VI. SUMMER MISSION TEAM JOB DESCRIPTION

POSITION : TEAM MANAGER

Before the trip:

Beforethe trip:

- Responsible to organize and manage the Team and the mission trip itinerary.
- Make sure each team member understands their role and assignments during the mission rip.
- Make sure to coordinate all preparation prior to Team's departure.
- Make sure to put together the daily schedule and detail daily activities/programs.
- Work together with the Team's secretary to communicate and coordinate with the local contact persons.
- Prepare for the Team's training and orientation (venue, schedule, accommodation if necessary, meals, transportation to airport, etc.)
- Make sure all team member's prepared, informed regarding the training/orientation, and come on time.

During the trip:

- Arrange schedule for team meetings. Allocate a time for the team to meet as a separate entity from the host and the local church. This is important for the health of the team. These team meetings will allow the team members to safely discuss their questions and concerns (physical or spiritual, personal or group). These meetings also allow each member to process their spiritual involvement and the experiences they have in this journey. The team will use this time to intercede for crusades, binding every evil spirit, spirit of disbelief and also pray for the members' individual needs. The meetings can be held up to 1 hour. Team manager must explain to the host of the need for such meetings daily. Inquire the host if they have prepared a location/room where such meetings (for the purpose of intercession and preparation for spiritual warfare) will be made possible.

- Perform a quick supervision regarding the next event, venue's capacity, the visitors (youth, elderly, etc) and inform the Team to give a general picture/direction for the preparation of that particular event.

- Deciding and informing when and where the team must gather the next day for meeting/prayer/practice or performance. Clearly verify/announce the time that the team needs to be asleep and awake. Being involved in this journey is definitely exciting to the point where people might not be able to overcome this excitement and choose to stay up until late night to converse with the owners of the house or even with one another, or even choosing to do other activities, than sleeping. Lack of sleep will have a negative effect on the health and the vitality of team, and the end result affecting the team's ministry.

- Informing the Team their activities (schedule) of the day.

- Informing the Team what outfit they need to wear for the following day. It's important to have all team members wearing uniforms (same t-shirt color) so that we can easily identify our Team from the local people. Also, it will look good on group picture/documentation.

- Making sure that all event/performance and activities are going on successfully under your supervision.

- Arrange with the host (where, when and how) each team member is able to reach the specific location (transportation).

- Supervise the budget and approve any transaction during the summer mission.

- Responsible to coordinate and manage the small groups if the Team has to be split into different places. Note: Make sure to assign the small group leader, 1 journalist and 1 photographer to document all team's activities during ministry.

POSITION : SECRETARY

Before the Trip:

- Prepare for Team's registration on the training and orientation day.

- Prepare and make sure every member gets their name tag, handbook, t-shirt, detail schedule, and things to bring.

- Work closely with Team Manager and assist the Team manager to ensure good coordination and preparation for the Team. Make sure all preparation for the Team are set and planned well before the Team departs.

- Discuss with the host regarding lodging as to which participants will stay with which family/house. If possible, inquire host to arrange the team to stay at locations that are of close distance from one another. Be sure that to note down and distribute the lodging information (location and owners of home) for each team member so that they can contact one another, when necessary.

- Responsible for all team members' airline tickets, team members' schedule (including who will arrive late and/or depart early) as well as other transportation arrangements during the trip.

- Responsible to know all special guests' schedule and their hospitality arrangements.

- Record the name, address and telephone number of:
  - Contact person in every destination
  - Lodging information
  - Transportation information, etc.

During the Trip:

- Prepare "Thank you" cards or gifts for the hosts, pastors, and others who help the team during the trip (if any). Before the team leaves, ask the team leader to whom we need to give the special gifts. For example, when the Team is invited for dinner in someone's house and that person pays for all the meals, you need to inform the Team Leader/Team manager so he can sign a thank you note on behalf of the Team and give it to the person who pays for the Team's meals. However, you need to cross check first with Team's treasurer and Refreshments person in charge whether the information you get is correct.

- Working together with the contact person in the respective city/village to arrange the transportation and accommodation/lodging for the Team.

- Inform the driver (bus) what time they need to pick up the team in the morning, afternoon, evening, etc. You need to save the driver's phone number so you can call him when the bus does not show up at the specific arranged time.

