



# GREAT COMMISSION **KIDS** CONFERENCE





**L.I.T. MINISTRIES**  
Empowering The Next Generation

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## **Great Commission Kids Leadership Handbook**

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*"I know this may sound radical, but we are suggesting that all young people should be raised with the conviction that they are to be missionaries and that their primary goal is to use their gifts and resources to advance God's kingdom so that every tribe, nation, and people group have the opportunity to respond to their rightful king."*

—Kenneth Hemphill and Richard Ross  
*Parenting with Kingdom Purpose*



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## **WHY PRETEEN AND STUDENT MISSION TRIPS?**

From my first mission trip in 2002 to today, I am convinced that there is no other event more powerful in the lives of preteens and students. I have had the privilege to take part in more than 30 mission trips. The Lord still amazes me as I have witnessed Him working in the lives of preteens and students in supernatural ways.

I am convinced that the Great Commission is the calling of all believers, including our kids. It is not a choice; it is His calling and His purpose. When kids take part in God's divine plan, they most often discover their identity and purpose.

We are taking a group of preteens and students on a mission for Christ. We are training them and releasing them to minister using their spiritual gifts. There is a lot of work involved; however, there will be lasting fruit in the lives of those who participate in the trip—including adults.

It is my prayer that though it might be very challenging, you will rise to the occasion. I pray that the Holy Spirit will overshadow your work with His power and presence.

Your Servant,

Dr. Clint May

President of L.I.T. Ministries

## Preteens and Students on Mission

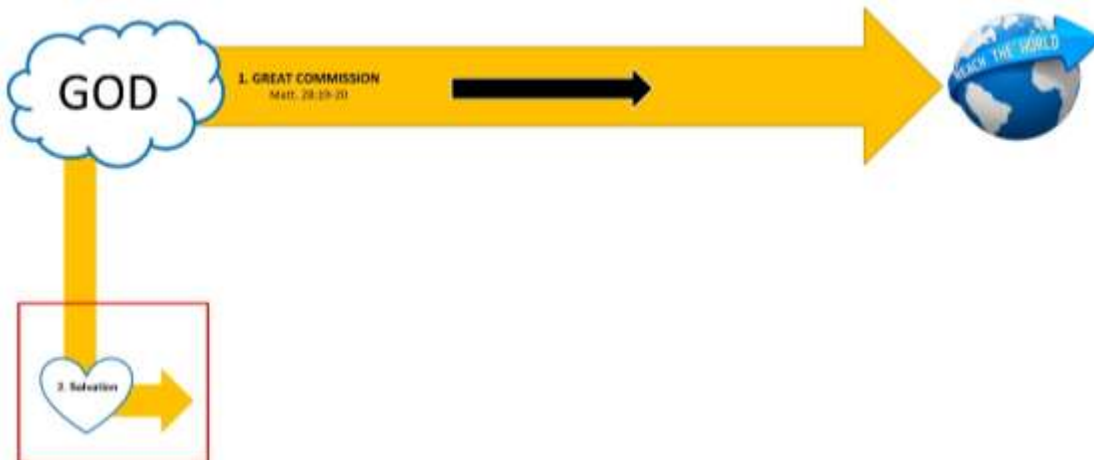
If you have not noticed, children and students alike are searching for purpose in our world. The world is constantly fighting for their minds, their time, and their very souls. As we look at taking part in evangelism and missions with students, it is important that you keep the right perspective.

You will be moving from an old paradigm to a new one. You will move students from just sitting and listening in a classroom while someone ministers to them to fully engaging them in the Great Commission. There are some misconceptions we have to move past before we can move to the new paradigm.

### Removing Students from the Ministry Box

There are many false perceptions of children and their purpose in the body of Christ.

1. Kids have become the target of our ministry.
2. Many of us are child evangelists at heart. It is our passion. We will do anything we can to reach kids with the Gospel.
3. We reach them, but we do not have a plan of action to disciple them and walk alongside them so that they can grow in their faith in Christ.
4. They are not included in the Great Commission.



In the illustration above, we see God and an arrow pointing to the world. This represents the Great Commission (Matthew 28:19-20).

- This is the heart of God.
- Christ died for the sins of the world.
- This is His mandate to reach the world.
- Children are the greatest harvest field worldwide.
- Seventy percent of those who trust Christ are between the ages of 4 and 14 years.

The arrow coming down from God represents a child (heart) who accepts Christ (salvation).

## THE BOX

The Box around the heart represents what happens to a child after conversion. Salvation is the beginning and frequently the stopping point as well. They are taught that church is about just sitting and listening to someone teach them about Jesus. Sadly, many times, they are constrained by age.

- There is no plan to teach them how to walk with the Master.
- We pat them on the back and baptize them, but we do not show them God's plan and purpose for their lives.
- They hear the stories from the Bible but are not shown how to join God's exciting plan to reach the world with the Gospel.

## There Is No Box with the Holy Spirit

*"Jesus changes everything about a person's life, from the obvious to the unseen. He shatters black and white into brilliant colors and shakes the asleep until they're wide awake. Jesus-followers don't live like they did before following him."* —Jaquelle Crowe<sup>1</sup>



When a child accepts Christ, they receive the whole package.

- They receive a new identity in Christ.
- There is no box.
- They are not constrained by age.
- They receive the Holy Spirit—not a baby Holy Spirit.

<sup>1</sup> Jaquelle Crowe, *This Changes Everything* (Crossway: Kindle Edition), p. 18.



- They receive everything that God offers every person who puts their faith and trust in Him.

### **Kids Receive a New Identity**

Here are just a few of what God gives a new believer (a child at the new birth).

- They are born again.
- They are called a Saint.
- They are sealed by the Holy Spirit.
- They are gifted by the Holy Spirit.
- They are empowered by the Holy Spirit
- They are seated (past tense) in Heaven.
- They are one in Christ.
- They are part of God's divine plan.
- They have God's divine nature.
- They have direct access to God.

God gives them the whole package—a new identity. So why have we sidelined them? Why do we make church for kids just about sitting and listening?

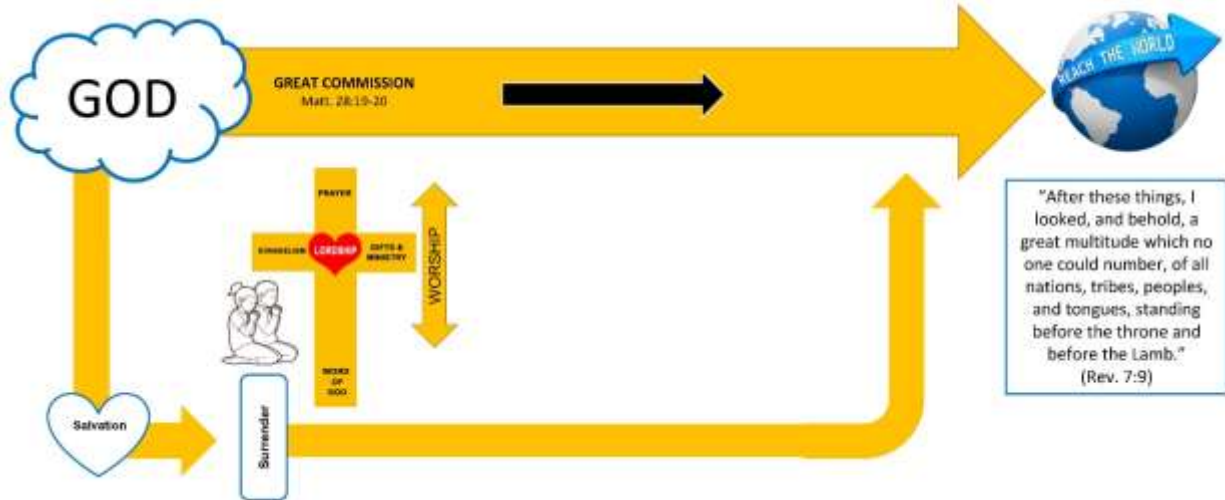
### **The Great Commission Is Not a Choice—It's All In**

Years ago, I served on staff at a church in Fort Worth, Texas. Among our staff, we used the phrase "all in." When we heard "all in," we knew at that moment that we did not have a choice, that we were going to take an active part in whatever project or event was happening. There were no exceptions.

The Great Commission is Jesus' mandate for all believers. For some, it is seen as optional—they seem to opt-out of His call. However, Christ's intent was "all in." That includes every believer in the church...that includes our kids. However, to experience all of God's plans for our kids, we have to call them to align their lives with His plan—Lordship and Surrender.

### **Lordship—Aligning Kids' Lives with God's Purpose and Plan**

For children to align themselves with God's divine plan for their lives, they must *surrender* their lives to Christ. Jesus makes this clear to anyone who wants to follow Him. *"Then He said to them all, 'If anyone desires to come after Me, let him deny himself, and take up his cross daily, and follow Me. For whoever desires to save his life will lose it, but whoever loses his life for My sake will save it'"* (Luke 9:23-24).



### Every Child Is Called to Join God in His Commission

*Lordship* is not an option; it is expected. In the illustration above, we see salvation pointing to surrender—Lordship to Christ.

- Through surrender, a child fully submits their life to God's plan. God's plan is that every nation, tribe, and tongue will hear the Gospel; then, many will one day stand before Him (Revelations 7:9).
- Salvation leads to lordship.
- Lordship leads to obedience and joining God in His mission to grow and build up the body of Christ.
- Lordship is giving up our rights to become a part of God's great plan to reach the world with the Good News of Christ.
- This is where children will experience God's presence and power in amazing ways.

### Kids Have a Story in God's Kingdom

It is never fun if you are on a sports team and the whole time you have to sit on the bench during games. You practice, practice, and practice, but then all you do is watch while the top players play the game. That is not the case in the kingdom of God. We all take part in the game—the Great Commission. That is when faith gets exciting for the children in your church.

### We Are Preparing Them to Go Out

- We let them know that we are preparing them to go out.
- Preparation is the practice—going out is the practicum.
- The Church becomes what Jesus designed it to be.
- They put into practice what they have learned outside the walls of the church building.

- They become the hands and feet of Jesus.
- They show and share His love.
- They become His church now.
- When there is risk involved, their faith becomes exciting.

### **They Discover God's Plan and Purpose**

- God has a plan, purpose, and a call for everyone—kids included.
- This is also where they experience joy and peace as they join God's story.
- They develop their story.
- They discover their purpose—God's purpose—for their lives.
- They experience the presence and power of the Holy Spirit in amazing ways.
- They have personal experiences that are life-changing and that solidify their faith in the Master.
- God's Word comes alive as they live it out in obedience to His plans.
- He is the story, and kids are part of that story as they make His name known among the nations of the world.
- They are taking the stories of missionaries around the world and making them their own stories.

### **Kids Are the Most Effective Agents to Reach Their Generation**

You might ask why child evangelism is so important. Currently, 70 percent of those who trust Christ do so between the ages of four and fourteen years of age.<sup>2</sup> This is called the 4-14 Window. What is even more amazing is that the majority of those in this age group come to know Christ through the influence of their peers.

### **Kids Are Not Called to Observe—They Are Called to Serve**

- If kids are the harvest field as well as the most effective to reach that harvest, it is imperative that they be trained.
- God is on the move, and He is moving powerfully in the lives of kids.
- We must align our ministry with His plans.
- We are not called to *do* church—we are called to *be* the Church to a lost and dying world.
- We must train and raise up young missionaries in our midst so that nations might know their rightful King.
- The Gospel is not rocket science—it is easy enough for a child to lead their friends, neighbors, siblings, and parents to Christ.

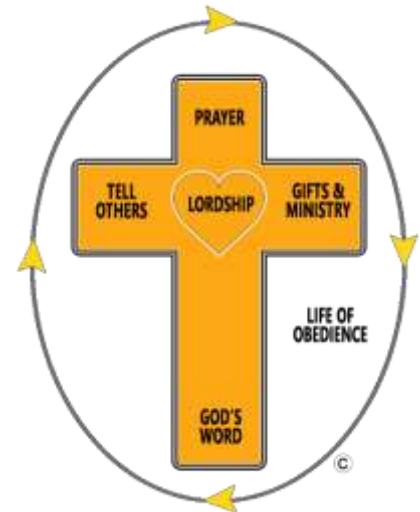
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<sup>2</sup> 4to14window.com

- It is never too late to move forward in developing Great Commission kids in our churches.

### Advanced Discipleship and Rapid Spiritual Growth

On the Mission Trip, preteens and students will experience accelerated spiritual growth. The growth comes through living out important disciplines of the faith shown on the L.I.T. Cross:



- **Lordship**—Lordship is an act of worship and the avenue by which the Holy Spirit fills and empowers preteens and students for ministry and missions.
- **Prayer**—Students have direct access to the throne of grace, and they will experience His power and presence as they pray. They will often witness immediate answered prayers.
- **God's Word**—The teachings of the Word of God come alive through an immediate application while on the trip. Students learn, apply, and grow. They will read and experience God's promises firsthand.
- **Evangelism**—Students encounter Acts 1:8. They experience the power and presence of the Holy Spirit working in and through their lives. The Spirit will speak through them in ways that they will not understand.
- **Gifts and Ministry**—Their spiritual gifts will manifest before their eyes. As students serve and minister, they experience the joy of serving others.
- **Living a Life of Obedience**—The five disciplines point to a life of obedience to Christ.

## **ACTS 1:8—Three Levels of Missions**

*“But you shall receive power when the Holy Spirit has come upon you; and you shall be witnesses to Me in Jerusalem, and in all Judea and Samaria, and to the end of the earth.” (Acts 1:8)*

The purpose of the kingdom of God is worldwide missions. *“Jesus promised the disciples two things: power and witness.”* —J. B. Polhill<sup>3</sup>

One consistent marker when you align students with the Great Commission in reference to Acts 1:8 is the work of the Holy Spirit in their lives.

- The Holy Spirit moves powerfully.
- The Spirit empowers them in sometimes unexplainable ways.
- The Holy Spirit speaks to them and through them.

You might ask why?

- The answer—you are aligning God’s people with His heart.
- Jesus died for the sins of the world, and in the midst of proclaiming the Gospel message, He is present in supernatural ways.
- It is His plan.
- It is His purpose.
- It is His call for every believer.
- Go.
- It is His divine power for missions and evangelism.

### **FIRST THINGS FIRST**

Before you go into a community with the Gospel, you must have a follow-up plan in place for maximum impact. It is fairly easy to set up a big event and go out, but the Lord did not call us to make converts only. He called us to make disciples. It is very important that you have the end in mind before you begin.

- Have Bibles with you to hand out to those who make professions of faith
- Have a new believer’s class ready to help those who make decisions for Christ get a good start in their walk of faith.
- Have new Christian materials available that can be distributed. Be sure to sit down with those who have made a decision to explain the materials.

