



SHORT- TERM TRIP

LEADER GUIDE

OUR MISSION

As Engedi lives into its mission to advance the kingdom revolution of Jesus worldwide, a key component of that mission is for us to mobilize people to engage in making disciples in places all across the world. This is right at the heart of the Great Commission.

Short-term trips are a valuable part of what it looks like to live this out. Trips enable us to come alongside the long-term work of our global partners and also aid in developing the worldview and ongoing missions engagement of team members.

As a trip leader, you have a critical role throughout the process. Not only will you do things like facilitate trip logistics and represent Engedi to our global partners, you will be well-positioned to help each of your team members grow as disciples of Jesus who are on mission before, during, and after a trip takes place.



PRE-DEPARTURE

Preparing well for a global short-term trip is essential to having an effective and impactful experience. Below are your primary responsibilities as the team leader and details on how to carry them out.

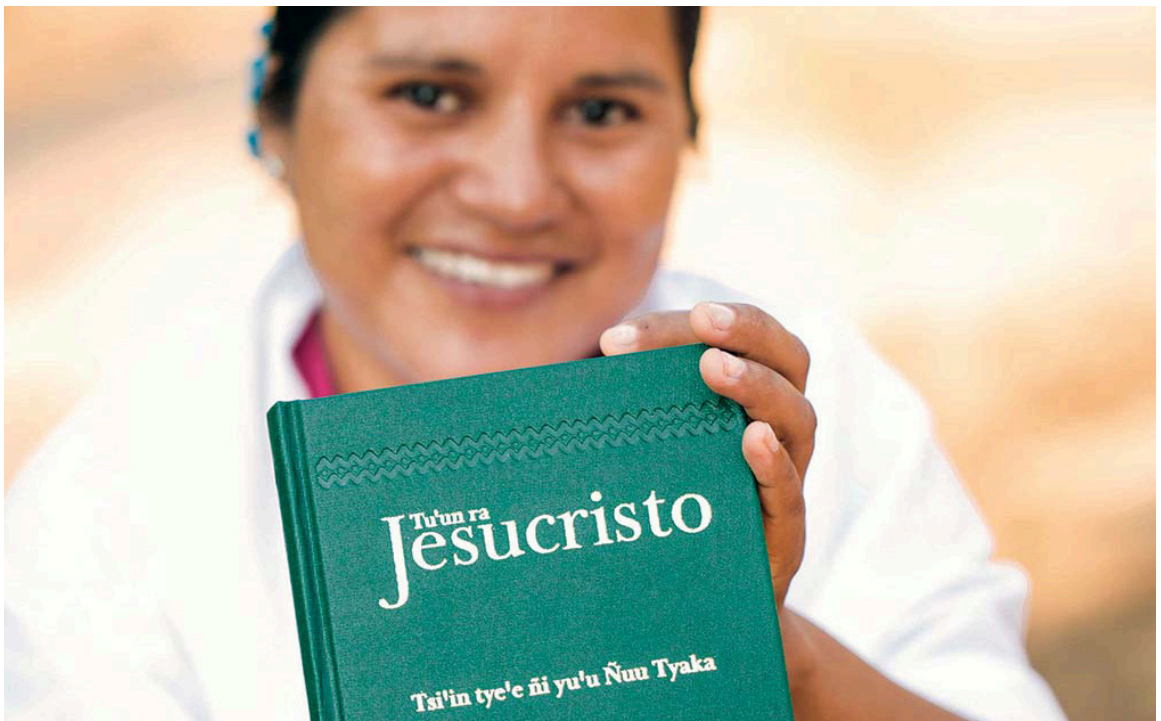
Team Leader Responsibilities

- Complete in-person leader training with the Global Sending Coordinator
- Read the book *Serving with Eyes Wide Open*
- Recruit members for your team, including thoroughly reviewing trip applications and conducting applicant interviews
- Prepare for and lead team meetings using the resources provided (at least 6 meetings)
- Maintain close communication with the Global Sending Coordinator as ministry plans and objectives are made with the partner, including downloading the app Voxer
- Clearly and frequently communicate dates, deadlines, and logistics to team members
- Track your team members' fundraising progress using ServiceReef, holding them accountable to each deadline
- Keep ServiceReef up-to-date as you complete assigned tasks
- Identify drivers for airport transportation
- Meet with the Global Sending Coordinator 1-2 weeks before your departure to go over final details

