



EVANGELICAL FRIENDS MISSION

LUKE 10 TRIPS

Leader Planning Guide #2 – Orientation and Trip Logistics

TABLE OF CONTENTS

Travel-Related Tips & Planning Guide	3
COVID-19 Recommendations and Checklist	4
Managing Finances Guide	5
Pre-Trip Training & Orientation	6
Cultural Adjustment Map	9
Speaking Through an Interpreter.....	10
Participant Reflection Guide	11
Recommended Training Resources	15
Cash Advance or Reimbursement Requisition Form	16

TRAVEL-RELATED TIPS & PLANNING GUIDE

- Use the State Dept's Traveler's Checklist in orientation with your participants for complete information & steps. (<https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-checklist.html>)
 - Get informed about the country you will visit.
 - Know what visa or travel requirements the local government has and how long those processes take. Create an appropriate timeline for getting those documents with their embassy.
 - Register with the STEP program.
 - Consider insurance needs for your participants.
- Read through the State Dept's travel advisories for the location of the Luke 10 trip.
 - <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>
- Create a check-list and record/file all of the important documents and information for all participants
 - Don't forget to include yourself on this list!
 - Have printed copies of all important documents for each participant that you pack with you as you travel. It is a good safeguard to leave second copies with a contact at home.
 - Store scanned electronic copies (scans or pictures) on your phone.
 - Documents may include
 - Passports
 - Visas
 - Vaccination certificates
 - PCR or rapid COVID-19 tests when applicable
 - Emergency contact data
- Make each participant a traveler's information sheet - include key information dealing with travel in your particular country, such as what to do in an emergency, any particularities about traveling there, and specific data about the people groups and culture. This serves two purposes - adequately prepares everyone for being safe and wise within their travel destination while also highlighting the spiritual atmosphere in which they will be traveling, so they may prepare accordingly.
 - It is important that each member of the group carry written emergency contact information, phone, and address, for how to reach the group or get back to the meeting/lodging location if they were to get separated from the group or lost. When using a motel, each person should carry a card from the place they are staying with an address to use with a taxi driver if needed.

COVID-19 RECOMMENDATIONS & CHECKLIST

- Consult with your doctor concerning vaccination recommendations, including COVID-19 vaccination.
 - Copies of each person's vaccination card is part of the team's document file and checklist.
- Check up on the most recent COVID-19 travel recommendations.
 - <https://travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information1.html>
- Be aware of the ever-changing COVID-19 protocols/requirements in your destinations for entry and exit from country/s and entry into public places in those destinations. This includes testing (rapid tests or PCR), any required quarantine, any vaccination and proof-of-vaccination policies, masking, etc.
 - Make sure team is well aware of these requirements. Consider making a quick reference sheet of COVID-19 protocols for each participant, for entering and exiting destination/s and returning home.
 - Also, be aware and prepared for any social or relational challenges when interacting with people of various cultures, perspectives, and concerns over COVID-19 protocol and opinion.
 - Philippians 2:1-11
- Consider what protocols you will follow in the event a participant gets ill while traveling, or the group runs into any safety concerns. See EFM recommendations and protocol. Write these out in consensus with your team and brief all participants on them ahead of time.
- Consider what supplies you should have on hand as your travel to follow protocols.
 - Ex: masks, hand sanitizer, rapid tests, emergency contacts, medical info for each participant, etc.
- As of this writing, the US requires a negative test to return to the U.S; consider the availability and cost of tests in your destination country and plan accordingly. Be sure to review the accepted tests here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/testing-international-air-travelers.html>.

