



SQUAD LEADER

LEADERSHIP MANUAL



v3.1
2018

MISSIONS.ME TEAM CULTURE

Over the past decade Missions.Me has created mission trips that transform not only communities, cities and nations but also leave each of our team members transformed. We do this simply - through God-inspired vision, impacting ministry and a team culture that breeds growth. We ask that each of our leaders carry this culture into every team meeting, every bus ride, every ministry site. Here are the five culture points that make a Missions.Me missions experience like no other experience on earth:

1. SAFETY

Our teams make safety the first priority. Safety in every leg of travel, every ministry site and every activity. Structures are in place to facilitate multiple leaders caring for each missionary and guidelines have been implemented to ensure that no person is ever alone. Each leader must constantly frame each daily activity through the safety of themselves and their team. Additionally, team members strive to create an emotionally and spiritually safe environment that they and their teammates can thrive and grow within.

Culture Declaration: "I will put the safety of myself and others above all else."

2. HONOR

Our teams make honor the cornerstone of any ministry experience. Honor creates the environment for God to work. Our teams express this honor in three ways: 1) Honor our leaders and fellow team members including the gifts inside of them. 2) Honor the people we're ministering to - Not just those in the streets during designated ministry times but making it lifestyle - every person we encounter including hotel staff and translators. 3) Honor God as a member of our team. We welcome Him into our midst at every morning meeting and onto every bus through prayer and worship.

Culture Declaration: "I will honor my leaders, fellow team members, and those I am ministering to."

3. FAITH

Our teams believe for the impossible. The vision of many Missions.Me campaigns test the line of what is possible. Though missions provides opportunities for faith to be tested, we expect our teams to also test the line of what is possible. Our teams carry high expectations for each other, their leaders and their God.

Culture Declaration: "I will keep an attitude of faith in myself and my fellow team members."

4. FUN

Our teams possess contagious joy. Fun brings teams together. Our goal is for each team member to walk away from each trip with life-long friends created through impacting and FUN experiences. Traveling is fun. Experiencing new cultures is fun. Doing it with friends is even more fun. Missions should be FUN!

Culture Declaration: "I will create experiences for my team members that are both impacting and fun."

5. UNITY

Our teams operate in a spirit of unity. If fun brings teams together, unity through love bonds them together. Each team member will join together to create a culture of safety, honor, faith, fun, growth and transformation.

Culture Declaration: "I will do my best to bring unity, love and camaraderie to my team."

TEAM ORGANIZATION: LEADER ROLES & RESPONSIBILITIES

1. THE MISSIONS.ME LEADERSHIP & FLOW CHART

The purpose of the Leadership Flow Chart is to open the lines of communication between leadership and missionaries in effort to create 3 things:

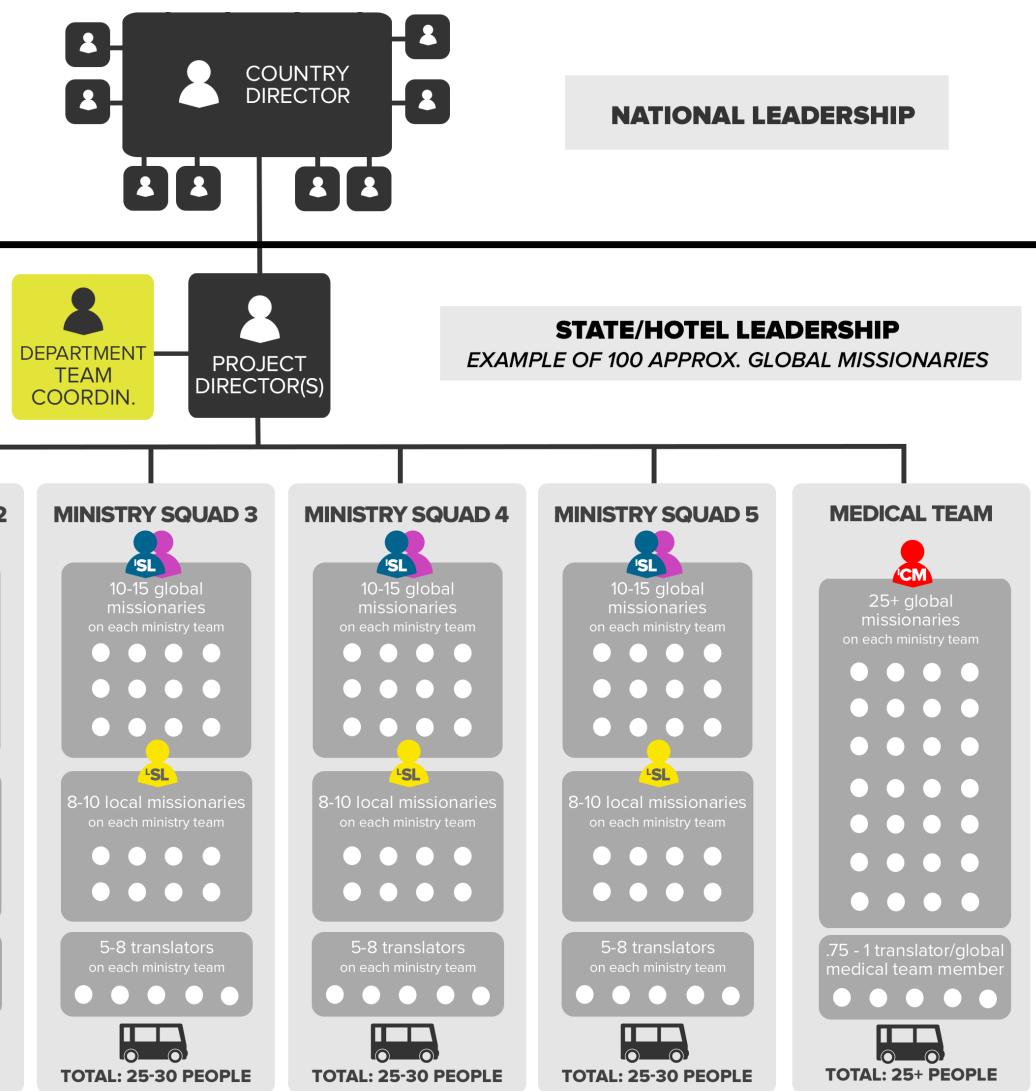
1. Effective and efficient ministry for all locals the team encounters.
2. A safe environment for missionaries of all ages to engage and grow within the team and ministry activities.
3. A balanced missions experience - Constantly perfecting the balance between impacting ministry, memorable life experiences, and creating long-lasting relationships within the team.

BOTTOM LINE: THE M.M LEADERSHIP EXISTS TO SERVE THE MISSION AND MISSIONARY ON A MOMENT TO MOMENT BASIS IN ORDER TO PROVIDE THEM THE MOST FRUITFUL MISSIONS EXPERIENCE POSSIBLE.

Study this flow chart in-depth.

Be sure to know:

1. Your role and expectations.
2. Who you'll report to.
3. Who will report to you.
4. Who you will work alongside.



A. CD - COUNTRY DIRECTOR:

DESCRIPTION OF THE COUNTRY DIRECTOR ROLE:

The Country Director is only appointed in campaigns with multiple team projects. The Country Director oversees logistical components of the entire campaign from beginning planning stages to returning travel. He/she has a hand in appointing leadership, strategizing with local contacts and organizing not only team structure but local ministry, marketing tactics and follow up strategies. The CD connects daily with Project Directors and assists in the resolution of issues and/or emergencies from an administrative perspective.

Bottom line: Set up the Project Directors to win.

B. PD - PROJECT DIRECTOR (1 OR 2 PER STATE):

DESCRIPTION OF THE PROJECT DIRECTOR ROLE:

The Project Director is obsessed with every logistical element pertaining to their state project (25-250 missionaries). As a "Squad Leader" to their Squad Leaders, they empower and delegate to create an efficient and organized state project. They embody the one role whom every missionary looks to for safety, control and organization. Ultimately, for every item pertaining to the project, the buck starts and stops with the PD.

Bottom line: Set up the Squad Leaders to win.

THE PROJECT DIRECTOR'S RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Team transportation, meals, intl. contact offerings, financial budgeting and payment for accommodations; hotel rooming assignments and key distribution, meal planning and organization, morning and evening debriefings, daily Squad Leader meetings, ongoing SL communication, ongoing local staff communication included translator management, ministry quality control, and overall state project management. A Project Director must constantly think like a manager - pro-actively solving problems, communicating, planning and scheduling to fill every moment of the trip with meaningful activities.

CHARACTERISTICS AND REQUIREMENTS OF A PROJECT DIRECTOR:

1. Must be advanced and extensively experienced leaders above the age of 20.
2. Must be outgoing and unshaken by public speaking, preaching or openly sharing their faith.
3. Must be mature in their Christian walk and have a deep foundational knowledge of the Bible and principles of God including the moving of the Holy Spirit around the world. They're prepared to counsel, advise, or pray for any personal issues made known to them by team members and are to keep these personal details confidential unless further action is required by the Missions.Me staff, parental guardians or law enforcement.
4. The integrity, character, behavior and social media profiles(Facebook, Twitter & Instagram) of a PD must be exemplary and must align with the moral standards held by Missions.Me and the organization assigning them.
5. Like a general of an army, PD's never sweat, panic, react in anger or display doubt in view of their team.
6. PD's are the face of Missions.Me. They walk, talk and breathe Missions.Me, its vision and fully support the decisions made by Missions.Me leadership. They defend Missions.Me and its leadership with the utmost fervency.

C. SL - SQUAD LEADER (2 PER SQUAD OF 25):

DESCRIPTION OF THE SQUAD LEADER ROLE:

The Squad Leader is a captain, coach and a disciplinarian for their squad of 20-25 missionaries. Each missionary will look to their Squad Leader more than any other member of the leadership team for constant guidance and an authentic missionary example. They alone possess full authority over their squad, their translators and their squad bus. Qualified Group Leaders are at the SL's disposal for assistance and delegation of responsibilities. It is the Squad Leader's duty to ensure that each missionary on their squad is experiencing the best trip possible - for some missionaries, this means challenging them to step out of their box, and for others, this means stepping out

of the limelight and into a role of servant-hood. The SL must also look to replicate themselves by creating future Squad Leaders out of Group Leaders and other potential Squad Members. True leadership creates more leaders, not more followers. It is important that each SL is hand selected by the Missions.Me leadership or the affiliated organization/church facilitator. Spouses of Squad Leaders should not suppose Squad Leader authority unless designated by the Missions.Me Leadership or Org/Church Facilitator.

Bottom line: Set up every missionary to win.

THE SQUAD LEADER'S RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

First and foremost, the SL is responsible for the safety of every member of their squad while in the mission field. Other responsibilities include creating safety precautions; mobilizing squad to bus/airplane; organizing ministry sites; organizing inter-squad ministry activities; assigning translators; communicating with local Squad Leaders; resolving disputes between squad members; enforcing Dress Code, enforcing signed Rules and Guidelines; daily reports to Project Director; managing Local Squad Leaders and translators.

