

UCF-STM Manual

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0.1 A message from Andy

UCF-STM
PO Box 35293
Syracuse, NY 13235

Dear UCF-STM Team Member:

You have been selected to serve in an exciting and vital area of ministry. The next few months will probably rank as a very profitable and memorable time of Christian service in your life.

Whether serving overseas or here at home, your mission is the result of an invitation from a missionary, pastor or director, and the fellow workers with whom he/she labors. Your on-site involvement will be a valuable experience in your further spiritual development. Most missions are for 1-2 weeks, and you will be responsible to the missionary, pastor or director to whom you have been assigned. Your team leader will act as a liaison before, during, and after the UCF-STM trip.

The information in this orientation manual will assist in your preparations for service. Read these materials soon and allow the Holy Spirit to begin an important work in your life and attitudes. You are required to attend training before leaving for the field. The reverse sides of the manual pages are blank for notes during training.

Begin corresponding with your team leader. Ask all questions you have about travel tips, items to take, job descriptions, exact dates, etc. Also stay in touch with UCF-STM to stay apprised of any changes or modifications to plans and/or procedure.

May you always be aware of the nearness and help of the Lord. Be assured that we at UCF-STM are ready to assist you and will be praying for you.

Sincerely,

University Christian Fellowship Short Term Missions
Andy Mitchell, Director

0.2 Financial information for UCF-STM team members

World Ministries Credit and tax receipts are available for the churches and individuals, respectively, who give toward the fare and support of UCF-STM Team Members.

All receipts for goods and services purchased in the field (except personal items) should be retained by the team leader only. Do not keep receipts until the end of the mission. Give them to the leader as soon as you receive them from the provider.

We suggest you collect the monies for your budget soon. All funds are sent through an account created for you at the University Christian Fellowship office. Instruct your supporters to make checks payable to University Christian Fellowship and to write your name and the following on the note line: UCF-STM. This will insure that you receive your offering.

You must raise *all* your funds to participate in the mission. There are no exceptions. You may call the UCF-STM office to check your account status. For personal funds you should plan to take approximately \$100 in cash, and the rest of your spending money in travelers' checks. Any monies received by UCF-STM after the mission will be deposited in the UCF-STM fund for future ministry.

On the following pages are some sample support raising letters for you to adapt. Sending letters such as this to friends, family, and your home church is the most successful means of raising funds for short term missions. It is a means of sharing your vision, the purpose of the team, and your need for help. Most UCF-STM participants have found this process to be both fruitful and rewarding. Begin brainstorming now at least **50-60** people to whom you can send a letter and give an opportunity to give. You'll be surprised how many people can get excited about you participating in a cross-cultural experience.

Another idea for raising funds is to ask your home church for a part or whole service to share this mission opportunity God is giving you. Many times churches have mission money that is going nowhere, that they may consider giving you. Commit to them that you will return to give a report of your ministry.

Dear Mr. and Mrs. Moneybags:

It is my hope this letter finds you in good health and with every thing going well. I am still a college student at SUNY Lockport, majoring in Advanced Field hockey. For several months I have also been involved with a Christian church called UCF, which has been a real source of encouragement to me. We meet weekly for Bible study/interaction, prayer, and fellowship. I am so thankful I found such an encouraging group of people.

This summer, I have been given the opportunity to participate in a cross-cultural team of college age adults going to Transylvania to work with midgets. The dates of the trip are from June 4-16, 200_, and it is sponsored by University Christian Fellowship Short Term Missions (UCF-STM). UCF-STM has overseen trips on six continents, and has an excellent reputation for quality experiences for young adults. I am really excited about working with the Transylvanian midgets, and want to do my part in assisting the workers there now. They have called for our help, and we want to respond.

Our task in Transylvania is to conduct midget outreaches in small towns around the country. We will work with puppets, pantomime, clowning, music, and in training nationals. We will also work with local churches and assist them in any way possible. We will be staying in churches and with families to keep the costs down as much as possible, and raising our personal budgets and outreach budget here in the United States before we leave.

My budget is set for \$1500 which includes ALL expenses associated with the trip and training camp. If you would like to join my support team for this trip, please send any gifts in the envelope provided (for tax credit, make check payable to "UCF").

I look forward to hearing from you soon! Our budgets are due by April 21.