Leader Training

Leader training sessions with the Global Sending Coordinator typically occur before you have begun recruiting for your trip and include one group session and one follow-up meeting. These trainings will cover important aspects of your role as a leader and an orientation to ServiceReef, an online platform designed to manage short-term trips and teams. At this time you will also receive the book *Serving with Eyes Wide Open*, which is an excellent resource for learning about cultural sensitivity and awareness. You will discuss your learnings from this book with the Global Sending Coordinator at your final pre-departure meeting.

During your one-on-one meeting, the Global Sending Coordinator will share the details of your specific trip, including ministry focus, assigned team readings, and important dates. Leader training sessions are mandatory, even if you have led before. It is our desire to walk closely alongside you to ensure that you are equipped to lead your team.



Recruiting and Onboarding Team Members

Your team's size will be determined by the Global Sending Coordinator and field partner. Pray and think about who you already know that would be a good fit for the team, including your CABLE group members and others you serve with at Engedi.

Direct interested individuals to visit engedichurch.com/global to view your trip details. Applications will be submitted through the ServiceReef platform, which are viewable by you and the Global Sending Coordinator. As a leader, you are also required to submit a trip application in order to be added to the team roster and receive administrative access. Please do this as soon as possible after your trip is posted online.

After the application window has closed, you will schedule and conduct interviews with each applicant, ideally within 2-3 weeks. Ensure that you read each application thoroughly prior to your interviews. The Global Sending Coordinator will also review applications and provide feedback as needed.

We encourage you to be mindful of gender dynamics and to meet in a public space if one male is interviewing one female, and vice versa. The interviews are a time for you to get to know an applicant's background, spiritual journey, and reason for interest in the trip. During this time, it is important for you to emphasize the commitment level required for trip participation, including meeting attendance, fundraising deadlines, and required readings. References will be contacted on an as-needed basis. If any concerns arise, let the Global Sending Coordinator know as soon as possible.

Upon completion of the interviews, inform the Global Sending Coordinator of your recommendation for approval. At that time, the Global Sending Coordinator will approve the applications on ServiceReef and send a Welcome message to the team, including instructions for submitting a \$100 deposit to secure their spot on the team. After this happens, you will take over communications with your team and schedule your initial meeting.

Team Communication & Meetings

The key to effective team communication is to keep it frequent and consistent. We encourage you to use the email messaging platform in ServiceReef to keep communication streamlined, though you may find group texts helpful for short messages and reminders. We advise that you do not use Facebook groups as a primary communication platform and advise against them for country locations that are more sensitive.

Plan on coordinating at least six team meetings, or one per month at a minimum. We highly encourage you to schedule all of your meetings during your first gathering and emphasize attendance. This is also a good time to set up a group chat. If communication or meeting attendance becomes a concern with any of the team members, we encourage you to address the issue immediately.

The Global Sending Coordinator will provide your team with reading materials to guide your preparation. You will also find helpful links in the “Resources” section of ServiceReef. Familiarize yourself with the readings, and plan your discussions before each meeting. Educate yourself on your host country’s culture and ministry security protocol, and weave this content into your meetings.



During team meetings, focus on shepherding your team in ways that will prepare them spiritually for the trip, build team unity, and emphasize prayer. We encourage you to consider how you might build a culture of prayer from day one with your team. This could include having extended times of prayer during your meetings, leading the way in transparent prayer requests, researching prayer points for your country and global partner, creating a prayer calendar, and/or involving team members in the leading of prayer times as you see fit. This is the real Kingdom work, and the leader always sets the tone!

