

SECTION 5 - ORIENTATION

OKLAHOMA VOLUNTEERS IN MISSION

- **TEAM ORIENTATION SAMPLE AGENDA**
- **PURPOSE, VALUES, TASK, AND MISSION POLICY AGREEMENT**
- **ATTITUDES, BEHAVIORS, AND CHARACTERISTICS OF A TEAM MEMBER**
- **TEAM MEMBER PACKING LIST**
- **A SENDING FORTH LITANY OF THE GREAT COMMISSION**
- **PRAYER FOR TEAM MEETINGS PRIOR TO A MISSION**
- **PRAY FOR OUR MISSION TEAM**
- **SUGGESTED FIRST AID KIT FOR WORK TEAMS**
- **OKVIM TEAM ITEMS ORDER FORM**
- **PLAQUE ORDER FORM**

NOTES:

OKLAHOMA VOLUNTEERS IN MISSION

Team Orientation

Team orientation is vital to the success of your mission. In one or more orientation and training sessions, team members become acquainted with one other, discuss the objectives of the mission, and explore the culture in which they will serve. Team orientation provides an excellent avenue for team member forms to be distributed, signed, notarized and collected. More information about Team Orientation and Training can be found in the GBGM Manual, Pages 18–23.

Following is an example of an agenda for a team orientation:

- Fellowship as team members gather.
- Devotion & Prayer.
- Introductions – Be creative! (see GBGM Manual, Page 151)
 - Some examples: Give your name and share something about your name
 - My favorite color is . . .
 - Name something you enjoy doing
 - Give a reason why you are serving as a team member
- Review and distribute copies of Oklahoma VIM's Purpose, Values, Task, and Mission Policy Agreement (see OKVIM Manual, Section 5, Page 3).
- Review and distribute copies of Attitudes, Behaviors, and Characteristics of Good Volunteers In Mission (see OKVIM Manual, Section 5, Page 4).
- Review and distribute copies of The Ten Commandments for UMVIM Teams (see GBGM Manual, Pages 163, 165).
- Complete Team Member Forms (see OKVIM Manual, Section 6).
- Review and distribute copies General Travel Information (see OKVIM Manual, Section 3, Page 5) and give luggage information specific to your particular airline and country or space available in vehicles.
- Review schedule, which includes when to meet at church (or airport), travel schedule, itinerary during mission.
- Discuss items to take to give to local Methodist Church or agency (crayons, pencils, t-shirts sweaters, caps, stickers, etc.). Distribution of items needs to be done through the local Methodist Church, if at all possible.
- Discuss photography and videos. Remember when developing, get doubles to share at reunion and with the OKVIM office (see GBGM Manual, Pages 177–182).
- If your team has decided to purchase promotional items, send sign up sheets and order forms around for them. Be sure to PRINT names as you want them to appear on plaques (see OKVIM, Section 5, Pages 9-11).
- Distribute Important Emergency Telephone Numbers to share with family members (see OKVIM, Section 7, Page 4).
- Assign responsibilities among the team members (see GBGM Manual, Pages 137-139) such as:
 - Devotional leader
 - Financial secretary
 - First Aid assistant
 - Work crew leaders
 - Journal keeper
 - Music leader
 - Evaluation collector
- Set Reunion – date, time, and place – set now or let Reunion Coordinator handle during mission.
- Encourage/set date for Sending Forth Ceremonies in local churches.
- Closing Prayer.

OUR PURPOSE

The **purpose** of Oklahoma Volunteers In Mission is to share the love of Christ in ways that make a Christian difference.

OUR VALUES

- ❖ We will seek to glorify God in all that we do by acting on our belief that the commitment to Christ and service are inextricably bound together.
- ❖ We will be an extension ministry of the United Methodist Church in Oklahoma, responding to the specific requests of Methodist-related churches and agencies, both locally and around the world, and will partner with them in mission.
- ❖ We will equip our leaders and team members for effective ministry and seek, through our tasks and sharing of our own time, talents and lives, to build relationships that enhance ministry and fulfill our purpose.
- ❖ We will value and respect other cultures and ways of life and will conduct ourselves accordingly.
- ❖ We will fulfill our commitment to every mission by returning home and sharing the story of Christian difference making.

OUR TASK

The **task** of Oklahoma Volunteers in Mission **is to share our abilities in partnership with our team members and those who host our teams.** As servants, we participate in accomplishing particular goals set by and in cooperation with our hosts – in their time and in their way.