Dear

Greetings in the great and powerful name of Jesus! I pray that this letter finds you well. Before I get into the purpose of this letter,

I want to thank you for your prayer support. It is because of this support, that I feel God's constant leading in my life.

Things are going well here in Dogville. I am still working as a cowpoke in the area. This has developed into a relatively steady source of income, but I am trusting God to provide a job with less stink. I am also involved with the local church as a Sunday School

teacher, and serving wherever there is a need.

This winter I have a great opportunity to minister in Africa. A mission team is forming to go to Liberia, West Africa to assist the small and struggling church there. Workers are needed to model evangelism, work

with children, and encourage the weary believers there. We are all excited to be able to share the Gospel this winter through music, mime,

street evangelism, and preaching. The dates of the trip are December 17-30, 200_.

I am in the process of raising \$1,500.00. This money will be used for air fare, and room and board. Please join with me in prayer that God will provide for all the financial and spiritual needs concerning this

ministry opportunity. I earnestly covet your prayer support. As God leads, please send all financial support to:

UCF-STM

PO Box 35293

Syracuse, NY 13235

In order to receive tax credit, checks must be made out to UCF. Please also note my name on the memo.

I am very excited to be able to participate in this mission trip to Liberia. I am also eager to be in the mission field in a place that is so open to the Gospel. I appreciate all of your support, and I pray that God will bless you as you serve him.

0.3 Missionary relationships

You need to know the type of people you will be working with in the field. Most of the missionaries you will be involved with are associated with University Christian Fellowship. The following is a survey.

Missionaries are essentially people of tried credentials. In order to be a missionary one must be approved by UCF or some other body, and have a proven ministry both here in the United States and abroad.

In the past several years additional staff personnel have been recruited as specialists. These are people such as printers, radio technicians, nurses, school teachers, and heads of overseas children's hospitals. A minister's credentials are not particularly needed in these areas, although these individuals are all carefully screened before being sent abroad.

Career missionaries know what they are doing, and know what is expected of them. You can, in most cases, count on them to foresee and take care of most of your needs in the field.

0.4 Your part in the field

The work you represent has been approved at not only the individual missionary level, but also by the UCF eldership. You are not overseas simply at the invitation of a single missionary. You may be related to only one missionary sponsor, but that missionary and others are authorized by the eldership to work with you.

You are not in an isolated area where you will work only with the missionary and a few nationals. A national church knows of your coming and knows what you are coming for. We believe there is no real substitute for the career missionary – one who goes to a field to live, identifies himself with the culture, and learns the language. This is the first line of our foreign missions program.

We believe, however, that the Lord has many other types of involvement besides full-time missionary service. The support and encouragement that a short term team provides are often invaluable to the national church and career missionary. (See **Philosophy and Purpose**).

It is important that you communicate with the missionaries with whom you work. These people are used to communicate to another culture in another language. Do not judge the missionary too harshly when you arrive. They should not be the same as you culturally.

Missionaries are human. They will make mistakes just like anyone else. Don't be too quick to judge these people on how you see them react with their national contacts. Whatever you do, refrain yourself from being critical until you are sure of what you know. Above all, don't come back home and criticize the missions program.

Whether you agree or disagree with the person in the field, respect their position. Don't interfere in the workings of the local church. An insight to this type of work is gained only through experience.

Try to strengthen the missionary's position with the national church as much as possible. In many countries the missionary is the one who is promoting evangelism. It

may be that in some situations the national church has not been motivated to evangelism outreach as you will be engaged in, so when the missionary is pushing this, back him/her up.

Praise everyone and everything you can. People in the national churches are really no different from you. They like to be commended when they do well.

If you find a serious problem in the field that you feel shouldn't go unnoticed, report it your team leader. *In no case should you try to deal with the problem yourself.*

0.5 Problems you may encounter

0.5.1 Culture shock

Culture shock will come almost immediately upon your arrival in another country. Culture is the sum of what an individual acquires from his/her society: beliefs, customs, artistic forms, food habits, crafts, etc. All of us have patterns that have come to us as a result of the communities in which we live, the families we grow up in, the culture in which we are raised. We accept these patterns without question. They are automatic to us and we seldom stop to define or question them. They are just a part of our life.

