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**TEAM
LEADER'S
MANUAL**

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TABLE OF CONTENTS

Introduction	3
Early Concerns	5
Logistical Items	13
Team Preparation	19
Working with Team and Locals	25
Debriefing / Re-entry	29
Appendices	30

Please Note:

We have several references in the Appendices, to our home church, Evangel Church in Thunder Bay, Ontario. Where you see those references, please make the necessary adjustments to include the name of your sending church or organization.

For comments or questions:

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INTRODUCTION

Much of the inspiration for this text is drawn from the Old Testament books of Ezra and Nehemiah. Here two mighty men of God stood up and answered the call that God had put on their lives.

We could say that they were two of the very first Missions Team Leaders. Both were men of prayer. They sought the Father's will for their lives and His power, and only then did they set themselves to the task – rebuilding the altar, the temple of the Lord, and the walls and gates of Jerusalem.

Each man had a different style of leadership. Ezra's style was more passive, leading by example and the wisdom given him by God. Nehemiah's was an active style of leadership. Many times we get a picture of him with a sword in one hand and a trowel in the other, protecting his people as he physically helped to rebuild the walls. The key element that we find common to both is the attitude of "servant leadership" motivated by an intense love for God and for one another.

As we have stood up and answered the call the Lord has placed on our lives, He has revealed to both of us the truth that when He calls us, He will equip us for the task. He desires to bless us in it – those blessings of God, poured out not only for us but for all those around us and for those to whom we minister.

Since you are reading this manual, we can only assume that you are standing up and answering the call the Lord is placing on your life as well. Our prayer is that the information we provide will aid in the equipping that God has for you.

This manual is written as a guide for both local and overseas Missions Trips that involve both various types of ministry, including construction, teaching, nursing and other ministry as well. At times, it will refer more to overseas travel and ministry, and to building and renovation projects because that is what our own church has done the most. However, it is also very easily adapted to Missions Trips in one's home country and to ministry that does not involve construction.

Another point in sharing our experiences with you is our own denominational frame of reference. At times in this manual, we make reference to our denomination, the Pentecostal Assemblies of Canada, with which we have both served as missionaries and with whom we both have active ministerial credentials. Your denominational experience may be quite different and you will need to make obvious adjustments in your approach in certain areas.

The Concise Oxford Dictionary describes leadership as "guidance given by going in front of" and it refers to a leader as "a person who encourages by doing things." We believe this well describes the task of the Missions Team Leader. This job is not for the "faint of heart," but as mentioned before, if God is calling you, He will equip you and bless you in it (Psalm 84:5-7, Hebrews 13:20-21).

Before we endeavor to go to the mission field, we must first ask the **Question**: “Why do we get involved in short-term missions (STM) projects?” Or, in other words, “What is the purpose of a missions trip?”

Here are some good and appropriate **Answers**:

- It allows people the opportunity to use their talents and skills, their time and finances to build God’s kingdom and make a tangible difference.
- A short-term missions trip will impact the life of the Team members for God, and expand their personal spiritual horizons.
- It will allow Team members to “stretch” their ministry experience and to allow them an opportunity for a different kind of ministry.
- If the short-term missions experience is a good one, then the Team members will catch a greater vision for missions that will last a lifetime.
- It will assist pastors, missionaries and churches overseas or at home in building projects and other ventures that they cannot undertake alone.
- It will make a difference on that particular mission field by freeing up that missionary or pastor to concentrate on the task to which God has called him.
- Since most short-term missions involves practical ministry, it gives “hands and feet” to the concept that before we can minister to someone’s spiritual needs, we must often try to meet their physical needs. As unbelievers have said to missionaries on the field, “How can I hear your message that Jesus loves me over the rumble in my stomach?!”
- But most of all, we involve ourselves in short-term missions because the Lord said, “Go” and our greatest joy as believers should always be in walking in obedience to the Master.

The duties and concerns of a Missions Team Leader break down into five basic areas. The Team Leader must have a Principle Involvement in each of these areas. However, he may choose to recruit or assign tasks to members of the Team or to others in the church. These areas are: **Early Concerns, Logistical Items, Team Preparations, Working with Team and Locals** and **Re-entry and Debriefing**.

These are in chronological order. We will look at them in the same order that we would use to lead a Missions Team.

EARLY CONCERNS

FINDING THE RIGHT PROJECT

How do you go about finding the right project? First things first: pray, pray, pray, and as you do so, the Lord will direct you toward the area of need and opportunity where you and your group fit best.

Secondly, assuming you are planning a trip with your church, you will need to meet with your pastor to discuss your ideas with him. Not only may he know of possible projects, but also it will establish a good foundation for your trip. **No Missions Trip should be planned without the blessing of your pastor and church leadership.** It is absolutely essential for you to gain their support, and the support of the whole congregation both prayerfully and financially. In fact, one of the earliest procedural matters once you have a country and project established, is to get the Board to approve the trip as an official church ministry. This will allow all donations given for the trip and project to be receipted as a charitable contribution (including costs paid by Team members given to the church!). Nevertheless, the thing that should be done before anything else, is to schedule a meeting with your pastor to discuss your idea of a Missions Trip. Then once you start meeting with the Team, even if your pastor is not going on the trip, invite him to join you for every gathering and welcome his involvement. You **need** to have him on-side!

Other ideas for finding the right project include consulting different missions organizations or the missions department of your church's denomination. Let them know your intentions and ask for possible projects. You could also put out email "feelers" to several missionaries to enquire about their interest and possibilities of receiving a team on their field.

You may want to consider going to a field represented by a missionary who has spoken recently in your church. This would enhance your church's relationship with that missionary and potentially, a greater interest on behalf of your congregation, since they would already be familiar with that missionary and field.

Other information about possible projects can come from other missions mailings the church has received, or even from online connections.

Within the missions program of our own local church we have a philosophy: "If we are not able to reach out with Missions Teams at home, then perhaps we have not earned the right or mandate to take a team overseas." The order that Jesus provided was for the gospel to be taken to our Jerusalem, Judea and Samaria, and these should not be overlooked in attempts to go to the "ends of the earth." There are hundreds of needs represented within your region of the country and other neglected areas of the country, and it may be better for us to meet these needs before looking elsewhere.

As an example, many Missions Teams from Canada travel around the globe to countries where there are percentages of believers exceeding forty and fifty per cent of the population! Yet, one of the greatest mission fields in the world is one of our own provinces, Quebec, where only one per cent of the population is born again!! Our own church is currently working on sending teams to Quebec and partnering with a church in that spiritually needy province.

There are some practical things that may affect the project you choose. If the trip involves building, you must take into account the budget – how much money is available to buy materials for the project. Many overseas projects require you to budget \$7,000 to \$10,000 or much more to buy building materials, so some fundraising may be necessary. Also, realistically consider how much your Team members might be willing to pay for travel, food and accommodations. Airfare alone, to some countries will far exceed the cost of the entire trip to other countries, so perhaps you will need to consider a trip that is not so distant. The time-frame of a trip needs to be considered as well. Travel to and from some countries may take as many as six full days, and Team members may have only a limited time to be away from work responsibilities or family at home.

By the time you have come to the conclusion of where your Team should go and what project you need to attempt, you will already have had discussions or correspondence with a most significant person in the Missions Trip experience – your contact person.

CONTACT PERSON: VERY, VERY IMPORTANT!

Your contact person on the other end needs to be reliable and “in the know.” This is extremely important because the success or failure of the project depends on the accuracy of information given, and knowing that someone on the other end is doing what he/she said would be done.

Don't be afraid to ask questions whatever they may be!!! The answers you get should give you a good sense of the dependability of your contact person. If you are sensing, early on, that the contact person is overworked or that there may be a problem with reliability, don't be afraid to consider that God may be leading you in a different direction and that you should possibly be looking at doing a different project altogether. However do not be too quick to change projects and only do so after a great deal of prayerful consideration and counsel from your pastor. Simply remember that for many Team members, this is a first-time experience and we want it to be a positive one – not one that is full of frustrations and problems because of the contact person's inability to handle a team.

You'll need to get as much information as possible from your contact person about the project. If you are doing construction and you can get blueprints or sketches by fax, mail, or e-mail, it will help tremendously. Nursing trips may

require information about medicines available or needed. Teaching trips may be helped with information about the students and their level of education, as well as materials that could be brought to aid the students. Pictures are always an excellent source of information, so do your best to gain several from your contact person, and then be sure to pass them on to your Team members at appropriate points in your preparation.

You'll need to find out the scope and quantity of work from your contact person. It's a good idea to get a list in writing and share it with the Team.

Don't be surprised if this list grows or changes over time as you prepare. It seems to be a common thing. Just "go with the flow."

Your contact is the one who will help you set up food, accommodations and on-the-field travel arrangements for the Team on the other end. At an appropriate time, he/she will need to know the size of the Team, details about Team members and any special requirements you might have.

Your contact person will also be the one to arrange for anything needed for the project. It is important to be forthright! Don't hide anything – no one likes surprises! Don't be afraid to ask anything. Voice your concerns – **all of them**.

Someone needs to receive your Team and to do an orientation. Your contact person is the logical choice for this. Usually it will be the pastor or missionary that you'll be working for, but not always. Sometime it may be an associate.

A FIELD VISIT, IF POSSIBLE

If it is at all possible, a visit to the location of your Missions trip is a great way to get a first-hand idea of what the project involves. It will give you a good idea of the scope and quantity of work to be done. While most of the time a special trip to see the project is not feasible or necessary, often the trip is spurred by someone who has already visited that field. This person should either be the Team leader or co-leader, simply due to his first-hand knowledge of what is in store for the Team.