MANAGING FINANCES GUIDE

- Before purchasing air tickets or paying deposits on hotels/transportation, make sure each participant:
 - Has paid at least 50% of the total registration cost to EFM.
 - Has completed the liability and covenant form online. If they have not paid the full cost of plane tickets or any non-refundable costs, please make sure that they have also given you a verbal “yes I understand” to the statement that “by purchasing these tickets, EFM requires me to confirm that you understand, according to covenant and liability form, that if you for any reason cannot go on this trip, you are still responsible for the cost of these tickets.”
 - (Consider what the financial risk/loss is to us if you have made non-refundable commitments that have not yet been paid by team members, and then the participant backed out and refuses to cover those costs.)
- Make sure you take adequate cash and/or credit cards for team expenses. Be aware of whether cash or credit cards are required or accepted according to your destination areas (context of the destination country, also city vs village, etc.). All cash should be in unmarked and good condition bills, in denominations/conditions that are required in your destination country.
- It is recommended that you take \$500-1000/person in cash for emergencies. EFM’s experience is that when appropriate plans for costs have been made, emergency cash is not needed and it will all come home with you, but this is ‘just in case’ in unforeseen circumstances. See page 16 for the form to request this money.
- Have a designated record keeper for all expenses.
 - See pages 16-17 for the EFM Cash Advance or Expense Reimbursement form or [download here](#).
- Consider the following for in-country cash use:
 - Who will be responsible for carrying the cash on hand needed for in-country expenses?
 - Will you need to exchange money in-country? Where/how will you do that? (Often airport exchange desks have good exchange rates to get you started.) Consider designating one person on the team to be the ‘team exchange bank’ making it easier for team members to exchange smaller amounts as needed.
 - Be aware of the exchange rate, any restrictions on US bills, and whether or not credit cards are accepted at each of your key transactions.
 - Also make plans for how travel and airport meals will be handled in or out of the team budget and make sure all members have correct expectations.

PRE-TRIP ORIENTATION & TRAINING

- Luke 10 Vision (See [Packet #1](#), EFM National Luke 10 Think Tank [Participant Materials](#) from May 2021 that outline and unpack the Luke 10 Initiative, and [EFM website](#).)
 - Is there a sense of unity that everyone on the team has the same common goals and values for what this trip is about? Talk about it...if there is any sense of confusion or misunderstood purpose of this Luke 10 Trip, clear that up and ask for help from EFM as needed.
- Participant [Covenant & Policies](#) (Click the link or go to: <https://friendsmission.com/luke-10-trips/>.)
 - Is there a shared team commitment to unity as a community of service and respect to each other on the team for the duration of the Luke 10 Trip?
- Participant Self-Reflection & Sharing with Team, by Sarah Amador (pages 11-14)
- Learning to be “Mission-Focused” vs “Missionary-Focused”
 - To know who God has sent us to, and to know them by name.
 - When missionary-focused, we tend to be spiritually and emotionally attached primarily or solely to the missionary, and our interest tends to be limited to the missionary’s activities, and even shifts based on where the missionary is serving.
 - Mission-focused individuals and churches are spiritually and emotionally attached to the mission goals and outcomes of the mission. Missionaries and missionary teams who enter into service there are viewed as heroes in the story to accomplish the mission, so we strive to provide excellent missionary care for the sake of the mission. When we adopt the mission, or spiritually own the mission, we pray for the mission and celebrate good news and mourn sad news from the field.
- Specific Country/People Group Introduction
 - This should be prepared by the leader ahead of time.
 - Unreached People Groups specific:
 - <https://joshuaproject.net/>
 - <https://peoplegroups.org/>
 - <http://www.thetravelingteam.org/resources/>
 - <https://finishingthetask.com/>
 - General Information about Countries:
 - <https://www.cia.gov/the-world-factbook/>
 - <https://www.nationsencyclopedia.com/>
 - http://news.bbc.co.uk/2/hi/country_profiles/default.stm
- Cross-Cultural Connections Study Guide Materials - see the image below on page 9.