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<sup>3</sup> J. B. Polhill, *Acts, Vol. 26* (Nashville: Broadman & Holman Publishers, 1992), 86.



**Jerusalem (Home):** It is *where you live*.<sup>4</sup>

- Every child thru adult is trained on how to share their faith.
- Your church is encouraged to pray for the lost.
- Everyone needs to know how to effectively share their faith.
- Your church provides ministry opportunities within the church for everyone to share the Gospel (i.e., children's church, evangelic events, etc.).

#### Suggested Tools for Training

1. ABC Counseling Card
2. Dare to Be a Daniel
3. Kids EE

**Judea and Samaria (Community Around Your Church):** This would represent the *community surrounding* your church or your city.<sup>5</sup>

- The church helps members fulfill this command by providing community outreaches where children have opportunities to present the Gospel.
- The community event should be evangelistic in nature.
- Do not love them and then leave them without hope.

#### Suggestions to Implement This Level of Missions

1. Public schools

Depending on your area, public schools can be a major open door for ministry in your community. Here are some suggestions to connect with a local school:

- Determine what your church can offer a school near your church.
  - ✓ School supplies
  - ✓ Backpacks
  - ✓ Food pantry
  - ✓ After-school mentors
  - ✓ Your church facilities for writing camps, graduations, etc.
- Set up an appointment with the school principal.
  - ✓ Let them know what your church would like to offer to support them on a regular basis.
  - ✓ Let them know that you want to partner with them and that you are committed to supporting students in their school.

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<sup>4</sup> <https://carm.org/christianity/sermons/acts-18-you-will-be-my-witnesses>

<sup>5</sup> <http://www.step-by-step.org/acts1-8.htm>

- ✓ As your church is faithful in providing these things, it will give you the freedom to request the use of their facilities.
- ✓ Remember, this may not happen overnight.

### Suggested Ministry Opportunities in the Public School

- Afterschool Bible clubs
- Yearly events
- Vacation Bible School at the school

## 2. Other Public Facilities

**Mobile home parks** have a large number of children. Many times, these communities have a lot of young families or lower-income families.

The **Boys and Girls Clubs** in many cities are very open to outside Christian groups coming in and offering a short program.

The **YMCA** in many cities is very open to outside groups coming in and offering a short program.

Many **apartments** have a large number of children. It is believed that 95 percent of those who live in apartment complexes are unreached or unchurched. You will need to speak with the apartment management.

We have worked in many of these, and there is a heavy concentration of children at these locations. You will want to come in with a plan for larger groups. Here are some suggestions to get permission to meet at their location:

- Have your church family pray for an open door at this location.
- Develop a promotional flyer (**Appendix A, page 35**).
- Go with a positive attitude.
- Explain to them that you are offering a free program for the children.
- Let them know what the program will look like.
- Let them know that it will give children something to do that will keep them out of trouble.
- Let them know that leaders have been properly screened.



### 3. Neighborhoods

Doing a Bible study in a neighborhood can be positive if you have a family in your church that knows a large number of children in the area. If the neighborhood has a clubhouse, this can also be an effective place to meet with children.

### 4. City Parks

City parks are more difficult at times because parents are less likely to release their children to go to an event by themselves, but we have found them to be effective.

#### Keep It Simple

The joy of moving out of your church building is simplicity. You can make things as complex as you want, but in the end, simple is so much better. After spending hundreds of hours decorating buildings for VBS and other events, I realized that it was not necessary to reach children.

When we went off campus, we were naturally restricted by what we could do. The schools would not allow us to decorate, but that worked out for the best. It simplified and streamlined our off-campus ministry. The only thing we could take into the schools was in a large tote. It turned out to be a huge blessing.

- ✓ No decorations.
- ✓ No tearing down decorations at the end of the week.
- ✓ We went back to the church, turned everything in, and then went home.
- ✓ We did a four-day VBS off campus.
- ✓ On the fifth day, we invited children and their families to our church for a celebration night.
- ✓ We rented inflatables, cooked hot dogs, and served lemonade.
- ✓ When the event was over, there was very little clean up at the end.
- ✓ It was a simple week, but we tripled our effectiveness because we reached more lost people in our community.

**The Ends of the Earth (International):** This refers to *international missions*.

- For children in 1<sup>st</sup>-6<sup>th</sup> grades, obedience to this call could be an out-of-state mission trip with the purpose of presenting the Gospel.
- Plans should be put into place for teens to take the next step of this call in an international setting.

This next level of missions will be explained more in this handbook. Moving beyond your church to go out-of-state or out-of-country entails a lot of planning to have an effective and uneventful trip.

### **Planning Your Mission Trip (to the Ends of the Earth)**

Mission trip advance planning is key to your success. Not to plan is to plan to fail. Throughout the next pages, you will learn effective steps that will help you plan for a successful, and hopefully uneventful, mission trip.

#### **Planning a Mission Trip Usually Starts Years in Advance**

- Pray and seek the Lord for leadership and direction.
- Have others pray for you and for the future trip.
- Look for open doors for the mission trip.
- Planning now will make the trip run more smoothly.
- The majority of the work of a mission trip happens before you arrive at your mission trip location.

#### **Preliminary Planning for the Trip**

- ✓ Does the facility have a kitchen to prepare breakfast, lunch, and dinner?
- ✓ Make sure you will have proper freezer and refrigerator space, a convection oven, an ice machine, etc.
- ✓ Does the facility have a large room to serve meals, such as a fellowship hall or a gym?
- ✓ Is there a place where your group can have morning and evening worship? It could be a large room or a worship center.
- ✓ Is there an adequate sound system, and is it available using during the trip?
- ✓ Does the facility have indoor showers? It is advantageous because otherwise, you might have to shower in homes outside the church or at a public facility.
- ✓ Is there adequate space where children and leaders can sleep? We require all participants to bring either a pallet or twin-size inflatable mattress. It is best to plan for 30 square feet per person to have adequate space in a room. You will also need separate spaces for boys and girls.
- ✓ Is the church willing to cancel all outside activities that week for the safety of the children and leaders attending the trip?
- ✓ Does the church have an active children's ministry committed to following up with the children you will reach?

## **Working with a Sister Church**

When considering a location, it is best to work with a sister church or a church with whom your church or organization has a working relationship.

1. Talk with your pastor or other leadership about possible churches hosting you.
2. Talk to a regional representative.
3. Talk with leadership in your church. Many members of your church are former members of other churches in your city or in other cities, towns, or states.

## **Approaching Potential Host Churches**

When approaching potential host churches, there are a few things you will want to be aware of:

1. Recognize at the time that they will not fully understand the vision of the mission trip unless you take the time to explain it.
2. Schedule a meeting with the church staff to present the mission trip information.
3. Walk through the I-GO Mission Trip PowerPoint and explain step-by-step what happens on the mission trip.
4. Clarify what the church will benefit from the trip upfront. Church leaders are typically excited but at the same time skeptical of how much additional work it will bring.
  - The mission trip will help their church connect directly with children and their families in their community.
  - L.I.T. will cover the cost of all promotional postcards and flyers. All flyers will include the church address and information and will indicate that they are hosting the event (i.e., Kid Power Camp or a Block Party).
  - It will have an eternal impact on those who are reached and those who participate in the mission trip.
  - Trained leaders will oversee the mission trip, and the church staff will need minimal oversight for the trip.
  - Child safety is of utmost importance.
  - The mission groups will clean the church facility during their stay. There will be no need for additional custodial staff during the week.
  - The group will clean and reset the facility before departure.

## **Will Your Host Church Accommodate the Mission Trip Schedule?**

It is best to ask the host church not to schedule events during the week of the mission trip while you are staying there. There are a lot of factors that necessitate doing this:



1. **Safety:** It is challenging to keep your group safe from outside individuals who will sometimes come into the facility where you are staying. Most churches understand this because you are there to help them reach their community.
2. **Schedule:** When the host church schedules activities on top of your schedule, it ultimately comes down to you having to change yours.
3. **Freedom:** Having no scheduled events in the facility allows you to have a safer and more positive experience with minimal distractions.

### **Develop an Agreement with the Host Church (see Appendix C, page 39)**

After frustrating church leaders on multiple occasions, we developed a written agreement. It helps both parties to know what will be expected, and it gives a written understanding upfront of the expectations of both parties. Here are a few examples:

#### Your Group Agreement (Example)

- You will cover the cost of flyers to pass out at apartments, mobile home parks, etc.
- You will take care of cleaning the facility during our stay.
- You will connect children and their families with your church family.
- You will provide new Christian materials to children who make professions of faith.

#### The Host Church Agreement (Example)

- They will locate ministry sites and canvass those sites two weeks before your arrival.
- They will not schedule church events during the week of your stay.
- They will provide the kitchen, gym, fellowship hall, and classrooms to house your trip.
- They will provide Bibles to distribute to new Christians who make decisions at the ministry sites.

You can add or take away from the Mission Trip Agreement to meet the desired needs of you and the host church.

#### Host Church Handbook (See Appendix D, page 41)

The Host Church Handbook will be very helpful in establishing expectations as you work with the Host Church. In my early years of mission trip planning, I would meet with potential host churches and lay out our plan. Unfortunately, on multiple occasions when we arrived at the host church, we found that their refrigerator and freezer were full of their food. Some had scheduled events in the same building in which we were staying.

Buildings were occasionally in poor repair—one church had three broken toilets when we arrived.

## **Safety and Liabilities**

Safety is of utmost importance on the mission trip. There are several factors to consider providing on your mission trip:

1. Provide a safe environment to house your group. Can the building in which you are housing be locked securely while you are in the facility during the day and evening?
2. Only bring properly screened adult leaders.
3. Leadership must be properly trained. Having untrained leaders on a trip can put children at risk when unsure about safety policies and procedures.
4. You are setting clear boundaries on the trip. These spell out what kids can and cannot do on the mission trip. We suggest that they move around in groups of three and never be alone with another child or leader.

## **Child Safety on the Mission Trip**

L.I.T. Ministries is committed to the safety of every child, student, and adult on the I-Go Mission Trip. It is imperative to screen and train adults before the mission trip, and these requirements are made clear through the church leadership packet.

### Adult Requirements

1. They must be a member of the attending church for no less than six months.
2. They are required to fill out the leadership application.
3. They are required to have a criminal background check and to bring a copy attached to their application.
4. They are required to go through **www.ministrysafe.com** or the equivalent.
5. Adult leaders must comply with the child safety policies on the mission trip.
6. The church will send a letter signed by the pastor. This letter vouches for the integrity of those from their church who will be on the trip.

### Student Requirements

1. All preteens and students have to complete and sign applications to participate in the mission trip. A notary must notarize the application.
2. All preteens and students will go through the safety training video upon arrival.
3. All preteens and students will always comply with safety requirements.

### Safety at Your Location

1. All participants will wear armbands of a particular color during the entire mission trip.
2. The church staff or others who will be using the facility will wear armbands of a different color from the mission trip participants.
3. Anyone who enters the church without an armband should be taken to the church office or asked to leave the building.

### Safety at the Ministry Sites

It is exciting to see God work in powerful ways while kids are on a mission trip. Here are some suggestions to follow:

1. Never allow children who are attending out of your sight.
2. L.I.T.s should not be allowed to go out on their own; they should always be in sight of an adult leader.
3. Never allow an L.I.T. or student to enter the home of anyone that comes to your ministry site.
4. Be aware of your surroundings. While the L.I.T.s are ministering, adults need to be aware of what is going on around you.

### **Medical Needs**

It is always best practice to have a qualified medical person on the mission trip. This is especially true in the event of an emergency. They are also responsible for the distribution of medications.

### Medications

- All medications must be turned in to this person upon arrival at the church.
- All medications are required to be in their original containers.
- Each person's medication must be in a re-sealable bag with their name and their church name labeled on the bag along with detailed instructions inside.

In the event that you are unable to provide a medical professional on the trip, church leaders will be required to administer medication to children in their care.

## L.I.T. MISSION TRIP SCHEDULE

The purpose of the mission trip is to share the Gospel with the lost. This needs to be the primary focus of what you do. That includes times of rest, worship, Bible study, service, and fun. You need to know up front that it is very difficult to keep a firm schedule on a mission trip due to distractions and other variables.

A mission trip schedule is a template for your trip. There are many variables at times that prevent you from keeping true to a set schedule. You must help your leadership understand that these things are normal distractions on your mission trip.

Let them know that we do not panic or get upset by schedule changes. These changes allow us to follow the leadership of the Holy Spirit. Many times, it has turned out to be a big blessing. We must learn to be fluid when we are following His leadership.

These are also great teaching times for the kids who are on the trips. Here are some things that you might face during the week:

- **Ministry sites:** We have gone out to approved ministry sites, apartments, mobile home parks, etc. and the schedule is changed in a day. They may say you cannot be on the property until 1:00 p.m. You have to be flexible to make adjustments accordingly.
- **Host church changes:** On our last trip, we found out that one of the rooms we were housing in was the worship area for the church's Spanish mission. We had to move everything out of the room and then back after their service. Remember, you are a guest in their church building.
- **Unexpected events:** We have faced power outages, A/C systems going down, thunderstorms, and so many other obstacles on the trips. You absolutely must be flexible and make it work. Do not panic—you've got this!

After more than 30 mission trips, this schedule has been refined and changed to meet the needs of participants as well as to have maximum impact on participants and those they minister to.

The schedule should be fluid.

- Helping your group remain flexible at all times is a must.
- It should be clarified upfront that this is a mission trip and there will be multiple distractions, interruptions, and unexpected problems.
- Being flexible allows your group to trust the Lord during these times.
- Do not panic.
- Warning: Those with administrative giftings will struggle the most with this.

## **The Flexibility Principle**

Before you begin to plan a mission trip, you must embrace the flexibility principle. The Apostle Paul had many challenges on his missionary journey, but he accepted them and moved where the open doors for the Gospel were. The flexibility principle means...

- Having a flexible schedule.
- Listening to the Holy Spirit and being willing to change when He leads.
- Anticipating that there will be distractions and changes and being ready to embrace them as they come.
- Modeling flexibility before your leaders and the kids on the trip.
- Knowing that challenges will come and how you embrace these challenges will test your leadership.
- Not being trapped by a schedule; it is only a template. Recognize that the Holy Spirit is the one who leads the trip.
- Watching where the Lord is working. Sometimes new doors of opportunity will open before your eyes. Be ready to walk through them.
- Seeking the counsel of the wise before making decisions.

