



# Mission, Passion, Action

CHRIST FOR THE CITY INTERNATIONAL  
TEAM LEADERS MANUAL

## CHRIST FOR THE CITY INTERNATIONAL LEADERS INFORMATION PACKET

### AN INTRODUCTION:

Short-term mission trips are wonderful experiences; both for the team, and for the ministries and missionaries you bless and serve while on the field.

However, at Christ For the City International, we want our trips to be more than once-off service projects; but mission experiences with the purpose of lasting development, discipleship, care, mentorship and building the global church.

By going on a mission trip with Christ For the City International, you become a working part of our greater vision, to see *no place without a witness, no church without a vision, and no person without hope*. We exist to *transform cities by transforming lives*, and we are excited to have you be part of what God is doing around the world.

We want teams to have a lasting impact, both within their own hearts and lives, and in their host nations. We want this trip to be a lasting opportunity for relationship and discipleship.

We encourage this in a number of ways:

1. **Equipping and supporting you as the team leader.**
2. **Effective team preparation (aligning our hearts with God's *mission*).**
3. **Assigning specific missions/ tasks to each team member, based on their talents and skills, during their time on the field (helping them discover their God given *passions*).**
4. **Quality debriefing while on the field and a final debrief after return.**
5. **Providing ideas and resources for fundraising, and ongoing mission opportunities once you return from the field (turning passion into effective *action*).**

All these components fit into our *Mission Passion Action* program (taking action on short-term mission passion).

Short-term mission trips often change the lives of participants in a very powerful, and positive way. We want to support and bless our team members and leaders as much as possible.

**Please use the Table of Contents on the next page to find the relevant sections of this packet that are useful to you and your team.**

# TABLE OF CONTENTS

## **PART ONE: Building Your Mission Team (P. 5-7)**

- Building your team (P. 5-6)
- Building your itinerary (P. 7)

## **PART TWO: Preparation material (P. 8-25)**

- Session One: God's Great Mission (P. 10-12)
- Session Two: Where we are going and what we are doing (P. 13-15)
- Session Three: Prayer and Expectations (P. 16)
- Session Four: Mission Statement and Contract Signing (P.17-20)
  - Mission Statements (P. 17)
  - Contracts and Agreements (P. 18-19)
  - Ideas for Team Bonding Exercises (P. 20)
- Session Five: Discussing details and what to do upon return (P. 21-23)
- Session Six: Mission Assignments and Final Preparation (P. 24-26)
  - Missions for your team (P. 24-25)

## **PART THREE: Creating Community (P. 27-36)**

- How to Create Community (P. 27-28)
- Blogging Tips (P. 29-30)
- Fundraising and Event Ideas (P. 31-34)
- Three Word Story (P.34)
- Tips for writing a fundraising support letter (P.35)
- Fundraising support letter template (P. 36)

## **PART FOUR: Processing Your Trip (P. 37-44)**

- Questions to ask at the beginning of your trip (P. 37-38)
- Questions to ask in the middle (P. 38)
- Questions to ask near the end (P. 38-39)
- Leading debrief after the trip (why debrief, when to debrief, how to debrief) (P. 40)
- Team Debriefing Session (P. 41)
- Other Suggestions (team journals, accountability partners, debrief activities, follow up, certificates, sharing your story) (P. 43-44)

## **PART FIVE: Tips for Travelling Overseas (P. 45-46)**

- Booking Plane Tickets (P. 45)
- Before you depart (P. 45-46)
- Flying (P.46)

## **PART SIX: Understanding Latin American Culture (P. 47-50)**

- North American vs Latin American points of view (P. 47-48)
- Living with a host family Q&A (P. 49-50)

## **PART SEVEN: Other (P. 51-60)**

- Detailed individual mission assignments (P. 51-59)
- A leaders guide: looking after yourself (P. 60)

## **PART EIGHT: Christ For the City International (P. 61-62)**

# BUILDING YOUR TEAM

## PART ONE



Putting together a mission team can be a challenging process. As the team leader, it is your job to recruit and choose team members prayerfully, and with God's great mission in mind. Prayer and strong leadership are two of the most important principles in building your mission team.

Throughout the development and planning of your short-term mission, we ask you to be sensitive to the desires of the missionaries and the nationals who are your hosts. We understand that each team has its own style and passions, and it's our desire to match the wants and needs of your team with global need, for the building of God's Kingdom.

As you prayerfully put together your team, it may be helpful to ask the following questions:

- **What is the vision and mission that God wants this team to have?**
- **How should I select team members?**
- **How many should be on the team?**
- **How should we fundraise, individually or as a team?**
- **How should we promote this mission trip?**
- **What defines success or failure of the trip?**
- **What is my timeline/ deadline for applications and finances?**

Here are some key principals to look for when selecting/ recruiting team members:

1. **Christian Maturity:** How is this person's relationship with Christ and how is it displayed in their everyday life? Would this person be a blessing or a burden to their host community and nation?
2. **Team Work:** How well does this person work on a team, submit to leadership, adopt a joyful attitude, maintain flexibility and get along with others?
3. **Health:** Is this person in a fit enough physical condition to travel? How will they handle new foods, situations, language, climate etc.?
4. **Motive:** What is the person's motive for wanting to go on the trip?

Here are some key details to communicate when putting your team together:

- Location and dates (city and country)
- Information meetings (times and dates)
- Ministry (what you will be doing)
- Age requirements
- Application due date
- Cost
- Contact Information

## BUILDING YOUR ITINERARY

During the establishment of your team, we will work with you on building your trip itinerary. We work hard to connect the passions and gifts of your team, with global need.

The itinerary that we will provide includes all activities, from the time you arrive at the airport, until the moment you arrive back home.

*Your field host will ask you for assistance in developing an itinerary in line with your schedule, desires and passions. It is important to discuss with your field host any special gifts or desires of the team (i.e., children's ministry, VBS, musical abilities, etc.). We want your team members to be utilized by God in the ways in which He has gifted them.*

Flexibility is a key word in putting together an itinerary! Because of cultural differences and perceptions of time (please review the Understanding Latin Americans segment, P. 47-48), it is not uncommon to receive your itinerary one to two weeks before your team departs. This is normal, and often unavoidable. Be assured that your host missionaries are working hard to make all of the arrangements for you, and often they cannot give you an answer because they have not received it themselves.

Information will be passed on to you as soon as possible. Most often the schedule is kept; however, at times the host church decides to do something totally unrelated to what has been planned. At other times, the Lord just turns everything upside down to do His work. Be assured that we will do everything possible to stay on schedule, but please also prepare yourself and your team to be flexible in the area of itinerary and scheduling.

Your itinerary will include the following:

- Arrival logistics
- Orientation upon arrival
- Daily team devotionals
- Daily ministry opportunities
- Time with host families
- Debriefing prior to departure
- Departure logistics

Your field host will determine the orientation and debriefing locations for you.

Occasionally, a team member desires to stay longer to vacation separately after the team experience. It is important that you notify your team members of the following: if they are covered by short-term insurance through Christ For the City International, the insurance is only in effect for the time that they are with the team. CFCI is not responsible in any way for any team member who chooses to stay on longer. We strongly recommend that teams come together on one flight and leave together on one flight.

Prior to your departure from the U.S.A, your field host will fax or email you a tentative itinerary. As stated previously, please be flexible and open-minded. Often an itinerary changes due to the national pastor's desires; however, your field host will keep you informed of any last-minute changes and additions to the schedule.

# PREPARATION MATERIAL (MISSION) PART TWO



If you like, it is possible for you to plan a phone, chat, or Skype interview with one of your missionary hosts during one of your meetings. Contact the Mission Teams Director to set this up. If you already have contacted your host, feel free to ask them directly for a 'meeting' with your potential team.

It's a wonderful idea to host 'preparation sessions' in the weeks and months leading up to your departure. They can be useful for planning logistics, establishing realistic expectations, discussions, team bonding and spiritual, mental and emotional preparation.

The number of sessions, and the content will be dependent upon your team, their ages and their experience with other cultures. But here is a basic guide which includes six sessions that suggest topics to cover, devotional suggestions, and what kind of questions to ask during the sessions.

## **Our six suggested sessions are:**

- Session One: God's Great Mission (P. 10-12)
- Session Two: Where we are going and what we are doing (P. 13-15)
- Session Three: Prayer and Expectations (P. 16)
- Session Four: Mission Statement and Contract Signing (P.17-20)
- Session Five: Discussing details and what to do upon return (P. 21-23)
- Session Six: Mission Assignments and Final Preparation (P. 24-26)

## HOW DO I RUN THESE SESSIONS?

Set up the dates and times for your sessions a long time in advance, for the sake of your team and (if applicable) their families or parents. Let everyone know what to expect. It may even be a good idea to set 'homework' tasks between each session. This can be as simple as just thinking or praying about something, or getting together passport applications, preparing testimonies, practicing skits etc. Each session has a suggested homework task included.

