



SHORT-TERM TEAMS

# TEAM LEADER GUIDE



GLOBAL PARTNERS



# TEAM LEADER GUIDE

*EVERYTHING IN ONE PLACE FOR A  
SMOOTH & IMPACTFUL SHORT-TERM  
MISSION EXPERIENCE*

**The purpose** of this guide is to take the stress out of leading a team on a mission trip

**Our hope** is for you to feel confident in leading your team to the mission field.

**Your role** in preparing a team is so important, but it doesn't have to be overwhelming or difficult.

## TIPS FOR USING THIS GUIDE:

- **Best used when printed** and kept in a 3-ring binder
- Keep as a digital PDF to access the clickable **links**
- Use in combination with the **Participant Guide**

## WHAT'S INSIDE

### TEAM INFO TRACKING & LINKS

#### BEFORE YOUR TRIP:

- ✓ Checklists
- ✓ Training materials
- ✓ Required Forms
- ✓ Fundraising Guide
- ✓ Pre-Trip Meetings

#### DURING YOUR TRIP:

- ✓ Participant Journal
- ✓ Healthy Rhythms
- ✓ Cultural Adjustment

#### AFTER YOUR TRIP:

- ✓ Debrief Workbook

### NOTES PAGES



# A LETTER TO THE TEAM LEADER

This Leader's Guide is created to help **simplify** the pre-mission trip process. We know that leading a team to the mission field takes a lot of time & energy, and managing all the logistics can be overwhelming. Global Partners wants to pave the way for churches and teams to experience healthy and impactful short-term mission experiences.



This should be used in combination with the [Participant Guide](#). EVERYTHING you need to lead a team is here! We recommend printing this guide and putting it in a 3-ring binder. Keep a digital copy handy, too, because there are several pages with clickable links you will need to access.

Our hope is that this guide takes away the stress that comes with leading a short-term trip.



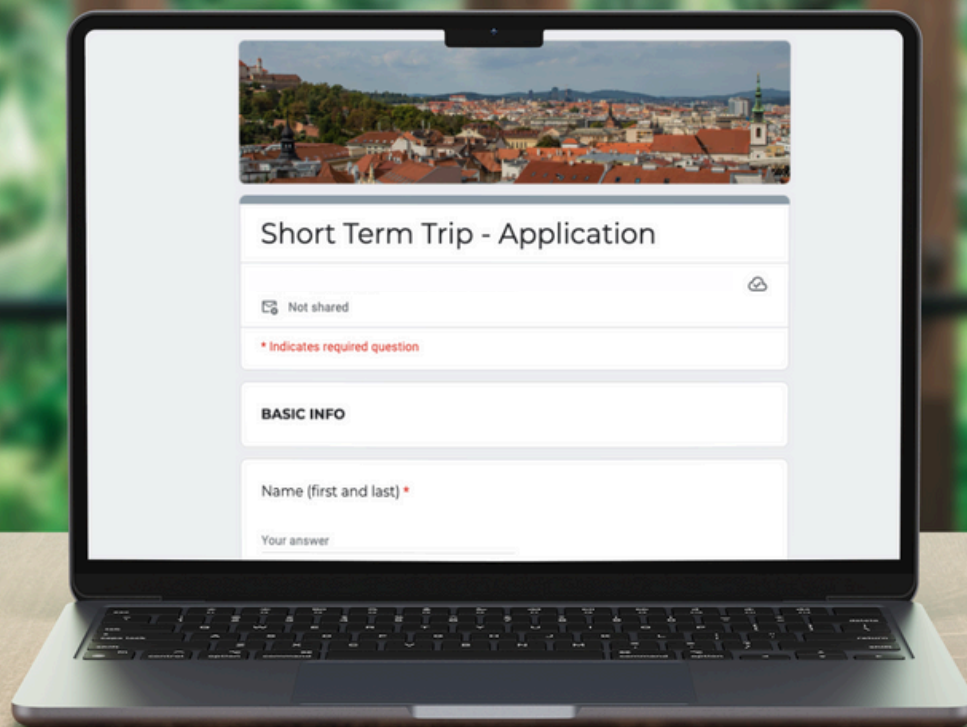
## A Message from Global Partners:

