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Welcome

The staff of Global Outreach welcomes you to our team. Cedarville's Global Outreach department provides students with an incredible opportunity to use their interests, gifts, and abilities to impact their world for Christ. Each year, more than 300 students, faculty, and staff join an estimated 30 teams in serving alongside missionaries and nationals across the world. We are encouraged by the University family's willingness to use a wide range of academic disciplines and gateway projects on the mission field.

Our prayer is that we have helped to broaden the mission perspective of all who participate, while serving missionaries and nationals in the mission field. Our first objective is that each participant returns with a deeper understanding of who God is and a greater trust in His faithfulness to them personally. We trust that these mission experiences foster a lifelong burden for reaching the lost and a willingness to consider career missions. And while it has been our joy to investigate, prepare, and facilitate these mission opportunities, we are dependent upon team leaders like you to carry them out.

Though the requirements of each culture are varied, all team leaders share a common goal: to prepare the team to serve. You can be sure that your team will be asked to meet a need, and that you will be exercising a servant's heart. Every aspect of the team leader's responsibilities returns to the principle from Mark 10:45, "For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many."

This whole principle of service is where the bigger picture of *why* we do what we do comes into play. The Global Outreach Department is driven by this principle: *Know.Live.Share. the Gospel*. In fact, the mission of the University fully embraces this principle: **Cedarville University will be an exemplary Christian Institution known for commitment to academic excellence, submission to biblical authority, passion for the Great Commission, and intentional discipleship that transforms lives for godly service, vocational distinction, and cultural engagement.** At Cedarville, students are taught that biblical Christianity involves demonstrating a servant's heart in all areas of life.

We are so grateful for the tremendous role that you play in our endeavors. As a team leader, you will be instrumental in selecting the team and preparing the students for their time of service out of country. During the next few months, you will get to know the individuals on your team and will disciple and prepare them for this journey that they will undergo. You have the exciting task of preparing students for the unknown, modeling flexibility, teaching them conflict resolution skills, and preparing them to travel and to live together.

If this sounds like a daunting task, no worries. The Global Outreach staff is dedicated to helping you all along the way, and we are confident that you can do the job.

These guidelines will help you get started, and we hope it will be a useful resource in the months ahead. We've added the Approval Packet so you can go over all that information with your team once they have been approved for the trip. Be sure to look through the Appendix where you'll find suggested reading and more.

May God bless your journey. Please always feel free to contact us with any questions.

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Our View of the Mission Field

An Opportunity to Serve

It is a privilege and *great* honor when a missionary invites us to minister with them. This perspective should affect everything we do and prevent us from doing something that would jeopardize another team's opportunity for continued ministry. By making good choices, you can help us preserve the heritage that many teams have worked for years to develop. Unfortunately, one bad choice could destroy years of faithful ministry.

As long as you maintain an appropriate perspective, the missionaries you visit will provide an excellent context for your team to learn about the ministry and the body of Christ. Remember that your team's ministry will occur within the established programs of each local ministry. And remind your team to do their best to adapt to that program.

An Opportunity to Represent

Wherever you go, you are representatives. First, you represent our Lord Jesus Christ. Secondly, you represent the University. Lastly, you represent the local church. You might not agree with all the University's policies and institutional preferences, but bear in mind, you *are* a source of public relations for the University. This is not a difficult task because it is exciting to be a part of the Cedarville family. You should have no trouble finding positive things to say about the University.

People, Not Programs

Because our desire is to help students see beyond programming to the heart of the ministry, serving others, you must have a heart and love for the people. Be sensitive to the needs of others and willing to respond to those needs. Interact with people and minister to them in their homes – establish the practice of genuinely caring for people to keep your ministry from becoming merely a “task” or a “performance,”

Developing an Effective Team

You will find the time and preparation you put into developing your team before you leave for the mission trip to be just as influential to your team as the actual trip. There are many aspects to this time together. For example, regular meetings build unity and give your team an opportunity to discuss situations that you will encounter in the field. You are also encouraged to work together on a Bible study or read a book together. And, before leaving, your team may serve together in a local ministry or church with a similar cultural background as the country to which you're going.

Because the quality of the time you spend with your team before leaving is integral to a successful time together on the field, we've compiled resources to assist you in creating an effective team. From conducting interviews to training, this section discusses team dynamics a little. You will get further direction in the training # 2 session.

Recruiting and Selecting a Team

Although the Global Outreach office is primarily responsible for recruiting teams, you are welcome to build your team with us. Those you know who would serve well with you are the best to recruit. Keep in mind that those who are involved must have a heart for God and a love for people. They must be sensitive to the needs of others and willing to respond to those needs. It is good to keep in mind personalities and temperaments that will be conducive to team unity.

Our desire is to help students see beyond programming to the heart of ministry – serving people. Ministry is much more than what happens on the platform. It is a dedication to serving others. Therefore, when selecting someone for a Global Outreach experience, ability/talent is never considered more important than attitude. Paul wrote in Phil. 2:5-7, "Let this mind be in you which was also in Christ Jesus, who made himself of no reputation, and took upon him the form of a servant."

Our View of Team Ministry

Purposeful, not Arbitrary

Effective team ministry does not just happen; it is the result of careful, wise choices. Biblical Truth, experience, and prayer are the major factors which continue to define the current program and goals of our ministry teams.

Relational, not Mechanical

Ministry is about serving others. Often teams find their ministry becoming mechanical and routine after just a short time. It is easy to spot those who are just “going through the motions.” If your team loses its servant's focus, it will destroy the ministry.

Giving, not Self-Involved

When we are not consumed with what we want, we become sensitive to the needs of others. Team members should be pro-active servants by anticipating needs in others, not just reacting to needs as they present themselves.

Shared Task, not Individual Effort

Biblical ministry is meant to be a shared experience. We see this demonstrated in three ways: First, team members supplement one another, building on one another's strengths and compensating for one another's weaknesses. Second, team members encourage one another, helping others to identify one's gifts and motivating them to develop and use them. And third, team members are accountable to one another. Shared work means shared responsibility. We listen to and learn from one another as we serve together.

Take every opportunity to encourage teamwork, emphasizing a “we over me” attitude. “For if I still pleased men, I would not be a bond-servant of Christ.” (Gal. 1:10)

The selection process typically runs in the following order:

Interview. As team leader, you may choose to have an interview with each prospect to determine acceptability, pending approval from the Global Outreach Committee.

- If you are leading a presentation team, you need to run auditions personally.
- Please feel free to seek help if needed.
- Inform Global Outreach to whom you want the application link sent.

References. References are emailed to the Global Outreach office and attached to their application.

Review. The online student file will include the student's application, references, current GPA, home church information, etc. Once the application is complete we will give you access so that you may review the file.

Accept. Notify the Global Outreach office of whom you approve to be on your team. Pending approval from the Global Outreach Committee, we will notify the students of their acceptance.

Once your team has been selected and approved, please encourage those who have not been chosen to look into another ministry opportunity. There are many possibilities for them to consider. Not being chosen does not mean rejection. Often God may be leading in another direction. See pages 20-22 in the Training section for the step by step approval process.

Team Training

Specialty teams such as broadcasting, drama, engineering, English teaching, music, nursing, puppets, sports, etc. require the involvement of a team trainer. The trainer may be the leader, a faculty or staff member, or even an approved experienced student. In these situations, the official team leader must be very involved in **all** meetings and training sessions. Working with the trainer on a consistent basis will eliminate the awkwardness and confusion of transferring ownership of the team. Your involvement is crucial in establishing your leadership role.

Meet with the trainer before training sessions to begin to acquaint yourself with the goals and perspective of the programming. All programming must be pre-planned or pre-approved by Global Outreach and the trainer. Exercise **flexibility** in program training. You may be making necessary changes when you get to the field.

We have promised the University's Academic Division that we will not exceed **six hours per week** for training/practice/meetings for Global Outreach teams. **You must adhere to this.**

Practicing Strong Leadership

A strong leader intentionally builds into the team with the end goal in mind. As stated earlier, all team leaders share a common goal: *to prepare the team to serve*. Being a servant takes many shapes and forms on the mission field. Missionaries are free to ask the team to serve in whatever capacity best serves the overall picture of their ministry. Students must learn the significance of doing what they're asked to do and of looking for creative ways to lend a hand.

Use this section of the guide as a resource to help you disciple your team and to guide them toward being servant minded. We've highlighted some principles of leadership in this section based on common issues teams face, as well as those principles we consider of paramount importance in the task that you are undertaking.

Communication

Communication is very important in every part of the ministry. Do not forget that listening is an essential part of communication. Whenever you are communicating, remember to say and do everything with respect and Christ-like love.

Maintain an effective ministry through planned communication from the very beginning: communicate with the Global Outreach office, team, and missionary. Do not wait: *initiate*.

Global Outreach office

We will contact you with important details for serving as the leader of a mission trip through our office. Preparation through three training sessions will be invaluable. Please pay attention to emails from our office pertaining to application approvals, budget/cost breakdown meetings, support raising, UMS appointment, legal forms, passports/visas, flight information, and itinerary, and respond when necessary.

Team

Besides communicating to your team details concerning your ministry, you should be consistent and generous with praise.

Communicate your expectations to the team. While the Global Outreach office communicates policy and programming, the team leader upholds those policies, and the team abides by them. To do any less goes right to the issue of personal integrity.

For summer trips, keep open lines of communication with your team once school is over in May. Many times there is a breakdown in communication with teams once everyone has headed home. Make sure that you have a way to communicate with your team either through e-mail, phone, text, etc.

Another important aspect of communicating with your team, sometimes overlooked, is to involve parents of your team members. Encourage team members to forward flight itinerary and ministry plans to parents. Keeping parents informed brings them into the ministry too.

Missionary

This contact must be made as soon as you are chosen as a leader. Even if we have a history there or have had communication, *you* are going to be working with them and need to communicate personally as soon as possible. Introduce yourself with the mission field as the leader of the team.

Communication with the missionaries sets the tone for the entire ministry. You are the link between the University and mission field. Your contact with the missionary can be an extremely positive or negative experience. As such, you need to understand the ministry that the missionaries have on the field. Make sure you understand all that the missionary desires of the team while on the field, and make sure your communication practices allow room for the missionary to change the plan if necessary. Make your first impression a good one.

