



APOSTOLIC CHRISTIAN

HarvestCall

PROCLAIM CHRIST & SERVE OTHERS

Work Team Leader Training Manual

Section I- General

Introduction

This training manual has been developed to assist team leaders participating in Apostolic Christian HarvestCall work teams. HarvestCall is primarily a volunteer organization, relying on the willingness of the brotherhood to serve in a working capacity. Organizing individual teams requires a special commitment and servant heart in the team leader who accepts the responsibility for the leadership of the group. The manual has been organized into three distinct sections: 1) General Work Team Manual information, 2) Country Specific information, and 3) Project Specific information. It is the intent of this manual to assist the leader by providing resources and guidelines in the conduct and leadership of the work teams. This is the Lord's work being performed. It is not about us, it is about bringing Christ's Love to bear in those we're called to serve.

I will instruct thee and teach thee in the way which thou shalt go: I will guide thee with mine eye. Ps 32:8

Qualifications

The qualifications of a team leader are as follows:

A team leader must be a member in good standing of the Apostolic Christian Church.

A team leader must be supported by the home elder of his or her church.

A team leader must support the policies and guidelines of the HarvestCall organization. In particular, he or she must be supportive of the Work Team Guidelines in its entirety.

A team leader must be supported by the HarvestCall committee represented.

*In all things shewing thyself a pattern of good works: in doctrine shewing uncorruptness, gravity, sincerity
Titus 2:7*

Preparation

Leading a work team is a spiritual undertaking. Preparation for the trip should begin well in advance of departure for both the team leader and team members. Team leaders should commit all activity to the Lord in prayer as they organize and provide the administration for the team. Team members should prepare their hearts and prayerfully seek a servant heart -submissive to God's will as the trip develops.

God-centeredness should be our primary focus; an excellent short-term mission seeks first to glorify God. All our plans, goals, and objectives are to be in submission to God's purposes and glory. Our purpose, to be God-centered, is expressed in our *witness* (our beliefs / daily walk) and *methods* (our HarvestCall practices / activities). Work team trips give us an opportunity to grow spiritually, and we should go with the expectation that we have just as much need and just as much to learn as those whom we serve.

...that now at this time your abundance may be a supply for their want, that their abundance also may be a supply for your want: that there may be equality. 2Cor 8:14

Where the team members and leader are from the same locale, it may be advisable to gather for several meetings prior to the trip, to make administrative plans and also to study God's word on topics appropriate and applicable to a short term work team or mission trip. This is particularly important if a youth group is involved, such as an organized Sunday School or converted young group team.

Let the words of my mouth, and the meditation of my heart, be acceptable in thy sight, O Lord, my strength, and my redeemer Ps 19:14

Recruitment

The individual HarvestCall committee will review the programs annually and publish a website and Silver Lining schedule of work teams for the coming year. This schedule identifies a team leader for each work team, along with contacts. Work team members may call the leader and volunteer for the team if there is room on the team, as each team has a maximum group size. If the team is full, the volunteer may be directed to an alternate time or location that has a work team that is not full. In some cases, especially larger Apostolic Christian congregations, the work team is filled with local church volunteers. When a work team is comprised of members from a variety of congregations, there is a wonderful opportunity to realize the blessings of cross-congregation Christian fellowship. However, the coordination and pre-trip preparation can present challenges. With electronic transmittal of documents, these location difficulties are manageable.

It is strongly recommended that a minister accompany work teams for spiritual leadership. The team leader should invite a minister along as part of the recruitment process. An accompanying minister presents opportunities to have organized worship services in most work locations to observe the Lord's Day and the work team minister can also assign daily reading and devotions to members of the group to maintain a spiritual focus to the mission.

To declare the name of the LORD in Zion, and his praise in Jerusalem; When the people are gathered together, and the kingdoms, to serve the Lord Ps 102:21-22

Qualifications of Team Members

HarvestCall policy on work team members is as follows:

1. Any member or person who regularly attends and supports the doctrine of the Apostolic Christian Church is welcome to be a part of a work team.
2. The member or person can be of any age. (Because of the nature of the work or the location, some work projects may have age restrictions. Please check with the chairman of the individual committee if there are questions.)
3. If an individual is under 18, a sponsoring adult member of the work team will be accountable for the underage participant and oversee or “parent” the participant.
4. A work team is defined as any group project that operates under the direct auspices of the National HarvestCall Board.
5. This policy does not apply to Distribution Centers or local work projects

If an individual other than a regular Apostolic Christian Church attendee has a desire to participate in a HarvestCall work team, the following guidelines apply.