Depending on how your group works, you may want to use a mixture of discussions and written answers, drawing, games, visual aids etc. If you know of any 'experts' in a particular field, it may be a good idea to invite them in to talk to your team, especially when it comes to cultural issues or language learning.

It would be a great idea to include worship, team bonding, prayer, intercession and Bible studies in each of your sessions, leaving plenty of room for what the Holy Spirit wants to do in and through your team. Choosing a team Bible verse or passage may also be very helpful in setting the tone and purpose for the trip.

Criteria for being a part of the team should include attending these sessions, so they should be planned out well in advance so that the dates can be reserved.

## 1. SESSION ONE: GOD'S GREAT MISSION

### OBJECTIVES

This session is to set the team member's hearts and minds on God, providing perspective and focus: that your mission trip is a small part of God's great mission. We want team members to go away understanding that any mission trip is really about Jesus, His word, His truth, His service and His glorification.

It's also important to remember that your mission trip is not only part of God's great mission, but also a small component of what God has already been doing through Christ For the City International in your host nation. The work has gone before you, and will continue after you. You are there to bless, serve, minister and assist.

We want your team to walk away understanding that the benefits of mission trips are many. They:

1. ***Increase your sensitivity to those around you.*** On your trip, you will encounter issues of wealth and poverty, social estrangement, family violence, and governmental indifference that aren't a part of your everyday life. Witnessing these problems will make you more sensitive to people in need around the world and in your own city.
2. ***Facilitate a better understanding of your own culture.*** While on the mission field, you will begin to see your home culture more clearly. It's easier to see the strengths and weaknesses of your own culture from a cross-cultural perspective.
3. ***Help us accept new forms of spiritual expression.*** Missionaries and churches on the field may do things differently than your church at home. Being a part of their lives and ministry can teach you new things about God and how He often works in surprising and unexpected ways.
4. ***Help people at home to catch the vision .*** When you return home, you can spread the vision and passion God has given you for the people you met to your friends at home. You can also encourage your home church to get involved and help others catch the same vision you have been given. People who have been on mission trips often become more involved in their church and community after they return.
5. ***Honor and affirm your hosts.*** Short-term missionaries do not always realize the impact they have on their host communities. Often what they receive seems greater than what they give. But your willingness to cross-cultural boundaries and give up your time and money to visit the people of the host community encourages them and demonstrates God's love in a real and practical way.

## LEADER OBJECTIVES

As a leader, it's time for you to start putting things into place. See the section on 'Creating Community' (P. 27-36). It would be a good idea at this stage to:

- Finalize the commitment of your team, to the trip and to the preparation sessions.
- Make sure all team members have filled out their applications and, if applicable, minor release forms.
- Ensure all your team members have passports, or have applied for a passport.
- Decide on your fundraising plan and goals and communicate this with the team (P. 31-34). If applicable, introduce the ideas of writing prayer letters, or planning an event.
- Encourage the team members to think about a number of prayer partners and missions mentors.
- Research Visas and flights.

## QUESTIONS TO DISCUSS/ ANSWER:

What is God's mission for the church?

What is a mission trip?

How do short-term mission trips benefit the following people:

- The team members
- The team's church
- The missionaries on the field
- The local people being served

What skills do you have, that God can use on this mission trip?

Read Matthew 28: 16 – 20. What is God's mission for all people?

What other things does God call all people to do? (Matthew 25: 34 – 40, Luke 4: 16 – 24 and Luke 1: 52 – 53)

How do you measure the success of a mission trip?

What do you think God is calling you to, in your life?

How does this mission trip fit into God's mission?

What three people can you ask to pray for you, during your trip?

Who could you ask to be your mission mentor?

## HOMEWORK SUGGESTION

In addition to applying for passports, and handing in their paperwork, assign each team member an area of your host nation to research. Ask them to write down a few main points to teach the rest of the group in the next session. Some examples are:

- Language
- Dress
- History
- Food
- Religious background
- Political background
- Social customs
- Gender roles
- Geography
- Economic background
- Church presence
- Climate
- Gross Domestic Product

## 2. SESSION TWO: WHERE ARE WE GOING AND WHAT ARE WE DOING?

### OBJECTIVES

With God's greater mission in mind, the next step is to get some trip focus.

Inform the team (and their families) of the initial details.

What is the purpose of the trip?

Where are you going?

When are you going?

What will you be doing?

Even though you may not have exact details, it is still important to begin asking these questions and laying the groundwork for your trip.

Encourage your team members to begin their fundraising plan, and thinking about how to effectively share their testimony.

Begin to talk about what your team hopes to accomplish and gain from your mission trip, both individually and as a group.

This may include the beginning of some cross-cultural, or language training.

Consider inviting someone who has been to the country already, to give an orientation, or teach a basic language lesson.

Use this time to start practicing whatever 'skills' you will need, whether that is playing soccer, practicing skits and testimonies, language learning etc.

Emphasize basic cross-cultural understanding, and begin answering and asking some questions (see notes on Understanding Latin American Culture, P. 47-48).

In the process, be sure to ask the following questions:

Is your host culture relationship based, or task based?

What is the appropriate dress for men and women?

What is culture shock? How do you deal with it?

If you set the homework from last session, this is a great time to talk through some details of the nation you are visiting.

## LEADER OBJECTIVES

By this stage in the planning, it's best to have the following details ready:

- Finances (What specifically does your team need to do? Are you raising support as a team, or as individuals? What is the plan?). Now is the time to implement that plan (details on fundraising can be found on P. 31-34).
- Research and inform your team about any necessary vaccinations.
- Research and apply for any Visas, if necessary.
- Book flights.
- Talk to Christ For the City International about Insurance.
- Read the section about creating community (P.27-36) and begin putting it into practice: write an announcement for your church, meet with your lead pastor, set a date for a commissioning service and set up your social media connections.

## SHARING YOUR TESTIMONY

What is your 'God' story? Being able to tell and express your testimony in a precise and God-glorifying manner is a skill that can take practice. Take the time with your team to think and write out how God has moved in their lives, in a longer (10 minutes) and a shorter (1-2 minutes) format.

It is important to be ready to share your testimony, because the story of how God has worked in your life is powerful, undisputable, and glorifying to Him. All team members need to be ready to share their testimonies, perhaps on short notice.

You can start by asking the following questions:

What was your life like, before you met Jesus?

What has your life been like, since you met Him?

## QUESTIONS TO DISCUSS/ ANSWER:

Write down everything you know about the country you are going to:

What do you need to do, to prepare for your trip?

What questions do you want answered before you leave?

What is your testimony? Spend some time writing and sharing your testimony.

## HOMEWORK SUGGESTION

Write a list of three things you need to do before you leave (for example: raise funds, practice Spanish, get a passport, get into a regular Bible reading routine etc.).

### 3. SESSION THREE: PRAYER AND EXPECTATIONS

#### OBJECTIVES

This session a time to pray about and into your trip, and talk to the team about individual expectations. Pray for one another, for the team, for the trip, for the nation, for the ministries and for the missionaries.

#### LEADER OBJECTIVES

- At this stage, fundraising should be well under way. If fundraising as a group, the 'event' should be fully planned, if not executed. All team members should have sent out their personal prayer letters.
- The church / sending body should be engaged.
- All team members should be vaccinated.
- Flight details should be finalized.

#### QUESTIONS TO DISCUSS/ ANSWER:

What are your expectations about what you will be doing? How it will affect you?

What do you think God will do?

What are you most looking forward to?

What are you least looking forward to?

What are your expectations of your leader?

What are your expectations of your other team members?

#### HOMEWORK SUGGESTION

In the next session, your team is going to be creating a mission statement. Ask your team to pray about what God wants to do through the team, and through you on this trip.

## 4. SESSION FOUR: MISSION STATEMENT/CONTRACT SIGNING

### OBJECTIVES

This session is really about bonding the team and creating a unified goal and vision. It may be a good idea to start the session with a few 'getting to know you' or bonding exercises. There are some suggestions for these activities on the bottom of this lesson (P. 20).

### MISSION STATEMENTS

It is always a good idea to write a 'mission statement' as a team, before you leave. It's better to come up with one collaboratively, which the team can create and own for themselves, rather than giving them a statement to abide by.