As you do this, please be mindful of the relational dynamic with team members of the opposite sex. Avoid meeting for spiritual conversations alone, and enlist the help of a co-leader or other individual of the same gender if someone is looking for deeper emotional or spiritual support.

To meet at Engedi, please contact the Global Sending Coordinator to reserve a room for you as far in advance as possible.



Required Team Meeting Content

There are a handful of topics that Engedi considers non-negotiable for every short-term trip being sent out. The following activities and learning points will significantly help prepare your team for the field, build unity, and bolster understanding regarding Engedi's missional values and priorities. Please ensure that you include the following components somewhere along your 6+ months of trip preparation. As previously noted, helpful links are provided in the "Resources" section of your trip on ServiceReef.

- **Serve Locally**

- We ask each short-term team to find one opportunity to jump into a local serving opportunity together. Two great options coordinated by Engedi are Gleaners and Love Your City Saturday, each of which happen once per month. Both of these are fantastic ways to experience serving side-by-side prior to hitting the field and to build team unity. You can view upcoming opportunities at engedichurch.com/local.

- **Intro to Missional Life**

- This on-demand, 20-minute course takes a deep dive into Engedi's missional convictions, exposes viewers to the plight of the Unreached, and explains the vital role we each have to engage in the Great Commission. Please plan to watch and discuss this class together during one of your team meetings, which you can find at engedichurch.com/classes.

- **How to share your testimony**

- Sharing your testimony, or the story of how you came to know Christ, is one of the most powerful tools you have for relating the love of God to others. We encourage you to practice this important skill as a team in order to "always be ready" (1 Peter 3:15) and deepen relationships.

- **How to share the Gospel**

- Help your team members gain confidence in sharing the Gospel by practicing it together. The "Do vs Done" and "Bridge to Life" documents in ServiceReef can provide a helpful pathway for explaining the Good News.

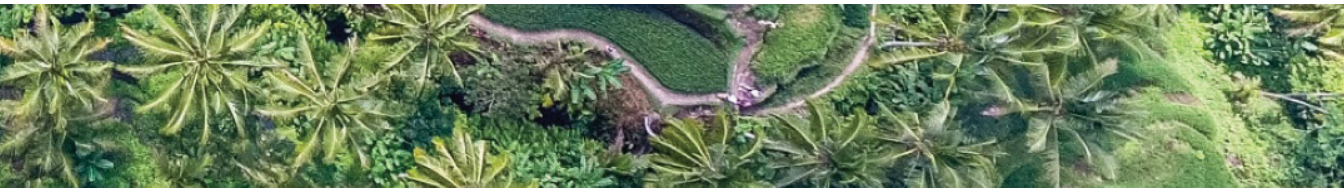
The following agenda is a helpful guideline for how to spend your time during meetings:

- Connect / relational time (15 min)
- Celebrate stories / wins (10 min)
- Coach through content (35 min)
 - Assigned reading content
 - Cultural preparation
 - The gospel and ways to share it
 - How to share your testimony
 - Trip expectations and entry posture
- Communicate important details/updates/deadlines (5 min)
- Group Prayer (10 mins)

Raising Funds

There are many different ways to approach fundraising for your trip. While some choose to pay their own way, inviting others to join in what God is doing through giving is a great way to spread awareness of His work around the globe and to gain prayer support. Some choose to write personalized letters to friends and family, while others choose group-wide endeavors such as taco sales, babysitting, or collecting cans. Discuss this as a team and contact the Global Sending Coordinator for support as needed. Example support letters can be seen in the “Resources” section of ServiceReef. We encourage your team to get started right away and for you to track each participant’s progress closely. Setting a weekly reminder to log into ServiceReef may be helpful!

