

SECTION 1(A) – WHERE DO I BEGIN?

OKLAHOMA VOLUNTEERS IN MISSION

Section 1(a): For Team Leaders Working with the OKVIM Office

- **WHERE DO I BEGIN?**
- **REGISTRATION FORM**
- **TEAM LEADER OVERVIEW**
- **MISSION DEVELOPMENT CHECKLIST**

NOTES:

OKLAHOMA VOLUNTEERS IN MISSION

(a) Where Do I Begin? – Working with the OKVIM Office

From the moment a Team Leader accepts the challenge of leading a team until their return and the final review of the mission, the Team Leader will be entrusted with many responsibilities. Planning a mission can be an overwhelming and rewarding experience. The first question you probably have is, “**Where do I begin?**”

1. The Team Leader must prayerfully plan the mission in a way that the entire mission will be a Christian ministry where Christ is at the very center of plans and actions. This will guarantee that the purpose of Volunteers In Mission, which is to share the love of Christ in ways that make a Christian difference, will be accomplished.
2. Please research, on the web, places that may interest you and your team for service. See our webpage at www.okvim.org. You may also find the General Board of Global Ministries website helpful in the search (<http://gbgm-umc.org/vim/umvimmap.htm>).
3. Call the Oklahoma VIM Staff and ask general questions about projects and/or teams.

Richard Norman, Assoc. Director, Disaster Response & OIMC Missions, 405-530-2032
Lori Foster, Coordinator, Mission Logistics, 405-530-2070
Kristin Terrell-Wilkes, Coordinator, Mission Sites, 405-530-2029

At this point, the staff is able to give you general information based on previous missions to that project or area.

- 4. Complete the Registration Form and return it to the OKVIM office, along with the Registration Fee.**
5. After OKVIM receives your Registration Form and Registration Fee, your coordinator will e-mail or call you with your team’s number and will begin the planning process with you. At this point, your team will be placed on the schedule.

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Registration Form

Please copy and complete the following Registration Form and send to:

Volunteers In Mission Registration
1501 NW 24th Street
Oklahoma City, OK 73106

Fax: 405-530-2048
Phone: 405-530-2029 or Toll Free: 800-231-4166
Visit our Web Site: www.okvim.org

Team Leader Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____ Fax #: (____) _____ - _____

PHONE (wk): (____) _____ - _____ (hm): (____) _____ - _____ (cell): (____) _____ - _____

LOCAL CHURCH AFFILIATION: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Pastor's Name: _____ Pastor's e-mail: _____

Are you a Certified OKVIM Team Leader? Yes No Unsure, please contact me If yes, when did you attend training? _____

Who will be handling your team's arrangements: OKVIM (A Team) Team Leader (B Team)

Enclosed is our Registration Fee of \$25 ([Non-refundable & Non-transferable](#))

Mission Location: (Give as much detail as you know right now)

Oklahoma: City: _____ District: _____ Project Name: _____

Oklahoma Indian Missionary Conference (OIMC): OIMC Mission Site Name: _____

National: City/State: _____ Project Name: _____

International City/area/Country _____ Project Name: _____

Disaster Response: Location: _____ Early Response Team (ERT) R-TEAM BARN-RAISING Team

Mission Dates:

Depart Origin	Arrive Destination	Work	Depart Destination	Arrive Origin
Dates: _____	Dates: _____	Dates: _____	Dates: _____	Dates: _____

Approximate makeup of our team will be (give estimated number in each category):

Estimated number of each age group: 12-14 yrs _____ 15-17 yrs _____ 18-24 yrs _____ 25 yrs + _____

Type of mission work:

Construction Medical Mission Bible School Other _____ (check all that apply)

Is this team open to outside members? Yes No

Notes: _____

(signed) Team Leader

Please use back of form for additional notes to OKVIM

(signed) Pastor

OKVIM Office Use: Team # _____

OKLAHOMA VOLUNTEERS IN MISSION

Team Leader Overview

Qualities of a Team Leader

The Team Leader of a Volunteers In Mission mission is a very important member of the team. The effectiveness and success of the mission will be determined largely by the team leader. The Team Leader must be a person who represents the love, the peace, the power, and the leadership of the Holy Spirit.

Listed below are a few of the qualities necessary for a good Volunteers In Mission Team Leader:

1. A demonstrated commitment to Christ Jesus and the servant, missional ministry of the church.
2. An experienced missionary.
3. Shows maturity, flexibility and openness. Has as a sense of humor, is willing to be organized, and exemplifies leadership skills.
4. Has financial management skills or will delegate this responsibility to a qualified team member. **Team Leader is accountable for the overall accounting and reporting of the financial aspects of the mission.**
5. A willingness to cooperate with contact persons on the mission site.
6. Is patient, a good recruiter, positive, and an enthusiastic person.
7. Able to share leadership and delegate responsibilities to the team members with careful consideration. Has the ability to make good, responsible decisions.