Keep in mind your responsibility is *not* to evaluate the missionary or revise their philosophy of a ministry. As a team leader, you are responsible for exemplifying submission to the missionary. Your host will be there for the long haul. The results of your team's ministry, good or bad, will be left for them to deal with. Honor their leadership.

Some information that may be helpful to receive from them:

- Dates/itinerary
- Ask what they would like the team to do for their ministry
- Find out particular do's and don'ts
- Ask what to take and not take with you

Some information that you should share with them:

- Names and a short bio sketch of team members
- Keep them informed of the progress and details of the team

When you first arrive on the field, it is your responsibility to meet with the missionary and confirm all plans. Do not let the team trample the missionary. You will most likely pick up the communication with the missionary where you left off on your last phone or e-mail communication.

You may never have thought that painting a soccer stadium would be an effective ministry tool, but, as demonstrated by a Global Outreach team to Spain, this project had a huge impact on locals, who raved about kids who would "give up their vacation time" to paint their stadium. This project brought about the kind of result we had hoped for: we opened a door for the missionary.

See page 15 for more information on resolving issues with missionaries.

Principles for Effective Leaders

Success in ministry is directly related to character, not talent. A good team member has many characteristics that you should expect – but you must demand these of yourself. When it comes to team members, we are looking for men and women of F-A-I-T-H:

Essential Characteristics

Faithfulness

Being selected and then committing to a team means that you will be expected to be faithful in that commitment; faithfulness is reflected by the choices you make. You should be faithful to God and to your fellow team members. John Stott writes, “...God has a leadership role of some degree and kind for each of us. We need, then, to seek His will within all our hearts, to cry to Him to give us a vision of what He is calling us to do with our lives, and to pray for grace to be faithful – not necessarily successful – in obedience to that heavenly vision.” Faithful, not successful. How out of line with today’s value system, yet how utterly biblical. (Ps. 101:6; Prov. 20:6; I Cor. 4:2; I Tim. 1:12; 2 Tim. 2:2)

Availability

Ministry by definition involves sacrifice. Being committed to a team means you will be there ready to work. It sometimes involves going above and beyond the call of duty. Team members should approach tasks aggressively. If something needs to be done in preparation for ministry, you must be available. The mature Christian sacrificially puts time, energy, insights, and possessions at the disposal of the group. (Acts 2:43-47) We always seem to have time for things which are important to us.

Integrity

Integrity is a total commitment to the highest personal and professional standard. Integrity is a fundamental premise on which a team is built; without it, a team’s ability to trust and respect each other is lost. As Billy Sunday wisely pointed out, “Your reputation is what people say about you, character is what God knows about you.” (2 Tim. 1:3; 2 Cor. 2:17)

Teachable

This trait is vital to being an effective team member. If someone is not willing to receive instruction, tensions will arise, feelings may be hurt, and discipline will follow. Being teachable reflects a right attitude; it is demonstrated in humble service to God and others. Humility describes a right view of our self in relation to God and others. Matthew tells us that Jesus demonstrated humility by spending time ministering to children. (Matt. 19:13-15) One can understand why team leaders through the years rate being teachable as the most important trait a team member can have. “Call to me, and I will answer you, and show you great and mighty things, which you do not know.” (Jer. 33:3)

Heart for God

One of the wonderful things about our God is that He is infinite in all His glorious attributes; so never in our desire for Him will we exhaust the revelation of His person to us. The more we come to know Him, the more we will desire Him. And the more we desire Him and His fellowship, the more we will desire to be like Him. The single most important characteristic of a team member is that he or she has a heart for God. (Ps. 63:1; 119:10; Isa. 26:8-9; Phil. 3:10) As Ps. 42:1-2 says, “As the deer pants for the water brooks, so pants my soul for You, O God. My soul thirsts for God, for the living God.”

See pages 69-71 in the Appendix for “Godly Leadership Traits” and “Key Principles of a Godly Leader.”

Special Issues

Counseling

Always be ready to give a listening ear. Counseling can take place almost any time or any place, so be observant to the signals from those around you. Don't be afraid to ask someone how they are doing, then let them tell you.

God's Word is Truth: real answers come from God through His word and prayer. *Do not* promise "not to tell anyone" something someone has shared because you may need to tell for their own protection. You are *not* bound by professional issues of confidentiality, and you *do* have a responsibility of referral in some cases. When in doubt, consult the Global Outreach director.

Please note: Male team members will counsel only males and females will counsel only females. You are never to be alone with someone of the opposite sex and must always be within sight and sound of a third party.

Relationships

Special relationships sometimes do develop on teams. Realizing the emotion and attraction that can occur, we ask that dating be put on hold during the Global Outreach experience. It is a natural tendency for couples to isolate themselves from others; when this occurs, tension will be felt by the entire team. The guiding principle is that these relationships *must not* take away from the ministry of the team. While traveling, the team and its ministry must come first. Physical contact should be avoided between couples all the time and is forbidden while ministering.

Any relationship that hinders the team's effectiveness is unhealthy. This situation can be true whether it is in dating or people who cannot get along, or even friends who are too dependent on each other. Also, it is ***prohibited*** to begin a dating relationship with a national during the Global Outreach ministry. It is not the purpose for being there and ***will*** be a hindrance to the overall ministry.

If at any time, any member of the team feels that a couple is out of line or is excluding others, it is your responsibility to approach the couple (in love of course). We all need each other to help one another be better servants of God. Sometimes we may not realize how our actions look from the outside.

In all areas of conduct, it is important to remember who you are: a child of God, an emissary of a supporting church, a representative of Cedarville University – and you are a foreigner who is to answer to the host missionary.

Flirting

You or your team members must not at any time allow your focus to shift from ministry to romance. Teens (minors in particular) are very impressionable. What seems to be harmless teasing or touching may cause you and them to lose focus on the ministry. The following guidelines will help:

- No male/female physical contact, e.g., hugs, back rubs, wrestling, etc.
- No one may gather phone numbers and/or addresses of young people of the opposite sex.

The impact we have must not be for our own gain, but for the testimony of Jesus Christ. This will not always be easy because of our own egos and the immaturity of those with whom we will have contact. Hold each other accountable.

Media

Although some media entertainment may be appropriate, while on a Global Outreach trip it is discouraged. Entertainment plays a huge role in our culture and in the lives of most students. Our choices in entertainment have the potential to reflect and shape our character. We encourage students to think carefully about their entertainment choices both in terms of the content's impact on self and others as well as stewardship of their time and money. Keep in mind the missionary expectations and do not do anything to offend. This does include days off.

Music

Students should be wise and use discernment in evaluating and selecting all music. It is important that students develop tastes in music that they are confident will be in harmony with God's Word and, therefore, will honor the Savior. Music with lyrics that are in conflict with scriptural teaching is not acceptable at Cedarville University. Regulations do permit the use of a variety of styles of music. Please be sensitive beyond the norm to the missionaries and culture.

Modesty

The way you dress *does* communicate. Do not get too comfortable. Remember you are guests. A lack of concern for the way you dress and carry yourself will send the wrong message. Keep clothes clean and neat, keep your hair neat, and guys – shave. All shorts must be modest; a minimum of fingertip length, remembering all fingertip length shorts are not modest. Keep in mind the missionary expectations, and do not do anything to offend.

Being Gracious Guests

As ambassadors we must be careful not to be offensive in our behavior to our hosts or the nationals. There are some gray areas that may not cause problems, but we need to be sensitive to others:

Flexibility is key: We will say the word flexibility often in our talks with students about missions: it cannot be emphasized enough: life is different outside the USA. Not right or wrong necessarily ... but different. Be ready for life viewed from another perspective. Prepare your team as much as possible for flexibility tests.

Gifts: Please plan ahead on what things you will give away to the missionary. Decide before leaving what will stay with the missionary and can be replaced by the team account. Not every need can be met by Cedarville University. Global Outreach has free t-shirts, flip flops, Bibles, tracts, lanyards, mugs, etc. for you to give on the mission field. Come take a look!

Team Time: Please stress to the missionaries the importance of your team being able to have meetings once on the field. This is *very* important so that you can discuss how things are going, handle any conflicts, share testimonies of what they are learning through the experience, and encourage each other.

Proper Attitude: Stay out of debates over political issues or doctrine. Even if the missionary criticizes the host country, ***we do NOT criticize anything about the place we are visiting!*** We are guests in a foreign place. Do ask questions about the family, country, etc. People love to tell about their home, but make sure not to compare to the USA.

- Be polite
- Be punctual
- Always help clean up
- **Do not** make yourself at home
- Clean up the bathroom after showers, etc.
- Be sure to wear clothes to and from the shower
- Conduct selves in a mature manner with teammates when in public

Games: Use caution in this area. If the host has games you may join in, but do not initiate any games that may be questionable.

Table Manners: Pray for strong stomachs and good digestion. You will be eating things that will be new and even unknown. Always eat what is placed in front of you. Also, if it is not on the table, ***do not ask for it.***

Telephone: Always ask the missionary how they feel about you using your phone ***before*** using it and respect their wishes. Please limit your calls to 10 minutes maximum.

Dealing with Problems

Confront with Care

The following is a list of questions to ask before you confront someone whom you are discipling:

- Is it necessary to confront about this issue or do I need to just put up with it and leave it to prayer? (I Peter 4:8)
- For what part of this problem can I assume responsibility?
- What are my motives? (Phil. 2:3-4) Am I guilty of the same issues? (Gal. 6:1) Am I making a big deal because of my own hang-ups? (II Sam. 12:5-13)
- Have I prayed?
- Does the one to be confronted know that I love him or her and am on their side?
- Have I thought through what I will say and how I will say it? (Phil. 2:1; Col. 3:12-17)
- Is this the appropriate time and place? (Ecc. 3:1)
- Does he or she have adequate biblical teaching about the issue to recognize it as a sin? (II Pet. 1:3-4)
- Is what I am about to say loving? (Eph. 4:15)
- Is it truthful? Do I have all the facts? (Eph. 4:25)

When approaching a team member for the first time about an issue, follow this process:

1. Privately and lovingly, define the issue.
2. Wait for the response and listen carefully to what he or she has to say.
3. Together, attempt to resolve the issue.
4. Finally, affirm the individual.

