

# Team Leaders

**You have a great task ahead of you to form, prepare, and spiritually develop your short term missions' team!** This packet, used in correspondence with packets 1 and 2, will hopefully answer most of your questions and help you put together a mission trip that will be life changing for each of the team members.

The following contains a preparation section, a timeline section, and a suggestions section. Please read all of it carefully, over a period of days if needed, in order to have the most successful trip possible.

**PREPARATION** – the following bolded points are information we suggest you present to your church and team members before your team is even put together. We've answered some of the questions for you and given our advice in blue.

## **1. Where will you be going and who will you be working with?**

We suggest you show our TEARS ministry video and hand out our brochures. (Ask us to send these with a 4 week notice due to very slow mail service).

## **2. What will you be doing?**

As you've probably already heard we're making a few small changes here at T.E.A.R.S. in respect to how we work with Short Term Mission Teams. Mostly we want to do a better job empowering the local churches and ministries more, encouraging them to have a God given vision for impacting their communities with the gospel, and then help them develop those things. Our goal is not to do great things in the communities around the Dominican Republic, but to train, equip and help local churches to do great things in their communities.

That's why we request that you fill out the **STMT Team leader Questionnaire** found in the #1 STMT information packet. Once filled out the Questionnaire will be shared with leaders from the different areas of ministry and local churches and they'll have the opportunity to choose your team based on your gifting and passions, as well as their present need. Then together you and that local church or ministry will make a plan of how you can jointly impact the community the locals are living and working in. We also ask that once your team starts taking shape that you fill out the **STMT Team Questionnaire** so the local body here can get to know your team better, and have the opportunity to share what they think the best custom fit would be for your team. Our T.E.A.R.S. Team coordinator will give direction, help in translation, and take care of the logistical details (such as financial details, room & board, etc).

Please be aware that training, equipping, and helping a local church fulfill their vision in their community requires a bit more work planning for then just fulfilling your own vision and plans overseas. A great deal of thought, discussion, flexibility and prayer will be necessary.

## **Work Projects** –

There are many work projects needed during 2009. Your team could specifically focus on work projects at our new Leadership Training Center; finishing our office building, finishing the directors home on top of the office building, build a block wall around the property, build a nice road in the entrance way, and possibly even build a pool. If your team focuses on another area of ministry such as the TEARS school, the Haitian Ministry, or El Camino Church there will likely be a work project needed at one of those locations; laying cement blocks, painting, plumbing or electrical work, fixing up a home, etc.

If you would like to focus on work projects more than the norm of two full days and/ or contribute any extra financial gift to one of these projects our ministry would be extremely blessed.

**Special Activities/ Ministry** -There is a wide variety of activities and ministry opportunities for your team. The following are some ideas local leaders (from El Camino church, TEARS School, TEARS Staff, the Haitian Church, the TEARS Church Planting team) have put together of things they would like to see done yet are unable to due to lack of skill, know how, or finances. What usually works best is when a team decides what their common passion is and what are the greatest skills they have to offer, then focus on training the whole team in line with those things. (Ex.: Team decides they have a passion for sharing the gospels with youth, and they have an art teacher and basketball coach on their team. So they decide to do a youth camp with a focus on basketball training, art classes, and more. The entire teams prepares to assist in one of those areas, even though they may not be pros at art or basketball they're all ready and trained to help).

Some of these cost nothing extra, yet the larger activities do. All amounts are subject to change.

If one or more of these interests you please write it on the TEARS Questionnaire sheet in the #1 Team Info Packet.