A NOTE ABOUT OUR PURPOSE AND TASK

It is most important that we be constantly mindful of the primary nature of our purpose. The task is important but is always to be secondary to realizing our true mission as Christians together...to share Christ’s love. When we are faithful in our purpose, the difference that Christ intends will be made.

MISSION POLICY AGREEMENT

I realize that the following commitment is crucial to the effectiveness, quality, and positive expression of our mission together. As a participating member of the Volunteers In Mission team, I agree to:

1. Lift up Jesus Christ with my thoughts, words, and actions.
2. Develop and maintain a servant attitude toward the people our team serves as well as toward each team member.
3. Pray for and support my Team Leader and his/her decisions.
4. Respect the host’s view of religious faith, realizing that different people have different expressions of faith.
5. Accept the ministry that is going on in the area where I am serving as well as the local approach to the mission, though it may differ from my own approach.
6. Abstain from the use of alcohol, tobacco, and illegal drugs, medications not prescribed to me, inappropriate clothing, gambling and profanity during the mission.
7. Refrain from negativism and complaining. Travel and ministry outside my church may present unexpected and even undesired circumstances. However, my support and creativity will enhance the moment.
8. Refrain from gossip. If it is not true, good, and positive, I will not say it.
9. Remember that I am a servant of Jesus Christ called to be in ministry with the host team. I will serve as best I can so that both the spiritual purpose and the task of the mission will be accomplished.

Signature

Date

Printed Name

Dates of Mission and Team Number

OKLAHOMA VOLUNTEERS IN MISSION

Attitudes, Behaviors & Characteristics

A Volunteers In Mission team is the physical representation of the Body of Christ. As team members share the love of Jesus Christ, both in the local church and in the mission field, they represent Christ's presence in the place where they serve.

Essential qualities of effective team members are:

1. A Christ-centered life.
2. Commitment to the mission work of the church, exemplified by an enthusiastic and positive attitude.
3. Willingness to follow guidance of the Team Leader.
4. Flexibility and openness to other cultures and ways of worship.
5. Willingness to serve in friendship and mutuality with the host and the host church.
6. A cooperative and courteous way of relating to others.

Attitude of Servanthood

1. Lift up God in all that you do; radiate Christ's love by actions, attitude, and words.
2. Recognize that attitude and behavior are crucial to the effectiveness of the team's mission.
3. Keep an attitude that is characterized by love, patience, joy, and service.
4. Be flexible. Be patient. Be relaxed.
5. Adapt to different living conditions (schedule, noise, food, work, etc.).
6. Remember that relationships with people are more important than work results.
7. Serve Christ and his people so that both the purpose and the task of the mission will be accomplished.

Cultural Sensitivity

1. Remember that team members are servants of Jesus Christ, called to be in ministry with the host team.
2. The UMVIM experience is God's. You are not in charge. You are God's servant.
3. Expect things to be radically different from home. Prepare for less comfort and a different diet.
4. Expect different ways of doing things. Understand that cultures are different, not superior or inferior.
5. Respect the host's religious faith. The expressions of faith may be different from those of team members.
6. Be supportive of the ministry that is going on in the area where the team is serving.
7. Look forward to meeting new friends and experiencing a unique Christian fellowship.
8. Look forward to the experience of a lifetime. Expect to learn new skills and ways of thinking.
9. Don't worry about time. Most of the people will not own a watch. A mission volunteer quotes someone from another country as saying, "In the USA everyone has a watch but no one has time. Here we don't have watches, but we have time."
10. Refrain from negativism and complaining when unexpected and undesired circumstances occur in travel and ministry.
11. Rejoice in the Lord always and be thankful for the diversity of God's people.

Teamwork

1. Share Christ's spirit of kindness, acceptance, and unity.
2. Think team, not self. Participate in and cooperate with all team activities. Accept assignments for team duties.
3. Be sensitive to others and considerate of them. Be willing to listen – really listen.
4. The purpose is to share Christ's love in a spirit of kindness, acceptance, and unity.
5. Respect the leadership of the UMVIM Team Leader, recognizing that some decisions will need to be made by him or her.
6. Attend training sessions. Complete and turn in forms and money on due dates as indicated by the Team Leader.
7. Covenant with the team for a work schedule while at the mission. Have realistic goals for your part of the team task, knowing that physical conditioning, equipment, and travel to the worksite may limit team output.
8. Creatively support and encourage fellow team members in fulfilling the purpose of the mission.
9. Recognize the unique contribution of each team member.