- Gather information of accommodation (where the team will stay) for every city, always double check with the Team manager in case changes happen before arrival.

- You are responsible to create rooming list for the Team for their lodging.

- If the team stays in the hotel, you need to go right away to the front desk/receptionist for room check in and get all the room keys (make sure to check in as soon as possible so it won't create congestion in hotel lobby. If possible, call the hotel before the team arrives, get all room numbers and confirm how many people in a room so you can create rooming list and announce to the team right away.

- Need to contact the hotel/place the team will stay overnight 24-hour before the team arrives to confirm the rooms – make sure the rooms are ready before the team arrives.

- If the team stays in the local people's houses, get each family's name and phone number to confirm how many people they can accommodate so you can also create the rooming list and announce it to the team before their arrival to the next place.

- Take notes/record team's meeting minutes in every team's meeting.

- Responsible for all distribution of seminar materials and medicines for medical/dental camp. In this case, you need to be proactive asking the local PIC how many expected participants of seminar and/or patients will show up, so you can make sure to give/distribute enough materials to each program/ministry.

- •Responsible to compile all praise report/testimony and all seminars statistics, crusades statistics, children crusade statistics, medical camp statistics, and every ministry statistics, since the Team Leader/Manager will ask in every meeting so that every team member is informed.

- Use laptop to compile every data/document needed.
- Make sure to wake up everyone
- Make sure every team member meets on time

- Clearly verify/announce the time that the team needs to be asleep and awake. Being involved in this journey is definitely exciting to the point where people might not be able to overcome this excitement and choose to stay up until late night to converse with the owners of the house or even with one another, or even choosing to do other activities, than sleeping. Lack of sleep will have a negative effect on the health and the vitality of team, and the end result affecting the team's ministry.

After the Trip:

Make sure to get and compile all the reports from all departments:

** Copy of Journal & Statistics report
** Copy of Documentation: Videos/Tapes & Pictures (all the files and folders)
** Copy of Luggage list and information
** List of ALL Summer mission contact persons detail information
** Other reports and files (if any)

POSITION : ASSISTANT TEAM LEADER

- Assist Team Leader in anything during summer mission trip.
- Sometimes the team leader will also be the crusade preacher; so you are responsible to keep the team leader informed all the time (e.g. what time the team gathers, what time will be the lunch, dinner, etc.), what time the leader/preacher needs to be at the crusade field – arrange transportation for the crusade preacher to get to crusade field from the hotel/people's house.
- Sometimes the team leader/crusade preacher will not join the activity during the day but he will need time to rest and prepare for the sermon; you need to make sure he gets his lunch/meals, water, etc. or inform him what time he will be picked up for lunch/dinner together with the team.

- Right after the crusade's finished, you need to make sure one car is ready to transport the preacher to thehotel/dinner/meeting place. The preacher needs to be escorted to go down from the stage from the back so he will not be stopped/surrounded by the crowd. Most of the time, the crowd will look for the preacher asking for prayer, take picture, etc. and we don't want that to happen.

- Be pro-active in asking the team leader/crusade preacher about other assignments he wants to be done.

POSITION : TREASURER

Before the Trip:

- Responsible to make sure all team members have paid their mission trip fees prior to team's departure.
- Bring calculator and a book to record EVERY financial transaction (expenditure and income) in every city/village (book keeping). Use laptop to record all the files.
- Prepare receipt paper since many times the local people do not have a receipt; and you will need to create one and ask them to sign it.
- Prepare change and large notes for the necessary expenditures during the trip.
- Need to always follow the budget given (can't spend what's not in the budget).
- Keep in mind that: NO PREPAID TRANSACTION except for First Aid and Consumption (on behalf of team, not individual). EVERY PURCHASE NEEDS TO BE APPROVED BY TEAM MANAGER/COORDINATOR. ANY TRANSACTION WITHOUT RECEIPT WILL NOT BE REIMBURSED!! Tissues/Toilet papers, wet wipes, lotion, hand sanitizer, insect repellent, laundry, and all personal expenses are not included in the Team's budget.

During the Trip:

- When the team and the host are dining together, inquire the team manager as to who will be responsible for the expenditure (the host or the Team). If the host, then you need to inform Team's secretary to prepare a thank you card for Team manager/Team Leader to hand the card to the host.

