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# GLOBAL MISSIONS PROJECT MINISTRY LEADER GUIDE



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The staff at **GLOBAL MISSIONS PROJECT** appreciates the trust you have placed in us for your Mission Project. Our goal is glorify Jesus Christ in every aspect of the process including planning, development and the completion of your Project.

## I. KNOW THE LEADERSHIP TEAM

### 1. ROLES AND RESPONSIBILITIES

#### **Ministry Director**

- Develops with the Ministry Team the Mission Project aspects including concert venues, equipment needs, collaboration of logistical planning, and artistic/musical recommendations
- Mission relationship development and support with a dedication to the local Mission Partner's strategies, with the intent to leave the Mission Partner's relationships in an improved state from that of when the Mission Team arrived
- The primary supplier of Project related communications with the Team and Ministry Leader
- Collaboration of logistical planning including air & ground transportation, accommodations and meals

#### **Accounts Director**

- Maintains consistent financial updates and monitors Financial Schedules regularly

#### **Ministry Leader**

- Casts the vision for the "Great Commission" with their Team
- Enlists and builds the Ministry Team including Secondary Team Leaders
- Coordinate the overall preparation of the Team Members
- Works through the GMP Ministry Director to schedule conference calls with the Mission Partner to develop the venue performance breakdown and site needs
- Plans all pieces to be performed and schedule rehearsals for mission preparation
- IF needed, ensure that participants remain in good payment standing and remain on time with their Project Financial Schedule

#### **GMP Travel Leader**

- Will accompany the Mission Team on their Project and serve as the on-site GMP personnel contact
- Assists the Mission Team in any way necessary to ensure their time can remain focused on ministry and outreach



## Project Point Person

- The primary local contact for all Team Members questions and payments (IE: office administrator, or may be the Ministry Leader)
- Assists any participants unable to utilize web access and ensures their receipt of all communications
- Coordinates Secondary Team Leaders
- Works with the Ministry Leader to publish and distribute all necessary scripts, sheets, music and assignments

## Mission Partner

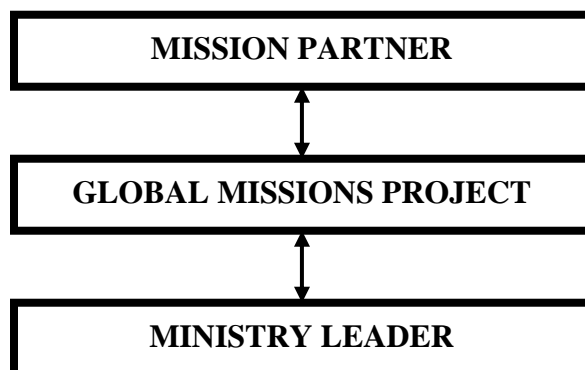
- Generally an international or domestic missionary contact, but could be a pastor, lay person or volunteer familiar with the local strategy for outreach efforts
- Will be available to research local logistical needs and offer planning suggestions based on results (i.e.: hotel, meal, and transportation), and organize the local venues

## Missionary Support Team

- Additional missionaries, pastors, lay persons, or volunteers who serve as support to the key Mission Partner and may be available during the Mission Project as well

*\* Attachments will be developed specific to your Mission Project and forwarded to you once all role assignments have been made and payment schedule confirmed*

## 2. TEAM COMMUNICATION PLAN





**Team Welcome** (*initial confirmation of each new registrant*)

Message sent to each Team Member to introduce them to the Ministry Director and introduce them to the Project.

**Team Communication 1** (*monthly communications up until 4 months prior to departure*)

Email(s) to confirmed team members (*those with completed Letters of Agreement and paid deposits will be included*) and acquaint everyone with the expected time line for communications. Offer a general time line to address passport, visa and immunization needs and what is being planned.

**Team Communication 2** (*monthly communications until 3 months prior to departure*)

Email(s) may include flight itineraries, one-page trip overview, accommodations considered, and a daily itinerary. (*All based on availability*)

**Team Communication 3** (*bi-monthly communications sent until four weeks prior to departure*)

Emails will communicate final accommodations, transfer/transportation, and meal planning via a detailed itinerary; discuss electronic travel packet delivery dates to project leader/individuals; 'how to pack' hints; what to plan for; emergency contact info; climate; phone usage; culture; etc.

**Team Communication 4** (*weekly communications up until day of departure*) Emails will be sent to reconfirm all details; communicate answers to any pertinent last minute questions posed; verify Team preparations and readiness.

**Final Team Communication** (*5-10 days after team returns*)

Message sent to entire Team to welcome them home and will include a Project Assessment Survey to complete and return to the GMP office.

Participants may still have questions which should be routed through their Point Person or Ministry Leader initially. The answer may be easily provided by the Point Person or Ministry Leader quickly and more personally, with no turn around time involved. Secondly, it may be that other Team Members have the same question and it can be addressed for the entire Team by way of a communication from a member of the Leadership Team. The Point Person or Ministry Leader will contact the Project Manager if there is additional information that needs to be communicated to everyone.