We live in a world where 4-in-10 people live without any access to the Gospel. Closing that gap will take all of us working together through the power of the Holy Spirit to accomplish. We believe in reaching the here, near, and far places of the world, no matter how hard, and bringing teams to the mission field in a short-term capacity is

one of the many ways we engage in the Great Commission. Many of the long-term missionaries working around the world today felt their calling to the mission field on a short-term trip. We are so thankful you are taking on the role of team leader! Who knows how God may use your team to accomplish His Kingdom work!

# PARTICIPANT APPLICATION

[CLICK HERE TO GET THE APPLICATION](#)



## HOW TO USE:

- [Click here](#) to get the application template on Google Forms.
- Once you “Make a Copy” to your Google Drive, you can edit the questions & add questions specific to your team/trip.
- Click the “SEND” button to get the share link and invite people to apply.



# TEAM INFO:

PARTICIPANT NAME:	CONTACT INFO:	OTHER NOTES:

## NOTES:

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# RESOURCES & LINKS:

The underlined words are clickable links.

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## REQUIRED:



### **Required Participant Forms:**

- All volunteers visiting a Global Partners' mission field are required to complete and sign these forms.



### **Background Checks:**

- All participants must have a background check on file with Global Partners before volunteering on a GP mission field.



### **Global Health Insurance:**

- All participants must have global health insurance coverage before volunteering on a GP mission field. You can use any provider, but we recommend Faith Ventures.



### **Travel Notification Form for GP:**

- The Team Leader needs to fill out this short form prior to your short-term trip. This is an important step that lets our Wellness Department know about your travel plans and details.

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## OPTIONAL:



### **Participant Guide:**

- use these resources to guide your pre-trip training meetings.



### **Fundraising Guide:**

- A great tool to provide team participants as they begin to raise funds.
- Includes templates for support letters, text messages/emails, prayer cards, and lots of extra resources for support.



### **Journal for Short-Term Trips:**

- This guided journal is a great (*and optional*) tool for your team to use before, during, and after the trip. [Watch a video preview of this journal here.](#)
- There is a cost to this, but we believe it's very worth it!



### **Participant Application Template:**

- Use this digital application form to see who is interested in joining your team. This is editable and created through Google Forms.

# ADDITIONAL RESOURCES



## PARTICIPANT JOURNAL

A guided journal designed for short-term teams to use before, during, and after their mission experience!

- ✓ Group discussion guide
- ✓ Daily debrief during the trip
- ✓ Individual reflection
- ✓ Post-trip workbook for missional living

[CLICK HERE TO ORDER](#)

## IN-PERSON TRAINING

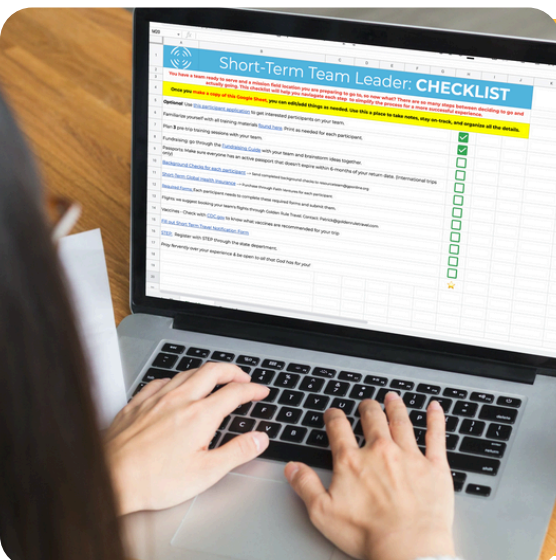
Request to have a trained Global Partners Mobilizer come do in-person training before your short-term trip.

Get personal, missional training from someone who has experience in the world of global missions.

