**Sample Mission Team Orientation Meeting**

1. **All-Day Option**

9:00 Opening devotion

9:30 Team building exercises (*Sample ice-breakers can be found in the Appendix*)

9:45 Overview of day

10:00 Team Talk

* Role of team members and make assignments *(Sample Team Member Assignments in the Appendix)*
* Construction and/or medical plans: in-depth review of type of service to be done
* Bible School: in-depth review of daily plans: theme, snacks, closing

10:30 BREAK

11:00 Cultural information about destination

* Awareness exercises *(Essential Keys to Intercultural Communication available in the Appendix)*
* Background of destination country/site

12:00 LUNCH

1:00 Team Covenant

* Code of Behavior
* Dress Code
* Evangelism on the mission
* Giving Gifts

2:00 Reviews

* Review travel information and departure – indicate where and when
* Review daily schedule
* Review budget
* Review Commissioning Service – indicate where and when

2:30 Break and Sign-Ups (post sign-up sheets)

* Daily devotions
* Items for first aid kit
* Snacks for team

3:00 Final Items

* Pre-departure packing–indicate where and when
* Music for team
* Collect forms

3:15 Answer any unanswered questions your team members might have

3:45 Closing Prayer *(A Prayer for Those Who Have Too Much in the Appendix)* and/or

Communion

4:00 Departure

**Sample Mission Team Orientation Retreat**

1. **Weekend Option**

**Friday Evening**:

SUPPER followed by opening devotion

Team building exercises (*Sample ice-breakers can be found in the Appendix*)

Overview of weekend and collect forms

Theology of Mission *(Mission is… in the Appendix)*

Team Talk

* Role of team members and make assignments *(Sample Team Member Assignments in the Appendix)*
* Construction and/or medical plans: in-depth review of type of service to be done
* Bible School: in-depth review of daily plans: theme, snacks, closing
* Spiritual formation study *(*Preparing for the Journey *available on* [*www.umvim.org*](http://www.umvim.org/)*)*

**Saturday**

BREAKFAST followed by devotion

Cultural information about destination

* Awareness exercises *(Essential Keys to Intercultural Communication in the Appendix)*
* Background of destination country/site
* Language lesson (for international destinations)

Team Covenant

* Code of behavior
* Dress code
* Evangelism on the mission
* Giving gifts

LUNCH followed by review of:

* Travel information and departure – indicate where and when
* Daily schedule
* Budget
* Commissioning service–indicate where and when

Sign-Ups (post sign-up sheets)

* Daily devotions
* Items for first aid kit
* Snacks for team

Final Items

* Pre-departure packing–indicate where and when
* Music for team

Answer unanswered questions

Closing Prayer *(A Prayer for Those Who Have Too Much in the Appendix)* or Communion

Departure

**Topics for Team Orientation and Training**

**Who We Are**

UMVIM history and purpose

Mission theology

Evangelism during the mission

Team member assignments

Team member covenant

**Where We’re Going and What We’ll Do**

Presentation of mission and type of service

Lodging and meals

**Spiritual Formation**

*A Mission Journey: A Handbook for Volunteers*

Devotions

Journal

Worship

Commissioning Service

**Travel Plans**

Travel itinerary

Schedule during mission

Travel document information (international teams)

Check and copy passport (international teams)

Customs/immigration information (international teams)

Tourist card/departure tax/visa information (international teams)

**Cultural Exchange**

Local culture and customs

Cultural dos and don’t

Currency

Photography etiquette

Gift-giving guidelines

Culture shock and reverse culture shock

Country and language information (international teams)

**What to take**

Packing list (personal items and team supplies)

Clothing/shoes

Luggage requirements (air travel)

**Forms**

Online team registration

Team forms for trip as needed

**S**mart **T**ravelers **E**nrollment **P**rogram registration (international teams)

**Costs/Budget Review**

Project funds

Fundraising

Donations

Other costs

Payments

**Health and Safety Precautions**

Water and sanitation

Work limitations and safety

Vaccinations and prescriptions

Team health and safety

Emergency contacts, including embassy for international teams

**Other Topics**

T-shirt options

Discuss ways to involve the local church

Discuss/schedule reunion date