On-going, unresolved issues will necessitate intervention by the Global Outreach director. You must not allow team problems to become public issues.

Team Action

You should deal with most problems one on one. Sometimes, though, a team meeting is necessary. It is here you must “speak the truth in love.” (Eph. 4:16) Team meetings should be used to clarify and convey team direction/policy, not to single out individuals for public discipline.

Team meetings are only called by the team leader. You must have the team’s best interests in mind, not your own, and be able to express them to the others.

Whatever the case, go into the meeting with an open mind, willing to ask forgiveness, but ready to stand on principle to correct a wrong. You must not compromise what you know to be right. And lastly, do not hold team meetings to deal with problems right before a public ministry.

Missionaries

You could also face confrontation from missionaries; rarely should you initiate the confrontation of anyone else outside your team. It is imperative that you keep an open and level mind. Remember to be willing and humble enough to let the person speak without interruption. Only after he or she is finished speaking, is it your turn to speak, remembering that a “soft answer turns away wrath.” If you are wrong, you must accept it, not shirking your responsibility or making excuses.

If you are not wrong, you can attempt to clarify and rectify the situation, but **never** argue with the missionary. (See 2 Tim. 2:24-25)

In essentials, unity.

In non-essentials, liberty.

In all things, love.

University Opposition

When the confrontation we face is about the University (its rules or preferences), the best approach is to plead ignorance since you really do not know what goes into making University decisions. If the person persists, you should refer them to the Global Outreach director during regular business hours. Do not get into an argument even if you believe you are right.

Training

Our partnership with organizations is strengthened or weakened according to the quality of personnel we send them. We say often that the hosts are left with whatever we accomplish, if we make a mess, they remain there to clean up, if we leave a blessing, they reap the fruit, which we trust includes people drawn to Christ.

We desire to make disciples of all nations for God's Glory by practicing...

- Gospel Focused ministry
- Teachability
- Servant Leadership
- Flexibility

Global Outreach mission team leader training # 1

Assigned reading before session, email: *Welcome, Developing a Team, Appendix*

Brian: Welcome, intros., Questions from assigned reading?, WHY do we go? (pgs. 18-19)

- What and Why Global Outreach?
- Philosophy of ministry/missions
- Practical ideas for team building
- Preparation for serving in another culture.
- From Interest lists, info meetings, to applications and team building.
- Gospel Focused ministry. Christ Centered, Gospel proclaiming
- Even where you may not have opportunities for direct verbal witness, our goal is to partner with gospel focused ministries. The result should be that they (the hosts) find doors more open, hearts more receptive to the gospel because of our time with them.

Ellen: “Helping without Hurting”

Vicky: Global Outreach Application Approval Process-International only (pgs. 20-22)

Keith: The Five R's of the Gospel (pg. 23)

WHY do we go? *Go over this with your team*

Laying the foundation for a lifetime...

Matthew 28:18-20

And Jesus came and said to them, "All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age."

Jesus gave us a command to make disciples of all nations.

- "Nations" = Ethnos, meaning people or race
 - Cultural Practices, religion, race, language.
 - Not just political nations.
- "Baptizing them..." signifies that they have made a decision to follow Christ.
- "Teaching them all I have commanded you..." teaching them what it looks like to follow Christ.

So who are the nations?

- 16,319 **people groups (nations)** make up a 7.2 billion population of the Earth.
- **Unreached People** = less than or equal to 2% Evangelical Christian and less than or equal to 5% Professing Christians.
- 6,571 unreached people groups.
- That's over 3 billion individuals who have never had the chance to hear the gospel.
- 40.3% of all people groups are unreached.
- This does not mean that 59.7% are Christian. It means that the other percent have evangelical churches within their reach who can evangelize to them.
- Paul said, "and thus I make it my ambition to preach the gospel, not where Christ has already been named, lest I build on someone else's foundation..." Romans 15:20.
- It's not that the work is done here, it's that there is no work being done there.
- Example of woman having to save both of her sons in a fire. Will she save the five-year-old who can run out by himself or the infant who can't do anything?

Why are we sending Global Outreach teams to places that are already reached?

- You will not save the world in a couple of weeks on your short term missions trip.
- We connect you with churches and ministries with full-time partners who are making an eternal impact for the gospel so that you can learn from them, serve them, and then ask God how you can be a part of his work in the future in a place that is unreached.
- We hope you will be a blessing to the missionary and the locals there.
- Overall we want your experience with Global Outreach to leave an impact on you as you prepare for a lifetime of service in God's kingdom.

Five Habits of a World Christian

- **Pray**--that the Lord will send out workers into His harvest (Matt 9:37-38).
- **Give**--time on a short-term mission's trip, money to the work of reaching the unreached.
- **Go**--consider spending your life in a place that is unreached
- **Welcome**--internationals here in America who represent unreached places in the world.
- **Mobilize**--share the vision of the great commission with others as they are seeking God's will for their lives.

Resources

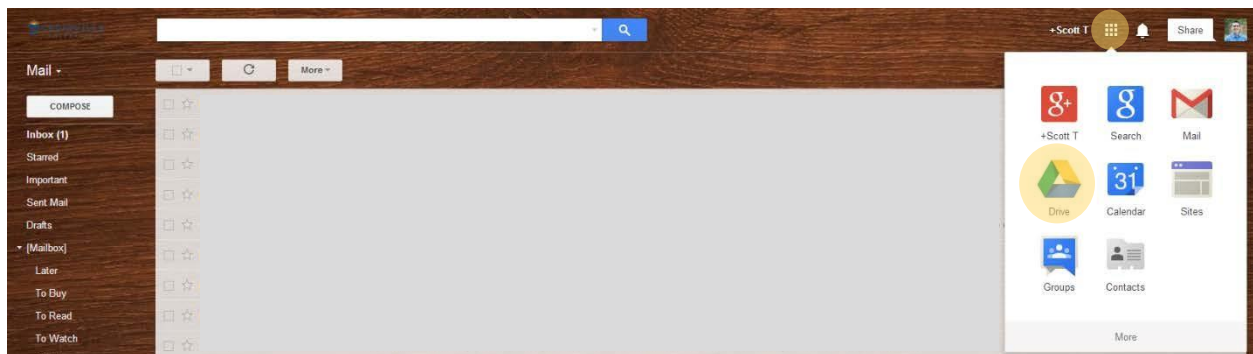
- joshuaproject.net--Statistics and maps, prayer guides, etc.
- operationworld.org--Prayer guides, statistics, maps, etc.
- thetravelingteam.org--Helpful tools, articles, lists of agencies to serve with.

Global Outreach Mission Application Approval Process

The Global Outreach office has an online process in which we accept applications and allow team leaders to approve them. We trust this will be an efficient process for our office, the student, and you as the team leader. In order to set the context for how to approve your team, it's necessary to gain a broad understanding of the application process. After a student submits their electronic application, the Global Outreach Office compiles references via email and attaches them to the student's completed application. Once a required number of references are received, the application is passed on to the team leader for approval. Upon reviewing the application, the team leader decides if the student would be a good fit for the team. The team leader may also interview the applicant before approving. If there aren't any concerns, the application is sent to a Global Outreach Mission Committee member to review. The committee is a sounding board for the Global Outreach Office and is comprised of faculty and staff members representing a diverse range of departments across campus. After both the team leader and committee member approval, the application is sent to the entire Committee. Once the Committee has ruled on approval or not, the student is notified of his or her status via email and if fully approved, the team member will receive the Approval Packet as an attachment to that email.

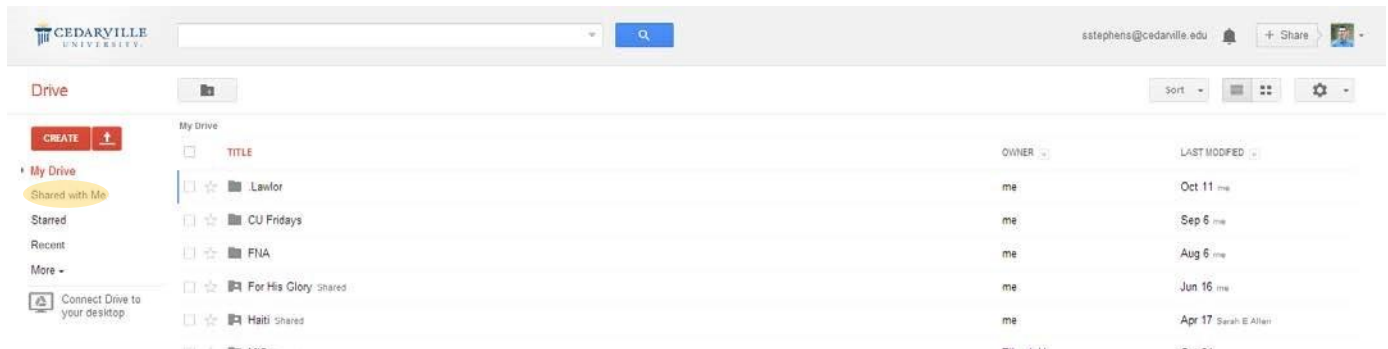
Intro to Google Drive

Using Google Drive, the GO Office has found that it is able to share the most up to date information with others across campus. To access the drive, log in to your [Cedarville email](#). Once you've logged in, click the button in the top right corner, then select *Drive* amongst the other Google Apps.



Below is the home screen for Google Drive. Once you're in the home screen, you should see the option for *Shared with Me* in the left column. Clicking on this option will produce any folders that have been created by someone else and shared with you. Your team folder should be visible and titled based on the country where you'll be leading a team (Ex: SB Haiti, Peru Bible Distribution, Guatemala...etc.). When you click on the team folder, you should see individual folders that are labeled with student's last and first name. This is where you will come to review applications. You will also find a shared excel file with tabs for each team, where you will mark an application approved or not.

