



TEAM LEADER
MANUAL



TEAMS

We Just Signed Up!

- Trip Preparation
- Passports and Paperwork
- Transportation
- Prayer Preparation
- Fundraising and Promotion

We Just Signed Up!

We are so blessed by your decision to join us on a OneHope Teams trip and are excited about the opportunity for your team to minister to children and youth. There is something very special about the chance to personally give God's Word to a child — perhaps bringing them the Gospel for the very first time.

Enclosed in this manual, you will find:

- Helpful information on OneHope's ministry around the world
- What to expect during your trip

Remember, the more prepared you are for ministry, the better your experience will be!

We are praying that this trip will give you a new vision for what God is accomplishing through His Church around the world, and you will return with special stories and experiences you can share with others. We look forward to the opportunity to minister alongside you!

First Steps...What Did I Get Myself Into?

What the team leader takes care of on the field...

- Maintains unity and discipline within the team
- Keeps the team spiritually, physically, and emotionally healthy
- Encourages team members to grow beyond themselves
- Directs the team in ministry

The relationship with the National OneHope leader and the local church is about...

- How to serve and further their vision
- Encouragement and unity as part of the body of Christ
- Sharing the vision of the country ministry goals

The OneHope Team Liaison is your...

- Liaison with the national team
- Helper to provide needed ministry tools while on the field
- Contact person to answer any questions about ministry
- Financial coordinator on the field
- Support staff in ministry execution

Things you may want to be prepared for on the field...

- Give thank you cards to those who help you
- Bring small gifts for pastors, teachers, translators, drivers
- (something that is from your hometown, or unique to your state)
- Bring gifts for the National Director's family
- Give a prepared sermon (from you or a team member)
- Give your testimony (from you or team members)



Trip Preparation

Not only does every OneHope team represent the face of the ministry, but are also ambassadors for your church, your community, the Global Church, and the Gospel message we are there to share. Representing the name of Jesus is a responsibility that should not be taken lightly.

We recommend that you take time to prayerfully prepare for this trip and any opposition you and your team might face on the field. There is nothing more powerful than a unified witness, and nothing more damaging than a fractured, conflict-ridden ministry team.

A OneHope Teams trip is about...

- Team unity and serving
- Being open to receive what God has planned for you
- Stepping up to push yourself outside your comfort zone
- Cooperating with your team leader and OneHope staff to minister effectively on the field
- Allowing God to open your eyes to a new world perspective

A OneHope Teams trip is not about...

- Going on a vacation
- Spending a lot of time alone relaxing
- Staying in the background and letting others do all the work
- Meeting individual desires and expectations
- What you might receive—but rather what you can give

Passports & Paperwork

Passports & Visas

Check with everyone on your team for passports. If they don't have a passport, make sure they apply immediately! Passports can take as long as four months to get if you apply by mail – sometimes even longer. If your team has that amount of time, encourage them to go ahead and apply for passports without expediting them.

If the country you are traveling to requires visas for entry, you will be advised of the appropriate paperwork to have your team fill out. If there are team members who are not U.S. citizens, please note that the requirements may be different for them.

Required Paperwork for each Team Member



You will need to supply the following paperwork for each team member on the trip:

- **The Assumption of Risk Form** must be completed by each team member age 18 and older. Full completion of this form includes signatures from two witnesses.
- **Permission for a Background Check.** All team members age 18 and older must undergo a mandatory background check from Accurate Background before going on the mission field. Please make sure they complete this form.
- The **Health Information** section of the Assumption of Risk Form is required. Please have them complete this section in full, as it is critical that we have medical background information on file. Have them note any medications they are taking, allergies (including foods), immunization records, and any current health issues.
- The **Parental Consent Form** must be completed for each team member who is under the age of 18 at the time of trip departure. Parents or legal guardians of the minor must complete the form in full and have it witnessed by a notary public. This form replaces the Assumption of Risk form for minors participating in the trip.
- A **photocopy of each team member's passport** will be needed to keep on file at the OneHope office. We also recommend each team member keeping a copy of the information page in their luggage in case passports are lost while traveling.

On our teams website, each team member will be able to fill out their forms electronically and submit them on their own.

Transportation

You, as the trip leader, are in charge of coordinating and booking plane tickets for your team to your trip destination. Upon arrival in country, the OneHope staff hosting your team will arrange ground transportation, lodging, and meals during the trip. If any team members have constraints on their departure and arrival dates, please have them coordinate with you as soon as possible.

Prayer Preparation



Every OneHope Teams trip needs to be covered in prayer from start to finish. Your team will likely experience opposition while on the trip, and it would be a mistake to go into it spiritually unprepared. As you prepare for your trip, encourage your team to pray for the following:

- Personal spiritual growth
- Your team's personal needs
- The ministry activities you will participate in
- The preparations of the field team who will be hosting you
- That your love for the people of the host country will grow
- The cities where you will minister
- Distribution of the *Book of Hope* or other program materials
- The local pastor(s) who will be working with the team
- The translators who will work with the team
- Health for yourself and your team members
- Protection from spiritual or physical attack
- Team leadership and unity

We've also created a special YouVersion reading plan for you and your team as well - just search in the Bible App for the study entitled: *Growing Your Heart for Missions*. A downloadable version of the devotional is available on the Teams Website.

Fundraising and Promotion

Fundraising isn't about asking people to give you money, but about inviting them to join your journey and put their resources at the disposal of God's Kingdom. Fundraising is an invitation for people to partner with God's call to reach the nations. The key to fundraising is to be creative and maximize your team's talents and skills as you think outside the box for innovative fundraising ideas.

Letter writing, email campaigns, and GoFundMe social media campaigns generally work very well as long as your team members are giving regular updates about their process and what God is showing them through it.

One thing to note: Remember how many team members are going on the trip. If you want to put the time and energy into car washes and bake sales, just remember that you are dividing the total profit by the number of people going on the trip. Fundraisers like these can be great to help build team unity. However, personal fundraisers such as letter writing, mowing yards, babysitting, working odds jobs, auctions, and selling crafts seem to be the better way to raise money because more money is raised per person.



Promotion

Promoting your trip is extremely important. The more effective you are in promoting the trip, the greater the amount of interest in participation will be. Here are some ideas to get you started:

- **The sooner the better:** Begin promoting the trip as soon as you lock in the location, cost, and dates for the trip. You can never be too early in talking about and presenting the trip. Both students and adults need time to mark calendars, reserve dates, and begin to save for the trip. Don't let anyone be unable to participate because they didn't have enough time to plan ahead.
- **Information 101:** Make sure the big picture of the trip is communicated in a clear way. The information you provide needs to paint an incredible picture of ministry opportunity, loving kids, experiencing the world, and being part of a team that serves a local church and affects the destiny of many lives.
- **Print material:** Have a brochure or trip packet available for people to take home and share with their family. It's important to have easy-to-understand material about the trip. Provide a list of frequently asked questions that parents or family members would be interested in.
- **Audio/Visual:** In Sunday morning services, youth services, and discipleship situations, have pictures and videos of the location you will be visiting. Do an online search to find pictures and faces from that country. The more you show visuals of faces, scenery, maps, and flags, the more effective the promotion will be.
- **Testimonies:** Share testimonies from past OneHope trips that have impacted lives. Go to www.onehope.net to find countless stories from countries around the world. Sharing testimonies of real names and real people will be an effective way to communicate the need to partner with OneHope on a short-term trip.

