



  
**Presbyterian**  
CHURCH IN IRELAND  
Mission Overseas

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**'Do it Well'**  
Mission Toolkit

# Resources and links

**Resources and Links:**

This final booklet in the series offers you further reading and useful contacts for every stage in the mission process.

## 'Do It Well' at a Glance

### Stage 1: Exploration

- Do you know what the Bible says about mission?
- Are you clear what short-term mission is about?
- Have you thought about planning, training, support and follow-up?

#### 'Do it Well' Booklet 1

##### Thinking of Going



### Stage 2: Preparation

- Building church support
- Building connections with people overseas
- Recruiting team leaders and members
- Practical planning

#### 'Do it Well' Booklet 2

##### Doing the Groundwork



### Stage 3: The Team

- Team-building
- Team training
- Supporting your team
- Travelling and working overseas

#### 'Do it Well' Booklet 3

##### Ready, Steady, Go

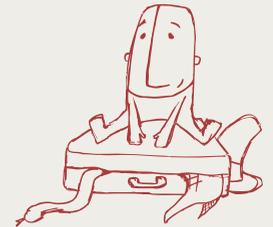


### Stage 4: Home Again

- Returning to your own culture
- Reporting back
- Continuing your mission involvement

#### 'Do it Well' Booklet 4

##### Finishing Well



### At Any Stage:

- Need extra help and inspiration?
- Want to know who to contact?

#### 'Do it Well' Booklet 5

##### Resources & Links



"The Mission Involvement Committee of the Board of Mission Overseas acknowledges with gratitude the considerable time, energy and thought given by Dr Deborah Ford in gathering and writing the material contained in this toolkit, and for the helpful advice and guidance given by the members of the Toolkit Working Group."

**Email:** [overseas@presbyterianireland.org](mailto:overseas@presbyterianireland.org)

**Website:** [www.pcimissionoverseas.org](http://www.pcimissionoverseas.org)

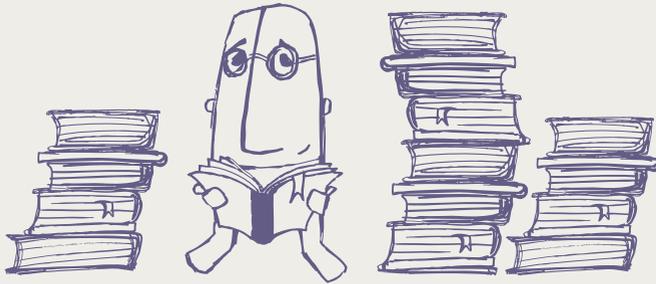
#### Published by:

The Presbyterian Church in Ireland, Board of Mission Overseas, Church House, Belfast, BT1 6DW.

#### Design by:

[www.hbddesign.com](http://www.hbddesign.com)

## Books



### For a good overview of mission in general, see:

Gaukroger, Stephen. 1996. *Why Bother with Mission?* Leicester: Inter-Varsity Press.

Goldsmith, Martin. 2006. *Get a Grip on Mission: The Challenge of a Changing World.* Nottingham: Inter-Varsity Press/OMF International.

### On the Biblical basis for mission, see:

Dowsett, Rose. 2001. *Thinking Clearly about the Great Commission.* London: Monarch Books/OMF Publishing.

Peskett, Howard, and Ramachandra, Vinoth. 2003. *The Message of Mission.* Leicester: Inter-Varsity Press.

### On sending and supporting in mission, see:

Pirollo, Neal. 1991. *Serving as Senders.* San Diego, California: Emmaus Road International.

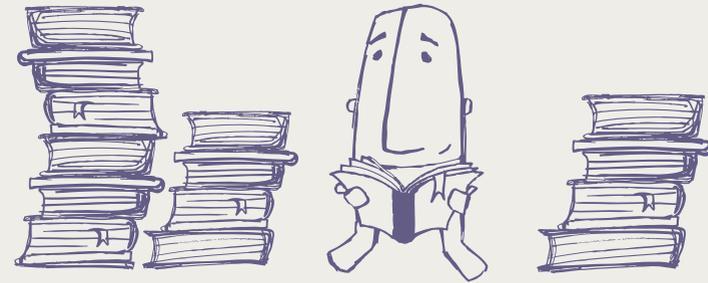
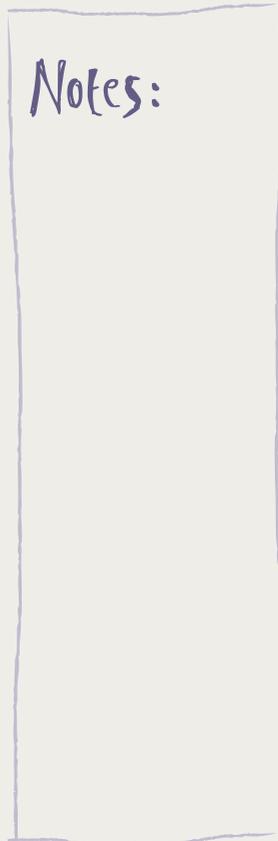
Pirollo, Neal. 2000. *The Re-entry Team.* San Diego, California: Emmaus Road International.

