



# Introduction to Partner Visits for Churches

Global  
Mission  
Partners



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# Welcome!

This booklet is an initial resource for churches considering sending teams on a Partner Visit and for the teams themselves to use to prepare before they go.

Visiting overseas partners is a great way to:

- experience cross-cultural ministry
- encourage and develop relationships with our partners overseas
- learn more about God at work
- learn more about ourselves
- grow in our faith

Partner Visits are just one way of engaging in mission. Opportunities for mission abound close to home as well as far from it. Our hope is that these visits help you and your church sense the promptings of God's Spirit in your lives in lots of new ways! We encourage you to be open to whatever God might do.

Good Partner Visit experiences start a long time before you leave home and continue after you return home. They involve prayerful consideration, forward planning, team-building, cross-cultural preparation, and follow-through. This is an exciting journey, but one that needs thoughtful and wise decision-making. Be prepared to take significant time to learn and develop into a great team.

We trust that this resource will assist in the important preparations for your Partner Visit, in processing cross-cultural experiences whilst there and in further reflections on your return. Please give feedback.

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# Why Consider Partner Visits?

## a) Why mission?

You may plan to study, to complete a particular project (building, training etc.), to see certain ministries or you may just go to meet people and share life with them. You could also join a GMP Partner Discovery Visit which introduces you to GMP partners and their ministries in country.

Followers of Jesus get involved in mission because they know God has a heart for all the peoples of the world. In Acts 1:8 Jesus said to his disciples, "But you will receive power when the Holy Spirit comes on you, and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth."<sup>i</sup> Following God means being concerned for the whole world, both on our doorstep and far away.

We do not take up God's mission to the world for fun or excitement or blessing or as an opportunity to travel, though we will probably experience all of these, along with a few frustrations as well. We go because we want to see God's good news of reconciliation extended to every person. That means we are more interested in being servants than we are in big-noting ourselves.

No matter what the size and budget of your church, you can play an active role in mission. Partner Visits are a great way of doing this.

## b) Why Partner Visits?

There are many types of Partner Visits.

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The overall purpose of Partner Visits is:

***to help people and churches understand, enjoy and take seriously their calling as part of God's worldwide Church***

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This means helping the team appreciate the wonders *and* the needs in the contexts of others who are also struggling to live as God's people. This implies both giving *and* receiving. Good Partner Visits will be spiritually enlightening experiences – sometimes uniquely transformative for the individuals *and* the churches involved.<sup>ii</sup>

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## Senders, goers and receivers are all participants

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**In exploring cross-cultural mission** (irrespective of whether it is short or long term) **we must begin with an honest assessment of whose need is being met in the decision to embark on mission.** It is true that we engage in mission to be part of the growth of the life of God's Kingdom in Jesus Christ. However, as much as we believe and articulate such statements, it may not be our deep emotional driver for entering into mission. We just could be meeting our own needs.

It may be a struggle to give ourselves permission to have an expensive holiday, so our conscience is clearer if it includes mission as a part. It could be that our search for meaning or purpose in life has led us to believe that what we need is an experience of serving God in another culture. It may be that people will value us more if we do it!

In some partner visits the focus has been only on the benefits for the goers in terms of exposure to another culture and faith development. However, **a positive focus on the receiver is also needed** so that the receiving partners (whether long-term workers or nationals) are served and encouraged rather than exhausted and drained.

**Senders also need to be included** in the discipleship process to increase their commitment to local and global evangelism and assist them in their own Christian walk.<sup>iii</sup>

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## Mission is conducted with the other as the focus

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What is vitally important is to sort out whether what is planned under the umbrella of partner visits will actually benefit the community we plan to travel to. As guests in another culture we need to be sure that what we bring will build up the community, add value and relationship and is based on a mutual understanding of what is helpful. Visiting partners is an investment in others and if it is to make a lasting difference in the setting, then it must be undertaken with the needs of the other uppermost in mind and planning. Positive commitments to partner visits are made by people whose skills, spirit and gracious presence **enable those in the particular setting of mission to achieve what otherwise would have been very difficult to do.**

Reflecting like this means we come to a decision to go or not to go. If the planned mission experience is about meeting only our needs it may be better to stay at home and send to the mission setting the cost of the travel.

If we decide to go we must go with a spirit of humility. We will bring whatever contribution we have to make. We also need to be realistic about what we can achieve in a partner visit. Much of our time will be spent in understanding the way that the local community works and ensuring that our contribution is made in a way that is appropriate to the local culture and enhances the ministry of the people who will carry on long after we have gone.

### c) Why a GMP Partner Visit?

Global Mission Partners (GMP) can offer a variety of opportunities for our partners in Australia to become involved with our partners overseas. As members of Churches of Christ in Australia get to know their Churches of Christ partners across the nations the partnership changes from just words to something that is alive, fruitful and growing.