- 1) **Training** in various areas: clowning, dance, drama, pantomime, sports, etc. (It has worked great in the past when teams use these tools to evangelize and also train locals to do the same).
- 2) **Summer School**: Help the children of our TEARS Christian school do art projects during the month of June and first week of July. It would be a blessing if you could bring art materials and the like.
- 3) **Small Street evangelism with dramas** During the day time or evenings. Learn some dramas and buy some Spanish tracts (if possible) and the local church will provide the place and the crowds will come.
- 4) **Evangelistic Rap Concert/ Drama night** Bring your talent in drama and music, we'll add some Dominican flavor and the crowds are sure to come. Roughly \$200 per night (for sound equipment, lighting, and generator).
- 5) **Big Kids Evangelistic Crusade** An event like this held in El Camino church would easily attract more than 200 kids! (bring candy, prizes, and some basic craft materials).
- 6) **Back Yard Bible School or Day camps** Bring some art projects, fun interactive bible lessons, sports activities, and the needy children will have the opportunity to learn about Christ.
- 7) **3 day Kids Camp** Take all 85 kids from our school to a conference center where your team would conduct activities and programs for the children for three days and two nights. We would like to do this during the month of July or August. \$6,000 to \$8,000
- 8) **Field day for Youth** Put on a fun day for youth/ young adults, consisting of competitions like the three legged race, egg toss, etc..... and other fun activities. Afterward we would invite the youth to the church for a special nighttime evangelistic activity devoted especially to them. We will need game materials, prizes, and possibly provide a meal. \$150- \$500
- 9) **Medical clinic** You bring the doctors, nurses, and medicine. We'll provide people who need medical care.
- 10) **Youth Camp** Come with a heart for youth and bible lessons for youth; and together we'll challenge some of the youth from our churches to be sold out for Christ while away from the busyness of life in the barrios. (If you'd be interested in donating camping tents to the ministry the cost would be significantly lower then if the youth stayed at a local conference center). \$500- \$4000
- 11) **Family Day or Family Camp** If you have a heart to see families restored and strengthened bring bible lessons and activities for the whole family and we know everyone will be blessed by the event. \$500 -\$4000

If by chance you would prefer a broader mission experience, a sample of all the different areas of T.E.A.R.S. ministry, there will be an opportunity in the summer for many different teams from all over North America to come together to do youth ministry, children's ministry, community

work projects, construction at the TEARS center and more. If you are interested in this mission trip then please inquire about the dates for 2009.

### 3. When will the trip be and how long will it last?

If you haven't already scheduled a date with us we suggest that you do that eight months to a year a head of time (especially if you wish to come during the summer months, as we only have space for 6 teams in the summer) in order to reserve the time that works best for your team. From past experience we feel that a 10 day/ 9 night trip is an ideal length yet we are flexible.

### 4. How much will this Short Term Missions Trip cost?

The trip cost about is listed in packet #1. Also carefully add up the cost of the airplane tickets, optional costs, entrance fees, and anything extra that you might need to add to the cost.

#### Purchasing airplane tickets- Airport choices:

**STI: Santiago, Dominican Republic.** This is the closest airport to our site, roughly a half hour away. Because of it's smaller size visitors usually pass through customs a lot faster than other airports.

**SDQ: Santo Domingo, Dominican Republic.** This is the largest airport on the island. It's roughly a 2½ hour drive to our site. Sometimes there are better deals on airplane tickets to this airport.

**POP: Puerto Plata, Dominican Republic.** This airport is the most used by tourists being that it is close to some of the most popular resorts on the island. This is ideal for you if you are planning to spend the last night of your trip at a resort and then catch a plane early in the morning.

### 5. How is the trip going to be paid for?

Consider if each individual will be responsible to raise their own support, if the church will help cover the cost, or if there will be scholarships available from the church for those who need it. Please email us if you would like a list of Fundraising ideas and examples of fundraising letters.

Or check out these links <http://home.snu.edu/~hculbert.fs/funds.htm>

<http://www.funattic.com/fundrais.htm>

letter idea: <http://www.efcn.org/youth/downloads/juniorhigh/Fundraising%20Info.pdf>

### 6. When will payments be due?

We ask that the total cost amount be sent **one month** before your arrival. This allows enough time for the money to get deposited and available to us before your arrival and allows us to get such things as work project materials in advance. This amount can be sent to our Portland, Oregon office or electronically wired to our bank account. . (Please no postal service money orders). ( 25% of the total amount is non-refundable)

Please send team funds to:

TEARS Ministry

3614 NE 50th Avenue

Portland, Oregon 97213

**\*Please write short term missions team in the memo section of the check.**

If you would prefer to wire money to our account please contact us to receive our routing number.

#### suggestions

\*Some team leaders ask their team members for a \$100 (refundable) deposit early in the planning stage to separate serious team members from those who are "just looking".

\*Also we suggest that you give your team members a payment due date two weeks before you plan on sending in the deposit.

## 7. Who can go?

**We suggest having an application process** for those who are considering going on your short term missions' trip. This will help you get to know each of your team members, know more about their medical history, and help you understand why they are considering going on this trip.

**We are open to all ages** of team members. A team of mixed ages can be great; the adults add wisdom and guidance, the youth add energy and excitement, and the children (with their parents) add a freshness and innocence. However, keep in mind that any age, especially the youth, will not be likely to offer much to the team if they do not receive proper preparation.