### For helpful guidance on establishing links overseas, plus real-life stories, see:

Jeffery, Tim, and Steve Chalke. 2003. *Connect!* Carlisle: Authentic Lifestyle.

Jeffery, Tim, and Ros JoŪson, eds. 2003. *Connect!2.* Carlisle: Authentic Lifestyle.

Jeffery, Tim. 2003. *Connect! Finding Your Place.* Carlisle: Authentic Lifestyle.



### For team planning guides, see:

Forward, David C. 1998. *The Essential Guide to the Short-Term Mission Trip.* Chicago: Moody Press.

Kirby, Scott. 2006. *Equipped for Adventure: A Practical Guide to Short-Term Mission Trips.*

Birmingham, Alabama: New Hope Publishers.

### On spiritual preparation and cross-cultural thinking, see:

Dearborn, Tim. 2003. *Short-Term Missions Workbook: From Mission Tourists to Global*

Citizens. Downer's Grove, Illinois: Intervarsity Press.

Lanier, Sarah L. 2000. *Foreign to Familiar: A Guide to Understanding Hot – And Cold – Climate Cultures.* Hagerstown, Maryland: McDougal Publishing.

Livermore, David. A. 2006. *Serving with Eyes Wide Open: Doing Short-Term Missions with Cultural Intelligence.* Grand Rapids: Michigan: Baker Book House.

### On health and security, see:

Health Advice for Travellers. UK Government Leaflet.

Security Awareness for the Traveller: Safe Travel Tips. Leaflet produced by PCI Mission Overseas.

Dawood, Richard. 2002. *Travellers' Health – How to Stay Healthy Abroad.* (3rd ed). Oxford: Oxford University Press.

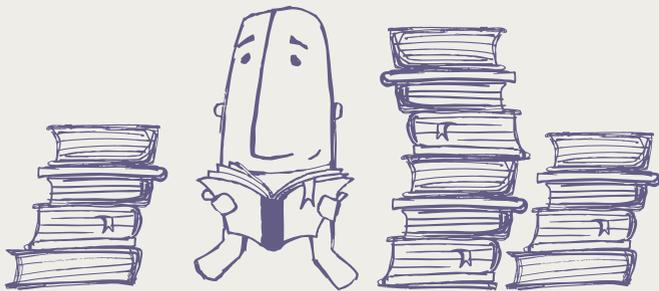
Lankester, Ted. 2007. *Travel Health Pocket Guide.* Interhealth/Berlitz.



*"I want to do lots of research into the culture of the country we are going to and to get other useful information and contacts."*

A selection of books on various topics, providing further useful information that will help teams or individual in their **planning, preparation and involvement** in mission overseas.

## Books



### On re-entry, see:

Jordan, Peter. 1992. *Re-entry: Making the Transition from Missions to Life at Home*. Seattle: YWAM Publishing.

Knell, Marion. 2007. *Burn Up or Splash Down: Surviving the Culture Shock of Re-entry*. Carlisle: Authentic.

### On congregational involvement in mission, see:

Beals, Paul A. 1995. (rev. ed.) *A People for His Name: A Church-Based Missions Strategy*. Pasadena, California: William Carey Library.

Knell, Bryan. *Encouraging World Mission: Ideas on Integrating World Mission into Local Church Life*. Global Connections. <http://www.globalconnections.co.uk>  
 ——. *Think Global – Act Local: A Series of Information Papers on how to Involve your Church with the Wider World*. Global Connections.

PCI Mission Overseas. “Encouraging Interest and Involvement in Global Mission – A Resource Pack for Congregational Leaders.” This is downloadable from <http://www.pcimissionoverseas.org/resources/publications/>

Piper, Joy. 2000. *Bringing the World to Your Church*. Gerard’s Cross: WEC Publications.