Through a visit to the field, you can find out about the type of materials needed and accommodations for your Team. It will tell you the location of the mission work, how far it is from your accommodations and what amount of transportation is necessary. It will give you insight into possible problems ahead. You can find out first-hand about things you need such as availability of electrical power, water, equipment available and needed, etc.

If there is a special pre-trip visit, it is important to shoot video of the site to help brief your Team and to help in your planning. If there is no one who has been to

the field for a pre-trip visit, you may be able to acquire video through the missionary or contact person you are working with, or perhaps through your denominational missions department.

The bottom line in this area is that first-hand knowledge is invaluable to the success of your Team. The more people who you and your Team can meet with who have been to that field or worked there, the better your Team will feel about the trip and the more it will dispel any uneasiness for those who have never been on a missions trip at all! All it takes to gain this kind of personal expertise is to pick up the telephone and start connecting with churches who are into missions! It will not be long before your team will be reaping from the first-hand experience of people who have literally “been there and done that”!

Whatever you do, **do not head into a missions trip blind!!** If you cannot do a pre-trip field visit yourself, gain all the knowledge you can from others. Spend time listening to people who have experienced that field. Write down information they share. Even record them (with permission, of course) if you can arrange to have them come and share with your Team. Do your homework on researching the field to which you are heading. Paying attention to the people who have “been there” will go a long way toward leading a successful missions trip.

SCOPE OF WORK

Simply said, this pertains to how many different tasks there are to be done. Also important is the quantity of work to be done. How large is each task? Obviously, these questions can only be gained from the missionary or contact person.

Knowing the scope and quantity of work will help you determine the size of the Team you’ll need, and the potential duration of the project. You’ll need to know all three of these: scope, quantity and size of the Team in order to know what materials to bring. It may also be helpful in determining who your Team members should be and possibly, those who should not be involved in the trip.

SETTING DATES AND TIMES

When setting dates for the project, you must first consider the timetable of the host church or missionary. Remember: you are going there to meet their needs, not yours! Work around the dates and times that are best for them. Also, it is vitally necessary to communicate dates with your pastor and gain his approval. There may be certain dates that would conflict with important scheduling on the church’s calendar, and planning a trip on those dates without his knowledge might cause you to lose his support.

Consider seasons and weather changes when setting the dates for your trip. You do not want to be unnecessarily dealing with climate shock among Team members on top of any culture shock they might already be dealing with. If you are doing construction, get advice from your contact person regarding what season would be best for building. Also consider the availability of flights, peak airfare seasons and other transportation arrangements.

After you have settled on a project and have a peace about it, along with agreement from your pastor or other leaders, then you need to get the word out.

ADVERTISING

By this time you should have a rough budget in place, a time-frame set and knowledge of at least the basics of what the project entails.

Within your own church you can use the church bulletin and perhaps make announcements from the pulpit.

If your church is smaller and you wish to include other churches to raise a team, other means of advertising can come into play such as a denominational bulletin, newsletters, word of mouth, Christian radio, Christian newspapers and periodicals. Making contact with missions leaders of your denomination may also prove beneficial in this process.

A word of caution here: **START EARLY!** Give yourself enough time to recruit a Team and enough time to work with them in preparation to build relationship and unity within the Team.

For a **Regional Team**, start advertising for the Project and Team Members **2 to 3 months** prior to intended departure date. For an **Overseas Team**, you should start advertising **4 to 6 months** in advance.

SCHEDULING OF TEAM RECRUITMENT AND PREPARATIONS

Once the Trip has been announced and advertising has begun, there are two key components left to develop a team: Recruitment and Team Preparations. The following chart will give a suggested time-frame for how long is needed to be spent on these components:

Type of Missions Team	Team Recruiting	Team Preparations
Regional	2 - 3 months	3 - 6 weeks
Overseas	4 - 6 months	3 - 4 months

NOTE: The first number is a MINIMAL time-frame. The second number is a RECOMMENDED time-frame. Every church is different and these time-frames will vary from church to church.

The following is a sample of a long-term schedule for a planned missions trip:

Missions Trip to Brazil
January 24 – February 6, 20--

July 1	Start Advertising Hold Information Meeting Start Recruitment
October 1	Start Team Preparation (with time consideration for Christmas)
January 24	Departure for Brazil

You are probably wise to consider the work schedules of Team members and account for long weekends and holiday seasons when planning Team prep meetings. Many people reserve these dates for their families.

TEAM RECRUITMENT

The recruitment of the Team members is one of the most crucial aspects of planning and preparing for a missions trip. Everything from the work that is accomplished to the relationships with the missionaries to the unity on the Team can be greatly affected by the people who are chosen to be on the Team. We urge you to make this issue a significant matter of prayer. As you meet with your pastor in the earliest beginning phases of your missions trip experience, discuss and pray about those who could possibly be part of the Team.

Every church is different and every project is different. More than anything, it is a matter of praying, trusting, being open and willing to be led by the Holy Spirit. However, to guide you in the recruitment aspects of preparing to send or lead a missions team, we have learned some principles in a few important areas:

Leadership:

As we say often when it comes to planning and leading missions trips, learn to “go with the flow.” We emphasize this throughout our preparation of teams that we send out and lead, but it is just as important for us to follow this principle as leaders! In fact, we should be leading by example in this area! It is vitally important not to take yourself too seriously and to keep a good sense of humour. Take time to joke around and enjoy some laughs. You will keep your Team light-hearted and in good relationship with one another. It will also help the Team members deal with culture shock or adjust to a difficult work situation. One of the worst things you can do as a Missions Team leader is get too intense or demanding. One of the best things you can do is be flexible!

Time Factor:

As you have seen from the preceding charts it can take up to 6 months, and sometimes even longer, to recruit and prepare a team for an overseas missions trip. Remember, it could take you several weeks just to get the basic information about the location, accommodations and the project in order to start advertising the project and be properly informed. Thus you can see the importance of starting early.

Initial Information Meeting:

An initial information meeting for those who might be interested in being a part of the Team is a very good idea. At this time, people can be given much more information about the trip and project than what can be provided in the context of a church service. Also, it gives wonderful opportunities for people to have questions answered. At this meeting, the **Counting the Cost/Sacrifices** sheet should be given to every person. See Appendix B.

Set Specific Deadlines and Due Dates:

Give your team members a clear schedule for when they will need to provide payment for travel, food, accommodations and other costs for the trip. This will help to solidify Team commitment and allow you to book travel and accommodations arrangements. Nothing is more frustrating for a Team Leader than people who want to jump on or off board at the last minute. This can help eliminate that.

Let the Lord Pick the Team:

Be careful about trying to hand-pick Team members yourself, or even worse, pressuring people into taking part. Let the Lord choose the Team. He knows who should go and will speak to their hearts to participate. Count on it, and unless he prompts you to speak to someone about going, keep your hands off!

Size:

Keep teams small – 4 to 12 people maximum. Any more than that can be a nightmare for a Team Leader – and the missionary too! Please remember that you are not travelling to this mission field as tourists and your missionary hosts are not tour guides. They are very busy and have intense commitments on that mission field. Your team will hopefully be a significant blessing, but it can easily turn into a nightmare, particularly for the missionary. Keeping your team at a moderate size will make it easier for the missionary to deal with issues related to transportation, accommodations and numerous other matters.

Do your Homework:

Remember, when recruiting a team, the questions they will have for you are:

- * Where will it be?
- * How much will it cost?
- * When will it be?
- * What will I do there?

So, do your homework first. Be prepared to give adequate answers. A good idea at any Initial Information Meetings is to provide a **Preliminary Information Sheet** outlining the answers to these questions (see Appendix C). It will also communicate to potential Team members that this trip will be well-organized.

Application:

A good idea is to prepare a Team member **Application Form** (see Appendix D). This will provide you with all the necessary information about those interested in going on the missions trip. It will also give you a chance to learn more about their individual spiritual backgrounds, since it involves writing out a personal testimony. In addition, it will get the ball rolling for your team. It will provide you with a first glimpse of who is serious about going on the trip. A second, more significant glimpse will come when people have to provide a deposit!

One important note about the application: we use that term because we want everyone to know that it is a privilege to go and visit a missionary and serve God on a mission field. They should all understand at this point that just because they want to go, does not mean that they will be approved to go. Now, you shouldn't be scaring them off here. You will probably want to affirm their interest and note that it is a rare situation when people are declined the opportunity to go. However, there could be more people interested in going than are able to be accommodated and the applications may need to be considered before choosing the members of the team.

Generally, these situations do not come up and have been extremely infrequent in our experience. However, the point should be made abundantly clear to all potential team members ... that it is a privilege to serve God on the mission field!

Prayer:

It has been our experience that if you have bathed the project and the selection of your Team in prayer, the Lord has already taken all these factors into consideration, and has such a wonderful way of working everything out. So pray and trust Him!

Now that you have adequately addressed all of the early concerns and have a focus, the REAL work begins.

LOGISTICAL ITEMS

GENERAL TEAM CONCERNS

FINANCES

Check with the contact person regarding currency, the handling of funds, traveller's cheques, exchange of funds and use of credit cards and ATM's. For instance, some countries do not accept Canadian currency, even at their banks. Many require declaration of funds at customs. Some do not take traveller's cheques. Your contact person is a valuable source of information on all these issues.