Spiritual Growth

1. Have a healthy prayer life. Pray for and support the Team Leader in her or his decisions.
2. Be open to the Holy Spirit and to what God may be saying.
3. Be willing to learn, to grow and to expand your own horizons.
4. Expect a wonderful Christian experience. Be open and responsive to God's blessings.
5. Ask your local church for prayers of encouragement and support of the mission.
6. Learn a few songs (in the language of your host country, if possible), as the team may be asked to sing.
7. Keep a journal about the mission. Note how you saw God at work each day. Tell the story of the mission when you return home.

Personal and Financial Responsibility

1. Ask for local church financial support and help with fundraising.
2. Do not give gifts, especially to children, unless you can give to all equally. If someone asks for help, refer them to the local pastor for assistance. Resist giving money to individuals.
3. Abstain from the use of alcohol, tobacco, illegal drugs, and profanity from the time of departure until the return home. The impression volunteers give to the community affects the Christian witness of the mission.
4. Pack lightly. You must carry what you bring.
5. Be modest in the clothing you wear. Inappropriate clothing is offensive in many cultures.
6. Be very careful with your luggage, purse, money, and all personal belongings, especially when loading and unloading.
7. Follow all health and safety precautions.

OKLAHOMA VOLUNTEERS IN MISSION

Team Member Packing List

- Passport (if required)
- Vaccination certificates (if required) and yellow-colored international immunization card
- Copies of medical information, notification of death, liability release, medical release forms
- Clothing (work, casual, and dress, if needed); proper clothing for the culture
- One change of clothing, medications, and documents in carry-on bag
- Comfortable shoes
- Hat for working in the sun, sunscreen, sunglasses
- Work gloves
- Bathing suit (if in warm climate)
- Rain gear (if in rainy area)
- Sleeping bag and pillow (if needed)
- Towel and wash cloth
- Flashlight
- Bible
- Notebook, pencil/pen, stationery
- Collapsible drinking cup
- Cash (Depends on how many souvenirs you plan on purchasing)
- Travelers checks (if you desire to use them and they can be used in the area you will be in)
- Medications that you may need
- Copies of prescriptions of drugs you are taking with you
- Extra pair of glasses and/or contacts; extra hearing-aid batteries
- Insect repellent
- Toiletries, i.e. soap, shampoo, lotion, toilet paper
- Travel alarm
- Moist towelettes
- Snack food (your own personal treats)
- Dictionary with English and language of the host country
- Desire to love as Christ loves, positive attitude, Christian spirit, and servant mentality

Reminder: Leave travel schedule, host country contact and phone numbers with family or other contacts at home.

OKLAHOMA VOLUNTEERS IN MISSION

A Sending Forth Litany of the Great Commission

(For use in the worship service)

MINISTER:

Hear, servants of Jesus Christ, and know that the Gospel of the un-searchable riches of Christ is for all peoples of all the earth.

CONGREGATION:

Jesus came saying, "The Spirit of the Lord is upon me, because He has anointed me to preach the gospel to the poor; and recovering of sight to the blind, to set at liberty them that are oppressed, to preach the acceptable year of the Lord."

MINISTER:

God, who commanded the light to shine out of darkness, has shined in our hearts, to give the light of knowledge of the Glory of God in the face of Jesus Christ. He has called us to be the light of the world.

CONGREGATION:

God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish, but have everlasting life. God sent not His Son into the world to condemn the world, but that the world through Him might be saved.

MINISTER:

Therefore, if any one be in Christ, they are a new creature; old things are passed away; behold, all things are become new.

CONGREGATION:

There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus.

MINISTER:

Also I heard the voice of the Lord saying, "Whom shall I send?" and "Who will go for us?"

CONGREGATION:

Then I said, "Here am I; send me." And the Lord said, "Inasmuch as you have done it to one of the least of these, you have done it unto me."

MINISTER AND CONGREGATION:

We are yours, O Lord, to go and to be what you want us to be as a Church and as your disciples.

MINISTER AND CONGREGATION TO THE MISSIONERS:

As you go to serve Jesus Christ, our Lord, we promise to remember you in prayer, and we commit ourselves to be His servants as well. Go in God's wonderful love and tranquil peace.

Prayer for Team Meetings Prior to a Mission

God of transformation, whose love can restore, reform, and redeem,
We give ourselves to your mission.

We believe you have called each of us to serve and each of us has gifts to share. Yet, we know that for all we give in your name, we will receive far more in return. Make ready our souls for this miracle.

As we prepare for our time in (PLACE OF SERVICE), we ask for your presence, guidance, and grace.

Be with us as a team, melding us together and opening our eyes to your world.
Be with our hosts, strengthening their ministry and opening their hearts for our arrival.

May all we do serve you in bringing forth your kingdom of peace and justice.
Amen.