## **Sample Schedule**

### **SUNDAY**

3:00–5:00 p.m. ....Arrival Time

6:00 p.m.....Dinner

7:00 p.m.....Commissioning Service

10:30 p.m.....Lights Out

### **MONDAY-THURSDAY**

7:00 a.m. ....Rise/Straighten Sleep Areas

7:30 a.m. ....Team Leader Meeting/Devotional Time

8:00 a.m. ....Breakfast

9:15 a.m. ....Morning Worship

9:45 a.m. ....Team Preparation





- 11:00 a.m.....Bible Study/Lunch at Ministry Sites
- 1:00 p.m.....Debriefing
- 2:00–3:00 p.m. ....FOBOB (“flat on back on bunk”)
- 3:15 p.m.....Afternoon Activities
- 6:00 p.m.....Dinner
- 7:00 p.m.....Church Group Time
- 8:00 p.m.....Evening Worship
- 10:30 p.m.....Lights Out

**FRIDAY**

- 7:00 a.m. ....Rise/Remove bedding and luggage from your rooms
- 8:00 a.m. ....Leadership Meeting/Devotional Time
- 8:30 a.m. ....Breakfast
- 9:00 a.m. ....Morning Worship
- 10:00 a.m.....Head for Home

**Breakdown of the Schedule**

The following is a breakdown of the schedule to give you an idea of how the schedule flows. This will also give you complete details of what happens at certain points during the trip. (**Appendix F, page 69**, gives a punch list schedule to follow for your trip.)

**SUNDAY**

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**12:00-2:00 p.m. Pre-Arrival**

Set Up Site Totes

If the room is not being used on Sunday morning, it would be good to set the room up the day before.

- Set up tables for site totes.

- Place site signs on walls above tables (use blue painter's tape only).
- Place site totes under signs.
- Place the Ziploc bags in totes labeled for each site.
- Place a set of song posters under each tote.
- Place Monday's craft in totes (50-Power Bands).
- Tape site signs on 5-gallon coolers and ice chests.

### Set Up Dining Area

- Set up the tables according to your diagram.
- Place team signs on tables.
- Place the number of chairs around the tables according to the number of team members.

### Set Up a Registration Area in the Foyer

- Set up two tables.
- Place the I-GO sign in front of the building.
- Set up I-GO banners.
- Tape up registration signs.
- Post the Mission Trip schedule, safety posters, building diagrams, and team assignments at multiple locations throughout the building.
- Set out handouts of the schedule, building diagrams, and team assignments to give to leaders from churches as they arrive.

### **3:00–5:00 p.m. Arrival Time**

Churches will normally arrive between 3:00-5:00 p.m. on Sunday afternoon. Before their arrival, there are many things you will want to have in place before their arrival.

- Have students ready to show them where their rooms are in the building.
- Have some students help with luggage if some groups are housing on the second floor of the building.
- Once churches are all checked in, you can take the tables down and store them.

### **5:30 p.m. Assign Ministry Teams (Dining Hall)**

Assign teams before dinner. From this point on, all groups will eat together at breakfast, lunch (at site), and dinner. If all the churches are present, go ahead and divide up the assigned teams and then ask them to sit at their assigned tables.

- Encourage them to take the time to introduce themselves.
- Encourage them to take time to discuss and pray for their ministry sites.

- If time allows, they can begin going through the team's assignment sheet and planning for the week.
- If time allows, play one of the upbeat mission trip songs and encourage the teams to sing along.

### **6:00 p.m. Dinner**

Make any needed announcements before dinner. Ask a child from the groups to pray before you begin.

- Allow the group that has kitchen responsibilities to go first in line.
- Watch the line, and as it shortens, allow another team to get in line.

### **7:00–7:30 p.m. Commissioning Service**

Churches can sit together during the Commissioning Service. We usually invite the host church pastor to give a brief message challenging preteens and students to join God on His Great Commission.

### **10:30 p.m. Lights Out**

Lights out should be held to a strict time the first night.

### **Final Prep for Monday**

Make sure that all site totes are properly stocked for Monday.

## **MONDAY-THURSDAY**

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This mission trip schedule is basically the same Monday through Thursday except for the evenings on Wednesday and Thursday.

### **7:00 a.m. Rise/Straighten Sleep Areas**

### **7:30 a.m. Team Leader Meeting/Devotional Time**

- Find a location to meet with Team Leaders daily to discuss schedule and their final preparations before going out to the sites.
- Discuss the schedule.
- Reinforce safety at the church and ministry sites.
- Give information about the daily activity or ministry project.

Devotionals should be done in the worship center. Students should be there to supervise and keep L.I.T.s on schedule for breakfast.

### **8:00 a.m. Breakfast**

Have teams sit at their assigned tables. Teams with service responsibilities should be first in the meal line.

### **9:15 a.m. Morning Worship**

Morning worship quickly connects the hearts of our kids for ministry. Taking time to worship the Father and inviting His presence into our lives is very important. Many times we leave out with His powerful presence to proclaim the Gospel message.

The first-morning worship service should be an abbreviated service. You want to make sure that everyone can get to their sites early on the first day.

### **9:45 a.m. Team Preparation**

Teams can meet at their tables in the dining hall or anywhere that works best for them.

### **11:00-1:00 p.m. Bible Study/Lunch at Ministry Sites**

### **1:30 p.m. Debriefing**

All groups should have a copy of the Site Planning Sheet (**see page 83**).

- It includes questions to ask during the debriefing.
- They can use the sheet to plan the next day at the site.

### **2:00–3:00 p.m. FOBOB (“flat on back on bunk”)**

Mission trips can be very exhausting to your kids and leadership alike. FOBOB is a down time on the mission trip. On the first day, many kids will say they do not need a rest break. About two days later, they are wiped out.

The combination of stress from ministry and the summer heat can be enough to totally exhaust them. Also, some just do not rest well at night. Even though you bring an air mattress, it does not guarantee a good night's sleep.

FOBOB also allows the adult leaders to have a rest break.

### **3:15 p.m. Afternoon Activities**

#### Monday—Ministry Project

- This should be set up prior to the trip with the host church.
- It is the host church's responsibility to find ministry projects for the teams to do.
- After FOBOB, have church groups meet in the dining hall for their assignments.

## Tuesday—SPLASH

- While groups are at ministry sites, have teen leaders (CSALTS) set up for SPLASH.
- Following FOBOB, the L.I.T.s should meet in the dining hall with their swimwear on.
- Give specific instructions and allow the students to lead SPLASH.
- During SPLASH, adult leaders can have an extended rest break.
- Set out BBQ grill to cook hamburgers for the evening meal.
- Shower trailers will be open during this time for teams to shower earlier.

## **6:00-7:30 p.m. Wednesday—Block Party**

The Block Party (BP) is an opportunity to invite children from the community to the church. This event should be simple and laid back so that it does not overwhelm you or the leaders.

- Make sure that Block Party flyers are put into the site totes for Monday morning to be passed out at the sites each day before.
- Set out BBQ grill to cook hot dogs.
- Reserve inflatables in advance if that is something that will be used at the church to draw more people in.

## Sample Schedule 6:00–7:30 p.m.

- Food—Have a table set up to serve hot dogs, chips, drinks, etc.
- Activities—The activities at the BP will be determined by what the churches bring or what inflatables you have.
- During the last fifteen minutes of the party, introduce the church staff and allow one of the assigned L.I.T.s to share the Gospel.
- At the completion of the BP, everyone is required to pitch in and clean up the event area and put away the equipment used.

## **\*3:00–7:30 p.m. Thursday—Church Night Out**

Church Night Out (CNO) is a planned time for church groups to have an afternoon out with their group. Leave after FOBOB, and encourage leaders to return before 7:30 p.m.

- Churches are to plan the evening with their church group.
- They will not be under your care during CNO.
- They will need to plan to do their Church Group Time during CNO.
- Leaders should know that the church will be locked up until the time set by the Director's return. This will allow the Director an opportunity to step out for the



evening as well. However, it is not always relaxing when you do. (You can relax when you return home from the mission trip.)

### **6:00 p.m. Dinner\***

- Have teams sit at their assigned tables.
- Release teams according to responsibilities in the kitchen.

### **7:00 p.m. Church Group Time**

- Churches should meet with their children and leadership at their assigned locations throughout the facility.

### **8:00 p.m. Evening Worship**

#### Worship on the Mission Trip

Evening worship is a top priority. It is one of the most important things you will do on the mission trip. We do not cancel worship. We may have to move the time back, but we never cancel our worship times.

- Finding the right person to lead worship is very important. A person playing the guitar or keyboard is great. The person should be gifted at leading worship. If you do not have a person who can lead worship, you can project the words in your worship room and sing along with a soundtrack.
- It is a time of celebration.
- It is a time to testify of God moments that day.
- It is a time to focus during concentrated teaching.
- It is a time of prayer and worship at the altar.

#### Worship Sample Schedule

- Opening Prayer
- Worship Song
- Testimony Time (A.B.C.s)
- Three Worship Songs
- Message
- Invitation/Music
- Altar Time

#### Leading the Testimony Time During the Mission Trip

- The purpose is to share God Moments—how God worked that day.
- Ask them to pray and ask the Lord if He has put something on their hearts to share.

- Ask for them to share their name, their ministry site, and their God moment. (We learned not to have them say their church name to avoid it becoming a pep rally or competition between churches.)
- Ask them to line up in front of the worship area and then we will call them over one-by-one to share their story or testimony.
- Having a person in front to control the crowd and keep them on task is of vital importance.

### The A.B.C.s of Sharing

- A- Audible—Speak clearly and loud enough that others can hear you.
- B- Brief—Have your thoughts established before coming up and make it brief. This is not a sermon. They do not need to share every detail.
- C- Christ-Centered—Christ is the center of every testimony. Our words should glorify and honor Him, not self.

### Altar Time

- At the end of the service, leave the altar open for a time of prayer.
- Children and leaders are welcome to return to their rooms quietly to get ready for bed.
- Children should not be allowed to stay in the worship center alone.
- They must comply with lights out at 10:30 p.m.

### **10:30 p.m. Lights Out**

Lights Out time should be kept on a strict schedule. This highly affects everyone involved in the mission trip when they are not properly rested.

### **Shower Schedules**

Showers on the mission trip can be challenging. It depends totally on the number of attendees as well as the number of showers available. L.I.T. depends very much on the disaster relief teams to provide shower trailers (facilities) on mission trips. One of the major challenges is they can be called out at very short notice due to storms or natural disasters.

### Shower Options

- The church has showers in its facilities.
- Shower trailers are set up at the host church.

- You create a portable shower unit for outdoor showering. The kids and leaders shower in their swimsuits. Boys are at a separate time from girls.
- Members of the host church allow showering at their homes near the church.

### Best Times to Shower

We usually have morning and afternoon showers. The morning person loves to shower early in the morning and night owls prefer showering right before bedtime. It is best for preteens and students to shower before the evening services.

### Daily Shower Schedule (Sample)

The shower schedule can be determined by the number of people attending the mission trip and the number of showers available.

- For larger groups, the schedule below will be best for rotating students and adults.
- If you have indoor showers and a shower trailer, assign the indoor showers to be used by adults. This will take some pressure off of the shower trailer.
- An adult must accompany the students to the shower trailer.

#### Sunday

- 8:30 p.m.

#### Monday-Wednesday

- 5:30 a.m.
- 4:00 p.m.

#### Thursday

- 5:30 a.m.
- 8:30 p.m.

#### Friday

- 5:30 a.m.

### **Photography and Videotaping Your Mission Trip**

Cell phones today include a camera that takes both photos and video. As a result, we no longer assign a person with the task of taking pictures during the mission trip.

- Encourage leaders to take videos and photos at their sites.



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- Have them take both close-up and group shots.
- Have them email the pictures to \_\_\_\_\_@**leadersintraining.com**
- Assign a person to videotape the testimony times during the evening services.

## **MISSION TRIP LEADERSHIP STRUCTURE**

There are many facets of a mission trip. The size or number of participants will determine how you will want to set up your leadership structure. After leading more than 30 mission trips, I learned that it is advisable to delegate responsibilities to other trained leaders so that you can keep your focus as the Director or Leader of the trip.

As I started out, I was somewhat of a perfectionist. If you are like me, you wear yourself out and frustrate those who join you on the trips. Many well-qualified leaders on your trip can help you succeed and conduct a successful mission trip. You will find many of your leaders from among your church's preteens and students.

Here are several suggestions for leadership positions for your mission trip. Remember, proper training will streamline the trip so that you are free to lead and oversee the trip if problems arise. You will be better able to make crucial decisions with an open and accessible mind.

### **Student Involvement Using Their Spiritual Gifts**

One of the benefits on the mission trip is when you allow students to take on various roles of leadership. Their spiritual gifts can become an amazing blessing and free up the Director for more pressing tasks. [In the job descriptions below, possible student opportunities have been highlighted in blue.](#)

### **L.I.T. Mission Trip Director**

The Mission Trip Director is responsible for overseeing the entire mission trip. They will report directly to the President of L.I.T. Ministries. The requirement to lead in the role of Director is having attended at least two previous I-GO Mission Trips. Their responsibilities are as follows:

- Praying for the leadership of the Holy Spirit to guide their planning.
- Locating mission trip sites in their state or out of state.
- Developing an agreement with the host church.
- Making sure that all applications and screenings are in place on the day of the trip.
- Having strong safety and security measures in place for the trip.
- Making the critical decision during the trip if the need arises to change a location or move or cancel an event.\*
- Managing the mission trip budget to stay within the guidelines of the budget for the trip. They will be responsible for all receipts being accounted for by the Administrator and reporting to the President of L.I.T. Ministries.

- Overseeing worship times. They will lead or assign someone to lead the testimonials times to make sure they are God-honoring and focused (**see page 24**).
- Ensuring that accurate records are kept under the leadership of the trip administrator.
- Working with the Kitchen Director to ensure that food quality and safety are premier.
- [Working with the trip Administrator to develop cleaning and service schedules for the whole mission trip.](#)
- Working directly with the church staff member of the host church.
- Ensuring that the host church's facilities are clean and left in better condition than before the trip began.
- Reporting at the completion of the mission trip.
- Turning in all applications and background checks to the L.I.T. office within two weeks after their trip.
- Meeting with leadership daily on a mission trip to discuss logistics and to address possible issues that might arise.

**\*Note:** Before canceling an event or making significant changes to the schedule, the Director needs to seek counsel from the L.I.T. President.

### **Assistant Director**

The Assistant Director will report directly to the Mission Trip Director. They will assist the Director where needed and take on responsibilities assigned to them. Their responsibilities are as follows:

- Willing to assist the Director in all facets of the mission trip.
- Looking for and addressing problems or issues on the trip under the leadership of the Director.
- Upholding the safety procedures of the mission trip.
- [Overseeing and enforcing Lights Out each night.](#)
- [Working with the Administrative Team to ensure all administrative tasks are always covered.](#)
- [Overseeing the ministry projects for the mission trip.](#)
- [Managing SPLASH to ensure it is appropriately set up before 3:00 p.m.](#)
- Supervising the Block Party to ensure it is appropriately set up before the event starts at 6:00 p.m.