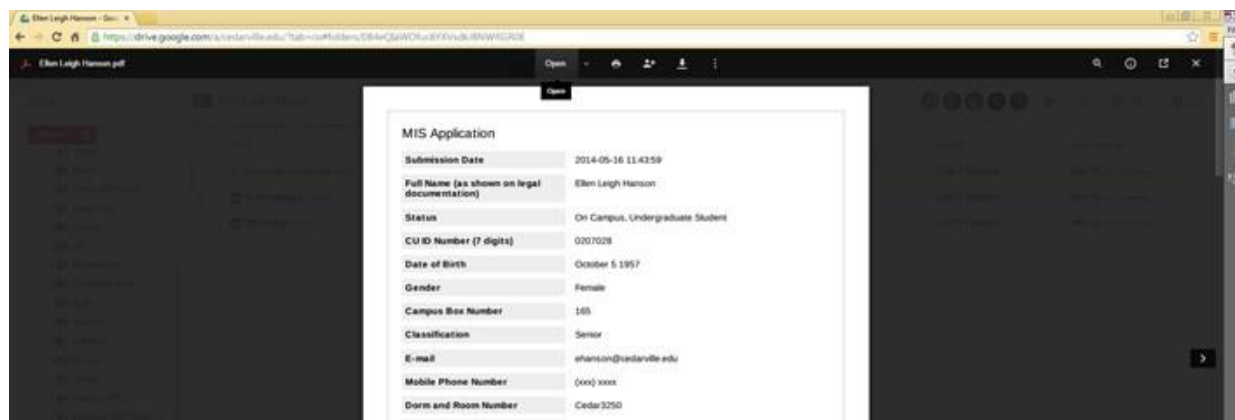
Note: Once you have approved students, their application will temporarily be removed from your team's folder so that the committee may approve them. When the committee has reviewed and made a decision on the applicant, the student folder will return to the team folder.



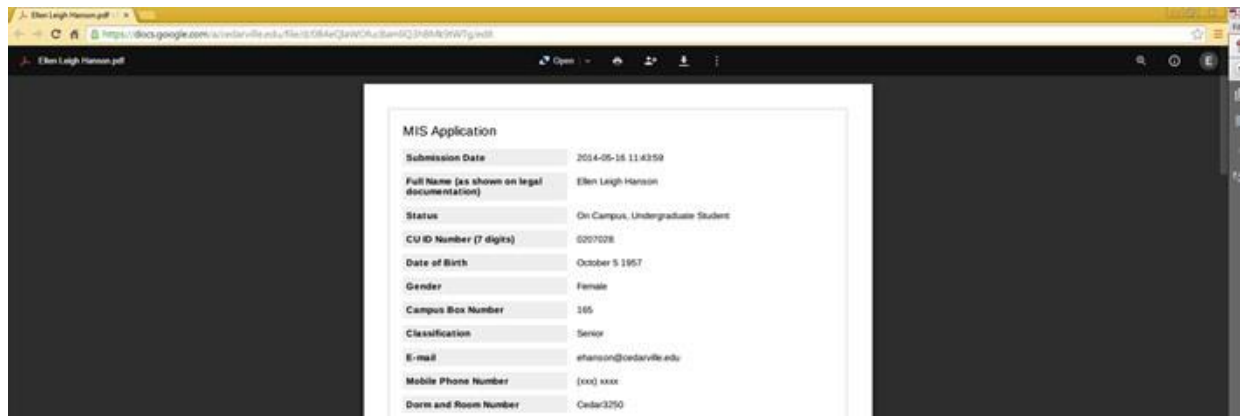
The Application

Inside a folder labeled by the student's last and first name, you'll find two or three documents. One is the student's PDF application, one a picture of the applicant, and one or two will be insurance card copies (These are just for GO Office purposes; we'll give you hard copies of these just before departure for you to take on the trip.)

When you click on the PDF application, it will open in a format similar to what is seen below. This is Google's 'preview mode.' Using the arrow to the left of the page allows you to quickly scan through and see all the files in that particular folder. Though this is a nice way to review the folder contents quickly, it is not the most effective for thoroughly reviewing the application. Clicking the *Open* button located at the top in the middle will open the application by itself.



This view allows you to see the content on the page more clearly.



The screenshot shows a Google Docs interface with a document titled "MIS Application" for Ellen Leigh Hanson. The document is displayed in a preview mode within a browser window. The form contains the following information:

MIS Application	
Submission Date	2014-05-16 11:43:59
Full Name (as shown on legal documentation)	Ellen Leigh Hanson
Status	On Campus, Undergraduate Student
CU ID Number (7 digits)	5207028
Date of Birth	October 5 1997
Gender	Female
Campus Box Number	165
Classification	Senior
E-mail	ehanson@cedarville.edu
Mobile Phone Number	(xxx) xxxx
Dores and Room Number	Cedar3290

Within the application itself, there are five main sections for review: General Information, Global Outreach Trip, Testimony, Education, References. At the end of the form there is a box for comments that allows students to comment about any part of the application or share a little more about their desire to be on the trip.

Comments

Though your team's shared folder is the go-to place to find all your team files, you will be notified when a new applicant has submitted an application and the GO Office has had time to compile references. You will be notified by an email that a new applicant has been added to your folder and is ready for approval. Clicking on the applicant's name will open the application. (The application may open in preview mode, as discussed in this tutorial. If so, simply click *open* at the top middle.) This screen should look like the image seen above.

Once you've reviewed an application, reply to the Global Outreach email with your simple "Approval" or not and in the google excel document "Committee Apps. Comments" shared with you type "Approved" or your concerns you would like the Global Outreach Committee to look into as they review.

The Five R's of the Gospel

Renown. God created the world for His glory and His renown. He created us to enjoy and worship Him. Adam and Eve were placed in the Garden of Eden to live life with God and they had a perfect relationship with Him. (Psalm 8:1-4) This is His world and He Reigns.

Rebel. There was one tree in the garden that Adam and Eve were told not to eat of but they chose disobedience against God and His will for them. Because God is Holy (without sin) and a just God, He no longer could allow them to be in His presence. The consequences of their sin and ours is that we are separated from God and will spend an eternal death away from Him. (Genesis 3, Romans 3:10 - 18, 23, Ephesians 2:1-3)

Rescue. Fortunately, the story does not end there. Jesus, God's Son, entered the world, born of a virgin and grew up without sin. In every way that Adam was unfaithful or disobedient, Jesus was faithful and obedient. He then was the perfect, pure, and holy sacrifice who died on the cross to take on the penalty of our sins. God the Father poured out His wrath on Jesus instead of us. (Isaiah 53:5)

Resurrect. Jesus proved to have power over sin and death by raising from the grave three days after His death. He promises us this same power over our sin and eternal life with Him if we ask for forgiveness for our rebellion against God and choose to live a life of obedience to Him. (Ephesians 2:4-7)

Response. Now that we know this truth, we must make a decision to either receive Jesus' gift of forgiveness or reject Him and continue in our own way of living that will inevitably lead to an eternity away from God. Jesus said, "I am the way, and the truth, and the life. No one comes to the Father except through me" (John 14:6). If we do accept Jesus' gift of eternal life, we also begin a new life in Him. Galatians 2:20 says, "I have been crucified with Christ, it is no longer I who live, but Christ who lives in me. And the life I now live in the flesh, I live by faith in the Son of God who loved me and gave Himself for me."

Global Outreach mission team leader training # 2

Assigned reading before session, email: *Practicing Leadership, page 40 in Details, Approval Packet*

Keith: Ice breaker, Get to Know Your Team, Life Mapping, Basics of Team Meetings, So You're Leading a Short-Term Mission Team? (pgs. 25-28)

Brian: Questions from assigned reading?, 3 Attitudes that will help us accomplish 3 Goals. Do's and Don'ts (pgs. 29-31)

- Building a team, like building our own life takes discipline.
- Building a healthy team, will make for a more effective team in the ministry!
- Being part of a team comes with the responsibility of building up teammates.
- Phil 2:3-8, building up the team here as we prepare to go, then building up those we minister on the field.
- Interdependent ... not a solo
- Being Teach-able! So very important!
 - Research - history - geography.
 - Learn some language, a few phrases
 - CU faculty/staff/student help
- Make this a goal: "Ask more questions than you are asked."
- Learn from everyone you meet.
- Earn the right to be heard.

Vicky: Passports-International only (Details tab, pgs. 43-45), legal forms (Approval Packet tab, pg. 55, 56)

Get to Know Your Team

Success in a team's effectiveness relies heavily on the relationships that are formed between the members of that team. Here are some "get-to-know-you" ideas/activities...

- Soularium--Have each student take a card or two that represents them in some way. It can be something they are currently going through, a hobby or passion, something that represents their past or plans for the future.
- Books About Me--Take your team to a bookstore or the library on campus. Have them spread out and find three books that describe them or books that represent an important part of their life, personality, hobbies, etc.
- Life Mapping (following, pg. 26)
- Make dinner together--Maybe even a meal that represents the country you are going to or the city in the US you are serving in.
- Eat together--At Chuck's or off campus.
- Take public transportation in downtown Columbus or Dayton--Let your team navigate. (You can reserve a van for this.)
- Go on a hike together.
- Catch Phrase.
- Trivia games.
- Fishbowl game.
- Strategy games.
- Go take pictures together for a prayer card.
- Most embarrassing moment stories.
- Get creative.



LIFE MAPPING

A Life Map is a visual presentation of your life, highlighting how God has used significant people, events, experiences, etc. to form and develop you into the person you are today.

Purpose:

To foster community within your discipleship group by giving each member an opportunity to share their "story."

Preparation:

Think through the following categories as you trace your life's journey:

Heritage

What family or geographic factors have influenced you? How? Why?

Heroes

What relationships played a major factor in influencing you as a person (either positively or negatively)? How? Why?

High Points

What experiences in life stand out as your most enjoyable events? Why?

Hard Times

What experiences were especially difficult or painful? Why?

Hand of God

When and how have you seen God sovereignty and grace at work in your life? What are some specific events that illustrate this?

Heading

Where do you see God potentially leading you in the future?
What are your dreams and aspirations in life?

Presentation:

- Organize and synthesize your life's information into a logical flow of thought. Ask yourself how the people, places and experiences fit together. Think through the best way of communicating this content.
- Get creative with your life map! This visual representation of your life could look like a treasure map, a graph, a power point presentation, a collage of pictures, etc. ...
- Your life map should be large enough for the entire small group to see easily.
- Plan to tell your life story, using your life map as an illustration, in about 30 minutes.