#### ***What is a mission statement?***

A mission statement is usually a few sentences which summarize the purpose and passion behind a short-term mission trip, and the team who is going. It answers the questions of who, where, when, why and how for the team.

#### ***Why are mission statements important?***

Mission statements provide unity, focus, bonding, action and direction for all team members. They allow the team to agree on the vision of the trip, and can be very useful when trying to make difficult decisions, or in the middle of troubling circumstances.

#### ***What do I put into a mission statement?***

Mission statements should be exciting and encouraging. How long they are or what they contain is really up to you, and what God wants to do through your team.

#### **Here is an example, but there are no limits:**

*"We will prayerfully serve and bless the people of El Salvador with our time, energy, gifts and finances, to glorify God, and bring His Kingdom".*

(Through this example we can see it calls the team to action (prayer, time, effort and finances) and gives a reason and a focus (the glorification of God). That way, if during the trip there is any grumbling, the leader (you!) can point them back to their mission and regain focus.)

#### ***How do I lead the team in coming up with a mission statement?***

### 1. Pray.

This may sound silly, but prayer has to be the center of any mission statement. Ultimately, any mission trip we take should be for the purpose of glorifying God and fitting into His great mission. Encourage your team to pray about what God wants to do with the trip. Allow them space to hear from God. Encourage them to lay aside their own expectations and assumptions, and allow room for the Holy Spirit. Ask them to write down words, thoughts, pictures or ideas that come to mind through prayer.

### 2. Collect words or sentences that are common themes.

Have a discussion and sharing time, asking for these words, images, thoughts and pictures to be shared.

Try and include some action words: praying, doing, blessing, serving, going, cooperating, preparing, loving etc.

Try and include a purpose: to glorify God, to bless the base, to love people, to build a house, to feed the hungry, to share the Gospel, to strengthen relationships etc.

By linking action to purpose the team has a sense of what they need to do, and why they are doing it. By setting that goal before you leave, it allows you to have focus when everything (food, people, places) are different and new.

It may also be a good idea to include either scriptural references, or Biblical language in order to make sure that your short-term mission trip is in line with God's greater mission (look at Matthew 6:33, Mark 1: 14-15, Luke 10:27, Acts 1:8, Matthew 24:14 and Matthew 28: 18-20 for some ideas).

### 3. Write the statement.

Once the group has agreed on some common goals (actions and purpose) write the statement, or – if you have a team member who is talented or willing – get them to write it for you.

It should be a statement that unites the team and gets them excited for the trip. If they can't agree, take the themes presented and write it in your own time. It's not about the exact wording so much as it is the essential ideas and goals.

## CONTRACTS AND AGREEMENTS

The necessity and effectiveness of this step depends on the members of your team, their age, experience etc.

It could be helpful to put your mission statement in a template and write a short contract/agreement for your team members to sign, as a symbol of their dedication to the trip, and to the decided goals and mission statement of your team. It's just another tool for creating a bond, and a community.

There are plenty of templates available either online, or in Publisher to create such a document.

Some things that it might be helpful for your group to commit to could include:

- The Lordship of Jesus Christ
- Teamwork
- Participation
- Forgiveness
- Cultural Sensitivity
- A teachable attitude
- Personal Bible and prayer time
- Being under leadership
- Flexibility
- Humble service
- Female/ male boundaries
- Your mission statement
- A good work ethic
- Servant leadership
- God-centeredness
- Positive attitudes and language
- Accountability
- Agreed upon methods of conflict resolution

## IDEAS FOR TEAM BONDING EXERCISES:

Here are some examples of some team building exercises which allow the team to work together, get to know one another better, and be comfortable with one another.

1. **'Two truths and a lie':** Get the team to go around in a circle and tell the group two truths and a lie about themselves. The team has to guess which statement is a lie.
2. **Team tangle:** Stand in a circle and ask everyone to reach out their hands and grab hands with two other people opposite (can not be the same person for both hands, and can not be the person next to you). Instruct the team to untangle themselves until they form one large circle, all holding hands.
3. **'I've Never':** Ask the team to sit in a circle, on chairs, with one person in the middle (so one less chair than people). The person in the middle thinks of something they have never done in their lives, and shares it with the group, so for example; *"I've never been to Disneyland"*. People who *have* done that thing get up, and have to switch chairs. The person in the middle aims to sit in one of the vacated chairs, leaving a new person in the middle to share.
4. **'The hat game':** Every member of the group writes down the name of two or three famous people or characters that everyone in the team would know, and they put them in the hat. Everyone sits in a circle, and every second person is on the same team (there are two teams). This game has three rounds, and requires someone to keep score and time.

Round one: Go around the circle and each team member gets 30 seconds. During those 30 seconds they pull a name from the hat and describe that person/character in every way they can without using any words in their name. So for Mickey Mouse, for example, you could say *"Disney character married to Minnie..."* until people on their team get it, and shout out who it is. There is no limit to guesses. They get through as many as they can in the 30 seconds, and keep the papers with them. Then the next person goes for 30 seconds, so on and so forth. Only members of the same team can guess the answers. Eventually, all the names will be gone from the hat. Once the round is over (doesn't matter where in the circle it stops) the names get put back into the hat.

Round two: Begin with the person who is next in the circle. This time, during the 30 seconds all you can say is one word to describe the person/character. So for Mickey Mouse you could say "Minnie". Because all the names are already known, this shouldn't be too hard. Again, the person gets through as many as they can in 30 seconds, and after they are all gone, the names all go back into the hat (note: if the person whose turn it is says *"umm..."* then that is their word and the team is left with the rest of the thirty seconds to blindly guess).

Round three: This time, there are no words and it's a game of charades. No talking, no words, no sounds. The team members still have 30 seconds to get through as many names as they can, using only their bodies and acting skills.

The team with the most points at the end of all three rounds wins.

## 5. SESSION FIVE: DISCUSSING DETAILS AND WHAT TO DO UPON RETURN

### OBJECTIVES

You will need to talk details at every session, but this is a great time to iron out the final details, and communicate any new information that you have to the team. It may even be wise to include the parents in this conversation, if you are taking a youth team.

Some questions you may want to answer include:

1. Emergency information
2. Medical information
3. Itinerary
4. Passports
5. Visas
6. Extra travel costs
7. Packing list
8. Packing tips
9. Luggage size and weight
10. Immunizations
11. Electrical Outlet adaptors, etc.

In addition, it's a great time to talk about how to have a lasting impact with this mission trip, after you return.

This is the 'action' part of the program, and is made possible through identifying a need when on the field.

By identifying a need, and how you can meet it, it not only keeps the relationship alive, but allows your group to make a real difference in an impoverished community, even after you return.

Your chosen need should be something that you can raise funds for and plan an event around when you come home. This preparation session is a good chance to set a date, and brainstorm some ideas (there is a list of ideas on P. 31-34).

This need should be unique to your team, something or someone, who especially touches the hearts of your team members.

We recommend that this 'need' be one of three options:

1. Child Sponsorship (consider sponsoring a child as a group, in the country that you visit. For just \$39/month, \$468/year you can provide for their education, health care, food and support).
2. Sponsoring a program or missionary that you served with.
3. A physical need, such as soccer balls, musical instruments or toilets.

We encourage every team to listen to where God is leading, pick a need while on the field, and meet it upon return.

Not only this, but it provides a perfect avenue for telling effective stories. As your team agrees on a need, and how your team met and is meeting this need, the rest of the details (your nation, your trip, the ministries, the impact) will unfold and have a focus. Your storytelling then becomes a form of advocating, not only for your chosen need, but for Christ For the City International, your host nation, and the ministries you visited.

In this session, inform your team about this concept. Let them know you will be looking for a need, talk about what kinds of needs you might see, pray about the needs of your nation, pray to hear God's voice and see His heart when you are on the ground, and jot down ideas and dates about when you might plan a fundraising and advocating event.

### **QUESTIONS TO DISCUSS/ ANSWER:**

Where is everyone at, physically, mentally, emotionally, spiritually, logistically?

Are we organized?

What do we have left to do?

What kinds of needs are we expecting to see in our host country?

How can we ensure that we make a long-term difference as a team?

What dates are we free, after we return, to set up debrief sessions and host a fundraising and advocacy time?

### **HOMEWORK SUGGESTION**

Inform the team about the individual missions you will be giving them during the next session. Get them to think about which one they would like to take on, or if they would like to create a different one for themselves. If it would be helpful for your team, get them to submit a short application, that way you have a better idea for delegation in the next session. Here is an example of a form you could use to generate interest:

**Name:**

**Top two "missions" of choice:**

**Reasoning:**

**If you got to create a 'mission' title for yourself, what would it be?  
And why?**

## 6. SESSION SIX: MISSION ASSIGNMENTS AND FINAL PREPARATION

### OBJECTIVES

If you decide to take the 'individual missions' route, this is the time to assign responsibility to each member of your team, as well as to tie up any final details, and pray.