Because this is so natural to us, we have an idea that wherever we go, the rest of the world will also understand these cultural habits and appreciate them. When people do not understand our cultural patterns, when they do not carry out life habits as we do, there are all kinds of secondary cultural experiences that come to us. This we call culture shock.

When you confront another culture something happens to you mentally, emotionally, physically, and spiritually. There is a sense of not belonging, a sense of insecurity in this new culture. All the things you do to communicate here may not be understood and can even be misunderstood in another culture.

When you go to another country you will see peculiar things in the lives of people that will not make sense to you. Please be broad-minded about these things. Recognize that these people, like you, have come up with a set of customs and a pattern of living to satisfy their needs.

Don't take your American pride with you into another culture. Just because other people don't do something like you does not mean their way is not good. Probably the greatest single fault of Americans traveling overseas is that they close their mind to anything except that which has an American label on it. Remember you are a citizen of the Kingdom of God before you are a citizen of the United States.

Culture shock can also result in the American rejecting his/her own culture. There is a segment of ex-patriot Americans in every country who have rejected the United States and embraced another way of life. There should be middle ground where we accept and appreciate another culture without leaving ours behind.

Culture shock can also result in people returning home in the depths of depression. They often feel a sense of failure, and wonder why they left home in the first place. Should you experience this culture shock "depression," remind yourself that you are in another land for a purpose, and Jesus Christ is with you. He will see you through this depression as well as the remainder of your time on the mission.

0.5.2 Satanic attacks

Often coupled with culture shock will come satanic attacks from all sides. You have invaded the enemy's territory and he is not going to give up without a fight.

One attack of the enemy is despondency. Little things can creep into one's mind and be a constant irritation. This problem should be recognized for what it is and dealt with so it does not interfere with your work overseas.

Satan may also attack you physically. Health problems usually are limited to temporary illnesses due to changes in water and food, but they can still impair the work of spreading the gospel. These problems do not usually last long, but notify your team leader immediately if you feel ill.

The devil may also use fear to hinder your work. Whatever his attack, the way to combat the enemy is through prayer. You will need to have a special place of prayer and times when you can get alone and pray through these situations. The God you serve is greater than the enemy and He will help you emerge victorious over these problems.

Finally, one of the greatest areas of attack will be upon unity within the team. Difficulties will arise among team members and with the leadership. The best way to deal with these situations is head on. You will be provided with team rules to follow. You will either adhere to them or be used of the devil to bring division to the team. Do not take this lightly.

0.5.3 Fatigue

Fatigue may also be a problem you encounter. You will need to guard against overtaxing your strength. There is such excitement in being in a new place with new responsibilities, that many people drive themselves far beyond their physical endurance. Your team leader will instruct you when it is time to rest. Take advantage of those times.

0.5.4 Relationships

Sometimes there may be personality problems. It is important to keep the lines of communication open with the team leader. He/she must be informed of ALL conflicts whether they involve him/her or not. Remember, he/she has had more experience than you, and knows what it takes to make an effective team. His/her judgment must be respected.

You will tread some precarious ground as you minister. You must be loyal to Christ, to His word, to your experience, and to your faith. Let people know that you are there to minister. Remember that you have been called, anointed, commissioned, and sent forth approved to preach, teach, testify, lay hands on, and witness. Never allow yourself to be intimidated by Christians or non-Christians. You are NOT going on this mission to be ministered unto, but to pour yourselves into others and minister to them.

0.6 Tips for missions involvement

0.6.1 Spiritual preparation

Your mission experience will only be fruitful as the Holy Spirit takes complete control of your life. Prayer is still God's method of getting things done. The communication lines need to be open between you and God before you seek to work for Him.

An important element of your preparation, is to place yourself under the discipline of the Holy Spirit. Let the Holy Spirit work in and through you to make you the person He wants you to be. If you allow Him to have His way in you and through you, this mission will be one of the most enjoyable experiences of your life. Many areas will be covered during training to assist you in this area. Come prepared to receive what God has for you.

Self-discipline is also necessary to maintain the right relationship with other people. People that you are reaching out to and people on your team will do things differently than you do. Your purpose isn't to change them to do things your way, but to live in peace. The whole team will learn to fit into a new pattern of living.

0.6.2 Physical preparation

Read as much as you can about the people you will be ministering to. Their customs, politics, commerce, history, and religions are important for you to know.