GMP has established relationships with Churches of Christ across the world. This means we are able to ensure practical things like the logistics of your trip fall into place relatively easily. More importantly it ensures that there is a two way conversation about the shape and impact of your trip. We help to ensure that what a team wants to do will fit with the goals and programs of our overseas partners, so final approval for the project and mission setting lies with GMP. We want partner visits to be a win-win for everyone – not just a fun trip for the people going.

### d) Who are Global Mission Partners and what do we do?

Global Mission Partners is part of Churches of Christ in Australia, connecting churches with each other and overseas partners in mission.

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Our Mission:

***Linking people, churches and resources across nations***

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### ***GMP Values:***

1. **Gospel Centred:** Expressing a Gospel of grace and showing a passion for Jesus and his Kingdom.
2. **Committed to Sharing:** Sharing Jesus' love and grace.
3. **Respecting People:** Upholding the dignity of all people & respecting difference and diversity
4. **Meeting Human Need:** Seeking to meet human need, spiritual and physical, because people matter
5. **Working for Lasting Change:** Addressing root-causes and advocating for our partners
6. **In Partnership:** Working in partnership in Australia and overseas to empower and strengthen those with whom we work
7. **Seeking Interdependence and Maturity:** Resisting paternalism and committed to interdependence, seeking to build church communities to maturity
8. **Demonstrating High Standards of Practice:** Displaying high standards of practice and transparency in decisions, and cooperation with other churches, agencies and regulatory bodies

### ***Mission Principles:***

1. **Empowerment:** We seek to empower partners by respecting their cultural presentation of the Gospel and to work with them in enterprises that strengthen local leadership, and that encourage growth, maturity and independence of local churches.
2. **Partnership:** We partner with overseas churches and Christian organisations in response to the invitation of such bodies and welcome local church mission teams and individuals who desire to serve overseas.
3. **Respect:** We respect overseas partners and seek not to impose standards or ways of operating that are not appropriate within the partner's world view and economic capability. Through our partnership and sharing in mission we learn, grow and seek to be transformed.
4. **Responsibility:** We do not take on the responsibilities that rightfully belong with the local churches and structures of an overseas partner.
5. **Transparency:** We require mutual accountability that will ensure that assistance given is used for the purposes to which we and our partners agreed.
6. **Context:** We take seriously the local context of mission and generally do not provide financial support for aspects of local church life that are the

responsibility and privilege of the local church. The church in the local setting is best equipped to monitor the effectiveness and integrity of its life.

7. **Justice:** We respect the rights of those with whom we are in mission. We seek to minister with a transparent Christian ethic. We seek to listen to the concerns of our partners and are open to advocate on their behalf about issues of concern to them. We pay attention to the environmental, social, cultural, economic and political issues that our partners face.

Our partnerships extend to a variety of countries including Fiji, Vanuatu, Papua New Guinea, Indonesia, Vietnam, Thailand, Bangladesh, India, Zimbabwe and South Sudan as well as Indigenous communities in Australia.





# Where do we Start?

Discernment that God is calling your church to be involved is the first step. The Expression of Interest Form (see pg. 31) will help with asking some of the right questions in starting off:

- Who are possible leaders of our partner visit? (The effectiveness of a partner visit experience is enhanced by caring and clear leadership. The appointed leaders need to have good qualifications in character and leadership skills; preferably with cross-cultural experience. The appointed Team Leader will need to complete an application form, see page 33. )
- Where does the church have an interest; i.e. where would we like to go? (GMP will liaise with the receiving partner and negotiate a suitable visit.)
- What kind of a team would we like? (e.g. work party, cultural exchange, ministry team...)
- What kind of skills does the team have?
- Do we want to join with other churches or can we go it alone?
- What are the outcomes we would like from this trip (for your team members, for those you are visiting, for your church)?

When you have thought through these questions, fill out the Expression of Interest Form and send it to the Partnership Coordinator in your state. They will be a good resource person as you prepare.

## And then?

After the application is received, **the GMP office will:**

- Send a proposal to the relevant partner country for their confirmation as to the timing, size and need of the team visit (if the application is assessed as being worth taking forward).
- Confirm the relevance of this visit and the capacity of the partner to benefit from the team visit.
- Contact the team leader to confirm that the visit can proceed once confirmation from the partner country is received. In the end it is up to the partner to approve the trip. We will not override the partner country, nor should you attempt to do so.

Your state Partnership Coordinator (or another GMP approved person) will be involved in helping you throughout the process. Where possible it is good to meet together to explore:

- The possibilities and styles of Partner Visit Teams that GMP can facilitate.
- The expectations of the church / individual showing interest.
- A clarification of the nature of the proposed visit.
- The aims and objectives of the visit.
- Application process (including application forms - pg. 40)
- The orientation programme and information needed.
- Child Protection training and screening.
- The debriefing programme.