- Record EVERY transaction (expenditure and income) of the team based on location (city/village), the purpose, etc.

- Record all love gifts (if any): Who the love gift was given to (name, address, telephone number, e-mail), and the amount.

- Collect all receipts for expenditure (in one envelope) and income in individual envelope (in another separate envelope), based on city/village.

After the Trip:

- Arrange the financial report and the left-over finances. Make sure that the money on hand matches the report and turn them in to IFGF LA Mission Office in USA. You can either put everything in a big envelope and arrange to give it to someone who's flying back to LA right after the trip or have all documents/receipts scanned and emailed to vitria@ifgfla.com
- For the left over money, you need to ask IFGF LA Mission Office about where you should transfer the money.

- Submit original Receipts and Financial Reports (Income and Expenses) to IFGF LA Mission office.

POSITION : LUGGAGE MANAGER

- Responsible for all the baggage procedures/activities

- Responsible to weigh and check each team member's personal backpack to not exceed 8lbs limit (3.6kg)

- Count the total number of baggage that the team brings. Make sure that all baggage and belongings are complete and intact.

- Number all the baggage/belongings

- Make sure that identification tags and destination tags are attached to all baggage and belongings
- Make sure to remind every team member that they are responsible to the luggage that were assign to them throughout the trip

- Please pay special attention to carryon luggage that members need to carry

- Recruit a few people to be your assistants (Luggage Captains) since we have high number of luggage this year.

- Responsible for all loading and unloading of the team's baggage and belongings. Your task is to work together with the employee at the ticket counter when loading/unloading the team's baggage. In the case of overweight:
    1. Move some of the things in the overweight luggage to another in order to reduce weight and avoid overweight.
    2. If the luggage is still overweight, make a note of the weight that is over (in kilograms), and verify the overweight charge (Bring calculator), then ask for money from treasurer.

- Make sure all the baggage is claimed at the same time.
- When you arrive at the destination, prepare the baggage claim, take the baggage and place them all at one location to avoid confusion. Count the total number of baggage to ensure that all are present.
- Prepare change in your pocket (ask from treasurer) when tips are needed.

Other Information:
Maximum baggage capacity is 20kg (25kg for lion air) each. There will be additional charge for overweight. If a baggage is more than 20 kg, it will be considered as cargo. Generally, international flights are more flexible when it comes to overweight luggage. You need to negotiate with the person on duty. The airlines usually allow 2 baggages for each person. When traveling as a group, the airlines are usually more flexible and would likely allow more than the official allowance. It is much easier to negotiate for the total weight of the baggage than for each individual baggage.

POSITION: ASSISTANT LUGGAGE MANAGER

- Please pay special attention to carryon luggage that members need to carry
- Make sure that identification tags and destination tags are attached to all carryon
- You will need to memorize who's assigned to be responsible to carry each item and and check the carryon items all the time
- Assist the Luggage Manager during loading and unloading to check on all team's luggage
- Together with Luggage Manager, you are responsible for all Team's belongings.

POSITION: LUGGAGE CAPTAIN

- Be responsible for all luggage that were assigned to your team member (in your group)
- During loading and unloading, make sure to help and report to Luggage Manager
- Know precisely what stuffs/equipments inside each luggage assigned in your group.
- Make sure all the stuffs are put back into the same luggage bag (numbered) during pack up after the crusade is done.

POSITION: SET UP COORDINATOR

- Responsible to make sure all set up and tear down activities are going on as smooth and quick as possible
- Work together with all the Set Up Captains
- Know and watch the correct order for set up and tear down. For example, the stage needs to be built first, then other equipment like speaker and worship instrument can be put on the stage while at the same time the screen for projectors need to be hang on the frame and multimedia/tech equipment has to be set up in their tech booth.
- Be proactive and ask/check with the Team Manager if you are not sure what to do.

POSITION: SET UP CAPTAIN

- Know exactly which group you will be leading and all the equipment that are assigned to your group. There will be a few groups (check with Team Manager and/or Luggage Manager during orientation) – for example: Stage Group, Tech&Multimedia Group, and Instrument/Other equipment Group.
- Make sure your group member knows what each of them need to do during unloading from the truck, set up, tear down, and loading the equipment back to the truck after each crusade.
- Create the order/flow of loading and unloading as smooth and as quick as possible.

