

# OVERSIGHT TRAINING

For One-On-One Missions Leadership Training



**EQUIP**

BELIEVERS TO  
MINISTER



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# OVERSIGHT TRAINING

How to lead a missions team

## ENSTB'S MISSIONS PHILOSOPHY

### Missions that Bless

*“Is not this the fast that I choose:  
to loose the bonds of wickedness,  
to undo the straps of the yoke,  
to let the oppressed go free,  
and to break every yoke?*

*Is it not to share your bread with the hungry  
and bring the homeless poor into your house;  
when you see the naked, to cover him,  
and not to hide yourself from your own flesh?*

ISAIAH 58:6 - 8

*Contribute to the needs of the saints and seek to show  
hospitality.*

ROMANS 12:13

In the scripture above, we see God encouraging Israel to do good works. He wants them to be devoted to letting the oppressed go free, sharing their bread with the hungry and bringing the homeless poor into their houses. In Matthew 5:16, Jesus says that we must do these good works so that unbelievers will “give glory to our Father who is in heaven.” Furthermore, Jesus spent much of his ministry doing good works! Therefore, as a church, we want to serve strategic ministries and institutions by helping them with their practical needs. This may include, but are not limited to, churches, schools or NGOs that are affiliated with our church or we feel led by the Spirit to serve. These missions will often be called “outreaches” and will have a strong social responsibility component, depending on the needs of the places we are visiting. As we serve sacrificially, we hope to see disciples formed in the image of Jesus.

Examples of these types of missions are: Bridges of Hope, Local Outreaches or Lesotho Mission.



## Missions that Build

*For I long to see you, that I may impart to you some spiritual gift to strengthen you— that is, that we may be mutually encouraged by each other's faith, both yours and mine.*

ROMANS 1:11, 12

As a missionary, Paul would spend much of his time visiting established churches and church plants. Each visit would be different as he would respond to the various needs of the newly formed church. The scripture above shows us why these visits were so necessary. There is no leader or team that perfectly operates in every gift or talent. As churches, we need each other in order to be strengthened. Therefore, if there is a gifting that we have as a church, we will send a missions team in order to strengthen a church that is struggling in a particular area.

As Every Nation, we have identified a growth path which is the journey that we believe every disciple goes on from salvation to ministry. These are the 4E's: Engage, Establish, Equip and Empower. When we go to strengthen another Every Nation church we will often help them in one of the 4E's. For example, Turkey and London Every Nations have often requested teams that will evangelise their campuses (Engage) whereas, Zithulele in 2024 requested a connect group leaders training (Equip) and Uganda in 2024 requested organisational training (Empower).

*Which type of mission are you leading? Build or Bless? Motivate your answer.*

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# GENERAL EXPECTATIONS OF THE LEADER

## i. Steward the outreach

The purpose of any leadership team is to complete the task they set out to do with excellence. *Whatever you do, do it enthusiastically, as something done for the Lord and not for men, knowing that you will receive the reward of an inheritance from the Lord. You serve the Lord Christ.* – Colossians 3:23-24

- This means making sure that all the resources that are given to the outreach are stewarded faithfully and with integrity.
- This could be stewarding the money (making sure that there is no wasteful expenditure), stewarding relationships (making sure that we treat our hosts and their property with respect) and stewarding the team (making sure that everyone is treated fairly and with love).

## ii. Make disciples and raise leaders

As a church, our goal is to see Christ formed in the people we disciple. We express this mission through the phrase “Make disciples, Raise Leaders.” As an oversight, you should be aware of the fact that the mission will be a discipleship moment and/ or leadership development moment for everyone on the team. We believe wholeheartedly that ministry comes before maturity and so we should expect that as your team ministers they will also grow as disciples and leaders. Moreover, as people go, we are expectant that they will catch a heart for the nations!

*Do any of these expectations change your understanding of what it means to lead a mission?*

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## ROLE OF THE LEADER

As the team leader, your role is to guide and support the entire team, especially the leadership team. You give vision to the leadership team and help them fulfil the portfolios you have assigned to them. You have a second in command so that you can work together to see the team be effective for God's kingdom. We'd like you to be mindful of:

**Vision** - The church would have communicated to you why you are going to a specific place and why what you are going to do there is so important. It is your responsibility to ensure that the team gets the vision for why you are there and how you are going to impact the community/church you are ministering to.