Your team’s trip budget is calculated based on the following components: estimated airfare, ground transportation, lodging, travel day meals, visas, training resources, travel insurance, in-country costs (determined by the field partner), ministry supplies, and additional/recreational activities. We estimate trip costs as closely as possible, but they are an estimate and may be adjusted based on factors such as actual airfare costs, which can be unpredictable. Please make sure this is clear to your trip members.



Below is the typical fundraising timeline. The Global Sending Coordinator will determine specific due dates for your team and will post those in ServiceReef. Please understand and communicate to your team the importance of these deadlines. Each participant must have 50% raised in order for Engedi to purchase his or her airfare, and 100% of funds must be submitted in order to make final payments to partners and to cover other pre-departure costs.

- **Upon joining team: \$100 due**
- **3 months out: 50% due**
- **6 weeks out: 100% due**

Process for Submitting Contributions:

Online via ServiceReef

- Use the “Donate” button available on your trip’s main landing page. An individual may be selected from the drop-down menu.
- Participants have the ability to set up personalized fundraising pages through their profiles on ServiceReef. This is an excellent way to share their story with a wide audience, such as on social media, and it creates an easy, personalized giving URL.
- All personalized giving pages will automatically be forwarded to the trip leaders and Global Sending Coordinator for approval before being published. This helps maintain information accuracy and ensure security protocols are being followed.

Cash or Check

- Trip participants should receive checks themselves and turn them in to you.
- Please collect cash and checks during team meetings and turn them in to the Global Sending Coordinator in batches. This enables better tracking of funds across the many trips being sent by Engedi. Remember, there are often over a dozen trips fundraising at once.
- If cash or checks are dropped off at Engedi’s front desk during office hours, make sure they are properly labeled with the participant’s name and trip location.

A few fundraising reminders:

- Make all checks payable to Engedi Church.
- Do NOT place cash or checks in the offering bucket on a Sunday morning.
- Do NOT ask donors to send checks directly to the church.
- Do NOT write the trip member's name in the memo line. Our Finance department is unable to process such checks and they may be returned to you.
- Include a separate note indicating which trip the donation is for and if it is intended for a specific team member.
- Please allow 3-7 business days for cash and check donations to be reflected in ServiceReef.

Regarding group fundraisers, the total amount raised will be distributed among the entire team unless otherwise noted. The funds must be submitted as one lump sum. We advise against using methods such as Venmo to collect contributions, as they will not be tax deductible for donors and lack the transparency of direct giving. Instead, simply display a QR code linking to your trip's donation page at your event.

Pre-Travel Logistics

Encourage team members to obtain or update passports as early as possible after joining the team, as they can take up to 10-12 weeks to receive. Emphasize the need for passports in-hand by the 50% fundraising deadline (3 months prior to departure, when airfare is purchased). Most countries require passports to be valid for at least 6 months after entering the country, so make sure each person checks their expiration date. Visit travel.state.gov/passport for details. Passports are not included in the cost of the trip.

The Global staff books airfare and hotel rooms, purchases visas and travel insurance, and provides your team with cash needed for travel, among other logistics. The Global Sending Coordinator works with the field partner to determine details of your trip itinerary including daily ministry, transportation, meals, and tourist opportunities. You will be included in these conversations in an effort for you to get to know the host and to offer feedback on your team's activities. Please include the Global Sending Coordinator in any communications you are having with the field partner.

As the trip leader, you are responsible for identifying drivers for airport drop-off and pickup. We encourage you to identify drivers as early as possible. For teams larger than 10, two vehicles are likely needed and mileage reimbursement will be provided for drivers who use their personal vehicles. The Engedi van is usually available for airport transportation and will be reserved by the Global staff for your travel days. Drivers of the Engedi van must have a clean driving record and be comfortable driving a 15-passenger van. Drivers will be asked to complete a form for insurance purposes if one is not already on record.

Needed ministry supplies will be determined through collaboration with the field partner, Global staff, and the team leader. The Global Sending Coordinator will discuss with you the available budget and plan for purchasing ministry supplies. Please check with the Global Sending Coordinator before purchasing something for which you expect reimbursement.