In consultation with your pastor and/or the church treasurer, you'll need to develop two budgets (see Appendix A). First of all, you should plan a Team budget, both for the project (to buy materials needed) and a budget for the Team, which would include:

- Transportation
- Food
- Accommodations
- Necessary documentation such as visas and travel insurance
- Contingency Funds
- Necessary Project Funds

A second budget should be established for necessities that will be the responsibilities of each Team member. Each person on the trip should be advised as early as possible concerning all the necessary aspects of the trip for which they will be individually responsible to pay. These items are separate from Team funds because the amounts may be different for each Team member. For instance, one member may already have necessary immunizations or out-of-country medical insurance. Items that are necessary for ALL Team members should be in the budget for Team funds. However, if the item will not be necessary for EVERY member of the Team, they should be included in the individual member budget. These should generally include such things as:

- Immunizations / Medications
- Passport
- Medical Insurance

Usually all Team expenses are borne by the individual Team members, though often they gain sponsorships from various friends, family members, people in the church, and even employers. Team members need to know the amount required as soon as possible, and the dates on which the funds will be required. You should talk to your Church Treasurer to arrange a means of tracking support that is coming in, as well as the means of receipting individuals who give.

Be sure to plan for the missionaries you are working with when you are planning your budget. Often the missionaries are making special trips and enduring additional costs because of your visit. Add a reasonable amount to cover extra transportation and food costs for the missionaries. At the very least, try to cover their expenses, and hopefully go beyond that, for an added blessing to them. A nice additional thought is to budget an amount for gifts that your team can purchase and bring with you to give to the missionaries and your other hosts.

A limited amount of necessary project funds may be included in the Team budget for items that are absolutely needed for the work on site. However, these amounts should be minimized since Team members are already contributing significant amounts toward the cost of the trip.

The budget for any project funds you are bringing can be raised by various means such as fundraisers, church missions offerings, men's or women's groups, missions budgets, etc. It is a good topic of discussion that should be raised with your pastor or church leadership. One important issue concerns the taking of donated funds to a charity (such as your church) and giving them to an organization or missionary in another country. Most countries (like Canada) have specific laws governing the use of funds given to charitable organizations and the distribution to groups and individuals in other countries. You will want to ensure what your parameters are by checking with your pastor, church treasurer and probably an accountant.

The organizing of fundraising projects is a good area to enlist the help of Team members, or other individuals in the church. As the Team Leader, you will have enough concerns in other areas. If you can allow other capable individuals with a vision for the project take the lead on a fundraiser, you will be freed up to concentrate on Team preparations and those other individuals will gain valuable leadership skills. When we involve individuals in the church who are not a part of the Missions Team, we make the project a wider church effort rather than just the vision of a few individuals. This is highly recommended!

ENTRY VISAS

Some countries will require you to obtain an entry visa for travel to that country. In some cases, this could take 4 to 6 weeks or longer, and involve sending your passports to that country's embassy in Canada. There is usually a cost involved that will need to be factored into your rough budget for costs that individual Team members will incur. However, since this is a cost that all members will have to pay, it should be included as part of the Team budget. Remember – this visa application process will take time, so start early. You may be able to obtain a visa on a "rush" basis, but this should be avoided due to additional costs and significant and unneeded stress! Check with your contact person well in advance to see if a visa is required and what type of visa might be needed.

TRANSPORTATION

It is important to find the most cost-effective method of transportation to keep the cost low for Team members. It is important to consider all alternatives, but generally it is wise to follow the recommendation of the contact person, even if the cost is slightly greater. Find a good travel agent who will work hard for you to find the best rates for airfare.

Set dates for payments from the Team so you can secure the best possible fares and meet the deadlines that the airlines will have.

Air, ground, water – your contact person may be able to help here with ideas. Use this resource!

As soon as possible, prepare a travel itinerary and share it with the Team.

There may be a need for transportation from your accommodations to the worksite each day, and also for touring on rest days. You guessed it – the contact person!

Transportation is a very important area. It can make for a disastrous trip if it is not planned right. You may choose to delegate this area to another person. However, it is your job to ensure that the plans made are complete and accurate, because you will take the heat from the Team members when things go wrong. So, stay on top of it!

ACCOMMODATIONS AND FOOD

What types of accommodations are available, and at what price?

Are there shower facilities available? After a hard day's work, you know this is important. However, we have been in some situations where it is simply unavailable, so it's valuable to know the situation in advance to prepare people.

Are there washroom facilities at the work site?

Will we be staying in the Hilton, or in a church basement? (5 star...or ½ star?)

What will be provided with our accommodations, and what will we need to bring?

Each Team member should bring a small transformer and appropriate electrical adapters for the country to which you are travelling. Unless you are staying within North America, you will be dealing with 220 volt power and all electronic equipment you bring with you will require an adapter and/or a transformer. You should also take a little time to explain the use of these items.

Will our meals be provided for us, or will we need to purchase food and prepare them ourselves?

Is the food included in the price, and where will we prepare it?

Will we be eating North American type food, or traditional foods of the country in which we are ministering?

These are all questions your Team will have for you and are items you need to plan for. Again, draw on the all-important contact person for help and answers. Don't be afraid to ask!!!

Note: It's a good idea to find out if any members of your Team have any food allergies, especially if they are severe ones. If that is the case, pass on that information to your contact person on the field.

INDIVIDUAL TEAM MEMBER CONCERNS

IMMUNIZATIONS / MEDICATIONS

If you're traveling overseas, you'll need to check which vaccinations and/or medications are required for travel to that country. Ensure that your Team receives them. Sometimes a series of vaccinations and boosters need to be administered over a pre-set time period. Sometimes it can take months, so start early. This information can be acquired by checking with your district health unit, family physician, or travel immunization clinic. Proof of immunizations (i.e., photocopy) should be provided to the Team Leader along with a copy of the Team member's passport and any visa that may be required. Copies of this information for each Team member should be brought by the Team Leader on the trip, in case of emergency. Another copy should be left behind with a key contact person that the Team Leader can reach, in case of emergency.

MEDICAL INSURANCE

This is a necessity, especially if you are traveling overseas. God forbid that any Team member should become ill or injured, but it does happen and you need to be prepared for it. It should be mandatory for ALL Team members traveling abroad to have medical insurance, and to provide proof of insurance to the Team Leader well in advance of departure. This might seem harsh or unnecessary, but if you get into a foreign country and a Team member gets stuck with a large medical bill without insurance because you did not insist on this requirement, your whole trip would be **severely** affected. Don't be afraid to make these types of demands on your Team. It protects everyone!

PASSPORTS

Passports are required for overseas trips. Be aware of this, should some Team members not yet have one. It can take up to 6 weeks to get a first-time passport. Pick up passport application forms in advance and give them to Team members who need them in the early stages of your Team prep. Encourage them to get going on this process quickly.

TEAM PROJECT CONCERNS

INFO ABOUT THE PROJECT

If you are doing a construction project, obtain as much information as possible about the project. Get blueprints, sketches, lists of work to be done, quantity of work to be done, material lists, and any specialty items to be done. Share ALL information with the Team. They don't like surprises either!

Similarly, if your team is involved with a project of a different nature, learn as much as you can about the situation you will be faced with. If you are doing nursing, learn about the medical conditions your team will have to treat and useful supplies to bring. If you are doing teaching, find out about the educational level of the people you will be working with and any specific issues your team will have to deal with.

Whatever kind of team you are leading, the project you are working on will consume most of your energy and time while you are on the trip. The more information you gain about the project, the better you will be able to prepare your team in advance. This will be one of the keys for how your team feels about the success or failure of the trip when they return home. And since we want all teams to have a great sense of accomplishment and success, be careful to learn as much as you can about the project to aid your team's preparation.

MATERIALS FOR PROJECT

- * How much and what type of supplies will we need?
- * Are the materials best to be purchased in that country, or do we need to purchase them and bring them with us?
- * Are you able to get some of the supplies or tools that you will need to bring with you donated by supporting individuals, companies or groups?
- * Are there items that would be useless or definitely should NOT be brought?

These are all important questions that must be answered and dealt with. Once again, for this you need to draw upon your contact person. And the more information you gather in advance will greatly affect the overall experience.

VIDEOS SHOT AT SITE VISITS

As has already been mentioned, videos will help immensely in preparing your Team for what they will do on the project and will help you in preparing tool lists, material lists, etc. Videos, and even snapshots, can also help soften the blow of culture shock for Team members as they see a little about what life and conditions are like on the field you are planning to visit.

TOOLS REQUIRED

You must identify what tools you will need, and that will be determined by the scope and quantity of work, and also by the size of the Team.

If you are travelling overseas, keep in mind there are weight restrictions, and some tools can be very heavy. You may elect to budget for the purchase of some tools in advance or at your destination. Check to see what tools are available to you there already.

You need to keep in mind that most countries have different kinds of electrical power from ours in North America (i.e., 220 volts). To use power tools, you may need an appropriate transformer, but we have found that sometimes even that is not an effective solution. What may be preferable is to purchase the equipment there and then leave it behind as a blessing to people you are working with.

Make a list of required tools and review it two or three times, comparing it to the different tasks you'll be doing. You'll be too far away to get that tool you forgot. This is the Team Leader's responsibility, but it is a good idea to bring one or two others alongside for help and ideas.

TEAM PREPARATION

Much of the success of your endeavor will come from the time spent in Team preparation. It is the time in which you can develop the right attitudes, unity, cooperation, servanthood and the missions vision within your Team. It is an integral part of the Missions Team experience.

One of the best ways to do this is to meet together on a regular basis, usually weekly, at a time convenient to all Team members. This is a great time to share with everyone new information about the project as it arises, to find out about the expectations of your Team members, to set goals for the Team and to delegate specific tasks to Team members.