POSITION : PROGRAM MANAGER

- Know every little detail on the flow of the program including lighting, multimedia, sound system and etc. Be sure to double check with the Woship/Music Director about the order of the songs and also communicate with each department leader (Children, Worship, Tech, Screener/Usher) them about what they should or need to do.

- Please make sure to have crusade program finalized 60 min before the concert and call a meeting to brief the team and distribute the program list to music team, sound system, multimedia, lighting.

- Double check with Team Manager/Local Committee if they have opening program.
- Informing when and where the team must gather the next day for practice or performance.

- Make sure to assign someone to do offering prayer and assign someone to do translation if translation is needed.

- Make sure to inform the clue prior to offering to the local ushers.

- Remind the lighting operator to dim the light before the entrance of worship leader and speaker

- Know the detailed list of the program during the concert/crusade (work with program manager)

- Work closely with Stage Manager

POSITION : STAGE MANAGER

- Be alert regarding what's happening on the stage. If necessary, you will need to run to multimedia table and communicate what is currently needed on the stage, and quickly go back to watch the stage.

- Request podium - Make sure to move the podium to the center of the stage while the main speaker is being introduce thru multimedia

- Make sure to provide a bottle of water for the worship leader, singers, and crusade preacher.

- Notify and have the next performer to be ready on the back of the stage while he or she is being introduced.

- You will need to assign 1 or 2 persons to count each crusade statistics (how many come, how many responded by lifting their hands, how many are sick, how many are healed). You can ask any of the journalists to do so that way they can also put the information in their writing/journals.

- Make sure not to allow anyone that you don't know other than Team members to be on the stage during the crusade. If necessary, you will need to assign 1-2 people to watch the stage (usually from the left and/or right entrance, depending on how big/wide the stage is).

TECHNOLOGY MINISTRY – Multimedia, Lighting, and Video Documentation.

WARNINGS: REMEMBER TO ALWAYS DOUBLE CHECK WITH THE ELECRICIAN ABOUT THE ELECTRICITY VOLTAGE INFORMATION BEFORE YOU PLUG IN ANY EQUIPMENT!!!

POSITION : MULTIMEDIA OPERATOR *(Lyrics, Background, etc.)*

- Inventory all the multimedia equipments and cables needed (need to know which cable/equipment in which bag/box)

- Once arrive at a new city/place for crusade, always check on the screen (total of 4 screens need to be hanged on tightly and rightly) before preparation/practice for the crusade.
- Prepare all multimedia equipment (projectors, computers, camcorder, switcher, cables, screen, etc)

- Set up the multimedia before the event starts. Make sure everybody can see the presentation.

- Make sure nobody change the position of the projector or touch the computer after you set them up. Put a sign if necessary.

- Create the schedule for the crew (rotate and decide who will be in charge of doing multimedia during that day).

- Please refer to the manual that will be given on the training day for more detailed job description/information.

- During and after concert or altar-call, make sure you have 1-2 people need to watch over the LCD on the sides.

- You are responsible to make sure all multimedia operators can focus their attention on the crusade programs as well as to make sure all multimedia equipment are working during the crusade; so you might need to be really strict of letting people come in and out of your multimedia booth/table (e.g. not allowing them to charge their phone while crusade is going on, or not allowing any water/drinking cups on the multimedia table to prevent spilling, etc.)

POSITION : LIGHTING OPERATOR

- Responsible for set up and tear down (including packing) of all the lights
- Arrange stage light
- Knows the program of the night
- Be alert and dim the lights before introduction of praise and worship team
- Be alert and dim the lights before introduction of the speakers
- Make sure the speaker has bright enough lighting since we are video tapping the sermon
- Ask the hosts about the lights for crusade field so it will not be too dark.
- Use the circuit locator to make sure which socket for music, sound and lighting so that the electricity will not drop.
- Set up lighting and test it before actual crusade.