**Health of people** - We go as a team because we are a body and can accomplish more as a team than an individual. People who will be coming on the mission have different capacities and maturities. You need to be aware of that fact.

As the mission oversights, you carry the outreach together and so you need to have clear and regular meetings and conversations regarding the mission. As the oversights, you need to lead your leadership team spiritually (pray for them) and practically (sit with them and help them think about their portfolios).

### How will the Church help you?

- Provide trainings for the team portfolios, where needed.
- We'll give you past reports of previous outreaches for you to learn from their experiences. They include:
  - Programs
  - Prophetic words
  - What worked and what did not work.
- Give direction and clarity where needed.
- Be available to consult with.
- Cover you in prayer.



# LEADERSHIP TEAM ROLES

## **Team Leader Role**

- Connect with Church leaders/ Organisation leaders that the mission team will be interacting with at the mission destination.
- Primary role of mission leader is to PASTOR the team, not to manage the team.
- You are responsible for direction & the balance of the team! You spend your own time in the Word & Prayer, be ready to listen & hear from the Lord.
- Honour the hosts and the Pastors.
- Give the team a balanced life, prayer, word, rest, sleep, fun, find create ways to treat/ spoil them. May need to have some social/fun time don't stop all spontaneous fun.
- Lead the team in organisation beforehand both spiritually and practically
- Take final authority of serving the team and decision making.
- Communication is essential: to the team and to the Church.
- Oversee that the other department leaders under you are doing their jobs
- Communicate the vision
- People must be able to get hold of you (cell phone)
- Ask Josh or Marion if you are unsure about anything.

## **i. Pre-mission Practical Leadership responsibilities**

They must manage all the preparations for the mission. The tasks below can be delegated to the broader leadership team:

### *Focus areas:*

1. Setting timelines for mission planning tasks completion and identifying critical delays.
2. Set clear dates of when Team Meetings must be held and feedback to ENSTB National Missions leader.
3. Assessing your mission team's skills as a resource to be utilised.
4. Raise up 2IC and other leaders that will add another level of leadership.
5. Transport. The leader makes sure the following are well planned ahead of time: Vehicles, trailers, border crossings, route planning and speed limits, travel documentation for vehicles and every person going, cross-border insurance documentation, indemnity forms, space for luggage and equipment.





6. Accommodation (Bookings, sleep over, complete list of camping equipment and who can bring from their homes to help with the camping and kitchen equipment, kitchen facilities, bathroom facilities)
7. Food (Menus and buying of food, transport space, food restrictions when transporting it over borders)
8. Mission devotionals and training (Who will do it before and during the mission)
9. Activity planning (Be open to changes, flexibility and improvising)
10. Project planning (Communicating resource requirements to the local church contact, time lines to get it on site in time, clearing and forwarding if transported through borders, Risk Assessments)
11. Regular communication and feedback with team members on issues.
12. Finances (Setting up the budget well in advance, monitoring payment of members, requesting cash for fuel, border tax and purchases from the REACH Office as well as foreign exchange planning)
13. Planning for Crisis Management while on the mission (telephone numbers, communication channels, copies of every member of the team's travel documentation and medical aid information in more than one vehicle in case a person or vehicle gets lost, roadblock harassment, accidents)
14. Communicate travel schedule to team members and National Missions coordinator.
15. Arrange the packing of the vehicles and trailers.





## **ii. On the Mission- Responsibilities of the Ten Day Mission Leader**

1. The Ten Day Mission leader is responsible for Public Relations.
2. He must keep in contact with the Local Church from the time that the mission is planned until the post-mission feedback.
3. There must be an Orientation and Cultural Exposure meeting on the first night of arrival. The local Church leader could be of great help.
4. Communicate housekeeping rules. (Cooking teams, Shower arrangements, and Silent/Courtesy times.)
5. Remind mission members to always inform the Mission leader when moving off site. (personal safety)
6. Facilitate morning devotions and training. (Local contact to explain possible cultural differences)
7. Manage team leaders. (project, ministry focus, cooking, media)
8. Be aware of conflict between team members and also with the local people and manage it constructively. (Be proactive, get all team members to commit to cooperation from the start of the mission, grievance procedure) – See chapter on Conflict Management in Ten Day Training file.
9. Safety is your responsibility in all matters. (Be aware of risk mitigation)
10. Communicate clearly on expectations and task requirements. Do not be unreasonable (Over communicate clarity, do not assume you are understood)
11. Work with the local leadership and not against them (build relationships, have a long term vision)
12. Actively lead the mission focus in line with Every Nation values. (Engage, Connect, Disciple)
13. Make time for all to have fellowship with fellow team members and local people.
14. Remember to enjoy the experience.





