



Navigating the Journey
of a Short Term Mission Trip
and Jesus Turning Your World
Upside Down

SERVE^{the}
WORLD

MISSION TRIP

Training Guide & Pre-Trip Journal

Friends,

Your short-term mission trip officially starts now. Welcome to your journey! The STW team believes that God has incredible things in store for YOU and your team as you step out in faith together. We also know you will be a huge blessing and encouragement to our field partners.

Some thoughts as you prepare for this journey:

Pray. Make prayer a priority. Allow space to ask God to grow you and be sure to watch how He is at work around you throughout the trip!

Use This Guide. This guide includes the content for each training meeting. It also has devotionals to deepen your walk with Jesus as you serve and prepare. It also includes practical training materials like What to Pack, How to Raise Support and more. Let this be the space you journey with Jesus on what He has for you in this season. **If you are a team veteran,** don't dismiss this guide. God has a journey for you to as you return to the nations! Allow God to continue to grow you toward His Kingdom purposes and share it with others on your team.

Get to Know Your Team. Connect with people. Learn names and a few stories. Hear how God is impacting others. Pray for one another.

Show Up To Your Team Meetings. We place a high value on sending prepared and united teams. This can only happen if you participate in the pre-trip training. It's not just about collecting information for the trip, but about connecting with people, praying together, and being stretched in your spiritual growth.

We pray this trip will stretch your faith, connect you with others, help you make an impact and come back with renewed purpose for your life and ministry. This process might be messy at times, but with an open heart, your life can be changed forever!

Laura Abelarde

for the Serve the World Team

TEAM TRAINING MEETING #1

Why Missions?

Welcome & Introductions

Take time to welcome everyone and have them each introduce themselves, a little bit about them, and share why they want to go on this trip.

My teammate's names are:

Leader Devotional - Read & Discuss Luke 10:1-11

This is the first recorded short term mission trip in scripture. Discuss from this passage, what are the implications for us going out on a Short Term Mission Trip?

Why We Do Short Term Missions?

- Teams encourage our partners (missionaries or local churches).
- Teams contribute to a bigger strategy that our STW staff is creating with the field partners.
- Missions is central to Overlake's identity and we want to engage our congregation with the incredible work going on.
- Teams give an opportunity for individuals to grow spiritually and experience something dynamic in their walk with God.
- God calls all of us to be part of the Great Commission of discipling the nations.

Overlake is committed to sending well-trained teams (that is why you have to come to the training meetings) to engage in our long term partnerships around the world.

James 1:22 says, "Be doers of the Word, not hearers only." We want to be people that hear the Holy Spirit and respond in obedience. God is preparing you for this trip already...and for what is past the trip.

Trip Details

- **What Will We Do?**
- **Where Will We Stay?** (Hotel, Guest House or With Nationals?)
- **Cost?** (Price includes airfare, lodging, food, bottled water, R&R day and ministry supplies. Personal funds dependent on shopping needs, but usually \$100 for misc.)
- **Health Concerns?** We will have plenty of purified water to drink, healthy food cooked, medical personnel available and access to the Red Cross emergency care if a crisis arises.
- **Immunizations Required:**_____
- **Is it Safe?** We do not seek to put short term team travelers in harm's way. We have plans for medical care and will also buy evacuation and medical insurance for each team member. We require traveler's insurance for each team going out.
- **Training Meeting Dates:**_____

Team Training: Raising Support

From our experience personal support letters tend to yield the most financial fruit for trips. Asking for money is tough. It can be completely humbling, but it's an experience that actually helps prepare people's hearts for the trip. You can't be a good giver until you've learned to receive from others. It helps to have a good view on why we raise support.

Why We Raise Support

A Prayer Team Will Result. When people are challenged to give financially, they are likely to pray for you.

Your Faith Will Grow. Support raising is a faith journey. When days go by and your support level does not increase, you may be tempted to question your call to missions. But those are the days to be reminded that God has called you and that He will supply every need. Often the best faith lessons appear as we wait on God. That's when we learn that we are limited and God is limitless.

It Broadens the Missionary Vision of Our Church. You are the best recruiter for world missions. When you share your passion with others, you are able to communicate your vision and your call. Your enthusiasm and dedication stimulates and challenges interest and involvement in others for missions.

How We Raise Support

1. Pray that God will lead you and your team to look for the resources for this trip.
2. We strongly encourage individual support letters (sample on next page). From our experience, personal support letters tend to yield the most financial fruit for trips. People give out of relationship to you. An email blast is impersonal and easy to delete, a personal letter is harder to ignore. Make a target of sending out at least 30-50 letters.
3. Facebook and crowd funding sites are good tools, but they have NOT been proven to raise the full amount. Don't let that be your only way of raising funds.
4. Look outside of the church. Friends, relatives, co-workers and neighbors (even unbelievers) may feel blessed to invest in you and God's leading in your life. Seek their support.

5. Ask inside of the church. Ask your small group or ministry team friends to pray about God's leading to give prayer and/or financial help for this opportunity. Do not ask people, however, unless you have some kind of connection with them. And only ask your pastor to support you as a way to practice—not for real money!
6. Evaluate your contribution. Other people can tell you the surprising places God provided money: unexpected refund checks, garage sales, extra income opportunities, etc. Plan ahead and evaluate what sacrifices you can make in the next few months to contribute toward your trip.
7. It is very important to follow-up with people with whom you have sent letters to. Follow up either through email or a phone call. Also be sure to send a personal thank you note when you do receive a gift.