As a leader, now would be a great time to send out your prayer letter to inform your community of last minute details, praise points and prayer requests.

### MISSIONS FOR YOUR TEAM

The big idea behind the assignment of individual roles/missions is to best utilize the talents and passions of each of your team members, and give them a tailored responsibility.

This not only allows them to feel important, empowered, special and productive, but gives everyone a measure of success and participation. It also takes a great deal of the responsibility off your shoulders, and helps you to delegate.

It's also a wonderful tool for demonstrating to your team that God can use any gifts and talents for His purposes.

Below is a list of examples, but if your team doesn't fit these categories, or would be better with other roles, feel free to be creative and tailor them to suit the needs of your team. Or, if each role needs to be divided between more than one person, that's possible too.

Hand your team members their special mission assignments. If you are taking a youth team, it may be fun to get creative with the manner in which you hand out the assignments. Stick them in envelopes, have a scavenger hunt, create a ceremony etc.

At the end of the trip you can use what each team member has collected to create a better debrief session, and report back process.

These mission assignments are also helpful because often, and especially once your team returns from the field, each member needs to work with others and collaborate to get things done. For example, the photographer and videographer, collector of stories, blogger and needs detective will all need each other for effective reporting to your church and community. Your prayer warrior, worship leader and devotions director will need to work together everyday to facilitate effective team time.

Below is a brief overview of the assignments. **See (P. 51-59) for a list of much more detailed assignments.**

Mission ideas for your team:

- **Photographer**

This person will be the one primarily responsible for taking good pictures. They will make sure every team member is in at least one shot, each ministry and missionary is captured, and that group photos are taken (P.51-52).

- **Videographer**

This person is responsible for taking good quality video, for report back and social media purposes (P.53).

- **Collector of Stories**

This person is responsible for writing/typing/collecting good stories from other people for the purpose of memory, feedback, blogging, social media and report back (P.54).

- **Blogger**

This person is responsible for writing a short blog each day to send back home, to keep parents/family and friends up to date. (see section on blogging tips, P.29-30 and P.55).

- **Needs Detective**

This person is on the lookout for the specific need that the team wants to meet and focus on when they return. They are in charge of collaborating with the team about a chosen need, talking to individuals on the ground about the need, and reporting back to you about the needs that they see (P.56).

- **Prayer warrior**

This person is responsible for not only praying for the team, the ministry, and the trip, but also leading the team in daily prayer times. In addition, they can be responsible for sending out prayer points via the team blog (P.57).

- **Worship Leader**

This person is responsible for leading the team in worship and music times throughout the trip. Depending on the availability of instruments and electricity this could be live, through recorded songs, or any other creative means (P.58).

- **Devotion Director**

This person is responsible for leading the team in daily devotional time. Depending on their skills and experience, and the time available, this could be a combination of Bible passages, discussion, dealing with team issues and answering the provided processing questions (P.59).

## **LEADER OBJECTIVES**

You will need to go through the final logistics and preparation for your team. Talk about:

- Airport details, when and where people need to meet
- The itinerary
- Final packing guidelines
- Safety
- Emergencies
- Contact Information
- Confirm debrief times and report back sessions

### **QUESTIONS TO DISCUSS/ ANSWER:**

What mission was each team member assigned?

Are we all happy with our individual mission assignments?

Can we identify any gaps that haven't been covered?

How are we going to work as a team?

How are we feeling about the trip?

Do we feel prepared mentally, physically, spiritually and emotionally?

What else needs to happen, before we leave?

How would you summarize your preparation and feelings for the trip in one word?

# CREATING COMMUNITY PART THREE



For a mission trip to be truly impactful and worthwhile, a community needs to be built around your team.

As the team leader, there are plenty of ways you can build community, and encourage your team to create their own missions support systems.

- **Inform your church:** Either in an announcement, church bulletin or an email, let the church know what you are doing, why you are doing it, who is going and how they can participate.
- **Inform the parents (if taking a youth team):** With a youth team it's essential to accommodate the parents. Collect their emails and phone numbers as soon as your team is formed, and keep them in the loop with all meetings, decisions, forms and processes.
- **Talk to your lead pastor:** Meet with him or her one-on-one to get their blessing for the trip, prayerfully or with other forms of church support.
- **Commissioning service:** Organize a special segment in the service for you and your team as close to your departure date as possible, giving the church an opportunity to 'send you out' with blessing and prayer. Give an overview about what you are doing, and say thank you to those who have supported you.
- **Prayer partners/warriors:** Encourage your team members to gather their own team of prayer partners. Ask them to invite two or three people to specifically pray with them and for them during the trip. Collect the names and email addresses of these partners so that you can keep them informed while on the field and during report back.

- **Send out a prayer letter:** A week or two before you depart, write up and send out a prayer letter to your team and their networks. Outline again the dates and purpose of the trip, any prayer and praise points, your team scripture or mission statement, and a picture of who is going. Again, this is simply about creating and maintaining community, and can be helpful for those who are not connected to social media sites.
- **Mission mentor:** If taking a youth team, encourage them to adopt a mission mentor; whether that is you or someone else. This person should be able to provide accountability to your youth, and have experience in short-term missions, as well as being able to coach them on preparation and expectations, and how to remain open and aware of what God is doing in every circumstance during the trip, preferably in small group or personal one-on-one sessions.
- **Social Media:** Set up a Facebook group for all team members and their extended network, to keep people in the loop. Also, set up a team blog (see section on blogging).

## BLOGGING TIPS

(Note: This whole process will be dependent on the internet access at your base, and the age of your team. This is great for a youth team to keep their parents informed, but may be less needed with an adult or micro team.)

### ***Why blog?***

If you are leading a youth team, the reality is that parents are often filled with anxiety when sending their children overseas or even to the inner city, no matter how safe or organized the process is.

One simple way around this is to keep the parents more than well informed, through a daily (or every other day) blog.

This is a highly beneficial process, one which the parents will be especially thankful for.

Sharing your stories is also a critical and very important step for Christ For the City International, and your host countries. Please send any blog details to:

### **Angie Busch**

Mission Teams Department Director  
missionteams@cfci.org

### ***How to blog?***

1. It is helpful to find someone 'at home' who is willing to be in charge of the blog when you are on the field. A parent is a good resource, if you can find one who is willing.
2. Let people know before you go, create the blog, inform the team, inform their parents, and decide who will do the writing (you can assign this as a mission for one of your team members, you can write it yourself, or you can create a roster with a different member of the team writing a post for each day on the field). Post it to Facebook and Twitter, send the link to the parents, include it in your missions letters and emails etc.
3. Write a blog of expectations before you leave, and each night while you are on the field, make sure the 'blog' is written. It doesn't have to be long (a few paragraphs is fine) but let people know what you did that day, what impacted your team, how God moved, and any prayer points (giving thanks and making requests). Include as many pictures as you can. If you have a 'point person' at home, email this information to them daily. That way it doesn't take you that much time, and they can 'clean it up'; check for spelling and grammar, add in the pictures artistically, create blog titles, post it to Facebook, email it to parents, post links on Twitter, etc.

### ***Free blogs?***

There are several blogs sites that you can create easily, and for free.

If you have a Gmail account, Blogger ([www.blogger.com](http://www.blogger.com)) is a great option.

If not, Wordpress ([www.wordpress.com](http://www.wordpress.com)) is also great and very user friendly.

## FUNDRAISING AND EVENT IDEAS

### FIVE STEPS TO START FUNDRAISING

1. As the leader, make some decisions. Fundraising can be done before or after your mission trip, or both! Fundraise before your trip for personal team finances, and after your trip to support your chosen need. You can also fundraise above and beyond before your trip, in order to donate the excess afterwards. Be sure to communicate clearly with your team if they need to fundraise, and when they need to have the funds submitted to you. Decide if you are going to fundraise as a team, or if you expect each individual to raise their own funds, or a combination of both.
2. Once you have made these decisions (early on in the planning process), type and print the details, and give a copy to each member of your team (how much is due per team member and the due date). Also send them reminders via email or text.
3. Put dates in place for fundraising events as soon as possible. Send your invitations, reminders etc., as far in advance as you can.
4. Assist your team by giving them different resources to use. Give them ideas and prayer letter templates etc.
5. Do your part as the leader to create community (P.27-36) and inform the church/school group/community of what is happening.