- Items to discuss and/or share in writing with the team, including any logistics information based on what you know (ready for much flexibility!).
 - Language, key greetings and phrases, translation expectations.
 - See tips on “how to speak through a translator” below on page 10.
 - Communication with those at home during trip.
 - Set appropriate expectations so as to keep the focus on the field and be fully present with the work on the field. For friends and family back home, no news is good news.
 - The team may wish to set up a method of communicating limited team news occasionally so that prayer supporters back home know that all is well.
 - Schedule and agenda based on what you know so far, see pages 16 and 17 in Luke 10 Leaders [Guide One](#).
 - Spending money and plans for individual or team currency exchange.
 - How team costs will be covered, team payments credit card or cash.
 - Dress code considerations or expectations for acclimation at destination and considering climate. To acclimate vs to offend.
 - Be aware of any messaging that may be written on any t-shirts or clothing you would wear into security sensitive places, such as Christian messages or the EFM Luke 10 t-shirts that EFM is printing.
 - It is usually better to err on the side of conservative rather than hinder your ability to connect deeply with people over what we as visitors may consider “our rights” or “our comfort” or “our style.”
 - Luggage limitations.
 - Pack super light! It is recommended that you take ‘carry-on luggage only’ on a Luke 10 Trip. The greatest challenge with luggage involves logistics at destination, with transportation space limitations. And what if you needed to walk a distance in-country with luggage?
 - Sample ‘what to bring list’ for packing guide, keeping in mind that you can find most basic daily essentials at your destination as needed.
 - Passport and another photo I.D., plus electronic copies
 - Journal and Bible (in print or electronic)
 - Writing pens, including with you during travel for completing documents
 - Cheatsheet of important contact information, including any in-country destination person or hotel that immigration will require (address, phone, and email)
 - Personal necessary items, keeping it limited on what you really need
 - Prescription meds in marked bottles
 - Tylenol or Motrin, chewable Pepto-Bismol, Imodium tablets?
 - Lightweight towel and washcloth
 - Bath soap and travel size shampoo
 - Comfortable walking shoes
 - Sandals for the shower?
 - Jacket or coat as needed...cool nights/mornings?
 - Tiny flashlight in case of loss of power and phone is dead?
 - Insect repellent? (visiting malaria country?)
 - Sunblock, hat, sunglasses?

- Hand sanitizing gel
- Water bottle
- Spending money
- Ear plugs (as needed to sleep at night in noisy places)
- crackers/munchies
- A back-up roll of toilet paper or wet-wipes
- Travel pillow?
- Power expectations, 220 adapters (not convertors) as necessary.
 - Note that 110 curling irons and hair dryers may not work and may not fit in luggage limitation or Luke 10 plans.
- Laundry.
 - Making plans to do team laundry is a good idea and allows the team to pack much lighter! Whether utilizing a laundromat, leaving luggage at a local laundry service, or borrowing someone's washing machine, this is an opportunity for a break in the schedule for extended debriefing or fellowship with each other or local people
 - In cases of team laundry, clothes marked with names are very helpful, especially underwear and socks. Light weight helps with air dry time.
- See pages 10 and 11, Leaders [Guide One](#), for items to talk to team about including:
 - Travel logistics in country
 - Housing
 - Meals
 - COVID-19 protocol and costs
 - Supplies or gifts
 - Other possible costs:
 - Including making sure any REQUIRED immunizations are covered in the correct time-frame for travelers.

Cultural Adjustment Map

If the relationship is strong, then the truth will be accepted.