Visit [cdc.gov/travel](https://www.cdc.gov/travel) to learn about required and recommended vaccinations for your destination. Encourage team members to consult with their doctor to make decisions based on what is best for them. The cost of vaccinations is not factored into the trip budget and must be covered by each individual.

Before traveling, team leaders will be provided with trip folders containing copies of airline and hotel reservations, the trip itinerary, passports, visas, travel insurance, budget breakdown, immigration information, and emergency contact information. Team members will also receive folders with important travel information. We recommend that each team member register their trip with the State Department at mytravel.state.gov/s/step so the State Department can contact them quickly and accurately in case of emergency. Engedi is unable to do this for groups.

At least one team leader should have an international phone plan for the duration of the trip. This cost can be reimbursed through your trip budget if you do not have an international plan. Before travel, the Global Sending Coordinator will confirm the plan for communication on-field. Oftentimes the global partner will request trip leaders download the messaging app WhatsApp for communication during the trip.

If you or your team plans to use ATMs or credit cards while overseas, be sure to notify your bank before departing to avoid a hold being put on your card. Be aware that many banks charge high fees for international transactions, so you may want to consider getting cash for personal expenses, such as souvenirs, before leaving the country. Cash will be provided to each team member for airport meals.

Packing

The recommended packing list can be found on ServiceReef in the “Resources” section. Encourage team members to pack light and share suitcases when possible. Please take note of any guidelines for modesty requested by the global partner, and encourage team members to take them seriously out of respect for the host culture.

Refer to your airline’s website and [tsa.gov](https://www.tsa.gov) for luggage weight and size restrictions and consult with the Global Sending Coordinator to determine what additional space restrictions there may be regarding airport transportation. Note that teams often take ministry supplies or other items needed by field partners, including gifts for Engedi global workers. Large, collapsible duffel bags are available from Engedi upon request for carrying ministry supplies.

The Global staff will provide you with a first aid kit. Any anticipated medical needs above and beyond first aid essentials and basic medicines should be packed by team members.

Folder Hand-Off

The Global Sending Coordinator will compile all necessary travel documents in folders for the leaders and for each member. The contents of this folder will be shared with you 1-2 weeks prior to departure day to ensure you are well-informed. Your folder will include:

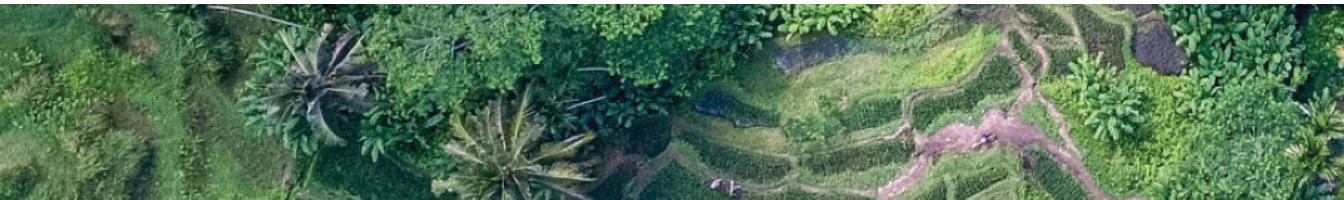
- *Trip itinerary*
- *Flight information*
- *Team roster with pertinent health and emergency contact information*
- *Destination address and local emergency contact information*
- *Copies of each team member’s passport*
- *Copies of travel insurance through Faith Ventures*
- *Copies of visas for each team member (if required)*
- *Minor release forms (if required)*
- *Envelopes with petty cash*

DEPARTURE DAY

It's finally departure day! Your team will meet in the lobby of Engedi at a time determined by the Global Sending Coordinator. Please encourage everyone to be prompt in their arrival. Friends and family members are more than welcome to join for a time of prayer and goodbyes. Below are your primary responsibilities as the team leader to help ensure smooth and safe travel.