#### **A note on fundraising before your trip:**

A good way to inspire the team is to divide the group into two, and have each group organize an event or strategy. Make it a competition, and include a prize. The prize doesn't have to be physical, but could include things like you agreeing to do whatever the winning team wants with your facial hair/hair/clothing etc.

### HAVING A BIBLICAL PERSPECTIVE

It may be a good idea to have your team members read the following passage when talking about fundraising: 1 Corinthians 9:1-18.

Ask the team to share their thoughts from the passage you read.

What does the Bible say about raising support?

What principles from the passage apply to your situation as you raise funds for your trip?

## MEETING A NEED

From experience, we know that when teams come back from the field they are often 'itchy', rocked and changed by the needs they see, and the people that they meet. They have changed, but their world at home has not. This creates an odd feeling known as 'reverse culture shock'.

They are hungry for more and they want to make a difference, but often don't know how. This is why we strongly encourage teams to continue the relationship between themselves and the ministry base that they visited.

While on the field, we encourage each team and every team member to 'identify a need' that especially impacts them, and then 'spotlight' that need when they return. More often than not, part of this process will be meeting some kind of practical need.

Once the team has decided on meeting a specific need, we encourage them to continue their 'mission' efforts at home; through effective report back and debrief, and through raising funds, support and awareness for that specific cause.

The potential of your storytelling in this process is phenomenal. By sharing your stories with your network, Christ For the City International, and the world, it allows others to consider, pray through and discover mission opportunities for themselves, and for their teams. This ensures new people are discovering missions, blessing the bases, and being active in their faith. The power of your stories to move and engage others is hugely important, and limitless.

Please send all stories, blog posts, details of events and photos to:

### **Angie Busch**

Mission Teams Department Director  
missionteams@cfci.org

## 40 HOURS ON THE GROUND

For youth teams especially, we recommend a fundraising project called, '40 Hours On The Ground'.

*What is it?*

This project has two components.

1. Before departure, the team picks a 40 hour period within three weeks of their return to live 'on the ground', literally – going without furniture such as beds, chairs, tables, etc.

The purpose of this is to 'go without', while raising personal support and sponsorship from family and friends for the chosen need your team decides on.

It ensures that team members are still interceding for, caring about and doing something about the needs that they saw and served while on the mission field.

They are giving up something to raise funds for a cause they are passionate about, therefore linking your team, and their host community in a more lasting way.

2. The second part of being 'on the ground' is to report back what it was like on the mission field. The purpose of this element is to effectively debrief those who went, and to share with others in a fun and interesting way what happened and what they experienced. It's to continue the conversation with your established community.

This component is very flexible, as during those 40 hours what your group decides to do is very open. You could have your team debrief, run a church-wide sharing night, host an event, pray through the night, have a sleepover, etc.

Before the event, each team member would gather 'sponsors' from their own networks as a means of fundraising. People could sponsor them for the entire event, or per hour. For example, \$1 for every hour. There are lots of fundraising websites (such as [gofundme.com](http://gofundme.com) or [youcaring.com](http://youcaring.com)) which would allow your team to easily accept donations.

#### **OTHER '40 HOUR' FUNDRAISING IDEAS:**

- 40 hours of frijoles (the whole team only eats frijoles (the Spanish word for beans) for forty hours, and is sponsored for it)
- 40 hours of frutas (the Spanish word for fruits)
- 40 hours of fungus (can only eat things that technically contain fungus, like mushrooms, blue cheese, tofu and yeast based products)
- 40 hours of photos (every hour somebody posts a photo of the team on Facebook with a story attached).
- 40 hours on the fence (one member of the team has to be sitting on a fence for 40 hours straight, taking shifts).
- 40 hours of continuous prayer.

#### **OTHER FUNDRAISING IDEAS**

Here is a list of other fundraising ideas:

**FAMILY:** Babysitting, Father–Daughter Dance, Easter Egg Hunt, Mother's Day Flowers, Spa Night, Trivia Night.

**FOOD:** Bake Sale, Cook-off, Coffee Bar, Cookie Dough Sale, Cooking Class, Dinner and a Movie, Ethnic Dinner, Fasting Fast Food, LemonAID stand, Pancake Breakfast, Taco Bar, Tea Party.

**SALES:** Business Sponsorship, Discount Cards, Garage Sale, Grant Writing, Matching Gifts, Raffle, T-Shirt Sale, Silent Auction, Spare Change Collection, Support Letters, 'Rent a Team Member' (to do yard work, babysitting, moving house etc.).

**SPORTS:** Basketball Tournament, Dodgeball Tournament, Video Game Competition, Golf Outing, Host a 5K Race, Super Bowl Party, Walk-a-thon.

**THE ARTS:** Art Show, Ball Room Dancing Lessons, Battle of the Bands, Concert, Craft Show, Recycled Fashion Show, Poetry Reading.

**WORK:** Can Collection, Dog Wash, Mow-athon, Service Auction, Car Wash, Work Day .

### **THE THREE WORD STORY**

This is another idea to help your team process their missions experience from beginning to end. The idea is that your team members must summarize their expectations or feelings and experiences in one word.

One word before they leave,  
One word while on the mission field.  
One word when they return.

So, for example, during debrief the three word story could be:

Excited. Humbled. Changed.

This exercise really provides a simple yet effective tool for understanding and communicating, and also gives a really helpful launching pad for writing or speaking about their experiences. It also provides wonderful headings for blog posts, if each member of the team could write or express their story with this in mind.

## WRITING A FUNDRAISING SUPPORT LETTER

### TIPS

The purpose of writing a fundraising support letter is not just to raise financial support, but to create a community who will pray for you and your team, and invite others to be invested in what God is doing through each individual, through the team, and throughout the world.

Here are some tips and guidelines for writing and giving out a support letter:

- **Pray.** Pray about who to ask for support, pray for softened hearts, pray for the words to ask, and pray for the response.
- **Make a list of people you want to send letters to.** Think about family, friends, church community and other social groups you are a part of.
- **Make sure you know exactly how much you need to raise,** and what it's going towards.
- **Be personable.** It may be a good idea to call, text or talk to people before you give them your letter. Let them know that it's coming, or even ask them if it would be okay if you sent it to them. Give out as many as you can in person.
- **Include a response card.** This is usually a quarter of a sheet of paper (letter sized) which provides giving details (how much and for whom/what), where to send money if needed, and basic details of the trip.
- Make sure you **thank everyone who donates,** both directly after their donation and after the trip is over. It's a great idea to take a team photo while on the field with a sign that says 'Thank You' that everyone can use and send to their donors.
- Here are some tips about how to structure your letter:

Greeting

Details about your current life situation

Why you are writing to them

Trip details (where you are going, what you will be doing, when you are going)

Your hopes and expectations about the trip (your personal vision)

What your financial needs are

How people can give

How people can track with you/your team (blog, social media etc.)

Prayer Points

Contact Details

## TEMPLATE

Dear **NAME**,

I hope this letter finds you well!

As you may or may not know I am currently **(DETAILS ABOUT CURRENT LIFE SITUATION- i.e., In my last year of high school, finishing up my college degree, leading youth group at my church).**

.. and I have been given the amazing opportunity to go on a short-term missions trip with Christ For the City International to **(CITY, COUNTRY)**. My team **(DETAILS- i.e., of 15 other youth from Faith Bible Church)** will be **(DETAILS OF MINISTRY OPPORTUNITY AND DATES- e.g., serving for a week at RENACER, a rehabilitation home for drug addicted street girls, between June 4 – 11<sup>th</sup>. RENACER is the only facility in all of Costa Rica where girls under the age of 18, who are addicted to drugs and alcohol, can come to receive love, healing and the Good News of Jesus Christ. My team and I will be going to pray for these girls, love them with practical gifts of clothes and products, and to help 12 of them prepare for their graduation).**

I am writing to ask for your prayers and support. God has given me such excitement for this trip because **(DETAILS- i.e., I have a huge heart for working with children. It's always been my passion to serve Him in this way and I am inspired by what Jesus said in the Great commission etc.).**

In order to go on this mission trip, I need to raise **(AMOUNT)** by **(DATE)**. Would you prayerfully consider sponsoring me financially?

You can donate by **(DONATION DETAILS)**.

Financial support aside, I also humbly ask for your prayers, both in preparation and during my time on the field. Please pray **(PRAYER REQUESTS- e.g., for the health of our team, for the raising of all our financial support, for God to work in our hearts, etc.).**

Thank you for your friendship and support. I look forward to sharing with you about my time in **(COUNTRY)** when I return home!