CHARACTERISTICS AND REQUIREMENTS OF A SQUAD LEADER:

1. The Squad Leader is an extremely active and passionate role. It requires constant high energy and a discerning mind/heart to keep a pulse on the squad environment.
2. Squad Leaders must be experienced leaders above the age of 18.
3. SL's with missions experience are preferred but some form of team leading experience is required. Two Squad Leaders (1 male, 1 female) per squad of 25 is also preferred but not required.
4. Squad Leaders must be outgoing and unshaken by public speaking or openly sharing their faith.
5. SL's are mature in their Christian walk and have a deep foundational knowledge of the Bible and principles of God including the moving of the Holy Spirit around the world. They're prepared to counsel, advise, or pray for any personal issues made known to them by squad members and are to keep these personal details confidential unless further action is required by the Missions.Me Leadership, parental guardians or law enforcement.
6. The integrity, character, behavior and social media profiles(Facebook, Twitter & Instagram) of a SL must be exemplary and must align with the moral standards held by Missions.Me and the organization assigning them.

D. GL: GROUP LEADER (4-5 PER SQUAD OF 25, 1 PER 4-5 MISSIONARIES):

DESCRIPTION OF THE GROUP LEADER ROLE:

Each Group Leader will be assigned 4-5 squad members for the week. This should include at least one male at least 16 years or older. GL's should be viewed as SL's in training. Throughout the week, the SL will attempt to develop the leadership potential in the Group Leaders and by week's end, the Group Leaders should be holding 80% of the SL's responsibilities.

THE GROUP LEADER'S RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Keep eyes on all group members while in the mission field; lead group discussions and prayer times; keep close attention to group's health, eating habits and relationships with fellow squad members and roommates; faithfully support the instruction and vision of the Squad Leader; handle all responsibilities assigned by the Squad Leader with excellence. ***Bottom line: Keep your group safe and serve your Squad Leader.***

CHARACTERISTICS AND REQUIREMENTS OF A GROUP LEADER:

1. The Group Leader is a responsible but not necessarily experienced missions leader with some domestic leadership background.
2. Group Leaders must be responsible adults age 18 and older.
3. They should be unshaken by public speaking.
4. The integrity, character, behavior and social media profiles(Facebook, Twitter & Instagram) of a GL must be exemplary and must align with the moral standards held by the organization assigning them.

THE LOCAL LEADERSHIP STRUCTURE & FLOW CHART

Our local support team is also made up of many amazing leaders functioning in various roles. These leaders work together but also work separately on their own projects. We have deliberately named these roles “coordinator” to encourage teamwork and servant-hearted leadership. These leaders and their team members are now part of your team! Your teams should treat them as part of the squad.

A. DEPARTMENT TEAM COORDINATOR

DESCRIPTION OF THE DEPT. TEAM COORDINATOR ROLE:

The Department(State) Team Coordinator or DTC is the captain of the team schedule for the ENTIRE DEPARTMENT(state). They have worked closely with the ministry site leaders to create the squad schedules and are familiar with all locations. They also have worked with the youth in the city - schools, universities, activist groups to rally the youth of the city. In more cases than not, they have worked multiple months and hundreds of hours in preparation for the team's arrival. They have also recruited and assigned each Local Squad Leader and their translators. They are the communication point between the Project Director and all team Logistical Items i.e. bus company, churches, medical clinic supervisor. They also have relationships with local youth programs and have rallied youth involvement for various events including the Welcome Party, Saturday Parade and Stadium Event.

B. LOCAL SQUAD LEADERS

DESCRIPTION OF THE LOCAL SQUAD LEADER ROLE:

The Local Squad Leader is the captain of their team of volunteers and translators, and is the communication point between the M.M Squad Leaders, the bus driver and the Department Team Coordinator. The Local Squad Leaders should have a full team ministry schedule and should be familiar with the locations they'll be visiting each day. They should know the entire map of the city including the dangerous areas of the city and the most populated areas of the city. Local Squad Leaders will also communicate with their teams volunteers, translators and bus driver to communicate start and end times. They will hold team members accountable for showing up on time each morning.

C. LOCAL SQUAD MEMBERS

DESCRIPTION OF THE LOCAL SQUAD MEMBERS;

Local squad members are trained members of the squad who have been recruited from a local church. They will dance, act and preach alongside you. Welcome them onto your team and get to know them.

THE DNA OF A SQUAD LEADER

A Missions.Me Squad Leader should strive to capture the spirit of the following 11 characteristics:

1. AN EXAMPLE

The Squad Leader is a role that requires a great amount of energy and proactive leadership. Every missionary looks to the SL as THE IDEAL MISSIONARY. Your squad will follow your lead when it comes to energy levels, excitement, passion, focus, unity, spiritual depth, and thinking or acting “outside of the box”. As Squad Leaders, you’ll set the bar of how high your squad can go. Remember, they can only go as high or below the example you set. You are the ceiling. **What you display in moderation, your squad will model in excess.** This goes in both directors - positive and negative. If you break the rules or violate team policy, even a little, your squad will run with it. If you honor the leadership, honor the rules, honor the people, your squad will display honor.

2. A CAPTAIN

Like great captains or Cap’ns before you - Kirk, Solo, Ahab, Crunch, Hook, America - you take your squad out into a strange new world each day. They look to you as their leader in the midst of fear, failure, conflict and success. Aye Aye Cap’n.

3. A COACH

You encourage and promote your squad members. Constantly helping them through countless first time experiences, giving them strategies and tips for handling new and challenging situations. Readdyy...break!

4. A SPIRITUAL LEADER

Every missionary comes on a Missions.Me trip with different spiritual expectations. Most expect to experience something new or further themselves spiritually. Each squad member will look to the SL to set the tone for the Spiritual Culture on the squad. In the exact same way that at SL would create a culture of leadership, safety, focus or fun, the Squad Leader must constantly be feeding and regulating the Spiritual Culture of their squad in a way that is healthy, balanced, faith-filled, and theologically sound.

Every missionary comes from a different religious background. Most have varying theological beliefs and its imperative that the Squad Leader is sensitive to this. In the first few days, be sure to connect with the different group leaders on your squad to find out where they and their team members are coming from spiritually - what their expectations are, what they’re believing for, how they worship, how they pray - and be sure to create your Spiritual Culture with this information. Its imperative that the Squad Leader not “push” or “press” their theological beliefs upon their squad. *Example: As a SL, if you believe in the use of the gift of tongues, your squad doesn’t all need to be operating in that gift by the end of the trip. If tongues is used during prayer, this may stir up conversation so be ready with Biblical support of your beliefs. The same goes for regulating other “strong” members of your squad - If they are pressing their beliefs, be sure to pull them aside and address it in a loving way. As always, use your Project Director as a help for any questions or advise in dealing with these sticky situations. With the hot button political & social issues of the day, be ready to communicate your personal convictions along with what the Bible says with grace and love.*

A healthy, balanced and effective Spiritual Culture will breed faith, team prayer, individual prayer, team worship, an open floor for sharing personal spiritual experiences and testimonies, and a desire to understand and experience the deeper things of God. You’ll witness squad members constantly praying for each other, requests for worship on the bus, group conversations about the things of God, and deep Spiritual experiences including healing, deliverance and salvation during squad time.

5. A PROBLEM SOLVER

Each leader must be prepared for any issue, big or small. Before the trip, start thinking through some of the problems that you may face as a leader. As missionaries, we are working foreign lands - areas where you may not know the language or even one person living there. Working with an local staff WILL create problems in communication and expectations so all leaders must be prepared to roll with change on the fly. Place yourself in tough situations and think through your reactions and actions you would take to address these issues.

For example: What if my squad is outside performing skits and a thunderstorm rolls in? The audience begins to scatter. The squad is getting soaked. What do you do to salvage the time you have? Find a sheltered area. Locate sheltered ministry locations - malls, grocery stores.

For example: What if your LSL is late or held up and your squad is sitting around waiting? Instead of allowing them to become inpatient and pepper you with questions, get some group time going. Have groups pray together, talk together. Make the most of every moment.

6. A CULTURE THERMOSTAT

Balanced leadership is great leadership. To be able to lead your squad in a powerful prayer then laugh with them a few minutes later creates a safe environment for squad members to grow and be themselves. It also creates an environment in which squad members can create long lasting relationships with their fellow missionaries which results in long-lasting change in their lives. If they have created Godly supportive relationships, their lives will never be the same. As a SL, you'll notice that your squad's focus will go through ups and downs. Not knowing what to expect for the first few days, they will be focused at a high level. As your missionaries become more comfortable with their surroundings, you will notice a dip in focus. Please ensure that throughout the week, free day activities and crusade, you project maintains a high level of focus.

7. A SHIELD

Hey Squad Leader, let us introduce you to our friend **T.I.M.**

Imagine with me: Its 9am Monday morning. The translators are late. We're out of sandwich bread. The hotel is demanding that you remove all supplies from their conference room. One of your teenage missionaries is vomiting in the bathroom. Their parents are demanding you send them home today. There was a miscommunication with the bus company and they didn't think you needed their services today. Your Project Director isn't picking up their phone. It would seem as though the trip is falling apart before your eyes.

T.I.M. stands for "This Is Missions". He shows up at some point on every missions trip.

YOUR JOB IS TO SHIELD YOUR SQUAD FROM T.I.M.

Thankfully, with Missions.Me, T.I.M. will never show up as loud or as crazy as described in the examples above BUT T.I.M. will show up at some point throughout your trip. When stress is rearing its ugly head. When things seem to be falling apart. When your squad isn't running like a well-oiled machine, just step back and say, "This Is Missions." Let's face it - working in another nation with a huge language barrier is difficult. Working with 50-400 people who all have specific roles and responsibilities, odds are someone will let you down - daily. Trying to do something in a city or nation that has never been done before - now you're just ASKING for trouble.

Your job as a Squad Leader requires you to shield your squad from difficulty, stress and problems. Handle them quickly and quietly. If your squad is waiting for an hour or two because someone dropped a ball or forgot to do something, give them an activity - pray in groups, practice a drama their struggling with, or do something completely off the wall! Great Leadership requires that peace overcomes strife and that order overcomes disorder even if its just the appearance of peace. Your squad will feed off of your stress and your level of peace. They'll be calm if you're calm. "Never let them see you sweat." Be a shield.

8. EXCELLENT

We believe that excellence is the fruit of wisdom and that excellence is our best witness. One of the foundational pieces of any Missions.Me campaign is to attract high level leaders. The only way to do this is by doing things with excellence. People are attracted to and inspired by excellence. Be sure to pursue excellence in every area that you manage. From the quality of ministry presentation to the quality of the alter call - constantly rearrange the pieces of your squad to create a machine that is excellent.