Team Leader Responsibilities:

1. Upon meeting at Engedi:
 - Help weigh each team member's luggage and attach matching ribbons for ease of bag identification (scale and ribbon provided by Global staff)
 - Visually confirm that each team member has his/her passport AND that the passport name matches the ticketed name
 - Receive trip folder from Global staff and confirm contents
 - Obtain petty cash from Global staff
 - Gather your team to meet for a sendoff prayer and photo
2. Provide a strong leadership presence for your team during the travel day, being responsible for each member and his/her whereabouts and providing crystal clear communication regarding travel procedures, especially with students.
3. Update the Global Sending Coordinator upon arrival at each layover and at your final destination.
4. Stay positive, calm, and collected during travel! Your team will feed off of your energy.

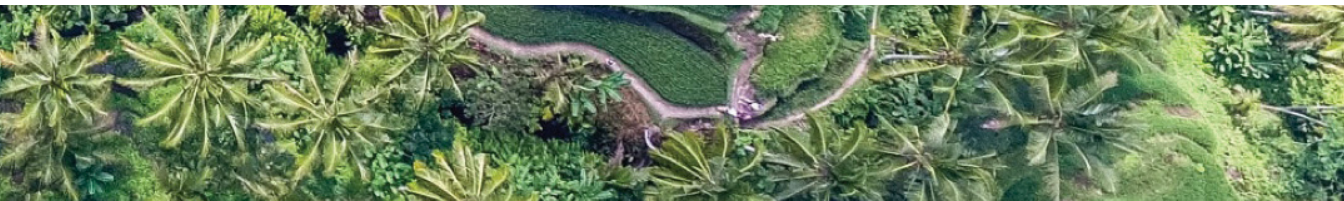


Transportation

Teams typically meet at the Holland campus at a time determined by the Global Sending Coordinator based on travel time needed for airport transportation. We encourage team members to be dropped off rather than leaving their cars in Engedi's parking lot for a week, however, vehicles can be left at the back of the lot if needed.

If you are using the Engedi van, it will be gassed-up and ready to go on the day of your departure. The van has an I-PASS for tolls to Chicago. One meal for the driver can be reimbursed for trips to Chicago. The Global Sending Coordinator will communicate with the driver to discuss how and when to return the van key.

Global staff will also keep drivers informed of any changes to the itinerary and pickup/dropoff times. If unexpected needs come up on the road, an Engedi staff member may pay for the cost with their Engedi credit card. If no staff member is present, the driver will pay the cost and request reimbursement.

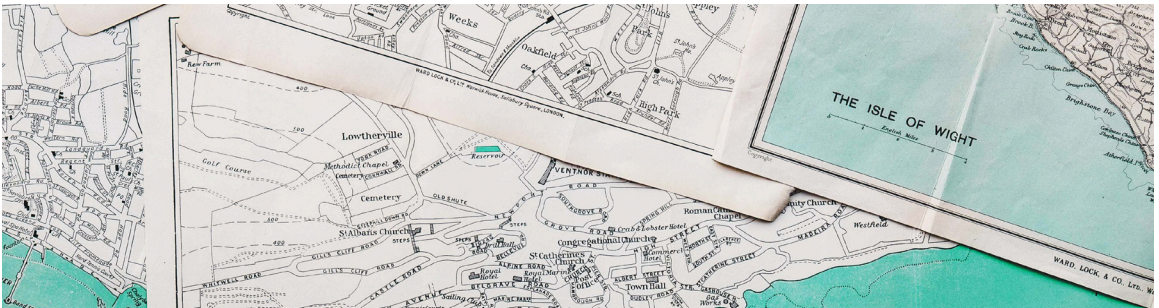


At the Airport

Being all under one reservation, your team should be able to check in and drop off luggage all together at the airline counter. In most cases, the Global staff is unable to check your team in early for international flights, because passports must be verified. You may choose to have your team check in using an airline app or to simply wait to do it at the airport. In the case of a significantly postponed or canceled flight, contact the Global Sending Coordinator immediately to determine next steps.