Abundant Blessings,

**(YOUR NAME)**

# PROCESSING YOUR TRIP PART FOUR



As mission trips can often be very fast paced, and full of overwhelming experiences, it's important to take time out when on the field to discuss, process and pray about what is happening, what is going well, and what needs to change.

Because each trip is a different length of time, this guide is broken up into three sets of questions to be used while on the ground, based on the length and schedule of your trip:

- Questions to ask at the beginning of your trip
- Questions to ask during the middle of your trip
- Questions to ask near the end of your trip

## **QUESTIONS TO ASK AT THE BEGINNING OF THE TRIP**

How are you doing physically, spiritually and emotionally?

Separate from the team's stated goals, what are your personal goals for this mission trip?

What kind of a difference are you hoping to make?

What have you already learned about yourself?

If you had to rate yourself, how are you adapting to being in a different culture?

How can you be a blessing to this nation?

How can you be a blessing to the other members on your team?

What specific person, ministry, family or missionary has impacted you so far? Why?

How are you doing with your missions assignment? Do you need assistance?

### **QUESTIONS TO ASK IN THE MIDDLE**

How are you doing physically, spiritually, emotionally?

What did you learn about God today?

What did you learn about your host country today?

How can you encourage the people on your team today?

What are the three greatest prayer requests of the ministries you have visited?

What is God showing you about suffering?

What are you thankful for at home?

What are you learning about yourself?

What are you learning about God's people?

What are you learning about the church?

What are you learning about the way the world works?

What is God doing in the lives of the missionaries here?

How is God answering prayer?

What are three words you could use to describe the attitude of the team so far?

How has God been blessing the team?

Draw: what has been outside/inside your comfort zone?

How are you doing with your missions assignment? How can you improve?

What specific person, ministry, family or missionary has impacted you? Why?

### **QUESTIONS TO ASK NEAR THE END**

What did you learn about how culture impacts the way people live and understand the Gospel?

Being here, how do you view your own culture differently?

How might your life and your walk with Jesus be different, if you had grown up here?

What has been the highlight of your trip so far?

What has surprised you most about this missions experience?

What has God broken your heart for during this trip?

What is the biggest lesson that God is teaching you?

Has God spoken anything to you about your future?

Look back at the goal you set for yourself at the beginning of the trip, did you meet it?

What difference have you made?

What did you learn about joy?

What did you learn about fear?

What did you learn about pain?

What did you learn about faith?

Did your expectations align with the reality of your trip?

Who are the people and things that you are going to miss?

What have you seen here that you want to take back home?

How is God calling you to live differently than when you arrived?

How can you glorify God when answering the question, "How was your trip?"

What specific person, ministry, family or missionary has impacted you? Why?

Summarize all your feelings about this trip into one word:

## LEADING DEBRIEF AFTER THE TRIP: ACTION

### WHY DEBRIEF?

Debriefing your team well is extremely important. Short-term mission trips often change the hearts and lives of the individuals on your team, equally as much as those whom you served. It can be an incredibly challenging time, an exciting time, a time of self-revelation, and an incredibly powerful spiritual experience.

Figuring out what happened, why it happened and what that means upon return then allows individuals and the team to effectively process their thoughts, emotions, expectations and decisions; making sure the trip was a positive and long-term experience, and not just a short, one-time spiritual overload.

Additionally, reverse culture shock is real, and debriefing may also be an important step for de-grieving.

### WHEN TO DEBRIEF?

Teams often bond in their host location on a level that cannot be achieved anywhere else. So if possible, team debrief should begin while still on the field.

For scheduling purposes if this isn't possible, debrief should commence as soon as possible, after arriving home.

Depending on the size of your team, the length of your trip, and the nature of your experiences, proper debriefing will take different amounts of time. But in order for team members not to feel rushed or pressured, and to foster an environment which actually deals with issues and cements heart change, debriefing should not be done at a fast or rushed experience.

### HOW TO DEBRIEF

No matter how many questions you ask, or how much discussion you try to bring out of your team, there are going to be some members who will not share, at least not honestly. Therefore, a mixture of talking (as a whole group and in smaller groups), praying, writing and other activities is recommended.

## TEAM DEBRIEFING SESSION

### QUESTIONS TO DISCUSS:

1. How did you feel about the culture you were going into?

BEFORE YOUR TRIP	DURING YOUR TRIP	AFTER YOUR TRIP
<p>Did you have any preconceived ideas about certain types of people?</p> <p>Were you afraid of anything?</p>	<p>What was different?</p> <p>What was the same?</p>	<p>Is the way you view your own culture the same or different?</p> <p>How has your perspective changed?</p>

2. When somebody asks you, "How was your trip?", what do you say? What would be a better way to answer that question?
3. How did your expectations before the trip, match the reality of what it actually was?
4. What prayers did God answer?
5. How was God glorified during your trip?
6. What was the need (person, ministry, family, material) that most impacted you? What about your team?
7. What is the need that your team has decided to address?
8. Now that you are home, which activity has the team determined to engage in to work toward meeting that need?

### QUESTIONS TO ANSWER ON PAPER

1. What was the best part of the trip?
2. What was (or remains) your greatest disappointment?
3. What did God teach you?

4. As a group, what are you going to do about the need you identified? What are you personally going to do? When?
5. In what ways can you share your story, to inspire other people to go on a mission trip, or care about the issues that touched your heart?

(Please send all stories, blog posts, details of events and great photos to:

**Angie Busch**

Mission Teams Department Director  
missionteams@cfci.org)

6. Draw on the timeline. What has God done during your trip?

BEFORE

DURING

AFTER

---

7. Do you feel that there are any unresolved issues between you and any other member of the team?
8. Describe your whole experience in one word:
9. What is your three word mission story?

---

BEFORE

DURING

AFTER

Write a short reflection of your trip, based on these three words.

Please send all stories, blog posts, details of events and great photos to:

**Angie Busch**

Mission Teams Department Director  
missionteams@cfci.org

## TEAM EXERCISE

Write yourself a letter to open in six months time. Explain how you feel about your trip, what God did, and where you would like to be in six months. What would you like to remember? What would you like to have achieved? Where do you want to be in your relationship with God?

## OTHER SUGGESTIONS

### CREATE JOURNALS FOR YOUR TEAM

Paste the team mission statement and contract in the front.

Ask the questions in the processing guide, allowing space to journal, draw and create.

### TEAM ACCOUNTABILITY PARTNERS

Divide your team into pairs, as 'accountability partners'. The role of each person is to look out for their partner, bless them throughout the trip, ask them how they're doing, keep them accountable for their attitude and behavior, share with them honestly, pray for them, and let the leader know if any issues arise.

### ACTIVITIES TO DO IN DEBRIEF

Lay out a huge piece of paper on the floor, and have the team write down everything they are thankful for about the trip.

Have them share their three word stories.

Share a meal together, and pray.

### FOLLOW-UP

Write thank you notes to people who supported you and to the ministries, people and bases you visited.

### HAND OUT CERTIFICATES

If you chose to go the individual missions assignment route, then it may be a good idea to recognize the contributions and efforts of your team members, through a gift or certificate.

Basic and free certificates can be found online.

An example of wording could be:

On behalf of Christ For the City International this certificate is presented to (name) in grateful appreciation for your outstanding service and leadership as our team (missions assignment).

### **WHERE CAN YOU SHARE YOUR STORY?**

Sharing your stories is invaluable, both for raising support and awareness for your chosen need, and inspiring others to go on a short-term mission trip. Here are some ideas about where you can share your short-term missions story:

- Christ For the City International
- Team blog
- Facebook
- Twitter
- Youth Group
- Church
- Sunday School
- Leader's Work Place

# TIPS FOR TRAVELLING OVERSEAS

## PART FIVE



### BOOKING A PLANE TICKET

It is best to book your plane tickets as far in advance as possible, and all together as a team (as group rates are sometimes offered, and to ensure you are all on the same flights).

Online travel sites are a great way to compare airline carriers and get the best deals (Kayak, Orbitz and Priceline for example). However, once you know which airline you want to fly with, book your flights directly with the airline for group rates.

If you have a large group, or are daunted by the process of booking flights, see a travel agent.

Before booking flights, have a copy of each person's passport, and access to their information (name, date of birth, passport number etc.).

### CHECKLIST: BEFORE YOUR DEPART

1. As early in the planning process as possible, make sure all your team members have a valid passport. Also, research requirements and apply for Visas at least six (6) months before departure.
2. It is a good idea to read through the U.S. State Department's website ([www.travel.state.gov](http://www.travel.state.gov)) for specific travel advisories about the country you plan to visit.