The Basics of Team Meetings

Expected to cover, suggested order:

- Week 1: Enjoy a social gathering of the team, aim to bring the team to a point of unity early on.
- Week 2: Prayer/devotions each meeting, Get to Know You activity.
- Week 3: Go through the entire Approval Packet, Go over “Special Issues” from TL Guidelines.
- Week 4: Overview of the ministry/field, Cultural orientation, Language Basics.
- Week 5: Delegate duties, Assign any program preparations for on the field, Practice language basics.
- Week 6: Testimonies prepared (see pg. 74 in Appendix), Practice sharing the Gospel.
- Week 7: Follow up with team members on their submission of the legal forms, passports & UMS appointments. Stay on top of support being raised, Remind team members of financial due dates. Rehearse any presentations for on the field.
- Week 8: Everyone write a bio sketch and send to the missionary, Skype with the missionary, Write and send thank you cards (can get from Global Outreach).
- Week 9: Rehearse any presentations for on the field.
- Week 10: Discuss Luggage rules, Packing list, Travel Tips, Departure details.

So You're Leading a Short-Term Mission Team?

It's daunting to lead a team of strangers into a foreign land to present the gospel. Thorough preparation can go a long way in making your team effective.

Start Early. Allow a minimum of three months training before your departure date. Meet weekly (or twice a month required minimum) as a team, with every member's attendance required, to take care of essentials - passports, flights, visas, medical, testimonies, etc... Use this time for devotions, prayer, and bonding.

Learn about the country you will visit. Assign each team member a specific area of research on your host country: geography, political climate, economic factors, demographics, etc... Swap information each time you meet.

Take basic language lessons. Find someone who speaks the language of your destination and ask them to give your team a few intensive lessons. Don't try to master grammar or teach vocabulary. Learn simple phrases like "Good morning", "Thank you", "Hi, my name is _____."

Learn about the ministry in which you will be working. What is its mission statement? Who are its target people? Who are the staff members you will be working with? What specific ministries are they involved in? If the mission has a website, that would be a good source for general information. Letters or e-mail are effective ways to get acquainted with your host before you arrive on the field.

Share responsibilities. Define what will need to be done; then decide who will handle each task. For example, ask someone to take charge of morning devotions, someone to take on expenses, etc...

Prepare and rehearse your presentation. Foreign churches, orphanages, prisons, etc..., usually expect a visiting team to give a presentation of the gospel or testimonies. Will your ministry be puppets, music, mime? Keep in mind language barriers and age appropriateness. Practice often.

Play together. Picnics, game nights, and similar social activities will help you jell as a team before you leave home.

Practice missions at home. As a team, help at a local soup kitchen, homeless shelter, hospital or orphanage.

Discuss what it means to be "Ambassadors of Christ." What behavior might be offensive to people? What gestures? You want to represent Christ, not your culture. Be sensitive. For example, are you going to a poor country? Pack older clothing so your stylish clothes don't stick out.

Prepare in prayer. During your preparation period, during travel, while on foreign soil and after you return home, let prayer unite you, guide you, lead you, and minister to you.

By Sarah Robertson, *Discipleship Journal*

3 attitudes that will help us accomplish 3 goals

Attitudes:

Teachability

Servanthood

Flexibility

Goals:

Glorify God in all we do

Be a Blessing to host organization/missionary

Intentional about looking for opportunities to share the Gospel

Do's and Don'ts

"For you, brethren, have been called to liberty; only do not use liberty as an opportunity for the flesh, but through love serve one another." Gal. 5:13

Communication:

Do _____ with your leader and make sure that someone knows where you are at all times.

Do be careful with your _____. Eliminate gossip, critical and crude language.

Do not let team _____ become _____ issues.

Do use the phrase, "Can we _____?"

Courtesy:

Do be _____.

Do be _____.

Do be _____ and _____.

Do always _____ after yourself.

Relationships:

Do not _____ yourself from your team.

_____ should be used on a very limited basis.

Do be careful concerning _____ contact.

On the Field/In Homes:

Do not underestimate the importance of staying in _____.

Do practice _____.

Do be _____ in helping in the homes.

Do not _____ anything.

Do always keep the _____ positive.

On the Road:

Do always have an _____ driver.

Do always _____ all traffic laws, including _____.

In the Ministry:

Do not _____ environment.

Do be careful about _____ and _____.

Do make sure your _____ matches your _____.

Do always be within _____ and _____ of a _____ party.

Global Outreach mission team leader training # 3

Assigned reading before session, email: *Details, Wrapping Up*

Brian: Welcome, Questions on assigned reading?

- Servant-spirit or servant-hood is a great topic ...
 - The Phil 2 mindset, once again, putting others needs ahead of my own.
- Another way to put this: Anticipating and acting on the needs of another, first.
- Serving may mean adjusting my life style to a more limited (conservative, strict if you please). The **Guidelines for Ministries** reminds us that we need to abide to the CU/host agency/cultural expectations.
- Gal 5:13-14.
- The final concept for us to consider is **FLEXIBILITY**. A wonderful topic to discuss, a most challenging discipline to exercise. We plan like crazy, prepare well for whatever we understand our tasks to be on the ground, prepare lessons, music in some cases, set our plans for our time on the ground, and then ask God to make us flexible for changes that will occur!
- We need to be flexible in order to be effective as short term help to the long term ministries we aim to serve!

Vicky : Library resources at <http://libguides.cedarville.edu/travel>, Mission Resources to give/borrow (following, pg. 33).

Ellen: Team Leader Technical Guide (pgs. 34-37)

Keith: Social Media, assigning a point person (pg. 38)

Mission Resources to give/borrow

craft supplies	many
Bibles, books, tracts	many
laneyards	300+
blue click it permanent markers	100+
mugs	6
bookbags	3
blankets	4
tshirts	100+
flip flops	25+
tubs of puppets	2
box of puppet books	1
suitcase	2
duffel	5
international adapters/devices	tub

SOCIAL MEDIA

TOP 10 THINGS TO REMEMBER

- **FOCUS ON GOSPEL-CENTERED STORIES**
- **AVOID TRAVEL LOG TYPE INFORMATION, I.E. FOOD, TOURISM**
- **AVOID INSIDE JOKE**
- **GAIN APPROVAL TO USE PEOPLE AND NAMES OF PEOPLE NOT ON YOUR TEAM**
- **TAG EVERYONE YOU CAN**
- **TELL STORIES WITH BOTH WORDS AND PICTURES**
- **REFLECT THE GOSPEL IN PICTURES AND CAPTIONS**
- **BE GENUINE AND AUTHENTIC WITH THE STORIES YOU SHARE**
- **WRITE DOWN/RECORD CAPTIONS FOR EACH PICTURE.... NAMES, PLACES, MEMORIES**
- **THE THEME OF EACH POST SHOULD POINT BACK TO THE GOSPEL LIVED OUT IN A TANGIBLE WAY**

Details

We agree with former Air Force Chief of Staff General Thomas White that “**information** is the essential link between wise leadership and purposeful action.” We hope these guidelines provide information that helps prepare you to serve in your role as a team leader, but we know that too much information can also become overwhelming. If at any time you feel that you are losing track of the details, or need to discuss any questions at all, we want to hear from you. We are here to equip you with the resources you need for an effective ministry.

This section discusses the details associated with your team’s trip.

International Team Leader Checklist

- ☐ Team leader meeting with Global Outreach staff, receive Team Leader Guidelines.
- ☐ Read the Team Leader Guidelines
- ☐ Attend Team Leader training sessions
- ☐ Approve team member applications.
- ☐ Contact the missionary. Share/discuss:
 - Date/itinerary
 - Ask what they want the team to do
 - Find out particular dos and don'ts
 - Ask what to take and not take
 - Maintain regular communication
- ☐ Meet with your team weekly.
- ☐ Set up a meeting with Global Outreach to work-up support budget
- ☐ Make an appt. with UMS to find out the immunization requirements and any other travel health suggestions for your trip.
- ☐ Use a credit card and tax exemption form from Global Outreach for necessary purchases
- ☐ Work with Global Outreach on flight arrangements
- ☐ Pick up first aid kit from UMS (optional)
- ☐ Email itinerary to students to forward to parents
- ☐ Pick up departure packet/resources during the week prior to or week of departure

GLOBAL OUTREACH COST BREAKDOWN

INTERNATIONAL TEAM

Team Name: _____

Term/Year: _____

	<u>ESTIMATED</u>	<u>ACTUAL</u>
Tickets	_____	_____
Room/Board	_____	_____
In Country Travel	_____	_____
Project Costs	_____	_____
Clothing	_____	_____
Emergency	_____	_____
Supplies	<u>\$25</u>	_____
Airport Vehicle Use/Mileage	<u>\$15-20</u>	_____
Airport Food	<u>\$20-30</u>	_____
FBI checks	_____	_____
Postage	_____	_____
Total Cost:	_____	_____
UMS Charges	_____	_____
<i>*Added to Each Individual's account</i>		
Administrative Fee	<u>\$100</u>	<u>\$100</u>
OVERALL COST:	_____	_____

Letter Writing and Raising Support (go over with team)

Encourage your team to be determined in raising their support. Part of the Global Outreach experience is seeing God provide.

After a student has been notified of approval:

1. Prepare a support letter **immediately** upon being approved for the team (see Approval Packet tab, pages 59-65) which is sent to each team member with the Approval email.
2. Team Member sends this letter to the team leader for proofreading and approval. Proofreading includes the usual spelling and grammar, but more importantly the manner in which the letter is written. Ensure the letter does not come across as pushy, as begging, or in any way that will cause embarrassment to the University.
3. After your approval, the team member will send the letter to Print Services via this link <http://www.cedarville.edu/cf/postalprintserv/goletterrequest.cfm>, and the letter along with the Global Outreach Director's letter will be put in the team member's campus mail box or Print Services will email them to pick up. Prayer bookmarks which the Global Outreach office orders will also come through campus mail or Print Services will email to pick up.
4. Pick up envelopes, contribution forms, and labels from the Global Outreach office.
5. Stuff and address the letters.
6. Take the letters to the University post office *unsealed* and with *flaps down*.