How to Process Money

- When sending out letters, include a self-addressed, stamped envelope with your home as the return address.
- Include in the letter the online option for giving. Go to www.occ.org/stw. Click on "Short Term Teams" then "Donate to a Mission Trip", in drop down menu select "Mission Trips & Projects", then whichever trip you are going on.
- Checks should be made payable to OCC. Make copies or keep a list of checks you receive before turning them into the church.
- Submit checks/cash as you ARRIVE at training meetings. Place in one blue mission's envelope that is clearly marked with your name and the team info. Use supplied labeled envelopes.
- Give donors a deadline to submit money of 1 month prior to trip departure.
- Understand that any funds received above and beyond your trip will be used at the discretion of the church for mission-related activities.
- Supporters who wish to deduct their support on their taxes: Must NOT designate their gift to you anywhere on their check (use the Mission Giving envelopes to designate toward the people).

Sample letter

Dear Aunt Millie,

I know it's been a few months since we have talked. Things in my life are going well. I have been.....

A new opportunity for me has come up. I feel led to go with my church on a Short Term Mission Trip (for a non-believing audience, you can use Service Project Trip, etc.)

We will be doing

I am excited about this because..... Our trip dates are ... Would you be willing to prayerfully consider supporting me in both prayer and finances? The cost of the trip is I am planning on contributing some out of my own resources, but am reaching out to my circle of friends and family to join me in this project.

If you are willing and able, please feel free to write a check to OCC (Overlake Christian Church) and use the enclosed SAS envelope.

Please do not write my name in the memo line if you would like a tax deduction. If you would like to give online, you can do that by going to www.occ.org/stw. Click on "Short Term Teams" then "Donate to a Mission Trip", then in the drop down select "Mission Trips & Projects" and then select.....

I will send you some update news on how the preparations are going and then what we experienced while on the trip. I appreciate your prayers and any support you could send. Thanks for joining me in this.

Sincerely,

Next Steps

- Write your support letter if you are 50% or more sure you want to move forward with the trip. Often the process of raising support affirms God's prompting for you going. Send to 30-50 people.
- Check out additional support raising ideas in the back of this guide.
- Continue praying and talking to your friends and mentors about your involvement in this trip.
- Fill out the trip application (www.occ.org/stw) if you haven't done so already.
- Submit \$200 deposit toward the trip
- Put in your calendar all the dates of the training meetings.
- Apply for a passport or check expiration date (need 6 months remaining from when you would leave the country for passport to be valid). Submit a copy to STW.
- Submit your Medical Consent & Release of Liability/Policy Agreement forms online at occ.org/stw.
- Check CDC website for what immunizations are recommended for your location.
- Work your way through the "At Home" section to better help prepare you for this journey ahead.

— AT HOME —

Please walk through the following devotional for heart and trip preparation on your own before the next meeting.

Whether you are an expert at Bible Study or new to even opening up the pages of the Bible, we would encourage you to spend time reflecting, praying, and engaging in Scripture. Invite the Holy Spirit to reveal the truth of God's word and his message for your heart.

Reading & Relection: Exodus 3:1-14, Philippians 4:9

Invite the Holy Spirit to reveal something to you in this passage.

Reflect on the questions below.

1. How do these verses encourage you as you consider joining this trip?
2. Reflect on why you want to go on this trip? What are your hopes?
3. How is God prompting you or confirming it?
4. What is holding you back?
5. What are the things that you need to trust God for?

6. Write a prayer of trust to the Lord:

Prayer Focus

- Thank Him for His leading or ask Him to confirm you going on this trip.
- Offer to God your hopes and expectations.
- Continue praying through the things that might be holding you back and the ways that you need to trust God.

TEAM TRAINING MEETING #2

Crossing a Culture

Welcome & Team Building

Write the following personality traits/values on a piece of paper for all to see. (punctual, relational, assertive, independent, relaxed, excellence, hospitality, individuality, community, hard work, faith, order, harmony, interdependent, integrity)

Ask each person to prioritize what are the 5 most important values to them. Now break up into groups of 3-5 and have each person share their top values and why they are important to them. Next, as individual groups, decide together on what would be the top 5 values. When finished, have each group share.

Discussion Questions:

1. How difficult was this activity? What did you learn from it?
2. How do you think this might relate with crossing another culture?

You will find that many cultures that we go to have very different values from Americans. For instance, most Western cultures are very task oriented and like to be independent whereas many other cultures are much more relationship oriented and interdependent. Take a look at the Cultural Resources in the back of this guide for helpful tools on entering a new culture.

Leader Devotional - Read & Discuss 1 Cor. 9:19-23

What are the implications of this passage on your trip? On crossing another culture?

Team Training: Serving Others Cross-Culturally

The most effective way to cross a culture is to take on the learner/servant approach. Most of us don't have the language and won't understand the culture within a week or two. If we hope to have any impact in caring for others, we must be humble and show a heart to listen, learn and serve.

Learner

Seek to honor and value the culture by observing, listening and asking questions. Challenge yourself to view things from a perspective different from your own without passing judgement. North Americans inherently take on the role of an expert, activist, seller or teacher. The "learner" approach humbles a person into a position of student, receiver, observer, and outsider. Remember, another's perspective isn't necessarily wrong, it's just different. Being a learner means you will seek to learn the answers to questions like:

- How do people greet one another?
- What do people like?
- What are the foods, customs, and values?
- How do families interact?
- What is the relationship between men and women in this context?
- What is the Christian climate like?
- What has been the history in this country that has impacted the Christian movement?
- What is taboo or disrespectful?

Servant

Seek to serve others needs before your own. Cross-culturally this means that:

- We will build the bridge of friendship by learning to greet in their culture.
- We will be a good receiver of their hospitality, even if the food or drink does not look or taste appealing.
- We will serve the needs of the field above our own. (i.e. they want us to play and teach children vs. us wanting to build something).
- We will adapt our dress and manners around our host culture (even if it's hot).
- We will be considerate of our host's time.

