



LEADER GUIDE



Dear Mission Week Team Leader,

Thank you so much for your commitment to lead others in this exciting Mission Week. We truly value you and desire to help you in your preparation in all ways possible. The included Mission Week manual is pretty self explanatory, but there are a few things that you will need to know in order to lead your team through the manual.

Please read through this Leader Guide thoroughly and feel free to contact us if you have any questions. We are praying for you as you prepare and cannot wait to partner with you in ministry.

God bless you and your team as you prepare!

Sincerely,

Kathy Hernandez
Director of Mission Week
Kathyh@wowjam.com
626.296.8800

Lauren McKinley
Assistant Outreach Coordinator
laurenr@wowjam.com
626.296.8800

MISSION WEEK CHECKLIST

5 months before trip

- ✓ Discuss with leadership at church and make sure they are on board
- ✓ Finalize a schedule for group meetings and fundraisers
- ✓ Begin advertising to students

4 months before

- ✓ Advertise to students – use WOW DVD and Brochures
- ✓ Print Registration Forms (Remember, you only need 1 Group Registration form, but each team member needs to fill out a copy of the “Individual of Group attending” page.)
- ✓ Distribute Reg. forms to students and give them a cut-off return date (allow yourself a window of time before the deadline to make sure you have all forms and deposits)

3 months before

- ✓ Begin team meetings
- ✓ Print Manuals for students involved and print meeting and fundraiser schedule
- ✓ Have students complete their Support letter and send to at least 50 people/Student (Optional)
- ✓ First Fundraiser (WOW Informational Meeting – Optional)
- ✓ Collect deposit checks from team members
- ✓ **Send registration forms and deposit to WOW**

2 months before

- ✓ At each meeting privately distribute totals of funds that each student has received (if individual support letters are sent out) or total group has received
- ✓ Second fundraiser (Optional)
- ✓ Buy flights for group
- ✓ Begin to work on hotel room breakdown sheet

1 month before

- ✓ **Finalize hotel room breakdown and send to WOW office**
- ✓ **Send flight info to WOW**
- ✓ Third fundraiser (Optional)

1 week before

- ✓ Hold Commissioning service at church (Optional)
- ✓ Prepare final check for WOW to deliver upon arrival

1 week after

- ✓ If support letters were sent, have team send thank-you with stats and 1 highlight from the week
- ✓ Hold and update service in church to tell everyone how the trip went

Month after

- ✓ Meet with team for debrief
- ✓ Meet with team for picture party
- ✓ Organize a committee for Make a Difference with a Dollar and begin creating an action plan

GATHERING A TEAM

It is possible there are many students and adults in your church or community that are already including WOW Mission Week in their summer plans. It is very possible, however, that there are others that have not yet heard of WOW, or if they have, still do not know what a great opportunity it is for them. We would suggest, that once you have decided to come to Mission Week and have confirmed it with the leadership at your church, that you begin promoting it within your youth group or within your whole church. There are many people who are looking for a new way to let God move through them and would love to be a part of this adventure. Remember this is a trip for people of all ages!

Here are some ideas on how to promote Mission Week:

1. Go to our website and download the Mission Week brochure. Have it available to pass out to your youth group or include it in your church bulletin.
2. Request a Mission Week video from our office and play it during a Sunday morning church service or a youth group service.
3. If you have been a part of Mission Week before, invite Interns from previous years to share testimonies about their experience.

HOW TO ORGANIZE YOUR TEAM

(suggested approach, please modify for size of group and number of leaders)

The team leader for the trip will need to break down the team into groups of 4. These groups should be gender specific and will eventually turn into groups that will share hotel rooms at the Mission Week. While forming the groups, please consider that each group should have a designated leader. Preferably, this should be someone that has been a Mission Week Intern in the past, but if this is your first time joining us, please designate leaders that you think will function most effectively and will feel most comfortable in this role.

(please take into consideration when organizing your rooms that each hotel room has 2 double beds)

Role of the Group Leader during Preparation

During your training meetings, the role of the group leader is to help facilitate devotion times with the other three members of their group. This will not require any work for the group leader outside of the meetings. As you will notice in the meeting breakdowns, we have provided you with prompts for each devotional time. We simply ask that group leaders help to keep the group on task, lead the group in praying together and encourage group members to continue to go deeper in their walk with God.

Role of the Group Leader during Mission Week

During the Mission Week, there will be a lot of deep, and sometimes difficult, things that team members are confronted with. The role of the group leader during Mission Week will be to check-in with their group members each day to encourage them and to know how they are doing. If there are any difficulties that arise, we ask that the group leader share this information with the leader of the entire team so that the leader can take any actions necessary to work through the problem.