If your Partner Visit is part of an ongoing partnership, consider a scoping visit by key leaders for your first visit. This is an opportunity to meet the key local leaders, talk about further visits and sort out logistics.



# GMP Requirements for the Team

GMP has a number of requirements and policies which all teams need to comply with.

1. The team leader and members of the team must have the endorsement and approval of their local church leaders.
2. The State Partnership Coordinator must confirm the appointment of the team leader and the application process for team leaders and members.
3. There must be full consultation with the overseas partner through GMP. The team will be expected to follow requests on matters such as timing of visit, cultural considerations, activities, food, travel and accommodation arrangements.
4. Each team must meet before departure for training, preparation and team building, and afterwards for debriefing. The team leader and the Partnership Coordinator are responsible for ensuring the programme is adequate, suitable and relevant.
5. The team will be responsible for paying all expenses incurred during the visit and its preparation. It is important that all debts within the country visited are paid before leaving the country, or arrangements are made for the payment of all debts.
6. GMP welcomes any financial contributions you may like to make to recognise the ministry of GMP personnel in supporting your team.



# GMP Requirements for each Team Member

Team members must:

1. Complete an application form which includes signing to the Code of Conduct and Child Protection Guidelines, and include all relevant documents as indicated in the Partner Visit form (pg. 46).  
NOTE: Passport expiry dates must be at least 6 months after the planned return travel date.
2. Have travel insurance appropriate for their travel (such as covering evacuation by helicopter if travelling to a remote area).
3. Have a current Working With Children Check, Blue Card or National Police Certificate (valid for 3 years), must adhere to the Child Protection Guidelines and be recommended following Child-Safe Screening.
4. Be willing to attend all team meetings as required by the team leader, both before, during and after the trip. If it is impossible for you to attend an agreed percentage of these, the leader has the right to terminate a participant's involvement in the team.





# The Leader

We recognize that one of the most important elements for a good Partner Visit experience is the leadership of the team. A person experienced, affirmed by the local church and trusted by the team itself needs to be identified as the team leader.

## a) What GMP requires of leaders:

- Fill in the Partner Visit Expression of Interest form nominating two appropriate referees.
- Complete the Team Leader Application form (see page 33).
- The Partnership Coordinator will interview the leader, talk to referees, complete a Child Safe Screening (see page 47) and provide feedback to the GMP office.
- Ideally a leader would undertake one weekend of short term team training; e.g. (MIST – Missions Interlink Short Term Training) or STINT (Short Term Inter-cultural Nationwide Training). The number of courses and resources available is an indication of the importance of this role for any team.

## b) Responsibilities and Opportunities of a Leader

This is a brief overview. (Some of these points will be unpacked later in the manual.)

1. To ensure that the team has a clear sense of **owned purpose**, and appreciation as to what is being undertaken by the team in their going. This sense of purpose needs to be explored and reflected upon prior to departure. Goals will be agreed on and the itinerary checked to ensure that the purpose is fulfilled. There may be times when the team is tempted by the tourism opportunities and needs to be called back to its purpose – at those times the leader will need courage!
2. To screen prospective team members for suitability and then help them become a **true team** who understands what it takes on their part to make this happen.
3. To assist the team in **evaluating** the effectiveness of the experience when the Partner Visit is over – were the goals realistic and achieved?
4. To ensure that the **team rhythm** is maintained during the Partner Visit: beginning and /or ending the day with scripture and prayer, reflecting at

the end of the day on the experiences shared and ensuring that specific happenings are debriefed, etc.

5. To offer clear **guidance to solve any problems** arising during the Partner Visit. While tasks may be assigned to others, the leader accepts the responsibility for making sure things are done.  
GMP has a Complaint Policy which can be found online at <http://www.gmp.org.au/contact-us>. Please talk to us if you have any complaints.
6. To honestly and sensitively **work and relate with people**. In unfamiliar settings, where cultures clash, people on teams may struggle. Personality conflicts may occur. Some may struggle with disappointment and a sense that the experience is not meeting their expectations. Team leaders are people who can read and respond to the pastoral realities that emerge in teams, and have courage in resolving conflicts that may occur.
7. To check that all necessary **administrative tasks** are complete. In most settings where teams travel, one certainty is that something will go wrong. Bags will be lost, flights change, transport arrangements do not work out, and accommodation is not what was expected. It takes a trusted leader with clear thinking and focus to motivate and lead the team well.
8. To **influence** the lives of the team, the hosts and the people they will be ministering to. The role is much greater than merely organising details and making sure everyone is where they are supposed to be on time. Leaders have the privilege and opportunity to model a Spirit-filled life and shape the character of their team.<sup>vi</sup>
9. To put in **the sacrifice, hard work, effort, and commitment** of time and prayer that is required. The privilege of leading God's people in mission should not to be taken lightly.