Preparing for Culture Shock

Culture shock happens when a person engages in a cultural environment which is different from their own. Everyone experiences it. Even the most seasoned travelers are processing new information or new experiences.

When was the last time you were in a crowd of people you didn't know? Or a new/awkward experience? How did you feel? What did you do?

Any time you enter a NEW experience with people different from yourself, you can have a variety of feelings hit at once. Anticipation, fear, concern, excitement, and nervousness usually cause some kind of reaction. You may experience feelings or thoughts that don't make sense such as:

- Crying, anger, confusion or disorientation
- Homesickness or withdrawal
- Dislike for sights, smells, and interactions

All of these are NORMAL. Here are some ideas to help you & your teammates get through culture shock:

- Allow a safe space for people to process what they are feeling.
- Don't be afraid to talk with a team mate or your leader
- Take time to rest, take a nap and then re-enter into ministry with a servant/learner approach.
- Take time to pray. If you live in your fear, it will rob you of a great experience God has for you.

NOTE: Additional Cultural Training Resources are available in the back of this training guide!

Ministry And Project Preparation

- Discuss the scope of the ministry and what are the things that need to be prepared.
- Begin discussing who would like to be in charge of what tasks.

Things I need to do:

Logistics

- Has everyone either applied or already has their passport?
Please submit a copy of your passport to STW.
- How is support raising going? Have you written your support letter yet? How can I help you?
- Have you turned in your paperwork to STW?
- Do you have money to turn in?
- Remind people of the upcoming 2nd payment deadline.
- Q & A.

Pray Together

- Pray for one another as you prepare to enter a new culture
- Pray for God's provision for the team.
- Pray for the ministry on the field and preparation that needs to get done.

Next Steps

- Read through the additional Cultural Resources found in the back of this guide.
- Research as much as you can about the country and culture you are going.

Questions you might want to seek answers for may be:

- What is the predominate religion?
 - What language do they speak?
 - What are some cultural traditions?
 - What do they like to eat?
 - How do they greet one another?
 - What are the family traditions?
 - What are their cultural values?
 - What are some key industries?
 - Learn some key phrases from the country you will be visiting
- Eat a meal at a restaurant close the culture you are going. Use your greeting phrases and ask them questions. (**Caution:** If you are participating in a closed or sensitive country, please do not communicate any information about mission, missionary, churches, etc.)
 - Work on submitting the required paperwork (passport, deposit, application, release of liability, medical consent)
 - Keep working on your support raising for your 2nd payment deadline.
 - Begin your ministry/project preparation.
 - Make a copy of your passport picture page and submit to your team leader via email or in person.
 - Make appointments with doctor/dentist for immunizations and check-up.
 - Don't leave this for the last minute.
 - Work your way through the "At Home" section to better help prepare you for this journey ahead.

— AT HOME —

Please walk through the following devotional for heart and trip preparation on your own before the next meeting.

Reading & Relection: Matthew 10:42-45

Invite the Holy Spirit to reveal something to you in this passage. Reflect on the questions below.

- What does this passage tell you about God?
- What word or phrase stood out to you?
- How can I practice serving my family, at work, or at church?
- How can I prepare myself to serve cross culturally? Are there any prejudices or pre-conceived perceptions that I have of the culture I am entering? Hand those over to the Lord.

Prayer Focus

- Pray that God would continue to develop a heart of service in you, especially with those who may be different from you.
- Pray for opportunities to serve in the country you are going
- Pray for an attitude of a learner.
- Continue to pray for your teammates.

TEAM TRAINING MEETING #3

Team Relationships

Welcome & Team Building

Have the team leader stand in the center of the room and announce the following to the group:

“I am conflict. Consider how you typically react when you experience a personal conflict. Position yourself, in relation to me, somewhere in the room in a way that conveys your initial response to a conflict. Pay attention to your body language as well as your distance from the conflict.”

Discussion Questions

- What are some reasons you are standing where you are?
- If where you are standing signifies your initial reaction, where might you stand after taking some time to think about the conflict?
- What are some things that would cause you to move?
- How might our reactions influence the course of the conflict?

Leader Devotional - Read & Discuss Philippians 2:1-11.

What are the implications for our team and this trip?

Team Training: Dealing with Individuals on the Team

One of the biggest challenges in working on a team can sometimes be navigating personalities that are different from your own. Every personality type has strengths and weaknesses. Working together as a team is about highlighting other's strengths, and granting grace in our moments of weakness. Let's look at the following and see if you can pick out your personality type:

Easy-going Eric

never in a hurry, enjoys the moments, will not add to the mix of strong opinions, and tends to be “rock” of the group. May have difficulty making decisions or finishing a task.

Fun-loving Farah

life of the party, great people connector, laughs a lot. May have difficulty confronting tough situations and staying in touch with her emotions as she experiences culture shock.

Leader-driven Linda

great leadership capacity, steps in when there is a need and sees things through to completion. May have difficulty with letting things go and relaxing. Often needs to know the next thing and process.

Deep-thinking Dean

will create great discussion for team, process information and experiences well. May struggle with being melancholy and disconnecting a bit from the group.

Debrief in your team:

1. Which of the personalities listed above do you most identify with?
2. What are the strengths of that personality? What might be the weaknesses?
3. What personality type do you think you might have problems with and why?
4. Discuss as a team what it means to be a peacemaker?

The reality is that there will be tensions that come up on a trip. You're around the same people for 10 days, with different personalities and combine that with being hot, tired, and perhaps not feeling well, it is a recipe for potential conflicts.

It is our hope that you will embrace the following “peacemaking” tips when you find yourself at odds with another member of your team or perhaps with those you are serving on the field.