MEETINGS

There are many things that you and your team will need to meet about before the Mission Week. In addition, we want you to begin to know each other and to begin to function as a team before you arrive. Once you have promoted WOW, gathered a team, and organized them, it is time to start meeting with them on a regular basis!

If you have not already done so, please download the Intern Manual from the website and read through it. It is filled with information that we feel is vital to preparing for a Mission Week. Make sure to copy the manual and have enough copies for each member of your team at the first meeting. They will be using this Manual throughout the preparation period and during the Mission Week.

You will notice that we have laid out 7 meetings that we feel cover the basics of your preparation. Please remember that this is simply a guide. We want you to make each meeting your own. Feel free to flesh out each meeting with topics that you feel are relevant and fun.

After reading through the meetings, you will need to create a meeting schedule that you feel best fits your group. For some groups it may be easiest to meet once a week for 2 months before the trip. For others, a different schedule may work better.

Lastly, make sure to use this Leaders Guide in combination with the Intern Manual. For a few of the weeks, there may be important things that are not in the manual that we would like you to inform your group of. It will also include any important information you need to remind your group of on how to prepare for the next meeting.

The next step is to alert your team to the meeting schedule! Send out a letter to them and their families (if they are youth). Make sure you remember to include the meeting schedule, any fundraiser dates that you have planned, and a reminder on how to prepare for their first meeting.

The first meeting focuses on getting to know each other. Make sure you read through the layout for the meeting and then remind them to bring something about themselves to share with the group as they get to know each other.

MEETING 1

Make sure you come prepared to this meeting with

1. A list of the group breakdowns and assigned group leaders
2. A plan on how to allow the Interns to share with the group about who they are

Remind the team for next meeting:

1. To read through the information in their Manual about prayer (pg. 16-17)
2. To pray for each other during the week

MEETING 2

To prepare for the meeting:

1. Read through the pages in the Intern Manual on prayer
2. Prepare to guide the team through prayer at this meeting. Make a plan on how long you would like them to pray individually, how long you would like them to pray corporately, or if you would like them to split up in their groups to pray.

Remind the team for next meeting:

1. To continue to pray for the Mission Week.

MEETING 3

To prepare for the meeting:

1. Prepare to share a little bit about yourself with the group so that they can pray for you during the prayer time at the beginning of the meeting
2. Ask Interns that have been to a WOW JAM before to help you explain the beginning of a WOW JAM to the rest of the group. Follow the outline provided in the Intern Manual, and use examples from your experience to help clarify. If your church has not been to a WOW JAM before, please make sure you read through the section in the Manual for Meeting 3 to confirm that it is clear to you. If you have any questions, feel free to call our office at (626) 296-8800.

Remind the team for next meeting:

1. To continue to pray for the Mission Week

MEETING 4

To prepare for the meeting:

1. Ask Interns that have been to a WOW JAM before to help you explain the Altar Call to the rest of the group. Follow the outline provided in the Intern Manual, and use examples from your experience to help clarify.

Remind the team for next meeting:

1. To continue to pray for the Mission Week

MEETING 5

To prepare for the meeting:

1. Ask Interns that have been to a WOW JAM before to help you explain the Baptism to the rest of the group. Follow the outline provided in the Intern Manual, but use examples from your experience to help clarify.

Remind the team for next meeting:

1. To continue to pray for the Mission Week
2. Read through the discussion for the next meeting on what to expect and come to the next meeting with any questions they have.

MEETING 6

To prepare for the meeting:

1. Please skim through the expectations section in the Manual before the meeting – there is a lot of information to cover.
2. Please make sure to ask in the meeting if there are any allergies to food and contact our office if any exist.

Remind the team for next meeting:

1. To continue to pray for the Mission Week

MEETING 7

To prepare for the meeting:

1. Skim through the schedule for intern week to be discussed at this meeting and pick out anything that you feel is important to highlight – you may want to touch on who will be speaking, what parks we will be ministering at, what times meals are at, etc.
2. Print final copies to distribute to your team and their families about your travel information for the trip – make sure they know what time you are leaving, from where, what time you will be returning and where, your contact information so that families can reach you, and any other specific details they will need.

APPENDIX

Below are some documents that other teams have used in the past during their preparations. If these forms are helpful to you, please feel free to adjust them to your church and use them to prepare for the trip.

- A. Meeting contract for team members**
- B. Info Sheet for Team Members**
- C. Sample meeting schedule**
- D. Trip info sheet for family and parents**



I, _____ agree to commit to this team and this trip by prioritizing each meeting and fundraiser with the utmost importance.

