



SHORT TERM TEAM LEADER'S PACK





SHORT-TERM TEAM LEADER INSTRUCTIONS AND INFORMATION

Team Instructions	2
Options For Transit Accommodation In Johannesburg South Africa	6
Responsibility Agreement	7
Teamworx (Debriefing) Instructions	8



SHORT-TERM TEAM LEADER INSTRUCTIONS

Hello Short-term Team Leader,

We are excited that you are considering leading a SHORT-TERM team to the mission field.

Below are guidelines related to short-term teams that you will need to know for this journey. As team leader, you will need to attend to the following:

Team Size

1. Please ensure that teams are no larger than 6 people and all members are over 18 years old. This is necessary to work within the Mozambique Outreach compound infrastructure and will ensure an enjoyable journey for all. We appreciate your understanding in this area.

If you have more than this number wishing to go, we encourage you to consider making 2 teams traveling at different times – perhaps appointing another mature person to lead the second team.

Paperwork

2. Complete and post to Mozambique Outreach Head Office the following;
- SHORT-TERM Team Application form with references (Your own)
 - SHORT-TERM Team Leader Responsibility Agreement form
3. Collect your team member's completed SHORT-TERM Team Application forms and investigate their references. Keep these application forms with you as a record.
4. *****Ensure that the general waiver is signed by all members and posted to Mozambique Outreach head office at least 2 weeks before departure.*****

This is all that we require back from your team members from their application form.

Training

5. Establish the number of people going to Mozambique and download the Mission Training Manual free from our website – www.mozoutreach.org . You can consider a person committed as a team member once you have checked their references and collected their deposit (we recommend \$500).

- 6.** Arrange for 4x1 hour (not including fellowship) regular training meetings (e.g. Monday night fortnightly at 7pm). Attendance at all sessions is essential for team members.
- 7.** Ensure each applicant is thoroughly acquainted with the full content of the mission manual. If you encounter difficulties or questions that you cannot answer, contact MozOutreach head office (details at end).
- 8.** Learning team member's personalities and love languages could be very beneficial to building your team. We recommend these two books: ***Personality Plus*** by Florence Littauer; and ***The Five Love Languages*** by Gary Chapman

Travel/ Medical

- 9.** Make sure all team members have current passports that does not expire until at least 6 months after returning home.
 Australians will receive free visas upon arrival in South Africa – for entry into the country of South Africa. Non Australian citizens will have to check visa requirements for transit countries like South Africa.
- 10.** Instruct all members to visit their G.P for advice on necessary injections/ medication for Mozambique. (Some injections must be taken up to 2 months before traveling so please make this one of your first tasks for your team)

- 11.** Ensure travel/medical insurance has been acquired and paid for by each applicant.
***** Photocopy insurance forms once paid in full and send to Mozambique Outreach head office. *****
- 12.** Once final team numbers are established and approved, complete all return flight arrangements (carriers to South Africa that we usually use are Qantas, South African Airways, Malaysian Air, Singapore Airlines).
 For African internal flights (Johannesburg to Mozambique), South African Airways is our preferred airline.

Financial

- 13.** Pay to Mozambique Outreach:
 - All living expenses (\$50AUD per person per week) - at least 1 week prior to departure (Email us at to indicate that this has been paid)

This can be done by cheque, over the counter at the bank or electronically. Mozambique Outreach account details are at the end.

Team Members Task

- 14.** Direct each applicant to the Mozambique Outreach website at: www.mozoutreach.org

Team members can familiarize themselves with the ministry and can register for MozNews.

Details For The Field

- 15.** Now that the team has been established and organised, please provide the following details to hospitality staff in Mozambique and head office (details at end):
- Team flight details (flight numbers dates and times)
 - Accommodation arrangements prior to arrival
 - Your contact phone number and email
 - Begin itinerary arrangements

- 16.** Traveling into a different culture can be a challenge and sometimes dangerous. Our field staff are fully trained and accustomed to local culture.

Your Mozambique Outreach field representative will be the one issuing directions to you the team leader.

Please convey to your team members the importance of having a ready and willing attitude to help in any area asked of them and to follow the leadership direction of Mozambique Outreach field staff.

Teamworx (Debriefing)

- 17.** Conduct Teamworx, found toward the back of the mission manual, at the following times:
- Within the first few days of arriving.
 - 3 days prior to leaving Mozambique.
 - 1 week after returning home.

At Home

- 18.** Finally, as team leader please provide a brief report on your trip. This may include personal testimonies from your members, positive and negative outcomes, success or challenges with team members, photos etc. This will help us to improve so as to help facilitate future teams.

Other Considerations

If you as a team wish to bless the work we do in Mozambique, beyond your help on your trip, here are a few suggestions.

Prior to your trip you may wish to:

- enquire as to what may be needed on field that cannot be bought in Mozambique and purchase it prior to departure to take over.

While in Mozambique you may wish to:

- purchase specific materials for projects.
- purchasing specific items that may be needed for the base.

If you would like help in any of these ways please email us at: mozoutreach@teledata.mz

As the team leader, your responsibility is not only to your team members but also to Mozambique Outreach and the field ministry.