9. A LEADERSHIP GREENHOUSE

“Great Leaders create more leaders, not more followers.” Throughout the week, be a leader that strives to see the leadership gifts within your Squad Leaders and Group Leaders flourish. Here on some tips on empowering your leaders to grow:

A. SETTING EXPECTATIONS

A wise man once coined this equation, “Expectation -(minus) Reality =(equals) Conflict.”

As a SL, it is your responsibility to create as little “conflict” as possible. So, it is vital that when initially meeting with your Group Leaders and missionaries that you clearly and effectively communicate your expectations of them. The purpose of this manual is to clearly communicate Missions.Me’s expectations of you. Our goal is to provide as much clear information and direction regarding your role in order to avoid conflict between you and Missions. Me, you and your leaders, you and your squad, you and your Local Leaders. Be prepared to meet with your leaders and squad to equip them with their responsibilities for ministry, focus, behavior, promptness, etc.

B. UPHOLDING EXPECTATIONS

Be prepared for someone on your squad to fail you at some point throughout the week. It will happen - Its human nature - Get ready. View these failures as opportunities for growth. Be prepared to gently correct, re-communicate your expectations and move on. Missions always challenges individuals to be their very best - if done correctly, you will have not only corrected the issue, but taught valuable life lessons. Use constructive criticism, not public humiliation. Be firm and speak to minors as if they are adults. Speak to the leader in them, not the failure or insecurity. Respect them and they will respect your expectations.

C. DELEGATION

Guess what SL’s, you don’t have to shoulder all of this alone! Your GL’s have been CREATED to SERVE you. Give them responsibilities. Give them roles. You shouldn’t be setting up chairs or configuring sound boxes. You shouldn’t be carrying water or supplies. Your leadership demands that you focus on big picture, not details or else you will burn out quickly. Feel out the caliber and capacity of your leaders, then share your expectations and lean on them. They WILL rise to the occasion and grow through your challenges. Serve them and they will serve you.

10. TEAM PLAYER

A. WORKING WITH LOCALS

You’ll quickly find that the schedule is constantly changing based on the movements of the Local Team. Those currently living in western culture have a very specific way of getting things done. Westerners live and die by checklists, spreadsheets, calendars, and most importantly, time. Many other cultures do not work the same. Please start by expecting your DTC, LSL’s, Local Team Members, Translators and Bus Drivers to be on time. The Missions. Me team has communicated this thoroughly. If a pattern of being late does arise, please address it firmly and respectfully with your Local Department Team Coordinator. If we are paying a bus to be at the hotel at a certain time, it is imperative that the bus is there at that time. Please feel no remorse in correcting this common issue.

Also be sure to verify tomorrow's schedule each evening with your DTC and pass it on the next morning to your SL's during the Golden Half Hour. Make sure everyone is treating translators with respect and not as employees. Show your appreciation for the translators regularly. After all, they are giving up time away from work, school and their families the same as you. On every trip, the team creates great bonds and friendships with their translators. They end up joining in the dramas and will Facebook friend request every single one of their team members.

NOTE: ALL CENTRAL AND SOUTH AMERICANS ALSO REFER TO THEMSELVES AS "AMERICANS". AFTER ALL, THEY DO LIVE IN CENTRAL AMERICA OR SOUTH AMERICA. SO IF YOU'RE AMERICAN (US), BE CAREFUL WITH REFERRING TO YOUR TEAM AS "THE AMERICAN TEAM" OR "THE AMERICANS". SIMPLY REFER TO THEM AS "MY SQUAD".

B. WORKING WITH A CO-LEADER

Seven Keys to working with a co-leader:

1. Communication - This is #1 for a reason. Before you set expectations for your Group Leaders, prepare with your co-leader and set expectations for each other. Talk through every detail of how you want to lead your project and empower your leaders. Talk through each other's strengths and weaknesses. Talk through roles and responsibilities. Make sure every detail is handled and don't let things "just work themselves out." If something isn't assigned, it won't get done.

2. Complement each other - We're not talking about "You look good today!" or "You cracked down on that girl with the tights like a beast!" - We're talking about finding out each other's strengths and weaknesses and complementing each other as a team. One co-leader may be more outgoing, the other may be more organized - establish your roles to align with these strengths. The outgoing leader will be great at leading morning and evening announcements while the organized leader may be great at filling out forms. Talk about your strengths and weaknesses openly with your co-leader. You'll make a PERFECT team!

3. Trust - Trust that if your co-leader has said they'll handle something, they'll handle it well. Believe in them and they will rise to the occasion. No one likes a micro-manager.

4. Have fun together - Don't make this all about work. Laugh together, share stories and have fun during announcements. If you're having fun, your project will have fun.

5. Be a friend - This can be a stressful week, especially for those who don't have much experience. Relax with each other and share your frustrations. It feels good to vent.

6. Show honor - It is imperative that you always show honor for your co-leader in front of your squad. Never question them or they're authority. If you respect your co-leader, your missionaries will respect them. If you don't respect your co-leader, your missionaries will NOT respect them.

7. Pray for him/her - Before, during and after the trip, pray for your co-leader. They will need it. And know that they're praying for you!

11. RESPONSIBLE

A. WORKING WITH MINORS

It is the chief priority of every level of leadership to provide a safe environment for our teams. Furthermore, on every Missions.Me trip, a good portion of team members in attendance are young people ages 13-17 years old. As core leaders it is critically important that we protect, advise, confront, and correct by adhering to the following guidelines.

1. Never be alone at any time with a minor of the opposite gender.
2. In any situation requiring medical attention or confrontation make sure a witness is present at all times
3. Fill out incident reports for all situations where minors are confronted, corrected or in need of medical treatment

B. ENFORCING RULES & DISCIPLINE POLICIES

A time may come throughout the week when you may need to exercise your authority as a Squad Leader. Here are

5 steps to a successful confrontation: (All confrontations should be documented with a witness in leadership, i.e. a Squad Leader or Project Director)

1. Create a private, safe and conductive environment
2. Use a pre-established baseline agreement (What you did was wrong according to something that you agreed to abide by. Example: Dress Code or signed Rules and Guidelines)
3. Confront actions, not character. (You did this wrong, but we know that you're better than this)
4. Ask open ended questions and keep conversation focused
5. Fork the road - Give them 2 choices, 1: Keep making the same choice or 2: Change.
6. Communicate to them the consequences of the next offense.
7. Watch your phrasing; avoid 'always' and 'never' statements
8. Establish next steps

Please adhere to the following discipline structure in cases where Missions.Me Rules and Guidelines have been broken.

1. First Warning: Sit down with offender and Squad Leader, address the issue and explain the consequences of more offenses.
2. Second warning: Sit down with offender and Squad Leader. Consequence: Offender stays in room during free day(s)
3. Third warning: Sit down with offender and Squad Leader. Consequence: Trip dismissal at the expense of the missionary or parental guardian.

1. DRESS CODE

It is the responsibility of the Squad Leaders to enforce team Dress Code. Each team member must adhere to the following guidelines when dressing or else they need to be asked to change. If you think something may be questionable, you need to address it. Utilize your Squad Leaders to uphold these standards. The current Male and Female Dress Code standards on the following pages:

2. RULES & GUIDELINES

Before landing in country, each team member will have signed a "Rules & Guidelines" document which commits them to a behavioral standard set by Missions.Me. It is the responsibility of the Project Director and Squad Leaders to enforce these guidelines with penalty. Please read over the document and be able to enforce if needed.

BREAKING ANY OF THE FOLLOWING RULES ARE GROUNDS FOR IMMEDIATE DISMISSAL FROM THIS MISSIONS.ME TRIP:

1. Illegal acts of any kind including assault, possession of illegal drugs or weapons.
2. Consumption or possession of alcoholic beverages or tobacco products of any kind.
3. Departing the designated team housing area alone or unsupervised without the consent of a Squad Leader.
4. Departing your team or assigned group at any time without the consent of a Squad Leader.

BREAKING ANY OF THE FOLLOWING RULES ARE GROUNDS FOR IMMEDIATE DISCIPLINARY ACTION AND POSSIBLE DISMISSAL FROM THIS MISSIONS.ME TRIP:

1. Fighting with fellow team members.
2. Romantic displays of affection with a member of the opposite gender that is not your spouse.
3. Disorderly or deliberately disobedient conduct.
4. Profanity or temperamental outbursts.
5. Disrespectful attitude towards locals or international team members.
6. Disrespectful attitude towards Squad Leadership.

As a participant of a Missions.Me trip, I, _____, have read and fully understand the rules and regulations above. I also understand that I must comply with all Missions.Me rules and regulations in order to make my missions experience the best it can be. If I choose not to comply with these rules, I understand that I am subject to the consequences and even dismissal from the mission field AT MY OWN EXPENSE.

THE DRESS CODE RULES

1. The goal of the dress code is to look culturally respectable while staying comfortable in extreme conditions.
2. Please follow the Dress Code with margin. If something may be questionable, you probably shouldn't bring it.
3. You will be asked to change if any of these guidelines are tested.
4. Bring clothing and shoes that you don't mind getting sweaty and dirty.
5. Bring clothing and shoes that you can be active in. Think of the dramas you are performing - will your clothing be appropriate if you're kneeling on the ground or bending over?
6. The climate in Central/South America in July : 80-100° with high humidity during the day and 60-80° at night.

MEN: NO SAGGING PANTS OR HATS/SHIRTS WITH INAPPROPRIATE TEXT.

WOMEN: NO CLEAVAGE ON TOP OR ON BOTTOM

HOW TO NAVIGATE THE DRESS CODE

The Missions.Me Dress Code has four settings for four environments you'll experience on the trip. Your leaders will notify you to each Dress Code setting before each event throughout the week.

S STANDARD DRESS 6-7 outfits (ex: Day Neighborhood Ministry, Dramas, any ministry events outside of the hotel)

GENTLEMEN STANDARD DRESS (6-7 OUTFITS)

SHIRT



T-Shirt or Polo. Hat. No Tanks, Nothing sleeveless.
No offensive words on shirts or hats.

PANTS



Jeans, Colored Pants, Cropped Pants or Khakis.

FOOTWEAR



Closed Toe Shoes including Athletic, Toms, Crocs, Converse
No sandals or Flip Flops.

LADIES STANDARD DRESS (6-7 OUTFITS)

TOP



T-Shirt or Blouse with high neckline or paired with an undershirt. No
Tanks, Nothing sleeveless. All shirts should reach past your waist.

BOTTOM



Loose Fitting Jeans, Colored Pants or Capris cropped past the knee
No Jeggings or Leggings!...ever.

FOOTWEAR



Closed Toe Shoes including
Athletic, Flats, Toms, Crocs, Converse

F
FORMAL
DRESS

2 outfits

(ex: Evening

Church

Services,

Conferences)

GENTLEMEN FORMAL DRESS (2 OUTFITS)

SHIRT



Long sleeve or short sleeve collared button down shirt.
If speaking, tie and jacket required.

PANTS



Dress Pants, Khakis or Colored Pants. No Jeans.

FOOTWEAR



Dress shoes. No athletic shoes, sandals or Flip Flops.