**Concerning non-church members and non-christian members**, again we leave that decision up to you. Consider if that individual will be a blessing or a burden to the rest of the team.

## 8. How many people can go?

We suggest any where from 12 to 25 people. (If your team is less than 10 people we prefer that you combine with another church or group of people to increase the team size. The cost amount may increase if you have less than 10 team members).

## 9. Who will the team leaders and youth chaperones be?

We recommend that if possible before you announce the trip publicly that you select and meet with a core group of people that you would like to go on the trip. (Friends and church members with the same heart and vision). This core group could serve as chaperones to the youth, share in your great responsibility, and add ideas and good input to the trip.

## 10. What if a participant is injured or becomes seriously ill during the trip?

There are some decent clinics in the city of La Vega, but keep in mind that TEARS does not cover the costs of injured or seriously ill team members. You will want to consider travel insurance for those who don't have medical insurance, and find out as much as possible about the coverage of those who do. (Pre-existing medical conditions, medicine they are on, etc.)

A few travel insurance companies that have been recommended to us are **Specialty Risk International**, <http://www.specialtyrisk.com/> ; **Insurance Services of America**, [www.missionaryhealth.net](http://www.missionaryhealth.net) (or call 1-800-647-4589 and ask for Adam Bates); and **Adams & Associates** - [www.aaintl.com](http://www.aaintl.com).

**FYI:** T.E.A.R.S. asks that all participants fill out our release form (pasted at the bottom of the page) and hand them in to us upon arrival.

### Good links to help in preparation:

<http://www.eldrbarry.net/ug/msns12.pdf>

**TIME LINE** – the following is a guideline of how to best make use of your time of preparation before the trip.

1) **9 months to 1 year in advance-**

- i) Present trip idea with **church leaders** and get permission for it.
- ii) Present trip idea with a few people you would like to be your **team of leaders** for the trip and make some concrete trip decisions (dates, general focus, costs, etc.).
- iii) Fill out **STMT Team Leader Questionnaire** and send it to the Tears team coordinator to reserve a date for your team and figure out all the details of your trip.
- iv) Present the trip plans to your **church congregation** and to individuals you would like to go.
- v) Hold an **introduction meeting** for everyone interested in the trip, showing the tears video and handing out brochures. (Look into the possibility of having someone from the TEARS task force team come and share at your meeting if one lives nearby).

## 2) 8 months in advance-

- i) **Hold the first team meeting.** Share the vision and mission of the trip; give an orientation of all needed trip information (vision, dates, costs, rules, etc); do a bible study on missions. Discuss the focus of the trip and what activities the team would like to do. Fill out the **STMT Team Questionnaire** together (pasted below). Ask individuals to bring in a deposit amount to next meeting (opt.).

### Team Meetings

The level of team unity can make or break the lasting impact of the mission trip, both for the team members and for those they are ministering to. We suggest that you hold 8 to 12 team meetings spread throughout the 8 months prior to your trip. These meetings can be used to:

- Build team unity and morale.
- Enhance their biblical understanding of mission work.
- Orientate team on trip information, timeline, guidelines, etc.
- Develop their cultural understanding of the host community and language skills.
- Prepare for the physical skills and needed training for events, such as; train individuals in evangelism, how to share their testimonies, dramas, etc.

Ask the Team coordinator if a TEARS missionary might be in a nearby area at sometime during the upcoming months and invite them to be a part of one of your team meetings.

- ii) **Come up with a Fundraising plan of action.** It's important that you start fundraising activities as soon as possible. Get the whole church body involved as you have bake sells/ coffee bar at church, car washes, auction dinners, barbecue's, have Sunday school classes compete to raise the most money, etc.
- iii) **Clearly state trip payment timeline.**

## 3) 7 months-

- i) **Hold second team meeting.** Share the trip vision and mission in detail, teach on evangelism giving inspiration and techniques, and give an introduction to the culture of the Dominican Republic.
- ii) Make sure a **fundraising plan of action** is well in established and is taking place.
- iii) **Delegate** who will be in charge of what activities and needs for the trip. Think about who will be in charge of children's activities, work projects, dramas, purchasing all needed materials, taking pictures and making the team video, putting together the first aid kit, etc. You can also ask each team member to be in charge of bringing needed materials; bottles of vitamins, candy for kids activities, gifts, etc.