0.6.3 Travel documents

It is necessary for you to obtain the appropriate travel documents before leaving the U.S. Be sure to contact the UCF-STM office to find out what you need. Information concerning passport, visa, and vaccinations will be available at least 2 months before the mission.

0.6.4 Travel tips

The principal "do not" in missions travel is do not bring too much! You may only bring what YOU can carry. Backpacks are the best idea because of their convenience to move from one place to another. You will be allowed only one suitcase or backpack to be checked with the airline, and one carry-on bag (instruments, etc., excluded).

Make a final check for items left behind whenever leaving any area while traveling. Make checks when leaving airport loading areas, airplanes, and when changing land transportation. NEVER allow anyone to carry your bags even if they offer or they are in uniform. NEVER give your passport to anyone without the permission of the team leader.

When traveling from the U.S. to your assigned country, you may be given an emigration card to complete. Fill it out completely. If you don't understand something, the steward or stewardess can help. Following are some helpful definitions:

Port of Disembarkation: the last U.S. city you were in

Port of Embarkation: the first city of your destination country you will arrive in

Proof of Citizenship: your passport

Type of Visa: most often Tourist. Ask your team leader.

Authority for Visa: The Consulate General or Embassy. Ask your team leader.

You should have the following information on hand: record of vaccination, passport, visa. You may need to show a return ticket and know your departure date and number of days in the country. Keep all papers given to you! You may need them to leave.

Be friendly to the customs people. Patience is a great virtue in clearing customs in another country. Never joke about weapons, hijacking, etc.

Upon arrival you will be given an opportunity to exchange money by the team leader. NEVER leave the group for ANY reason. The team will do everything together, so don't move off on your own. If you must use the rest room, tell the team leader. There is NO reason to leave the team.

You may be required to pay a departure tax when leaving the country. Contact the UCF-STM office for more information.

You may not bring animals, plants or fruit back to the U.S.

You will be required to fill out a customs declaration upon your return to the U.S. All items returning with you that were purchased abroad should be listed and the amount spent. So keep track of your purchases.

0.6.5 Things to remember about the nationals

Do not make hasty judgments as far as the nationals are concerned. Try to learn to love them.

Do not talk to the nationals about finances. This includes money raised for the mission and cost of living in their nation.

Do not discuss problems with the nationals. You are there to minister to them.

Smile! Always smile when meeting people.

Shake hands at every opportunity.

Don't make fun of anything or anybody. Laugh with the people not at them. You are there to minister to them.

Be friendly.

Don't pity the people – love them.

Be courteous and gracious always. Even bad times.

Learn a little of their language.

0.6.6 Conduct in foreign cultures

Foreign cultures are different so do not insist they conform to our views as to what is proper Christian conduct. There are many things acceptable in the U.S. that are not acceptable to another culture and vice versa. You are there to minister to them.

Your conduct must be above reproach always. Unmarried men and women should not pair off (except evangelism). There should be no body contact, even hand holding. Be friendly with everyone, but romantic with no one.

Show respect for one another. Even minor misunderstandings can hamper your work.

0.6.7 Know your testimony

You should be prepared to give a testimony through an interpreter. Your primary purpose is to give witness to the fact that Jesus saves.

The language barrier need not be a big problem in worshiping with and ministering to the people. When it is necessary to speak through an interpreter, there are a few things to observe:

1. Smile
2. Gesture a bit to show enthusiasm.
3. Speak loudly enough to be heard.
4. Be brief. Remember a five-minute testimony is really a ten-minute testimony through an interpreter.
5. Give your testimony in short statements, pausing often enough for the interpreter to keep up with you.
6. Limit your testimony to what Christ has done for you, how much you love Him, and what He can do for them.
7. Close with a verse from the Bible.

0.7 What to bring

You will be told prior to the trip what kind of clothes to bring for the climate you will be in. Other items include a sleeping bag, lots of energy, enthusiasm, and the expectation that God will use you. Bring a tolerant spirit and flexibility for the new culture you will encounter. Bring toiletries, Q-tips, toilet paper, Pepto Bismol, and other essentials. Do not count on being able to buy ANYTHING. Bring OFF! if you don't like bugs, and a supply of stationery to write home. Make a list of things you think you need and have someone else go over it to make sure you've included everything. Call the UCF-STM office if you have any questions.