## **Administrative Team Leader**

The Administrative Team Leader will report directly to the Mission Trip Director. They will be responsible for the following tasks:

1. Managing mission trip records.
  - Overseeing students working on administrative tasks during the trip.
  - Collecting mission trip applications upon the church's arrival
  - Verifying that all applications are correctly filled out and notarized before a student or adult is allowed to stay in the facility.
  - Assigning a student to alphabetically organize the mission trip applications, punch them, and put them in a binder.
2. Developing the cleaning schedule for all teams participating in the mission trip.
3. Assigning a student to supervise the cleaning schedule to make sure teams are doing their scheduled responsibilities.
4. Overseeing the dining hall set up throughout the week of the trip.
  - Giving assignments to students and supervising them to make sure the work is properly done.
  - Setting up the dining hall with assigned seating for teams.
  - Putting team signs on tables.
  - Resetting the dining hall after teams depart to their sites.
  - Assisting the kitchen director in packing food to be sent out to the sights.
5. Overseeing students who are stocking totes daily for ministry sites.

## **Kitchen Director**

The Kitchen Director is responsible for meal preparation on the mission trip. They will report directly to the Mission Trip Director. They will use the set menu for the trip and supervise their team and younger mission trip attendees in preparing meals. Their responsibilities are as follows:

- Having food handler permits for the state they are working in.
- Being flexible due to possible schedule changes on the trip.
- Setting the menu for their trip according to the budget allotted to them.
- Ensuring food safety protocols for all meals, keeping food at the proper temperature.
- Following the menu and ordering additional food as needed for the mission trip.
- Preparing meals according to the menu and having meals ready according to the mission trip schedule
- Developing food handling policies that allow preteens, students, and adults to assist in minor tasks during meal preparation.
- Supervising preteens and students assigned to serve and support the kitchen.



- Keeping a positive attitude with their team and ensuring that preteens and students have a positive serving experience.
- Cleaning and resetting the kitchen to the host church's original setup before leaving on the last day of the trip.

### **Assistant Kitchen Director**

The Assistant Kitchen Director will report directly to the Kitchen Director. Their role is to support the Director in the success of the meals of the mission trip. Their responsibilities are as follows:

- Assuming assigned responsibilities given to them by the Director.
- Being flexible at all times due to possible schedule changes on the trip.
- Cooking meals on the trip under the leadership of the Director.
- Working with preteens and students who are helping in the kitchen during meal preparation.
- Supervising preteens and teens as they clean the kitchen after all meals.
- Keeping the pantry organized and in working order. On some trips, the pantry is in view of all attendees, so it is vital to keep it neat and tidy.
- Informing the Director of needed items for upcoming meals.
- Reminding teams of their assigned responsibilities in advance of their time of service.

### **Worship Leader**

The Worship Leader will report directly to the Mission Trip Director. They will be responsible for the following:

- Praying for the leadership of the Holy Spirit.
- Choosing worship songs that are familiar to preteens and students on the trip.
- Ensuring preteens and students know the mission trip songs to be sung at the sites. You may need to include them in the morning worship services until they have them memorized properly.
- Planning no more than one new song during a worship service to avoid confusion and a lack of participation during worship.
- Preparing three to four songs for the morning service and an average of five for the evening service.
- Understanding the need to be flexible during services depending on the need of the schedule.
- Incorporating testimony times during evening services under the direction of the Mission Trip Director.

## **Tech Director**

The Tech Director will work directly with the Mission Trip Director, and they will be responsible for all technical facets of the mission trip, including:

- Training students adequately and supervising them to follow through with their assigned duties.
- Ensuring that microphones, projectors, and other technical equipment are ready daily per the Director's request.
- Working with the Worship Leader to properly set up the sound for worship times.
- Loading Pro-Presenter and having it prepared and ready to go in advance of morning and evening worship times.
- Videotaping the testimonies during the evening worship services.
- Overseeing the photography and videotaping at ministry sites to ensure that the trip is documented correctly.
- Putting together a celebration video for the Thursday evening celebration service.
- Coordinating the mission trip group shot taken on Wednesday afternoon of the mission trip.

## **Safety and Security Director**

The Safety and Security Director will report directly to the Mission Trip Director. They will be responsible for the following:

- Training all mission trip attendees properly.
- Informing church staff members and individuals who enter the facility of safety and security protocols.
- Working with the Administrative Team to ensure all criminal background and safety certifications are submitted upon church arrival.
- Educating teams as they arrive about security and procedures for anyone who is moving around the facilities.
- Enforcing security procedures at all times (i.e., proper armbands, name tags, restroom breaks, etc.)
- Making sure the building is secure at all times.
- Ensuring the building is properly locked down every night at bedtime. This task can be assigned to a male and female student.
- Reporting to the Mission Trip Director any infraction on the mission trip.
- Enforcing the Boy/Girl restrictions in the hallways.

## **Ministry Site Leader**

The Ministry Site Leader is usually determined by the combined group or ministry team. Site groups are usually between 8-14 preteens, students, and adults. This person is often chosen based on their personal experience from previous mission trips or by their gift of leadership. They are responsible for:

- Reporting to the Mission Trip Director.
- Enforcing safety procedures at the site.
- Placing the food orders each day to make sure they are called in on time.
- Working with their team to release the preteens and students to minister.
- Reporting any concerns directly to the Mission Trip Director.

## **Student Csalt Roles**

The spiritual gifts of students are a major blessing and asset to the I-Go Mission Trip. These ministry opportunities for students will stretch them and assist them in finding God's purpose for their lives.

One of the pitfalls of working with students and other leaders is the lack of follow-through.

- There needs to be clear guidelines and expectations in place up front to make sure they follow through with their given responsibilities.
- If possible, write out a simple description of what you expect them to do daily.
- Check with them regularly to make sure they have completed what has been asked of them.
- If they are faithful in small things, they should be allowed to go to the next level of service.
- Expect them to do the best they can to honor the Lord with their life, gifts, and ministry.

## **Mission Trip Cost/Administration**

Thank you for joining the L.I.T. Mission Trip Leadership Team. You are taking on a major task; however, it will have lasting fruit in the lives of the children, students, and adults who attend.

The mission trip fees cover the following costs during the trip. (A part of the fees covers administrative costs for L.I.T. Ministries before, during, and after each trip as we plan for future trips.)

### **L.I.T. Ministries Responsibilities**

L.I.T. Ministries will be responsible for the following items relating to the mission trip:

1. Proper training and support for you as you lead the mission trip.
2. The mission trip is insured under the L.I.T. Ministries liability insurance policy.
3. Online registration and applications.
4. Storage of mission trip applications according to A.C.A. regulations.  
(Applications must be kept on file until a child reaches 21 years of age.)
5. Setting the menu and food budget for the trip.
6. Providing all supplies, crafts, etc., for the mission trip.
7. Pre-registration counts.
8. Working with churches to collect T-shirt sizes and order the mission trip shirts.
9. Collecting student and leader names and information and printing name tags before each trip.
10. Providing all promotional materials for the Kid Power Camp and I-Go Block Party.
11. Providing host church guidance and preparation material for the mission trip.
12. Providing the 9-week Mission Trip Bible Study, "Preparing for My Mission Trip."
13. Providing all counseling and teaching materials for the trip.
14. Providing follow-up materials, including "The Journey," for children after making professions of faith.
15. Providing pre-trip training for all leaders attending the mission trip. Leaders will be required to go through proper training before arriving at their location.
16. Being available to support state representatives during the mission trip.



## APPENDIX A—OUTREACH FLYER

**WHAT IS KID POWER CAMP?**

**KID POWER CAMP**

**Games**

**LUNCH**

**CRAFTS**

**FUN MUSIC**

**K-6TH GRADE**

**Monday-Thursday**

**STORY**





## APPENDIX B—MASTER PLANNING SHEET

Task	Person Responsible	Due/Date
PRAYER TEAM		
DATE		
MAXIMUM NUMBER WHO CAN ATTEND TRIP		
<p><b>SECURE LOCATION AND FACILITY (PRE-TRIP)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Commercial kitchen (convection oven, ice machine, refrigerator/freezer space)</li> <li><input type="checkbox"/> Worship space</li> <li><input type="checkbox"/> Space for meals</li> <li><input type="checkbox"/> Space to house children and adults—recommended 25 sq. ft. per person (This will determine max attendance.)</li> <li><input type="checkbox"/> Use of the church’s sound equipment</li> <li><input type="checkbox"/> Indoor showers (Secure shower trailer(s) if the church does not have showers.)</li> <li><input type="checkbox"/> Host church will accommodate your schedule and not schedule events during your stay</li> <li><input type="checkbox"/> Host Church Agreement</li> <li><input type="checkbox"/> Host Church Preparation Handbook</li> </ul>		
<p><b>FOLLOW UP</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bibles</li> <li><input type="checkbox"/> New Christian materials</li> <li><input type="checkbox"/> Record-keeping system</li> <li><input type="checkbox"/> Records for church leadership</li> </ul>		



<b>Task</b>	<b>Person Responsible</b>	<b>Due/Date</b>
<p>MISSION TRIP LEADERSHIP TEAM</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Assistant Director</li><li><input type="checkbox"/> Kitchen Director</li><li><input type="checkbox"/> Assistant Kitchen Director</li><li><input type="checkbox"/> Worship Leader</li><li><input type="checkbox"/> Tech Leader</li><li><input type="checkbox"/> Administrative Director</li><li><input type="checkbox"/> Facility Director</li><li><input type="checkbox"/> Ministry Project Director</li><li><input type="checkbox"/> Safety &amp; Security Director</li><li><input type="checkbox"/> Shower Director</li></ul>		
<p>ADMINISTRATIVE DIRECTOR RESPONSIBILITIES</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Schedule</li><li><input type="checkbox"/> Registration</li><li><input type="checkbox"/> Applications</li><li><input type="checkbox"/> Criminal backgrounds</li><li><input type="checkbox"/> Name tags</li><li><input type="checkbox"/> Stocking site totes daily</li><li><input type="checkbox"/> Daily records from ministry sites</li><li><input type="checkbox"/> Tracking Budget Receipts</li><li><input type="checkbox"/> Daily attendance reports for Kitchen Director</li><li><input type="checkbox"/> Daily check-in with site leaders to bring a report of attendance and professions of faith to the Mission Trip Director</li></ul>		
<p>SAFETY &amp; SECURITY DIRECTOR RESPONSIBILITIES</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Armbands</li><li><input type="checkbox"/> Safety training</li><li><input type="checkbox"/> Posted signs</li><li><input type="checkbox"/> Security</li><li><input type="checkbox"/> Lights Out</li><li><input type="checkbox"/> Building Lock Down in the evening</li><li><input type="checkbox"/> Safety procedures enforcement</li></ul>		





<b>Task</b>	<b>Person Responsible</b>	<b>Due/Date</b>
<p>KITCHEN DIRECTOR RESPONSIBILITIES</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Food handling certification</li><li><input type="checkbox"/> Assistant Kitchen Director</li><li><input type="checkbox"/> Prepare meals according to the menu</li><li><input type="checkbox"/> Continuous evaluation of food supplies</li><li><input type="checkbox"/> Properly cleaning kitchen after meals</li><li><input type="checkbox"/> Prepare breakfast, lunch, and dinner</li><li><input type="checkbox"/> Meal coordination for sites</li><li><input type="checkbox"/> Kitchen left clean and tidy before departure</li></ul>		
<p>TECHNICAL DIRECTOR RESPONSIBILITIES</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Operation of sound system during worship times</li><li><input type="checkbox"/> Set up video projector or needed equipment for daily leadership meetings</li><li><input type="checkbox"/> Ensure the recording of the mission trip through pictures and video</li><li><input type="checkbox"/> Prepare a video to share during the Thursday evening celebration service</li><li><input type="checkbox"/> Inventory and pack equipment for return home</li></ul>		

## **APPENDIX C—HOST CHURCH AGREEMENT**

### **L.I.T. MISSION TRIP AGREEMENT BETWEEN**

L.I.T. MINISTRIES & \_\_\_\_\_

#### **L.I.T. Arrival/Departure Dates**

L.I.T. churches will arrive on Sunday \_\_\_\_\_ and will depart on Saturday \_\_\_\_\_.

#### **Ministry Objective**

To partner with the local church for the purpose of reaching their community and connecting children and their families to the local church. The objective of the mission trip is to reach children in the community with the Gospel of Christ and integrate them into the body of Christ.

#### **L.I.T. Ministries Responsibilities**

L.I.T. churches attending will be responsible for the following during our stay at \_\_\_\_\_:

1. Coordinate all facets of the mission trip.
2. Lead a 4-day Bible club (Kid Power Camp) in local apartments or other locations near the church (Monday–Thursday)
3. Provide food at Bible studies at apartments or other locations at no cost to the Host Church
4. Establish a positive relationship between the Host Church and children and families in local apartments or other locations
5. Provide follow-up materials for children who make decisions
  - Bibles
  - Information about the Host Church
6. Before departure, L.I.T. churches will provide a detailed list of children who attended the apartment Bible studies, those who made decisions, and the names of parents, addresses, and phone numbers
7. Participating churches will host Kidz Blitz: Kids Reaching Kids on Thursday, \_\_\_\_\_ from 6:00-7:30 p.m. We will provide posters, tickets, pizza, and all supplies for the event at no cost to the Host Church.



8. Participating churches will attempt to bring children from local apartments or other locations to the event in order to integrate them into the Host Church and to meet church staff and other children who attend \_\_\_\_\_.

### Host Church Responsibilities

The Host Church will be responsible for the following:

1. Providing places for participating church's children and leadership to stay
2. Providing shower facilities for L.I.T. groups or shower trailer hook ups
3. Providing a place to host Kidz Blitz and a place to feed children who attend the event (i.e., gym, fellowship hall, sanctuary, etc.)
4. Distributing posters and tickets one month in advance for Kidz Blitz
5. Locating local apartments, mobile home parks, etc. about one to two months before L.I.T. arrival; securing permission from the managers to hold 4-day Bible studies; and finalizing locations where Kid Power Camp will be held
6. Distributing flyers at apartments and other locations one to two weeks before L.I.T. arrival (L.I.T. Ministries will provide flyers to distribute)
7. **Clearing space in refrigerator and freezer two days before the group arrives** (Food will be purchased for the seven days L.I.T.s will be staying at the church and will require a maximum amount of space.)
8. Printing new Christian materials for children who make professions of faith (L.I.T. will provide the file to print.)
9. Following up with children and families after L.I.T. departure

\_\_\_\_\_  
Signed by Church Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed by President, L.I.T. Ministries

\_\_\_\_\_  
Date



**L.I.T. MINISTRIES**  
Empowering The Next Generation

## APPENDIX D



### HOST CHURCH HANDBOOK

**L.I.T. Ministries**

1097 Grindstone Rd. Unit 201

Brock, Texas 76087

817-475-5542

[clint@leadersintraining.com](mailto:clint@leadersintraining.com)



Thank you for hosting the L.I.T. Mission Trip at your church. It is our greatest desire to see children's and their families' lives impacted with the Gospel of Jesus Christ and integrated into a local church.