LADIES FORMAL DRESS (2 OUTFITS)

TOP



Nice Blouse, Long Dress or Jumper. No Spaghetti Straps or Strapless unless paired with a sweater or jacket.

BOTTOM



Skirt or Dress that reaches to the knee **WHEN SEATED**.
No Leggings!...ever.

FOOTWEAR



Nice Sandals, Flip Flops or Flats

GENTLEMEN CASUAL DRESS (4-5 OUTFITS)

SHIRT



T-Shirt, Tank Top, Sweatshirt.

PANTS



Jeans, Pants, Sweatpants, or Shorts.
Bathing suit that reaches to the knee.

FOOTWEAR



Any Shoes, Sandals or Flip Flops

LADIES CASUAL DRESS (4-5 OUTFITS)

TOP



T-Shirt with appropriate neckline or paired with undershirt. Tank Top with thick straps, no spaghetti straps. Sweatshirt. 1-piece bathing suit.

BOTTOM



Jeans, Pants, Sweatpants, or Shorts
No Leggings, Jeggings, Short Shorts, Daisy Dukes or Soffe style shorts with words on the butt.

FOOTWEAR



Shoes, Sandals or Flip Flops

C
CASUAL
DRESS

4-5 outfits

(Training, Air Travel, Free Day, Hotel Free Time, Evening Hotel Meetings)

A WEEK IN THE LIFE OF THE SQUAD LEADER

A week like no other on earth.

1. PRE-DEPARTURE : SPIRITUAL & PRACTICAL PREPARATION

There are a list of things that you'll need to accomplish before trip departure:

1. Prepare your squad theme or message with your co-leader. Bring this to God in prayer. He will help prepare you to lead your squad.
2. Talk with your Project Director. They have your information. They should be getting in contact with you.
3. Trip Cost - Please get the required funds in by posted deadline.
4. Trip Requirements - If you haven't already, please complete these on your M.M profile.
5. Attend all Squad Leader Conference Sessions.
6. Prepare spiritual and practical nuggets. Based on your missions experience, write a few short wisdom nuggets that will help inexperienced missionaries succeed on the trip. Examples include "endurance" "focus" "faith when you don't see God" "compassion" "prayer tips". You'll be able to share these at random times throughout the week while on the bus with your squad.
7. Pray for your group leaders and squad. Cover your missionaries in prayer!
8. Practice the dramas. You'll be Quality Controlling your squad's ministry. Be sure to know what they know so you can keep the standard of excellence high.

2. TRAVELING AS A TEAM

A. MOVE AS ONE

When it comes to moving a large group of people, anything can go wrong. It is important that your project is prepped and focused during this time. Groups should travel as one. Groups will sit by each other on a bus, grab luggage and move through the airport as one, check into their flight as one, move through airport security and customs as one, board the flight as one, exit the flight, grab checked luggage(including ministry supplies) and travel to their hotel AS ONE. There is no excuse for ANYone to EVER be separated from their group during squad or project movement. Squad Leaders and Group Leaders should be closely monitored that they are doing their job. You possess the most valuable merchandise on planet earth - the living, breathing, walking, talking child of someone somewhere who loves them more than anything in this world. Protect this merchandise at all costs and never let it out of your site.

B. TRAVEL RULES AND GUIDELINES

Instruct your squad to follow these important rules:

1. Never be alone.
2. Move when your leader tells you.
3. Never be alone.

3. ARRIVAL IN YOUR MISSION NATION

A. CUSTOMS AND LUGGAGE RETRIEVAL

Upon arrival, your team will be ushered through an expedited immigration process. Complete necessary forms for immigration with your hotel information. Inform all missionaries to tell immigration agents that they are here with "1Nation1Day Missions" or "1Nacion1Dia Missions" if asked about the purpose of their trip. All airport taxes are covered within trip cost. Neither you or your team should be asked to pay anything upon arrival.

Proceed through the customs desk into the luggage claim. Be sure to pickup all missionary luggage with your team luggage tag as well as any ministry supplies that come across the belt. Its important to assign other leaders to help you with this.

B. CONNECTING WITH YOUR DEPT. TEAM COORDINATOR AND BUS

After picking up all luggage, lead your team out of the airport into the pick up area. Either your Department Team Coordinator, co-Project Director or other leader should be waiting for you and will direct you to your team bus.

C. ENSURE ALL TEAM MEMBERS ON YOUR BUS BEFORE DEPARTING THE AIRPORT

Use the Team Roster in your Leadership Binder and help your PD take role before departing Managua airport.

D. SECURE ALL MINISTRY AND/OR MEDICAL SUPPLIES BEFORE DEPARTING THE MANAGUA AIRPORT

You and your team may be asked to carry-on or check supplies such as Medical Supplies, Sound Boxes, or First Aid Kits onto the charter flights. If assigned, ensure everyone on your team has what they were assigned before checking in for their flight. Its also probable that supplies will await you upon arrival. Some of these supplies include ministry supplies, medical supplies, portable speakers, lunch supplies, and water bottles. Please ensure all supplies are loaded onto your team bus before departing the airport for your state. It will be very difficult to transport these supplies to your state if you leave them behind.

E. PREPARE YOUR TEAM WITH THE FOLLOWING STEPS BEFORE EXITING THE BUS FOR YOUR HOTEL:

- 1) ANNOUNCE A MEETING TIME.** Before releasing your team, let them know what the next scheduled event is.
- 2) ANNOUNCE ROOM LEADERS.** The Room Leader is the first person listed on each room on the Rooming Assignments sheet located in your TD folder and in each Missionary folder.
- 3) HAVE ROOM LEADERS COLLECT PASSPORTS FROM THEIR ROOMMATES:** if your passports copies have not already been sent to the hotel in advance, the hotel will need to physically copy every passport of every missionary at your hotel. Please check with your Country Director to see if your passports have been pre-mailed. Room Leaders will collect the passports from their roommates BEFORE they exit the bus.
- 4) ROOM LEADERS EXIT THE BUS, CHECK-IN AND GET ROOM KEYS FOR THEIR ROOM.** They alone will join the Team Director at the hotel front desk. They will retrieve room keys for their room then meet up with their roommates.
- 5) WOMEN WILL EXIT THE BUS FOLLOWING THE ROOM LEADERS.** They will go directly to the lobby.
- 6) MEN WILL EXIT THE BUS AND CARRY IN ALL LUGGAGE** (not just their own) into the lobby.
- 7) MISSIONARIES WILL COLLECT THEIR LUGGAGE AND WAIT FOR THEIR ROOM LEADERS.** They will go to their rooms for an allotted amount of time(Team Director selects) then meet back in the lobby.

4. POST HOTEL CHECK-IN CHECKLIST

Once everyone is checked in, fulfill the following checklist of items.

A. MEET WITH YOUR CO-TEAM DIRECTOR AND GET CAUGHT UP

Get the update from their past few days, and start moving forward through the schedule. Depending on how much time you have, you should have at least one meal and time for a meeting before bed.

B. CONFIRM THE SCHEDULE FOR THE NEXT 24 HOURS

Make sure you and your Squad Leaders know what is expected for the next day.

C. MINISTRY PRESENTATION / MEDICAL CLINIC TRAINING

Depending on what time you arrive, you'll have the opportunity to hold a team-wide training session in either in your U.S. training city or in-country. This is a time to sync your team together as one efficient ministry powerhouse. Your project may have trained together or they may have trained separately. This is a time to bring them together and get everyone on the same page. Go through dances, dramas, testimonies, the Net and prayer ministry time. We recommend handing much of the ministry training off to the Squad Leaders as you'll have lots to do in in-country.

D. SPIRITUAL TRAINING & PREPARATION

Your team also needs to sync spiritually. Break into squads and groups and pray for each other.

E. CONFIRM ROLE ASSIGNMENTS

Within each Squad the following roles should be assigned to Group Leaders (keep in mind that these roles can be delegated by Group Leaders to their group members but ultimately, the Group Leader is responsible). Squad Leaders will assign these to their squad with the designated lanyard inserts inside their Squad Leader binder.

1. MINISTRY SUPPLY LEADER - This person will keep track of their squad's Ministry Supply box throughout the week. They will pick it up at the appointed time, take it to their room, bring it to the airport, check it in at the airline desk, pick it up country, load it onto the bus, unload it to their room, and bring it to every ministry site for the rest of the week. They should keep the supplies clean and organized then drop supplies at appropriate drop location at your hotel.

2. LUNCH LEADER - This person is responsible for making lunches throughout the week. They collect lunch supplies from their squad and keep them in a secured location. They will also collect bread, and other lunch supplies from the Project Director and restock these supplies as needed.

3. SOUND BOX LEADER - This person will collect the Sound Box at the appropriated time. The Sound Box leader will keep track of cords, microphones and make sure the sound box is FULLY CHARGED before the start of each day. They should keep the supplies clean and organized then drop supplies at appropriate drop location at your hotel.

4. FIRST AID KIT LEADER - This person will keep the First Aid Kit on them at all times when out with their squad. They need to be prepared at a moments notice to use the kit. They should keep the supplies clean and organized then drop supplies at appropriate drop location at your hotel.

5. FLYER MANAGER - Each squad will be given flyers to hand out at every site. Be sure they are taking inventory and communicating with the necessary individuals to receive more.

F. SETTING THE TONE

While every travel/training day will break down differently, Project Directors and Squad Leaders may have opportunities to gather their project in a designated state area or room, introduce themselves to their project and communicate the type of project they want to lead. This is simply a time for each team to get to know their leaders and each other. Add this agenda to your first team meeting in country.

G. MEET AS A PROJECT BEFORE SENDING YOUR TEAM TO BED

Hold your first meeting as a team! Your Project Director will get everyone focused for the start of the ministry week. The Meeting Agenda is listed below:

ANNOUNCEMENTS

In your first team meeting before or after team training, PD's will make the following announcements:

A. Welcome to the hotel! Here is what we expect of you while you're at the hotel.

- Be respectful of other guests
- This is our first ministry site. The desk staff, maids, and other guests will be your first opportunity to witness and represent Christ.
- Use inside voices
- No rough housing
- No Guys in Girls Rooms/No Girls in Guys Rooms
- If you ever need to reach us in the middle of the night for any reason, here is my room number as well as the room numbers of all the Squad Leaders. [Announce room numbers]
- The PD will announce "curfew" times every night based on what time the team returns from ministry.
- Curfew means IN YOUR ROOMS. Please let your roommates sleep.
- You must sleep. No prayer meetings after lights out. No sneaking out of your room. - This is grounds for trip dismissal.
- Do NOT make any charges to your room. The hotel has approved you for breakfast and dinner only. If you'd like a snack from the restaurant during free time or want to get your clothes cleaned, you need to pay cash for it.