In your weekly prep times it is important that Team members know that you are approachable. Allow time for them to ask questions about the concerns they have. Do your best to address all questions and concerns. If you do not have answers at that time, do your very best to get the information needed.

THE RIGHT ATTITUDE

The right attitude is so important! Without it, you and your Team can do more harm than good. It should be an attitude of service. The premise is:

“We are going to meet the needs of others and not to get our own needs met. We need to forget about the ‘me, me, me’ and ‘I, I, I.’ We need to serve with joy in our hearts and complete our task as unto the Lord. “

You need to speak about these things to your Team early and often so that these characteristics will be seen in them.

UNITY

You will also need to stress the importance of unity within the Team. Because there are many different personalities, and the Team will be together most of the time (in some cases working, eating and sleeping in the same place), conflicts are sure to arise. Make them aware that the enemy would like nothing better than to bring discord into the Team simply because the work of the Team is essentially a spiritual mission. We actually have the Team members for all our trips complete a Team Policy form that discourages negative inter-personal behavior that is detrimental to the Team (see Appendix L).

They will need to be aware of conflicts, recognize them for what they are, and deal with them in a proper fashion. Quickly!!! *“Do not let the sun go down while you are still angry”* (Ephesians 4:26). No team should go on a trip without adequate teaching on Biblical principles of conflict resolution. Some role-playing is even a good idea! See Appendix K.

GO WITH THE FLOW

It's a catchy little phrase, and one you'll hear a lot on a Missions Trip. Many times things will change abruptly, or things may not go quite the way we think they should. But then, we don't know the mission field or see the bigger picture, like the missionary does. In other countries the culture is different from ours. What is important to us may not be at all important to them. It's best to just "go with the flow." This issue needs to be constantly emphasized to every Team!

RESEARCH

The Team Leader will need to study the country/region to which the Missions Team will travel in order to understand the background, history and culture of the people with whom you will be working. You should include basic information about geography, population, customs, climate, currency used, and any other pertinent information. After you have done this, prepare some fact sheets for the Team. It's a great way to prepare them for what to expect.

SAFETY

It is important to stress safety to the team. This pertains to travel to and within the country, behaviour in various situations, as well as conduct on any worksite. Stress that bags/purses should be secure and guarded particularly in airports and crowded situations. The Team Leader should have an emergency and contingency plan in place. Part of that contingency is having all pertinent information and records with you on the trip and an additional copy with a trusted person back in Canada that you can contact in an emergency. An example is a lost passport. It can be extremely helpful to have a photocopy of everyone's passport with you on the trip because it can be used at a Canadian embassy to gain a quick replacement. And if you have another copy in Canada that you can access by phone, it could be useful should you lose even the copy that you have with you. It can happen! We know! And it's always best to play it safe!

Tell the Team that if a particular action doesn't feel safe, it probably isn't – so don't do it! A foreign country is not the place to take risks. Don't be afraid to get instruction from the Team Leader or other knowledgeable Team member.

DEVOTIONALS

Team devotionals need to be a part of Team activities each day. Ask each of your Team members to prepare a couple of devotionals (depending on the size of the Team) and be prepared to share them with the Team during daily Team meetings. Make them aware of this requirement early in the preparation process to give them enough time to do a good job of it. Tell them that they are free to use a devotional book, because for some, having daily devotions will be new.

PERSONAL INTEGRITY

This is vitally important to the effectiveness of any ministry. It can all be lost in seconds by just an inappropriate action or comment – whether it be to a fellow Team member or a foreign national. Your whole testimony – and even the effectiveness of the missionary’s work – can be lost in an instant.

Personal integrity and team integrity go hand in hand; especially on a foreign mission field. Make no mistake, those whom you are ministering to are watching everything you do and say. Even if they cannot understand the language, they will not misunderstand the intent! Also, though English may not be a language they commonly speak, do not be surprised if they can understand aspects of your English conversations. So guard your speech at all times!

WHO’S IN CHARGE?

The missionary is always the final voice of authority – a good thing for the Team and the Team Leader to remember. He/she will be there to deal with the legacy of the Missions Team long after you’re gone.

Generally, a Missions Trip is successful when there is good, constant communication between the Missionary and the Team Leaders. In order to establish a healthy chain of command and solid communication, encourage your Team members to communicate with the Team Leader or use daily Team meetings/devotional times to raise issues, rather than having them consult the missionaries individually. The Team Leader can then deal with the missionary on that issue and return the information to the Team. If this method is followed, no one will be left out of the loop of communication.

RISKS

On every Missions Trip there are risks involved, and sometimes on foreign mission fields the risks can be great. As Team Leader you must find out what the risks are, make the Team aware of them and make sure they have a peace about their involvement. Don’t assume that every Team member is willing to take the risks that you think nothing of taking. Not everyone is at the same place in this regard.

CHECKLIST

The Team Leader is responsible not only to prepare a checklist for himself as Team Leader and also for project needs, but also for personal items to be brought by Team members. A sample checklist can be found in Appendix M.

PRAYER AND GIVING GLORY WHERE IT BELONGS

Prayer must be an integral part of your weekly meetings. When Team members start to pray one for another, for families left behind, for the project, for missionaries they'll be working with, and for the concerns of Team members, this will always bring unity and focus to the Team. It will ultimately bring glory to God. The importance of this cannot be stressed enough! It is important that each Team member actively participate, so create opportunities for all the Team members to pray out loud for each other and various needs.

RECRUITING THE HELP OF TEAM MEMBERS

While the Team Leader has large responsibilities, each Team member should have an individual job to do as well. These jobs should be assigned in accordance with the size of the Team. For instance, if the Team is only made up of two or three people, some tasks will be eliminated and some members will have duplicate tasks. For a larger Team, assistants may be appointed in some areas, as needed. We have indicated below which jobs are necessary (N) and those which are optional (O).

Of course, the direction for what each person does in that job should be received from the Team Leader. In some areas, such as finances and event/meal coordination, there needs to be consistent communication with the Leader. In other areas, such as photography and tool-handling, the Team members can easily be given a fairly free hand to fulfill their responsibilities. Assign tasks to Team members based on strengths and giftedness, in such areas as:

Co-Leader (O):

Duties: Works either as a joint leader with the Team Leader or as an assistant, depending on the personnel involved and the size of the Team. For instance, a larger team of 10-12 people might well require a second leader. Also, if a Team has an individual gifted in the skills needed on the trip or someone experienced with the destination, and in addition, there is a pastor on the Team, it could well be advantageous for the two to work together in leading the Team. With either two co-leaders or a leader and assistant, it is vital for the two to be in constant communication and harmony throughout every phase of the trip and preparation. We have found it very helpful to have two heads working and planning things rather than just one. In fact, the two of us have co-led a couple of teams!

Team Scribe (N):

Duties: Maintains a daily record of Team's activities and progress on the project. A report may be given at the debriefing and possibly at public presentations. May also be in charge of a Team journal that is collectively completed by Team members. For each day of the trip, the Team Scribe will appoint a different person to write his/her reflections of the day's experiences and that person will have until the next day's meeting to do so, and then will read it at the meeting.

Team Treasurer (N):

Duties: Oversees Team funds and reports regularly (at least daily on the field) to the Team Leader. Along with the Team leader, the Treasurer organizes the handling of Team and project funds during the trip. These funds should be held by at least two individuals throughout the trip for safe-keeping (i.e., Treasurer and Team Leader). Keeps an accurate record of Team funds and expenses while on the field. A report may be given at the debriefing and a written record is to be given to the Church Treasurer along with all receipts from the trip.

Team Photographer (N):

Duties: Oversees the photography of Team events and activities so that someone on the Team always has a camera to record each Team activity. Responsible for collection and arrangement of photo presentation to the Church after the trip.

Team Videographer (O):

Duties: Oversees the video recording of the Team and all activities of the trip so that someone on the Team always has a video camera to record the various Team activities and events. Responsible for collection and editing for presentation to the Church after the trip.

Events and Meal Coordinator (O):

Duties: Responsible for coordinating meal times, restaurant outings and special events with Team Leader and contact person. Reports daily to the Team.

Medical Coordinator (N):

Duties: Responsible to ensure first aid kit is complete and carries it on the trip. Works with the Team Leader to ensure safe working conditions and an emergency plan. If qualified, administers first aid when needed. Responsible for emergency plan. If planned out well in advance, an untrained medical coordinator may even be able to take a basic first aid course before the trip.

Ministry/Worship Leader (O):

Duties: Leads worship prior to daily devotionals. Coordinates devotional assignments. Coordinates ministerial assignments when required by Team Leader and reports at debriefing.

Tool Keeper (O):

Duties: Responsible for collection of tools prior to the trip and for the return and safe use of all Team tools on site.

These are just a few of the tasks that can be assigned to Team members. If your Team or your trip has different needs, you will want to create different, additional jobs that are reflective of the situation you will be dealing with. Just remember ... everyone needs a job!

JOURNALING

During the prep times, encourage the Team to start journaling their daily events and thoughts. It's important to do this during the whole time of preparation and during the time of the actual Missions Trip. The purpose of this is to help them work through the debriefing and re-entry process. As they go back they can read the changes that occurred in them. It will be quite evident in their journals. It will also serve as a record and reminder of their Missions Trip experience.

As mentioned above, we have found it to be a positive experience to share a collective Team journal on our trips. A separate journal is purchased and is simply passed around each day by the members of the Team at the Team meeting. The person who was assigned to write in the journal the previous day shares his/her reflections at the Team meeting, and then it's passed to the next person. A good idea is to have the Team Scribe create copies for everyone once you've all returned home.