Here is a fun memory aid that you can use when you pray.

PRAY FOR OUR MISSION TEAM

Please pray for those who are going
on mission through Oklahoma Volunteers In Mission

Adapted by Jean Warner
Nichols Hills United Methodist Church, Oklahoma City

Suggested verses to read at prayer time:

Exodus 4:12; 33:14

Psalms 4:8, 19:14, 121:1-8

Isaiah 40:29-31; 55:10-11

Matthew 28: 19, 20

Acts 1:8; 4:29,30

Ephesians 3:16-20; 6:10-20

Middle Finger

Surrounded by other fingers, the middle finger reminds you that a team is made up of many individuals. Pray that through orientation sessions, the teams develop a sense of unity and common purpose. Pray they demonstrate humility, boldness, wisdom, patience, and love. Pray that they will reflect Christ's love.

Index Finger

Let your "pointing finger" remind you to pray for the many people who are making this mission possible. Pray for the Oklahoma Volunteers in Mission staff who work behind the scenes to assure the mission is a safe, rewarding experience. Pray for the people who are hosting our team.

Ring Finger

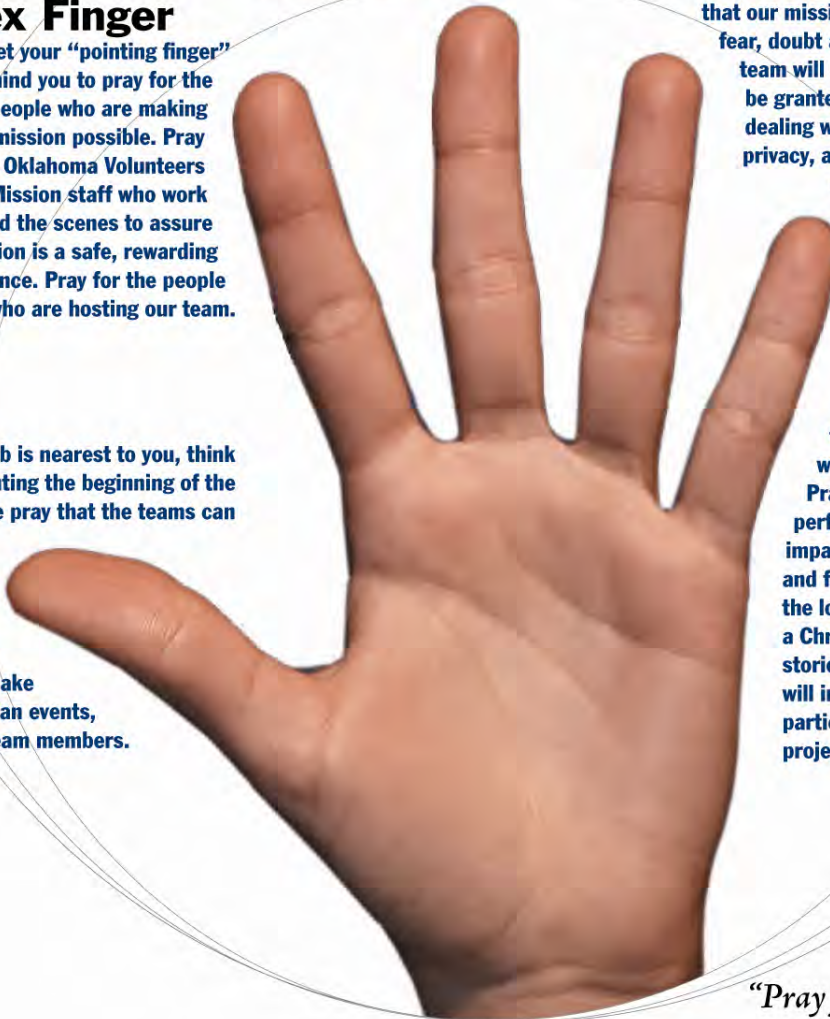
Piano teachers say that the ring finger is our weakest finger. Let this finger remind you to pray that our mission team members don't experience fear, doubt and discouragement. Pray that the team will have safe travels. Pray that they will be granted grace for cultural adjustments, dealing with jet lag, adjusting to a lack of privacy, and being far away from family and friends. Pray that they avoid accidents and sickness; that they find time for proper rest; that they resist temptations toward jealousy, envy, bitterness, and pride.

Little Finger

The final finger is a reminder that the mission doesn't end when the team comes home. Pray the projects our team performs will have a long-term impact on the people they serve and fulfill VIM's goal of "sharing the love of Christ in ways that make a Christian difference." Pray the stories they share when they return will inspire others in Oklahoma to participate in Volunteers In Mission projects in the years to come.