B. Walk through the documents in missionaries folders

1. Team Culture Points (listed on Flow Chart documents in missionary folders)
2. Flow Chart and Team Structure
 - Flow of authority
 - Make sure that authority is established by PD's and SL's. No going around your a leader's back or going to another SL or another PD just because you don't like what one leader said.
 - Introduce the State Sponsor and allow them to welcome the team.
 - Role of Project Director - Authority of entire team
 - Role of Squad Leader - Authority on your bus
 - Role of Group Leaders - watch, protect, keep group together.
 - Introduce Squad Leaders
3. Schedule
 - Go through the daily schedule and set expectations
4. Rooming Assignments
 - Give your room number to your SL's. Give SL's room numbers to their squad members.

C. Team Rules - Here is what we expect of you at all times.

1. No Captain Obvious(s)

- Never say what every one is thinking: "It's so hot!" "I don't like this food!" "I'm so tired!" "My roommate smells!" (ok, maybe deal with this one)
- Always be positive.
- Please report all Captain Obvious' for rule reinforcement during team meetings.

2. No Purple.

- Blue are boys, girls are pink...what happens when you mix them? Purple.

- No one should ever be alone with the member of the opposite gender that is not their spouse or finance.

3. On Time = Early

- If your on time, you're late.

4. Never Be Alone...Ever - No one should ever be alone for any reason.

- Always stay in your approved groups

- If you are walking to and from your hotel room to breakfast and meetings in the hotel it is ok to be with your roommates.

- Never wonder off at ministry sites. Don't go pray for someone 100 yards away. Go with your group with the approval of your Squad Leader

5. Stretch EVERY DAY (two meanings)

1. Be Flexible! The schedule will change! Growing things change, so we celebrate change and innovation this week. Be prepared to be rushed, then sit and wait for a while. Be prepared to be communicated several different plans. Things will change. This is missions.

2. Committ to yourselves that you'll do something to stretch yourself EVERY DAY.

D. Health and Hygiene: Health is Wealth this week

- Take care of yourself. Eat, Drink, Stay Healthy. If you get sick, you sit out.

- No fasting. Thats for before the trip.

- If you are not feeling well talk to your leader. You don't have to "Suffer for Christ"

- If you have a special health issue or allergy that I or your SL have not previously discussed with you about, please find me after this meeting. (highlighted in yellow on forms)

- Bottled water

- Everyone must drink 3-4 bottles per day

- Write name on your bottles

- Use bottled water to brush your teeth

- NEVER Drink tap water or use the ice unless its approved by a leader

- Food

- ONLY eat hotel food or food approved by your Squad Leader or Project Director.

- Do NOT eat anything off the street.

- Toilets

- If plumbing is suspect, do not flush toilet paper or feminine products down the toilet.

- Wipe move drop in trash can

- But don't go after toilet paper that you have wiped and dropped in the toilet.

- Hygiene

- You must take a shower every day, and this means a full body shower with soap

E. Everything Else

1. Valuables

- Listen to your Squad Leader on when to bring out your cameras and phones for pictures. Leave all jewelry/expensive bags/electronics in your room hidden in your suitcase.

2. Exchanging Money

- You will get a chance to exchange money on the day before our free day. You will not need to exchange money before that as there will be nothing to buy until then. We're going to a market where you'll be able to buy all the souvenirs you'd like.

3. Team T-Shirts

- We will wear them as a team at the big event. Don't get yours sweaty before then.

4. Phone Calls - Offer the opportunity for all missionaries to call home via Facetime or Skype. There are also other free services like Google Hangouts that provide free web communication. If a missionary absolutely MUST call home, let them use your local phone.

F. Ministry Updates / Unity / Training

1. Ministry Presentation - Make sure everyone is on the same page. Schedule training times if needed.
2. Medical Team, Water Team Members - Please be on the same page before departure tomorrow.

G. Tomorrow

1. Discuss schedule for the next Morning
 - Individual Devo Time
 - Breakfast time(s)
 - Group Devo Time
 - SL's will eat breakfast with PD for "Morning Huddle"
2. Appropriate dress for Breakfast
 - Dress code for tomorrow.
 - Bring Bible
 - Bring notebook
3. Bring your PB&J with you to Breakfast and give it to your Squad Leader
4. Verify that all Supply Leaders are prepared (i.e. charging sound boxes, have lunch supplies, etc.)

H. FINAL ANNOUNCEMENT - VERY IMPORTANT!

Before leaving this room, hand your passports to your Squad Leader. They will seal them in a plastic bag and keep them on their person for the entire trip. You will get your passport back on the bus ride to the airport on Sunday.

Goodnight!

6. THE START OF EACH DAY

Each morning following breakfast, the Project Director will hold a project-wide (every squad in your state) meeting. This is a time to fill up each heart for a long day of pouring ourselves out to others.

BE SURE TO ASSIST YOUR PD BY SETTING UP A SOUND BOX EACH MORNING AND HAVE WORSHIP MUSIC PLAYING AS THE TEAM WALKS IN.

BEING ON TIME - Be sure to hold your team accountable for meeting times. Being late is not an option.

RULE BREAKERS - Address any issues with Rule Breaking, no matter how big or small. Your Project Director may have some fun ideas on how to make an example of those who don't finish water bottles or play the Captain Obvious role.

A. BREAKFAST

Make sure your squad eats. A lot. You'll need the energy. Eat high protein foods like eggs and beans. Again, no fasting. Be mindful of any food allergies your squad may have. Make sure to monitor food quantity and quality and address the hotel manager if needed.

B. MORNING HUDDLE

Each morning during breakfast, the Squad Leaders will eat with their Project Director. This is LEADER only meeting. No spouses of leaders, no children of leaders are invited. Please PROTECT this time. This is an important daily time for leaders to voice their frustrations and their victories. There is a broad outline of each day's meeting inside the PD and SL binder. SL's will be giving, giving, giving all week. PD's, pour back into them.

C. MORNING DEVOS & ANNOUNCEMENTS

The entire state team is required to attend this morning meeting. The Project Director will welcome everyone, announce anything pressing, go over today's schedule, emphasize what time all squads are departing for their first site. OVER COMMUNICATE departure times, meeting times and return times to your squad.

D. DEPARTURE

STAY ON TIME Squad Leaders! Make sure your squad is on the bus at the designated departure time. You do not need the blessing of the PD to leave. If you have your squad, your translators and your bus and all of your supplies - DEPART! Ensure the safety of every bus - check the tires. You have control over the bus driver. Make sure they don't drive too dangerously. Instruct your LSL to communicate with the bus driver. They will stop for bathroom breaks, to play soccer with kids on the side of the road, or do whatever you need. The first day of ministry is always challenging as all members of the squad find their roles, their partnering local squads, their buses, etc. Be ready to move quickly on day 1 and take charge!

7. DURING EACH DAY (MONDAY-FRIDAY)

A. QUIET TIME

Begin each bus ride with a time of reflection. This is not a time to sleep. It is not a time to talk. It is a time to pray and read the Bible and get filled back up. If you feel led, share a word with your squad or ask if any of your leaders have something to share.

B. LEAD YOUR SQUAD AND KEEP ENERGY HIGH

Start every morning with a devo from you or a Group Leader on the bus. Instantly grab your squad's spiritual focus and set the tone for the day. Start the day with energy and focus and your squad will too! Prayer is important. Make sure your squad covers every ministry site in prayer. Also, get them excited for the day - get some chants going. You direct every movement of your squad. Every site, stop, meal time, prayer is led by you. Be sure to constantly have your pulse on your squad. If they need something to lift their spirits, speak into them. If they are starting to lose focus, speak something that focuses them.

C. SET UP MINISTRY SITES

Your squad looks to you as you enter each site - where to stand, when to start, where to go to the bathroom, where to set up sound, when to speak, when to start a drama. You're the one with all the answers and your squad constantly looks to you and your site director. Be sure to analyze the reception of the message at each site. If further prayer time is needed, extend it. If you need to step in and add to the salvation message, do it. Your ministry experience is the key to success at each site.

D. QUALITY CONTROL

Quality Control the squad. Make sure your squad is effectively performing dramas, giving quality Net's, having good MIG time, and creating a great environment for their squad. Correct any issues you see on the spot.

E. ONGOING PD COMMUNICATION

Your PD is always available to you in case of emergency or problem, 24/7. Check in with them often. Call them for updates.

F. REPORTS

Make sure to complete the Ministry Ledger Stats Sheet at every site!

G. LUNCH

Lunch should always be on the go so that more ministry can fit into the schedule. Peanut Butter and Jelly, chips, cookies, water will all be available. Have your Lunch Leader head up the creation and distribution of sandwiches.

H. DINNER

Eat and celebrate with your squad. Share stories, dreams, passions. This is a great time of relationship building.

I. HAVE FUN

You WILL be impacted and transformed even in this logically heavy role. Have fun, enjoy this time. You'll never forget this week.

8. CREATING A MINISTRY SITE

A. BEFORE ARRIVING AT MINISTRY SITE

1. ANALYZE THE SITE AND SELECT PRESENTATION

Find out from your Local Squad Leader (intl counterpart to the Squad Leader) the location and estimated size and ages of the people at the upcoming site. Select the appropriate presentation activities and communicate this to your squad.

2. ASSIGNING ROLES (ONLY SQUAD LEADERS ASSIGN THESE ROLES)

YOU WILL USE THE “DIRECTOR’S CAST” WORKSHEET INCLUDED IN YOUR BINDER.

a) **Presentation Director** - This person is a capable and organized squad member who is working behind the scenes to “direct” the squad during the presentation. Before the site begins, the Director should work with Squad Leaders to complete the “The Director’s Cast” sheet (sample in Appendix) with roles for all dramas and speaking parts. The Director should always be looking ahead to the next activity, organizing and assigning props and thinking through all items so the Emcee can seamlessly move from activity to activity.

b) **Emcee** - The Emcee is the most important role on stage. The Emcee directs the entire presentation, excites the crowd, entertains the crowd and transitions the presentation from drama to drama. On day 1-2, this role should be a Squad Leader - someone comfortable in front of a large group of people, confident, and well informed on the material. As the days go on and other leaders step up, this role can pass to other big personalities. It is important to open with inviting and exciting language. **Christianese is OUTLAWED!**

c) **Soundbox Operator** - The Sound Box operator should have been assigned on Training Day. Provide them with a Soundbox Operator Manual located in your binder. Empower them to recruit two others on their squad to help carry the soundbox and operate it when they have been cast in other roles.

d) **Activity Roles** - These groups will be solely responsible for all the dramas and skits happening on stage at this site. Within these groups, all roles should already be learned and assigned. Also within this group should be the “Drama Director.”

e) **MIG Leaders** - “MINISTRY IN GROUPS” are all groups that are not assigned to the dramas.

They will take part in the Opening Dance and nothing more. Their job is to sit amongst the audience, be friendly and even start to shape relationships with the locals. At the end of the presentation, these groups will gather audience members and hold “small groups” where squad members share testimonies, Biblical “nuggets”, pray with and minister to the locals 1 on 1.