WARM-UPS

A "warm-up" is a great way to make final preparations with the Team a couple of weeks before departure. Plan the event around a meal on an afternoon or evening, perhaps at the home of a Team member. It can be as simple as hot dogs or hamburgers.

At the warm-up, take some time to get the Team to verbalize or, better yet, write down their expectations of the project: what they think will be expected of them, and the kind of things they think they will see and do there. This will help you know where everybody's coming from. Enjoy the meal together, and fellowship. If there's unity in the Team, there will be a family type atmosphere. Encourage spouses of Team members to come to this event as well.

Arrange for the Team to do a small task at this event – something that can involve them all (moving firewood, collecting leaves, moving some furniture, etc.). This will give you a chance to observe the Team in action and see who will participate fully – and who will sit on the sidelines. It is better to know this now than when you get involved in the project on the field.

It's also a good idea to play some kind of team sports or game together. This should tell you how the Team members will interact with one another. Keep it light and fun.

All this should build unity and relationships within the Team while you discover more about them.

WORKING WITH TEAM & LOCALS

Assuming all of your planning and preparations are first rate, you should arrive at your destination with your Team intact, excited and ready to go!

If you are travelling overseas, it is less hassle if the whole Team goes through Immigration and Customs together. **Usually** when they find out you are a group traveling together, most officials will let you proceed with little trouble. It is the Team Leader's responsibility to organize this. Your contact person can advise the best course of action in this regard.

When you arrive at your destination, you should have the missionary or pastor give a complete orientation for the entire Team. Of course, this should be pre-arranged before departure from Canada. This is essential and could include local customs, traditions, do's and don'ts for the Team to observe and some phrases or words the Team members should know if the language is different from their own. In addition, the missionary may wish to share his expectations.

Remember: The Missionary is the final authority and we are there as servants to meet the missionaries' needs. The key word is 'flexibility' ...go with the flow.

TEAM MEETINGS AND DEVOTIONAL TIMES

This is an absolute essential for every Missions Trip experience! Holding Team meetings every day will keep your Team up-to-date with various issues that are coming up. It will bond them together as a Team. It will solidify the whole missions experience for them on a long-term basis. And perhaps most importantly, it will keep them spiritually tuned in to what God is saying to each of them individually, and to the Team as a whole.

Make sure you maintain these important meeting times in spite of busy-ness or fatigue. Let the Team members know early in the preparations that Team meetings are compulsory for every Team member! Perhaps only in the case of sickness should a Team member be excused from a Team meeting. This is an essential part of the Missions Trip experience. The daily meeting involves a few key ingredients: devotions (one person daily sharing a brief passage from the Bible and praying), an up-date from the Team leader(s) about the following day or the project/ministry that the Team is working on, a sharing from the Team journal by one of the Team and, if possible, a thought or up-date shared by one of the missionaries or hosts.

The Team meeting is probably best done once daily, either first thing in the morning or at day's end before heading off to sleep. Choose which will work best for your Team based on location, work responsibilities, sleeping accommodations

and the recommendation of the missionary. In certain situations it may be best to split the meeting with devotions in the morning and the “meeting” at the end of the day, but ideally, you will hold it all together at one time.

Devotions are a key element of each meeting. We have found that the Lord is more concerned about what’s going on in the hearts of Team members than anything we are physically doing on the field. This is the time when He will move in the lives of the Team, particularly in regard to their heart for missions.

Devotions can and should be led by individual Team members. (It’s a good way to stretch us!) You could also include the pastor or missionary and even ask them to share a devotional. Be sure to give your Team members enough time to prepare properly. This should be assigned during Team prep. Encourage them to spend some time seeking what the Lord would have them share.

If appropriate, you may wish to include a few worship songs as part of your daily devotional time. You could have a CD to play along as you worship.

It is best not to put time-limits on Team devotions. Take whatever time is necessary – it’s important! Your ministry/project assignments will still be there no matter how long you take. Encourage input and interaction from the whole Team. Remember – as Team Leader you set the pace. If you’re not willing to participate, you can’t expect others to do so.

WORKING WITH THE TEAM ON SITE

As the Team Leader, you need to be fair, firm and lead as Christ did – as a servant. Let the Lord be your example. Many times, a Team Leader does very little physical work himself. Much of the time is spent providing tools, materials, giving instruction and leadership to Team members. In short, be a servant.

Right from the onset of the project, make the Team aware of burnout. Many Team members will want to work at a high speed for long periods of time to accomplish as much as possible. After a few days they will be tired and burned out – and of little use to God, you or the rest of the Team. Remind them to pace themselves. They’ll accomplish a lot more in the long run – and be at less risk of injury or sickness.

BE PREPARED TO TEACH

With a little bit of solid instruction and a watchful eye from the Team Leader, most people will be amazed at what they can accomplish. Take the time to teach those who do not have experience in the field in which you are working. It is important that each person returns with a sense of accomplishment and value as a member of the Team. This should be our goal as Team Leaders.

TROUBLE SHOOTING

When problems arise, and they will, the Team Leader should try continually to identify problem areas and deal with them immediately – both within Team personnel and in the project itself. If you let problems slide, they will likely grow beyond your capability to solve them.

Sometimes, allowing for Team input in these areas can prove beneficial. No man is an island unto himself. However, as Team Leader, responsibility falls on you.

BE PATIENT

When a Team member has completed a given task to the very best of his/her ability, accept it and thank him/her for it – even if it is not quite up to your standards. Then leave it at that and do not attempt to re-do their work, unless it is absolutely essential.

KEEPING UNITY ON THE TEAM AND PROGRESS IN THE WORK

If you've done a good a job in preparing the Team and they have the right attitude, it will go a long way toward bringing this about. As Team Leader, you need to have a watchful eye and pray for the leading of the Holy Spirit in this area. Use your daily devotional time/Team meetings to discuss with Team members how they are feeling both physically and emotionally, and whether or not they have any concerns.

Reinforce the fact that the work is “to the glory of God.”

OTHER ACTIVITIES – RECREATION

All work and no play will exhaust your Team. You need to plan other activities for the Team's free time (ie: sports activities, touring and sightseeing, games, fishing, shopping or a different level of ministry). For example, on one of our overseas trips where we were working daily on the construction of a Childcare Plus school, we went out with the locals from the church about every third evening and did street ministry. What a wonderful time of rejoicing as we saw many come to know the Lord!

Also, nurses on our Teams have run medical clinics for local church people; and on numerous occasions we have done children's ministry with puppets, music and balloons.

We are all missionaries. Be sure to use the various gifts of the different members of your Team. Remember, we are Spirit-filled people who should not be afraid to use every opportunity to minister.

You'll need to work with your contact person for ministry opportunities. They will know the area, and what is available to you. Perhaps you may choose a Team member to head this area up. You will need to work with them on it.

Perhaps, invite the missionary and/or local church leadership to join your Team for a final wind-up banquet just before you depart for home. It is a great way to cement relationships, provide some good final memories for your Team members and a good way to start the debriefing process.

DEBRIEFING / RE-ENTRY

This part of the short-term missions experience is just as important as the going and doing. It's a way to bring closure for the Missions Team, and to eliminate some of the stress of re-entering your home culture.

Initial debriefing should be done as soon as possible after your return – ideally, no later than one or two days, and definitely no longer than a week. We have found that planning some “R & R” at the conclusion of our trips to be helpful in adjusting for re-entry. Usually, we have taken some time – even just an hour or two – to start that process and encourage talking about what the Team has experienced. If your Team is from different locations, you will definitely want to do something of this nature, since getting together at home will not generally be possible.

There are a number of excellent resources to help you and your Team deal with re-entry stress. One of those is a book entitled, *Re-Entry, Making the Transition From Missions To Life At Home*. It is written by a missionary by the name of Peter Jordan, and published by YWAM. This book covers every area of debriefing and re-entry in a concise, easy-to-read way. A book of this nature should be compulsory reading for anyone leading a Team to a foreign mission field – whether short- or long-term.

It is important to get an honest appraisal of the Missions Trip from all your Team members, as well as from the pastor or missionary with whom you served. A good way to do this is with a questionnaire. See Appendices O and P for samples of each. This will help you determine the things that worked well, and those that did not work well. It will help you to change and refine your preparation and leadership for any future Missions Trips.

During the debriefing, time should be allowed for Team members with specific jobs to give reports, express opinions and ideas, and to reminisce about the trip.

Use the debriefing phase to encourage ongoing contact and relationship with the missionaries you have worked with, and also with the local churches and pastors you dealt with. This is a significant means of developing a strong tie between your local church and the missionaries and field where you worked. If your pastor has not been a member of the Team, it is strongly advised that you invite him to a debriefing gathering just as you did for the prep meetings before the trip.

Use questions in Appendix Q to help Team members deal with their experiences. Any debriefing sessions needs to involve prayer for the continuing work where the Missions Trip took place, and thanks to God for what He has accomplished in and through the Team – and for what He is yet to accomplish through the Team's now elevated passion for missions!