Because of the complexity of people, and the possibility that the team leader may struggle also, a second person designated as a deputy to the team leader is essential. Equally important is to have a male and a female in the leadership team if the team is of mixed gender.

# Planning Your Partner Visit

So, you are the leader, you have a mission setting and project, your team is approved to go.... Now what?

## a) Pray

First, pray, pray, pray.... Cover every aspect of the Partner Visit venture in prayer. Pray for protection and effectiveness.

## b) Gather your team together

Have an application process so that you can exclude anyone who is not suitable; while treating everyone equally. Make sure those accepted have filled out all necessary forms for GMP. If you do not think someone is suitable to take part in this Partner Visit, you will have to tell them. At the same time suggest some other activity whereby they can serve God. Offer suggestions for how they can prepare so they are ready next time.

Warnings which may signal unsuitability are things like medical problems, emotional difficulties, wrong motives, spiritual immaturity or abrasive personalities.

## c) Plan Meetings

Agree on how many meetings are compulsory to attend. (At least two before and one afterwards is recommended.) Decide with the team when you will meet together. Choose who will fill specific roles e.g. co-leader, treasurer, prayer coordinator, first aid officer etc.

## d) Training

Decide what issues and topics need to be addressed as a team (See *Pre-Partner Visit Training* pg. 21).

## e) Lists

Prepare a list of the practicalities which must be taken care of before going. Some examples include: travel bookings, passports, visas, travel insurance, itineraries and medical necessities such as vaccinations and malaria tablets. Talk about what equipment and supplies will be needed (if a work party: tools, jobs, materials, etc.; a filtered water bottle; something sweet; small gifts for hosts who have helped you). Remind the team of luggage weight limits. Do you need to

buy food or other supplies somewhere before reaching your final destination?  
If so, where?

## f) Finances

Work out how finances will be arranged and what kind of fund raising will be done. Make sure you build in an accountability factor for finances.

## g) Supporters

Encourage each team member to find prayer supporters and/or financial supporters.

## h) Debriefing

Plan a debriefing at the end of the project. See more about this on pg. 63 (*After the Partner Visit Experience*).

## i) Reporting

Plan how you will report to the church, and plan for any meetings after the project.

## j) Risk Management Plan

Things can go wrong on a short-term mission trip—from stolen passports to illness and accidents—but you can help your travellers return home safely by following these simple planning tips. Determine which are necessary for your trip.





### **Do Your Research:**

**Consider security risks.** Investigate whether political unrest, crime, terrorism or other conditions could affect your safety or security.

**Locate Assistance Providers.** Determine the location of the nearest Australian Embassy or Consulate. Find out what services or advice officials there can provide. Register prior to travel with Smart Traveller - <https://orao.dfat.gov.au>

**Find Out Health Precautions Needed.** Learn health precautions related to your project destination and determine which vaccinations or other medications are required. Team members need to visit their doctor to discuss their needs.

**Map Hospital Route.** Find the nearest hospital or medical facility. Determine how you would transport an injured participant to the nearest treatment provider.

### **Prepare for the Worst-Case Scenario:**

**Expect Medical Emergencies.** If possible, recruit someone with medical training to serve as a team member. Illness and injury are serious threats during mission trips, since quality medical care is not always available.

**Create a Communication Plan.** Designate one contact person at home to relay information from the partner setting to families, the congregation, and reporters. If there was an emergency, you would want accurate information, not hearsay, to be communicated.

**Obtain Insurance.** Make sure your policy covers the cost of hospitalisation, medical care in case of illness or accident, emergency air evacuation for medical reasons, and repatriation of the body in case of death.

**Ensure** all participants are aware of how to minimise risks; for example to only drink bottled water, carry copies of travel documents separate from the originals, etc.<sup>vii</sup>

## **k) Expectations**

Make sure, as far as possible, that all participants:

- have realistic expectations. They know they are not going on a holiday - they are involved in ministry.
- know what their roles will be, but prepare them for the fact that things can change.

## l) Clothing

Check that all participants understand what is considered to be appropriate clothing in their host culture, and that they are prepared to abide by those expectations.

## m) Involve others from the church

Consider who in your church can supply know-how or resources to help with the team's preparation. Think about how you will get the church involved.

## n) Plan for emotional stress

During the Partner Visit experience, participants may find themselves affected and changed. There will be events and experiences outside the participants' control which affect them, such as exposure to poverty and injustice, culture shock and stress, difficult relationships, different weather conditions, unexpected schedule changes or perhaps even some crisis situation. Also remember that participants include senders and receivers as well as goers.