Note: The administrative fee that applicants pay covers the cost of mailing support letters, as well as cost of stationary, envelopes, contribution forms, Print Services charges, travel insurance, prayer bookmarks, phone calls overseas, and FedEx charges to the mission field.

Team leaders are to follow the same procedure for raising support. The Global Outreach office will be happy to provide a cover letter for you stating that Global Outreach has asked you to take on this responsibility and, therefore, would appreciate any help they can give. Just let us know how many letters you will need. Team leaders are not charged the administration fee.

As God provides monies, we will seek to assist the team leaders with their support.

Support Raising Process

Global Outreach Responsibility

Our office provides the resources for sending out support letters. We receive a report typically once a week from the Advancement Fund Office of donations received which we use to update the online spread-sheets so you can see where the team/team member stands.

Team Leader Responsibility

It is the team leader's responsibility to motivate each team member to do his or her part in raising support. The Global Outreach office will keep the team leader informed as to where the team income and expenses stand at a given time.

Support Tracking

You will have access to each team member's account spreadsheet. Keep track of the incoming support effort of each team member. Please encourage your team to reach their goals individually. Each team member needs to be at 90% of their goal **before** the team departs for the field. The Global Outreach office will also require date deadlines in which to have 30%, 60%, 90%, and 100% of their support into the Global Outreach office (see Approval Packet tab, page 58 for these deadlines).

Your **mission trip cost is an estimate** and is subject to change based on actual expenditures; depending on airline tickets (Intl.), vehicle use (Domestic), team size, etc. This is a good working estimate based on past experience but **you will be notified after your trip of the final financial responsibility, if any.**

Health Requirements

Please schedule an appointment with University Medical Services as soon as you are chosen as a team leader. University Medical Services will inform you of the immunization requirements and other international travel health suggestions for the country to which you are going. They will go over health issues that you will need to cover with your team.

Pick up **First Aid Kits** from UMS during regular business hours to take on your trip. You may return this through Campus Mail or to their office when open.

Passports and Visas

It may be 4-6 weeks or longer from the time you submit your passport application until you receive it so **don't delay**. Applications for passports are available in the Global Outreach office or online at <http://www.travel.state.gov>. Passport pictures can be taken through Campus Safety or at CVS Pharmacy in Xenia. A completed application, certified birth certificate, and application fees are necessary to obtain the passport. It is the student's responsibility to go to a Passport Acceptance Facility (post office, clerk of court, etc.) to obtain a passport (see pages 44-45 in this tab for further information).

If you already have a passport, check that the expiration date is at least six months after the ending date of your mission trip. If it is not, you must apply to renew your passport right away so you receive it before the trip departure.

Be sure you have signed your passport and then turn it in to the Global Outreach office. We collect all passports and apply for any visas required by some countries. We will keep them in the safe in the Christian Ministries offices until team departure.

Flights

The Global Outreach office will make flight arrangements, but you will have input on the departure and return cities through the Flight Information Sheet (sample, page 46 in this tab). You will also approve the final itinerary before tickets are purchased. Any changes in flight plans **must** be approved by the Global Outreach Director **before** tickets are purchased. Once the tickets have been purchased, there will be a charge for changing them. When the tickets arrive, you can review them and check all seat assignments. Please familiarize yourself with the itinerary.

Global Outreach FLIGHT INFORMATION SHEET

TEAM: _____

NAME:

First _____ Middle _____ Last _____

DOB _____ CITY/COUNTRY TO WHICH YOU ARE TRAVELING: _____

**PLEASE GIVE EXACT DATES & CITIES
TICKETS ARE NON-REFUNDABLE, AND CANNOT BE CHANGED.
WE PURCHASE TICKETS BASED ON THE INFORMATION GIVEN ON THIS SHEET.**

Choose *ONE* option that applies to *YOUR* situation

OPTION #1: You are leaving & returning from this area. (Dayton, Columbus, Cincinnati)

Date of departure _____ Date of return _____

OPTION #2: You are leaving from this area and returning to a different area.

Date of departure _____ Date & city of return _____

OPTION #3: You are leaving & returning from home area.

Date of departure _____ Date of return _____

City of departure & return _____

OPTION #4: You are going home after school is out, but need to fly back to campus to meet with your team.

You will then return home after the ministry is over.

Date & city of departure from home to Cedarville _____

Date of departure for mission field _____

Date & city of return from mission field _____

Shopping and Other Purchases

Clothing

Some teams will require special clothing, so if that is the case, put shopping on your agenda. Assist the team in purchasing outfits. There are several malls in the area or several catalogues from which to choose. Former team leaders serve as an excellent resource when considering climate, general information, ministry ideas, modesty, and style fitting each type of ministry.

Keep in mind that this is an expense which is included in the support raising effort, therefore spending should be limited to no more than \$300 per person for presentation teams and \$50 per person for other teams. Do not purchase personal items with team funds. You will not be reimbursed.

Global Outreach Credit Card

A Global Outreach credit card can be used when purchasing items for the team. Pick up and return the credit card to the Global Outreach office. Be sure to keep and turn in all receipts with the team name and/or team member name written on them. We must have these receipts for bookkeeping purposes.

Tax Exemption

Please make sure to get the tax exemption form(s) that are available in the Global Outreach office. We do not need to be paying tax on the things purchased. Please return these promptly along with your receipts to the Global Outreach office.

Bookstore Purchases

You may choose to purchase materials at the University bookstore. If you do so, please keep receipts and turn in with the team name and/or team member name written on them. We must have these receipts for bookkeeping purposes.

Team Photos

Team photos can be arranged through the University's Creative Services. Go to Services from the Faculty Staff homepage to Photography services request. Files may be sent to the missionary contact for promotional purposes. Send the file of the photo to the Global Outreach office and to each team member. These photos can also be used to make thank you postcards, witnessing tools, etc.

Wrapping Up

For Summer Teams, Before School Is Out

Gather contact information from each member of your team.

Communicate the time, date, and location that you will be re-grouping before departure. Many teams will have a day or two here on campus before departure. The trip officially begins once the team is together again.

Share with team members the packing and travel advice (see [pgs. 48-52 in this tab](#)).

Pick up First Aid Kit from UMS (optional).

Before Departure

You **must** make an appointment with the Global Outreach office to pick up the needed Global Outreach packets before departure. These will include your tickets, passports, medical information, emergency numbers, cash, etc.

Please make sure that you, as team leader, hang onto the passports, tickets, insurance cards, etc., until departure. Once you have gone through customs, you might want to hold all passports so that they have less chance of getting lost.

The Global Outreach office will reserve the van(s) for airport runs for your team; we just need to communicate departure/pick up times.

Keep in mind that we aim to check-in to the airport at least two and half hours early for any overseas flights.

Luggage

Please make sure that everyone's luggage tags are marked with name and phone number **before** you leave for the airport. It is recommended that you place your name, address, and phone number inside your bags too. For easier identification, tie a bright colored ribbon or such to your checked bags.

Requirements for luggage allowance may vary from airline to airline. Please check the carrier's website prior to departure as baggage allowances change on a daily basis. Generally:

- **Checked Baggage:** airlines accept 1 checked baggage item per ticketed passenger without charge. This may weigh no more than 50lbs. and not exceed a combined length, height, and width of 62 inches. Musical instruments must be in cases and, usually must go as checked baggage. Any overweight charges and additional baggage charges will be put onto the team account.
- **Carry-On Baggage:** airlines allow 1 piece of luggage that does not weigh more than 40lbs. and not exceed dimensions of approximately 22" x 14". It must fit easily in the airline's measuring device at the airport check-in locations.
- **Personal Items:** airlines allow purses, briefcases, laptop computers, diaper bags, camera cases, small book bags, or backpacks, books, newspapers, outer clothing and items of similar size that do not exceed 36 linear inches (length + width + height).
- **Check TSA requirements, but example of approved carry-on items:**
 - Walking canes
 - Nail clippers without metal nail file
 - Safety razors
 - Syringes once documented medical need
 - Tweezers with flat tips
 - Umbrellas once ensured nothing concealed
 - Eyelash curlers
 - Shaving foam in limited quantity
- **Check TSA requirements, but example of banned carry-on items:**

○ Knives of any kind	○ Baseball bats
○ Cutting instruments of any kind	○ Golf clubs\Pool cues
○ Ice picks	○ Ski Poles
○ Straight razors	○ Hockey sticks
○ Metal scissors with a pointed tip	○ Exercise bands
○ Metal nail files	○ Peanut Butter
○ Corkscrews	○ Magnets

Packing Tips

These suggestions are not all inclusive, but are intended to give you a guideline for your travel.

- Pack lightly. After 2-4 weeks of lugging those suitcases, you'll be glad you did.
- Do not pack 15 minutes before you leave. You will forget something.
- Create a checklist. Put it in the pocket of your luggage. Go over your checklist item by item before you leave your home/dorm.
- Check for any new Security Issues.
- Make sure that all your luggage/bags have name/phone number tags attached.
- Be realistic in your packing. Avoid excess bulk. Most people tend to over-pack. Overdoing "just in case" items adds extra weight, and you will have to tote your own luggage, plus pay an overweight charge at the airport.
- Luggage for the trip is limited to 2 checked bags not over 50lbs. each and one carry on. One bag is for your personal things, the other is a piece of equipment or supplies for the ministry.
- Any liquids should be tightly sealed and put into your checked luggage.
- Some people like to roll their clothing rather than laying it flat. With some items it takes up less room and can prevent wrinkling.
- Put heavier, most wrinkle-resistant items (sweaters, robe, jeans) on the bottom of your suitcase. To minimize wasted space, alternate the layers of remaining clothes: first, a layer from left to right, then one from front to back.
- Try packing items inside one another.
- The nooks and crannies that remain in your suitcase should be filled with rolled up belts, scarves, neckties, underwear, etc. These items will cushion and hold the other items when the suitcase is closed and standing upright.
- Try to make the last layer of clothing you pack the items you will need first.
- Plastic bags are useful for laundry and to hold clothes that may be damp.
- Pack one change of clothing in your carry-on in case your checked baggage does not arrive when you do.
- Dress for the flight should be comfortable, but nice.