The central location for all project updates will be under your specific Project Photograph accessed through the "Register for a Project" page on the **GLOBAL MISSIONS PROJECT** web site. The main web site address is <http://www.globalmissionsproject.com>.

*\*\* If a Team Member does not have internet or email access, the Project Point Person should provide the necessary support to ensure that all Team communications are made available to the individual*



## II. BUILD YOUR MISSION TEAM

We would like to WELCOME you, the Ministry Leader, to our **GLOBAL MISSIONS PROJECT** team! Now that you have been led to join our ministry we want to help you prepare your Team of musicians, singers, and/or drama personnel. By now you have had the opportunity to meet and talk with your GMP Ministry Director and decide on a couple of the important aspects of the project time line such as leadership meetings and additional role assignments. The following information will provide you with an overview of the next steps to take as you share this mission opportunity with your participants.

### 1. CAST THE VISION

#### **Pray with and encourage your group**

The most important aspect throughout the mission planning for your Team Members involves their commitment to prayer. They will feel a renewed sense of encouragement in their prayer habits as they ask the Lord for clear direction about their desire to serve.

#### **Give mission trip overview and discuss mission strategy**

The information you can provide to your Team is crucial for their interest and involvement. For instance; the basic strategy of the mission (i.e.: public concerts, church services, refugee camps, school performances) will be known; the actual trip dates can be communicated in order for people to make plans at work and with family. Your communication to the Team will serve as an overview regarding what their involvement will be and the organizing role that **GLOBAL MISSIONS PROJECT** will play. Always encourage flexibility with your Team as the needs on the mission field may change at any time.

### 2. TEAM REGISTRATION

#### **Distribute registration details**

Anyone with internet access can utilize the on-line registration. If there are participants who do not have this access, you have the ability to register them yourself. Please distribute to them a hard copy of the Letter of Agreement (LOA), as it will serve as the necessary documentation to be returned to the office for their official commitment to the mission.

#### **Communicate the LOA return date**

Please share with your group that they will need to plan on having their LOA completed, signed and returned by the goal date that you discussed and set with the Ministry Director. This will enable us to move ahead with planning by knowing the approximate size of the group. Participants will not be able to be officially included in communications or establish accounts until the LOA and deposit have been received.



### 3. ADDITIONAL LEADERSHIP

#### **Stage Manager**

- Assigned by the Ministry Leader to coordinate all equipment, stage, and sound needs for the team
- Oversees and leads stage set up and break down during the project

#### **Bus Captain(s)**

- To serve as the transportation leader to take regular head count and determine that the entire Team is present before departing

#### **Prayer Team Leader(s)**

- To oversee prayer partner correspondence collection and distribution throughout the week as planned

#### **Supply Organizer**

- To prepare any donated trip supplies for travel and organizing once on site, and then oversee the disbursement of supplies to proper teams/locations

#### **Craft Coordinator**

- To organize craft teams and lists of supplies needed for craft activities when applicable and ensure they can be easily demonstrated and followed during ministry time

#### **Mission 'Support'**

- To provide support to the Team during concerts/performances as a non-performing member of the Mission Team

#### **Luggage Team**

- Offers a strong arm of assistance in the loading and unloading of luggage, equipment, and instruments during travel, etc.



### III. GUIDE YOUR MISSION TEAM

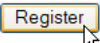
#### 1. PROJECT MEMBER REGISTRATION

##### Online Registration

Online registration is available for any person ready to become a member of your Mission Team. Registering online will supply **GLOBAL MISSIONS PROJECT** with the necessary information to review their inclusion to a Team. It will still be vital for them to complete the official Letter of Agreement (LOA) and return it to the office with signatures where needed.

To begin, open an internet explorer browser window, type <http://www.globalmissionsproject.com>. This is our home page. By selecting **Register for a Project** you will be taken directly to the Registration Form.

Even if you have been on a Mission Project with **GLOBAL MISSIONS PROJECT** you will need to repeat registration so that we are ensured of accurate, up-to-date information.

1. Complete the registration page. The fields that have an asterisk are required. You must have an email listed on this registration form. (If there are members on your Team without an email address, please use your point person’s email address.)
2. When complete, accept the registration terms and click on the  button. You will receive a screen message to confirm your registration and a similar follow-up email.
3. The Leadership Team will receive email notification regarding your registration.

#### 2. WHAT TO EXPECT / WHEN TO EXPECT IT

*(This is a general point of reference for expected communication of project information and is subject to variance)*

<b>GMP ITINERARY ACTION PLAN</b>		
<b>Mission Partner</b> Developed by:	<b>Ministry Leader</b> Delivered by:	
4 weeks of partnership	8 weeks of partnership	<b>DEVELOPMENTAL ITINERARY</b>
		General day to day ministry plan
4 months from activate date	3 months from activate date	<b>DAILY ITINERARY</b>
		General morning, afternoon and evening ministry plan
6 weeks from activate date	4 weeks from activate date	<b>DETAILED ITINERARY</b>
		Specific day to day ministry plan



### 3. MUSIC / PROGRAM SELECTION

Your specific mission destination has been selected because of a match that exists between the strategies of the local Mission Partner and the type of musical ministry your Team offers. The Team you take will share their musical and/or dramatic talents in experiences that will encourage the believers and minister to the people in need of hope. The music/drama selections should be selected to meet the requests or desires of the local Mission Partner, Pastor or Church Leader. This will ensure that the local religious customs and allowances are shown the highest level of respect and consideration. When possible, a strong effort should be made to communicate some music and/or drama in the primary language of that country.