3. Through the same website, register your trip, so that the U.S Government knows your whereabouts in case of an emergency.
4. Visit the Center for Disease Control's website ([wwwnc.cdc.gov/travel/destinations](http://wwwnc.cdc.gov/travel/destinations)) for vaccination recommendations for your host country. Communicate this clearly with your team.
5. Review and be familiar with your travel insurance information. If your church or organization does not provide coverage, CFCI will purchase insurance for the team.
6. If you have any minors on your team, they should carry on them at all times the Minor Release Form signed and notarized by both parents.
7. Check the luggage allowance of your airline, and make sure this is communicated to all your team members, and if it's a youth team, their parents. Provide a packing list for your team.
8. As the team leader, make sure you have these details with you for every single one of your team members:
  - Medical information.
  - Emergency contact details.
  - Insurance card for each team member that you received from CFCI.
  - An address of the place you are going for immigration documents
  - Your missionary's contact information (this will be provided on the Emergency Contact sheet you receive from CFCI prior to your trip).
  - Medical Teams should have a permission letter for medicines on hand.

## FLYING

1. Check in as a team.
2. When on the plane, fill out the customs and immigration forms. You may use one immigration form per family; however each individual will need to fill out a customs form. Mark that you are travelling as a tourist.
3. Once you land, go through customs and immigration as a group, then collect your luggage and find your missionary contact, who will be waiting for you.

# UNDERSTANDING LATIN AMERICAN CULTURE PART SIX



Culture affects everything; from how we view life to the way we relate to one another.

The differences between our North American culture and the Latin American culture are vast and unique. It's important to do our best to understand both the culture we have come from, and the one we are going to.

## THE NORTH AMERICAN POINT OF VIEW

The culture of North America, as it is today, began with people seeking freedom from religious persecution and oppression in Europe. The first European settlers of North America viewed their conquest and settlement of the New World as their destiny. This perspective of oppressed settlers finding their God-given destiny in a new land resulted in the optimism of today's North American culture. To the North American, life is what they decide it will be, and the power to create a good life for themselves is within their reach. In general, North Americans tend to have a sense of control over their lives. North Americans often feel they can depend on themselves and their resources and believe that if they work hard, they will achieve success.

## THE LATIN AMERICAN POINT OF VIEW

The culture of today's Latin America is the result of a very different history. The first European visitors to Latin America were Spanish, who came to conquer and plunder the already advanced indigenous societies that existed at that time. Latin Americans were not just conquered; they were forced to assimilate the blood and beliefs of their conquerors into their cultures.

Ancient indigenous cultures were supplanted and Spanish culture imposed. Latins consider themselves 'the sons of the raped ones'. They were enslaved and the resources of their countries taken off to Europe or given

to their conquerors. This history led to a culture that is a blend of both Spanish and indigenous cultures, which is often a source of confusion and ambivalence for Latin Americans. They both love and hate Spanish culture, while having equally mixed feelings toward their indigenous cultures. Being conquered and oppressed lends a sense of fatalism and distrust of outsiders to Latin American culture, but has also contributed to a more spiritual view of the world than many North Americans possess.

### KEYS TO A CULTURAL VIEW OF TRUTH

Latin cultures, perhaps because of the capricious way that they were governed by the conquistadors, view law as relative to who is in power. North Americans coming to establish a new land and feeling religious persecution see law (and truth) as having absolute qualities.

**Spirituality:** Latin American cultures are very spirit oriented and sensitive to the spiritual dimensions of how the world operates. North Americans, due to their cause and effect worldview, see the world in more materialistic terms.

**Time:** In Latin America, time is not as important as people. In North America time (and money) is more important than people. North American culture is event oriented. Latin American culture is people oriented.

### CONTRASTING VIEWS BETWEEN NORTH AMERICANS AND LATIN AMERICANS

North Americans are **optimistic** whereas Latin Americans are **fatalistic**.

North Americans are **goal oriented** whereas Latin Americans are **people oriented**.

North Americans spend their time **earning money** whereas Latin Americans spend their time **building relationships**.

North Americans believe in **democratic leadership** whereas Latin Americans expect **authoritarian leadership**.

North Americans value **success above people and relationships** whereas Latin Americans focus on their **families**.

North Americans are **materialistic** whereas Latin Americans are **spiritual**.

North Americans are **independent** whereas Latin Americans are **interdependent**.

North Americans communicate **directly** whereas Latin Americans communicate **indirectly**.

## LIVING WITH A HOST FAMILY

When team members return home, most often the aspect of their mission trip that had the greatest impact was the time spent with their host family. With Christ For the City International, your days will begin and end with your host family. It is an amazing experience that allows you to see on a firsthand basis how the local people live in the country where you serve.

Here are some answers to commonly asked questions about host families:

### **How does CFCI select host families?**

CFCI host families are screened and chosen from partnering churches/ministries and then trained on receiving North Americans into their homes. These families are very excited for your stay with them and often rearrange their home just to make space for you.

### **Will I stay with another team member?**

Yes, team members stay with host families in pairs and often share a room.

### **Will my family have food and water that is safe to eat/drink?**

Your host family will prepare meals that you can safely eat and will have safe drinking water available.

### **What can I expect?**

The areas where you will work and stay will be quite different than what you are used to in the U.S. You may not be accustomed to the extent of poverty in the areas where CFCI works in Latin America.

### **Here are some things you might see:**

- Throwing your toilet paper away in a trash can beside the toilet
- Doors may not seem as secure
- Cockroaches and other bugs in the house
- Homes may not be as clean due to open house construction.
- Bathing with a bucket or taking cold showers
- Using an outhouse
- Challenges with being able to communicate verbally with your host family
- Dietary adjustments
- Restricted water usage due to water rationing
- Frequent power outages
- Homes with dirt floors

### **What if I don't speak Spanish well... or at all?**

While staying with your host family it's perfectly normal to initially feel overwhelmed by the language barrier. Don't let those feelings hold you back! Practice the Spanish that you know and ask your family in Spanish or with actions about new words and phrases. Get out your Bible and share your favorite verses in English and Spanish. Your host family will appreciate your attempts to speak their language. Keep an open heart and mind, and your time with your host family will be one of the most rewarding experiences of your mission trip!

### **I know Spanish, what can I expect?**

Even though you've taken Spanish classes, it's best to prepare for some difficulties in communication. You may find that speaking Spanish with a native speaker is much different than your classes. Be aware reading/writing is much different than listening/speaking. In addition, the Spanish we learn in school is often different than the Spanish you will hear in the country you will be traveling to. Each country and region has a different dialect and may use some words you don't know. Even though communication can be difficult, using your hands, face and other non-verbal communication can help you communicate with your host family. Above all else, love is the language we all speak and the one way that we can communicate the best.

### **What are some non-verbal activities I can do with my family?**

Here are some fun, non-verbal activities you can do with your family. (P.S. It's good to bring some of these things with you.)

- Paint nails
- Do hair
- Play a card game (UNO, Old Maid, Go Fish, NO POKER)
- Jenga, pick up sticks
- Create an art project
- Play hide-and-seek
- Play sports
- Share family pictures

# OTHER

## PART SEVEN



### DETAILED INDIVIDUAL MISSIONS ASSIGNMENTS

#### MISSION ASSIGNMENT: **Photographer**

##### Description:

Congratulations! You are nominated the official photographer of the team! This is such an important role because after the trip is over, it's *your* photos which will memorialize the trip for everyone.

##### Responsibilities:

- Take group shots
- Make sure all group members are in photos
- Share the photos with everyone, once you return
- Share your best photos with Christ For the City International, to be used for their promotional material and to inspire other people to go on short-term trips.
- Take photographs doing every activity, plus doing normal things like eating together
- Make sure your camera is always charged, and you have a spare battery

Please send photos to:

#### **Angie Busch**

Mission Teams Department Director  
missionteams@cfci.org

### Creative Ideas:

- Take a team picture before you leave on your trip, to put on your support letter and the heading of your blog.
- When you return, create the team slide show
- Post photos to Facebook, blog, Twitter, Instagram
- Enter a photo in a photo competition
- Find a creative way to share all your photos with the group
- Create a photo display during report back time
- Make a 'thank you' post card of the team and send it to everyone who supported you financially and prayerfully
- While on the field take a group photo with your team holding a "thank you" sign, to be used for promotional material.

**MISSION ASSIGNMENT: Videographer**

Description:

Congratulations! You are nominated the official videographer of the group!

Responsibilities:

- Taking good video footage of the team, before, during and after your trip
- Editing the video to be used for report back
- To inspire other people all around the world to take short-term mission trips, send your best videos to:

**Angie Busch**

Mission Teams Department Director  
missionteams@cfc.org

Creative Ideas:

- Post short snippets of video to Facebook, blog and Instagram
- Make up a 'summary video' after your trip, where the team talks about their experiences
- Create a 'highlights' video and give one to each of the team members, to remember once you arrive home.