Please remember that long after your team has visited us, the ministry will continue amongst the people in Mozambique. We therefore appreciate your sensitivity to field conditions and issues.

We hope you enjoy your training and your trip. Our prayer is that the Lord will fulfill all that He intends to do within the lives of every member of the team. Our endeavour is to be a vehicle for this to occur.

God bless you
Greg and Jay Cumming

Mozambique Outreach Details

AUSTRALIA

Post: PO Box 1020,
Ashmore City, Qld 4214
AUSTRALIA

Phone: (+61 7) 55 977 999

Fax: (+61 7) 55 977 233

Website: www.mozoutreach.org

Email: moz@mozoutreach.org

Bank Account Details

ANZ (Australia & New Zealand Banking Group Ltd) Ashmore City Branch (Gold Coast, Queensland)

Account Number:

BSB 014 527 A/C 1086 90218

Account Name: MOZAMBIQUE OUTREACH LTD
SWIFT CODE: ANZBAU3M

MOZAMBIQUE

Phone: (+258 3) 302728

Email: mozoutreach@teledata.mz



= On your bike. Do it ASAP

Options For Transit Accommodation In Johannesburg South Africa.

➤ **Airport Holiday Inn**

Approximate costing - \$150 AUD per night

Email: gmhijohannesburgairport@southern.sun.com

Address: Jones Road &, Kempton Road
Kempton Park, 1620
SOUTH AFRICA

Telephone: 27-11-9751121

Fax: 27-11-9755846

Airport Shuttle - The holiday Inn is not far from the airport.
You can get a taxi or shuttle to the holiday Inn.

➤ **Airport Road Lodge**

Approximate Costing - from \$80 AU - \$100 AU

All Road Lodge rates are quoted on a per room basis.

Breakfast is an optional extra.

Email: rljia@citylodge.co.za

Website: www.citylodge.co.za

Postal Address: P.O. Box 1104, Isando, 1600

Telephone: +27 (011) 392-2268

Fax: +27 (011) 392-4820

Airport Shuttle – approximate cost is R25 per person

➤ **Backpackers**

Shuttles can be caught at the Johannesburg Airport.



SHORT-TERM Team Leader Responsibility Agreement

This agreement helps maintain the highest standard of conduct and safety for missionaries to the field, and to Mozambique Outreach staff and volunteers. We appreciate your cooperation and understanding in carefully reading and signing it before your departure.

(Print full name)

1) – Financial support

I agree that all members including myself have adequate financial support to cover the intended trip to and from Mozambique.

2) – Medical/travel insurance

As team leader, I state that I, and all other team members, have sufficient medical/travel insurance to cover 1. The intended trip to and from Mozambique and 2. Our time spent in Mozambique; and that each individual person is solely responsible for all costs incurred for any medical emergencies.

(Please enclose a photocopy of team members' insurance details)

3) – Leadership

I agree to submit to the leadership of Mozambique Outreach and will adhere to Mozambique Outreach standards and values at all times when involved with the organization. (Including travel to and from Mozambique)

4) – Mission Training

I agree to train SHORT-TERM team members in the material contained in the Mozambique Outreach Mission Training Manual

5) – Teamworx (Debriefing)

I agree to work through the Teamworx debriefing material with all members of the SHORT-TERM team as per the Mission Training Manual

6) – Injections

I agree to advise the SHORT-TERM team members to visit a travel doctor to make themselves aware of the necessary injections and medication that is required for travel into Mozambique.

(Please sign)

(Date)

SHORT-TERM TEAM LEADER TEAMWORX (DEBRIEFING) INSTRUCTIONS

What Is Debriefing?

When people return home after time in another culture, many things have changed for them. This is especially true if they have been in a place where the culture differs greatly from their prior experience.

To understand and effectively communicate what they have been through, the returning missionaries usually need help in processing their experiences and the changes that have taken place inside them.

The process of helping them make sense out of what they have seen, heard, tasted, smelled and touched – and how it has changed them (their sensitivities, values and perspective) is called debriefing.

What Happens When We Cross Culture?

Normally we absorb new information by comparing it with what we have previously experienced. We thus know how to assign value to it and decide how it should impact everything else that we have been through in the past and will face in the future.

If new events are so totally different from our previous experiences that we have no way to adequately interpret them, they just stay inside us processing indefinitely, negatively, impacting our ability to focus our attention on other issues, events and relationships.

Each of us who has been through an intensely stressful experience can identify with this.

Why Do People Need Debriefing After A Missions Trip?

Because much of this happens below the surface of our consciousness, others who care and understand why we are struggling can be of great help to us in this processing.

If we choose to deny ourselves of this help, these unresolved issues can greatly impact both personal relationships and ministry opportunities for the rest of our lives.

Debriefing is the process (not a event) of bringing what is just below the surface up to the surface so that it can be seen, examined and dealt with.

Our emotions are an excellent barometer of our level of personal peace, understanding and acceptance.

The following is an excerpt from a letter from a returning missionary.