*(We can have a virtual training session over Zoom if needed).*

[CONTACT US HERE](#)

[mobilization@gponline.org](mailto:mobilization@gponline.org)



## DIGITAL CHECKLIST

This interactive, clickable checklist (through Google Sheets) has everything in one place for you to lead your team to the mission field smoothly.

- ✓ Links to all required forms, etc.
- ✓ Clickable checkboxes
- ✓ A sheet for team info tracking
- ✓ All logistics in one place

[GET THE CHECKLIST](#)

# BEFORE THE TRIP

LOGISTICS CHECKLIST

TRAINING

SETTING EXPECTATIONS

FUNDRAISING





# STEP-BY-STEP CHECKLIST:

This checklist is for team leaders to use once a **team** and a **location** are already established.

- ☐ Plan 3 pre-trip training sessions with your team. You will use these meetings to go through training materials, pray together, and go over important logistics.
- ☐ Fundraising: kick off fundraising with your team by having a meeting to go through the [Fundraising Guide](#), brainstorm ideas, & provide encouragement.
- ☐ Check all passports: make sure all participants have an active passport that does not expire *within 6-months* of your return date.
- ☐ Run background checks for everyone on your team, including the team leader(s). We suggest using [Protect My Ministry](#) for your background checks. *(Or, each participant can fill the form out themselves and pay individually.)*
- ☐ Book the flights: We suggest booking your team's flights through Golden Rule Travel by contacting: [Patrick@goldenruletravel.com](mailto:Patrick@goldenruletravel.com)
- ☐ Purchase Short-Term Global Health Insurance: We suggest using [Faith Ventures](#) to get global health insurance for your whole team.
- ☐ Sign all the [Required Forms](#): Each participant needs to complete these required forms (digitally) to have on file with Global Partners before your trip.
- ☐ [Register with STEP](#) through the US State Department (each participant should do this.)

## T I P S

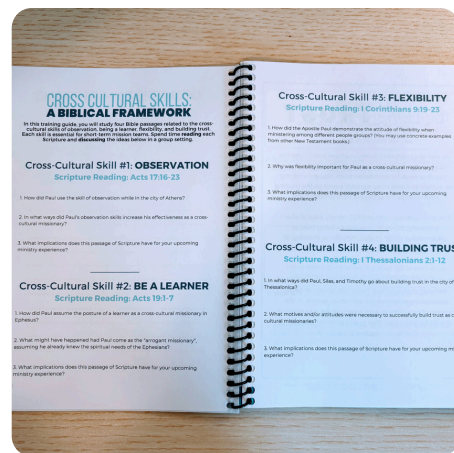
- Use one of your pre-trip meetings to do all the required items together (sign the forms, complete the background check, register with STEP, go over the flight itinerary, etc).
- Have at least one of your pre-trip meetings be solely for spiritual preparation and prayer, not about logistics planning.
- Starting these things at least 6 months before the trip begins is an ideal time-frame to avoid unnecessary stress.



# MISSION TRIP GUIDED JOURNAL

This Guided Journal for short-term mission trips will help you **prepare, reflect, & process** everything you experience before, during, and after a mission trip. **Order journals here.**

- ✓ 4 pre-trip missional training sessions
- ✓ Daily reflection prompts during the trip
- ✓ Biblical training, encouragement, & guidance
- ✓ In-depth post-trip guide for missional living



**ORDER JOURNALS HERE**

**"Our teams using the journals have returned with a deeper understanding of what they experienced in the field. It has equipped them with a better way of communicating what God did in and through them once they return home."**

Meagan Gahima | Parkway Wesleyan Church

# FUNDRAISING GUIDE FOR SHORT-TERM TEAMS



- ✓ Support letter template
- ✓ Prayer card template
- ✓ Biblical foundation of fundraising
- ✓ Tips for Teams
- ✓ Text-message templates

[Click here to access this free resource for teams to use!](#)



# PRE-TRIP MEETINGS

## TRAIN & PREPARE

You will be devoting a large amount of resources, time and money to serve on a mission field. It is important to respect that investment by making the necessary preparations. Doing so will help you have a trip that is intentional and productive for both you and for the long-term workers you are serving alongside.