Notes:



### If considering longer-term service, see:

Griffiths, Michael. 2001. *Lambs Dancing amongst Wolves: A Manual for Christian Workers Overseas*. London: Monarch Books/OMF Publishing.

Pirollo, Neil, 2005. *I Think God Wants Me to Be a Missionary*. San Diego, California: Emmanus Road International.

### Websites

[www.christianvocations.com](http://www.christianvocations.com) (database of long-and short-term opportunities and helpful advice on Christian service).

[www.dualreach.org](http://www.dualreach.org) (resources for educating churches in mission, including short-term and youth teams, and for utilising the experience to develop a stronger congregational vision)

[www.globalconnections.co.uk](http://www.globalconnections.co.uk) has comprehensive codes of best practice for planning short-term missions plus many other useful links.

[www.thenextmile.org](http://www.thenextmile.org) (purchasable resources for churches: short term mission team leader’s guide, participant’s guide, youth guide, mission trip journal, etc).

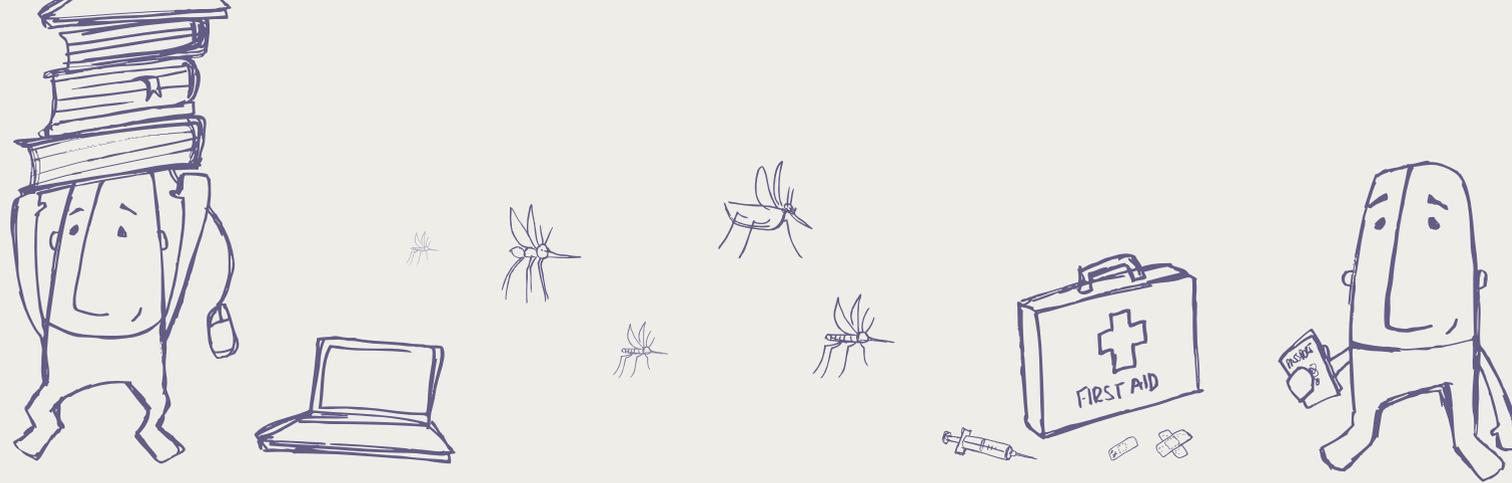
[www.oscar.org.uk](http://www.oscar.org.uk) (Christian mission information portal, including short and long-term opportunities).

[www.shorttermmissions.com](http://www.shorttermmissions.com) (various articles and links).

Thought!

*More helpful books, plus a number of useful websites well worth exploring in some detail.*

## Websites



[www.stmnetwork.ca/helping-you-go/resources.php](http://www.stmnetwork.ca/helping-you-go/resources.php) STM Network Canada: downloadable resources for church mission trips plus articles and links.

**For detailed advice on security/health threats, political stability and up-to-date country-by-country issues see the Foreign Office and BBC World websites at**

[www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country](http://www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country)

[www.news.bbc.co.uk/1/hi/world/default.stm](http://www.news.bbc.co.uk/1/hi/world/default.stm)

**For health and safety matters, see:**

[www.fitfortravel.nhs.uk](http://www.fitfortravel.nhs.uk)

[www.natûac.org](http://www.natûac.org) (National Travel Health Network and Centre)

[www.rospace.co.uk](http://www.rospace.co.uk) (the Royal Society for the Prevention of Accidents).

