PARTICIPATION AGREEMENT, PASSPORT COPY, AND EMERGENCY/MEDICAL/INSURANCE INFORMATION.

PASSPORTS & TICKETS

Our Ministry **requires a passport** for international travel, although some countries do not. This is a much easier and safer way to travel if other identification is lost. Your passport is to be turned into the team leader two weeks before departure. **Each person will keep a copy of his or her passport with them at all times**, and one copy will be with the team leader. The tickets and passports will be kept in a secure area during the trip. Each team leader should keep a copy of the ticket numbers along with the passport copies in a separate location from the originals.

CLOTHING

WE NEED EACH PERSON TO HELP US STAY ABOVE REPROACH IN ALL AREAS OF DRESS. WHAT MAY NOT BE PROBLEM IN THE USA CAN BE AN IDENTIFICATION PROBLEM IN THIS CULTURE. YOU CAN HELP BY RISING ABOVE PERSONAL PREFERENCES TO OVERCOME ANY PERCEPTION PROBLEMS THAN CAN OCCUR IN A CROSS-CULTURE MINISTRY. THE WEATHER WILL BE HOT MOST DAYS. SOME NIGHTS CAN BE SLIGHTLY COOL IF IT RAINS.

Girls: Sunday dress is knee length or below dress or skirt. The same attire will be needed for one Ministry-day activity. No short dresses, shorts, skirts or shirts with stomach showing. No extreme hairstyles or colors, excessive jewelry, etc. Casual clothes can include jeans, modest shorts, and full-length shirts. Bathing suits are to be one-piece. Towels are needed for the pool or beach.

Boys: Sunday dress is slacks and collared shirt, no jeans. No baggy clothes, earrings, extreme jewelry (necklaces, pocket, or neck chains). Hair should be neat and not excessively long as to draw attention to you. Modest length bathing suit for pool or beach. Casual clothes include jeans, and modest length shorts (not P.E. type).

CULTURE INFORMATION

The target group for evangelism will be teenagers in schools, and adults in door-to-door surveys. The people are mostly very religious, but not Christian. The main religion is Roman Catholicism. For our team to be more effective and non-offensive we have listed some do's and don'ts on the team list. It is important to be above reproach. The general public is very materialistic or very poor. The teen population is very much interested in USA "pop" culture. We do not want to encourage this as it lends itself to an anti-Christian message there.

CURRENCY

The dollar varies. At this time it is approximately 16 – 1. If necessary we will exchange for you. Do not exchange at the airport.

EMERGENCY INFORMATION

MISSIONARY CENTER: 809-526-1320

KENNETH BALOOTJE: 809-253-4458

EMAIL: PDV.REPDOM@CODETEL.NET.DO

EVANGELISTIC TEAMS

Each group will be divided into evangelistic teams with a translator to present the gospel or do follow-up after a presentation. Teams should be prepared with a USA group leader to share and two to help with a word as needed for support. One of these will be a prayer person during the sharing and/or follow-up. We will be using a Spanish tract with the "Romans Road Plan."

FAST FACTS

The Dominican Republic shares an island with the country of Haiti and is surrounded by the Atlantic Ocean and Caribbean Sea. Nearly 80 % of the country's 49,000 sq. km. is covered with mountains, but some 20 distinct topographical areas exist in the Dominican Republic. About half of the nearly eight million residents live in the rural areas and more than two-thirds of the island's people live in substandard conditions. Roman Catholicism is the country's main official religion, and about 90 % profess this. About half of the population is believed to be involved in occult practices. Only 5 % claim to be Christian.

GIFTS

Each team will be asked to bring some ministry gifts for the missionary staff and the Dominican people we will minister to. Types of items will be school supplies such as pencils, pens, paper, notebooks, etc. Other items will be baseball equipment such as balls, gloves, shoes, t-shirts, hats etc. Also needed are Spanish Bibles and/or New Testaments. These will need to be coordinated with the team director.

HOUSING

Rooms will be in Score International Hotel/Training Center. Students will be divided into groups of 3-4. A few of the large rooms will house 6 and a small group leader. Linens are provided.