**Scheduling pre-trip meetings with your team is integral to the success of your experience. Team meetings are an important way to prepare, distribute information, keep payments on schedule, and build unity among the team. We recommend at least having a monthly meeting, beginning a minimum of six months before the trip.**

Many mission field leaders would like the opportunity to join your team meetings through zoom before you arrive. Be in close contact with the missionaries on the field to organize this and see if they'd like to join a meeting or two before you arrive on site.





# TRAINING: PART 1

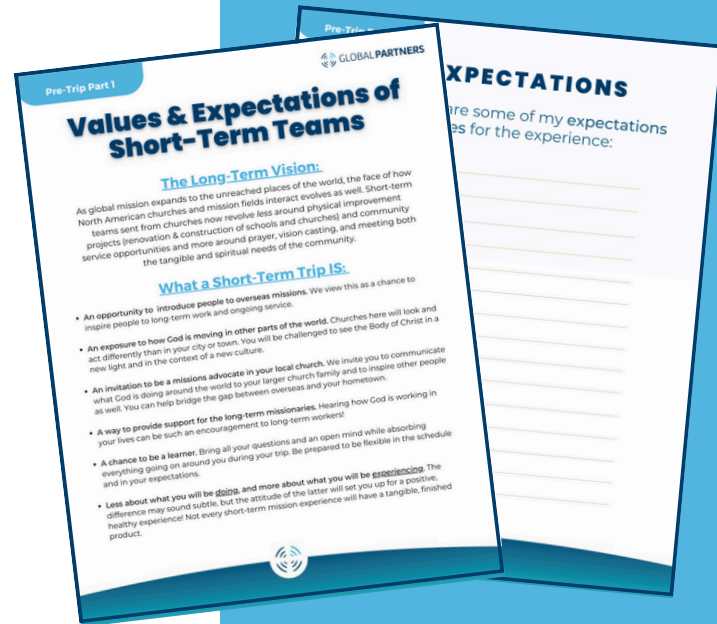
## VALUES & EXPECTATIONS

### OVERVIEW:

This is a short training activity but is really important in aligning the team's expectations with the field's. This 1-page resource is short but really important. This is designed to spark discussion about any pre-conceived notions people may have related to short term mission work.

### LEADER GUIDE:

- Print the 2-page resource for each team member. (Front and back preferred)
- **Before** reading the page, discuss the question: "What is a short-term mission trip?" and discuss preconceived notions people have about short-term mission work, both good and bad.
- As a group, take turns reading the bullet points under "What A Short-Term Trip IS."
- **After** reading the page, discuss the team's initial thoughts about short-term trips:
  - ✓ What was surprising from the list?
  - ✓ What was new to you?
  - ✓ Which of the bullet points is hardest for you to connect to?
- Lastly, allow time for each participant to fill out the 2nd page about their own expectations. Share in pairs or as a whole group.



2 PAGES

### LOCATION:

This resource is found in the Participant Guide.

### MATERIALS NEEDED:

None.

### TIME:

15-30 minutes

### TIPS:

- Spend time **BEFORE** reading the page discussing what everyone thinks about missions trips.
- Encourage **everyone** in the group to share or read.