[www.who.int/en/](http://www.who.int/en/) (the World Health Organisation – up to date information and country-by-country listings).

**To buy first-aid kits, sterile packs, mosquito nets and other useful travel stuff, go to:**

[www.interhealth.org.uk/travelshop.html](http://www.interhealth.org.uk/travelshop.html)

[www.nomadtravel.co.uk](http://www.nomadtravel.co.uk)

Notes:

**For passport information, see:**

[www.ukpa.gov.uk](http://www.ukpa.gov.uk) (for Northern Ireland)

[www.dfa.ie/home/index.aspx?id=255](http://www.dfa.ie/home/index.aspx?id=255) (the Republic of Ireland)

**For an EHC card, see:**

[www.ehic.uk.com](http://www.ehic.uk.com)

[www.sspcrs.ie/ehic/e111info.jsp](http://www.sspcrs.ie/ehic/e111info.jsp).

**Local Contacts**

[www.belfastbiblecollege.com](http://www.belfastbiblecollege.com) (local mission training, from evening class to full-time courses).

[www.imap.ie](http://www.imap.ie) (partnership of mission agencies covering the Republic).

[www.mapmission.org](http://www.mapmission.org) (partnership of mission agencies in the North of Ireland; offers database of short-term mission opportunities and mission agency contacts).

[www.pcmmissionoverseas.org](http://www.pcmmissionoverseas.org) (Board of Mission Overseas website).

[www.presbyterianireland.org/takingcare](http://www.presbyterianireland.org/takingcare) (Presbyterian Church in Ireland's Board of Social Witness – for child protection issues and advice)

Thought!

*A further selection of websites, providing excellent, up-to-date information on a range of practical matters that **MUST** be addressed by every team or individual preparing to go overseas.*

## A Sample Short-Term Team Covenant



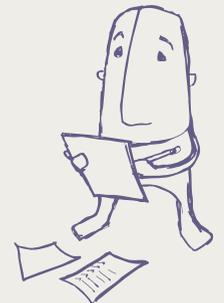
- I have carefully considered the Biblical basis, benefits and limitations of short-term mission, and I am clear that my primary motive is service.
- I am clear about the aims and objectives of this particular team.
- I recognise that short-term mission isn't just about 'those who go', but is a partnership between goers, senders and hosts, in which all play an equally vital role. I will respect each partner equally for their contribution.
- I will attend all team meetings, including debriefing and deputation meetings.
- I will comply with all necessary medical requirements and ensure I have all necessary travel documentation, including an insurance policy with a repatriation clause.
- I will fulfil all financial obligations promptly.
- I will follow the orientation advice given to me, especially cultural guidelines and health and safety information.
- I give permission to my team leader(s) to communicate with my emergency contacts should I become ill or involved in an emergency.
- I will respect the authority of my team leader(s) and national hosts/supervisors and will abide by their decisions at all times.



You may download these sample application forms from our web-site:

[www.pcimissionoverseas.org](http://www.pcimissionoverseas.org)

- I will lay aside my own agenda and seek to think, live, and work as 'a team-player' for the duration of the trip.
- Recognising that love and unity are vital for effective Christian witness, I will deal swiftly and Biblically with any disagreements or difficulties. I will avoid gossip, cliques, and exclusive friendships.
- I will faithfully maintain my own personal devotional life while on the team.
- Recognising that this is a corporate ministry, I will seek to pray for and encourage my senders, fellow team-members and hosts. I will come prepared to both give and receive spiritually.
- Recognising that I have come to serve, I will seek to be flexible, positive, and non-judgemental at all times.
- I will prioritise listening, learning, and forming relationships with missionary hosts and local people.
- I will thank my hosts and fulfil any promises made to local people. I will commit to ongoing prayer for the work and ministry I have been involved in.
- I recognise that reporting-back to my sending congregation and any other supporters is an important Biblical principle. I will fulfil any deputation requirements expected of me, and seek to portray the country, culture, work and people fairly.
- Recognising the enormous privilege of short-term missionary service, I will prayerfully consider how God might want me to build on this experience.