- How will participants be given the opportunity to process and debrief their experiences during the Partner Visit?
- How will participants be monitored regarding how they are being affected during the Visit?
- What will you do if a participant is so severely affected that they are no longer able to fulfil their role?

## o) Physically Ready

Check that the team is physically fit, or help them prepare, especially if the trip will involve strenuous walking or other physical activities.



# How Can we get the Whole Church More Involved?

## Some suggestions:

1. The leader and each participant could find a suitable mentor within the church, and meet regularly with them. The mentor should concentrate particularly on helping the participant to grow in their spiritual life. They could also attend the participants' training so they understand what the participant needs to think about/process.
2. It is good for each participant to organise some prayer supporters within the church and keep them informed of what is happening.
3. A partner setting presentation by the team or other knowledgeable person could be prepared and presented to the congregation at a service. If time is limited, even a five minute PowerPoint running before/after the service would be good.
4. The congregation could be invited to help support those who are going.
5. Regular prayer points for the team could appear in the church newsletter.
6. A team newsletter could be prepared and given out to the congregation.
7. If specific equipment is needed the church could be invited to help gather these resources.
8. Participants could (should) keep a diary and then prepare a report on what happened to them while on project.
9. The church could be invited to participate in a fundraising or supply-finding project involving the place where the team is going, if that is possible or suitable. Any project should be approved by GMP. It is easy to see needs in almost every country we might visit, but it is important that our giving is appropriate and not likely to take away from what locals are doing for themselves. Hence, the need to check with GMP that the project is appropriate. The first place to look for ideas might be on the GMP website, [www.gmp.org.au](http://www.gmp.org.au).
10. A whole church prayer meeting could be called at least once before the team goes and at least once while they are on field to pray for the team/their needs/their safety/their growth, etc.
11. The church could (should) commission the team during a service before they go.

12. A fun night with a theme and food based around the mission setting (possibly also a fund-raiser) could be held.
13. Church groups such as the Sunday School etc. could follow a theme in keeping with the project.
14. The church could get together for a celebration on the participants' return – but keep in mind that some may be struggling with culture shock. They will need sympathetic support.
15. Sermons before the team goes could be based on a global mission theme/ the mission of the church/the book of Acts/... The theme selected should help the whole church understand why the participants are going, and recognise their own part in the Partner Visit.
16. Consider what activities will keep the participants and others in the church focused on mission after the trip is over; e.g. a local project involving those from a different culture; mission within the local community; a project for the country and even the place the team went to (again, check with GMP to see that it is appropriate).
17. Get members to write notes of encouragement to each member of the team; place them together in a bag for each and have a church leader present them to the team at the commissioning service or send-off.





# Pre-Partner Visit Training

The ultimate goal of our training is simple: to foster spiritual growth and well-being in the lives of everyone connected with this Partner Visit: the team members, the senders (the congregation), and our hosts overseas.<sup>viii</sup>

International Teams, who have a wealth of experience in Partner Visits, suggest “The Big Three” rules that the team members *must* obey or be in peril of being sent home.<sup>ix</sup> The rules are:

1. No complaining – not blatant, masquerading as a joke, or non-verbal.
2. Do everything you are asked.
3. Leave every place cleaner than when you found it.

The following are helpful topics to consider in team meetings before you go.

## a) Spiritual preparation

Suggested themes: dependence on God; prayer and prayer partners; spending time with God; finding a spiritual mentor; journaling; spiritual gifts; etc.

Tailor to best fit with what your team needs.

## b) Working as a team

Two things critical to a well-functioning team are:-

Having **a strong, shared goal** and sense of purpose. To achieve this unity teams need to take time to explore and understand the reason for the team being formed. Teams gather and function around shared goals and shared commitments. This means that when a team is being formed time must be given to establish, understand and own the goals and purpose of the team itself.

Value what each person brings to the team. A team recognises that, whilst there needs to be a leader, everyone is important to the full, effective functioning of the group. This means that each person must understand how they contribute to the fulfilment of the team’s goals and sense of purpose.

Teams develop cultures. Healthy teams create **a culture of respect, Christ-like values and unity**. Creating a healthy team culture is vital for effective Partner Visits. The application form includes a team pledge which all GMP team members are required to sign (See pg. 40). Take time in training to make sure everyone understands why each point is important.

Consider the words of Ephesians 4:15-16: "Telling the truth in love, we should grow up in every way toward Him who is the Head – Christ, from whom the entire body is fitted together and united by every contributing ligament, with proportionate power for each single part to effect the development of the body for its upbuilding in love."<sup>x</sup>

Page 63 includes links to activities that help develop understanding of team dynamics. These include gaining an understanding of the types of personalities various members of the team have. This can help people to accept the coping mechanisms and behaviours of other team members when they are different from their own.