Thumb

Since your thumb is nearest to you, think of it as representing the beginning of the mission. Please pray that the teams can raise their needed funds. Pray the preliminary planning goes smoothly as planners make reservations, plan events, recruit and train team members.



"Pray for us." – HEBREWS 13:18

OKLAHOMA VOLUNTEERS IN MISSION

Suggested First Aid Kit for Work Teams

Buffered Aspirin	100 tablets
Extra Strength Tylenol	100 tablets
Nuprin	100 tablets
Thermometer	2
Cotton balls	100
Band-Aids: medium size and butterflies	1 box each
Q-Tips	1 large package
Sterile dressings (individually wrapped):	
4 x 4 gauze	10
2 x 3 non-stick	10
5 x 9 thicker abd. pads	10
3" stretch gauze wrap	4
Eye pads	6
1" Paper Tape	2 rolls
2" Cloth (regular adhesive) Tape	1 roll
Phisoderm	1 bottle
Antibiotic Ointment	1 tube
Non-sterile Exam Gloves	1 box
Instant Ice Pack	2
3" Ace Bandage	2
Finger splint	2
Wrist splint	1
Calamine Lotion	1 small bottle
Single-use Syringes	4
Toothache/Oral Pain Medicine	1
Imodium A-D	2 packages of capsules
Pepto-Bismol Tablets	1 package
Laxative	1 package
Myoflex or BenGay	1 tube
Snake Bite Kit	1 (if location suggests it is useful)
Cough Syrup and Cough Drops	1 small bottle/ 1package
Benadryl	1 package of capsules
Aloe lotion/gel	1 small bottle
Vaseline	1 small jar
Eye Drops	1 small bottle
Blood pressure cuff	
Stethoscope	

The OKVIM office has a First Aid Kit that can be checked out. If you would like to donate a First Aid Kit for other mission teams to use, please contact Kristin Terrell-Wilkes at the VIM office (405-530-2029).

Price

Quantity

Total

VIM Nylon Jacket (embroidered with VIM logo) \$30

(Has a hood and folds up into a built-in pocket)

Available in limited sizes. Contact VIM for details.

x _____ = _____ \$



Luggage Tags (Velcro closure)

\$2

_____ = \$ _____

Color/Qty:

_____ Yellow _____ Blue _____ Orange _____ Green _____ Red



x

Books

\$12 x _____ = \$ _____

_____ *Blood Brothers: The Unforgettable Story of a Palestinian Christian Working for Peace in Israel*

by Elias Chacour

_____ *Serving with Eyes Wide Open: Doing Short-Term Missions with Cultural Intelligence*

by David A. Livermore

_____ *Transforming Ventures: A Spiritual Guide for Volunteers In Mission*

by Jane P. Ives

_____ *Mission Trips that Matter: Embodied Faith for the Sake of the World*

by Don C. Richter

Shipping (optional) (\$1 per item)

\$1 x _____ = \$ _____

Total

\$ _____

Office Use Only: Type of Payment: Check# _____ Cash _____ Team # _____

Mail completed form with payment to: Oklahoma VIM, 1501 NW 24th St. Oklahoma City, OK 73106

_____ I will pick up my order in the OKVIM office on this date _____.

_____ Please ship my order. I need my items by this date _____

(Please allow 1 month for processing & shipping)

Ship to: Name _____ Phone _____ Team # _____

Address _____

City _____ State _____ Zip _____

OKLAHOMA VOLUNTEERS IN MISSION

Plaque Order Form

Allow 1 month for processing

MISSION TEAM # _____ CHURCH _____

TEAM LEADER _____ PHONE # _____

Please print legibly.

FOR SERVICE AT _____ DATE OF SERVICE _____, 20_____

PLAQUES ARE \$12 EACH PLEASE MAIL COMPLETED FORM WITH PAYMENT, INCLUDING SHIPPING IF APPLICABLE, TO: OKVIM 1501 NW 24TH ST. OKC, OK 73106

Office Use Only: Type of Payment: Check# _____ Cash _____ Team # _____

DO YOU WANT PLAQUES MAILED? __Yes __No (shipping cost of \$1 per plaque apply if mailed.

Please allow 1 month for processing and shipping)

If yes, please include address: _____

TYPE or PRINT THE NAME THE WAY YOU WANT IT TO APPEAR ON THE PLAQUE
(Computer generated lists are also acceptable)

Couples may choose to request one plaque with two names in lieu of two separate plaques.

To avoid mistakes, please make sure all names are spelled correctly and are legible!

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____