1. The individual is a family member of one of the work team members. “Family” includes brothers, sisters, children, nephews, nieces, parents, grandparents, or grandchildren. The “family” exceptions must meet the following criteria:
 - a) The family member must be willing to support the doctrine and customs of the Apostolic Christian Church while participating on a work team.
 - b) The family member should be old enough to be in High School. If the family member is under 18, a sponsoring adult member of the work team will be accountable for the underage participant and oversee or “parent” the participant. (Specific projects may have additional requirements. For example, a domestic construction project may not allow children under age 14 to participate in construction activity.)
2. Please remember that the focus for work teams is for our Brethren and regular church attendees as this work is supported in part by donations from the Apostolic Christian Church of America. Therefore “exceptions” should be approved after the trip is first offered to members and regular attendees.
3. In the event that someone does not fit the above exceptions, yet has a desire to participate, approval by the home elder or lead minister and team leader is required.

And we know that all things work together for good to them that love God, to them who are the called according to his purpose. Romans 8:28

Work Team Guidelines

The team leader will distribute a copy of the Work Team Guidelines to all team members prior to the trip. These guidelines are available as a download from the HarvestCall website. Team members are expected to read and adhere to the guideline recommendations in their conduct on the trip. Team members are also required to sign the liability waivers contained in the guidelines document. Team leaders should have additional copies of the liability waivers available for all team members and keep the signed waivers on file.

For we are his workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them. Eph 2:10

T Shirt Guidelines

Some work teams, especially youth groups or Sunday School groups, have printed special tee shirts for the work team trip. HarvestCall policy on t shirts is as follows:

Work Team T-shirts are not being promoted by the National HarvestCall Board and should be completely optional for participants. If there is a desire to have work team T-shirts, please follow these guidelines.

1. The message on the T-shirt glorifies God, and represents the Apostolic Christian Church and the Apostolic Christian HarvestCall in a way that is godly, and does not create confusion or disunity.
2. The team members are encouraged to provide input into the design of the T-shirt.
3. The team leader and minister will approve the final design and content of the T-shirt.
4. Any artwork on the T-shirt should not be copyrighted artwork unless permission is granted from the creator of the artwork.
5. If the Apostolic Christian HarvestCall logo is used on the T-shirt, use one of the approved logos available by request at: info@harvestcall.org.
6. If the t-shirt design includes the HarvestCall logo, it must be approved by the Communications Manager of the HarvestCall committee responsible for the trip.

Be clothed with humility: for God resisteth the proud, and giveth grace to the humble. 1Peter 5:5

Organization

The team leader is responsible for the administrative duties of the mission. This involves collecting pertinent information from each team member prior to the trip. Depending on the location of the work team travel, there will be requirements involving immunizations, liability waivers for the HarvestCall organization, travel arrangements, evacuation insurance, and emergency medical information. On domestic work teams, the HarvestCall organization has established an on-line registration and information system and team leaders should make sure all members of the team have completed the information submission. On out-of-country travel, the requirements at individual locations vary. This is addressed in detail in the section on country and specific project.

Prior to the trip, the work team leader should prepare a summary of expenses to be incurred by each member of the team. This will include travel costs, insurance costs, local lodging, and other expenses that will have to be handled by the leader during travel. Individual work team member expenses are not covered by the HarvestCall organization. In some domestic cases, these may be minimal, and where foreign travel is involved, these may be significant. Often, there is assistance and support from local churches, but these arrangements must be made in advance and communicated properly prior to travel. Specific issues are addressed in detail in the country and project section.

If the work team is a Sunday School or youth group, the team leader is responsible for recruiting a sufficient number of adult chaperones to assist in keeping order with the group while travelling and performing the work activity. Also, it is important to provide mature guidance to young people in free time activity. Because this is an activity that is conducted in the name of Christ, our conduct and witness should always be above reproach.