In order for the trip to have the greatest impact from your church to your community, there are a few things that you will need to do as a church family prior to and during the Mission Trip:

### **Target Specific Areas You Wish to Reach**

- Pray and seek the Lord as church leaders about what areas surrounding your church that you want to target for the evangelistic Bible studies. Some churches do outreach anywhere from 5 to 10 miles from their church into their community and surrounding areas.
- Think about possible locations, such as apartments, mobile home parks, parks, YMCA, Boys and Girls Clubs, etc.

### **Events During Mission Trip Week**

For the greatest safety of children who are involved with the Mission Trip, we ask churches not to plan activities and events during the Mission Trip Week. This can be a security issue with multiple churches on the church grounds plus groups coming and going from the church. We understand that in some situations, this cannot be avoided. L.I.T. uses the following safety policies during the trip:

1. All children and leadership staying in your facility the week of the trip will wear a colored armband. This will help children and leaders on the trip know who will be staying in the building in the evening.
2. Staff members and church leadership will be asked to wear a different color armband during the week so that children and leaders know that they are part of the church family.
3. Those who do not have armbands will be directed to the church office or to the Mission Trip Director for safety purposes only.
4. If possible, please turn off security cameras in rooms where children and leaders will be staying and changing clothes.

## How We Can Partner Together During the Mission Trip

As we approach the Mission Trip date, we will let you know how many volunteers we will need for specific responsibilities:

### Before the Mission Trip

- Neighborhood canvassing (two to three weeks before the Mission Trip): We will need individuals to canvass the ministry locations to promote the event. L.I.T. will provide all publications and postcards to distribute. Locations can be canvassed very quickly with students or children under adult supervision.
- Collect or make church information flyers: These flyers should include information about your church and children's ministry. These will be distributed at the end of the week at the ministry sites to connect children and families to your church family.
- Bible drive: Each summer, we distribute Bibles to every child and their families during Mission Trip Week. If your church family would like to purchase Bibles for distribution, that would be a great asset and gift for the children who attend the Bible studies. We would suggest adding labels in the Bibles with the church address and contact information.
- Print follow-up materials: We give each child who makes a profession of faith during the Mission Trip a copy of the book, *The Journey: Beginning Your Walk With God*. This booklet has approximately 20 pages that teach new believers more about the decision they have made to follow Christ. If you would like to print copies, please let the Mission Trip Director know, and we will send you the pdf. We also give you permission to keep the file for your church to use for any future event at your church.
- Mission projects: During the Mission Trip, we will schedule a day for mission projects. We would like to help you at your church and in your community. There are several opportunities you might consider. Specific projects around the church might include cleaning up, weeding flower beds, painting, etc. We also enjoy helping local food pantries and clothes closets. We would love to hear your ideas to make this day a success.

### During the Mission Trip

- Lunch delivery: On Monday-Thursday during the Mission Trip, we prepare meals for the children at the ministry sites. We need drivers, if possible, to pick up the food from the church and deliver to the sites. This is something senior adults often love to do. They will deliver the food between 11:00 a.m. and 12:30 p.m. on Monday-Thursday of the trip.

- Join us at the ministry sites: We invite adults and/or children and their families to join us at the different ministry sites. That way, families that come to the sites can connect with a family from your church. We will be at the locations from 11:00 a.m. to 1:00 p.m. on Monday-Thursday.
- Wednesday evening service: On Wednesday evening during the Mission Trip, we will be bussing children and their families to the host church for **Kidz Blitz: Kids Reaching Kids**. Kidz Blitz is a fun evening for families. L.I.T.s participating on the trip will lead the evening with music, puppets, drama, skits, etc. There will be a free pizza dinner followed by the event. During the event, we will need additional adult leaders for security purposes as well as trained counselors to talk with adults who may come forward during the Kidz Blitz to trust Christ as their Savior.

### **Follow Up After the Mission Trip**

- We suggest that the host church make plans in advance to designate a day following our departure to visit all of the children and their family members who attended the Bible studies during the Mission Trip Week. That way there is an immediate connection with those families and your church. We recommend planning this visitation one week or less, if possible, after the Mission Trip.

### **Building Facility Needs Before and During the Mission Trip**

#### **Kitchen Needs**

During Mission Trip Week, we will be storing food for the week's meals (including breakfasts, lunches, and dinners). Please make every effort to clear all refrigerators and freezers about two days prior to the Mission Trip Administrative Team's arrival. Food for the trip is generally delivered one day before the Mission Trip.

#### **Technical Needs**

We have daily worship times during the Mission Trip: one at 9:00 a.m. and one at 7:30 p.m. If possible, we would like to have access to your sound equipment for worship. We will have a trained tech person on the Mission Trip. We have a MacBook that we use to run our videos and presentations.

#### **Trash Disposal**

During the Mission Trip, there will be meals prepared and served for approximately 90-150 children and leaders, which produces a lot of garbage. Additionally, garbage is collected during the week from bathrooms and other rooms. There will be a significant accumulation of waste in your dumpster by mid-week. We suggest ordering additional



service mid-week to empty your church's dumpster or requesting a different dumpster to handle the extra load.

### **Cleaning During Mission Trip Week**

During Mission Trip Week, we assign participating children, students, and adults various cleaning responsibilities. They will clean restrooms, vacuum hallways, and empty all trash on a daily basis. That way we do not add additional work and stress to your custodial staff. Please make vacuum cleaners, brooms, and needed cleaning supplies readily available upon our arrival.

### **Shower Facilities**

Each year, we have been blessed to work with a disaster relief organization staff who provides our shower facilities. They will contact your church administrator before the Mission Trip. They will need the following items to connect the shower trailer(s) at your church facility:

- Most shower trailers require a 250V 50A four-prong receptacle for the power supply to the trailer.\*
- Access to an exterior sewage drain or clean out for greywater drainage. You may need to check city code requirements in your area.

\*The disaster relief leader will reach out to the Church Administrator prior to the Mission Trip and give specifics.

### **Facility Use During Mission Trip Week and Group Departure**

Before our group arrives at your facility, we suggest that you take pictures or make setup diagrams of every room in which they will be housed. Have these pictures/diagrams available on Friday morning for the groups as they clean and reset the rooms before they leave later that morning. Please have vacuum cleaners and additional cleaning supplies available. It is our goal to leave the facility in better condition than we found it.

### **A.C. Thermostat Settings**

We are aware that in many church facilities, the A.C. thermostats are controlled through the church's computer network. Please make sure that all thermostats are set prior to our arrival. If there are separate thermostats in each room, please provide instructions on how you want them set.

### **Access to Water and Electrical Outlets on Exterior of Church**

On Tuesday during the Mission Trip, we provide inflatable waterslides as an activity for the children and leaders to play and fellowship at the church. The inflatables company will set up for the event. They will need the following:

- Exterior 115V outlets to connect the blowers for the slides
- Exterior water faucets to connect water hoses for the slides

Also, we would like to block off a section of the parking lot for safety purposes just for this evening activity and then open it up when we are done.



**L.I.T. MINISTRIES**  
Empowering The Next Generation

## APPENDIX E



### I-GO MISSION TRIP LEADER GUIDE

**L.I.T. Ministries**

1097 Grindstone Rd. Unit 201

Brock, Texas 76087

817-475-5542

[clint@leadersintraining.com](mailto:clint@leadersintraining.com)

## **GENERAL INFORMATION/TRAINING OUTLINE FOR LEADERS**

This outline will be the training content for leaders to train before they arrive on their scheduled mission trip. L.I.T. will require all leaders to certify that they have gone through the online training prior to their arrival.

### **The Mission Trip Vision**

The Lord wants to take His children (of all ages) deeper with Him and has directed the focus and structure of this trip to do just that. By empowering kids to serve Him on the mission field, He not only gives us all an avenue to obey the Great Commission, but He also positions us to be stretched and to trust Him as we yield and obey in new and uncomfortable situations.

During this week, a Host Church will provide housing for all of the teams participating in the trip. Every day the focus is on God and His Word, from morning devotionals to evening worship services. Teams will share the Gospel at local communities by holding Kid Power Camps daily. They will connect the people they meet with the Host Church for further discipleship opportunities. This mission trip will impact everyone by the power of the Holy Spirit and will change lives forever, both in the church and in the world!

### **Overall Leaders In Training Principles**

*"I know this may sound radical, but we are suggesting that all young people should be raised with the conviction that they are to be missionaries and that their primary goal is to use their gifts and resources to advance God's kingdom so that every tribe, nation, and people group have the opportunity to respond to their rightful king."<sup>6</sup>*

—Kenneth Hemphill and Richard Ross

### **The Great Commission (Matthew 28:19-20)**

*"Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age."*

God's objective is to make disciples who make disciples—to multiply.

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<sup>6</sup> Kenneth Hemphill and Richard Ross, *Parenting with Kingdom Purpose* (B&H Books, June 1, 2005), 7.



- The Great Commission is Christ's call to make disciples of all nations.
- All believers are called to fulfill Christ's command.
- The Great Commission is clear for all believers to go and make disciples of all nations (Matthew 28:19-20). This includes children!
- Children are the greatest harvest field. Seventy percent of those who trust Christ internationally are between the ages of 4 and 14. This bracket is known as the 4/14 Window.<sup>7</sup>
- Children are the most effective agents for reaching children in the 4 to 14 age bracket.<sup>8</sup>
- Approximately 70 percent of those who accept Christ today say they were influenced by their peers.<sup>9</sup>
- They are not restricted because of age. They have the HOLY SPIRIT.

### **Understanding a Child's Identity and Purpose in the Body of Christ**

Every believing child receives a new identity at the new birth. This new identity comes with a calling to use what God has given them to build up the body of Christ and reach the world with the Good News of Christ.

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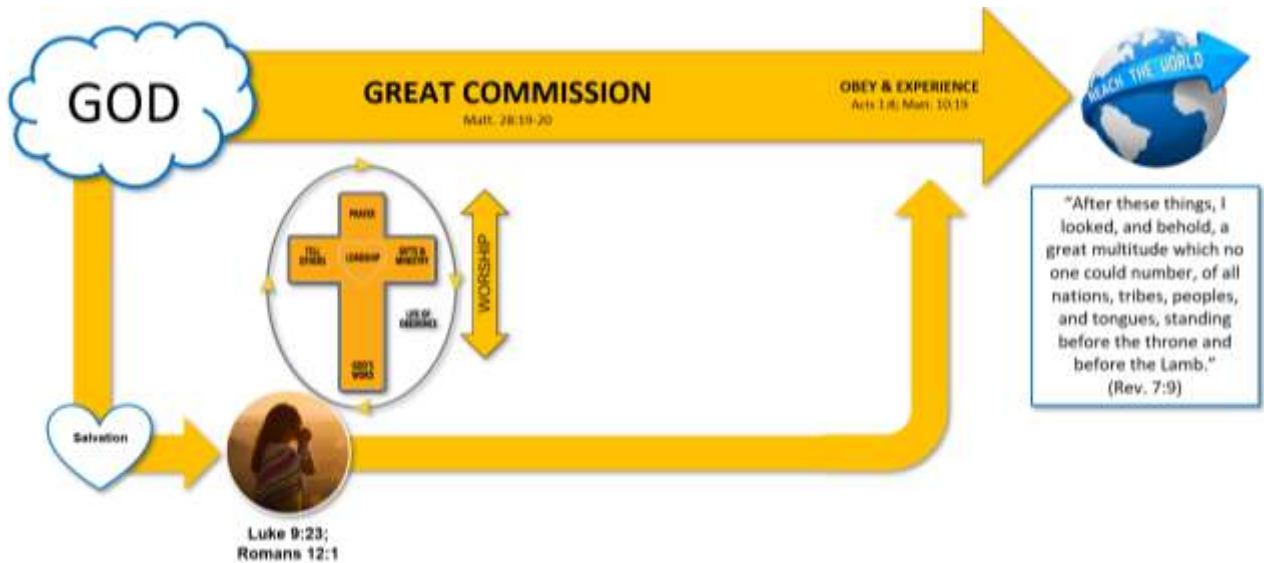
<sup>7</sup> [www.4to14window.com](http://www.4to14window.com)

<sup>8</sup> Dan Brewster, *Child, Church and Mission, Revised Edition* (Compassion International, 2011), 171.  
[http://www.europeanea.org/wp-content/uploads/2013/09/dan\\_brewster\\_childchurchmission\\_revised-en-web.pdf](http://www.europeanea.org/wp-content/uploads/2013/09/dan_brewster_childchurchmission_revised-en-web.pdf)

<sup>9</sup> *Ibid.*, 171.

## Align Their Plans with God's Plan

You are aligning children and students with God's eternal plan so that all people might hear the wonderful message of the Gospel of Jesus Christ. This is when they will experience the Holy Spirit's power in amazing ways.



## Surrender

Preteens and leaders are called to make a holy sacrifice to God—*surrender* (Romans 12:1).

- Surrender is not a choice to do or not do—it is expected.
- If you want to follow Christ, you must lay down your life, deny yourself, take up your cross, and follow Him (Luke 9:23).
- Surrender leads to obeying God's calling and direction to join the church to reach the world with the Good News of Christ.

## The Ezekiel Principle (Ezekiel 47:1-5)

If you want to see the transformation and true "God encounters," push your group out of their comfort zone every time you have the chance. Don't allow anyone to check out or sit off to the side not participating. They may be the ones you decide will teach the next day. Remember, when you allow a spiritual crisis in a child's life, it causes them to go to God for the answer.

## **Spiritual Revelation**

Spiritual Revelation is a *striking* or *conscious* disclosure of something not before *realized* about God and His will for the believer in Christ.

*"When they experience God in their giftings, they will be established in their faith. They will begin to create a history of experiences in which God has backed up their faith with His manifested presence."* —Adam Stadtmiller<sup>10</sup>

When we move children from what is comfortable, many times they experience God in new and fresh ways:

1. They move from what is *comfortable* into a *new reality* with God.
2. Children have spiritual revelations when we move them from *standard practice* to fully engaging them in missions.
3. When they move to a new typical—to the Great Commission—they experience *God* in ways that they never will see by staying inside the church walls.
4. They experience the Spirit's *power* in the midst of ministry and missions.
5. The more difficult the task, the more they experience at times the Holy Spirit's *presence* and *power* when they learn to rely on Him fully.