APPENDICES

- A. Rough Budgeting Form
- B. Counting the Costs/Sacrifices (sample)
- C. Preliminary Information Sheet (sample)
- D. Missions Team Application Form
- E. Proposed Dates for Team Preparation Meetings (sample)
- F. Reasons for Going on a Missions Trip
- G. Missions Team Preparation Issues and Schedule (sample)
- H. Health Insurance Coverage Form
- I. Relationships with Missionaries and Local People
- J. Liability Release Form (sample)
- K. Foundations for Team Unity
- L. Missions Team Policy Statement
- M. Checklist (sample)
- N. Cultural Issues
- O. Missions Team Questionnaire for Team Member (sample)
- P. Missions Team Questionnaire for Missionary (sample)
- Q. De-briefing Questions

Appendix A

TEAM BUDGET

Transportation & Documentation:

Flight (including taxes and departure fees) \$ _____
Transfers (taxis or buses) \$ _____
Vehicle Rentals & Fuel \$ _____
Travel & Flight Insurance (not medical) \$ _____
Visa (if necessary) \$ _____

Accommodations & Food:

In-country accommodations (\$ ____ / day x ____ days) = \$ _____
Other accommodations (i.e., hotels *en route*) \$ _____
Food \$ _____
Other (gifts for hosts, etc.) \$ _____

R & R Plans \$ _____

Necessary Project Funds \$ _____

Contingency Funds \$ _____

Total: \$ _____

TEAM MEMBER INDIVIDUAL BUDGET

Immunizations / Medications \$ _____

Passport \$ _____

Medical Insurance \$ _____

Other \$ _____

Total: \$ _____

A necessity for every Team is some rest and relaxation time. This should be included in Team budgeting to ensure that the Team stays together and has similar experiences, though some Team members may choose to stay behind after the trip for some additional time of vacation.

Evangel Church
(DESTINATION and YEAR) MISSIONS TRIP

COUNTING THE COST / SACRIFICES

- FINANCIALLY:** * *(Cost of trip)*
* Potential related costs as much as \$500 (passport, visa, etc.)
* Personal spending money
* Possible loss of *(length of trip)* weeks of pay
- SPIRITUALLY:** * Prayer for the project, the people, missionaries, Team, etc.
* Preparation of devotional(s) to share with Team members
* Public sharing of testimony, prayer, etc. on the field
* Public sharing of experiences with congregation upon return
- TIME:** * 10 weeks of Team Preparation Meetings (1-2 hours each)
* *(length of trip)* weeks spent on the field
* Time spent preparing devotionals
* Time spent preparing for ministry on the field
* Time spent planning presentation to congregation upon return
- PHYSICALLY:** * Possible challenging, physical labour on the field
* Adjustment to non-Western accommodations and facilities
* Possible adjustment to different climate, time zone, schedules
* Absence from family members and friends
* Potential for illness while overseas or upon return
- EMOTIONALLY:** * Adjustment to harsh conditions you can do nothing about
* Response to potential drain on physical adjustments
* Adjustment back to our culture and people who “don’t care”

Being involved in this Missions Trip involves committing yourself fully, saying,

***“It’s not about me or my needs,
but I’ll go and meet the needs of others for the glory of God.”***

**Evangel Church
2005 UKRAINE MISSIONS TRIP**

PRELIMINARY INFORMATION

PURPOSE OF TRIP:

1. To expose team members to a unique mission field of the world
2. To help – potentially – with the renewal of church buildings and a sanitarium for children who have tuberculosis
3. To help – potentially – in an orphanage with food needs and building renewal
4. To minister to children in sanatorium/orphanage and potentially, in churches
5. To bring financial and material support to churches and ministries in Ukraine
6. To encourage our missionaries, churches and pastors in Ukraine

DATE: To be confirmed

Mid-September to early October (approx. 2 weeks)

Flights now being considered – Sept. 20 to Oct. 5 (VERY tentative)

NUMBER OF TEAM: 8-10 people (men or women)

Application must be completed/returned to G. Wilson

Specific Skills needed – anything construction/renovation related

Skill most needed – willingness to work hard and follow directions

Possibility for many other skills beneficial to an orphanage

Possibility for some ministry in churches, if desired by team

COST: To be confirmed

Approximately \$2,500 per team member

Airfare	1,500
Food in Ukraine	250
Transportation in Ukraine	150
Accommodation enroute	200
R & R costs	200
Incidental costs	200

NOTE - We are anticipating that additional funds can be raised to help with some of the work that we would be involved with in churches/sanatorium/orphanage

PREPARATION:

Regular (weekly/monthly) meetings for team members prior to the trip

Necessary shots at a Travel Clinic (possibly done together as a team)

Raising of necessary funds

ABOUT UKRAINE:



Population: 48,396,470 (July 2002 est.)

Area: 603,700 sq km (slightly smaller than Texas)

Richly endowed in natural resources, Ukraine has been fought over and subjugated for centuries; its 20th-century struggle for liberty is not yet complete. A short-lived independence from Russia (1917-1920) was followed by brutal Soviet rule that engineered two artificial famines (1921-22 and 1932-33) in which over 8 million died, and World War II, in which German and Soviet armies were responsible for some 7 million more deaths. Although independence was attained in 1991 with the dissolution of the USSR, true freedom remains elusive as many of the former Soviet elite remain entrenched, stalling efforts at economic reform, privatization, and civil liberties.

PAOC IN UKRAINE:

Today in Ukraine, 90 percent of those pastoring churches have had no theological training whatsoever. The PAOC began addressing this need in 1992 by fully supporting a newly established Bible College in the city of Korosten. Many of our Canadian pastors have taught in this school. A second Bible College has been launched in Dnepropetrovsk and another has been birthed in the eastern part of the country. We are also involved in strategic Leadership Institutes for older pastors throughout the nation.

Cataclysmic events in the past few years have created unparalleled opportunities for Christian outreach. How long these windows of opportunity will remain open to us continues to be uncertain. As in Russia, the Ukrainian Orthodox Church is a constant source of opposition to the growth of the Evangelical churches. There are still many former Communists in positions of leadership although they now call themselves Nationalists since the Communist Party has been officially banned. The nation is 73% Christian (3% Protestant, 15% Catholic and 55% Orthodox) and 25% are non-religious.

OUR MISSIONARIES IN UKRAINE: Les & Lois Paulsen 
Home District: Western Ontario

Les and Lois teach at the Bible College in Korosten. Their ministry focuses on training, sending and supporting the emerging generation of Ukrainian ministers. They also teach ESL which is vital to give Russian-speaking ministers access to English ministry resources. The critical need is for Canada to support the Ukrainian church in equipping and sending church planters and missionaries while the doors are open.

MISSIONS TEAM MINISTRY LOCATION: Chernivtsi, Ukraine

City of 250,000 in southwest Ukraine, near border with Romania and Moldava

ACCOMMODATIONS: Billeting in homes of local believers (probable)

SCHEDULE: (proposed)	Sat. Sept. 20	Depart from Thunder Bay
	Sun. Sept. 21	Arrive in Kiev, Ukraine
		Travel overnight via train to Chernivtsi
	Mon. Sept. 22	Arrive in Chenivtsi / Welcome / Orientation
	Tues. - Fri.	Work / Ministry
	Sat. Sept. 27	Free day / Visit Outreach to poor kids
	Sun. Sept. 28	Church
	Mon. - Thurs.	Work / Ministry
	Fri. Oct. 3	Final Work Day / Train to Kiev
	Sat. Oct. 4	Tour of Kiev / Depart from Kiev
	Sun. Oct. 5	Arrive in Thunder Bay

FOR MORE INFORMATION: Call Pastor Gary at the Church (345-3503)

Do you think that you might need financial assistance to cover the costs of this trip?

Are you willing to attend regular Team meetings to prepare for the trip?

Are you willing to submit to and fully cooperate with the Team leadership and missions staff?

Have you ever been on a missions trip before? If so, when, where and with what group?

List countries you have travelled to outside Canada and the U.S.

Is there anything that would prohibit you from travelling outside Canada (i.e., criminal record, etc.)?

List names and telephone numbers of at least 2 references.

In a few brief sentences, tell why you want to go on this missions trip.

On a separate sheet of paper, briefly share your testimony of how you became a Christian and your spiritual journey.

Please return your completed application to *(Name of Pastor or Team Leader)* as soon as possible.

Evangel Church
UKRAINE MISSIONS TEAM

PROPOSED DATES FOR TEAM PREP MEETINGS

MEETING #1 (Sunday, June 1st – 4:30 pm)

MEETING #2 (Sunday, June 8th – 4:30 pm)

MEETING #3 (Sunday, June 22nd – 4:30 pm)

MEETING #4 (Saturday, July 5th – 12:00 noon-4:00 pm)

MEETING #5 (Sunday, July 13th – 4:30 pm)

MEETING #6 (Sunday, August 17th – 4:30 pm)

MEETING #7 (Saturday, August 23rd – 12 noon – 4:30 pm)

MEETING #8 (Sunday, September 7th – 4:30 pm)

MEETING #9 (Friday, September 12th – 7:00 pm)

ORIENTATION WITH LES PAULSEN (Tentative)

Breakfast (Open to entire Church) on Saturday, September 13th – 9:00 am

MEETING #10 (Sunday, September 14th – 4:30 pm)

Team Meeting Format

Prayer

Update - Flights/Dates

- News about Field

- Update on Project

- Finances

Practical Issues

Questions

Major Issue(s)

Prayer

Appendix F

REASONS FOR GOING ON A MISSIONS TRIP

1. To expose Team member to a unique mission field of the world.
2. To gain invaluable experience in ministry.
3. To expand understanding of the needs of others.
4. To share the love of Jesus.
5. To enhance the work of the local Church.
6. To lift up the hands of the missionaries and provide direct financial support.
7. To deepen and enrich your spiritual life.
8. To help the local church in their outreach and ministry.
9. To enhance your openness to whatever God has for you in the future.
10. To free the missionary to carry out the ministry to which God has called him.
11. To allow us the opportunity to use our skill, time and finances to build God's Kingdom.
12. To make a tangible difference.
13. To attempt to meet physical needs so that greater spiritual needs can be ministered to. Before you can minister to someone's spiritual needs you must try and meet their physical needs. "Don't tell me God loves me, show me"
14. Most of all, because Jesus said, "Go!"