What to Pack (Ask the missionary as your dress code will be dictated by the host culture, but the following are suggested):

Clothes

Men

- Pants (1 dress, others casual)
- Shirts (1 dress, others casual)
- Work clothes and shoes
- Shorts if appropriate
- Sweatshirt or light jacket
- Shoes/socks (comfortable)
- Underwear
- Sleepwear
- Swim trunks

Women

- Jeans, skirts
- Shirts
- 1 Sunday-type dress/skirt-blouse
- Work clothes
- Shorts if appropriate
- Sweatshirt or light jacket
- Shoes/socks (comfortable)
- Underwear
- Sleepwear
- Swimsuit if appropriate

Other Things

- Bible/journal
- Passport
- A small album of your family (also postcards from your area)
- Cheap watch
- American coins (all kinds to share with host family kids!)
- Camera, extra batteries, film (very expensive to buy there)
- Flash light, extra batteries
- Host gifts: mugs, stickers, wrapped chocolate candy (mini bars, Reese's, etc.), nice Cedarville t-shirts, hand/kitchen towels for ladies, small kids' books, adult devotionals, chocolate chips (for making "American" cookies w/ your family)
- Thank you notes for missionary, etc.
- Alarm clock
- Spending money (limit of \$150)
- Personal snacks, a bottled water
- Room in your suitcase for souvenirs on the return
- Book to read on the plane

Toiletries (pack liquid items in plastic zip-lock bags)

- Any medications/vitamins you use (especially for allergies)
- Extra contacts/glasses/sunglasses
- Blow dryers/curling irons will be difficult to use. Some adaptors are available, but it will be better if you can live without it. Some of the host families may have blow dryers you can borrow, but don't count on it.
- Lotion/sunscreen/aloe/insect repellant
- Hand cleaner
- Shampoo/conditioner
- Soap, towel, & washcloth
- Deodorant
- Toothbrush & toothpaste
- Brush/comb/etc.
- Razor, shaving cream
- Toilet paper or kleenex
- Feminine hygiene items

Global Outreach Communication

Once on the field, the Global Outreach office should be contacted once a week during your trip. Plan to keep in touch with us by e-mail, phone, or text. This should be possible in most every place you travel. We need to know that you arrived safely and want to know how the team is doing. We also like to send out weekly updates here on campus, as many are praying for your team while you are away. (see Social Media, pg. 38 in Training tab)

Travel Tips

Consider leaving all your jewelry behind; this prevents theft as well as the possibility of offending others.

Leave a complete itinerary and emergency phone numbers with your family. Your team leader will provide both for you.

Check your wallet and remove anything that won't be needed on the trip. Beware of potential pickpockets while traveling in large cities.

Stick with other team members while traveling to avoid being left behind or separated from the group. Hang on to your bags and listen to your leader.

On the plane, be aware of the image you are projecting to those around you. (Remember you may have team shirts/jackets on and all look alike.) Be sensitive to the nationals from your host country who are on board the flight.

In some countries, septic systems are not designed to handle toilet paper. If there is a waste receptacle next to the toilet, this is generally a clue that toilet paper is meant to be thrown away, not flushed.

To help avoid jet lag:

- Don't drink caffeine 4-5 days before departure.
- Do drink caffeine around 6:00 AM (their time) during the flight to reset your body clock.
- Drink 8 oz. of water every hour in the air to avoid dehydration.
- Get plenty of sleep the night before leaving. Sleep as much as possible on the flight. Skip watching movies during the flight to avoid the feeling of pulling an all-nighter. Also, try to adjust your schedule before departure. Start going to bed earlier and getting up earlier, just don't make major changes all at once...a little at a time makes the adjustment easier.
- Once you are on the plane, set your watch to the new time zone and adjust your mind-set to what you normally do at that time.

Van Rentals

When renting a vehicle overseas, please keep in mind a couple things:

- Make sure there are enough seatbelts for ***everyone***
- Please do not allow the vehicles to become overloaded (too many passengers, too much luggage, etc...)

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Godly Leadership Traits

Wisdom

J. Oswald Sanders perfectly describes wisdom: “Wisdom is more than knowledge, which is the accumulation of facts. It is knowledge with insight into the heart of things – that knows them as they really are. It involves the knowledge of God and the intricacies of the human heart. It is much more than knowledge; it is the right application of knowledge in moral and spiritual matters, in meeting baffling situations, and in the complexity of human relationships.” (Ps. 111:10; Prov. 2:6; 15:33; 23:23; Col. 1:9-10; James 3:17)

Selflessness

Reflected in some of the previous qualities, selflessness is sacrificing personal objectives for a greater cause. You must set priorities that care for the needs of others. Never place your own comfort or convenience ahead of someone else. Phil. 2:3 exhorts, “Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself.” If the motivation for our service is anything less than Christ’s love – His love for us and our love for Him – our ministry will not really meet human needs or glorify God: “But when He saw the multitudes, He was moved with compassion for them” (Matt. 9:36); “For the love of Christ compels us.” (2 Cor. 5:14)

Commitment

Commitment is complete devotion to your ministry. We must display total dedication to the Lord, the University, and the team.

Vulnerability

For close fellowship and team unity to occur, team members must be open and accepting of individuals who can share their feelings and struggles, joys and hurts in an honest way. (Eph. 4:25; Jas. 5:16; 1 Jn. 1:5-7) Being vulnerable is the first step in developing team trust.

Energy

Energy is an enthusiasm and drive to take the initiative. Effective team members understand the importance of mental and physical energy. They approach assigned tasks aggressively because they have confidence in their preparation. Once you decide a course of action you need to have the perseverance and stamina to stay “on task” until the job is completed. (Gal. 6:9)

Decisiveness

Decisiveness is a willingness to act with self-confidence to make timely decisions. This also involves effectively expressing your decisions to the team. A moment may arrive when you must make a decision that will affect the ministry or possibly even someone’s personal safety. Decisiveness also includes the willingness to accept responsibility whether things go well or not.

Courage

We think of courage as an unselfish willingness to confront physical danger, but equally important (and more likely tested on a daily basis) is the moral courage that we need to make difficult decisions. It takes courage to confront a tough situation head-on and not avoid it by passing the blame to someone else. (2 Tim. 1:7) Team members must have the courage to do what is right no matter the cost.

Key Principles of a Godly Leader

Know God

"We cannot be active servants of God as He intended without knowing Him. Continued devotion or prayer, to Bible study, to deeds of love and to words of truth..." Andrew T. LePeau

Know yourself

Knowing your own strengths and weaknesses is important to being an effective team member. You can be effective if you identify your strengths, capitalize on them, and consciously strive to reduce and minimize your weaknesses. Your actions ultimately reveal the realities of your heart. Luke 6:45 says, "A good man out of the good treasure of his heart brings forth good; and an evil man out of the evil treasure of his heart brings forth evil."

Know your job

People will appreciate a competent person who has the knowledge needed to complete a task successfully. A team member should display, in his daily performance, not only a thorough knowledge of his job, but also desire to train others. We should want others on our team to succeed as well. Therefore, we should be sensitive to areas of need within our team ministry. If someone sees something that needs to be done, they should be willing to help even though it might not be their "job."

Know how to set the example

Team leaders are not the only ones who must set team standards. Everyone at all times is carefully observed by others when they are "out and about."

A team that always relies on the team leader to be the first to "set the example" is a team that doesn't understand the responsibility they individually carry. Everyone, at all times, should reflect professionalism and maturity in everything they do and say.

A lack of self-discipline in this area will destroy team unity and ultimately impair a team's ability to accomplish its goals. Essentially, people do not expect team members to be perfect, but they do want our teams to be consistent and free of hypocrisy. (Gal. 5:22-23; Eph. 4:29-32; 5:1-5; Phil. 1:27; 4:8; I Peter 3:10-12)

Know how to care for the people

A loving regard for the needs and feelings of others is essential to team membership. Your team cannot be totally successful at helping each other reach their potential without first knowing their own strengths and weaknesses. Are there personal problems they need help with? When people worry about these conditions, they cannot focus their full attention on ministry and the team suffers as a result. If we care for each other we can earn each other's confidence and respect. This will create an atmosphere that allows us to minister more effectively. Scripture is very clear: we are responsible to help others grow and mature in Christ. (Eph. 4:11-16; Gal. 6:1)

Similarly, we need to discipline ourselves to be sensitive to the needs of those outside our team. This should be the very heart of your ministry. If during the course of your ministry, it seems to become fake and routine, remember this important principle; it will help you regain your focus. Heb. 10:2 says, "And let us consider one another in order to stir up love and good works..."

Know how to communicate

As stated earlier, communicating well is critical to effective ministry.

Know how to train

We must always be involved in expanding the scope of the team's view of personal ministry. Train your team to do their jobs efficiently and to the best of their ability, but also train them to be sensitive to the unfolding needs of those around them, and also that being flexible is important. Equipping believers for ministry (Eph. 4:12) is accomplished by developing in them, and/or providing for them, the tools they need to accomplish the task. (2 Tim. 2:2)

Know how to accept your responsibility

As a believer you are responsible for the growth of other believers. (Eph. 4:11-16) Sometimes correction is necessary to restore relationships (with God and others). You should be quick to praise a job well done and to counsel those who fail to fulfill team responsibilities. The rewards are easy, even enjoyable; the corrections are difficult, but equally necessary. (2 Tim. 3:16-17)

Sometimes things that the Global Outreach office told you never to do will seem very appealing when you are traveling. You may face intense pressure from the team to compromise *just this once* – do not do it. There are specific reasons for all the rules that are set down for the team. If you do not understand a specific one, you should talk to the Global Outreach office, and we will try to explain it. Even if you still do not agree or understand, it is your responsibility to enforce it. You are the Global Outreach office's representative to the team. Do not get involved with compromises. Team members who refuse to follow policy must be reported to the Global Outreach office.

One difference between a team leader and a team member is reflected in increased responsibility. While it is true that we shoulder more responsibility than others, this responsibility does not carry "rights" with it. Henry Budd reminds us that the servant must be more conscious of responsibilities than of rights (as in Luke 17:10): "Our contemporary mindset, conditioned by our culture, tells us to assert ourselves – to insist on our rights. But Jesus tells us that we must consider ourselves unprofitable servants ... the servant mind embraces responsibility and is prepared to lay aside rights for the cause of Christ."