POSITION : SOUND OPERATOR

- Arrange and make sure to have all sound equipment set up (speakers, subs, mixer, cables, etc.)
- Make sure to test all sound equipment before the crusade
- Work with Praise and Worship Team to schedule for sound check and rehearsal
- Knows the program of the night
- Be alert of what you need to do with the sound before introduction of praise and worship team
- Be alert of what you need to do with the sound before introduction of the crusade preacher
- Make sure the crusade speaker's microphone is always on (working)
- Use the circuit locator to make sure which socket for music, sound and lighting so that the electricity will not drop.

POSITION : HEAD OF DOCUMENTATION

- Within the documentation team, decide who will do video and take picture everyday
- Make sure to have all of our programs covered. For instance, if the team has to minister to different places, we need to document the activities in each place. We don't need to have so many 1000 pictures; but we do need to have complete pictures.
- Make sure each of the team member assigned have the equipment ready to use
- Responsible to collect all the video and photos files, label it properly and organize in a folder so it's easy to look for when we need to make report after summer mission

- Perform quick evaluation on how each of your member takes pictures or records video. Make sure to let them know what and how they need to improve so we don't end up having bad quality pictures/videos at the end of the trip.
- since the same equipment will need to be used by Tech Team during the crusade, you need to always check with your team member to check their equipment before taking it to the activity venue.

POSITION : VIDEO DOCUMENTATION

- Responsible to master and be really good at videotaping (if you're not good at it, you will need to make sure you're trained well before the Team departs).
- Responsible to know team detail schedule so you can record all important footages (both during ministry time and evening crusade).
- Responsible to video tape all programs/activities
- Responsible to transfer over the files from the tapes to an external HD
- All tapes (mini dv) and/or video files need to be labeled as detail as possible.
- Responsible to capture good scenes to be placed on the screen during the crusades. You will need to coordinate with the multimedia crew (person who operates the video switcher) regarding the scene/spot that needs to be shown on the screen.
- Video Taping/Camcorder crew: need to shoot scene about the experience of every member
- (training day, on the field, testimony, etc.) as well as every program/ministry during the trip.
- Responsible for all video/camcorder equipment and inventory.
- Sometimes you will need to prepare a few healing footages to be shown on the screen for testimony before the crusade starts.

POSITION : PHOTOGRAPHER

- Responsible for all activities related with documentation
- Responsible to know team detail schedule
- Document (photo, etc) every event/service
- Keep & File all documentation present
- Please take as many good pictures as possible:
  * faces of the people (during crusade, altarcal, or when the Team is ministering to them)
  * Team picture (before and after event, everyday!)
  * Transportation used by the team (ferry, bus, car, etc.),
  * Airport (with the sign/name in each place/city)
  * Places where the team stays (overnight) e.g. hotel, or with the host if the team stays at local people's houses.
- Required to be alert all times to take picture/video – ALWAYS be the person who should get off the bus to take picture of any event.
- Some pictures need to be taken during loading and unloading (to show how heavy, big, and many equipment the team is bringing/carrying).
- Use the wide angle screen when needed
- Back up the files every night to summer mission laptop

- Folder needs to be arranged/labeled per day, dated, and per activities (in order)
- Sometimes you will need to prepare a few healing pictures to be shown on the screen for testimony before the crusade starts. You will need to put the pictures together in a power point format and label/write the testimony (caption).
- Work closely with journalist to make sure you have the pictures of every story they write in the journal.

POSITION : JOURNALIST

- Record all of the following:
- Departure and arrival time at destination
- Place of departure and arrival
- Lodging information (who lives with which person) and the contact person (address, telephone number)
- Person who welcomes the team
- Important people who can be reached
- Venues of crusades, number of visitors (people who come), the atmosphere of the event
- (place, music, audience, light), sequence of events/programs, worship leader, speaker, singers
- Number of people who have just received Jesus Christ as their personal savior, number of people who re-commit, number of healings, number of those who are ready to be sent, etc
- Important incidence (people who are sick/attacked, testimonies, etc.)
- General picture of the city (big/small, general income/capital, dominant religion, etc)
- Detailed report of everything that happens in a day (the activities, etc), that is to be sent to IFGF
- Los Angeles via e-mail (save the file in laptop first). You can borrow one of multimedia laptops to type your journal if necessary.
- Work closely with the Documenter (Photographer and Video Documentation person) to make sure all the pictures and footages are documented/recorded.
- If necessary, you will interview the local government or local PIC regarding the remarkable history of the place where the Team visits.
- If necessary, you will also interview some people who have experienced miracle during Team's ministry or crusade.