If possible, a pre-trip orientation meeting should be scheduled. It is helpful for first-time participants to:

- See photos of previous trips
- Understand what activities will be expected
- Know what room and board arrangements will be
- Understanding what clothing and other items should be taken and which should be left at home.

In the orientation before travelling to another country, members should be informed that the culture they will encounter will be different from their own. They must respect the customs and practices of the host country, realizing that they are guests. Cultural differences are not other's failed attempts to be just like us. We are there to share God's love and can learn from them as well. Our actions and attitudes toward others should never cause offence to those we are called to serve. The following is a guide to understanding those of other cultures:

RESPECT

- **Realize everyone is uniquely created by God**
- **Expect different views and behaviors**
- **Suspend judgmental thoughts**
- **Pray for the Spirit to transform our perspective**
- **Enjoy the diversity God has created**
- **Consider others better than yourself**
- **Treat others as you would want to be treated**

Giving a first time member information that will relieve the anxiety of the unknown in travel to an unfamiliar location is highly recommended. When meeting, it is advisable to seek the guidance of the Lord in prayer and devote a time to an appropriate biblical topic prior to discussion of the trip planning.

The information that will be required from each team member varies by location. On USA work projects, the registration for individual team members is done via online registration at the HarvestCall website: www.harvestcall.org. However, the work team leaders for other locations, i.e., Mexico, Jamaica, Haiti, other must distribute the forms and collect the completed forms listed in the specific country and project area of this manual.

Lord, thou hast heard the desire of the humble: thou wilt prepare their heart, thou wilt cause thine ear to hear: Ps 10:17

Responsibility during travel and at work site

While travelling as a group, the team leader is responsible for the safety and well being of the work team. Transportation arrangements should be made well in advance (at least several months is advisable) so that all team members can share a common flight to the host country where air travel is required. The team member will be responsible for coordination with the host country missionaries or partnering organizations to arrange for ground transportation in the host country. Also, the housing arrangements need to be made well in advance, and depending on location, this varies. Many USA projects are structured around a central dormitory style volunteer provision, whereas foreign work projects may involve dormitory, guest house arrangements, or a local motel. These arrangements are discussed in detail in the section on specific country and project areas. While travelling, the work team should stay together as a group. Many foreign travel locations have situations where travelling alone presents dangers that are mitigated by travelling as a group. Keep together!

Some locations in both USA and foreign travel are located near undesirable and spiritually threatening activity, especially where abundant tourism, street vending, and unwholesome entertainment is present. Team leaders should take adequate precautions to avoid areas that could expose the team members to these areas and give adequate warnings to stay away from activity that could bring harm to the team members. As Christians we are to avoid all appearance of evil. This is especially true when travelling with young people. It is important to have adequate mature supervision where undesirable activity could be encountered. The team leader is responsible for providing warnings, guidance, and chaperones where necessary, to avoid problems.

Team leaders should ensure that all activities are God honoring and respectful, including being mindful of the culture and practices of those we are called to serve. We should also show respect and reverence in the worship practices of singing and praying. When singing as a group, the hymns used in our home congregation singings are recommended. Also, prayer should glorify God and not draw attention to the one praying, as Jesus taught in Matthew 6. Our conduct should be a blessing to those we serve, to those in service, and the Apostolic Christian brotherhood that supports the efforts.

When the team has arrived at the work team destination, the team leader is responsible for coordination with the partner organization or HarvestCall organization representative at the work site for work assignments, job coordination, and jobsite safety.

The HarvestCall Safety Policy is included as an attachment to the Work Team Guidelines document. The team leader should be familiar with the safety policy and review this document along with the Work Team Guidelines with every member of the team. The team leader should also review the safety practices and discuss with the group in the daily orientation meeting.

Even there shall thy hand lead me, and thy right hand shall hold me. Ps 139:10

Post trip reporting and committee feedback

After the work team trip is complete, the team leader is responsible for completing the online form for the team leader and requesting all the team participants to complete the online form.

For team leaders, the link is:

<https://harvestcall.wufoo.com/forms/q147g90f1e112fs/>

For team participants, the link is:

<https://harvestcall.wufoo.com/forms/me1ev304g8jc8/>

This information will be used to plan future work trips, adjust aspects of the trip, and provide testimonials for future communications concerning work teams.

Finally, brethren whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things. Phil 4:8