ITEMS TO BRING

Bible, pen, notebook	Dirty clothes bag
Bathing suit (optional)	1 roll of toilet paper
Beach towel, shoes	10 thank you cards
Battery powered alarm clock	1 bag of hard candy
Camera, film, batteries (optional)	baseball cards
Personal toiletry items	Shower shoes
Necessary medications	Personal snacks you may want

GOOD ATTITUDE! FLEXIBILITY IS A MUST!

LAUNDRY

There will be an opportunity to wash clothes, but there is a small fee. A small tip for the maids is expected at the end of the week.

LOCATION

Our headquarters will be SCORE International Missionary Center located in Juan Dolio, Dominican Republic. This is about 45 minutes east of the Americas International Airport, which is 15 minutes east of Santo Domingo, the capital city.

LUGGAGE & PACKING

You will be allowed one checked bag (max 70 lbs.) and one carry-on to fit into overhead compartment. The team will be taking several pieces of ministry equipment and supplies that team members will be checking as a second piece of luggage. Each person must be able to carry his or her own personal luggage. Put your name, address, and phone number on all baggage before you arrive at the airport. Use the color tags in the ticket package. Every suitcase should be secured.

MEALS

Attendance is required at all meals. You do not have to eat, but you do have to come unless permission is given before. If you are uncertain about liking the food, take a small portion first and then have more if you desire. Just don't complain about the food. There will be a variety. If there are special diet needs let the team leader know.

MINISTRY PROFILE

We will partner with Word of Life International (www.wol.org). The ministry of WOL Dominican Republic began in 1994 with the arrival of Kenneth and Valerie Balootje to San Pedro de Macoris in December 1994. WOL uses Bible clubs in local churches, youth outreach, evangelism campaigns with sports (through Score International), music and drama and summer camping programs to share the gospel and disciple new believers.

MINISTRY DONATIONS

These must be coordinated through the team director. Please do not take up special offerings without coordinating through the team director.

MONEY

Each person will need \$ 10.00 cash for entry taxes and \$ 10.00 cash for exit taxes. Money for snacks, beach activities, souvenirs, etc. Approximately \$100.00 should be enough. We will take an offering on the last night for the missionary staff that is hosting us, and committing w/o charge one week to help us in the work. We will have a shopping time in the market place for gifts. You can only use cash for this and you will need small bills. They will take US dollars that are not torn. Traveler's checks are difficult to use in most places and are not recommended.

MUSIC, DRAMA, PUPPET and Other ministry teams

Will do presentations followed by the closing message. The total programs will be no more than 30 minutes.

PASSPORTS & TICKETS

Your passport is to be turned in to the team leader / team secretary with two photocopies by March 16 but no later than two weeks prior to departure. The group leaders will handle student passports and tickets at the airport. The passports and tickets will be locked in a safe place while in Argentina. **EACH PERSON IS TO KEEP ONE COPY OF THE PASSPORT WITH THEM AT ALL TIMES.**

PRAYER TEAMS

Each student and adult on the team should be in a group prayer team. Please remember to be praying for our trip, safety, support, missionaries, Dominican people we minister to, leadership team, weather, and above all that God receive the glory in all things. Each team leaders is encouraged to have a home prayer team praying for us before and during the trip. Take time to praise the Lord after we have arrived home.

SUNDAY SERVICES

The groups arriving on Saturday will be involved in a Sunday service and should be prepared for a presentation.

TEAM COVENANT

Each group should have completed a team covenant prior to the trip. The covenant is based on the Word of God. It will address the purpose of the trip, relationships between team members, field personnel, internationals, responsibilities, activities, safety, etc.

TRAVEL INSURANCE

Information will be on file at the church office. Rates can change at any time. Be sure this is taken care of at least a month before departure date.