Time spent in looking at issues of **conflict resolution** will also be well spent in preparing for a healthy team. Role plays or case studies using situations likely to produce conflict can be a help. Think through what passages like Mt 5:23; Mt 5:38-42; Mt 18:15-17; Phil 2: 1-4 can tell us about resolving conflict. The team leader should be on the alert for situations where team members are not dealing well with a conflict. Nipping such situations in the bud is better than letting them escalate into something bigger. (See page 63 for resources on conflict resolution.)

### c) Expectations and hopes for the trip

Help each individual discover how their dreams for the trip mesh (or don't!) with the purposes of the team – and reality.

### d) Cross-cultural issues

Key areas to focus on:

- Become "other" centred.
- Ensure that the primary beneficiaries of the partner visit are those we travel to work with and serve.
- Place our own needs, preferences and agendas second. Make a commitment to go against our own cultural framework that says my needs come first. We often don't even recognize this in ourselves until confronted with cold showers (and not enough of them), running out of coffee, pit toilets, cleaning jobs, ... Sharing life in a mission setting can be quite a challenge.
- Recognise that when entering another culture we are guests. We need to respect, appreciate and value what we experience. Developing

good relationships is more important than the project itself. There are so many variations between cultures and being open to them means we learn to appreciate differences with regard to language, voice, time, age, gender, space, food, faith and interpersonal conflict.

- Realise that we are more dependent on them than they are on us. They know their own world and have skills and capacities in it that we do not have. They are equipped to know and interpret its signs and subtleties. We are not so equipped. They understand their culture's strengths and vulnerabilities and know the limitations of what can be done in a day and what cannot.
- Know that our advice, guidance or involvement as to how their culture can be improved is not needed and should not be given. Go prepared to primarily look, listen and learn.
- Abandon our need to control the culture we are in so we can learn.
- Understand culture shock (adjusting to the cultural differences in the mission setting compared to life at home).
- Understand reverse culture shock (adjusting back into home life after having experienced a very different way of living).
- Be ready to be challenged to rethink the unquestionable in our own culture.
- Have some coping mechanisms if the differences cause us to become over-stressed, e.g. sharing with a trusted team member.
- Go armed with the idea that difference is not necessarily wrong!
- When impacted by such differences, be prepared to discipline ourselves not to complain.

### e) Culture of the host country

Make sure that team members have an understanding of the culture of the country they are visiting. Use people in your church or community who have been there before or anyone available from the culture. Use websites.

Remember some self-styled "experts" about a country may only be that in their own eyes. Encourage team members to do their own research.

### f) Language

Even learning a few words of the local language can earn a lot of goodwill from your hosts. The web has many resources for learning different languages e.g. for

learning Bislama, the trade language of Vanuatu, check out the website <https://www.livelingua.com/project/peace-corps/Bislama/>.

### g) Roles

Prepare for the roles you will undertake as a team (e.g. talks, testimonies, songs)

### h) Practicalities

Make sure practical matters such as what to take (passports, insurance, immunisation) are covered and understood by all team members.





# During the Partner Visit Experience

## a) The Team

It is helpful for the team to establish a daily rhythm. This rhythm has a number of components.

For example:

- Working hours (for project teams) including time for a lunch break. In planning this, attention needs to be paid to the weather and in particular the combination of temperature and humidity.
- There needs to be a relaxed consensus in matters such as meal times, and the beginning and end of the day itself. However, recognise that flexibility may be needed to fit in with the host culture's less rigid sense of time.
- Deeper than this is the inclusion of time to prepare spiritually for the day ahead. Allow time for private and team devotions and prayer.

The end of each day can also have a rhythm. The discipline of a text and three or four simple questions can help. Questions such as:

- What was the highlight of the day?
- What surprised you today?
- What did not go so well?
- Is there anything we need to sort out from the day?
- How did God become present today?

Often small issues emerge. These are better sorted out before they develop into bigger difficulties and create team tensions.

Each day, in one of the reflections, some time will be needed to debrief about the culture the team is experiencing. This debrief becomes a continuing conversation as people share insights and questions.

Own and organise the arrangements for worship so that all team members experience worship.

Agree as a team about a day off each week. Be aware that if the team has lots of responsibilities on Sunday this will not be down time for them and they will

need other down time. Beware of working day and night and not giving God space to work. Don't be so tied to work that you can't take time to talk to people and get to know them.

## b) The Hosts

Meet often with your hosts and the leader of the church / school / community where you are visiting. Make sure that what the team is doing is what the hosts want done. If possible, find out any concerns or wishes that they have. Remember that in many cultures it's impolite to criticise directly, so finding out their concerns may be harder than you'd think!