BURMESE PROVERB

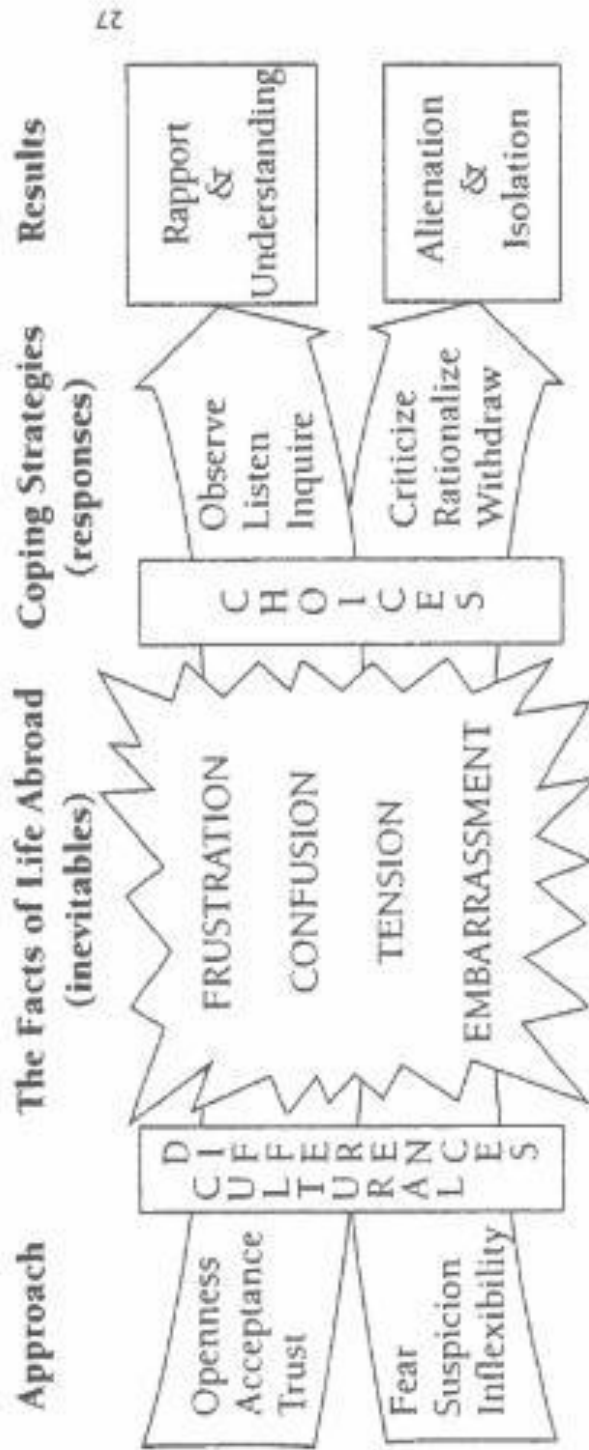


Figure 8.1. The Cultural Adjustment Map

SPEAKING THROUGH AN INTERPRETER

The art of speaking through an interpreter is a very important one to master on a mission trip. Speaking through an interpreter is quite different from regular speaking, and completely different than holding a normal conversation with your friends. Keep the following in mind:

1. **Be conscious to use common simple language.** It is easier for the interpreter to translate your ideas if you are direct and to the point. Most slang words such as "cool", "awesome", and "sweet" are next to if not impossible to translate. Therefore, avoid them).
2. **When speaking, communicate ideas through full sentences, then pause to let the interpreter translate.** Do NOT speak in short choppy fragments. A translator cannot properly translate short sentence fragments from one language into another. Instead, it is better to communicate an entire idea and then to allow it to be translated in whole.
3. **Your presentation to the congregation/audience is NOT a conversation between you and the interpreter.** You are simply speaking through the translator to the group. Make eye contact with the audience and speak directly to them. Speak loudly and clearly, as if those who are listening to you can understand. They will pay close attention to your facial expressions and your voice intonations and then wait to hear the translation. Do not make eye contact with the interpreter while you speak, rather maintain eye contact with your audience.
4. **Remember, it will take twice as long to give a message through an interpreter** as it would for you to give it in your native tongue at home. Plan what you are going to say and how long, altogether, it will take to say it.
5. **It is not necessary for your audience to hear a long passage of scripture in English before they hear it in Spanish.** If you were reading only a verse or two, then it would be appropriate to read it in English because your vocal inflection is very important to your presentation. *If you are going to quote from a longer passage/multiple, write them down on a piece of paper to give to the interpreter before you speak. Then they can prepare ahead of time.*
6. When possible and appropriate, **pray together with your interpreter asking God to use you as a team.**
7. **Trust your interpreter! Trust them to translate your words and to get the point across.** If your interpreter uses more or fewer words than you did, you do not need to be startled or act unnatural about it.
8. **Appreciate your interpreter and be patient with him/her!** Be respectful and heed their advice.

PARTICIPANT REFLECTION GUIDE

Consider EFM's CAN GO Criteria below in how you see it or connect to it personally, and write down how/where/what roles you can see yourself possibly filling for the potential launching of the mission field that you are exploring.

NOTE: *The CAN GO Criteria was specifically developed as guidelines for discerning what locations or peoples EFM 'can go' to work at launching new mission fields, not for discerning who should be on Luke 10 Trips or who should serve on missionary teams to launch the field.*

- C for Champions:** These are people who have a passion for a specific people and place. There is a strong sense that "We must go there!"
- A for Affirmation:** This comes from the body of Christ at the local, national, and international levels.
- N for Need:** There is a compelling need for the Gospel in this unreached or under-reached people/place.
- G for Gifting:** There are persons available who have the gifts and character to do pioneering work.
- O for Opportunity:** There is openness in this specific unreached or under-reached people, even a sense of invitation.