3. CONFIRM TRANSLATOR ASSIGNMENTS

Confirm the following roles at the upcoming site with your translators:

- 1) Translator for Emcee/Net Speaker.
- 2) Translators for each MIG.

4. PRAY

Prayer is the cornerstone of each and every site. Assign a Squad Member to pray for the upcoming site.

THINGS TO PRAY FOR: Pray that God goes before your squad and remains at each site after your squad departs. Pray that His words will be your words. Pray for God to speak to the squad about specific issues the neighborhood is dealing with. Pray that this area will NEVER be the same after you leave. It is vital that every squad begin and end each site with prayer.

A. ARRIVAL AT MINISTRY SITE

1. PRE-SITE CHECKS (LEAVE SQUAD ON BUS)

When arriving at a site, the Squad Leader(s) (with translator) should be the first and only squad members off the bus. To do when exiting the bus:

1. Scan the surrounding area for safety. Look for obstructions on the ground, questionable bystanders, or other distractions.
2. Greet site leadership (if there is leadership at the site) with honor and do the following:
 - a. Thank them for welcoming your squad into their neighborhood.
 - b. Make note of their name.
 - c. Find out anything you may need to know about the surrounding area and the type of people that live there.
 - d. Ask for direction on where to set up our squad and where the people will gather.
 - e. Ask them if they would help your squad gather people to the presentation site.
 - f. Ask if there is any other way you can serve them.
 - g. Return to your squad bus with setup instruction.

2. SQUAD SETUP

1. Direct your squad to the appropriate setup area.
2. Make sure your squad visits the restroom BEFORE the presentation and not during. Trips to the bathroom must ALWAYS be in pairs. If there are no usable bathrooms in sight, inform your squad that they'll need to wait until after the current site is completed.
3. Work with your Sound Tech to select the very best location for the sound box (take into consideration height, room size and number of attendees).
4. Confirm with your Director that all roles have been assigned and the squad is ready.
5. Start canvassing if at a public place.

3. CANVASING - *Attracting people to your presentation (for Neighborhood or Public Place ministry)*

After establishing a stage area, you'll need to send your team into the neighborhood to invite people to the presentation.

1. Gather your Group Leaders. Make sure your watches or phones are set to the same time. Agree on an

appropriate amount of time to canvas and set a time to meet back at the site. Suggested times are between 5 and 10 minutes depending on your site location and density of the neighborhoods. Remind your Group Leaders that they are responsible for their group's safety.

2. Disperse groups into various directions of the neighborhoods. If you are near an intersection and you have 4 groups, send one group down each road.

3. Your groups should be making lots of noise, using their translators to learn new phrases to attract people. Here are some phrases in spanish that you can teach your team that will help them invite people to your presentation:

“Vamos a tener un show in cinco minutos.” (We’re having a show in five minutes.)

“Vengan a la presentacion en cinco minutos.” (Come to the presentation in five minutes.)

“Vengan a la fiesta en la plaza!” (Come to the party in the plaza!)

“Los Invito a la fiesta!” (You’re invited to the party!)

“Vengan a celebrar con nosotros.” (Come celebrate with us.)

4. Return to the ministry site and hand over the presentation to your director and get started!

C. ENDING A MINISTRY SITE

1. THANK SITE DIRECTOR

It is important to thank whoever allowed you to perform. Honor them and thank them and ask if there is another way that you can serve them. Ask if they need prayer for any current needs in their lives or careers.

2. GETTING ON THE BUS

It is vital that your squad listens when you give orders. Make sure your squad knows that when its time to load on the bus, that is the time they drop everything they’re doing and get to the bus. This is something every missionary struggles with. They don’t want to leave new friends, cute kids, or powerful moments happening in front of their eyes. Make sure you speak with your Group Leaders especially and verify that they have control over their group and are able to move them quickly when needed. You may need to give some reminders throughout the week. “When it’s time to go, it’s time to go!”

3. MINISTRY SITE LEDGER IN YOUR BINDER

Each Squad Leader will need to count and record the number of people reached at each site. Record these numbers on the Ministry Site Ledger in your binder.

9. SAMPLE SCHEDULE & EVENT DESCRIPTIONS

SAT 21	SUN 22	MON 23	TUE 24	WED 25	THU 26	FRI 27	SAT 28	SUN 29
7AM TRAVEL DAY NO MINISTRY ACTIVITIES	7AM BREAKFAST	7AM TRAVEL BACK HOME						
7:30AM		TEAM DEVOTIONS	FLIGHT SCHEDULES VARY					
8AM								8AM
8:30AM								8:30AM
9AM								9AM
9:30AM								9:30AM
10AM								10AM
10:30AM								10:30AM
11AM								11AM
11:30AM								11:30AM
12PM								12PM
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3PM								3PM
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4PM								4PM
4:30PM								4:30PM
5PM								5PM
5:30PM								5:30PM
6PM								6PM
6:30PM								6:30PM
7PM								7PM
7:30PM								7:30PM
8PM								8PM
8:30PM								8:30PM
9PM								9PM
9:30PM								9:30PM
10PM								10PM

Legend:

- Orange/Yellow: Standard dress is acceptable for orange and yellow ministry events.
- Green/Blue: Casual dress is acceptable at all purple, blue and green team events.
- Red: Formal dress is required for red events.

A. RECURRING MINISTRY SITES

Each type of ministry site is composed of various demographics. The goal of each site is to deliver an engaging experience for all who are watching. Squad Leaders will need to adjust your ministry plan and Director's Cast accordingly. Also, each squad schedule calls for 4 sites per day - but don't let that stop you from adding more ministry opportunities. Always be looking for more and NEVER come back to the hotel early!

There are a few key rules that should always remain throughout every type of ministry site:

1. Every site should offer the audience a clear opportunity to accept Jesus Christ as their personal savior.
2. Every site should offer prayer. Remember when praying: men lay hands on men, women lay hands on women. The opposite gender can agree in prayer and lay their hands on their squad members as a connection point.
3. Every site should offer a call to further discipleship: whether its a coming event in the city or a discipleship class at the partnering church. Don't leave your audience hanging. Direct them to the next step.

PUBLIC PLACES and NEIGHBORHOODS

It's important when conducting a ministry site in a public plaza or park to have something for everyone. Run a variety of dramas and skits from kids games to impacting teaching and dramas aimed towards older kids. Feel

free to make this site extra long as you'll gain more of a crowd with every piece of the presentation. Finish with a clear and epic salvation message.

CHURCHES AND CONFERENCES

Once or twice throughout the week, your squad will visit a church and be handed the service following worship. Its important to HONOR the pastor and church leadership. Honor the worship leaders and bathe the church in complements and encouragement. You never know what issues the church may be dealing with. When at a church, you may assign:

2 testimonies from the pulpit. (2 squad members eager to share about their experience this week)

1 impacting drama

1 sermon speaker (a Squad Leader or Group Leader with vast speaking experience). This speaker should be dressed very formally and should spend extra time with the pastor. Also, be sure to share the vision of the current mission with the church and invite them to the end of week event. Avoid performing any of the secular dances or viral videos. Make sure to have your translators with you to help during ministry time.

If you're scheduled to attend a Pastors/Women/Leadership conference, be assured that the schedule has been pre-arranged. Ask your DTC if there is anything else you can do to help.

PUBLIC HIGH SCHOOLS

Teens 12-18 - Treat these kids as though they have never heard the gospel before. Connect with them through music and dance then follow with relevant teaching, relatable games and an impacting drama w/ Net. Send a group of adults to minister to the faculty and distribute School Curriculum.

PRIVATE HIGH SCHOOLS

Teens 12-18 - These teens have most likely heard the gospel of Jesus many times. Your teaching and Net may need to be a little more centered around "breaking religion" than in a public school. Many attend a catholic or conservative Christian church that may push them towards being more "works" oriented with their faith. Stress a relationship with Jesus over religious actions. Avoid performing any of the secular dances or viral videos at these schools. Send a group of adults to minister to the faculty and distribute School Curriculum.

ORPHANAGES, SPECIAL NEEDS CHILDREN

You may encounter some heartbreaking situations of children who have been abandoned or struggle with a mental or physical disability. There is one thing that communicates clearer than all skits or preaching...and that's LOVE - shower these kids with love. Many have come from loveless families or families that have rejected them. This is an opportunity to speak confidence into them, hug them, play games with them and be a blessing to their leadership. Keep everything your squad does and says very simple and elementary. Send a group of adults to minister to the faculty and distribute School Curriculum.

B. SPECIAL ONE-TIME EVENTS

WELCOME PARTY - EVENT WITH LOCAL TEAM (*Monday evening*)

The local churches want to welcome your team and thank you for coming. They may welcome you into their church or a local park for a celebration and dinner. The food served has been approved for your team and is safe to eat.

Sample minute by minute for this event:

700p Welcome from local leadership

715p Song/dance/drama presentation from local team

800p Possible opportunity for your team to say thank you from the microphone. PD's be ready.

805p Time to get to know some of the local volunteers. Make sure your team gets involved and loves on the

people
830p Departure

FREE DAY

This is an exciting time to experience another culture. Your team will exchange money then venture to a market and purchase souvenirs. Then visit a local tourist destination: This could be a beach, ruins, park, natural wonder, or mall. Create a buddy system or require your project to stay in groups at all times. No one should EVER be alone. Encourage your project to maintain focus during this time. Believe it or not, this is the day when most accidents and injuries occur - missionaries become too comfortable with the unfamiliar surroundings. When shopping at local markets and dealing with small shop owners, its important to remember a few things: 1. Don't flash large wads of money. 2. Barter with the shop owner. They will always increase prices for tourists. If your team is having a special optional lunch - make sure your lunch leaders still bring the lunch supplies.

Sample minute by minute for this event:

900a Depart for souvenir shopping
930-1030a Souvenir shopping
1100a Travel to lunch location
1130a-100p Special optional lunch (paid for by missionary). Make sure to bring lunch supplies .
130p-430p Cultural location (beach, lake, cave, historic area)

NEW PROJECT DEDICATION

The Missions.Me vision may include blessing local families with fresh water and new homes. Be sure that you know who the project sponsors are in your state and you arrange travel to and from their project dedication. At these dedications, the sponsor will have the opportunity to cut a ribbon, say a few words about why they did this project or who its dedicated to then say a prayer over the project. Make sure your Media Team covers this.

Note: Your entire state team/entire squads of 25 should not attend this unless they contributed.

WOMEN'S CONFERENCE

Your state team will have an opportunity to break into two new teams - men and women. The women will travel to a Women's Conference that has been setup by your local coordinators. This is a POWERFUL time for the women of the city. It is a time of Empowerment for women, who in most third world cultures (especially latin cultures), experience sexist treatment and abuse in many situations - including their own home. Feel free to hold powerful ministry times and invite the Holy Spirit to minister to the women through your team.