## MISSION ASSIGNMENT: **Collector of Stories**

### Description:

Congratulations! You have been nominated the official collector of stories for your team! The potential of your storytelling is phenomenal. By sharing your stories with your network, Christ For the City International, and the world; it allows others to consider, pray through and discover mission opportunities for themselves, and for their teams. This ensures new people are discovering missions, blessing the bases and being active in their faith. The power of your stories to move and engage others is hugely important, and limitless!

### Responsibilities:

- Talk to people! Talk to people before you leave, about how they're feeling and their expectations. Talk to people on the field, get to know the local people, the missionaries, kids, teens, adults and the elderly; ask about their stories. Collect stories from your team, ask around.
- Write these stories down! Take a journal or a notepad and make a note of the best stories you hear.

### Creative Ideas:

- Pass these stories on! Facebook posts, blogs, emails to those who donated to your team members etc.
- Write a short summary after your trip and send them to Christ For the City International, your stories are invaluable to us. Please send them to:

### **Angie Busch**

Mission Teams Department Director  
missionteams@cfci.org

- Tell some of your favorite stories on report back night/day once you're home. Collaborate with the blogger, photographer and needs detective on your team to create some amazing things!

## MISSION ASSIGNMENT: **Blogger**

### Description:

Congratulations! You are nominated the official blogger of the group! This is such an important role because it allows everyone back home to stay connected with your team on a day-to-day basis, before you leave and when you arrive back home.

### Responsibilities:

- Before you leave, set up a blog for your team (for free blogs, use [www.blogger.com](http://www.blogger.com), or [www.wordpress.com](http://www.wordpress.com))
- Let everyone know that the blog exists (all team members, Facebook, Twitter, family members, parents, your church etc.)
- Make sure Christ For the City International knows about the blog, and how often you will be posting. Please send this information to:

### **Angie Busch**

Mission Teams Department Director  
missionteams@cfci.org

- Find someone at home to 'manage' the blog while you are on the mission field.
- Write a short blog post every day you are on the mission field; telling a quick story, highlights from the day, updating people at home about what you have been doing. Send the rough post to your at-home contact and let them post and advertise for you
- If you want to delegate, ask a different member of your team to write a post each day, from a different perspective

### Creative Ideas:

- Work with the photographer and collector of stories from your team! Make your blogs easy to read, funny, and enjoyable for everyone
- Write a blog before you leave about people's expectations
- Write some posts when you get back about everyone's 'three word stories'
- Post plenty of photos and videos.

## MISSION ASSIGNMENT: **Needs Detective**

### Description:

Congratulations! You have been nominated the official Needs Detective for your team! This is such an important role because after the trip is over, it is your detective work that will make sure your team has a *lasting* impact! You have the ability to make a real and eternal difference in people's lives!

### Responsibilities:

- At the end of the trip, it's your role to come up with a 'need' that everyone wants to meet once they are back home
- When on the mission field you need to keep your eyes and ears open! Look for needs of people and ministries. Write them down and talk to people about them.
- Ask questions and discuss with the local people and missionaries what their greatest needs are. Get a wide range of perspectives.
- Host and facilitate team discussions near the end of your trip, or when back home, about which need you would like to meet as a team.

### Creative Ideas:

- Brainstorm ways to meet the need in the community you served, in a lasting way.

## MISSION ASSIGNMENT: **Prayer Warrior**

### Description:

Congratulations! You are nominated the official Prayer Warrior for the team! This is such an important role as doing anything without purpose is pointless, and the only true purpose is in Jesus, and prayer connects us to Him!

### Responsibilities:

- Lead your team in prayer sessions before, during and after your trip
- Collect everybody's prayer contacts and inform them about prayer points and what is happening with the team

### Creative Ideas:

- Mix it up, think of creative ways to pray, think about; popcorn prayer, prayer groups, prayer partners, prayer journals, individual prayer time, prayer walks, praying for different things on different days.
- Pray for a whole variety of things; your team, your mission, the ministry bases, the people you meet, the nation you are in.

## MISSION ASSIGNMENT: **Worship Leader**

### Description:

Congratulations! You are nominated the official Worship Leader of your team! This is such an important role, as your daily direction and focus will keep the team's eyes and hearts on Jesus Christ.

### Responsibilities:

- Leading daily worship sessions for your team before, during and after the trip

### Creative Ideas:

- You may not have all the resources you want, so you will probably have to get creative.
- Think about worship through dance, art, poetry, spoken word, song etc.
- Research and participate in worship that is unique to the culture you are entering.
- When reporting back to family and friends about your trip, display some new types of worship you learned while on the field.

**MISSION ASSIGNMENT: Devotion Director****Description:**

Congratulations! You have been nominated the official Devotion Director of your team! This is such an important role because it's your responsibility to keep the team focused on God, His great mission and His will for your lives.

**Responsibilities:**

- Lead your team in daily devotional time, to answer and discuss the processing questions, and discover what you are doing well, and what needs improvement.

**Creative Ideas:**

- You have processing questions outlined for you, but combining different methods of devotionals and debrief would be great. Incorporate prayer, Bible studies and stories.
- Discover how people in your host culture worship and do devotions.
- Invite guest speakers from your country of service.

## A LEADERS GUIDE: LOOKING AFTER YOURSELF

Whether you are flying solo, or leading as part of a team, it's essential you learn to prepare and look after yourself well on this short-term mission trip.

As a leader you have a lot more responsibility, and carry a lot more trust than anyone else. To be an effective, Godly leader, it takes a lot of humility, patience, grace, organization, selflessness, prayer, self-discipline and preparation.

You need to plan well and lead by example, as the success of your trip is partly determined by your leadership, and your own mental, physical and spiritual health.

Here are a few tips to look after yourself:

1. **Be a dependant leader:** Cover yourself, your trip and your team in prayer. Ask and seek for God's guidance and assistance at every moment, and in everything. Take time out of planning to pray and be in God's word. Also be dependent on other people to give you advice, to help you, to delegate, to pray with and to ask questions of. Good leaders are learning leaders.
2. **Be prepared:** Start the process of preparation, communication and debrief for your team as soon as possible. Put dates in place months in advance.
3. **Have your own prayer partners:** Ask people to pray for you throughout the trip, it's an exhausting time.
4. **Have a missions mentor:** Join forces with someone who is more experienced, and can offer you advice and coach you through the process.
5. **Set clear boundaries, expectations and strategies:** Either on paper or verbally, outline with your team what will and what will not be tolerated. From handing in forms on time before your trip, to discipline measures on the field, to attendance at debrief, make sure your expectations are clear and your role as a leader is understood by all.

# CHRIST FOR THE CITY INTERNATIONAL PART EIGHT



Christ For the City International was founded in 1995, as a missions agency with the vision of reaching the world with the Gospel of Jesus Christ.

Our vision is to have *no place without a witness, no church without a vision and no person without hope*. Our mission is *helping people to transform cities by transforming lives*.

The huge amount of urban migration around the world in the past few decades has brought increased urban poverty, and new challenges. It was predicted that by the year 2000, 80% of the world would live in mega cities, with 46% of those living in abject poverty. This prediction became a reality, as did the widening gap between the rich and the poor.

This gap increases conflict and the class divide, and causes issues such as illegal migration, job scarcity, inadequate housing and sanitation, human trafficking, exploitation and increased crime. It also provides the basis on which we reach out as Christ For the City International, to bring the Gospel, and hope to people everywhere.

In July of 2000, Dr. Chip Anderson assumed the role as President and Chief Executive Officer of Christ For the City International, having served on the mission field in Costa Rica for 18 years. Currently and under his leadership, we work in 16 countries, operating over 90 different ministries, with 500 plus missionaries, most of which are native to the city where they minister. Each of our bases operate ministries that meet the needs of the people within their locations, and bring hope to their cities. We help local churches develop their relationship with Jesus Christ, and mobilize their people into God's Great Commission.

In addition to supporting our bases, missionaries and ministries, each year we send hundreds of people, and dozens of teams into the mission field, both within the United States through our Urban Plunge program, and

abroad. We send adult teams, youth teams, mixed teams, micro teams, medical teams, teaching teams, specialty teams and short and long-term individuals. We do our best to provide people with the opportunity to serve, and be apart of what God is doing around the world.

We are excited that you are joining us on this mission, and we welcome you into the Christ for the City International community. Our mission at the Central Office is to support and equip you as you journey with the Lord, and all He desires to do through you, your team and your life.