Signed: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

# Sample Overseas Team Application Form



Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Email: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Occupation: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Congregation: *(if more than one congregation involved)* \_\_\_\_\_  
\_\_\_\_\_

Name of Minister: \_\_\_\_\_

Name of any previous church you have attended: \_\_\_\_\_  
\_\_\_\_\_

What is your current involvement in your home congregation?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please fill in your details in CAPITAL LETTERS



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What interests do you have outside your church involvement?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

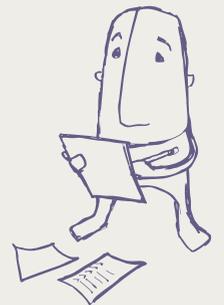
Have you been involved in a Mission Outreach Team before - at home or overseas?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your present interest/involvement in mission overseas?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why would you like to be involved in this team?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give details of previous experience/skills/gifts that would be applicable to the team:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there anything we should know about your medical history or dietary needs that would assist in preparation for your participation on the team? *Please give details:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



*In signing this form, you agree to undergo any checks or training that may be required (for example, if working with children or vulnerable adults while overseas).*

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

# Sample Participant Details Form—Part 1



## Personal Details

Full Name: \_\_\_\_\_

Address (inc. Post Code): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Numbers:

Land Line \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail: \_\_\_\_\_

## Medical Details

Blood Group (if known): \_\_\_\_\_

Please give details of any allergies or any other medical conditions and any medication being taken:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please complete this form in **BLACK INK.**

The information that you provide will be treated with strictest confidence.



You may download these sample application forms from our web-site:

[www.pcimissionoverseas.org](http://www.pcimissionoverseas.org)

## Vaccines Received in Preparation for this Trip:

| Vaccine: | Date(s) Received: |
|----------|-------------------|
| _____    | _____             |
| _____    | _____             |
| _____    | _____             |
| _____    | _____             |
| _____    | _____             |



## Your Doctor's Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

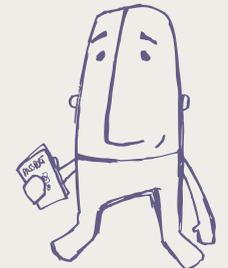
## Travel Details

Nationality: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Place of Issue: \_\_\_\_\_

Date of Expiry: \_\_\_\_\_



## Sample Participant Details Form—Part 2



### Home Contact Information – Team Updates

Please give a name and contact information for someone from your family or church that Team / Prayer updates could be sent to while the Team is overseas.

Name: \_\_\_\_\_  
 Relationship to you: \_\_\_\_\_  
 Mobile Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

### Home Contact Information – Emergency Contacts

Please give the names and contact information for two people that can be contacted in case of illness or emergency. Where possible, someone other than a parent should be given as the second contact.

NB: These people should be contactable at the numbers given for the duration of the Team's time overseas

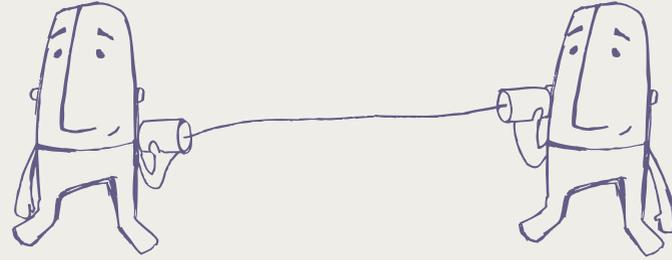
Please complete this form in **BLACK INK.**

The information that you provide will be treated with strictest confidence.



You may download these sample application forms from our web-site:

[www.pcimissionoverseas.org](http://www.pcimissionoverseas.org)



### Contact 1

Name: \_\_\_\_\_  
 Relationship to you: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_  
 Mobile Number(s): \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

### Contact 2

Name: \_\_\_\_\_  
 Relationship to you: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_  
 Mobile Number(s): \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

## Emergency Protocols

While we trust and pray that they will not be needed, it's important to have emergency protocols set in place, should a critical incident arise while the team is overseas. This form tells you who to contact and sets out the roles that the team leader should play so that any critical incident can be handled as efficiently and sensitively as possible.