Each individual/family unit is required to go through Customs and Immigration separately. The Global Sending Coordinator will provide you with the information necessary to fill out your customs card and will discuss with you the language that should be used with customs officers regarding the purpose of your trip. “Leisure” is the typical response.

Travel safe and travel smart. Stay together as a group, always inform someone of where you are going (even if to the restroom), keep an eye on your luggage, keep money close to you (but not all in one place), and be mindful of your surroundings. In many cases, the global partner asks leaders to use WhatsApp messaging to inform them of your arrival at the destination airport.



ON THE FIELD

This is the moment you've all been waiting and preparing for! Below are your primary responsibilities as a trip leader while on the field.

Team Leader Responsibilities:

- Submit to field leadership, provided by the partnering organization. Be the primary voice of the team to the global partner in discussing ministry plans and questions and relay necessary information to team members.
- Lead your team through daily devotional and debriefing times.
- Set an example of modeling culturally appropriate behavior, flexibility, and limited technology use. Encourage the team to be mindful of these things as needed.
- Keep track of cash and spending in relation to your budget.
- Be tuned into team safety.
- Make yourself available to team members, acting as a safe space for them to come with concerns, and help mediate conflict when necessary.
- Respond to check-ins from the Global Sending Coordinator via text or Voxer.
- Participate in the Global Prayer Team Voxer group, which you will be added to for the duration of your trip.

Leading on the Field

As the team leader, you are responsible for making daily decisions that affect your team. However, you will be working closely with another leader on the field: the global partner. Work closely with him or her throughout the duration of the trip and be the voice of the team to the global partner to avoid too many lines of communication.

Lead your team through times of daily prayer, devotion, and reflection. Global staff does not assign daily readings for your time on-field. Rather, we encourage team leaders to guide the team through times of Scripture meditation, prayer, and reflection. You may choose to assign your own Scripture readings or journal prompts to members throughout the week, or to have trip members take turns leading devotional times.

Also use team meeting time to share ministry details for the day (or next day) and itinerary updates. Remind team members to be continually aware of ministry security concerns, including language used in online communications (depending on your location). Use daily meetings to keep the vision in front of the team!

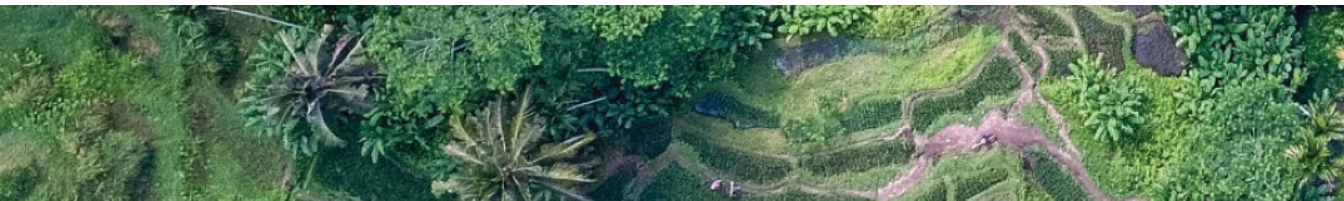
It is wise not to promise a certain amount of communication with loved ones at home. Even if wifi is available at your location, encourage team members to unplug as much as possible for the week in order to tune into what God is doing. As previously mentioned, at least one leader will have an international phone plan for emergencies and for contacting Engedi with travel updates. Please review and discuss the *Social Media Guidelines* document in the Resources section of ServiceReef with your team.

Remind team members that you are all representatives of Christ and of Engedi Church. Refrain from the consumption of alcohol unless otherwise pre-approved by leadership. Things such as tobacco, marijuana, and other drugs are not to be used during the trip. The pursuit of romantic relationships with nationals or other team members is highly discouraged.