TEAM GUIDELINES

1. BE PREPARED TO BE VERY FLEXIBLE. YOU CHOOSE YOUR OWN ATTITUDE. CHOOSE WELL!
2. BE ON TIME ALL THE TIME! EACH NIGHT A SCHEDULE FOR THE NEXT DAY IS POSTED.
3. ENJOY THE CULTURE AND THE PEOPLE. BE OPEN TO ALL GOD WANTS TO DO IN AND THROUGH YOU.
4. GROUP ASSIGNMENTS ARE GIVEN EACH DAY. YOU MUST FOLLOW THE DAILY TEAM LEADER'S INSTRUCTIONS AT ALL TIMES.
5. DO NOT MAKE PROMISES YOU CAN'T KEEP, ESPECIALLY TO THE DOMINICAN PEOPLE.
6. BE CAUTIOUS ABOUT EXCHANGING NAMES AND ADDRESSES WITH ANY NON-STAFF OR TEAM MEMBERS.
7. REMEMBER TO PLEASE FOLLOW THE DRESS CODE GUIDELINES.
8. STAY TOGETHER AT ALL TIMES, NO ONE PERSON OR COUPLE IS TO BE ALONE AWAY FROM THE GROUP.
9. MUSIC CAN EASILY OFFEND OR BE MISUNDERSTOOD IN ANOTHER CULTURE. DO NOT BRING CD PLAYERS.
10. DO NOT GIVE OUT MONEY TO THOSE WE ARE MINISTERING TO. AND, DO NOT HAND OUT CANDY TO CHILDREN WITHOUT PERMISSION FROM THE TEAM LEADER.
11. ALWAYS BE CAUTIOUS IN UNFAMILIAR AREAS.
12. BE KIND AND COURTEOUS TO THE MINISTRY AND HOTEL STAFF.
13. NO ROUGH PLAYING IN THE ROOMS, POOL, DINNING AREA. NO PRACTICAL JOKES, PLEASE.
14. NO PDA (PUBLIC DISPLAY OF AFFECTION BETWEEN UNMARRIED COUPLES).
- 15. BE INVOLVED; STAY INVOLVED IN ALL ACTIVITIES AND MINISTRY.**
16. REMEMBER THE TEAM COVENANT AND RESPECT THE DECISIONS MADE FOR THE BENEFIT OF THE WHOLE GROUP AND MINISTRY EFFORT.
17. WHEN CROSSING THE HIGHWAY YOU MUST LOOK BOTH WAYS AND THEN LOOK AGAIN. THE DRIVERS ARE NUTS!
18. PRACTICE YOUR SPANISH, BEFORE YOU COME.
19. BE PREPARED TO SHARE YOUR TESTIMONY AND SHARE THE PLAN OF SALVATION.
20. BEGIN PRAYING NOW FOR GOD TO WORK MIGHTILY IN AND THROUGH US FOR HIS GLORY!

TELEPHONE CALLS

Telephone cards can be purchased in the Dominican for return calls home. Calling cards do no work in most areas. Calls can be received on a limited basis. So, calling only to make sure of arrival will not be possible. Team leaders will communicate with the church and each parent can verify through them.

TIME

When we leave, the time difference will be one hour. For example EST 1:00 PM is 2:00 PM there. After the USA switches to daylight savings time the time will be the same there.

GUIDELINES FOR DEPARTURE FROM FIELD

(Review list 2 days prior)

1. Set time to review departure information.
2. Set time for debrief meeting (these may be combined depending on time of Departure).
3. ~~Good time to include this information, is during team devotions before meeting with field team for the last time.~~
4. Have thank-you cards completed the night before to hand out to field partners. This can be included in devotional time as well, as a reminder of how thankful we should be for all that God has done.
5. Allow the Holy Spirit to lead in the time of departure with prayer, appreciation, thanksgiving, and Godly expressions of emotion.
6. Be prepared to exchange names and address as lead with field partners for follow up prayer relationship building. **CAUTION:** *Don't promise unless you are serious about follow-up.*
7. Give small gifts as appropriate to entire team, or privately as lead by the team leader. Be careful that someone doesn't get left out! **CAUTION:** *It is normally best to not give out money in this situation. If financial gifts are given they should be coordinated through the team leader and the field partner.*
8. Be careful to not be judgmental. Everyone handles this situation differently.
9. Get those last minute photos and/or videos for follow-up team meetings and blessed memories.
10. Ask God to help you formulate your thoughts from the Acts 14:27 model so that you can share later all that He has done in and through your time here.