**It is vital to the success of these protocols that, for the duration of the team's time overseas:**

- i. *The Team Leaders has ready access to these pages and to the 'Participant Details' forms completed by each Team member and leader.*
- ii. *The Home Contacts are available 24/7 at the numbers given.*

### Team Leader Contact Details

Dates: \_\_\_\_\_

Leaders:

Name: \_\_\_\_\_

Work Tel: \_\_\_\_\_ Home Tel: \_\_\_\_\_

Name: \_\_\_\_\_

Work Tel: \_\_\_\_\_ Home Tel: \_\_\_\_\_

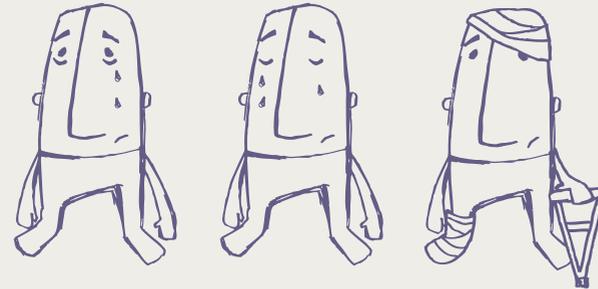
Please complete this form in **BLACK INK.**

The information that you provide will be treated with strictest confidence.



Mob: \_\_\_\_\_

Mob: \_\_\_\_\_



### A. *Serious 'Overseas' Incident*

**The Team Leader will:**

1. Ensure that the injured party / incident is being dealt with according to pre-prepared contingency plans.
2. Ensure the well-being of the remainder of the party is being attended to.
3. Make contact with one of the designated 'Home Contacts.'

#### Contact 1

Name: \_\_\_\_\_

Work Tel: \_\_\_\_\_ Home Tel: \_\_\_\_\_

Mob: \_\_\_\_\_

#### Contact 2

Name: \_\_\_\_\_

Work Tel: \_\_\_\_\_ Home Tel: \_\_\_\_\_

Mob: \_\_\_\_\_

4. Ensure Home Contact is clear about:

- Nature & seriousness of incident
- Name(s) of those directly involved
- Action that has been taken by Team Leaders / Team
- Action that the Team Leader is requesting them to take (e.g. arrange for family to fly out)

## Emergency Protocols

5. Confirm most appropriate means of communication with Home Contact.
6. Attend to ongoing needs of team and respond, as appropriate, to requests/directions from Home Contact.

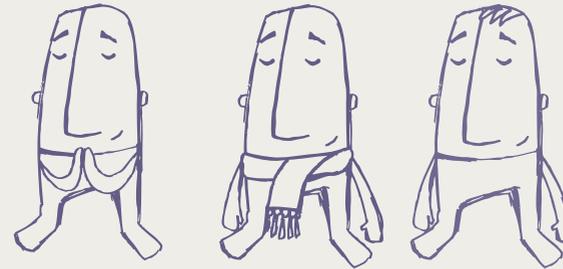
### The Home Contact, on receiving notification of an incident, will:

1. Make whatever arrangements are appropriate to the situation in question. If the incident has involved serious injury / trauma to a member of the team then their family should be contacted, if possible in person, and assisted to make whatever arrangements are necessary.
2. Maintain good lines of communication with Team Leader
3. Notify / Seek advice from 'others' as, and when, appropriate.
  - BMO: Critical Incident Management (name & number)



You may download this Emergency Protocols list from our web-site:

[www.pcimissionoverseas.org](http://www.pcimissionoverseas.org)



### B. Serious 'Home' Event

#### The Home Contact will:

1. Ensure they are clear as to the:
  - Nature & seriousness of incident
  - Name(s) of those directly involved
  - Action that the family is requesting them to take (e.g. arrange for team member to fly home)
2. Make contact with Team Leader and inform them of the situation
3. Confirm most appropriate lines of communication with the Team Leader
4. Assist Team Leader to make whatever arrangements are necessitated by the particular event
5. Maintain good lines of communication with Team Leader and the YAC Board's Duty Executive Staff.

#### The Team Leader will:

1. Inform other leaders of the situation
2. Determine the most appropriate means of informing the team member of the news from home and proceed to do so.
3. Provide pastoral support for the team member
4. Ensure pastoral provision is provided for other team members
5. Make arrangements, in conjunction with Home Contact, as are necessitated by the particular event.



*On receiving information of a serious 'home' event (e.g. death in the family of a team member)*

## Emergency Protocols

### *Contacting Team Members Overseas*

Dear Family Member,

If a serious situation should arise 'at home' that requires you to make contact with one of our Overseas Teams, for example if a family member becomes ill, please *do not make contact with team members directly*.