## c) What are some Good Ways to Visit a Partner Overseas?

- Eat the food they offer you and enjoy it and tell them that you are enjoying it.
- Bring a small Australian gift.
- Make sure you pay your way, particularly if you are given accommodation, food or transport.
- Learn some of the language and use it even though you sound silly.
- Watch the way that they do things and try to fit in and do things their way.
- Don't suggest new ways of doing things until you understand why they do it the current way.



# After the Partner Visit Experience

## a) Debriefing

Debriefing is essential to allow participants to process their experiences both emotionally and in clarifying their learning and what they are hearing from God.

Some of this can happen in a group context e.g. by bringing the group back together say a month after the partner visit and giving participants opportunities in small groups to talk about the impact of the trip on them and where they are now. A second debrief six months down the track will encourage people to continue building on the work that God has done in them through the trip.

Someone to one debriefing is also useful. This will mean finding or asking each team member to find a non-judgmental person (if possible with some cross-cultural experience) who can listen to them and help them reflect.

The debriefer needs to be prepared for the fact that some participants may have been adversely affected by their experience. They should help the participant reach a resolution if there have been relationship problems or other resolvable issues. They need to be ready to pass the participant on to a counsellor for ongoing sessions if there are significant issues that need to be processed.

Resource material for debriefing is on pgs. 63 - 65.

## b) Feedback

It is important for GMP, the church and the team leader to learn from the things done well and the things not done well so that these lessons can be incorporated into future short-term missions. Much of this knowledge is held by participants so it is essential for them to be involved in the feedback process. Encourage each participant, and especially the team leader, to keep a daily diary of experiences, reactions, positive and negative comments and feelings, and let them know that they can use this in feedback and debriefing.

The team should be encouraged to meet together at some stage after coming home and discuss what they thought was good/what needed improvement, etc. These comments need to be recorded for future Partner Visits and shared with your state Partnership Coordinator.

A report on the trip needs to be forwarded to GMP, together with a key story (about 200 words) and photo from the trip. GMP may use these in its publications to encourage and inspire others.

### c) Follow-Through

The positive lessons of Partner Visits need to be incorporated into participants' lives. While a debrief describes what a participant has felt and experienced, follow-through is a process that facilitates participants towards positive change and action as a result of their experiences.

Here are some questions to think about as you prepare the follow-through experience for your team:

- How do you maintain contact with partner visit participants?
- What avenues will participants have to share their stories with the broader Christian community?
- How do you encourage participants to assimilate lessons learned into their daily lives?
- What opportunities are there for participants to continue with cross-cultural ministry and engagement?
- How do you work with participants for whom the partner visit experience has been negative and help them to process this?
- What resources are available to assist participants with continued growth and ministry involvement?<sup>xi</sup>

### d) Practical Ways of Involvement for the Future

There are many ways to encourage a person to be practically involved in mission after the Partner Visit<sup>xii</sup>, including:

#### Prayer

- Find out who the mission/national workers are that your church supports and commit to pray for them.
- Find a program that will help you pray for an unreached people group.
- Join or start a mission prayer group.



## Giving

- Financially support a mission worker or a mission project.
- Find ways to meet specific needs of mission workers on leave or on location.
- Volunteer your time at a mission organisation.
- Invite mission workers on leave to your home for a meal in order to get to know them and to find out how best to support them going forward.

## Find Mission Opportunities Locally

- Make friends with an international student attending a local college or high school.
- Visit an ethnic church in your community and ask about opportunities for service.
- Get involved with the social needs of your community. It's a great way to open a door for the Gospel.

## Mission Overseas

- Serve on another Partner Visit; perhaps take a different role.
- Serve as a full time mission worker.





# Child Protection & Photo Permission Requirements

The protection of children and high standards of care are critical. GMP takes seriously the fact that our partners do not exist so that we can visit them – their time, customs, relationships and dignity need to be respected.

Obtaining a National Police Check is now a *non-negotiable* aspect to GMP's partnerships with local Australian churches and our international partners. National Police Certificates can be obtained (usually) within two to three weeks after application, but can take longer, so we urge teams to get onto this promptly. Without such a certificate, GMP cannot approve a team member to visit our partners. These certificates are valid for three years from the date of issue. For National Police Checks, go to [www.nationalcrimecheck.com.au](http://www.nationalcrimecheck.com.au). Blue Card or Working With Children Checks include a National Police Check. Each team member will also be required to undertake a Child Safe Screening and nominate a referee who can vouch for their good character.

GMP has also implemented the widespread usage of permission forms to ensure that proper conversations occur between those who take photos (and have perceived power) and the subjects of their photos. While children may make excellent 'publicity shots' (a photo of a sad child in a developing context inevitably stirs deep emotions), GMP believes that our policies and procedures help respect the integrity of the child (and adult) and the complex context they inhabit.