"In one area there was a field littered with what in the dark looked like dark mounds, upon a closer look, these mounds turned out to be people. We also saw hundreds of shanties, decaying buildings and litter. It felt like nothing could have fully prepared us for what we saw, smelled and felt. It was completely overwhelming. The bus was so loud we couldn't even talk to each other, so we just sat in silent disbelief"

This brief description of a bus ride upon arrival in an Asian city illustrates what it is like to have many more questions than answers and exposes the need for debriefing.

Understanding The Debriefing Process

The way to help the returning missionary to do this debriefing is to simply ask them to share with you (individually or a small group of supportive non-judgmental listeners) some of their experiences.

It is important to try to help them to describe their emotional responses rather than to be analytical. When we talk about the needs in this situation, or what was or was not accomplished, this is "ministry reporting" not debriefing.

Reporting is for others, not for the missionary.

Both are necessary, but usually can not be done together. When debriefing, the listeners need to be aware of this and are comfortable and committed to the whole debriefing process.

A typical debriefing session can take from one to three hours. All those involved need to have good listening skills and realize that frequently the more difficult it is to schedule, the more time it takes, the more important it is for the future mental, emotional and spiritual health of the individual being debriefed.

If the person being debriefed is a teenager, it is advisable to have a parent join in on the debriefing process.

Format And Procedure

IMPORTANT: If your response to what has been shared is either critical, judgmental or defensive and not accepting or affirming of them, you have destroyed most of the value of the debriefing session and have taught them well that they can not risk being honest with you or others.

This is a relatively easy sequence to follow:

1. Begin by brainstorming as a group by listening for words that express feelings such as happy, sad, joy, overwhelmed, hopeless etc. so that everyone is aware of the type of descriptions that you are looking for.
2. Also underscore the appropriateness of sharing ideas that are neither complete nor entirely consistent. Speaking in paradox and incompleteness is part of the process.
3. Ask the returning missionary (or group of returnees if you have confidence that their personal conflict areas are not with each other) to share their most delightful memory. The more tightly focused the memory, the better.
4. Then ask them to share one of their most difficult memories – allowing them to have full control of what they share – no leading questions
5. As you encourage them to share both their joys and their sorrows, ask the Holy Spirit to guide your listening. **Avoid telling your stories; they shift the focus away from the person being debriefed.**
6. In your listening you can encourage them to share their experiences - most rewarding, toughest, funniest, most haunting (the one that always comes to mind when they close their eyes). Be comfortable with silence and tears, they are signs of honesty and the working of the Holy Spirit.
7. Continue to encourage them to use descriptive **feeling** words.
8. When they seem to have shared all they want to share about their time overseas, ask them what it felt like to return home, using basically the same sequence of positive and negative impressions.
9. Then ask them to share the changes they would like to make in their lives as a result of this experience. Do they have any new insights into their future?
10. Ask if they have developed, or would like help in developing a strategy, plan of action and a time line for implementing these changes and others to encourage them to hold them accountable.
11. Ask them to share ways that you and the church can be of assistance to them as they carry out this plan.
12. Conclude your time in prayer together, committing them and the issues that have been shared to the Lord, asking for His guidance in resolving the issues that can be solved. The issues that can not be solved can be left in God's hands for His miraculous intervention.

Conclusion

Debriefing, if done prayerfully and empathetically, can significantly enhance the long term value of the mission's experience of the participant. It can help them to better understand both what they have experienced and how they have responded. It can give them significant clues as to how God wants to use them in the future.

It can also help the listeners to become more sensitive and responsive to challenges of cross cultural ministry and to become wiser decision makers and counselors to others considering cross cultural ministry.

In the scriptures, God continually calls us to act with our eyes wide open to His mercies and to not be deceived by the world, the flesh or the devil. Clearly those issues were in the mind of Barnabus and Paul as they were being debriefed by the churches in Antioch and Jerusalem as they returned "home" from their ministry journeys.

**SHORT-TERM TEAM LEADER
TEAMWORX - DEBRIEFING SESSIONS
(FROM MISSION TRAINING MANUAL)**

For SHORT-TERM and long term missionaries adjusting to the culture

It is critical to commit to full honesty with ones prayer partner or leader.

By constantly checking in on the issue of adjusting to the culture there is less room for pressure to build up to the point of allowing unexpressed personal concerns to explode all over the group, other missionaries or nationals.

The major objectives for debriefing sessions include:

- **Providing a safe environment** – where the participants can talk about the peaks and the valleys of the experience without being challenged on what they feel or are feeling. Give them freedom to “talk in paradox” Talking in paradox happens when in the same sentence, the person can say” it was the best time of my life and it was the most difficult time of my life....”
- **Provide a safe setting** – where team members can talk about their relationships. The biggest area that is touched when arriving in a foreign land is the area of relationships: with each other, with nationals, with God, with those who haven’t had this experience in their homes, school and church. They will not realize the impact of the relationships because everything on the surface will appear the same.
- **Providing a safe place** – where they can talk about ideas they are exploring for future involvement in the ministry. What steps they would like to take in the next weeks and months to develop what God has started in their lives.
- **Providing a safe environment** – where they can compare the contrast the two cultures without feeling like they are cutting down one another. This may include telling stories on themselves of the funniest things that happened to them.