# TRAINING: PART 2

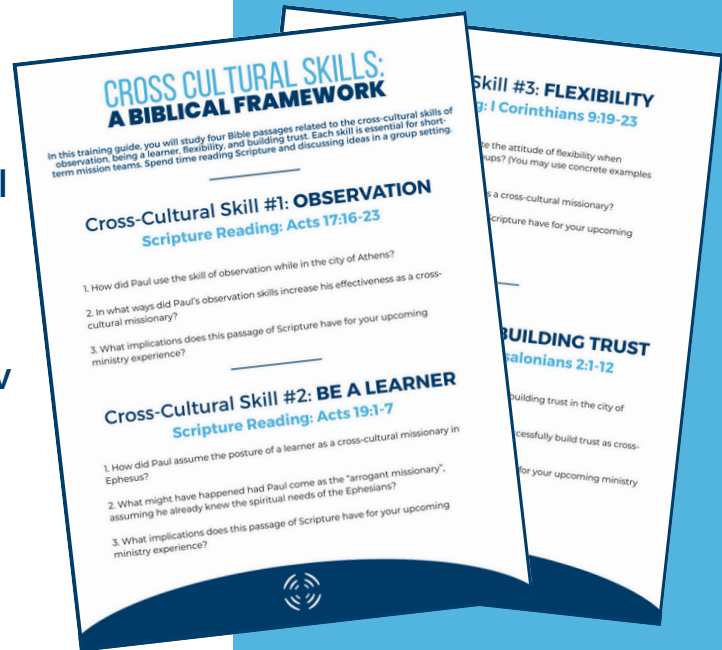
## CROSS-CULTURAL SKILLS

### OVERVIEW:

This Bible study resource provides a biblical framework for cross-cultural engagement. The four skills outlined in this resource are crucial to mission work in a cross-cultural context. Cross-cultural ministry is not a new thing; we see this all throughout the Bible, and it's important to have a Biblical foundation before embarking on your trip.

### LEADER GUIDE:

- Print the 2-page resource for each participant. (Print front and back is preferred)
- There are several great options for using this:
  1. Whole Group: Read each Bible passage aloud, and discuss each question together as a whole group.
  2. Partners: Divide the team into partners to go through each of the 4 skills. Better discussion often happens in smaller groups.
  3. Written: As a whole group or smaller pairings, read each passage and allow time for all participants to write out their answers to the questions before coming together to discuss.



2 PAGES

### LOCATION:

This resource is found in the Participant Guide.

### MATERIALS NEEDED:

Pencil/pen  
Bibles

### TIME:

45-60 minutes

### TIPS:

- Allowing time in silence to either write or think often leads to a greater quality of discussion.

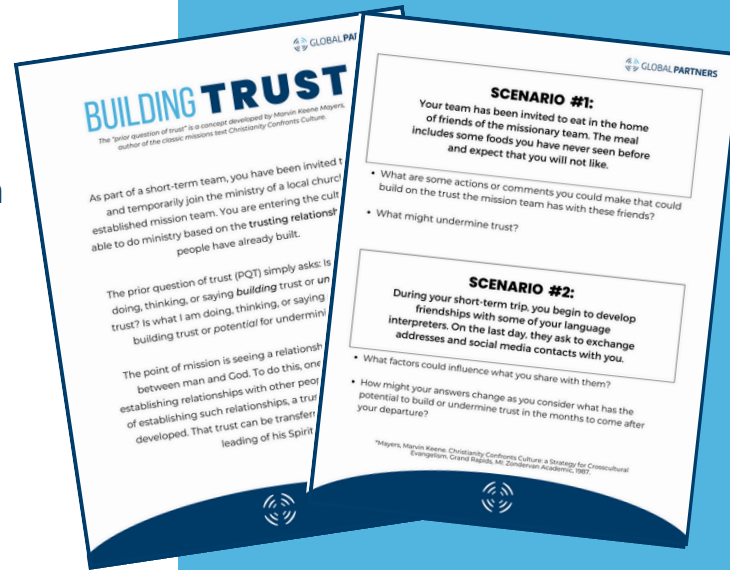
# TRAINING: PART 3

## BUILDING LASTING TRUST



### OVERVIEW:

This training resource provides 2 common scenarios your team might experience on the mission field. Guiding discussion questions allow your team to think through the best way to respond in each scenario in order to build lasting trust in the community they are serving, rather than undermining the long-term workers' trust among local community members.