### 4. Financial Consideration

#### **Donations and Costs**

Contributions are and must be solicited with the understanding that GMP has complete control and discretion over all donated funds, following IRS guidelines for the deductibility of donations to charities. As a result, GMP cannot “refund” contributions to donors because a prospective participant is unable to travel or take part in a particular Project. While it is GMP’s goal that everyone who wants to participate in a Mission Project will do so, that type of “refund policy” would jeopardize the deductibility of all donations to GMP, as well as its tax exemption. If you raise funds for a particular Project in which you intend to participate, but you are unable to participate, you may request that such funds be used for a subsequent GMP project in which you would like to participate. Such requests will be considered on a case-by-case basis, but we seek to honor such requests when it is feasible and would not adversely affect our tax-exempt status

#### **Costs**

From time to time, additional costs, over and above those set forth in the Fund-Raising Schedule, may be required to cover the costs of a project. 100% of all applicable costs (whether initially contemplated or considered additional) must be raised by participants for the project at least 45 days prior to departure date in order for full participation to be possible.

#### **Additional Costs Caused by Participant**

Any additional costs incurred by GMP which are directly caused by a Participant’s change of plans must be paid by Participant at GMP’s discretion.

#### **Application Fee Cost**

A \$300 application fee (deposit) is required for International Projects and a \$150 application fee (deposit) for Domestic Projects to be paid or raised to complete the application form and is considered part of the target amount to be raised by each Participant.



## **Cancellation**

In the event that a Participant cannot go on a scheduled Project and has raised some or all of the funds covering the costs of the Project, then GMP will use these funds to support other trip expenses and organizational costs as determined by it. Further, in the event deposits or other donations made by Participant are less than (a) the amounts paid by GMP, or for which GMP is otherwise obligated to pay, to reserve space or (b) fares which are non-refundable, in whole or in part, Participant shall remain liable to GMP for the amount(s) expended by GMP, or for which GMP is otherwise obligated to pay.

## **IV. ITEMS TO NOTE**

### **1. TEAM EQUIPMENT / MUSICAL INSTRUMENTS**

The Ministry Director will help to locate stage equipment, sound equipment and musical instruments that can either be borrowed or rented at the Project Location as deemed necessary by the Ministry Leader. Once all means have been exhausted to secure these items at the Project Location it will be the responsibility of the Ministry Leader to bring their personal equipment, or to purchase or rent all of the necessary equipment and instruments and have it transported in flight approved cases. **GLOBAL MISSIONS PROJECT** will be happy to assist you with recommendations and suggestions for this very important aspect of the Mission Project.

### **2. TRAVEL**

All GMP Projects begin at the international point of departure and you will be responsible to arrange your own transportation to this location unless other arrangements with GMP have been made.

### **3. VISAS, PASSPORTS AND IMMUNIZATIONS**

The regular passport process can take up to 6 weeks or longer. For that reason, it will be a benefit to your Team Members to begin NOW and not wait. This will save both time and money for them. Time is a factor, especially when the mission involves a country that requires a Visa. The Visa process will be overseen by your Project Manager and will require a passport be in place to even begin. The fees associated with both passports and visas will be the responsibility of the individual participants. Due dates will be set for your team. Immunizations are strictly between you and your doctor. GMP will not give immunization recommendations unless it is required for entry by the country.

### **4. TEAM MEALS**

Meals for the team are outlined in the contract specifying the number of meals a day that is included.



## **5. PAYMENT SCHEDULE**

All payments should be made on or before the due dates listed on the Participants Letter of Agreement.

# **V. HELPS & HINTS**

## **1. BASIC LOGISTICS**

There are many logistical aspects to arrange and communicate with the Team. All of the information regarding these aspects will be shared via the Team E-mail and Project Pages. Each Team Member is included in this distribution list once they have completed their registration forms. Generally speaking, if flights are included in your Project, the tentative flights are set as early as possible and will be shared once deposits are made to secure the tickets. The airlines reserve the right to vary their flight schedule right up until the actual day of departure, so flight schedules reflected on the final ticket or e-ticket will be the one to follow. The hotel, meal, and local transportation plans will be addressed within the general itinerary sent out by your Ministry Director.

## **2. PERSONAL PACKING**

There will be country specific packing details included in the Project Page Updates for your team to review at their leisure. The website will also include current local weather forecasts, time and temperature reports that will be helpful in preparation and packing. Please encourage your team to pack lightly so there will be room to transport any extra Team needs. Please note that busses tend to have less space for cargo in foreign countries.

## **3. SPENDING AND COSTS TO ANTICIPATE**

Once the details of the Mission Project have been finalized a Personal Spending Sheet will be developed for your team. The costs indicated will be approximate expenses that will aid them in determining how much personal spending to expect during the Project. It will be included for them in the Team Communications coming from your Project Manager.