Instead, please contact:

**Name(s) & Number(s) to be inserted**

The Home Contact(s) will be available, night and day, for the duration of the team's time away. If you do phone the Home Contacts, they will:

- Make contact with the team leaders, on your behalf. This allows you to focus on dealing with the situation at home and it also allows the affected team member to receive the news from home in a pastorally supportive environment.
- Assist you, and the Team Leader, as far as they are able, to make whatever arrangements are necessitated by the situation at home.

It is, of course, our hope and prayer that these arrangements will not need to be used but, if they do have to be, we trust that they will work to the benefit of all involved.

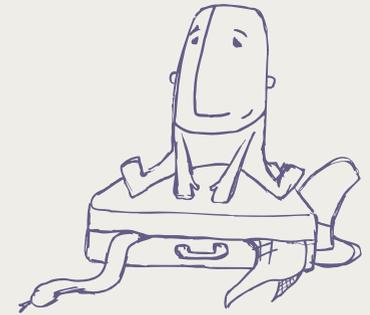
Thank you for your cooperation.



You may download this sample letter from our web-site:

[www.pcimissionoverseas.org](http://www.pcimissionoverseas.org)

## Sample Packing List



- Passport
- Insurance Policy and Contacts
- Make two copies of your passport and insurance details - one for yourself, (carried separately from the real things), and one to leave behind with your home contact.
- Tickets
- Team Contact List/Emergency Contact List
- Cash (Personal and Team); Credit Card
- Prescription copy/GP letter for personal medicines, if needed.
- EHIC card, if needed.
- Driving licence, if needed.
- Work clothes/boots/gloves
- Everyday clothing: Check what's culturally acceptable for your destination. 'Low-maintenance' clothing is best, and outfits you wouldn't mind giving away at the end!
- Take one smarter outfit and shoes for church
- Fleece/Rainjacket
- Swimsuit (modest)
- Walking shoes/sandals
- Flip-flops for showers

## Sample Packing List

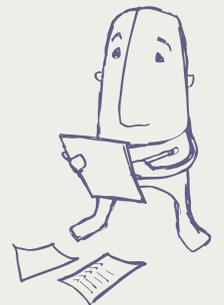
- A sarong can be useful
- Sun-hat/baseball cap
- Good anti-glare sunglasses
- Washing items
- Tissues
- Toilet paper
- Hand sanitiser gel
- Wet wipes
- Sanitary products
- Glasses (plus spare pair). If you wear contacts, bring plenty of solutions (not always readily available overseas), and your glasses in case of difficulty with dust.
- Sunscreen (generally very expensive to buy overseas, so bring enough!)
- Insect repellent
- Personal medical stuff: antiseptic cream, plasters, anti-histamines, anti-diarrhoeal, Paracetamol, travel sickness, etc.
- Bring enough prescription medicine for the whole trip, packed in the original container or bottle, with a copy of your prescription or doctor's letter. You may want to bring two sets to be sure.
- Bible and reading notes



You may download these checklists from our web-site:

[www.pcimissionoverseas.org](http://www.pcimissionoverseas.org)

- Journal/notebook
- Christian literature/tracts if appropriate, and a Christian book to read and leave behind
- Musical instruments/song sheets
- Gifts for your hosts
- Photos of family, home town, Irish scenes, etc.
- Language guide
- A couple of good books to read and pass round.
- Camera, spare batteries/charger and memory cards
- Phone plus charger (see if you can buy a local SIM card, as this could work out much cheaper!)
- A small torch/penlight plus batteries
- Electrical adaptor
- Mosquito net/coils if needed
- Plastic ziplock bags can be very useful
- A universal sink plug can be useful
- Vanish bar for laundry
- String and a few clothes pegs
- Sewing/repair kit



**Avoid** expensive jewellery and electronic items (these will make you a target for thieves!)

# Individual Team Member's Evaluation Form – Part 1

**1.** Please evaluate *your experience* of your overseas team visit in terms of:

i) Preparation before going

ii) Travel arrangements:

iii) Co-operation and support among team members:

iv) In-country support and co-operation:

vi) Do you have any *suggestions* to make that might help to *improve* any of the above?



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**2.** Do you have any *comments* to make on the programme, or *suggestions* as to how improvements could be made in future?

**3.** *Reflecting on your experience* with the team:

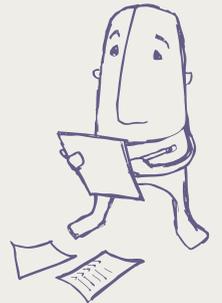
i) What was the best thing about it?

ii) What did you enjoy least?

iii) What are the main lessons you have learnt?

iv) What do you think God has been able to do through you?

v) How do you see this experience fitting into God's purposes for your life?