### LEADER GUIDE:

- Print the 2-page resource for each participant. (Print front and back is preferred)
- Take turns reading the 3 paragraph introduction on the first page to set the groundwork for this training workshop.
- Options for the 2nd page:
  1. Whole Group: Go through the 2 scenarios as a whole group. Read the scenario, spend time thinking/writing, then discuss answers together.
  2. Two groups: Divide the team into 2 separate groups and assign each group one of the scenarios. Allow time to discuss in each group, then come together as a whole team to share.

### 2 PAGES

### LOCATION:

This resource is found in the Participant Guide.

### MATERIALS NEEDED:

Pencil/pen

### TIME:

30 minutes

### TIPS:

- Really push your team to think deeply about each scenario. Think through WHY trust would be built or broken depending on each response.
- Allow silent time to think before discussing as a group.

# TRAINING: PART 4

## SITE-SPECIFIC TRAINING



### OVERVIEW:

Many mission fields have site-specific training material they'd like teams to go through before serving with them. Be sure to connect with the missionary or field leaders you are serving alongside to ask them if there are any materials like this they'd like your team to go through.

### LEADER GUIDE:

- If there are culture-specific resources the field would like you to use, try to use that material early on in your pre-trip training.
- Refer back to this culture-specific information all throughout your other pre-trip meetings. This helps keep the info fresh in everyone's mind.
- If a mission leader would like to join your team via Zoom before you arrive, take advantage of that! Your team can hear about the culture directly from someone who lives in it. This also provides important Q & A time.



### LOCATION:

This material would be sent to you directly from your missionary contact.

### MATERIALS NEEDED:

?

### TIME:

?

### TIPS:

- Stay in close contact with the field before your trip. Start building a good relationship even before the experience!



# DURING THE TRIP

CULTURAL ADJUSTMENT

HEALTHY RHYTHMS

PRAYER

GUIDED JOURNAL





# DAILY TEAM TIME

## GUIDED JOURNAL

### OVERVIEW:

This optional but very practical guided journal is designed to help your team **prepare, reflect, and process** everything they experience before, during, and after a mission trip. The journal is designed for both personal reflection time and group-led discussions, making daily team time during your trip manageable for you and worthwhile for the whole team.



### LEADER GUIDE:

- Each night of your trip, choose 1-2 pages to complete together as a team.
- Spend 10-15 minutes of silent reflection time for participants to write their thoughts. Then, transition to large group or small group discussion about that topic.
- The debrief guide at the end can be done on the very last day OR once you return home. It is often most impactful while you are still on-site.
- The blank-lined pages can be used in many different ways. Encourage the team to spend time alone each day writing their thoughts, prayers, and reflections on the lined pages.

**52 PAGES**

#### LOCATION:

[Click here to order these journals.](#)

#### COST:

~\$12 per journal

#### MATERIALS NEEDED:

Pencil/pen

#### TIME:

1-2 weeks

### TIPS:

- Helps each team member to be actively engaged in the mission trip.
- Best used when time is spent in BOTH silent written reflection and group discussion.
- This journal includes a team debrief guide for the end of your trip.