### First aid kit

We advise you to bring a small first aid kit full of the basic items along with Pepto-Bismol, Tums, pain relievers, sunscreen relief, itch cream, etc.

We also suggest that one of the team leaders be certified in CPR and the Heimlich maneuver.

## 4) 6 months-

- i) **Hold third team meeting.** Have a time of prayer, form team goals and plans, do field specific training, team building activity, language training.

### Language learning

Learning some Spanish will help you develop relationships and show your host community that you do care about them and that you want to communicate with them. If possible it would be good if you could learn to count to 20, know some key phrases, be able to say a couple lines of your testimony in Spanish, and be able to sing a couple songs.

- ii) Help get all team members **information needed** on getting their passports, travel medical insurance, etc.

## 5) 5 months-

- i) **Hold fourth team meeting.** Prepare and practice testimonies, field specific training, team building activity, language training.

### Testimonies

We ask that each team member be comfortable sharing their testimony and their love for Christ. Feel free to ask for ideas on how to prepare personal testimonies. Feel free to be creative in how you share your testimonies.

## 6) 4 months-

- i) **Hold fifth team meeting.** Do team building activities, field specific training, language training.

## 7) 3 months-

- i) **Hold sixth team meeting.** Do a study on team unity, team building activities, field specific training, language practice.
- ii) Go over a **check list** of needed documents. Who has their passport, travel insurance, release form (pasted below), how people are doing on their trip payments, etc.

### Checklists

We suggest that you have a checklist of all important documents and information that you require of each team member. (a liability release form for minors, filled out TEARS release form for all ages, proof of overseas medical insurance, passport copy, parental permission, medical information forms, etc).

## 8) 2 months-

- i) **Hold 7<sup>th</sup> team meeting.** Do some culture and ministry planning, study a missionary (present or past), invite a guest missionary speaker or national, language training.
- ii) **Pay 25% non refundable deposit of the total trip amount.** (For more details check #6 above—How will payments be made).

## 9) 1 month-

- i) **Hold 8<sup>th</sup> team meeting.** Culture and travel adaptation, review, field specific training, language training. Bring food items or articles from the country you'll be visiting.
- ii) **Team members complete trip payments at this time.** (This depends on your discretion, yet all the money is turned in by this time or sooner it will take a lot of the pressure off of you personally and allow you to send the money in ahead of time).

## 10) 2 weeks

- i) **Hold special dinner or prayer meeting,** with just the team or the team and supporters.

## 11) 1 week-

- i) **Have a church sending service.**

### Church Involvement

If possible we feel that the more church involvement in the missions trip the better. Ask your church leadership if you can present the team members to the congregation, share prayer requests to the church, have a "sending" service before the team leaves, and sharing time upon return.

## 12) The departure

- i) Before this day arrives **clearly state specifics of the departure day;** Airport arrival time, how much airport spending money is needed, etc. Make sure you or each individual has US dollars cash for the tourist card when entering the Dominican Republic, their plane tickets, passports, permission from parents of minors, etc.

## 13) During the trip

- i) **Hold Daily meetings during the trip.** We suggest that you take 30 minutes a day to meet with your team members to go over some of the following; the schedule and changes, do bible studies, pray, worship, reminders, motivate the team for the day ahead, do team building activities, time of reflecting, etc. This meeting time is up to you, but we do try to allow a time in the evenings or mornings on the schedule.
- ii) **Journal Writing.** The best way to be reminded of precious moments, the cherished memories, and to keep the dream of mission work alive in our prayers and actions is to write those things down. A journal entry every day can be very beneficial. It can also be fun to share journal entries from time to time.  
One of our past teams wrote a group journal. Each member wrote a journal entry one day of the trip writing about the events of that day from their point of view. The team leader then made a copy of that journal for each team member.
- iii) **Have each team member fill out a personal evaluation** towards the end of the trip. We suggest that you hold on to these for roughly three months and then hand them back to each team member. We can also hold on to them for you and send them to you at a later date.

## 14) One week after-

- i) **Share with the church congregation.** Have the team members share testimonies of their time in front of the church congregation, sing a song or two in Spanish, and possibly show a couple pictures, a slide show, or video.

## 15) 2 weeks to one month after-

- i) **Team get-together.** It can be fun to have a gathering about 2 to 4 weeks after you return. This is a great time to relive some of those wonderful moments from the trip, bring closure to the experience, and share pictures and video with one another. It can also be quite meaningful for the individuals that supported the team members going on this mission trip to be a part of this meeting.