REASONS NOT TO GO ON A MISSIONS TRIP

1. Do not go because you are looking for adventure.
2. Do not go because a friend goes.
3. Do not go because you enjoy travelling and sightseeing.
4. Do not go to impress others.
5. Do not go because you want to see what real missionaries or their conditions are like.

THINGS TO REMEMBER

1. All things work together for good to them that love God and are called according to His purpose. (Romans 8:28)
2. You are a member of a Team. Do not forget it. You will learn that it is necessary to submit. Do not do your own thing. Submission for Christ's sake is the key.
3. Do not think you can do it better than the missionary, because you are in another culture and things are done differently there.
4. Do not go anywhere alone, though in certain circumstances you MAY be permitted to go, but ONLY with a Team Leader's approval.
5. Be sensitive to the needs of others. Seek harmony and peace at all personal costs.
6. Pray together and pull together.
7. The Team Leader's word is always final.
8. Insubordination will be devastating to you, to the group and to the cause of Christ.
9. Know and follow the schedule.

Evangel Church
UKRAINE MISSIONS TEAM
PREPARATION ISSUES

MEETING #1 (Sunday, June 1st – 4:30 pm)

PRACTICAL ISSUES

1. Update for New Team Members
2. Overview and Schedule of Team Prep Times
3. Fundraising (Personal & Project)
4. Immunization
5. Journal / Team Journal

MAJOR ISSUE

Reasons for Going on a Short-Term Missions Trip

MEETING #2 (Sunday, June 8th – 4:30 pm)

PRACTICAL ISSUES

1. Finalizing of Team Prep Times
2. Immunization
3. Fundraising
4. Passports
5. Medical Insurance Form

MAJOR ISSUE

Relating to Missionaries and Local People
Overview of Missionaries we will be working with

MEETING #3 (Sunday, June 22nd – 4:30 pm)

PRACTICAL ISSUES

1. Fundraising
2. Wills
3. Liability Release Form
4. Devotionals
5. Preparation for Ministry - Assignments

MAJOR ISSUE

Team Unity / Resolving Team Conflict / Resolving Personal Conflict

MEETING #4 (Saturday, July 5th – 12:00 noon-4:00 pm)

PRACTICAL ISSUES

1. Policy Statement
2. Team-related Jobs
3. Fundraising
4. Promotion / Post-Trip Report
5. Suitcases – Purchase of 2nd hand suitcases

MAJOR ISSUE

Preparation for Ministry

MEETING #5 (Sunday, July 13th – 4:30 pm)

PRACTICAL ISSUES

1. Fundraising
2. Necessary Medications
3. Gifts for Missionaries/Hosts/etc.
4. Checklist Items Needed/Clothing to bring

MAJOR ISSUE

Language Training

MEETING #6 (Sunday, August 17th – 4:30 pm)

PRACTICAL ISSUES

1. ChildCare Plus
2. Dress
3. Fundraising
4. Itinerary Draft
5. Language Review

MAJOR ISSUE

Cultural Issues

MEETING #7 (Saturday, August 23rd – 12 noon – 4:30 pm)

PRACTICAL ISSUES

1. Emergency Contact Number, Name, Email/phone plans, etc.
2. Debriefing
3. Language Review

MAJOR ISSUE

Preparation for Ministry

MEETING #8 (Sunday, September 7th – 4:30 pm)

PRACTICAL ISSUES

1. Review of Ministry Activities
2. Suitcases
3. Gifts for Missionaries/Hosts/etc.
4. Immunization/Passport Check

MAJOR ISSUE

Language Training

MEETING #9 (Friday, September 12th – 7:00 pm)

ORIENTATION WITH LES PAULSEN

Breakfast (Open to entire Church) on Saturday, September 13th – 9:00 am

MEETING #10 (Sunday, September 14th – 4:30 pm)

PRACTICAL ISSUES

1. Review of Orientation with L.Paulsen
2. Language Review
3. Final Review
4. Overview of Departure Day

MAJOR ISSUE

Final Review & Individual Prayer for Team Members

Appendix H

(Name of Church)
(DESTINATION and YEAR) MISSIONS TRIP
HEALTH INSURANCE COVERAGE

This is to verify that I have personal health insurance with the following company:

_____	_____
Insurance Company Name	Policy Number

Contact Information and Overseas Contact Telephone Number	

I have contacted my insurance provider and specifically ensured that my insurance is valid overseas and will provide appropriate coverage for the duration of the said Missions Trip.

_____	_____
Signature	Date

NOTE: Please attach a copy of your medical insurance including name and dates of coverage.

RELATIONSHIPS WITH THE MISSIONARY AND THE LOCAL PEOPLE

YOUR RELATIONSHIP WITH THE MISSIONARY

1. Glean from their experience.
2. Heed their counsel.
3. Remember that while you are on a trip, they are not. Thus, they are trying to keep routines with their children and follow schedules. Please respect those routines and schedules.
4. Sense their love for the people.
5. Do what they ask, but do so in communication with Team leaders.
6. Do **NOTHING** that would embarrass them or impede the work; they will remain in the country long after you are gone.
7. Try to understand the pressures that they face everyday.
8. Remember that our visit, while a welcome relief and blessing to the missionary, can also be a source of greater stress. Try to ease those stresses and not add to them.
9. Pray for them and love them.
10. Remember, they know the people, the language and the culture.

YOUR RELATIONSHIP WITH THE LOCAL PEOPLE

1. You are here **for them**.
2. Respect them and love them.
3. Do not criticize them; our way is **not** necessarily the best way.
4. Avoid **at all cost** an air of superiority.
5. Never talk "down" to them; they are either your brothers in the Lord or people who still need Jesus.
6. Be friendly and outgoing. Smile! You may not speak the language, but smile! Even try to communicate with them either in their language or English. Many want to learn English. Either way, they will be very warm to your attempts to converse with them.
7. DO NOT be overly friendly with the opposite sex. This can do irreparable damage.
8. Avoid North American clichés and jokes; they do not translate well into local language or culture, and can even be offensive.

Evangel Church
(DESTINATION and YEAR) MISSIONS TRIP

LIABILITY RELEASE FORM

I recognize and accept the following conditions which will further the usefulness and safety of our short-term mission to _____. As a member of this Team I:

1. Release and discharge the organization and individuals which helped make these arrangements, including The Pentecostal Assemblies of Canada and Evangel Pentecostal Church: their agents, employees, officers, and volunteers, from all claims, demands, actions, judgments, or executions that I have ever had, or now have, or may have, or which my heirs, executors, administrators, or assigns may have or claim to have, against this organization, their agents, employees, officers, and volunteers and their successors or assigns, real or personal, caused by or arising out of this journey to _____ (destination) from on or about _____ (d/m/y) to _____ (d/m/y). I intend to be legally bound by this statement.
2. Acknowledge that by engaging in this journey, I am subjecting myself to certain risks voluntarily, including and in addition to those risks that I normally face in my personal and business life, including but not limited to such things as health hazards due to poor food and water, diseases, pests, and poor sanitation; potential danger from lack of control over local population; potential injury while working; and inadequate medical facilities. In case of emergency, I hereby authorize my Team leader/field coordinator to act on my behalf including giving consent for any medical treatment the attending physician(s) deem to be necessary.
3. Agree that in the event my conduct is considered so unsatisfactory that it jeopardizes the success of the trip or the general missionary endeavor, and that mediation during the trip has failed to correct my behaviour, that my services in connection with this mission shall end and I shall return home immediately at my own expense.
4. In signing below, I hereby acknowledge having read and understood this Release Form and the above limitations of liability, and certify that I am 18 years of age or older and have full authority to execute the same. This Release Form shall be binding upon me and my heirs, executors and administrators.

Participant's Signature _____
Participant's Name _____ (please print)
Address: _____ (please print)
City _____ Province _____ Postal Code _____
Daytime Phone (____) _____ Evening Phone (____) _____

Appendix K

FOUNDATIONS FOR TEAM UNITY

All Believers....

- ... experience salvation in the same way – through faith in Jesus Christ. (John 3:14,15)
- ... are members of the Body of Christ. (1 Cor 12:13)
- ... have a gift or talent to bless the local church. (1 Cor 12:21-25)
- ... are to strengthen and encourage one another regularly. (Heb 10: 24,25)
- ... must promote unity among followers of Christ as a means of reaching people with the gospel. (John 17: 22,23)

Steps in Resolving Team Conflict (Acts 15)

- Clearly define the issue that needs to be resolved (vv. 1, 5)
- Determine the appropriate decision makers and present the issue to them (vv. 2, 6)
- Allow discussion and presentation of reports concerning the issue (vv. 7-13)
- Consult God's Word for direction and insight (v. 28)
- Reach a decision based on godly standards and compassion for others that promotes unity (vv. 19-21)
- Clearly communicate the decision (vv. 23-29)

Steps in Resolving Personal Conflict (Matthew 18:15-20)

- When you have a problem with someone, talk to that person alone and see if you can resolve it together (v. 15)
- If the person will not listen, take another person (possibly leadership) with you to witness your attempt to resolve the problem (v. 16)
- If the person refuses to listen, take your issue to the leadership of the group to resolve the problem (v. 17)
- If the person refuses to listen to the leadership of the group, the leadership may deal with the matter in a public setting (before the larger group) and/or may ask the person to be removed from the group (v. 18)

(Name of Church)
(DESTINATION and YEAR) MISSIONS TRIP

TEAM POLICY

The members of the *(Destination) (Year)* Missions Team have adopted a no “put down” policy. We recognize that this practice is divisive and serves only to break down unity within our Team. We are instead called to build up, edify and encourage each other in the Lord.