### **iii. After the Mission**

1. All media and mission feedback reports need to be given to the Coordinator within two weeks after the mission.
2. Identify team members that can give testimonies in EN Congregations as part of the feedback report.
3. Reconciliation on the finances needs to be handed to the Office within two weeks after the mission with the balance of un-utilized cash, local and foreign.
4. Update the Missions Drive with all information that may help future missions, and help mission leaders to plan better and prevent problems in the future.

### **Second in Command**

- Support the mission leader in leading the team in organization beforehand both spiritually and practically.
- Fulfil tasks delegated by the leader.
- Serve the leader and the team.
- Oversee that the other department leaders under you are doing their jobs.
- Pastorally oversee the team on outreach.

### **Administration**

- Start a Whatsapp group for the team.
- Communicate all meetings and other information to the larger team.
- Serve the leadership team in an administration capacity (i.e. printing).
- Be the admin liaison between the team and the church staff.
- Serve your oversight in an administration capacity.

### **Logistics**

- Help with practicalities of transport, systems and organisation.
- You are in charge of safety of the team on the outreach
- You are in charge of making sure there are medical kits on the outreach.
- Help arrange accommodation and needs.
- Communicate packing lists to the team.



## **i. On The Road**

1. Give each vehicle their travel money (for fuel, tollgates and border-crossing) in an envelope; all slips need to be kept for reconciliation.
2. If there are GPS coordinates available, give them to all drivers.
3. Communication protocol whilst travelling (appoint a responsible person for each vehicle)
4. During the Team training, each driver must be made aware of crisis protocol and driving rules as well as the travel plan.
5. Determine the fuel tank range of the vehicles in the group in order to plan refuelling stops.
6. Appoint one person per vehicle to be responsible for refuelling, to check that diesel and petrol do not get mixed up, and to administrate the travel money.
7. Assist every driver with the cross border process.
8. Arrange for foreign exchange at the border.
9. Remind drivers about animals on the roads and speed limits.
10. Try to keep all vehicles within sight of each other; at every turn off from the main roads, wait and make sure every vehicle makes the turn.
11. Drive slowly on dirt roads; not everyone has that skill.

## **Prayer Coordinator**

- You are responsible for coordinating prayer and intercession before and during the outreach
- It is your responsibility to lead the team in prayer times as you meet leading up to the outreach
- You need to communicate with your oversight and plan the bigger outreach team weekly prayer meetings in the mornings before the outreach
- You need to work closely with the oversight and the program person giving direction to the team and the program.
- You need to prepare the prayer space for prophetic words etc and have a 'prayer strategy' for on the outreach.
- Create and post daily updates to a prayer whatsapp group for friends and family.
- You are to take the lead during team devotional time, i.e. facilitating prayer, team devotional structure, sharing testimonies, facilitating team worship moments, etc.



## **Finances**

- Prepare a budget with the leadership team
- Support the team with fundraising activities and strategies.
- Keep track of the raising amounts and keep the team inspired and in faith!
- Ensure that all members of the team pay before the outreach starts.
- Liaise with Marietjie for funds to be transferred.
- Keep record of all transactions.
- Provide a financial report post outreach
- Any purchase or transaction for the outreach team must be approved by the oversight and finance person.

## **Media (not an official role)**

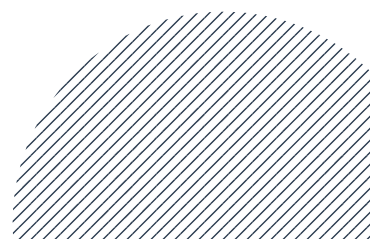
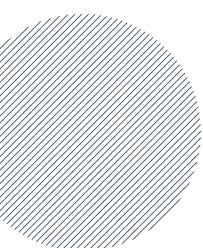
- Take photos and videos of key moments before and during the outreach.
- Co-ordinate with the Church's social media manager to post updates on social media, after the outreach.
- Ensure all media gets uploaded to the church's google drive
- Create a feedback summary video (No more than 2mins) for post-outreach feedback.