POSITION : HEAD OF SCREENERS

- Decide which side of the stage your team will be standing/interviewing
- Gather your screeners when it's about time for the Preacher to call for healing prayer/altarcal.
- Responsible to be the last filter of the ones that will give testimony on the stage.
- Quickly inform the crusade preacher the person's name, what happens to him/her before the altarcal/healing prayer, and that he/she is completely healed. DO NOT BE AFRAID TO TURN A PERSON AWAY IF YOU KNOWS THAT HE/SHE'S NOT COMPLETELY HEALED.
- Need to assign 1 person standing near the preacher/at the edge of the stage/right before the stair, to relay the information and testimony to the Preacher (including the person's name, age, how long he/she's been sick, and what he/she experiences that moment) OR you can be that person.

- Assign 1 person to really filter only those who are completely healed can testify on the stage.

Beware of people who only wants to be known by the many people/the crowd, or only want to get on the stage to ask the preacher to pray for him/her

POSITION : SCREENER

- Responsible for all activities related during altar call
  - Interview those lift their hand saying they're healed.
  - You can ask the person to prove it if she/he is completely healed.
  - Testimony is reserved only for those who experienced complete healing
  - Please kindly turn away those who experience partial healing and please offer to pray for them too after the crusade is done. DO NOT TRY TO PRAY FOR THEM WHILE THE CRUSADE LEADER/PREACHER IS PRAYING FOR THE SICK PEOPLE FROM THE STAGE. DURING THE TESTIMONY SESSION, YOUR JOB IS MERELY TO INTERVIEW AND SCREEN THEIR TESTIMONY.
  - Beware of people who only wants to be known by the many people/the crowd, or only want to get on the stage to ask the preacher to pray for him/her.

POSITION : REFRESHMENTS

- Responsible for arranging and making sure all SM Team members get their meals.

- Responsible to know (ask if you're not sure) who among the team members is allergy to any kind of food e.g. seafood, peanut, etc. And then you need to communicate that to the refreshment PIC of each place SM Team will be going.

- Prepare all sufficient refreshment items (food, drinks, snacks, napkins, etc) for all team members throughout the trip; need to cross check with the treasurer regarding the budget for all meals arrangement. Also, need to check with the local committee if there are arrangements made by the local people for the summer mission Team.

- Keep offering team members drink to keep them from dehydrated

- Prepare drinks and snacks for speakers, worship leaders and singers when they are on duty
- Prepare food and drinks at night or in the evening when the host does not serve them in order to prevent the team from hunger (if needed)
- Know menu of the day and when it will be served; contact the PIC of refreshments in city to make sure what time they need to prepare the breakfast, lunch, refreshment (if needed), and dinner (must follow the schedule given).

- Coordinate with the Team Manager regarding the activities of the day since you have to make sure what time the food needs to be ready.

- Please confirm 30-60 min before to make sure the food/meal is ready before the team arrives

- If the team will minister to different places (separated in several groups), you will be responsible to make sure how they get each group gets their breakfast, lunch, or dinner. If needed, you will handle the meal (breakfast, lunch, and dinner box) and drinks to every leader of the group.

- Many times, several team members may need to stay on the field to continue setting up the equipments or rehearsing for the concert. You will need to make sure to arrange their food to be brought to the field.

POSITION : FIRST AID

- Responsible for all first aid activities and needs
- Prepare and bring all medication needed for the whole trip
- Help those team members who are sick or involved in accidents
- Perform all tasks related with the health of the team members
- Giving vitamins to the team members daily.

POSITION : PRAYER CAPTAIN

- Responsible for all intercessory prayer activities before, during, and after the summer mission trip.
- Encourage team members to be praying for the trip
- Gather the people/team members that are not on duty to do prayer walk before the crusade.
- Be sensitive to what God is leading to. IF you want, you can communicate with the local intercessor/prayer coordinator regarding prayer request from team. Sometimes you can ask local intercessors to join you in prayer meeting or prayer walk.
- Assign and create schedule for team morning devotions (e.g. who will share the Word, who will lead short worship, etc.)
- Recruit some people (who do not have too many roles during evening crusade) to be alert and keep praying all the time especially during sermon delivery.