0.8 Ten commandments for UCF-STM team members

1. Thou shalt remember that thou art not that big a deal.
2. You shalt eat what is set before thee.

3. Thou shalt not demand thine own way.
4. Thou shalt be on time.
5. Thou shalt write home.
6. Thou shalt not be ruled by fashion
7. Thou shalt demand more of thyself, not others.
8. Thou shalt not forget thy personal belongings.
9. Thou shalt not think of thyself as a martyr.
10. Thou shalt not forget to pray.

Above all else, remember this is a time for you to minister to the nationals and reach the lost. All other activity is secondary. At no time should you neglect the work of your call and objective. God will be doing things in your life that will be exciting, and sometimes painful. Do not let this good work that the Lord is doing in your life distract you from the mission.

Remember to write a letter of thanks to the missionary as soon as you return home.

0.9 UCF-STM Philosophy and purpose

0.9.1 Priorities

1. Reach people with the Gospel - Mark 16:15
2. Assist missionary/pastor with ministry he/she would not normally be able to provide. Acts 8:14-17, Acts 19:1-7
3. Train nationals in ministry of team. 2 Timothy 2:2
4. Provide opportunities for team members to explore missions calls. Acts 16:1-10

0.9.2 Goals

Team and Individual goals will be formed during training.

1. Goals are based on type of ministry involved in.
2. Goals are formed in conjunction with the missionary/pastor and his/her vision for ministry.
3. Goals must be clear.
4. Goals must be achievable.

Example: (team)

- Form a team of x students.

- Provide x days of evangelism.
- See x people saved. x households reached. x pieces of literature distributed.

(personal)

- Raise x amount of money.
- Devote x amount of time to prayer.
- Step out in gifts at least x times on the mission.

0.10 Evangelism

The main focus of the team in evangelism is providing opportunities for contact encounters with the nationals. We do not seek out opportunities for friendship evangelism since the amount of time spent on the field is not conducive to the development of these types of relationships. Experience has shown that friendship evangelism is not an effective tool on the short term mission field. Instead, the team engages in tract distribution, 2 by 2 witnessing, pantomime, music ministry, and other contact evangelism methods. Nationals are challenged to make on the spot decisions, as team members are challenged to pray for signs and wonders to confirm their words. The team is an aggressive unit in confronting the nationals with the Gospel of Jesus Christ.

0.11 Structure

The team leader is the dictator of the mission. He/she will give instruction in almost every aspect of your life concerning this outreach. His/her instructions must be followed at all times. Even if you think he/she is wrong, do what is instructed and discuss it later at a down time. Unity is an important part of the mission. Accept your role on the team, and do not seek undue attention. You will not be expected to violate your convictions.

0.12 Remarks

You are a participant in a tried and proven philosophy of ministry. Many have come before you in confirming and establishing the principles put forth in this manual, much of it through trial and error. Buy into what you see, and your life will never be the same! Lives are changed every year on UCF-STM outreaches to varying degrees – and it all depends on YOU. The more you put in, the more you will get out. Your submission to God and His people is key to your growth and development through your experience in this mission. Come prepared, with decisions already made, to receive all the Lord has for you. You'll never regret it.

0.13 Ground rules

1. First go and be reconciled to your brother; then come and offer your gift. (Mt. 5:24b)
 - (a) But anyone who says (to his brother), You Fool! will be in danger of the fire of hell.
 - (b) But I tell you that anyone who is angry with his brother will be subject to judgment. (Mt. 5:22)
2. Do not judge, or you too will be judged. (Mt. 7:1)
 - (a) For in the same way you judge others, you will be judged.
 - (b) With the measure you use, it will be measured to you. (Mt. 7:2)
3. Whoever wants to become great among you must be your servant (Mt. 20:26)
 - (a) Whoever wants to be first must be your slave
 - (b) The Son of Man did not come to be served, but to serve. (Mt. 20:27, 28)
 - (c) I tell you the truth, not servant is greater than his master, nor is a messenger greater than the one who sent him. Now that you know these things, you will be blessed if you do them. (Jn. 13:16,17)
4. So in everything, do to others what you would have them do to you, for this sums up the Law and Prophets. (Mt. 7:12)