## Individual Team Member's Evaluation Form – Part 2

vi) What do you feel you want to thank God for the most?

vii) How has being part of this team challenged and/or changed you?

viii) From this experience, how do you think you will encourage your local church in mission?

4. If there are any other comments you would like to make, please write them here:

Name: \_\_\_\_\_ Date: \_\_\_\_\_



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## Leader's Evaluation Form Part 1

### 1. Overall Organisation & Running of the Team

Please evaluate your experience of leading your overseas mission team under the headings listed below, indicating (where appropriate) any suggestions that might help improve things for the future:

i) Briefing & Preparation before going:

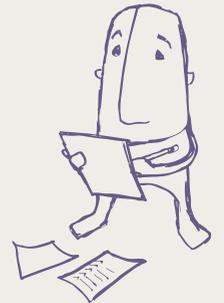
ii) Support from 'home-base': your congregation, others, etc:

iii) Travel arrangements:

iv) Co-operation and support among team members:

v) In-country support and co-operation:

vi) Funding & handling of finances:



# Leader's Evaluation Form Part 2

## 2. Team Performance, Resources, Programme & Activities

- i) How did the team perform and what in your opinion were its main strengths and weaknesses?
  
- ii) What worked well and what could have been done better?
  
- iii) Was the team the right size and what resources/skills were lacking, if any?
  
- iii) How did the team cope with health/hygiene, accommodation, food, culture & language?
  
- iv) What do you think the team was able to achieve?



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## 3. Your role as Team Leader

- i) What was the best thing about it for you?
  
- ii) What did you enjoy least?
  
- iii) What do you think you did well?
  
- iv) What do you feel you struggled with?
  
- v) How has being part of and leading this team challenged and/or changed you?
  
- vi) What are the main lessons you have learnt?
  
- vii) What do you think God has been able to do through you?



## Leader's Evaluation Form Part 3

viii) How do you see the experience of leading this team fitting into God's purposes for your life?

ix) What do you feel you want to thank God for the most?

x) From this experience, how do you think you will encourage others in mission?

xi) If you were to lead a similar type of team again, in what areas (or ways) do you feel you would benefit from further help and/or training?

4. Any other comments?



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Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Things you wish you'd known before you went...

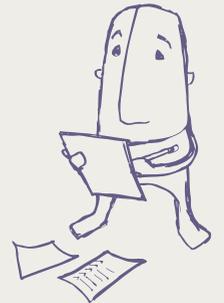
As part of your evaluation, your team may want to fill out this form to help you pass on tips and advice to future teams going out to the same, or a similar, ministry or location:

1. Things to bring (or not bring)

2. Things to do (or not do!)

3. What hit you hardest? (culture shock, climate, etc.)

4. Unexpected problems?



# Things you wish you'd known before you went...

5. Unexpected encouragements?

6. Any other comments?



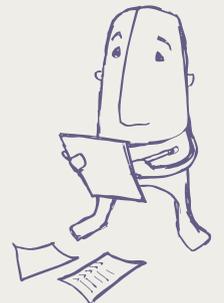
You may download these sample application forms from our web-site:

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1. Adapted from *What to Know Before You Go*, National Youth Ministries Department of the Pentecostal Assemblies of Canada, (n.d.), 77. [www.paoc.org](http://www.paoc.org).(accessed 18th January 2008).

## Notes:

Lined area for taking notes, consisting of 20 horizontal lines.





# 'Do it Well' Mission Toolkit

The 'Do it Well' Mission Toolkit has been developed as a resource to help ministers, congregational leaders and mission activists who may be considering sending a team overseas to engage in short-term mission.

Each booklet can be read separately, or combined in any order, according to your particular needs. Read them as leaders, or use the material with your teams in preparation and training sessions.

*And don't forget to check for up-to-date information and links on our website:*

**[www.pcimissionoverseas.org](http://www.pcimissionoverseas.org)**

This Mission Toolkit contains five booklets:

- 1. Thinking of Going**
- 2. Doing the Groundwork**
- 3. Ready, Steady, Go**
- 4. Finishing Well**
- 5. Resources & Links**

  
**Presbyterian**  
CHURCH IN IRELAND  
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