How to Become a Peacemaker

- Hold space for your teammates, ministry partners and new friends to experience safety.
- Value your teammates and those you are serving. Validate their presence.
- Honor each person's participation & culture by listening actively.
- Respond in a calm, gentle, respectful manner.
- Seek to discover a wider perspective from one another and those you are serving.
- If you find yourself frustrated, seek to serve in word and deed.
- Love.

Team Building

- Write up a Team Covenant together.
- Discuss an agreement on handling team and individual conflicts while on the trip. Ask your team what would be some key agreements that you make to each other. (Words like flexible, servant hearted, time conscience, following leadership should probably show up.)
- Designate/delegate someone to take notes, type up and send out for each team member to sign.

Ministry And Project Planning

- Updates on the ministry. What has been done and what still needs to be done? How we will do that?
- What tools, resources, items need to be purchased or raised?
- Continue to delegate tasks and responsibilities to various teammates (devotions, worship, money/receipts, etc). Everyone should have something they are responsible for.
- Any specific things that need to be practiced? (i.e. kids program stories/ songs/crafts or outreach conversations or English language classes?)

Logistics

- Has everyone applied or has their passport? Does STW have a copy?
- Have you turned in your paperwork to STW?
- How is support raising going? Do you have money to turn in?
- Give tentative trip schedule and what to expect.
- Remind people that 2nd payment is likely due
- Go over packing list in back of this guide
- Q & A

Pray Together

- Pray for team dynamics on the trip. Pray for love and grace.
- Pray for ministry preparation and things that still need to be done.
- Continue to pray for God's provision for each of you for this trip.

Next Steps

- Practice using the 7 Commandments of a Peacemaker daily, especially when confronted with people who think differently than yourself.
- Submit any outstanding required paperwork (copy of passport, medical consent, release of liability)
- Follow-up on Support Raising. You can email the group you sent letters to and ask them to PRAY for your support to come in. Update them on how God is providing so far and how they can help pray for the rest.
- Write or email thank you notes to those who have already sent in support.
- Work on your ministry/project preparation.
- If money is not in yet for 2nd payment, please submit that ASAP.
- Work your way through the "At Home" section to better help prepare you for this journey ahead.

— AT HOME —

Please walk through the following devotional for heart and trip preparation on your own before the next meeting.

Reading & Relection: Colossians 3:12-17

Invite the Holy Spirit to reveal something to you in this passage. Ask yourself the questions below.

- What word or phrase stood out to you?
- How is God challenging you in this passage?
- What are the applications you'd like to apply specifically for the trip?

Write a prayer to the Lord expressing your desire to be a peacemaker on this trip.

Prayer Focus

- Pray for your team and for good team dynamics on the trip.
- Pray that God would continue to develop in you and your teammates a heart of a peacemaker.
- Continue praying for God to transform you and grow you on this journey.

TEAM TRAINING MEETING #4

Sharing Our Story

Welcome & Team Building

Give everyone a piece of paper. Have each person answer 3 fun “get to know you” type questions on their papers, but do not write their names down. Collect the papers. Begin reading the answers and as a group try and guess whos is whos.

Leader Devotional - Romans 10:11-15

Read the passage together twice.

1. Discuss what are the implications for your trip?
2. Why do you think sharing your story is so important?

Team Training: How to Share Your Story

Everyone Has a Story. On just about every trip, team members are asked by their hosts to share a testimony. Whether around a meal, at a prayer gathering, at ministry time or in a church service, we want to be prepared to respond to the opportunity. If you have never shared in front of a few people before, we guarantee you will feel nervous, but it will be amazing as you do it and you will experience joy in sharing.

What's A Testimony?

- Your Spiritual life story
- What you believe
- How God has been real to you in your life

Basically, a testimony is YOUR story. Some people don't feel like they have a “testimony” since they accepted Christ as a child. But your story is about following Christ as you have grown up.

Below are some ideas on how to craft a testimony that can be shared in another country to encourage Christians or communicate to non-Christians how good God is to you. Keep testimonies to around 5 min.

- Write about your life before Christ (your thoughts, attitudes, behaviors, etc) then how you came to know Christ (What happened? What or who influenced you?) and how your life was different as a result of receiving Christ.
- Write about a time when God was very real to you or helped you through a difficult time.
- Write about how is God working in your life right now. Is there anything in particular he is teaching you or how he is changing you?
- Write about some behaviors, thoughts or “baggage” you have been struggling with and how God is helping you overcome them.
- What is a favorite Bible verse, Bible character or song and why?

How to Share Your Story Cross-Culturally

- Greet them in the local language.
- Affirm their country, people or culture. What have you learned by being in their country so far?
- Say, “My name is _____ and I want to share how God has made a difference in my life.”
- Share the brief story you wrote out these past couple of weeks. (Keep it brief).
- Pause after EVERY sentence so your interpreter can translate. (Think short and simple. It will take twice as long with translation)
- End by sharing your favorite verse or a song that has been meaningful.
- Say “thank you” for their hospitality and that your church will be praying for them.
- End with “thank you” in their language.

Ministry And Project Planning

- Spend time in the ministry group preparing for the ministry.
- Review any personal or team items to acquire/purchase.
- Continue to delegate tasks and responsibilities to various teammates (devotions, worship, money/receipts, etc). Everyone should have something they are responsible for.
- Any specific things that need to be practiced? (i.e. kids program stories/ songs/crafts or outreach conversations or English language classes?)

Logistics

- Update on any itinerary changes
- Reminder to turn in paperwork
- Make sure everyone has their passport and copy submitted to STW
- Turn in money. Reminder that final balances need to be paid 1 month before leaving.
- Discuss flights
- Q & A

Pray Together

- Pray for the ministry on the field.
- Pray for any special needs of team members.
- Continue praying for God’s provision

Next Steps

- Write your story. Keep to around 5 min.
- Share your story with 1-2 people before the next training meeting.
- Work on turning in final money towards trip and write/email thank you's to supporters.
- Ask a team of 7-10 people to pray for you while you are on the trip and during re-entry. You can email them a specific prayer guide for your trip.
- Finish any missing items you have yet to do.
- Sign and turn in Team Covenant.
- Call your phone company about international roaming charges.
- Let your bank/credit cards companies know of your travel plans
- Work your way through the "At Home" section to better help prepare you for this journey ahead.