Consider your skill set and related experience; what strengths do you bring to your team? How do you foresee those skills/experiences impacting this potential field? Are there any areas in your life that you know will need to be strengthened before, or on the field with your team, in order to not negatively impact the potential field? Share honestly about both.

Rate the following from 1-5, indicating your level of discomfort, with 1 being no disturbance to 5 being intolerable.

Situation	Level of Discomfort
You cannot understand the people you are serving, either due to lack of translator or language proficiency.	
You are served something you do not recognize or that seems unsettling for a meal.	
Your sleeping quarters are not as you expected.	
There is constant noise & disruptions in your environment.	
Temperatures are very high and there is no A/C.	
You are catcalled on the street.	
You are misunderstood in a group and laughed at.	
You get ill from something you ate or drank.	
You are asked for money or something you own.	
You see children in situations of need/neglect.	
You see adults in situations of need/neglect.	
You witness abuse of power or corruption.	
You are not actively doing something for long stretches of time.	
Plans get changed or canceled at the last minute.	
You disagree with how something is handled or plays out.	
You offend someone in your host country.	
You enter into conflict with someone on your team.	

Take the three highest levels of discomfort and answer the following for each situation:

- How would you react in this situation? How might that impact your team? Your hosts? Any future missionaries or workers in this field?

- Why does this situation create such discomfort for you? What is it rooted in?

- Is there anything you could do to mitigate your discomfort? What would be the best way for you to deal with this discomfort should you encounter this situation during your trip? How can you plan ahead for this?

What do you hope to learn about God during your trip?

What do you think you will learn about yourself during your trip?

What do you hope to learn about your host country?

What things do you hope to explore/discover about the potential field?

What would make the trip a success, in your perspective?

What do you hope to learn about your team?

What questions do you have? What, if anything, makes you concerned or fearful when thinking about your trip?

Do you have any doubts about your participation? What are they and what can be done to work through them?

What are your expectations for this trip? What will you do if those expectations are not met?

RECOMMENDED TRAINING RESOURCES

These are resources you as a leader can consider and decide whether or not to include in your training and prep of your team. They are not required, like the ones above, and are up to your discretion according to needs, time and team characteristics.

- Short Term Missions Handbook (Ch 1-3, 8 before trip)
- Cross-Cultural Connections (Section 1 & 2 before trip)
 - Cross-Cultural Connections [Study Guide Materials](#)
- Western Christians in Global Missions (Ch 2-3, 5 before trip)
- When Helping Hurts snapshot - Reconsider Poverty: <https://chalmers.org/wp-content/uploads/2021/01/reconsider-poverty-ebook.pdf>
 - Consider reading the whole book or referencing their website for more information: <https://chalmers.org/resources/books/when-helping-hurts/#resources>.



EVANGELICAL
FRIENDS MISSION

LUKE 10 INITIATIVE EXPENSE FORM

Complete and submit this form to request reimbursement of expenses paid on a Luke 10 Initiative Trip, or to receive a cash advance for anticipated expenses and emergency needs.

Date: _____

CASH ADVANCE Amount Requested: \$ _____

You will be responsible for keeping track of cash spent, reporting how it was used, and returning any unused portion to EFM in a timely manner.

OR

Expenses to be REIMBURSED: \$ _____

Check to be made payable and mailed to:

Name:

Address:

ADDITIONAL INSTRUCTIONS:

- For Expense Reimbursement, please provide list of expenses (date, amount, paid to who, purpose of payment) and return with your reimbursement request.
- For Cash Advances, please keep track of cash spent (date, amount, paid to who, and purpose of payment), and upon return provide accounting of how funds were used along with returning any unused cash.

Team Leaders should send to EFM via email or ground mail. debby@friendsmission.com, EFM, PO Box 771139, Wichita, KS 67277. Please scan receipts and include as attachments when you provide this form and accounting electronically.

Expense Itemization:

Date:	Paid to:	Purpose:	Amount:
Total Expenses			\$