## **How the Holy Spirit Works in Children and Students in Alignment with the Great Commission (Acts 1:8)**

These observations come through 30 years of observation of preteens on mission trips. They are consistent markers which you may personally witness on your trip.

1. Children become bold *prayer warriors* for the lost.
2. The Holy Spirit *moves* and *speaks* through them.
3. When the Holy Spirit takes over, He speaks through them, and they have *no recollection* of what they shared.
4. They sense His *presence* in their lives.

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<sup>10</sup> Stadtmiller, 22.



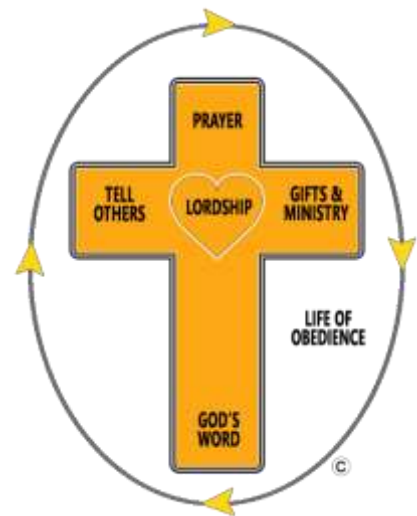
5. They become *sensitive* to the Holy Spirit's leading.
6. They become *fearless* in sharing their faith.
7. They experience *inexpressible* joy after the Spirit works through them.
8. There is *rapid* spiritual growth that occurs in ministry and missions.
9. Their spiritual gifts *manifest* very quickly in ministry and missions.
10. They become in *tune* with God and His heart for the lost in the world.
11. They are not *constrained* by age. The Holy Spirit works freely in all age groups.

### **Living Out The Cross**

*"If anyone desires to come after Me, let him deny himself, and take up his cross daily, and follow Me." (Luke 9:23)*

The L.I.T. Cross models a personal relationship with Christ. This cross is what we want to reinforce on the mission trip.

- **Lordship:** Call your group to surrender to Christ daily. He calls us to abandon all and follow Him (Luke 9:23).
  - Surrender to the Lord daily.
  - Surrender and ask Him to take control.
  - Surrender to the Holy Spirit before speaking or ministering.
- **God's Word:** Use the trip as a continual teaching time. Use God's Word to teach, correct, rebuke, or encourage throughout the week (2 Tim. 3:16).
  - The Word of God comes alive through action and application.
  - Read it and do it.
  - Memorize as a group the daily memory verse and claim its promises as you live it out.



- Prayer: Prayer is key to your success during the I-GO Mission Trip and at your ministry location.
  - Prayer walk your ministry site before you begin. Ask the Holy Spirit to break down any strongholds in the place where you are ministering. Pray that the Holy Spirit will open the eyes of the lost.
  - Armor up every day and prepare for the spiritual battle (Ephesian 6:10-18).
  - When distractions occur, pray and encourage your team to pray at all times during your ministry to children at your site.
  - Pray at all times.
  - Prayer is spiritual warfare (2 Corinthians 10:3-4)
  - Prepare each day spiritually and be ready for battle.
  - Pray when situations arise where you need God's help and guidance.
  - Pray for those who will be teaching, sharing, or leading at the site.
  
- Evangelism: Every believer is called to share. Every believer has access to the power of the Holy Spirit (Acts 1:8).
  - Ask the Holy Spirit to speak through your team at your site.
  - Pray for wisdom and discernment in counseling.
  - Ask the Holy Spirit to take control of your counseling conversations.
  
- Gifts and Ministry: Every believer has spiritual gifts to be used for serving.
  - Spiritual gifts will manifest in your team as they minister.
  - Watch and encourage them when you see their gifts flourish.
  - Make a point to allow those with specific spiritual gifts to use them at your sites when possible.
  
- Life of Obedience: Living out The Cross is living a life of obedience.
  - Remind your team that as we read, we do.
  - Obedience shows our love for Christ.

## **APPLYING THE L.I.T. PRINCIPLES TO THE MISSION TRIP**

### **Release Your L.I.T.s to Minister**

Remember, this is THEIR mission trip. It will be very tempting to take over and rob them of this wonderful opportunity to be used by God on mission for Him.

1. Have them pray and ask the Holy Spirit what He wants them to do.
2. Allow them the freedom to follow the Spirit's leadership.
3. Make sure that what they feel led to do aligns with the Word of God.
4. Allow them to plan each day using the Site Planning Sheet (**page 83**). There is a young, gifted administrator in your group ready to use their gift.
5. Sit back and watch their spiritual gifts manifest before your eyes.
6. Pray while they are ministering, for boldness and courage to proclaim the Gospel.
7. Pray for those who will be teaching, sharing their testimony, or leading each day.

### **Keep a Positive Attitude and Trust God**

Your site and the sites of other teams are likely to be totally different. God is in control! He has purpose in all the details. You may have 20 children while another team has one or none. There is no way to know how many children will show up until you arrive at your location. Always be positive. "Hey, guys! We have one child at our site. Let's trust that this is who God has sent to us and make them feel like a king." That one child might be the next Billy Graham. Keeping a positive attitude will help your team stay positive. Trusting in the sovereignty of God will grow our faith and help us see His plans.

### **Keep an Attitude of Prayer**

Paul tells us to pray *at all times*. This truth is very profound on the mission trip. Have your group stop and pray regularly. Develop a habit—if an issue arises: STOP and seek God for His help and answer through prayer.

### **Flexibility Principle**

There are many things that will be out of our control, from distractions to unexpected schedule changes, etc. *Be flexible* and know that this is normal.

- Hindrances: "Therefore we wanted to come to you—even I, Paul, time and again—but Satan hindered us." (1 Thess. 2:18)
- God Changes Our Plans: "So passing by Mysia, they came down to Troas. And a vision appeared to Paul in the night. A man from Macedonia stood and pleaded with him, saying, 'Come over to Macedonia and help us.' Now after he had seen the vision, immediately we sought to go to Macedonia, concluding that the Lord had called us to preach the Gospel to them." (Acts 16:8-10)

## **Leadership Principle**

*"And He Himself gave some to be apostles, some prophets, some evangelists, and some pastors and teachers, for the equipping of the saints for the work of ministry, for the edifying of the body of Christ." (Eph. 4:11-12)*

- Make it your goal to be an equipper.
- Allow preteens and teens to flourish in their gifts.
- Allow them to make mistakes.

## **Mission Trip Leadership Roles**

**Mission Trip Director:** The I-Go Mission Trip is led by the Mission Trip Director. The Director is responsible for the complete oversight of the mission trip.

**Assistant Mission Trip Director:** The Assistant Director will assist you throughout the trip.

**Food Service Director:** The Food Service Director will cook and serve the mission groups during their mission trip.

## **L.I.T. (Leaders In Training) Preteens (9 thru 12-year-olds)**

The role of preteen L.I.T.s is to be missionaries of the Gospel.

- The trip is set in place for their success and to stretch their faith through responsibility and action.
- They will be given opportunities to discover their spiritual gifts and use them on the trip.
- We will challenge them to trust the leadership of the Holy Spirit during the trip and in their lives.
- They will participate with their team in the daily service schedule.
- They are younger brothers and sisters in Christ serving in the body of Christ.



## **Csalt (Christ's Servants and Leadership Training) Students\***

Csalt allows former L.I.T.s to go to the next level on mission trips. They will take on servant-leadership roles during the mission trip.

- They are called to be servant leaders.



- They will bus tables and take part in serving at the church.
- Some will lead at ministry sites.
- They will work directly with L.I.T.s and support their efforts as young missionaries.
- They will assist the adult team leaders at the ministry sites.
- Adult leaders will look for ways to stretch and challenge them to lead out and flourish in their gifts.
- Csalts are not over adults and are expected to respect the adult leadership at all times.

**\*Note:** Not all mission trips will have students taking part with you. Those trips with students attending will assign Csalts according to availability and need at each site.

### **Adult Leadership**

The adult leader takes on the role of Coach. Your call is to give direction and freedom for Csalts and L.I.T.s to flourish. The goal of discipleship is for the player to become the coach, and the mentee becomes the mentor.

- Be spiritually prepared for the mission trip by going through the Spiritual Preparation Guide.
- Pray daily before the mission trip for the Lord to bless the trip and your team.
- Be an encouragement to the Csalts and L.I.T.s in your group.
- Keep an attitude of prayer.
- Keep your group safe at all times.
- Watch for ministry opportunities for your team.
- Look for ways to stretch both the L.I.T.s and Csalts in your group.
- Keep a positive attitude at all times.
- Keep in mind that you are training missionaries.

## **Safety & Security**

### **In Case of an Emergency, Call 911**

#### **Medical**

All medications must be in their original containers and turned in to the mission trip nurse upon your arrival at the church. Please be aware of the daily medical needs of individuals in your group. Make it a point to find the nurse at the appropriate times for medication distribution each day.

#### **Security**

Armbands and Name Tags: All L.I.T.s, Csalts, and leaders must wear a name tag and armband *at all times* at the church and ministry sites, no exceptions. If you need a new armband, check with any Assistant Director.

- Those staying at the church will all have a name tag and armband.
- Local church staff, church members, and guests will have a different color armband.
- If an individual does not have the appropriate armband, please notify or bring them to the Director or Assistant Director for clearance.

#### Safety Requirements While Moving Around the Church Facility (Stay in Threes)

- Restrooms: You may go to the bathroom in groups of three and return to the Worship Center in the mornings.
- In Rooms: There must be an adult (18 years or older) and at least two others in any room at any given time.
- Evening Worship: You must be accompanied by an adult and at least one other.
- If minors need to leave the big group, they must walk around in groups of three.
- L.I.T.s and Csalts are NOT allowed outdoors without adult supervision at all times and must stay in groups of three.

### Leaving the Facility with Children or Students

- If you need to leave the facility with children or students for reasons other than scheduled activities, you must first have clearance from the Mission Trip Director or Assistant Director. The release form must be filled out and signed.
- If you leave, you must return to the facility before lights out. No exceptions.

### **Policies**

Cell Phone Usage: Adult leaders, *please* use discretion when using your cell phone on the mission trip. Do not let it become a major distraction for you so that you miss God working in the lives of children. You should not be using your cell phone at sites, meals, or other times when you are with your group, unless it is an emergency.

- **L.I.T.s** and **Csalts** cannot have or use cell phones on the mission trip due to security concerns. With your permission, they may call parents from a leader's phone.
- L.I.T.s are **not allowed** to access any social networking platforms from a leader's phone for any reason.
- **Support Staff** and **Staff** will have cell phones to contact the Director and Assistant Directors while on the mission trip. If there is an emergency, please contact the Director or any Assistant Director immediately.

Photography: Every L.I.T. and student must have a photo release completed and signed by a parent on their application, or they will be excluded from all trip and team photos. Follow Us on Facebook at [www.facebook.com/LeadersInTraining](http://www.facebook.com/LeadersInTraining) (Pictures are uploaded daily during the mission trip.)

## MISSION TRIP SCHEDULE

There are 3 daily schedules posted in various locations for you to check each day. One for showers, one for service assignments, and one for general schedule. The schedule on the name tags is the general schedule for each day. **Note:** All schedules may be subject to change due to circumstances out of our control!

### TENTATIVE DAILY SCHEDULE

#### SUNDAY

3:00-5:00 p.m.	Arrival
6:00 p.m.	Dinner
7:00 p.m.	Commissioning Service
10:00 p.m.	Lights Out

#### Activities

**Monday:** Mission Project  
**Tuesday:** Splash Night  
**Wednesday:** To Be Announced  
**Thursday:** Church Night Out

#### MONDAY-THURSDAY

7:00 a.m.	Rise/Devotional Time/Straighten Sleep Areas
7:30 a.m.	Team Leader Meeting
8:00 a.m.	Breakfast
9:15 a.m.	Morning Worship
9:45 a.m.	Team Preparation
11:00 a.m.	Bible Study/Lunch at Ministry Sites
1:00 p.m.	Debriefing
2:00-3:00 p.m.	FOBOB
3:15 p.m.	Afternoon Activities
6:00 p.m.	Dinner
7:00 p.m.	Church Group Time
8:00 p.m.	Evening Worship
10:30 p.m.	Lights Out

#### SHOWER SCHEDULE

**SATURDAY**  
8:30 P.M.

**SUNDAY**  
5:30 A.M.  
8:30 P.M.

**MONDAY-TUESDAY**  
5:30 A.M.  
4:00 P.M.



**WEDNESDAY**  
5:30 A.M.  
8:30 P.M.

**THURSDAY**  
5:30 A.M.  
8:30 P.M.

**FRIDAY**  
5:30 a.m.

#### FRIDAY

7:00 a.m.	Rise/Devotional Time/Straighten Sleep Areas
8:00 a.m.	Breakfast
9:00 a.m.	Clean Up and Pack
10:00 a.m.	Depart for Home



## **Schedule Breakdown**

### **Daily Quiet Times**

- Everyone should have a daily quiet time, including L.I.T.s, Csalts, and adults.
- L.I.T.s will have their quiet times in the worship area.
- Csalts and leaders need to review the daily memory verse from the Bible study with their L.I.T.s at breakfast.

### **Leader Meetings**

Monday-Thursday at 7:30 a.m. in the leadership meeting room

### **Morning and Evening Worship Are Priority**

Morning and evening worship services are some of the most critical times during the mission trip.

- All church groups must attend **all** worship services, no exceptions.
- Make it a priority to arrive for worship on time.
- Make it a priority to sit with your group or church.
- Watch and correct L.I.T.s and students to ensure they are not distracting others.
- **Don't leave out early during evening prayer times.** These are the most important times of the trip. You will miss God moving in the lives of your group if you are not there.
- We are not in a hurry or on a strict schedule if God shows up powerfully. That is not the time to leave the worship center.
- Listen to the prayers of the children. Their heavenly tone will bless you.
- Altar calls are a very important part of the mission trip. These are times when the Holy Spirit speaks to the hearts of preteens and students alike.
- If the Lord is moving in the hearts of L.I.T.s or students in your group, prayerfully ask them to share what the Lord is showing them.
- Pray with your group and team.

## **Team Breakdowns**

Before your mission trip, we will ask your ministry leader to assign teams from your group. These teams consist of five L.I.T.s and one or more leaders. Upon your arrival, the units will be combined with another group to form the ministry site teams. It is a wonderful opportunity to come together as the body of Christ and serve together.

