

# Volunteers In Mission

Oklahoma Conference of the United Methodist Church

*"Our hearts, our mind and our doors are always open."*

*The people of the United Methodist Church.*



## Jeremy Basset

Director  
405.530.2028  
jbasset@okumc.org

## Gene Brantley

Associate Director  
405.530.2033  
gbrantley@okumc.org

## Richard Norman

Associate Director  
405.530.2032  
RNorman@okumc.org

## Lori Foster

Coordinator  
405.530.2070  
lfoster@okumc.org

## Kristin Terrell-Wilkes

Coordinator  
405.530.2029  
kterrell-wilkes@okumc.org

## Luisa Medina

Intern  
405.530.2036  
lmedina@okumc.org

Dear Team Leader:

Your presence here at Team Leader Training is an exciting step towards one of the most rewarding avenues of Christian service that I know! There are many, many ways to serve God's mission in the world, but obviously those of us gathered here today have a passion for what OKVIM can offer through each of us and our local churches to God's hurting world. VIM in Oklahoma has been privileged to be able to do our work for over 20 years because people like you step up to the plate and partner with us in this vital ministry.

Everything we will do during our training and every page in this well-thought out and comprehensive manual is designed to do one thing: equip you to be a servant leader so that each team that goes out under the OKVIM banner brings glory to God and is effective in its service of the Kingdom.

There is a lot to absorb – and some things you will want to reread and reflect upon after today. Do not worry if you feel just a little overwhelmed at the task before you right now! You are encouraged to use this session and this manual to the fullest. But also, we encourage you to utilize the talents and energy of your OKVIM staff, who are here to help you every step of the way. If you have questions, want to make comments about how you think we can improve our ministry, offer your ideas for OKVIM's work: please let us know. This is our shared ministry together for God, and we are delighted you have responded to the call to offer yourself in this way.

So, enjoy your day of training – and the many years of service that lie ahead. What can be more important and more meaningful than being involved in a ministry that seeks to share the love of Christ in ways that make a Christian difference in our world?

Yours for the Cause of Causes,

Jeremy Basset



## United Methodist Ministry Center

1501 N.W. 24th Street, Oklahoma City, OK 73106-3635, Phone: 1.800.231.4166, 405.525.2252,  
FAX: 405.530.2048

March 2011 Edition

# OKLAHOMA VOLUNTEERS IN MISSION

## Team Leader Packet

### Table of Contents

	Page #
Introduction	1
Table of Contents	2-3
 <b>Section 1(A) – Where Do I Begin? For Team Leaders Working with OKVIM Office</b>	
Where Do I Begin?- Working with the OKVIM office	2
Registration Form	3
Team Leader Overview	4
Mission Development Checklist	4-8
 <b>Section 1(B) – Where Do I Begin? For Team Leaders Planning the Mission on Their Own</b>	
Where Do I Begin?- Planning the Mission on Your Own	2
Registration Form	3
Team Leader Overview	4
Mission Development Checklist	4-8
 <b>Section 2 – Budgeting, Collecting, Remitting and Raising Funds</b>	
How to Prepare the Budget	2
Team Budget Worksheet	3-4
Collecting and Remitting Money	5
Remittal Form	6
Fundraising	7
Sample Fundraising Letter for Individual Missioner Cost	8
Sample Fundraising Letter for Mission Project	9
 <b>Section 3 - Travel Information</b>	
Airline Arrangement Information	2-3
Airline Arrangement Form	4
Personal Air Miles Policy	5
General Travel Information	5
How to Obtain a Passport	6
Staying Healthy Abroad	7-9
 <b>Section 4 - Recruitment</b>	
Recruitment Ideas	2
Towards Being a More Inclusive Team	3

# OKLAHOMA VOLUNTEERS IN MISSION

## Team Leader Packet

### Table of Contents

	<b>Page #</b>
<b>Section 5 - Orientation</b>	
"Getting Ready to Come Back"	2
Team Orientation Sample Agenda	3
Purpose, Values, Task & Mission Policy Agreement	4
Attitudes, Behaviors & Characteristics	5
Team Member Packing List	6
A Sending Forth Litany	7
Prayer for Team Meetings Prior to a Mission	7
Pray for Our Mission Team	8
Suggested First AID Kit	9
OK VIM Team Items Order Form	10-11
Plaque Order Form	12
<b>Section 6 – Team Member Forms</b>	
Explanation of Forms	2
Medical Information and Emergency Contact Information	3
Release Form (minor)	4-5
Release Form (adult)	6
Notification of Death	7
Team Leader Accountability Checklist	8
OKVIM Insurance Registration Form	9
<b>Section 7 – During the Mission</b>	
Responsibilities During the Mission	2
VIM Insurance Within the United States	3
VIM Insurance Outside the United States	4
VIM Emergency Contact Information	5
<b>Section 8 – Post Mission</b>	
Post Mission Responsibilities	2
Press Release Format & Press Release Example	3
Team Member Mission Reflection	4-5
Team Leader Reflection of - - - Mission Experience	6-7
Team Leader Reflection of - - - Mission Site/Project	8-10
Team Leader Reflection of - - - Mission Statistics	11-12
Mission Site Reflection	12-13
Debriefing the Mission	14-18