## 16) 3 months after-

- i) **Team Reunion.** In order to revive the excitement most team members lose shortly after their missions experience, we suggest that you have a team reunion 3 months after the trip. In this time you can re-show the video/ or slide show, review the personal evaluation forms, talk about how each person feels they have done in response to the things God showed them during the trip, and plan for next year's trip.

## SUGGESTIONS

### Trip Purpose and Team Rules

As the team leader remember that the project you choose to do during your trip is not the goal itself but can actually be a means to your goal; to help our ministry further the gospel and to impact the lives of your team members in a great way. We encourage you to take advantage of this short term missions' trip to disciple and challenge the team members.

Here are a couple suggestions for rules while on the trip. These rules are challenging but are meant to keep the focus on heart issues not just external behaviors.

1. No Complaining
2. Be Flexible
3. Treat one another with respect and love.
4. Leave each place you stay cleaner than it was when you arrived.

Other team goals; **be accepting, Listen more than you talk, Give of yourself, enjoy the people, love the Nationals, be polite, be considerate, be unselfish, be an encourager, avoid jealousy, don't be moody, be slow to judge.**

### Preaching and Teaching guidelines

We suggest that you choose a subject that is simple and does not have complex points or uses examples the local audience might not understand. Spend a few moments with the translator before you deliver your message and ask if what you are about to share might come off offensive or have a cultural gap. Also, avoid four-syllable words. Also, allow the translator to read the verses you want to share in Spanish.... No need to read the verse out loud in English. If teaching children, keep a simple yet exciting story line, keeping in mind the time it takes for the translation. A well prepared puppeteer is always a great way to keep children's attention.

## **T.E.A.R.S. Release form**

I want to participate in activities arranged by, T.E.A.R.S. Ministries and its agents, employees and associates, successors, assigns, officers, and directors (hereinafter jointly referred to as the "Outfitter"). I understand that risks exist in the activities including but, not limited to, loss or damage of personal property, bodily injury, disease, or death resulting from the use of buses, trucks, horses, bicycles and other means of conveyance and/or equipment; participation in activities in rugged terrain; trip leaders' and trip guides' misjudgments due to difficult and dangerous conditions; the acts, negligent or otherwise, of other participants or other persons; and the limited medical care which may be available. I represent that I am physically and emotionally able to participate in these activities.

In consideration of and as part payment for the right to participate, I RELEASE the Outfitter and all other participants of and from all claims for any injury and damage; EXPRESSLY ASSUME THE RISK OF INJURY AND DAMAGE; and will INDEMNIFY AND HOLD HARMLESS the Outfitter as to any claims for injury and damage.

I understand and agree that this document is intended to be a legally binding contract to be interpreted only under the laws of the State of Oregon. Any claim against the Outfitter shall be filed only in the Circuit or Magistrate Court of Multnomah County, Oregon. If any portion of this document is invalid, the remaining provisions shall continue in full legal force and effect.

I hereby consent to and authorize the Outfitter to use and reproduce for any purpose whatsoever any and all photographs and videos taken for any purpose. All such photographs and videos, including negatives and the like, are solely the property of T.E.A.R.S. Ministries

First & Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature (for minors) \_\_\_\_\_ Date: \_\_\_\_\_




As a whole, what ideas or passions does your team hope to fulfill while on this mission trip?  
(ex. We'd like to evangelize through drama and dance, we'd like to serve through building projects, we'd like to focus on youth through a youth camp and evangelistic outreaches, we'd like to hold a medical clinic, we'd like to teach life skills like sowing or art classes, etc.).

Have any of the team member done other mission trips and if so what did you like or dislike?

**A few more questions for the team leader/s:**

Would you like to plan a beach day into the trip or do something else for a fun day?

Would you like T.E.A.R.S. staff members to lead bible studies in the mornings before the daily activities a few days, everyday, or not at all?

Would you feel comfortable having your team eat in homes of locals once or twice?

Would you prefer tradition or game style Orientation day training?

Would you like to order TEARS t-shirt, have a team video made by a TEARS staff member or any of the other extra options listed in the #1 TEARS Short Term Mission Information Packet?

Is there anything out of the normal you're hoping to do while down here? Do you have any thoughts or concerns you'd like to share with us?