— AT HOME —

Please walk through the following devotional for heart and trip preparation on your own before the next meeting.

Reading & Relection: Psalm 139:1-18

Invite the Holy Spirit to reveal something to you in this passage. Ask yourself the questions below.

What does this passage tell you about God?

What word or phrase stood out to you in this passage?

How does this passage encourage you as you begin to think about the story that God is writing in your life?

Write a prayer of thanksgiving for who God created you to be.

Prayer Focus

- Pray for the story that God wants you to share while on this trip.
- Pray for opportunities to be able to share that story
- Pray that people would be open to Jesus and encouraged by your story.
- Continue to pray for your teammates.

TEAM TRAINING MEETING #5

Living The Call

Welcome & Team Building

Hopefully the team had time to write out their story. Take some time to break into pairs or 3's and have each person share something from their story. Keep it to 3-5 min. each person.

Leader Devotional - Read Ephesians 2:10 & Matthew 28:29-30

Growing Spiritually through Serving

Our commission as Serve the World, is to help people grow spiritually into followers of Jesus that:

Live Called

We are created by God to be in relationship with Him - and with that comes a special purpose to fulfill here on earth. "The Call" is discerning and using our UNIQUE, God-given kingdom purpose in our family, relationships, vocation and world for God's glory. (Eph. 2:10)

Multiply Disciples

We are also created by God to reflect His kingdom here on earth by "multiplying disciples". Multiplying disciples is a fancy term which simply means build into the lives of others so that they in turn will also build into the lives of other people. It's all about influencing others toward living their entire lives with a Kingdom focus.

- What is exciting about having a unique call to live out? How might we discover more of that through this trip?
- How do you feel when you hear of our commission to multiply disciples? Do you have to be a spiritual giant in order to do that? Why or why not?

This trip is only a part to the bigger picture of the church living out a mission to the world.

Team Training: Staying Healthy & Safe

Health

Before You Leave:

- Get plenty of rest, exercise, and healthy food to strengthen your body for travel.
- Visiting your dentist for unfinished work or a check-up.
- Go to the doctor for an updated tetanus and vaccinations.

During The Trip:

- **Water:** Be sure to drink plenty of water, but only drink and brush your teeth with boiled or bottled water ONLY! In restaurants, inconspicuously (so not to offend hosts) wipe down any water off of plates or glasses. Be careful not to ingest any water during showers.
- **Food:** Do not eat lettuce or other green leafy vegetables in foreign countries. The general rule of thumb is eat only what is cooked or can be peeled.
- **Sun:** Bring sunscreen and a hat, and do not work shirtless (hopefully you realize this is just for guys). Depending on latitude, the sun can be much more intense than you are accustomed to. A sunburn can incapacitate you for days, so take precautions.
- **Parasites:** In foreign countries, do not swim or enter a body of water without first asking your host. There are parasites in some fresh water bodies in developing countries that could harm you by entering through your skin. Do not walk barefoot at any time. If you have to dig in the soil with your hands, wear gloves. Hookworm enters through bare skin.
- **Sickness:** Expect to experience diarrhea. Even the slight changes that result when you go to parts of the United States can result in intestinal disturbances. Taking Pepto-Bismol tablets every day can help ward off intestinal problems.
- **Allergies:** Make sure your team leader knows of any vital allergies.
- **Jet Lag:** It's real. Upon arriving (after what may be long travel), get

some exercise before going to bed if it is a reasonable hour. Drinking lots of water, staying somewhat mobile during the days and trying to force a new sleeping schedule should help cope with jet lag. Typical symptoms of jet lag include:

- Fatigue and drowsiness
 - Disorientation and fuzziness
 - Emotional outbursts
 - Sleeping patterns disturbed
 - Dehydration - headaches, sore throat, etc.
- **Malaria Medication:** If this is a requirement for where you are traveling, make it a team dinner ritual while on the trip. (NOTE: Any team members that take antidepressants need to check with their doctor on specific malaria medications that could cause problems).

Safety

- Be aware of your surroundings. Most team members have a Disneyland mentality. Be alert to issues or potential dangers.
- Do not display wealth - jewelry, large amounts of money, fancy luggage.
- Watch actions. Limit the loud and obnoxious behavior, large groupings in public.
- Travel in pairs. Always have a “buddy” who is always making sure that person has arrived on the bus, at a meal, to the project, etc. Do a “buddy check” when traveling from place-to-place. Never walk alone.
- Dress appropriately for the situation.
- Respect the laws of the land.
- Do not become demanding or imposing as an American with rights and entitlement. You are guests in that country.
- As a woman, be aware that conversations with male nationals might have implications in that culture.

NOTE: If you are traveling to a CLOSED country, please see special section in back of guide on “Security in Closed Countries.”

Emergencies

- Please make sure the phone # of your team leader and your local host as well as the address where you are staying are entered in your phone.
- Every team leader and host is able to navigate a medical emergency.
- In cases where people need to be evacuated to a different country for care, we have travel insurance to cover that.

Ministry And Project Planning

- You probably need to spend some significant time finalizing, practicing, etc. for the team project. Take the time in the last few meetings to do so.
- You can utilize this meeting as a packing party for goods/materials going with you.
- Spend time on questions/concerns and action plans.