Sample minute by minute for this event:

Start Time: 730pm
Worship - 25 mins
Welcome by host - 5 mins
Testimony from team member - 5 mins
1st Preacher - 20 minutes
Ministry and prayer (if desired)
Testimony from team member - 5 mins
2nd Preacher 25 minutes
Ministry, prayer (if desired)
Close

SPORTS OUTREACH

Your state team will have an opportunity to break into two new teams - men and women. The men will travel to a local pickup baseball field and start a pickup game with the kids/teens there. Before the event remind your

team to bring their equipment to donate .

This event is a time to create relationships through common interest - and we encourage all team members to "JUST HAVE FUN" and not take the game too seriously. Many locals will take the game very seriously and this may fulfill their life-long dream of striking out or scoring a goal on a North American. Spend some time under the lights with the kids for 30-45 minutes then get them together. Assign someone passionate about this type of outreach who knows the game to administrate the game and even function as an umpire. You'll need a leader to keep the game going quickly and efficiently. At the end of the game, get the kids together and do some ministry - play a game, tell a story, share a testimony then assign a strong Squad Leader to talk about the uniqueness of male leadership and growing up a man of God. Give an alter call then pray with the kids. At the very end, organize a glove and baseball supply distribution.

Sample minute by minute for this event:

Start Time: 730pm

Exhibition (Game): 60-75 mins

Ministry Time: 20-30 mins

Supply Distribution: 5 mins

Note: Get with your DTC and ask them how to efficiently distribute the equipment without creating a riot. Kids have been known to get violent to get their hands on a new equipment.

TEAM TIME

This time is led by the Project Director and is meant only for your state team. This time is free for the Project Director to schedule based on the strong ministry leaders in their team. If needed, this time may also be used as rest/free time for teams who have worked especially hard throughout the week.

HOTEL FREE TIME

Small chunks of time before and after events/before bed/early in the morning.

This is a time when team members are free to relax. They can go to the pool, surf wifi, or take a nap. This is NOT a time to leave the hotel or "go for a walk or a run around the city". Encourage your project to maintain focus during this time. No one should EVER be alone unless in their hotel room. If you foresee chunks of time like this fitting into the schedule, create boundaries if necessary. Example: if your squad has an extra 30 minutes before leaving for church, they probably shouldn't be jumping into the pool. Be sure to think these things through for your squads.

LARGE CELEBRATIONS: PARADES OR KIDS FIESTA

Many projects will have a parade, march, or kid's fiesta on their schedule in the hours leading up to the end of week event. Your team will have the opportunity to partner with activist groups and churches in the city/state and march through the main streets of your city. Pass out flyers, chant, dance and show the city that you're standing with them! Invite bystanders to the crusade and let them know what's going on for one last push!

WEEK-END FESTIVAL, CONFERENCE OR STADIUM EVENT (END OF WEEK EVENT)

The end of week event/festival/crusade is the climax of the week. This is what your team has been pushing towards all week at every school and park. This event has called the entire city to attend the event and claim what God has for them. Its important to keep your team prayerful and focused throughout the entire day. Pray often that people will come from every corner of the city and that God will pull on their hearts and emotions to drop what they're doing and come to the event. Here is your team's role throughout the event.

1. In the hours before event:

Have your team be prayerful! Intercede for the city. Also, Remind your team to wear their team t-shirts.

2. The event will begin with some music, feel free to let your teams engage. Experience the event STAYING IN GROUPS THE ENTIRE TIME. Jump, dance and feel the excitement that the people feel.

3. Make sure your team stays focused on whatever is happening on stage. The rest of the crowd will look to your team and follow their example - especially the youth. Make sure your team's eyes are always on the action on stage. Be engaged and the crowd will be engaged.
4. When the speaker begins his message - Gather your team at the side of the stage or sit in the area designated for them.
5. While the speaker is speaking, be prayerful. God is moving on the city.
6. When directed by the speaker pray for the people IN GROUPS. The speaker may invite the people forward for prayer. This is a time for your team to go into the crowd together in their groups and lay hands on those needing prayer. Make sure to always keep your eyes open as you pray. Always be aware of your surroundings. Also let your translators know that you'll need them for pray translation.
7. When its time to go...It is TIME TO GO. OVERSTRESS this to your team before the event. When you say its time to go, they need to drop what they're doing and go to the bus immediately. Your team needs to follow your orders no matter what God is doing. Trust that God is big enough to take care of the needs of the people left in the crowd.

10. THE END OF EACH DAY

A. ANNOUNCEMENTS

Each night, the Project Director will hold a Project-Wide (every squad in your state) "Debriefing". This is a time to share testimonies from the day, communicate new information and clarify the schedule for the following day. BE SURE TO ASSIGN A TEAM MEMBER TO SET UP A SOUND BOX EACH EVENING AND HAVE WORSHIP MUSIC PLAYING AS THE TEAM WALKS IN.

At the end of the night or at some point in the day, connect with all your Leaders and get a daily report on the status of their groups. Make sure SL's also connect with the Project Director on any issues that need to be resolved for the following day.

B. TESTIMONIES

Your squad needs to testify! Have them share a miraculous story from the day or a something God showed them! Let everyone share who would like to share, but definitely monitor the time on the mic!

C. THE DAILY ALL-STAR

At debriefing, each Squad Leader will present a daily award for a member on their squad who showed something extraordinary that day. Whether it was stepping out of their comfort zone, displaying advanced leadership skills or showing extraordinary love to a national - this person deserves to be honored as an example to the squad. The Squad Leader will collect the award from the person who received it the day prior, and tell the ENTIRE project why this missionary deserves the award.

The Project Director will provide each Squad Leader with their award. The Daily Award can be any symbol of the national culture - a poncho, sombrero, or shirt; something that they can wear throughout the next day. Feel free to let your squad decorate the award and make it their own. At the end of the week, at the last debriefing meeting, the Squad Leader will give the award to the All-Star of the Week - someone who showed huge growth, leadership and a servant's heart. They will take the award home with them as a souvenir.

11. WORKING WITH SPECIAL ROLES

Along with your Squads, Squad Leaders and Local Staff, you may also be working with a few other important people in your state that may require your assistance.

A. MEDIA TEAM

Your Media Team has special training and unique responsibilities for the week. They've been provided a shot list and will need to upload their work via the internet so make sure they have access to what they need. They may need your help securing transportation and translators. Make yourself available to them and empower them to complete their shot list and upload deadlines. Also, if they need you or your squad to do something on camera, please assist them.

B. MEDICAL TEAM

The Medical Clinic Manager is a "Squad Leader" to the Medical Team. They should attend all Morning Huddles. Medical Clinic Managers are high level leaders and are mostly self-sufficient. They shouldn't require too much management as they have responsibilities and training that you have not had. Assist them when needed. As Squad Leaders, you may need to provide some missionaries to go to the Medical Clinic for the day to pray with the sick - assist these Medical Clinic Managers. Include the Clinic Manager as a fellow Squad Leader. Your squad should respect them as such.

12. FINANCES

It will be the responsibility of the Project Director to manage all finances throughout the week. They will budget all meals, pay vendors, distribute cash to Squad Leaders if needed and record all expenses on the Financial Report worksheet.

A. EXCHANGE RATE

Always strive to exchange American dollars for the highest ratio of the national currency. The average vendor exchanges at a lower rate while banks exchange at a rate very close to the current international exchange. Keep this in mind when making all transactions. Make it your goal to exchange U.S. currency for the most recent and up-to-date exchange rate. Most businesses should know what it is. You may encounter a 3-5% margin at most currency exchanges.

B. MEALS

All breakfast and dinner prices will be pre-arranged and paid for before your team hits the ground. Lunches will consist of Peanut Butter and Jelly sandwiches (PB & J provided by the team members), bread for sandwiches, chips, cookies, snacks (purchased by the PD at the beginning of the week.) Be sure every meal aligns with pre-arranged budget. Also be sure that the provided dinners are efficiently feeding your teams. If not, it may be time to renegotiate with meal provider.

C. HOTEL

All hotel rates will be pre-arranged and up to 50-100% pre-paid. Many hotels will be paid during the week of your stay by your Project Director or Missions.Me staff member. Relay any issues from your Hotel Contact to your Country Director. It will be the PD's responsibility to verify hotel costs at check-in and check-out. Your PD will inform the hotel to accept NO room charges from anyone on the team. Your team should also know to pay for all additional hotel services in cash.

D. FINANCIAL REPORTING & RECEIPTS

Be sure to save and organize all receipts throughout the week in a secure location. Each PD will need to fill out the "Cash Ledger" form and turn into their Country Director or Missions.Me Staff Member on the final day. (See section "Binder Inserts").

E. FREE DAY

Your team will have the opportunity to purchase souvenirs during the free day. Your team will exchange their money on that Free Day and that day ONLY. Be prepared to address this during your first team meeting or else you will receive the question from every missionary throughout the week.

13. THE END OF THE WEEK

A. THE HOT SEAT

Towards the end of the week, each team schedule will see an activity entitled “Hot Seat”. This is a time for each squad to get together and encourage each other after a life-changing week. Each squad will set up in a circle with one chair in the middle of the circle. One by one, each squad member will sit in the middle seat as 2-3 people from around the circle volunteer to share examples of that person’s growth throughout the week. It could be a specific story of how that person showed faith, love, or leadership. It could be a general change they saw in that person. This is a time to bless each person on the squad, build them up, pray for them and send them home knowing that they made a difference. This is usually one of the most impacting activities of the week.

B. OFFERINGS FOR THE LOCAL TEAM

On the last day of the trip, take up an offering for the international team that worked hard for the last two years to put this week together. Many of these amazing volunteers sacrificed money and time away from their families for weeks to help facilitate your missionaries. Let your missionaries know they can bring money to you throughout the day. All funds must be placed in the designated envelope and turned into the Project Director before departing for the airport on your last day.

C. HOTEL CHECK-OUT

On the last day of the trip, ensure that your team is checked out of the hotel at the appointed check out time.

D. COMMUTE TO AIRPORT

CONFIRM, CONFIRM, CONFIRM airport commute times with bus drivers, translators, LSL’s and team members. If buses are late or mis-communications occurs, this can be devastating to your missionaries’ return schedule.

E. END OF WEEK MEETING AND ANNOUNCEMENTS

DEPARTURE FLIGHTS: The Flight Itinerary spreadsheet in your PD’s binder displays the international flight itineraries for your entire state. If your team is broken up on multiple flights, be sure to empower someone on the differing flights to lead. Read through departing bus load and flight times so that everyone is clear on when their flight departs and how they’ll get to the airport.

RETURNING SUPPLIES

Instruct your squad to put all of their ministry supplies and sound box back together the way that they received it and then duct tape everything shut for the trip home. Ministry supply leaders should drop their supplies at the appointed drop points in your hotel meeting room before departing. All supplies should be closed up, taped and ready to fly.

BINDER ELEMENTS

FLOW CHART

A sample Flow Chart is now available at Missions.Me/resources. It outlines the, roles, structure and assignments of your team. For more information on roles, check out the first section of your Squad Leader Manual.