## **Worship**

- Lead the team in worship on the outreach
- Consult with Cayley where needed.
- Organize all sound and music equipment for the outreach. Do this together with the logistics person who could help you with transport thereof, etc.

## **Kid's Program**

- Plan how to effectively reach and minister to the kids we will be engaging on the outreach. (where appropriate as required by the receiving church)
- Plan lessons for the kids age groups the team will be ministering to.
- Consult with Kate Morgan for ideas.
- Determine how to team will operate in different areas and in which capacities at the kids' location.



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## Training

- Depending on the mission scope, if there is a training and impartation component, consult with Freddie and Che regarding material and content.
- Set up the program (according to timelines from the Pastor)
- Discuss possible teachers/ministers with Freddie, Che or Marion.
- Ensure materials are printed and taken with,
- Any additional resources need to be ordered and arranged with Marietjie.

## Food

- Responsible for planning the menu (consider availability of food at the destination)
- Arrange the shopping and meal prep teams on mission.
- Ensure there is a suitable kitchen with amenities.
- Work with the agreed upon budget.
- Arrange finances from Marietjie.

*Use this list to keep track of which roles you still need filled for your team.*

**Administration:**

**Worship:**

**Logistics:**

**Kid's Program:**

**Prayer Co-ordinator:**

**Training:**

**Finances:**

**Food:**

**Media:**



# LEADERSHIP DYNAMICS IN A TEAM

## Pastoral Care

- Remember this is a spiritual role. Shepherd your team.
- Little public correction as possible - always one on one (only if it affects the team).
- Check the tone of your voice when communicating.
- Always LISTEN, be open and teachable.
- Guard your heart and lead in love.
- Monitor the health, faith and capacity of team,
- REST is important (take your superman cloak off - rotate difficult tasks)
- Make sure you and the team get enough sleep. Be firm on this point as it is a long mission, an afternoon time period off each day is good, people can use it for themselves or sleep if they want

## Communication

- Always communicate, and stay on top of the details.
- Don't delegate what is your responsibility
- Communicate with your hosts
- Over-communication is better than under-communication.

## How to lead the Team

### i. Team rules

- "Blessed are the flexible they will not be broken"
- Establish these in the beginning - get the team to agree. Such as
  - Agree on times and to be on time.
  - Boys and Girls separate and appropriate behaviour and boundaries.
  - Respect the program and do not go and do your own thing.
  - Attitudes etc
  - Inform the leadership team if you are doing anything outside of the program before leaving - before the outreach if possible.
  - No negative talking/practical jokes against a person.
  - Respect each other & leadership
- Make boundaries clear, it will help you & the team.





## **ii. Team Time**

- Don't waffle on too long, what is the point & purpose of the time, remember the team must rest & sleep.
- Don't need to always communicate everything which does not concern the team.
- Watch the time, especially when its been a long day.
- Reveal what you feel the direction is from God
- Short encouragement/ devotion, not a sermon etc
- Worship/prophetic etc
- Testimonies - may not be able to share all of them
- Not admin meeting
- Ministry meeting
- Stick to your word

## **Team structures of the day**

- Routine will help
- Communicate them in the morning for the day
- If there is a major event or day the next day prepare them well, but allow for time to sleep

## **iii. Team devotions**

- Give people enough individual time & encourage time with God as a priority
- Don't always need group devotion together

## **iv. Team Dynamics**

- Communicate who is in charge of what
- Look ahead for assumptions - but watch for treating people as children in the way you communicate
- Don't open a 'can of worms'

## **v. Team Discernment**

- Spend good time with God
- Watch for tiredness & irritability - people may get frustrated by a lack of direction etc.
- Step out in faith, be ready to say sorry



## vi. End of mission

- Attitude
- Don't be arrogant,
- Guard your heart & mind, still encourage people even when you get back don't ignore the person
- Report to partners
- Team photo
- Team build up & honoring time.

*Is there anything in your role that you find challenging?*

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*Write down your faith goals for the mission, find a scripture to accompany these convictions.*

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*Write down one of your leadership strengths and one of your leadership blind-spots. Pray that you will not rely on your own strength but on the strength God provides.*

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