- You will discover new friends.
- Your group will partner to fulfill the Lord's work at your location.
- Groups will ride together to the sites and back.
- Teams will eat breakfast, lunch, and dinner together.
- Teams will serve together where assigned on the mission trip.
- Teams will celebrate together.

## **Team Planning Time**

To succeed at your ministry site, you must plan, practice, and implement properly (follow the attached Site Planning Sheet). Use the Site Planning Sheet as an order of service each day at the ministry site. As the mission trip progresses, allow the L.I.T.s in your group to plan one day at a time.

Here are a few suggestions to prepare your team to minister at your site each day:

- Pray
- Practice lessons
- Practice sharing testimonies
- Sing songs
- Review crafts
- Check tote (If you are missing anything, please let any Staff member know so we can get what you need.)
- Make sure you have everything before you leave the church.

- Prayer walk your site. Evangelism and missions are spiritual warfare, and the enemy will not be happy with your arrival—armor up at the site. Then, walk in groups around the location. Pray for the Lord to open the eyes of those who do not know Christ. Pray for God to crush the enemy's attempts to thwart God's plans. Pray for the Lord to deliver the unsaved from the dominion of darkness to the kingdom of God (Col. 1:13).

### **Ministry Site Information**

Ministry sites can be at a number of different locations on the mission trip, from mobile home parks, apartments, Y.M.C.A.s, Boys and Girls Clubs, parks, etc. Here are some guidelines for your greatest success.

### **Community Ministry—Kid Power Camp**

- Kid Power Camp (KPC) is a series of evangelistic daily Bible studies during the mission trip similar to V.B.S.
- KPC will be held Monday-Thursday at the ministry sites.
- KPC usually begins at 11:00 a.m. and ends at 1:00 p.m.
- Be flexible with the schedule. Kids will not show up on time, so it is okay to start a little later.
- You will want to arrive at your site 30-45 minutes early.



### **What if you get to your site and no one shows up?**

1. Stop and pray.
2. Walk around the location and look for homes with toys and bicycles in front. Pray and have your L.I.T.s knock on the doors and invite the children to attend your Bible study.
3. If you have only one child show up, many times they will know where all the kids live near them. Walk around with that child and let them invite their friends to join you. Don't worry about starting on time. You need children there before you can minister to them.

### Safety and Security at Ministry Sites

- L.I.T.s should lead out at all times. Adult and Csalt leaders control the crowd to make sure the L.I.T.s can lead successfully.
- Keep a watchful eye at all times. (Silence your cell phones.)
- NEVER send Csalts or L.I.T.s out by themselves at your ministry site unless they are in your sight *at all times*.
- Walk children who have attended KPC home after your camp is over.
- NEVER allow L.I.T.s and students to enter a child's home at your ministry site.
- Be aware of your surroundings. While the L.I.T.s are ministering, be aware of what is going on around you.

Set Up a Safe Environment Where the Kids Can Minister: The goal of the I-GO mission trip is to release kids to minister. One of the ways for them to have the greatest success is when you set up a healthy environment for them to do so. You will want to step back and allow them to serve and minister using their gifts. However, if the kids at your site are out of control, they will become very frustrated. Take time to set boundaries for behavior and then allow your kids to minister.

Be Flexible! Each ministry location is different; they are never the same. Children are in different situations in life. Some may be poor while others are from the opposite circumstances.

1. Don't worry about time schedules as much as connecting with lost kids.
2. Take the time to get to know the children at your site. Play games at the very beginning to start the time off in a fun way.
3. The L.I.T.s in your group will draw them in just by being kids with them.
4. Leave your expectations at the church.

Site Records and Registration Information: One of the most important things you will do at your site is collecting accurate information from each child who attends and especially their personal decision to follow Christ. You will want to designate a person to be responsible for records at your site.

How to register: Please use the record forms included in your tote to register a child for Kid Power Camp properly. We must have complete records.

Fill in your ministry location, and then add your leaders and children to your list.

- The leaders will include all L.I.T.s, Csalts, and adults.
- As children arrive at your site, you will add their names, grades, and home address information.
- All the information on the physical sign-in sheet will be typed into Google Sheets by a group leader or adult.

**Note:** We will have computers set up in the L.I.T. Mission Trip office.

Food Orders for Ministry Sites (Monday-Thursday): An adult leader from your site will be responsible for **texting** your group count to Kitchen Assistant Monday-Thursday. (The number will be given to you on the mission trip. No phone calls please.)

- Add "Kitchen Assistant" to your contact list.
  - Text your name and site location right now!
- Text M-Th between **11:00-11:15 a.m.**
  - Site Name
  - Total Number of Children and Adults (Count everyone, including L.I.T.s, Csalts, adults, and kids at your site.)
  - **Sample Text:** "Murfin Market 26"
- **Note:** If you forget an item or need additional supplies, include what you need in your text.

Debriefing: Every step of the mission trip is a significant teaching and discipleship time for you as the leader.

- The debriefing time is a perfect time to share and talk about the day.
- Talk about what the Lord did and how to make improvements for the next day.
- Use your Site Planning Sheet to guide your discussion and plan the next day.
- As the Lord leads, share His Word to encourage them or correct attitudes or inappropriate behaviors.

**Note:** The purpose of the mission trip is to allow the Holy Spirit to work. He will guide and speak in and through the lives of the L.I.T.s and students on the trip. Plan one day at a time and allow the Holy Spirit to plan the rest of the week as He speaks to their hearts.

### **Service Schedule**

All teams will serve in the church in different capacities throughout the week. Please be aware of the service schedule. Be a positive role model. Be upbeat and make it a fun activity as your team serves together. Cleaning toilets can be fun if everyone has the right attitude!

### **Team Service Assignments**

Each team will be a part of the rotation to serve during the mission trip.

- Food preparation for breakfast and dinner
- Wash dishes after a meal
- Clean dining hall
- Clean tables
- Reset dining hall
- Sweep and mop the dining hall and kitchen
- Clean worship center
- Clean restrooms.
- Fill water bottles
- Pack totes

### **F.O.B.O.B. (Flat On Back On Bunk)**

On many of our mission trips, heat is a factor. At some locations, it may hit over 100 degrees at the outdoor ministry sites. Also, sleeping on air mattresses on the floor on mission trips is not always restful. F.O.B.O.B. is simply a cool name for a rest break. It is an hour break where we shut off the lights and everyone lays down, cools off, and rests.

## **I-GO Store**

The I-GO Store will be open daily following your return from the ministry sites. We will have soft drinks, candy, and various snacks for purchase. All items will be between \$1.00 and \$2.00 each. All proceeds go to L.I.T. Ministries.

## **Daily Activities (3:00-5:00 p.m.)**

- Monday: Mission Projects. We will work with the Host Church to establish afternoon ministry projects at the church or in the community. It might be anything from minor lawn care to cleaning up around the church.
- Tuesday: Splash Night. Splash is fun for the kids to cool off with water games on the church grounds.
- Wednesday: Block Party. The Wednesday evening block part is our effort to connect children and their families to the Host Church. We will invite families from the ministry sites to join us for a fun evening of fellowship.
- Thursday: Church Night Out: This is an evening with your church group to celebrate the close of the mission trip together. Churches can choose what they want to do that evening until worship time. Church groups are responsible for the cost of their outings.

## **Showers**

When looking for a mission trip location each year, we try our best to find a Host Church with shower facilities. We make this a priority for each trip. If we cannot find a facility that provides showers, we explore other options.

- On many of our trips, the state disaster relief teams allow us to use their mobile shower units at little to no cost when they are not already in use. However, the trailers are pulled out if a storm, tornado, hurricane, or any other natural event occurs and they are needed.
- A third option is portable showers. We use a canopy with a tarp around it, and there are multiple shower heads (cold showers). The students and leaders shower separately while wearing their swimsuits.

We do our best to accommodate showers, but many times things are out of our control.

## **Church Group Time**

Church group time is a wonderful time to get together with everyone in your church group and share your hearts. It is an opportunity to hear each other's stories and testimonies. It is also a teaching time when you can continue the discipleship process and encourage them.

Here are some suggestions:

1. Allow them to testify about how they have seen the Lord work. God moments are when God shows up in the midst of their time ministering or during their quiet times. Encourage those who have a significant story to share during the testimony time during the worship service.
2. This can also be a time of correction. As you observe your group throughout the week, you will see attitudes or actions that are not Christ-like. Use the Word of God to correct in love and encourage change.
3. It can be a time to encourage your group to care for each other and stand in the gap through prayer.
4. Take the time to pray together in anticipation of the evening worship service.

## **Lights Out Policy**

The mission trip is an exciting time for all of us; however, the celebration needs to end at the posted Lights Out times. We are on a mission trip to proclaim the Gospel of Christ. If you stay up all night, you will not be able to function properly the next day. *If a group in your area does not comply with this policy, please contact the mission trip Assistant Director.*

## **THURSDAY at Ministry Sites**

Thursday is one of the most important days of the week as we close out the mission trip. Here are very important steps you will want to take:

1. Make sure all of your records are correct and up to date. This should be your top priority.
2. Sit down and talk with every child at your site to find out where they are spiritually. Some have made professions of faith, while others are not there yet. This is critical to find out where they are and record that in your records.
3. Pick up the Kid Power Camp sign(s) and stand and return them to the church.





4. Clean up all trash at your site and leave it better than you found it.
5. Remove labels on the outside of your ministry site tote and discard them.
6. When you return to the church, remove all items from your tote and place them in the appropriate bags for the next trip.
7. Remove labels from coolers and place them with others cooler when you return.

### **FRIDAY Cleaning up the Host Church**

All teams will be expected to leave the Host Church in better condition than when we arrived. This includes the sleeping areas, bathrooms, worship centers, kitchen, and eating areas that we have used. Vacuuming, taking out trash, sweeping, mopping, breaking down tables, and stacking chairs are all tasks to be expected. All coolers, water jugs, and tents that different teams have contributed to the week will need to be returned to them before departure.

### **GOOD TIRED**

The mission trip is going to wipe you out. But remember that this is a "good tired." Rest when you can. You may know the saying, "We can be tired in God's will, but not tired of it." Get ready for an unbelievable experience that will change your life—we pray—for the rest of your life!

## APPENDIX F—I-GO DAILY ADMIN PUNCH LIST



If you have any questions, contact Mission Trip Director at \_\_\_\_\_.

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### SUNDAY

#### 1:00-2:00 p.m. Pre-Arrival

##### Set Up Site Totes

- Set up tables for site totes.
- Label Totes
- Place site signs on walls above tables (use blue painter's tape only).
- Place site totes under signs.
- Place the Ziploc bags in totes labeled for each site.
- Place a set of song posters under each tote.
- Place Monday's craft in totes (50-Power Bands).
- Tape site signs on five 5-gallon coolers and ice chests.

##### Post Information Signs

- Post MT schedule at multiple locations (dining hall, girl's and boy's hallway, etc.).
- Post safety signs at multiple locations.
- Post building diagrams at multiple locations.
- Post cleaning schedule

##### Set Up Dining Area

- Set up the tables according to the diagram.
- Place team signs on tables. (Place a sticky note on the back of each table sign with the number in the corresponding team.)
- Place the number of chairs around the table according to the number of team members.

##### Set Up a Registration Area in Foyer

- Set up two tables.
- Place I-GO sign in front of the building.
- Set up I-GO banners.
- Tape registration signs up.

## **6:00 p.m. Dinner**

- Announce team assignments.
  - Ask a **child** to pray.
  - Call teams that have service responsibilities to eat first. (Check the service schedule.)
  - Ask teams that are sitting quietly to go next.
  - Try not to call all teams up at the same time.
  - Remind teams before they leave to bus their tables of all trash.
  - Place Site Planning Sheets on tables.
- 

## **MONDAY**

### 7:00–7:30 a.m. Stock Totes

- Church Group Time
- Craft: Power Bands (Scissors)
- KPC flyers
- Block Party flyers
- Small cups
- Roll of paper towels

### 7:30 a.m. Team Leader Meeting/Devotional Time

- Find a location to meet with Team Leaders daily to discuss schedule and their final preparations before going out to the sites.
- Discuss the schedule.
- Reinforce safety at the church and ministry sites.
- Give information about the daily activity or ministry project.

Devotionals should be done in the worship center. Students should be there to supervise and keep L.I.T.s on schedule for breakfast.

### 7:30 a.m. Before Breakfast Service Schedule (You may have to personally remind the team leadership.)

- Place sticky notes on the tables to let each team know what their daily assignment will be.
- Make sure all cleaning supplies are available to clean dining hall and restrooms.
- Make sure trash bags are available for the trash team to empty all trash in the building.

### 8:00 a.m. Breakfast

- Ask a **child** to pray.
- Call teams that have service responsibilities to eat first. Check the service schedule.
- Ask teams that are sitting quietly to go next.
- Try not to call all teams up at the same time.
- Remind teams before they leave to bus their tables of all trash.

### After Breakfast

- Straighten tables and chairs in the dining hall.
- Make sure the proper number of chairs are available at each team table.
- Make sure that the tables are clean before the next meal.
- Make sure the dining hall looks clean and clear of clutter.

### 9:00 a.m. Morning Worship

- Have a 5-minute countdown start before the service.
- Work with Mission Trip Director on worship sets and songs.
- Have lapel mic and handheld microphone ready and on stage before service.

### 11:00 a.m. Worship Center

- Put up 10/40 Window Prayer Cards in Worship Center (use blue painter's tape).

### (Afternoon) I-GO Store

- Set up store in \_\_\_\_\_ when groups return from their sites.
- Assign a person to run the store. If they are not available, you will be responsible to make sure it is open.
- Put I-GO Store items away.
- Return cash box to Mission Trip Director.

### 6:00 p.m. Dinner

- Ask a **child** to pray.
- Call teams that have service responsibilities to eat first. Check the service schedule.
- Ask teams that are sitting quietly to go next.
- Try not to call all teams up at the same time.
- Remind teams before they leave to bus their tables of all trash.

6:00–7:00 p.m. Daily Reporting During Dinner (Use Daily Report Sheet)

- Check with group leaders at their tables to get attendance and professions of faith report.
- Share information with the person who is stocking totes so they can stock according to attendance.
- Ask leaders how many decisions were made at their site today.
- Text report to Mission Trip Director.

After Dinner

- Straighten tables and chairs in the dining hall.
- Make sure the proper number of chairs are available at each team table.
- Make sure that the tables are clean before the next meal.
- Make sure the dining hall looks clean and clear of clutter.

7:00 p.m. Set Up Video Camera

- Set up the video camera in the Worship Center.
- Leave tripod set up for the next day.
- Start and stop testimonies as each person speaks.

8:00 p.m. Evening Worship

- Have a 5-minute countdown start before the service.
- Work with Worship Leader on worship sets and songs.
- Have lapel mic and handheld microphone ready and on stage before service.