Know how to develop teamwork

Mold your collection of individuals into a cohesive team that works together. The ministry will suffer if each person on your team is doing "his own thing" in isolation. You need to create and maintain an atmosphere of teamwork and cooperation to meet ministry goals. Philippians 2:2 says, "Fulfill my joy by being like-minded, having the same love, being of one accord, of one mind." Intimate fellowship among Christians never *just happens*: it takes time and hard work.

Recommended Reading for Short-Term Missions

Cannon, Joseph	<i>For Missionaries Only</i>	
Coggins, Wade	<i>So That's What Missions Is All About</i>	
Coote, Robert eds.	"Stepping Out: A Guide to Short Term Missions"	
Corbett, Steve and Fikkert, Brian	"Helping Without Hurting in Short-Term Missions" "When Helping Hurts"	(Available in the Global Outreach office)
Foyle, Marjory F.	<i>Overcoming Missionary Stress</i>	
Gallagher, Neil	<i>Don't Go Overseas Until You've Read This Book</i>	
Kohls, L. Robert	<i>Survival Kit for Overseas Living</i>	
Lanier, Sarah	<i>Foreign to Familiar</i>	(Available in the Global Outreach office)
Livermore, David	<i>Serving with Eyes Wide Open</i>	(Available in the Global Outreach office)
Mayers, Marvin and Lingenfelter	<i>Sherwood Ministering Cross-Culturally</i>	
Peterson, Aeschliman, and Sneed	<i>Maximum Impact Short-Term Mission</i>	
Phillips, James	<i>Toward the 21st Century in Christian Mission</i>	
Troutman, Charles	<i>Everything You Want to Know About the Mission Field, But Are Afraid You Won't Learn Until You Get There</i>	

Recommended Team Building Reading

Swindoll, Charles	<i>The Quest for Character</i>
Stowell, Joseph	<i>Tongue in Check</i> (leader's guide available)
Swindoll, Charles	<i>Improving Your Serve</i>
Telushkin, Joseph	<i>Words that Hurt, Words that Heal: How to Choose Words Wisely and Well</i>

Team Accountability Worksheet

Questions to ask one another:

Are you reading your Bible?

Are you growing?

Are you praying?

How may I help you?

DO:

Romans 12:10

I Peter 3:8

Romans 12:5

John 13:34-45

Ephesians 4:2

Romans 12:16

Romans 14:19

Colossians 3:13

Romans 16:16

Romans 15:14

Romans 15:7

I Cor. 11:33

I Cor. 12:25

I John 1:7

Galatians 6:2

Galatians 5:13

I Peter 4:9

Colossians 3:16

I Thess. 5:11

Ephesians 5:21

Colossians 3:9

James 5:16

I Peter 5:5

Ephesians 4:32

Hebrews 10:24

DON'T:

Romans 14:13

James 4:11

I Cor. 4:6

James 5:9

What pulls a team together?

What can we do to foster trust?

How can conflict surface without tearing the team apart?

Is it possible to create a climate where an honest expression of emotion is safe?

What can we do if no one meets our needs? (Philippians 4:10-13, 19)

How to Prepare a Personal Testimony

Any subject matter can be presented more effectively by careful organization. A carefully prepared testimony, empowered by the Holy Spirit, can be of immediate and effective use in nearly every ministry situation. Include scripture and the Gospel with these three basic points:

- Life before knowing Christ
- How you came to know Christ (be specific)
- Life after you received Christ (changes He has made – what He has done for you.)

When giving a brief testimony, DO:

- Pray that God will give you wisdom and clarity of thought.
- Present only **one** main thought.
- Prepare an interesting, attention-getting opening statement and close with a good conclusion.
- Communicate relevant information in such a way that others feel associated with you in past and present experiences.
- Be honest and real.
- Be positive and **smile**.
- Emphasize faith, not feeling.
- Use at least one, but at the most two, scripture verses.
- Give only enough details to arouse interest.
- Write out your testimony.

DON'T:

- Use Christian jargon. Words such as *saved*, *Christ in my heart*, *convicted*, and *born again* do not communicate effectively to the average non-Christian.
- Speak in glittering generalities. Avoid sentences like “It was a wonderful experience” or “God has been good to me.”
- Preach or talk down to people.
- Mention church denominations.
- Ad-lib: know what you want to say and avoid being too wordy.
- Speak critically or negatively about any other individual or group.

When you share your testimony, remember to...

- Share it with loving enthusiasm in the power of the Holy Spirit.
- Speak loudly and clearly in a natural, relaxed tone of voice.
- Avoid mannerisms when you speak, such as jingling coins in your pocket, swaying, clearing your throat, using *uhs* or *ahs*.
- Let people see the story of what God is **presently** doing for and through you. Recreate your story from what you saw, felt and learned.

Profile of a Discipled Student

The Discipled Student's Progressive Commitment to Christ

These are the principles and attitudes that should be guiding the student to make decisions concerning his life relationship with God:

- On his own seeks direction from God in making all decisions. Prov. 3:5-6; Psalm 119:9-11
- Through the Holy Spirit be responsible for his own growth and be willing to take necessary steps to apply what he learns.
 - Spiritual leadership with others. John 14:26; 1 John 2:27
 - Personal character (spiritual, mental, physical, social, emotional) Luke 2:52; II Peter 3:18
 - Has a self-sacrificing, obedient mind-set, desiring to live for Christ and not for self. Gal. 2:20; Rom. 7:4; Phil. 2; John 15:10, 14

The following are characteristics of the student's spiritual life as it relates to the Lord:

- Demonstrates consistent, self-sacrificial obedience to God in willingness to give of him/herself in these areas:
 - Consistent Bible study. II Tim. 2:15
 - Memorizing of Scripture. Psalm 119:11
 - Consistent communication with God. I Thess. 5:17; I Peter 3:15; Eph. 3:20
 - Meditates on Scripture. Psalm 1:2; 119:15
- Demonstrates a reliance upon the Holy Spirit when:
 - Making decisions. Prov. 3:5-6; Rom. 12:2
 - Sharing testimony about God. John 9; Acts 1:8
 - Studying the Bible. John 14:26; I John 2:27

This is the type of relationship the student should be developing with the Lord: self-sacrificing obedience.

- Consistent love. Matt. 22:37-38
- Consistent obedience. John 15:10, 14; 14:21; Acts 5:29
- Consistent trust. Prov. 3:5-6
- Consistent respect. Ecc. 12:13; Psalm 2:11
- Consistent humility. I Peter 5:6
- Consistent stewardship. I Cor. 16:2; Mal. 3:8-10

The Discipled Student's Progressive Commitment to Other Christians (The Body of Christ)

These are principles and attitudes that should be guiding the student when making decisions concerning his relationship with other Christians:

- Considers others more important than himself. Phil. 2:3-8; Rom. 12:3
 - With the significant people in his life (family, peers)
 - During adverse circumstances. I Peter 2:11-12
- Realizes that God is the one who exalts. I Peter 5:6

The following are characteristics of the student's spiritual life as it relates to other Christians:

- Humbly seeks instruction (teachable spirit). Prov. 2:35; 3:5-6; Psalm 25:4-5; 32:8
- Practices accountability/builds close relationships. Matt. 22:39; Acts 4:32
- Takes time to help others with their:
 - Life in Christ. II Thess. 3:15; Gal. 6:1-2; Col. 3:16
 - Personal ministries. I Tim. 1:2; Titus 1:4
- Teaches others to live the Christian life as he/she develops second and third generation leadership. II Tim. 2:2
- Willing to develop these ministry skills: I Tim. 4:2; Phil. 1:1
 - How to teach. I Cor. 14:26
 - How to use Spiritual gifts.
 - How to lead others

The Discipled Student's Progressive Commitment to the Work of Christ in the World

This is the principle that should be guiding the student when making decisions concerning the work of Christ in the world. (Acts 1:8; Matt. 28:19-20; I Peter 3:15) Relying upon the enabling of the Holy Spirit, the student will take the initiative to communicate, in a verbal and non-verbal manner, the love of Jesus Christ to other students at all ministry programs, as well as in daily contacts on campus and in the community.

The following are characteristics of the student's spiritual life as it relates to the work of Christ in the world:

- Consistently living a life of example. Matt. 5:13-16; I Tim. 4:12
- Knows how to share with others his/her faith in Jesus. I Peter 3:15
- Knows how to help a new Christian grow in his/her spiritual life. Eph. 4:11-13; Rom. 12:3

This is the type of relationship the student should have with the world:

- A good reputation on and off campus. I Tim. 3:7
- A deep concern for the unbeliever (gives of self). Heb. 13:2

Conversation Tips

Be a ready listener and do not answer until the other person has finished talking.

Be slow to speak. **Think first.** Don't be hasty in your words. Speak in such a way that the other person can understand and accept what you say.

Speak the truth always, and do it in love. Do not exaggerate.

Do not use silence to frustrate your teammate. Explain why you are hesitant to talk at this time.

Do not quarrel. It **is** possible to disagree without quarreling.

Do not respond in anger. Use a soft and kind response.

When you are in the wrong, admit it and ask your teammate for forgiveness. When someone confesses to you, tell them you forgive them. Be sure it is also forgotten and not brought up again.

Avoid nagging.

Do not blame or criticize another, but restore them, encourage them, and edify them. If someone verbally attacks, criticizes or blames you, do not respond in the same manner.

Try to understand the other person's opinion. Make allowances for differences. Be concerned about your teammates' interests.

Never say anything that could be viewed as being critical about another person who is not present that you would not say about them if they were present.

In following these guidelines, here are some scriptures worth reading and remembering:

Job 19:2; Proverbs 18:21; Proverbs 25:11; James 3:8-10; I Peter 3:10-11.

When Silence is Golden

When we don't know what we're talking about. Job 38:2

When our hearts are filled with pride. Psalms 12:3, 4

When we have an urge to spread gossip. Proverbs 18:8

When we feel like saying whatever comes to our minds. Proverbs 29:11

When we become angry without a cause. Matthew 5:22