Mission Development Checklist Oklahoma, National & International Missions

THE TEAM LEADER IS RESPONSIBLE FOR THE FOLLOWING:

9-6 Mos. before mission:

- Pray for discernment about God's call for mission outreach in your journey as a disciple of Jesus. If you feel led to be a Team Leader with OKVIM, fulfill the responsibilities noted on this checklist as one who is serving God.
- Prayerfully plan the mission in a way that the entire mission will be a Christian ministry where Christ is at the very center of plans and actions. This will guarantee that the purpose of Volunteers In Mission, which is to share the love of Christ in ways that make a Christian difference, will be accomplished.
- Contact OKVIM to express interest in planning an OKVIM endorsed mission. Work with a Coordinator to clarify your mission date, site, and project. Remember that the mission site will need as much time to prepare for your team as you will need to prepare for the mission.

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Mission Development Checklist

Oklahoma, National & International Missions

- Send in **Registration Form and Registration Fee** (see OKVIM Manual, Section 1(a), Page 3). This is required for your mission to be recognized as an official mission of the annual conference. (Registration Fees are non-refundable and non-transferable). Your team will be placed on the schedule and planning will begin on your mission **after** OKVIM receives your **Registration Form and Registration Fee**.
- If flights are needed and you are using OKVIM for your airline arrangements, complete and send the **Airline Arrangement Form** and the **Airline Arrangement Fee** of \$50 to OKVIM (see OKVIM Manual, Section 3, Page 4). No airline arrangements will be made before receiving these forms/fees. Airline Arrangement Fees are non-refundable and non-transferable. You are encouraged to have OKVIM obtain a Group Agreement for your airline tickets prior to developing a team budget.
- Work together with the OKVIM Coordinator to develop a **Team Budget** and, if appropriate, a payment plan for team members. The Team Budget Worksheet (see OKVIM Manual, Section 2, Pages 3--4) must be used. (GBGM Manual, Pages 11-12)
- Come to an agreement with one local congregation willing and able to collect and disburse all team funds. Inform the OKVIM Coordinator of the congregation and the contact person. For United Methodist congregations, all monies collected and disbursed for missions may be counted by the congregation as mission giving in addition to apportionments.
- Involve the local church. (GBGM Manual, Page 12)
- Recruit team members. This is a challenging and exciting adventure, but one that must be done early and ardently. (see OKVIM Manual, Section 4, and GBGM Manual, Pages 9–11)
- Work closely with the OKVIM Office. In fact, the Team Leader is the **ONLY** representative of the team who should be working directly with the OKVIM Office. Team Leaders communicate with their team members on behalf of OKVIM.
- Raise the necessary funds for the mission. (GBGM Manual, Pages 133-136)
- International Team Leaders: For every team member recruited, check to make sure that each person's passport and visa are in order.**
 - A special note about passports. (GBGM Manual, Pages 13-14)
 - Recently some countries have begun requiring at least 6 months of validity on a passport and 2 blank facing pages within a passport for entry or exit.
 - Countries may change requirements at any time so it is imperative that Team Leaders check early and often in regards to passport and visa requirements at the U.S. Department of State website. www.travel.state.gov

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- International Team Leaders: Check with the Center for Disease Control (CDC), the U.S. Embassy, and appropriate country websites for requirements and recommendations regarding vaccinations and communicate this information to team members. Most county health departments can provide any necessary vaccinations.

120 days – 80 days before mission:

- Set date for Team Orientation and communicate this with the team (within the 50-80 days time frame).
- Compile a list of supplies, tools, and medications needed. This information is project dependent. Please check with the appropriate coordinator.
- As team members are recruited, the Team Leader will collect their deposits and the church will write one check to OKVIM for the deposit amount.** The deposit amount is determined by the OKVIM Coordinator and Team Leader in the Team Budget process.
- Determine what forms in Section 6 of the Team Leader packet need to be completed for your mission. As members are recruited, give them a set of necessary **Team Member Forms** to complete. Please note, the Release Form for Minors must be ***notarized for international travel only***. OKVIM recommends having one or more notaries attend a team meeting to assist team members if your international team has minors. Other forms must be witnessed at the time of signature. For minors, the signatures of parents/guardians will also be required on forms.