Logistics

- Turn in final money.
- Talk about appropriate gifts to take for hosts, translators, etc.
- Hand out emergency contact information and insurance cards.
- Hand out prayer guides.
- Discuss meeting time and transportation to/from airport: _____
- Set a date for your Reunion night when you return _____
- Confirm Sunday Team Commissioning date/time _____

Pray Together

- Pray that God would reveal more of His purposes for you on this trip.
- Pray for the health & safety of the team both before, during, and after the trip
- Pray for continued team unity

Next Steps

- Calendar in key dates.
- Make sure all your money is in.
- Use the “What to Pack” list at the back of this training guide to pack
- Finish thank yous to supporters.
- Hand out your prayer guides to your prayer team.
- Give emergency contact info to family
- Connect with team leader over any personal concerns/questions.
- Work your way through the “At Home” section to better help prepare you for this journey ahead.

— AT HOME —

Please walk through the following devotional for heart and trip preparation on your own before the next meeting.

How do we “LIVE THE CALL”? What could that mean for us?

First, we must continue to grow in our knowledge and understanding of God’s word and His plan for all people, everywhere. You are doing that by GOING.

But next, is taking the time to dig into the unique person that God created you to be. He has plans and purposes for you that He created before time began.

Discover Your Ministry S.H.A.P.E.

This tool will help jumpstart your journey to discovering your SHAPE, developing your gifts and deploying it all for God’s kingdom purposes. The complete SHAPE profile with explanations of spiritual gifts, and deeper questions to identify abilities and passions, is available online at occ.org/shape

If you don’t have the time to really dig in, just go over the outline on the next page and make some guesses. This is about discovering, not conquering. You may feel very compelled to make this a next step when you return and meet with a SHAPE ministry coach for follow-up.

Ask the Holy Spirit to help guide you in this. You were created for a ministry to the church and a mission in the world. May your gifts and passions shine for Jesus while serving your team and the nation to which you will go?

You will have some time at the next training meeting to talk about this and some other personality characteristics that are unique to you.

S.H.A.P.E. WORKSHEET

My dominate **SPIRITUAL GIFTS** are:

- 1.
- 2.
- 3.

How does it build up the body or expand His kingdom?

My dominate **HEART** felt passions are:

- 1.
- 2.

If I could do anything I really wanted, what would it be?

My dominate Abilities and Talents are:

- 1.
- 2.

How might I use my gifts and abilities together?

My dominate **PERSONALITY** style is:

How does this affect the way I might relate to people or projects?

My dominate **EXPERIENCES** are:

1. Positive:
2. Negative:

How God might want to use these:

Relection

Reflect on your SHAPE profile, your spiritual journey and now you're prompting to serve internationally. Is there a message in all of that?

I was created to be about.....

If there were no limits, I would love to....

What are the "good works" that God would have me do for my:

Family?

Life Group?

In my community?

For the world?

Read Ephesians 4:1-16

Invite the Holy Spirit to reveal something to you in this passage.

How is the Lord speaking to you in this passage?

How does this challenge you?

How do you think the Lord might be prompting you to respond?

Write a prayer to the Lord.

PRAYER FOCUS

- Pray that God would continue to reveal to you His purposes for you.
- Pray for an open heart to hear from God on this trip regarding His purposes for you.
- Pray for opportunities to be a blessing to your family, community and the world.
- Pray for your teammates.

TEAM TRAINING MEETING #6

Prayer Covering

Welcome & Team Building

Take a few minutes to share with one another your SHAPE profiles.

Leader Devotional - Read Ephesians 6:10-20

- What are the implications for us as we get ready to go in the next week or two?
- What are the implications of this passage for us on the trip?
- What is our greatest defense against the attack of the enemy?

Team Training: Prayer Walking

Every team that leaves our church should have dedicated space to prayer walking on the trip. Prayer walking is simply praying onsite for others...literally in the midst of their community, on their streets. It might be the focus of the team or a one-hour ministry activity while serving on a team.

- You don't have to be articulate or well versed in praying, but having a sincere and listening heart before the Holy Spirit allows us to participate WITH God as He is at work in the world.
- Prayer connects us with what God has been doing and is doing in that given city, village, or region. He is the one already at work and invites us to join Him on His mission to people. Our prayers contend against evil and God has asked His people to pray on the behalf of others. Prayer walking is on-site intercession. It's simply praying in the places that we expect God to bring forth His answers.

- Any great movement has been predicated by prayer. It is documented through Christian history. Even recent stories of city renewals or people groups coming to faith have had a very strong prayer presence BEFORE any work was tackled.

Prayer Walking is simple:

1. Identify streets or space for which your team will focus.
2. Go out two by two to walk and pray. Note what you see and notice.
3. Consider praying through topics like world-views holding the culture captive, poverty related issues, or for God to be known.
4. Encourage people to pray praises to God and declare His truth in places that are dark. This isn't the time to speak out and "warfare against evil" unless you have a specialized team with gifted individuals. For the average team goer, claiming God's truth truly has affect in those areas.

Team Building

Practice an alternative form of prayer walking:

- Display pictures of the country/location/ministry you are going to around the room.
- Have specific prayer topics at each picture according to the needs of the ministry. Be sure to include prayer topics around your team as well (good relationships, families back home, etc).
- Break up into pairs and rotate around the room praying over each of the areas.

NOTE: At this point in your training, it is appropriate to ask for everyone in your team to engage in praying out loud. If it isn't already happening, assign a specific request for the trip to each team member. If you have non-believers, give them a gracious chance to pass.

Ministry And Project Planning

- Wrap up any last minute ministry planning
- Divide out who's going to pack what.
- Is there anything that still needs to be purchased?