10:00 p.m. End of Day

- Straighten up the tote area and properly stock for the next day.
- Straighten up the I-GO office and put things in a neat order.

Breakfast Crew Reminder

- Remind teams responsible for breakfast preparation for the next day.

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**TUESDAY**

7:00–7:30 a.m. Stock Totes

- Craft: John 3:16 Picture Frame (tacky glue/glue sticks)
- Block Party flyer
- Check to make sure groups are filling out their record forms.

- Go to tables during breakfast to see if leaders need anything additional for their sites.
- Remove previous day crafts and properly store them in the appropriate box.
- Bus passes
- Small cups
- Roll of paper towels

7:30 a.m. Before Breakfast Service Schedule (You may have to personally remind the team leadership.)

- Place sticky notes on the tables to let each team know what their daily assignment will be.
- Make sure all cleaning supplies are available to clean dining hall and restrooms.
- Make sure trash bags are available for the trash team to empty all trash in the building.

7:30 a.m. Team Leader Meeting/Devotional Time

- Find a location to meet with Team Leaders daily to discuss schedule and their final preparations before going out to the sites.
- Discuss the schedule.
- Reinforce safety at the church and ministry sites.
- Give information about the daily activity or ministry project.

Devotionals should be done in the worship center. Students should be there to supervise and keep L.I.T.s on schedule for breakfast.

8:00 a.m. Breakfast

- Ask a **child** to pray.
- Call teams that have service responsibilities to eat first. Check the service schedule.
- Ask teams that are sitting quietly to go next.
- Try not to call all teams up at the same time.
- Remind teams before they leave to bus their tables of all trash.

After Breakfast

- Straighten tables and chairs in the dining hall.
- Make sure the proper number of chairs are available at each team table.
- Make sure that the tables are clean before the next meal.
- Make sure the dining hall looks clean and clear of clutter.

### 9:00 a.m. Morning Worship

- Have a 5-minute countdown start before the service.
- Work with Mission Trip Director on worship sets and songs.
- Have lapel mic and handheld microphone ready and on stage before service.

### (Afternoon) I-GO Store

- Set up store in \_\_\_\_\_ when groups return from their sites.
- Assign a person to run the store. If they are not available, you will be responsible to make sure it is open.
- Put I-GO Store items away.
- Return cash box to Mission Trip Director.

### Set Up for SPLASH Night

- Hook up the water hose and nozzle to fill up pools and buckets.
- Set up 15 five-gallon buckets approximately five feet apart.
- Fill the buckets to the top with water.
- Fill kiddy pools with water. (Place an equal number of water blasters in pools.)
- Place a sponge in each bucket.
- Place an equal number of sponge balls in pools.
- Take Blocker Rocker and microphone out at time of SPLASH.

### After SPLASH

- Empty and wash out buckets and stack them together.
- Roll up hoses.
- Wring out sponges and sponge balls and place them back in the mess bag.
- Bring all equipment to the side of the shower trailers to allow them to properly dry before packing them away.

### 6:00 p.m. Dinner

- Ask a **child** to pray.
- Call teams that have service responsibilities to eat first. Check the service schedule.
- Ask teams that are sitting quietly to go next.
- Try not to call all teams up at the same time.
- Remind teams before they leave to bus their tables of all trash.

6:00–7:00 p.m. Daily Reporting During Dinner (Use Daily Report Sheet)

- Check with group leaders at their tables to get attendance and professions of faith report.
- Share information with the person who is stocking totes so they can stock according to attendance.
- Ask leaders how many decisions were made at their site today.
- Text report to Mission Trip Director.

After Dinner

- Straighten tables and chairs in the dining hall.
- Make sure the proper number of chairs are available at each team table.
- Make sure that the tables are clean before the next meal.
- Make sure the dining hall looks clean and clear of clutter.

7:00 P.M. Set Up Video Camera

- Set up the video camera in the Worship Center.
- Start and stop testimonies as each person speaks.

8:00 p.m. Evening Worship

- Have a 5-minute countdown start before the service.
- Work with Worship Leader on worship sets and songs.
- Have lapel mic and handheld microphone ready and on stage before service.

10:00 End of Day

- Straighten up the tote area and properly stock for the next day.
- Straighten up the I-GO office and put things in a neat order.

Breakfast Crew Reminder

- Remind teams responsible for breakfast preparation for the next day.

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**WEDNESDAY**

7:00–7:30 a.m. Stock Totes

- Craft: Cross Necklace (Scissors)
- Block Party flyers
- Bibles (see what leaders need)
- Journey books (see what leaders need)



- Make sure totes are clean and in good order.
- Remove previous day's crafts and properly store them in the appropriate box.
- Small cups
- Roll of paper towels

7:30 a.m. Before Breakfast Service Schedule (You may have to personally remind the team leadership.)

- Place sticky notes on the tables to let each team know what their daily assignment will be.
- Make sure all cleaning supplies are available to clean dining hall and restrooms.
- Make sure trash bags are available for the trash team to empty all trash in the building.

7:30 a.m. Team Leader Meeting/Devotional Time

- Find a location to meet with Team Leaders daily to discuss schedule and their final preparations before going out to the sites.
- Discuss the schedule.
- Reinforce safety at the church and ministry sites.
- Give information about the daily activity or ministry project.

Devotionals should be done in the worship center. Students should be there to supervise and keep L.I.T.s on schedule for breakfast.

8:00 a.m. Breakfast

- Ask a **child** to pray.
- Call teams that have service responsibilities to eat first. Check the service schedule.
- Ask teams that are sitting quietly to go next.
- Try not to call all teams up at the same time.
- Remind teams before they leave to bus their tables of all trash.

8:00–9:00 a.m. Daily Reporting During Breakfast (Use Daily Report Sheet)

- Go table to table and ask team leaders how many decisions were made at their site the previous day.
- Ask the leaders what the total attendance at their site was.
- Remind leaders to update their records in Google Docs.
- Fill out Daily Report Sheet from site locations.
- Text report to Mission Trip Director.
- Report previous day's total attendance to I-GO Kitchen Director.

### After Breakfast

- Straighten tables and chairs in the dining hall.
- Make sure the proper number of chairs are available at each team table.
- Make sure that the tables are clean before the next meal.
- Make sure the dining hall looks clean and clear of clutter.

### 9:00 a.m. Morning Worship

- Have a 5-minute countdown start before the service.
- Work with Mission Trip Director on worship sets and songs.
- Have lapel mic and handheld microphone ready and on stage before service.

### 11:00 a.m. SPLASH Night Wrap Up

- Pack up water blasters in mesh bags.
- Pack up sponge balls and sponges.
- Dry out five-gallon buckets and small buckets.
- Dry out kiddie pools.

### (Afternoon) I-GO Store

- Set up store in \_\_\_\_\_ when groups return from their sites.
- Assign a person to run the store. If they are not available, you will be responsible to make sure it is open.
- Put I-GO Store items away.
- Return cash box to Mission Trip Director.

### 3:00 p.m. Set Up for Block Party (Mission Trip Director will provide details.)

- Set up the portable sound system in the parking lot.
- Set out tables.

### 7:30 p.m. Set Up Video Camera

- Set up the video camera in the Worship Center.
- Start and stop testimonies as each person speaks.

### 8:30 p.m. Evening Worship

- Have a 5-minute countdown start before the service.
- Work with Worship Leader on worship sets and songs.
- Have lapel mic and handheld microphone ready and on stage before service.

### 10:30 p.m. End of Day

- Straighten up the tote area and properly stock for the next day.
- Straighten up the I-GO office and put things in a neat order.

### Breakfast Crew Reminder

- Remind teams responsible for breakfast preparation for the next day.
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## **THURSDAY**

### 7:00–7:30 a.m. Stock Totes

- Craft: Wordless Book (tacky glue/glue sticks)
- Check to make sure that leaders are taking accurate records.
- Remove previous day's crafts and properly store them in the appropriate box.
- Small cups
- Roll of paper towels
- Bibles (see what leaders need)
- Journey books (see what leaders need)

### 7:30 a.m. Before Breakfast Service Schedule (You may have to personally remind the team leadership.)

- Place sticky notes on the tables to let each team know what their daily assignment will be.
- Make sure all cleaning supplies are available to clean dining hall and restrooms.
- Make sure trash bags are available for the trash team to empty all trash in the building.

### 7:30 a.m. Team Leader Meeting/Devotional Time

- Find a location to meet with Team Leaders daily to discuss schedule and their final preparations before going out to the sites.
- Discuss the schedule.
- Reinforce safety at the church and ministry sites.
- Give information about the daily activity or ministry project.
- Follow up instructions for ministry sites
- Final day instructions (pick up signs, clean up area, make sure every child has clear and proper records).

Devotionals should be done in the worship center. Students should be there to supervise and keep L.I.T.s on schedule for breakfast.

### 8:00 a.m. Breakfast

- Ask a **child** to pray.
- Call teams that have service responsibilities to eat first. Check the service schedule.
- Ask teams that are sitting quietly to go next.
- Try not to call all teams up at the same time.
- Remind teams before they leave to bus their tables of all trash.

### 8:00–9:00 a.m. Daily Reporting During Breakfast (Use Daily Report Sheet)

- Go table to table and ask team leaders how many decisions were made at their site the previous day.
- Ask the leaders what the total attendance at their site was.
- Remind leaders to update their records in Google Docs.
- Fill out Daily Report Sheet from site locations.
- Text report to Mission Trip Director.
- Report previous day's total attendance to I-GO Kitchen Director.

### After Breakfast

- Straighten tables and chairs in the dining hall.
- Make sure the proper number of chairs are available at each team table.
- Make sure that the tables are clean before the next meal.
- Make sure the dining hall looks clean and clear of clutter.

### 9:00 a.m. Morning Worship

- Have a 5-minute countdown start before the service.
- Work with Mission Trip Director on worship sets and songs.
- Have lapel mic and handheld microphone ready and on stage before service.

### 10:00 a.m. Begin Packing for Next Mission Trip (Check with Mission Trip Director)

- Assemble site bags (see list on site totes).
- Make name tags.

### 11:00 a.m. Site Wrap Up

- After groups leave for sites, remove signs from throughout the church.
- Take down banners in the Worship Center.
- Take up I-Go sign in front of the building.
- Take down site tote tables.
- Take down site signs.

- Take down 10/40 Window posters in Worship Center. Remove tape from back of posters and file them in the file box.

#### 1:00 p.m. Set up Tables to Unpack Site Totes

- Set out bags for all supplies.
- Set out Admin totes to pack up supplies to return home.
- Remove signs from coolers as groups arrive back at the church.

#### (Afternoon) I-GO store

- Set up store in \_\_\_\_\_ when groups return from their sites.
- Assign a person to run the store. If they are not available, you will be responsible to make sure it is open.
- Put I-GO Store items away.
- Return cash box to Mission Trip Director.

#### 3:00-7:30 p.m. Church Night Out

##### 7:00 P.M. Set Up Video Camera

- Set up the video camera in the Worship Center.
- Start and stop testimonies as each person speaks.

##### 8:00 p.m. Evening Worship

- Have a 5-minute countdown start before the service.
- Work with Worship Leader on worship sets and songs.
- Have lapel mic and handheld microphone ready and on stage before service.
- Properly pack posters
- Play the Celebration Video

##### 10:00 p.m. End of Day

- Straighten up the tote area and properly stock for the next day.
- Straighten up the I-GO office and put things in a neat order.

#### Breakfast Crew Reminder

- Remind teams responsible for breakfast preparation for the next day.

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## **FRIDAY**

### 7:00 a.m. Rise and Pack

- Pack up all bedding.
- Pack up all luggage.
- Remove bedding and luggage from rooms.
- Make sure to leave area in better condition than you found it.

7:30 a.m. Before Breakfast Service Schedule (You may have to personally remind the team leadership.)

- Place sticky notes on the tables to let each team know what their daily assignment will be.
- Make sure all cleaning supplies are available to clean dining hall and restrooms.
- Make sure trash bags are available for the trash team to empty all trash in the building.

8:00 a.m. Leadership Meeting/Devotional Time

- Find a location to meet with Team Leaders for a final time.

Devotionals should be done in the worship center. Students should be there to supervise and keep L.I.T.s on schedule for breakfast.

8:30 a.m. Breakfast

- Ask a **child** to pray.
- Call teams that have service responsibilities to eat first. Check the service schedule.
- Ask teams that are sitting quietly to go next.
- Try not to call all teams up at the same time.
- Remind teams before they leave to bus their tables of all trash.

After Breakfast

- Straighten tables and chairs in the dining hall.
- Make sure that the tables are clean.
- Make sure the dining hall looks clean and clear of clutter.
- Make sure to leave area in better condition than you found it.

9:00 a.m. Morning Worship

- Have a 5-minute countdown start before the service.
- Work with Mission Trip Director on worship sets and songs.
- Have lapel mic and handheld microphone ready and on stage before service.

10:00 a.m. Tech Team

- Take down the tripod.
- Store MacBook and return to Mission Trip Director.
- Pack all tech equipment using the punch list (Mission Trip Director).
- Make sure to leave area in better condition than you found it.

#### 10:00 a.m. Pack up I-GO office

- Use Admin totes to properly store office supplies for the trip.
- Make sure to store paper and supplies so that they can be used again.
- Use Master Punch List as you pack to make sure that all office equipment and supplies are properly packed.
- Properly package all crafts.

#### 10:00 a.m. Building Walk Through

- Go through all rooms to make sure they are all clean and put back into place.
- Report any rooms that are not clean or in proper order to Mission Trip Director.

#### 10:00 a.m. Head for Home

- Rooms and sleeping areas must be cleaned and vacuumed must be cleaned and reset before churches are released to return home.
- Load up vehicles.
- Make sure to leave all areas in better condition than you found them.
- Depart for home.



**TEAM LEADER SITE PLANNING SHEET**

In the spaces below, you will need to assign the different individuals in your team in a fair way. You will want to assign them according to their talents and abilities. This may be difficult, but spend some time planning with your group as you debrief at the end of each day.

ASSIGNMENT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Set Up					
Records					
Praise and Worship Leaders					
Opening Prayer					
Craft					
Memory Verse					
Game					
Personal Testimony (Two people)					
Bible Study					
Prayer Team					
Distraction Team					
Counselors (Must have Bible and Counseling Card)					
Food Service (Will serve and clean up)					



**Debriefing Questions:**

1. How did God use you today to minister to others?
2. How do you feel the children responded to our message?
3. What has God shown you today/this week in how you can be used by Him?
4. What are some God moments where you saw God work?
5. What do you think we could do better tomorrow?
6. What is something that the leaders can do to make things go easier tomorrow?
7. What was the high point of today's ministry?
8. What was the low point of today's ministry?