We determine in our hearts to “go” as servants and to meet the needs of others. We are not to be self-serving. We want to show God’s love to everyone we encounter.

As a member of the *(Destination) (Year)* Missions Team I, _____, agree not to “put down” other members of the Team nor others we deal with during our trip. I will attempt in every situation to be positive, encouraging and uplifting.

Furthermore, I will give myself to this endeavor with the heart of a servant. I will put my own needs after the needs of others, including my fellow Team members and those to whom we deal with on our journey. This includes not only those to whom we minister, but others we encounter on our journey and during our preparation. By God’s grace, I will attempt to reflect Jesus in every situation and to every person.

(Signature of Team Member)

(Date)

(*DESTINATION and DATE*) MISSIONS TRIP

SAMPLE CHECKLIST

(Team Member)

- Bible & Devotional notes
- Note Pad & Pen
- Plane Tickets
- Immunization Booklet
- Passport
- Work clothes (2 changes)
- Work Boots (optional)
- Casual Clothes for touring and services (ties required, if preaching)
- Dress Shoes
- Towel & Toiletries
- Hair-dryer
- Alarm Clock (if you need one)
- Prescription Drugs (must be kept in original containers)
- Camera & Film
- Wide-brimmed Hat & Sunscreen
- Swim Suit
- Small Flashlight
- Sun Glasses
- Spending Money
- Snack Food (if you need it)
- Pepto Bismol or Immodium Tablets
- Hand Sanitizer
- Water Bottle
- Hammer & Tape Measure
- Work Apron

*Items on the list will change with each different Missions Trip.

CULTURAL ISSUES

WHILE YOU ARE IN THE OVERSEAS COUNTRY

1. Expect the unexpected.
2. Schedules will change.
3. Some things may not be at the work site. Do not assume that either the missionary or the Team leaders are incompetent, and that if you were in charge it would be different.
4. Learn to give thanks “for this is the will of God in Christ Jesus.”
5. Things probably will be much different than you anticipated.
6. ALWAYS be respectful of the authorities (including police, customs agents, border guards, etc.). Do not attempt to joke with them as it can easily cause more problems than what we will all want to deal with. However, do smile and be friendly.
7. The food will be different.
8. Eat only food prepared or recommended by missionaries, or Team personnel.

DO NOT:

1. Do not buy food off the street, unless the missionary gives approval. Don't attempt to prove your physical constitution or cultural openness. Failure to heed this warning can have lasting consequences and can set the Team back immeasurably.
2. Do not diet! Do not fast! You need to eat. This may not sound very spiritual, but everything has its appropriate time. If you want to fast, do so several weeks before departure, so that your body is healthy and as strong as possible to face potential challenges on the trip.
3. Do not leave the work site without approval of Team leadership.
4. Do not give anything to a national without the approval of the missionary.
5. Do not go off alone. Do not go off with locals.
6. Do not talk to local people about money. Do not tell them what you earn at home. Do not tell them what it cost you to come. You will spend more in a week than they make in a year.
7. Do not give them your address or your phone number. Email may be given, but this should only be done after communication with the missionaries and approval of Team Leaders.
8. Do not promise anything. Do not even act like you might do it. They often take “might,” “could,” and “maybe” as promises.
9. Do not complain about the missionary (they already know he isn't perfect), about the Team leader or the Team members, church, culture, city or country.
10. Do not make fun of anyone.
11. Do not say how much this is in “real money.”

DO:

1. Pray.
2. Go to bed early.
3. If you are tired, rest. The altitude, the food and the work may be quite different than what you are accustomed to.
4. Rejoice! (Deuteronomy 28: 47,48)
5. Carry a copy of your passport with you at all times, OR as instructed by Team leadership.
6. Be on time for all activities.
7. Shake hands with local people at every appropriate opportunity.
8. Give the local people respect. Some of them may have suffered severe persecution because of their decision to follow Christ.
9. Try to learn some of their language.

TEAM LEADERS:

1. They will listen to your complaints and talk to the missionary.
2. Thank them for the opportunity to serve.

Appendix O
(Sample)

**Evangel
Church**

**Evaluation of
Missions Trip by
Team Members**



This questionnaire will help to more effectively plan, adjust methods and lead Missions Teams in the future.

Name: _____

Date: _____

Please answer questions by circling a number between 1 and 10, where 10 is POSITIVE, 1 is NEGATIVE and 5 is AVERAGE or NEUTRAL.

1. I have a sense of accomplishment. 1 2 3 4 5 6 7 8 9 10
2. This experience has aided my personal growth. 1 2 3 4 5 6 7 8 9 10
3. I have trust and confidence in the leadership. 1 2 3 4 5 6 7 8 9 10
4. I have been treated as a valued brother/sister in the Lord. 1 2 3 4 5 6 7 8 9 10
5. This group has displayed teamwork. 1 2 3 4 5 6 7 8 9 10
6. The Team has good spiritual emphasis. 1 2 3 4 5 6 7 8 9 10
7. The Team has a real sense of responsibility for getting the job done. 1 2 3 4 5 6 7 8 9 10
8. I would go on another Missions Team trip. 1 2 3 4 5 6 7 8 9 10
9. I feel the cost was a good value. 1 2 3 4 5 6 7 8 9 10
10. The pre-trip meetings at the church properly prepared me. 1 2 3 4 5 6 7 8 9 10
11. I would rate the Missions Team trip in general as a success. 1 2 3 4 5 6 7 8 9 10
12. What was your family's response to this Missions Team trip? 1 2 3 4 5 6 7 8 9 10
13. What changes or additions would have made this trip better:

Appendix P
(Sample)

**Evangel
Church**

**Evaluation of
Missions Team by
Missionary/Pastor**



Thank you for completing this questionnaire. It will assist us to more effectively plan, adjust methods and lead Missions Teams in the future.

Missionary/Pastor's Name: _____ Date: _____

Please evaluate the following aspects of the Team by circling a number between 1 and 10, where 10 is POSITIVE, 1 is NEGATIVE and 5 is AVERAGE or NEUTRAL.

- | | |
|---|----------------------|
| 1. The general work ethic of the Team | 1 2 3 4 5 6 7 8 9 10 |
| 2. The general spiritual maturity of Team members | 1 2 3 4 5 6 7 8 9 10 |
| 3. The preparation of the Team | 1 2 3 4 5 6 7 8 9 10 |
| 4. Team Leadership | 1 2 3 4 5 6 7 8 9 10 |
| 5. The ability of the group to work as a Team | 1 2 3 4 5 6 7 8 9 10 |
| 6. The cooperation of Team members with missionary leadership | 1 2 3 4 5 6 7 8 9 10 |
| 7. Your impression of the Team's impact on local people | 1 2 3 4 5 6 7 8 9 10 |
| 8. Overall / Your willingness to have another Team from Evangel | 1 2 3 4 5 6 7 8 9 10 |
| 9. What did you feel were some weaknesses of the Team? | |

10. What did you feel were some strengths of the Team?

DE-BRIEFING QUESTIONS

END-OF-TRIP REVIEW

The purpose of this exercise is to help the Team members begin to understand some of the changes that have occurred in them as a result of the Missions trip experience. Discuss these questions with the Team preferably as part of a rest and relaxation period at the conclusion of the trip just before you return home.

1. Describe how you have changed physically.
2. In what ways do you think you may have changed emotionally? What new people are close to you? What things about the trip make you happy, sad, angry, etc.?
3. How do you think you may have to alter your priorities and plans in life as a result of your trip? Do you think that you might need to reconsider your career plans, for example?
4. How have you changed regarding your ministry capabilities? What things can you do for God without a second thought that you would not have even attempted before you left home?
5. How has your view of relationships and their importance in your life changed?
6. How has your perspective on material things changed?
7. In what ways have you changed spiritually?

JOURNAL REVIEW

Set aside time to read through your entire journal and highlight areas that are particularly meaningful to you. Select items to share with your group as desired and requested by Team leader. This might be done in the first two or three weeks after returning home.

1. What was the funniest thing that happened to you on your trip?
2. What was the hardest thing for you to deal with during the trip?
3. What was the most meaningful event of your trip?
4. What was the greatest lesson you learned from your missions trip?
5. What has reviewing your journal helped you to see concerning the overall impact of the missions trip on your life? How do you think you changed?

FUTURE PLANNING REVIEW

This exercise will allow Team members to speak as “veteran world travelers” and “experienced short-term missionaries” to all those “greenhorns” who are preparing to embark on their first overseas missionary adventure. Discuss these questions with the Team as soon as possible after you have arrived home, perhaps giving them a chance to respond anonymously to some of the questions by providing those questions on forms they can complete and turn in to the Team leader(s).

1. What items do you wish you had brought on this trip that you did not bring?
2. What items that you brought are you particularly glad you had with you?
3. What items do you wish you had left at home or, at least, had no need of on the trip?
4. Describe your feelings of culture shock? What things were most surprising to you? What things did you find disturbing?
5. What things on the trip were problems that you did not expect?
6. What did you find to be an unexpected blessing on the trip?
7. If you were going to this particular country or region again, what would you do or plan differently to be better prepared for the trip?