80-50 days before the mission:

- Teams using OKVIM to make airline arrangements must turn in all final payments for airline tickets **no later than 70 days out**. All funds must be sent in with the Remittal Form (see OKVIM Manual, Section 2, Page 6).
- No later than 70 days out**, teams using OKVIM to make air travel arrangements must fax (must be clearly viewable), email, or mail to the OKVIM office, **copies of official identification of team members that they will use at the airline's check-in desk**.

Official identification needed includes:

Copy of first 2 pages of passport w/ photo

Copy of driver's license or photo ID

This applies to those 16 and under as well. Photo IDs for minors can be obtained at a local tag agency or through the DMV.

- HOLD AN ORIENTATION MEETING** – OKVIM strongly suggests 2 or more meetings (GBGM Manual, Pages 18-28, 143-166).
- Collect or buy supplies and meds for the mission and organize them for transport (GBGM Manual, Pages 171-176).

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45-22 days before mission:

- Turn in all final payments for the mission no later than 21 days out.** All funds must be sent in with the Remittal Form (see OKVIM Manual, Section 2, Page 6).
- Ensure that all your team forms have been completed and that you have verified that each member has completed them fully.** These forms are necessary for the protection of all involved in the mission.
- If your team is taking OKVIM insurance (for international travel), please complete the Insurance Registration Form (Section 6, Page 9), making as many copies as you need for your whole team, and send it into the OKVIM office.

Make sure all travel arrangements are in order. Keep in mind the importance of the entire team traveling together.

- a. Tickets b. En route lodging c. Van rental d. Other

- If flying, no later than **15 days out**, obtain **airline tickets**. Check every team member's ticket for:
 - a. Correct official names
 - b. Exact departure date & time
 - c. Seat assignments
- Set up prayer partnerships with home church(es).
- Plan for service (or services) of commitment with the sending congregation(s) (GBGM Manual, Pages 167-169).

21 days BEFORE mission departure date

- Ensure the OKVIM office receives your completed, signed and dated **Team Leader Accountability Checklist and OKVIM Insurance Registration Form (Section 6, Page 8 & 9)**. This will affirm to the office that you have completed your preparations for the mission and that all necessary forms have been handed in to you.
- Make copies of all forms, of the picture page of passports, and of air tickets and leave the set with someone you trust (your church secretary, for example). It is this person's name that you fill in on the Team Leader Accountability Checklist.

During Mission:

- Keep the team focused on the purpose of OKVIM – “to share the love of Christ in ways that make a Christian difference”. Make certain that the purpose of the mission is the focus, not the task, and that relationships with people are always more important than projects. Lead your team in appreciating other cultures through building relationships with your hosts.
- Be sensitive to each team member.
 - o Visit with each one individually
 - o Be open to input from members
 - o Be complimentary of achievements
 - o Deal with concerns appropriately and immediately.

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Mission Development Checklist

Oklahoma, National & International Missions

- Communicate clearly with team members and host team on a daily basis.
 - Provide precise information
 - Clarify arrangements with hosts
 - Renegotiate when necessary
- Keep the servant role in focus.
- Involve the local people with mission team.
- Have daily devotions as a team and worship with the local Methodist people (see GBGM Manual, Pages 17–18).
- Provide opportunities for experiencing the local culture.
- Respect your budget and make every effort to stay within its limits.
- In case of an emergency, have contact information for key persons easily available to you and your team members:
 - Site Team
 - Church leader(s) of the area where you are serving
 - OKVIM Office (see OKVIM Manual, Section 7, Page 5).
 - Physician/medical personnel
 - Insurance Adjuster, Bob McKown (see OKVIM Manual, Section 7, Page 4).
 - Travel Agent (Emergency phone number is on each airline ticket for OKVIM-arranged travel; make sure you have one of doing your own arrangements).
- At the end of the mission, hand out the Team Member Mission Reflection Form (Section 8, Page 4, 5). Use these to reflect on the effectiveness of your mission and your team members' feeling about how it went. You can also hand these out at your team reunion.

5-30 days AFTER mission:

- Schedule & meet with OKVIM Coordinator to report on the mission. Bring your financial report, receipts, press release, journal, photos (on CD), and video. OKVIM may use the photos in presentations.
- Hold team reunion to share pictures and experiences of mission.
- Tell the mission story by making a report to church(es), prayer partners, and others (GBGM Manual, Pages 34-35).
- Complete and return the **Team Leader Reflection Form & Financial Reporting Information** (Section 8, Pages 6-11) in accordance with the Team Leader Covenant you have with OKVIM.
- Remember yourself and lead others in remembering that the purpose is always most important ... to share the love of Christ in ways that make a Christian difference.