SCHEDULE

The purpose of this schedule is to give you an outline of your week so you can prepare mentally and spiritually for each day. This is not an exact “to the minute” schedule so please allow your leaders and local staff margin in meeting times, departure times and meal times. Be flexible and ready for change. This schedule will change.

ROOMING

Please confirm this rooming list with your hotel upon arrival. Also be sure to fill in the room numbers on the sheet for your own records and the records of your leaders.

MORNING HUDDLE NOTES

Six days of notes correspond with six mornings that your leaders will meet in country. Use these notes in the mornings at your Huddles with your Project Directors and fellow Squad Leaders.

MEDICAL INFORMATION

This spreadsheet displays your missionaries Medical Release information. In case of emergency, you'll have contact information, current conditions and current medications on hand. You'll also have insurance information on hand for any domestic hospitalization.

SOUND BOX MANUAL

This manual shows the user how to operate the squad's mobile soundbox. Please give this to your sound box leader.

LEADERSHIP MANUAL

A copy of this manual will be included in your binder. Use it...OFTEN.

EMERGENCY FORMS

These forms are included on the next pages. They will walk you through how to record confrontations, emergencies or accidents.

EMERGENCY RESPONSE MANUAL

This document provides instructions for action steps in case of sickness or emergency involving your team.

YOUR 6 COLORED CHECKLISTS

These checklists are your shortcut for every major piece of the 1Nation1Day experience. Look to accomplish these bullet points but reference your Squad Leader Manual for details on each item.

#1

SQUAD LEADER CHECKLIST
PRE-DEPARTURE
SPIRITUAL & PRACTICAL PREPARATION



- MEET WITH YOUR CO-SQUAD LEADER.**
Talk through weaknesses, strengths, past missions experiences, ministry experiences.
- PREPARE YOUR TEAM THEME OR MESSAGE WITH YOUR CO-LEADER.**
Bring this to God in prayer. He will help prepare you to lead your team.
- DO RESEARCH ON YOUR SQUAD.**
Get to know your Group Leaders.
- VIEW ALL SQUAD LEADER TRAINING SESSIONS AND ATTEND ALL CONFERENCE CALLS.**
- PREPARE SPIRITUAL AND PRACTICAL NUGGETS.**
Based on your missions experience, write a few short wisdom nuggets that will help inexperienced missionaries succeed on the trip. Examples include “endurance” “focus” “faith when you don’t see God” “compassion” “prayer tips”. You’ll be able to share these at random times throughout the week before and after announcements.
- PRAY FOR YOUR LEADERS AND TEAM.**
Cover your project in prayer!
- KNOW THE SCHOOL MINISTRY PRESENTATION.**
Study the ministry training guide. You’ll be Quality Controlling your Project’s ministry. Be sure to know what they know so you can keep the standard of excellence high.

#2

SQUAD LEADER CHECKLIST

ARRIVAL TO YOUR NATION

HITTING THE GROUND RUNNING (PAGE 18-20)



UPON ARRIVAL: SECURE ALL TEAM MEMBERS, MINISTRY, & MEDICAL SUPPLIES BEFORE DEPARTING THE AIRPORT

- TAKE ROLE ON THE BUS BEFORE DEPARTING USING YOUR TEAM ROSTER
- ALL MINISTRY SQUAD SUPPLIES
- ALL MEDICAL CLINIC SUPPLIES
- ALL PORTABLE SOUND SYSTEMS

HOTEL ARRIVAL

Assist your Project Director with the following steps before exiting the bus:

- KNOW AND COMMUNICATE AN OFFICIAL MEETING TIME.
- COMMUNICATE ROOM LEADERS.
- HAVE ROOM LEADERS COLLECT PASSPORTS FROM THEIR ROOMMATES.
- ROOM LEADERS EXIT THE BUS, CHECK-IN AND GET ROOM KEYS FOR THEIR ROOM.
- WOMEN WILL EXIT THE BUS FOLLOWING THE ROOM LEADERS.
- MEN WILL EXIT THE BUS AND CARRY IN ALL LUGGAGE
- MISSIONARIES COLLECT THEIR LUGGAGE AND FIND THEIR ROOM LEADER.

POST CHECK-IN CHECKLIST

After hotel check-in, complete these tasks.

- MEET WITH YOUR PROJECT DIRECTOR AND GET CAUGHT UP.
- CONFIRM SCHEDULE FOR THE NEXT 24 HOURS WITH YOUR DTC AND SL'S.
- MEET AS A TEAM BEFORE SENDING YOUR TEAM TO BED

Hold your first meeting as a team! Get everyone pumped and focused for the start of the ministry week. Also, there are a host of things you'll need to go through with your team.

ROLE ASSIGNMENTS

Each squad should have the following roles assigned. Make sure each of these individuals know where to get their supplies.

- MINISTRY SUPPLY LEADER NAME: _____
- LUNCH LEADER NAME: _____
- SOUND BOX LEADER NAME: _____
- FIRST AID KIT LEADER NAME: _____
- FLYER MANAGER NAME: _____

TRAIN TOGETHER

During the next 24 hours, you'll have the opportunity to hold a squad training session with your entire squad, including your local team members.

#3

**SQUAD LEADER CHECKLIST
THE MORNING ROUTINE
FOR WEEKDAY MINISTRY DAYS (NOT EVENT OR FREE DAYS)**



AT THE HOTEL

- EAT BREAKFAST.** Make sure your squad is eating.
- ATTEND MORNING HUDDLE WITH YOUR PROJECT DIRECTOR.**
This is LEADER only meeting.
- ATTEND MORNING DEVOS & ANNOUNCEMENTS.**
- FACILITATE AN ON-TIME AND EFFICIENT DEPARTURE.**

You do not need the PD's blessing to leave unless your team is so big that dismissal times would benefit the flow of people. If you have your team, translators and bus - DEPART!

ON THE BUS

- OPEN THE BUS RIDE WITH PRAYER AND QUIET TIME.**
Optional: Share a word (This can be a reflection on the previous day, something on your heart or on your co-leader's heat)
- MEET WITH YOUR LOCAL SQUAD LEADER AND GET PREPPED FOR THE UPCOMING SITES.**
- SELECT YOUR SITE DIRECTOR FOR THE FIRST SITE.**
Empower them to begin selecting roles for your first ministry presentation.

#4

SQUAD LEADER CHECKLIST
MINISTRY SITE
LET'S DO WHAT WE CAME HERE TO DO.



STEP #1 ON THE BUS

- MEET WITH YOUR LOCAL SQUAD LEADER AND GET PREPPED FOR THE UPCOMING SITES.** Find out ages, numbers of students, struggles in the area.
- SELECT YOUR SITE DIRECTOR FOR THE UPCOMING SITE AND BEGIN SELECTING ROLES FOR YOUR MINISTRY PRESENTATION.**

STEP #2 AT THE MINISTRY SITE (BEFORE THE SITE)

- PRAY FOR THE SITE AS A SQUAD.**
- SCOUT THE SCHOOL WITH YOUR LOCAL SQUAD LEADER.**
- MEET WITH THE PRINCIPAL AND LEADERSHIP. ASK THE NAME OF THE ALPHA MALE OR FEMALE YOU'LL USE IN THE ILLUMNIATE SKIT.**
- GRAB YOUR SQUAD AND LET THEM GO TO THE BATHROOM WHILE THE STUDENTS ARE GATHERING.**
- ENSURE SOUND LEADER SETS UP SOUND BOX IN A STRATEGIC AREA.**
- ENSURE FLYER LEADER HAS FLYERS.**
- ENSURE MINISTRY SUPPLY LEADER HAS ALL NECESSARY SUPPLIES.**
- HAND OVER SITE COORDINATION TO YOUR SITE DIRECTOR.**

STEP #3 AT THE MINISTRY SITE (DURING THE SITE)

- QUALITY CONTROL YOUR TEAM'S MINISTRY PRESENTATION.**
Make notes on things to cover in your site debrief when you are back on the bus.

STEP #4 AT THE MINISTRY SITE (AFTER THE SITE)

- UPON COMPLETION, THANK AND HONOR THE PRINCIPAL AND LEADERSHIP**
- PRAY FOR THE SITE TOGETHER AS A TEAM.**
- GET YOUR TEAM BACK ON THE BUS IN A TIMELY MANNER.**
"When its time to go, its time to go."

#5

SQUAD LEADER CHECKLIST
THE EVENING ROUTINE
REFLECTING ON TODAY, PREPPING FOR TOMORROW



CHECK IN WITH PROJECT DIRECTOR

DINNER WITH THE ENTIRE TEAM

Eat and celebrate with your squad. Share stories, dreams, passions. This is a real time of bonding for the team.

THE END OF EACH DAY TEAM MEETING

ATTEND EVERY NIGHT MEETING, DINNER AND NIGHT ACTIVITY

Include meeting times for tomorrow, changes, and rules that need to be followed.

BE READY WITH TESTIMONIES FROM THE DAY

Your Project Director will give your squad an opportunity to share a testimony.

BE READY WITH YOUR DAILY ALL-STAR (1 PER SQUAD)

MAKE SURE ALL SOUND BOXES ARE CHARGING

CHECK UP WITH YOUR GROUP LEADERS AT SOME POINT

GET TO BED AT A REASONABLE HOUR

This is so important to a successful week. Every moment of the 1N1D schedule is packed. If you need to cut or shorten an activity for the sake of your team's sleep, feel empowered. Just be sure to communicate changes with grace and authority to your local team.

#6

SQUAD LEADER CHECKLIST **THE END OF WEEK** TAKING IT HOME (PAGE 32)



- LEAD THE HOT SEAT** (Scheduled for Saturday morning)
- COLLECT OFFERINGS FROM YOUR TEAM FOR THE LOCAL TEAM.**
- ENSURE ALL OF YOUR MINISTRY SUPPLIES GET REPACKAGED.**
Drop these supplies at the appropriate drop site at your hotel before departure.
- ENSURE YOUR TEAM IS CHECKED OUT OF THE HOTEL AT NECESSARY TIME**
- CONFIRM COMMUTE TO AIRPORT.**
Confirm airport commute times with bus drivers, translators, and team members. If buses are late or mis-communications occurs, this can be devastating to your team's return schedule.
- THANK AND HONOR YOUR GROUP LEADERS AND PROJECT DIRECTOR.**
- THANK AND HONOR YOUR MEDIA TEAM.**
- THANK AND HONOR YOUR LOCAL TEAM.**
Really take the time to bless them with your words. They are literally CHANGING their nation. It is an honor to work with them.
- EMPHASIZE THE NEED TO STAY CONNECTED.**
This team is a God-purposed team. Don't forget the person sitting next to you. These are Godly friends that you should maintain friendships with. They are there to encourage and challenge you.
- SHARE STRATEGIES FOR "TAKING THIS HOME."**
How can we replicate the move of God we saw this week in our own backyards?
- THANK THE TEAM FOR LETTING YOU SERVE THEM.**

SQUAD LEADER CHECKLIST

NOTES