HOW TO DO AN EFFECTIVE TEAM DEBRIEFING ON THE FIELD

USE ACTS 14:27 MODEL

- 1) Departure guidelines shared with team before debrief.
- 2) Gather the team in a quiet place and schedule at least 1 hour of uninterrupted time.
- 3) Sit in a circle so that everyone can see and hear everybody else.
- 4) Open in prayer and ask the Lord to cement in everyone's mind what He would have him or her take from this experience.
- 5) Ask the question, "How did you experience God on this trip, and where did we see Him at work?" Go around the room and let everyone have 1-2 minutes to answer this question.
- 6) Pause to pray, praise, and thank Him whenever appropriate before resuming.
- 7) Pass out evaluation forms and allow time to read over and discuss any questions.
- 8) Discuss cultural-shock issues:
 - a. Making and keeping promises
 - b. "Those people have so little and are so happy!"
 - c. The New Super Spiritual Christian –"ME"
 - d. "Hey, you are pouring cold water on me!"
 - e. Physical and emotional responses
 - f. "I think God is calling me to sell everything and go back!"
 - g. "This was a life changing experience!"
- 9) When finished, wrap up the experience of the team from your perspective.
- 10) Ask the questions: "What's next? "How can we build on this experience to partner with this ministry when we get back home?" Field random answers and give direction.

SHORT-TERM PROJECT TEAM DEBRIEF EVALUATION FORM

Name: (optional) _____ Date: _____

Project Location: _____

Team Leader(s): _____

1. What was your greatest expectation of what you would experience on this project?

2. Was that expectation fulfilled? _____ Please explain:

3. What was the most challenging part of the project for you personally?

4. Were there any big disappointments for you? _____ Please explain:

5. Has this experience changed or affected your perspective of the “Great Commission?”

6. Will this experience make a difference in your personal walk with Christ from this point on? _____ If so, how?

7. Will you pray about returning on another mission project to this location? _____

8. After this experience will you pray about being a part of a SMP? _____

9. Please evaluate your project on the following items on the 1-5 scale (1-Bad, 5-Good).

_____ Travel preparations	_____ Team unity
_____ Food	_____ Field partners involvement
_____ Housing	_____ Field partners leadership
_____ Transportation in country	_____ Evangelism opportunities
_____ Rest time	_____ Use of financial support
_____ Ministry opportunities	_____ Spiritual leadership of team
_____ Team preparation	_____ Security & safety
_____ Overall effect	

10. How would you rate the training you received in preparing you for this project on a scale of 1-5, with 5 being the highest? _____ please comment on how our missions department and/or your team leader could have better prepared you?

Airport Processing

How to get a team through an airport, security checkpoints, customs and immigration:

Getting a mission team, especially a large one, through an airport is a major undertaking. As the leader, you must be up for the challenge! I recommend that you prepare your team, even role-play your travel, well before you leave. A good idea is to ask someone to volunteer to prepare and lead your team through airports, immigration, and customs, as their ministry to your team. Here are a few things that need to be covered and a few ideas of how to get them done, logistically:

1. **DOUBLECHECK:** Make SURE, before you leave the church, the house, or wherever you are leaving from as a team to head to the airport, that each person holds in the air their ticket and/or their passport. You may want to hold either or both of them for everyone until you get to the airport, especially teenagers. If electronic tickets are being used, then have receipts available to show. We recommend that the team depart to the airport together because of traffic issues, and any other unforeseen delays. If your team is not traveling together to the airport, then exchange cell numbers with team members and the group leader.
2. **PARTNERS:** This is a must! Sometimes you will need two people to help each other through turnstiles, checkpoints, and security stops. Many times it will take at least two to handle luggage and/or team equipment. On top of that, it is always a good idea for everyone to always have at least one other person with them for security and accountability on the trip.
3. **PACKING:** Do it light! Many people on your team will attempt to pack six months worth of clothes and six years worth of shoes along with six decades worth of Swiss Cake Rolls with them for a six-day trip. They are always the ones that begin to lag six hundred yards behind after six minutes and begin to complain after six seconds! Usually, they have some problem with their weight, asthma, arteries, heart, legs, back, ankles, or swollen feet, as well. You may find it hard to fight back the reply "I would too, if I had packed to clothe and feed the country of Mexico for this trip." Don't say it. They will know it soon enough. Even better, you can eliminate the problem, up front. Keep the weight down inside the suitcases, and allow only one packed bag (under 50 lbs.) to check and one small bag to carry on the plane. Many times, you will have team equipment that needs to be taken and each member may have an extra bag or box to check. You may pay heavy fines for overweight bags or extra luggage. Besides, everybody should be able to carry his/her luggage. Plan smart! Most airlines will allow one checked bags 50lbs or under and one carry on that fits their particular guidelines for height, width, and depth, not exceeding 40 lbs., usually and a personal bag, ie small backpack, pocket book etc. It must fit under the seat in front of you.
4. **LABELING & TAGGING:** The cousin of packing. A good idea is to label each bag with the general contents, especially those team bags that are being checked by team members that did not actually physically pack them. A three by five index card taped over several times is a good label. This will enable each team member to explain, precisely, what is inside their luggage to anyone that asks. Another label that is needed on every bag is the individual's particular name badge with name, address, and phone number. You can acquire these from any of the airlines well in advance of your trip, and it will greatly speed up the check in process if your team already has their bags tagged when they arrive to check in.
5. **MARKING BAGS:** Another cousin of packing, it is usually a good idea to mark each individual and team bag with a bright colored string or cloth tied around a handle or strap. Some agencies will supply color-coded tags for you if you ask. If you will do this as a team, anyone that accidentally leaves a bag behind for a second will have a friend that can immediately identify it and pick it up after checking the label. Hand these strips out and have your team tie these on before you pack your bus or van to head to the airport. Leave them on the entire trip, but carry extras. This strategy really helps at baggage claim!
6. **COACHING:** As each person steps to the counter to check in, they will be asked a series of questions about their trip and/or their bags. It is vital, especially when they are checking team luggage, to make sure that they answer the questions perfectly. Let's go over the questions that they will be asked:
 - A. Where are you going?
 - B. Will this trip be business or pleasure?
 - C. Is this your luggage?
 - D. Did you pack it?
 - E. Has it been with you at all times?
 - F. Has a stranger, or anyone, asked you to carry anything for him/her?

Answers:

- A. Russia (or wherever you are going).
 - B. Pleasure (even our business is pure pleasure ☺).
 - C. Yes, it is my luggage. (FOR TEAM EQUIPMENT CHECK AHEAD OF TIME AND KNOW WHAT YOU ARE RESPONSIBLE FOR AND TREAT AS YOUR PERSONAL LUGGAGE.)
 - D. Yes, I packed it.
 - E. Yes, it has been with me at all times.
 - F. No, no one has asked me to carry anything (this includes the team luggage that they are carrying! Make sure that it is labeled correctly so that they may answer the question of what is in the bag without opening it or stammering since they have answered that they packed it).
7. **SECURITY CHECKPOINTS:** Go through these checkpoints and metal detectors with your partner(s). Make sure that all cell-phones, palm pilots, coins, and watches, etc. are in your travel bag (carry on) when you walk through the detectors. PC must be sent through in a separate container. Shoes are now being checked and in most case need to be taken off. The bags will go through the belt and will be scanned, as well. Do not panic if you are asked to step aside for routine extra checks that happen every so often with some people. The security people will wave a wand that is a metal detector, as well that they may wave over or around your body. Cooperate fully and you will be on your way. Honor Jesus at all times. Also, do NOT carry anything that is a weapon, looks like a weapon, a toy weapon, or could be construed as a weapon unless ABSOLUTELY necessary. If you are carrying one of these things out of necessity, make sure that it is done properly and legally.
8. **IMMIGRATION AND CUSTOMS:** Team leaders, before you board the plane to leave, ask an airline representative for customs and immigration forms for your team to fill out if they have not already filled one out prior to arriving. Sometimes they will make you wait until you board the plane, but if not, it is a good time to make sure that everyone has their card done if you have not been able to do this as a team in preparation. If possible have a sample of each already filled out. The important thing is for you to have your team fill them out properly and have them available with their passports and tickets whenever you go through a line. The forms will ask you to fill out, various information like name, address, Country of citizenship, where you are going, where you are staying, etc. Many times the form will ask you for an address in the country you are going where you are staying. You will need to coach your team about the proper answers to some questions that you will find on the form.
9. **WHEN YOU LAND:** Exit the plane and find a place for the team to gather without blocking other passengers. Check again for passports and immigration and custom forms. You will proceed into the immigration area first where your passport and immigration card and visa if it is required will be checked. In most countries you will receive part of the immigration form backed that is stamped for your departure. Please put this in a secure location. **NEXT** you will proceed into the baggage claim area. When you are finished picking up bags, you will then go as a team through Customs. Please go through as a team, leaving no one behind who does not have their entire luggage. If the luggage does not arrive, then the assistant team leader can proceed with the team through the customs line and the team leader can remain behind with the team member to report on the lost luggage. **REMEMBER** that oversized bags may come off in a separate area from the normal luggage.
10. **STAY TOGETHER AS PARTNERS:** Especially if you are going to be going through paid timed turnstiles, etc. that may be difficult to get your luggage through as individuals before they close again. One person may be able to pay, and then go to the other side while another passes the luggage over and then pays and walks through. Sometimes, you will have tickets or tokens for these things - especially if they involve riding trains or subways between stops. Go as slow as you need to go to keep everyone together without panicking. It can get hectic. If you have someone that constantly wants to run ahead, stop that person, or people, and ask them if they will help you bring up the rear and make sure that everybody is through before they go through. In most situations you will clear the customs area and be meet by the field partners who will have transportation arrange. **BE SURE** of the procedure before you depart from home and clearly communicate with the field partner the plans.
11. **SAFETY CONCERNS:** Be sure when you clear the customs area to watch very closely all your personal items as well as the luggage. There are always people looking for opportunities to take advantage of North American travelers. Many will try to help carry your luggage without your permission and it will still cost you. Be discerning!