# CULTURAL ADJUSTMENT MAP

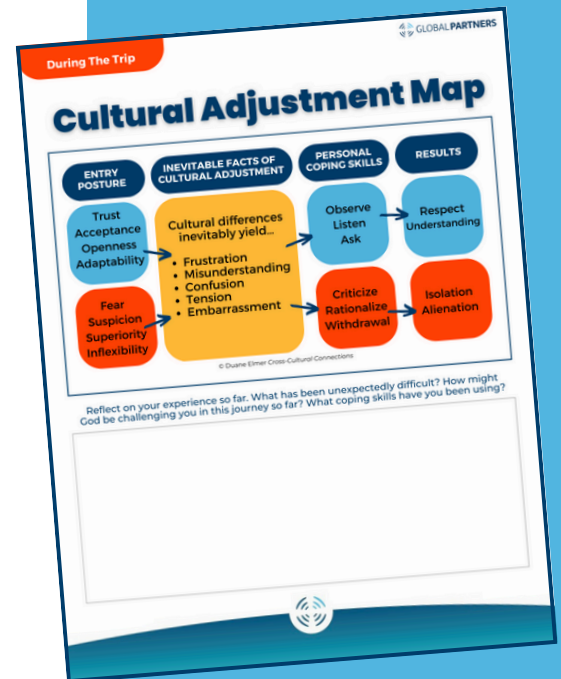


## OVERVIEW:

This resource helps your team while on-site during the trip. Healthy cultural adjustment can be tricky, and without guidance and reflection team members can find themselves struggling. Guiding your team through healthy and unhealthy adjustment/coping skills to a new culture is essential during the first 1-2 days of your experience.

## LEADER GUIDE:

- Either: print the worksheet page for each participant, or take time to just verbally go through this resource and discuss it together.
- If you don't want to print copies and pack them for the trip, you can have this available digitally and use it as a talking point during an evening team debrief.
- Team members can spend time in silent reflection using their journals or on this worksheet.
- Best when used during the first 1-2 days on-site.
- Have individual reflection time, then come together as a whole group to discuss.
- Encourage each person on your team to talk, or break into partners for deeper discussion.



2 PAGES

### LOCATION:

This resource is found in the Participant Guide.

### MATERIALS NEEDED:

Pencil/pen

### TIME:

30 minutes

## TIPS:

- Try to use actual examples from your trip so far.
- Help your team take them from "theoretical" to "practical" by sharing stories from the trip.
- Have each team member share how they are adjusting.

# HEALTHY RHYTHMS & PRAYER

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## HEALTHY TEAM RHYTHMS:

We suggest having a morning and evening rhythm with your team:

- Each morning, set aside time for group devotions and prayer before the day begins. Ask a team member to share a devotion or Bible passage, pray as a whole team or in partners/small groups. This is also a good time for individual silent time preparing your hearts for the day.
- Each evening, have time as a team for reflection, discussion, and daily debrief. This is a really important part of a healthy team experience, so don't skip out on this. Have each member share something that impacted them that day; discuss questions the team has; pray for the people you met. This is a great time to journal, silently reflect, and discuss important topics.

## PRAYER:

Prayer is an essential aspect of every short-term mission experience. As a leader, create space and time throughout the week for intentional prayer.

- Pray as a team each morning.
- In partners or small groups, pray in the evening after team debrief.
- Pray with and for the long-term workers you interact with.
- Pray with and for the local people you meet throughout the week.
- Ask your church to be praying for your team each and every day. Prayer partners are a crucial part of a team's experience.

Take any opportunity during your trip to pray! Prayer is a powerful tool in God's Kingdom, and your trip should be full of this spiritual practice.





# AFTER THE TRIP

DEBRIEFING WELL  
SHARING YOUR STORY  
CONTINUING THE MISSION  
WHAT NOW?





# TEAM DEBRIEF: LIVING THE LONG HAUL

## OVERVIEW:

This workbook guides groups through debriefing their short-term trip in a healthy way. Spending time as a time going through this workbook will help to end your trip well and create avenues for lasting change! Transition back to your home culture can be surprisingly difficult, and this guide is designed to help make that transition manageable for everyone.

## LEADER GUIDE:

- Print the whole 12-page guide. (Front and back preferred)
- This is best done on-site on the last day of your trip. It can also be done once you return home if needed.
- Go through the debrief guide altogether as a whole team rather than breaking into small groups or partners. Hearing from each person is important in this process.
- Walk through each page and either read the content on it aloud or spend time doing the activity outlined.
- Spend plenty of time sharing what each participant writes on the activity pages. Group discussion is key to the success of this workshop.



**12 PAGES**

### LOCATION:

This resource is found in the Participant Guide.

### MATERIALS NEEDED:

Pencil/pen

### TIME:

60-90 minutes

## TIPS:

- Don't skip debrief! This is an essential part of a short-term mission experience. It's tempting to end the trip and be done, but this step is crucial to an impactful and healthy experience.

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