Logistics

- Make sure all forms and money are in.
- Review packing list and last minute details found in back on this training manual.
- Reconfirm meeting times for airport.
- Give out copies of e-tickets and itineraries
- Q & A

NEXT STEPS

- Practice Prayer Walking
 1. Start in your neighborhood. Think about your neighbors and their needs. Think about how different your neighborhood would feel if people were coming to know Christ and growing. So pray through those thoughts.
 2. Take a walk and pray that:
 - People would come to know Jesus.
 - If there are needs, God would provide people of faith to point to Him.
 - He would be known and a Spirit of community built.
 - God would be honored in your neighborhood and city.
 - Local churches would be encouraged and grow.
 - Pray the Lord's Prayer - "May your kingdom come and your will be done."
 3. Try to incorporate more intercession on a daily basis (praying for those in need or specifically the location/ministry you are going to.)

- Finish any last minute packing
- Weigh your luggage to make sure it is within the limits of the airline
- Make sure you've contacted your bank/credit cards to inform them of your travel
- Make sure you know what your international cell phone roaming rates will be BEFORE you leave. Very important! No one wants to come home to a very large bill!
- Make copies of your passport picture page to put in your luggage and carry-on
- Finish any specific thing tasked to you
- Work your way through the last "At Home" section.

— AT HOME —

Please walk through the following devotional for heart and trip preparation on your own before the next meeting.

Reading & Reflection: Joshua 1:1-9

Invite the Holy Spirit to reveal something to you in this passage. Ask yourself the questions below.

What is this passage speaking to you about?

How are you feeling about leaving for this trip?

What are you most looking forward to?

What are you most nervous about?

PRAYER FOCUS

- Create space in the week leading up to your trip to just rest, and sit in His presence. Take time to pray, pause, and prepare your heart spiritually.
- Pray that God would continue to give you a heart of prayer.
- Pray for the last minute details that are weighing you down.
- Pray for any anxious feelings you might be having.
- Pray expectantly for God to show up and grow you spiritually on this trip.

What to Pack

Make it a goal to pack what you can give away and leave there! You can take one bag, not to exceed 44 pounds and an additional carry-on bag. (Remember: You will be carrying your own luggage from place to place.) You may be checking an additional bag containing team ministry supplies. Check the airline requirements for bag/carry-on size and weight. It varies by airline.

Clothes

- 5 - 6 changes of clothes appropriate for your climate and project.
- (You do not need a change of clothes for every day. Laundry is almost always available wherever you go.)
- 1 nice dress outfit (slacks/skirt for females, collared shirt for males)
Sleepwear (suggested to bring ear plugs also)
Walking shoes (break in new shoes before you leave)
- Flip flops for shower
- Light jacket/sweater and heavy jacket if needed
Rain poncho or small umbrella (rain and hot sun)
- Hat & sunglasses (for sun or bad hair days)

Toiletries

- Shampoo, soap, deodorant, toothpaste & brush, hair brush
Towel & washcloth (if needed, check with your leader)
Hand sanitizer or wipes
- 1 roll toilet paper (take out cardboard center) or Tissues
Shaving cream/razor
- Light make-up (be sensitive to cultural settings)
- Contact lenses/solution & extra case and/or glasses
- Sunscreen & Insect repellent (needed most everywhere we go)
Travel powdered detergent (for hand wash)
- Women - feminine hygiene products (just in case)

Personal items

- Bible, Journal, and any other reading materials you want
- Passport, spending money, and 1 credit card (for emergencies)
- Money belt (or something to secure your money and passport)
- Tote bag or backpack for day trips
Family photos to build bridges in sharing with others
- Electrical plug adapter
Neck Pillow (if you wanted for plane)
- Small flashlight (you will use this!)
Camera
- 2-3 Host/Interpreter Gifts (books, calendars, candy, bi-lingual dictionaries, lotion, key rings, jewelry, bookmarks, stationary, hot chocolate packets, kitchen items, mugs with space needle)
- Tablet or phone with charger (laptop not recommended) w/ worship music loaded

Personal first-aid kit (Put travel size amounts into zip-loc bag)

- Personal prescription medications (let team leader know of any medical issues)
- Bandages & Neosporin ointment
- Aspirin/ibuprofen, Imodium Tablets, Pepto-Bismol, Vitamins
- Anti-histamine, cold medicine & cough drops (not available in many countries)

Snacks (Pack a spoon and bring in various size zip lock bags)

- Beef jerky, peanut butter, nuts, granola bars, dried fruit
- Gum/candy, Chocolate for team leader
- Coffee Singles or Via and/or Tea Bags

Things To Do

- Check with Health Dept. about required immunizations for your country
- Go to doctor/dentist for check-up
- Get all required forms in to your Team Leader
- Contact your bank to let them know you will be travelling
- Contact your cell phone company about international roaming rates
- Weigh your luggage to make sure it meets the requirements.
- Pack a copy of passport and visa page in each piece of luggage
- Give itinerary and emergency plan to family members
- Give out a prayer guide to your supporters

Support Raising Ideas

1. **Pray.** Seems obvious, but we often don't spend enough time asking God to supply the needs for us and the trip.
2. **Personal Prayerful Commitment.** Challenge yourself to pray about giving toward your trip first with what you believe God wants you to contribute.
3. **Garage Sales.** Joint or individual
4. **Birthday Mission Party.** Theme the party based on the country/project you are going to and have guests donate travel items, ministry supplies and money.
5. **Labor Drive.** Offer doing labor at homes of people you know for a donation to the trip.
6. **Part Time Jobs.** Consider a part-time job to earn funds toward the trip.
7. **Local Restaurant Fundraiser.** Several chains (like Red Robin and Ruby's) or a local community restaurant will offer a proceeds night in exchange for advertising and bringing in a crowd.
8. **Ask Local Companies** for support and donations. Even your own employer might use the do-gooding as promotion for being an engaged business for social causes.
9. **Small Group Challenge** - Challenge your small group to help you out.
10. **Themed Dinner and Silent Auction.**
11. **Coffee House Gig.** Get a worship or other band to do a benefit concert.
12. **Throw a community carnival.** Spend time planning costs well before incurring expenses to see if this can be an income producing for your team.
13. **Got a booth and a parking lot?** Christmas Trees...Fireworks...local harvest crop....