SHORT-TERM TEAM LEADER Notebook Plan

Team Leaders are encouraged to build a notebook for themselves that will make mission information readily available before, during, and after travel. The following is a list of items that should be included in the notebook.

1. _____ Contact Information
 - a. Missions Office
 - b. Contact information for Home Prayer Captain
 - c. Field contact numbers
 - d. Emergency contact Numbers
 - e. Transportation phone numbers for travel to and from airport
 - f. Copy of travel agent contact numbers
2. _____ Trip Action Check List
3. _____ Team information packet
4. _____ Copy of Team budget information
5. _____ Airline Schedule
6. _____ Hotel reservations if needed
7. _____ State Department Numbers and location on Field
8. _____ Insurance information
9. _____ Field Orientation information
10. _____ Team Debrief information
11. _____ Team debrief Evaluation forms
12. _____ Expense check for field partners and/ or cash for travel
13. _____ Master list of equipment
14. _____ Copy of team roster with passport numbers
15. _____ Location of First Aid Kit
16. _____ Ministry team lists
17. _____ Copies of following for each team member...
 - a. Ticket
 - b. Passport
 - c. Visa
 - d. Participation
 - e. Medical
 - f. Insurance
18. _____ Other Materials as appropriate

AFTER ACTION REVIEW

Flint Groves Baptist Church

Description: The After Action Review (AAR) is a critical part of the missions planning and improvement process. It is a tool that allows us to evaluate our effectiveness as a church on the mission field. The AAR is done within two weeks of completion of a mission trip. The Mission Coordinator and the Team Leader will discuss how we can do what we do better in a positive and encouraging atmosphere.

Participants: The Team Leader and the Missions Coordinator/Committee.

Time Frame: One-half hour to one hour.

Overview: The Team Leader and the Missions Coordinator/Committee will discuss the strengths and weaknesses of the entire project and ways to improve.

Topics:	The Project	Logistics/Administration
	Leadership	Field Personnel
	Team Member Evaluation Forms	Team Evaluation Summary
	Missions Department Assistance	Planning (Check List)
	Team Preparation	Budget / Ministry Days

Results: Kept on file and made available for future team leaders, when appropriate.

Purposes of Debrief

- A. Encapsulate the experience for team members
- B. Reentry & counter-culture shock
- C. Sharing with like-minded people
- D. Develop follow-up plans (how to share the experiences with others)

Objectives During Follow-up

- A. Follow-up project
- B. Develop an ongoing ministry relationship (SMP)
- C. Follow-up coordination through the Missions Department
- D. Develop individual's interest in missions (i.e.) prayer, books, etc.
- E. Challenge to pray about local and/or state Mission Involvement
- F. Challenge to be trained to lead a short-term team