Finances on the Field

The Global Sending Coordinator will walk you through your trip budget before departure and let you know how much cash you have for each expense. If you have an unexpected expense come up and do not have cash to cover it, ask an Engedi staff member (if present) to use their church credit card. If you must use your personal card, you will be reimbursed. Collect receipts for credit card expenses only (not cash expenses). If a receipt is not provided, write one yourself immediately with the details of your purchase and save it.

If possible, please exchange any foreign currency back to US dollars before returning. The cash should be returned to the church office as soon as possible after arriving home.

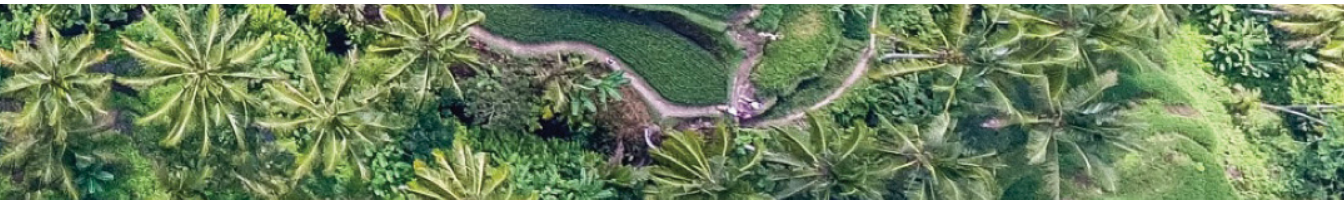


Safety on the Field

Consult the field partner with questions on safety in the community. For example, is it safe to go out after dark? Should you walk in groups? How should you carry cash? Make sure to clearly communicate safety measures with the team and err on the side of caution, especially with students. Use common sense. Some of Engedi's global partners require a high amount of security to keep their ministries safe. If you are in a location that is hostile to evangelism, be sure to emphasize the need to speak with discretion and to never post names or places online.

If you are working with minors, make sure your interactions are in a public space. The Global Sending Coordinator will inform you of any special training regarding child safety the team may need before your trip.

Before arriving, make sure to discuss with your team the issues of drinking water, food, and hygiene that could affect them and precautions that they should take. Pack your bags prepared to combat common ailments such as stomach bugs, dehydration, and car sickness. Your leader folder will include team member health concerns, including food allergies. Always carry this with you in the event of an emergency, and consult with the field partner if a team member is in need of a doctor or hospital.



POST-FIELD

You're home, but in many ways this is just the beginning. Meaningfully leading your teammates in the weeks following your return makes a huge difference in their ability to process and incorporate learnings from the trip experience into their everyday lives. Here are your primary responsibilities post-trip:

Team Leader Responsibilities:

1. Complete a post-trip survey (A ServiceReef task)
2. Return leftover cash and any receipts to the Global Sending Coordinator
3. Return the first aid kit, borrowed duffel bags, power adapters, and any other Engedi Church property
4. Host a debriefing meeting with your team within 2-3 weeks of return
5. Debrief one-on-one with the Global Sending Coordinator at a time outside of the group debriefing to give more specific feedback
6. Encourage team members to reconnect with financial supporters to share their trip experience

Debriefing with your Team

Below are some things to consider doing during your team's debriefing meeting:

- Share stories, memories, and pictures.
- Ask questions, such as:
 - What did you learn?
 - How did you see God show up?
 - How is God calling you to respond now that you are home?
- Encourage team members to take a next step, as God directs them.
- Pray for the country, global partner, and next steps.

Next steps could include:

- Joining a Global volunteer team
- Discerning the possibility of mid or long-term missions
- Discerning the possibility of future short-term trip participation or leadership
- Signing up for Journey
- Joining or starting a CABLE group, perhaps with other team members
- Start serving locally

Your team will receive a few different communications from Global staff following their return to check in and provide support with next steps. We encourage you to keep in touch with your team, as the relationships forged during cross-cultural trips often run deep.

THANK YOU for leading the way in advancing the kingdom revolution of Jesus worldwide!





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