Please Note: OCC does not organize fundraisers for teams. Should a team decide to do a group fundraiser, they need to plan and execute outside of OCC and the building of OCC cannot be used to host any fundraisers for teams.

General Cultural Guidelines

These are fairly universal guidelines that will hopefully help you as you navigate different cultures. Remember, the key is to come in as a learner and a servant!

1. **Focus on building relationships** with people over getting something accomplished. Small talk is extremely important. Show concern and interest by spending as much time as possible with the people. Learn their names. Make conversation. Share about your family, show pictures, etc.
2. **Learn the proper greeting etiquette** of the culture you are going (especially between genders). Greetings are very important in many cultures. Always be sure to greet people when you arrive and leave.
3. **Learn the proper social etiquette** of the culture you are going. How do you show respect to the elderly, women, men, etc?
4. **Be very careful to maintain a high moral standard.** Avoid being loud and boisterous or getting angry in front of people.
5. **Show respect to the host, churches, pastors, & community leaders** you will be working with. They have worked hard to build and maintain good relationships in their community and ministry.
6. **Appropriately dress in a way that is respectful to the culture** you are serving. Ask your host & team leader for suggestions.
7. **Learn some words or phrases in the language** of the people you are serving. This will help you build relationships and help you minister more effectively.
8. **Be gracious as you visit with people.** Accept invitations to visit homes. If offered a gift, or food receive it. Try everything that you are offered to eat unless you think it is unsafe.
9. **Be flexible with time.** Go with the flow of the culture and ministry you are involved in. Being on time is not of high value in other cultures.

10. **Learn the appropriate interactions between a male and a female** in the culture you are going. Avoid being alone with or talking at length with someone of the opposite sex.
11. **Respect cultural differences** such as strange customs, habits, and ways of doing things without passing judgment. Just because something is different does not mean it is wrong. Also try not to make too many comparisons between the two cultures.
12. **Avoid taking a lot of pictures right at the beginning.** It makes you look like a tourist instead of a person who is truly interested in them. It is also always nice to ask the person if it is ok if you take their picture.
13. **Avoid making any promises** such as sending money, writing to them, or offering work in the US. They will expect you to follow through with these promises.
14. **Avoid giving financial or material gifts** to people while on your trip or even after you return home. This is a difficult situation to navigate so it is best to give through your host contact.

Cultural Perspectives

How We View Ourselves

- With rights and freedoms
- Entitled to fast service, personal choices, opportunities, and privilege
- Outgoing, curious, and creative
- Individualistic and problem-solving
- Opinionated, educated and confident
- Relaxed
- Here to help

How Other Cultures Often View Us

- Obtrusive and demanding
- Experts and affluent
- Arrogant
- Land of opportunity and privileged
- Time-driven and uptight
- Have funny clothes, accents, and mannerisms
- Inappropriate with the opposite sex
- Here to give

American Culture Tool

(source: www.zompist.com/aercult)

You know you are an American if...

- You believe deep down in the First Amendment, guaranteed by the government and perhaps by God.
- You think of McDonald's, Burger King, KFC etc. as cheap food.
- You probably own a cell phone and laptop. Your place is heated in the winter and has its own bathroom. You do your laundry in a machine. You don't kill your own food. You don't have a dirt floor. You eat at a table, sitting on chairs.
- You don't consider insects, dogs, monkeys, or guinea pigs to be food.
- A bathroom may not have a bathtub in it, but it certainly has a toilet.
- You expect, as a matter of course, that the phones will work. Getting a new phone is routine.
- It's not all that necessary to learn foreign languages anyway. You can travel the continent using nothing but English-- and get by pretty well in the rest of the world, too.
- The date comes second: 11/22/08.
- You can order your coffee with four instructions.
- You can make exceptions and exchanges when you order food.
- You expect marriages to be made for love, not arranged by third parties.
- You count on excellent medical treatment.
- Your country has never been conquered by a foreign nation.
- You're used to a wide variety of choices for almost anything you buy.
- You still measure things in feet, pounds, and gallons.
- You are not a farmer.
- You drive on the right side of the road. You stop at red lights even if nobody's around.
- If you're talking to someone, you get uncomfortable if they approach closer than about two feet.

Security In Closed Countries

Practical DON'Ts on Security

- Avoid the use of Christian and mission words.
- Always assume every conversation can be heard – taxi's, hotel rooms, phone calls, emails, etc.
- Encourage team to not read incoming emails so as to control information that can be monitored. Outgoing emails need to be sensitive to people's names, locations, activities, etc.
- Avoid taking pictures of any religious activity that is not approved.
- Do not identify yourself as a missionary or another on the field as a missionary.
- Do not carry ID or business cards that would identify you with a religious organization.
- Do not mention specific ministries or activity.
- Avoid political conversations.
- Only share information on “need to know” basis. Ask, “Why am I telling this?” When in doubt, leave it out.
- Do not publish pre or post trip details on missionary names and locations on the web or in print.

What You Can DO!

- Shine! Smile, and share your story of your love for Christ, talk about your customs, cultures and holidays.
- Pray while walking. Pray on-sight with insight. Ask God what to pray and respond. Pray for blessing on people.
- Meet new people and ask questions regarding family, life, beliefs, desires and dreams. There will be plenty of opportunity to share out of your own life without preaching or proselytizing.
- Share information with our prayer team on activity and specific concerns without needing to give them the name of specific places or people