- I understand that some fundraising monies may be used to cover my part in this trip and I will be diligent in participating.
- I agree to be on time for each meeting and fundraiser, whereas my punctuality displays a level of responsibility showing I am serious about my involvement in WOW JAM. If for some reason I cannot make a scheduled date, I will promptly contact my pastor/team leader and communicate this well before the absence is to occur. I understand that conflicting dates or opportunities that arise after committing to this schedule are second priority.
- I will complete tasks (i.e. support letters) assigned to me at meetings according to the time frame in which they are given and I understand that I am solely responsible for these assignments.
- I will attend church services faithfully and consistently.
- I will pray for WOW JAM.
- I will look at my teammates as just that and will make every effort to get along with them. I will participate with humility and servitude.

I realize I am being observed in how I handle these responsibilities *and could be asked to discontinue participation* if I cannot comply with *any* of the above mentioned expectations. I understand that deposits paid for my registration and my plane ticket are non-refundable should I ultimately not participate in this trip. I also understand that if monies have been paid for my participation (ie. registration deposit, air fare), that I have not contributed or raised by my own efforts *will still be my responsibility to pay* should I end up not participating *for whatever reason*. I commit to this trip and all it entails with the utmost of sincerity.

Signed _____ Date _____

I, the parent of the above signed minor, have read this agreement in full and understand and adhere to the expectations placed on my child.

Signed _____ Date _____



Cost: \$850 + flight, covering all meals (except day-off), transportation during the WOW JAM and lodging. No other money is necessary, but will be desired for extracurricular stuff.

A non-refundable \$250 deposit is due by our next meeting, April 1. It is understood that \$250 is a lot of money in these turbulent economic times, and if that is the case personally, please do not hesitate to contact Pastor so arrangements can be made. Truly, do not let \$250 prevent someone's participation if it can't be afforded at this time. Each participant must understand that if monies are paid towards an individual's trip for registration fees or airfare that they have not contributed or raised by their own efforts *will still be that person's responsibility to pay should they end up not participating for whatever reason.* Too many times we've fronted money for a well-intentioned young person, but we've ended up footing their bill when, for whatever reason, they ended up not participating. Thank you for your understanding in this manner. Any money raised over and above the \$850 needed per participant will go towards the whole team's trip expenses.

Day off expenses: We will be going to _____ or _____ on our day off. The price for admission and meals in the park are the sole responsibility of each team member.

Absences: Team members will be allowed 2 absences total, **including** fundraisers. WOW JAM needs to be a matter of priority, and team development and prayer are vital to our trip. If you have conflicts in schedule that exist now, please see Pastor. If conflicts arise after this meeting, the 2 absences rule applies, and if it goes beyond 2, we will re-evaluate your participation.

This is not a vacation: You are going to work hard, and not just physically, but spiritually and on your attitude as well. Complaining is not an option, and will be shut down. We will have fun, but fun is not the priority. Souls are.



April 1st - WOW Meeting in the Sanctuary - 7PM

April 5th - Car wash fundraiser for WOW - 7PM

April 15th - WOW Meeting in the Sanctuary - 7PM

May 3rd - Car wash fundraiser for WOW - 9AM

May 6th - WOW Meeting in the Sanctuary - 7PM

May 27th - WOW Meeting in the Sanctuary - 9AM

June 7th - Car wash fundraiser for WOW - 7PM

June 17th - WOW Meeting in the Sanctuary - 7PM

June 20st — June 29th WOW Missions Trip

SAMPLE



June 17, 2008

Dear parents and loved ones,

Here is the info you will need while we are on our WOW JAM:

All WOW JAMMERS need to arrive at the church at 8:15 am on Saturday, June 21. **If any family members are willing to help shuttle us to the airport, that would be greatly appreciated!**

Here is our flight info: Depart (airport name and info) 10:40 AM, Southwest airlines #1450
Arrive in (airport name) on June 30, 11:25 AM, Southwest Airlines #2468 **Please arrange your own rides from the airport.**

We will be staying at: hotel info

WOW Office: (626) 296-8800

Home Church Office: number

Host church contact info:

Folks, *please* only contact the following numbers if it is an *absolute emergency*, like, they need to come home. Prompt your kids before they leave to call you on their own during the week.

Pastor's cell:

Leader's cell:

I have **strongly** encouraged the kids to leave their cell phones at home since they have been a great source of distraction in the past. There's really no need for them. All adult leaders and I will have ours.

Keep us in your prayers!