Before taking a photo, request permission to do so. If permission is granted, ask those included in the photo (or the appropriate authority figure if it includes minors) to complete the permission form (see pgs. 61 – 62). Someone proficient in both English and the local language needs to explain in the local language how these images will be used. Respect the person's right to decline to have their photo taken.

For more information on these polices, please contact the GMP Office [info@gmp.org.au](mailto:info@gmp.org.au) or 1800 467 222.



# Partner Visit Expression of Interest Form for Teams

Name of Church: \_\_\_\_\_

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

\_\_\_\_\_ P/C \_\_\_\_\_

Fax: \_\_\_\_\_

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

Contact person for team: \_\_\_\_\_

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

Phone - home: \_\_\_\_\_ Business: \_\_\_\_\_

Mobile: \_\_\_\_\_

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

Anticipated team size: \_\_\_\_\_

Location/s of interest to serve overseas:

\_\_\_\_\_

Dates most suitable:

\_\_\_\_\_

Anticipated activities of team:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Skills of team members:

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Formal qualifications:

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Previous experience by team members in mission

In local community:

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Overseas:

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Cross-cultural mission experience / training:

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Other relevant information:

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Referees for Team Leader:

Name (1) \_\_\_\_\_ (2) \_\_\_\_\_

Phone (1) \_\_\_\_\_ (2) \_\_\_\_\_

Email (1) \_\_\_\_\_ (2) \_\_\_\_\_

**Please complete and return to**  
Global Mission Partners, PO Box 341 Torrensville Plaza SA 5031  
1800 467 222 or [info@gmp.org.au](mailto:info@gmp.org.au)



# Partner Visit Application for Team Leaders



*Note: The notes throughout this form give help and explanations.  
Please only write in the shaded boxes.*

## **Introduction**

This form sets out all of the requirements to keep you and the team you are preparing to lead safe, and both you and the GMP partner you are visiting well-informed about the visit. Please complete it thoroughly and thoughtfully.

The first part of the form asks for your details and asks you to make some commitments as leader of the partner visit. You will need to submit the following form to the GMP Partnership Coordinator in your state and be confirmed in your role as team leader.

Once your team leader application has been signed off on for Part One by GMP staff, Part Two asks for further information including:

1. A National Criminal History Check
2. A passport with six months currency from the time you will return to Australia
3. A clearance from your doctor in relation to your health and any vaccinations or medication that may be needed.

It is essential to start organising these straight away. A failure to provide these documents will mean that GMP is not able to recommend you to lead the team.

All prospective team members will need to provide similar documentation to GMP at least one month before your visit. Starting this process early will make life easier for everyone before your departure!

## **PART ONE**

### **Personal Details**

Full name					
Address					
Phone - Home		Work		Mobile	
Email					
Date of Birth					

### **General Information**

Why do you want to conduct this Partner Visit?
List any Disabilities or Health Issues (including allergies & medication)
List any other matters that GMP should be aware of

### **Code of Conduct**

<p>The purpose of this visit is to provide opportunities for you and the team to engage in a cross-cultural visit in a way that will assist the local church/mission of a GMP partner in their life and ministry, and enhance your personal spiritual development. You will also grow in your understanding and appreciation of their context of mission.</p> <p>To further this purpose, all team members must adhere to the following code of conduct.</p>
<p>As a team leader and visiting volunteer, I agree to:</p>
<ol style="list-style-type: none"><li>1. Facilitate team orientation and debriefing sessions, function within the guidelines of the partner visit, and be available to share my experiences with others of my church family.</li><li>2. Make every effort to listen and learn from the local leaders in the partner setting and assist whenever I can at their invitation.</li><li>3. Remember I am a guest invited by the GMP partner and the local churches we visit. I will respect their customs and values, refraining from criticising anything that is different from my own culture and values.</li><li>4. Remember that I have come to learn, not to teach. I may observe procedures that I think are inefficient or attitudes that I find closed-minded. I'll resist the temptation to inform our hosts about "how we do things in Australia". I'll be open to learning about other people's methods and ideas.</li><li>5. Respect our host's view of Christianity. I recognize that Christianity has many faces throughout the world and that the purpose of this visit is to witness and experience faith lived out in a new setting.</li><li>6. Develop and maintain a servant attitude toward all local people and teammates.</li><li>7. Respect the national leader(s) and his or her decisions.</li><li>8. Refrain from gossip. (It may be surprising how each person will blossom when freed from the concern that others may be passing judgment.)</li><li>9. Refrain from complaining. I know that travel can present numerous unexpected and undesired circumstances, but the rewards of conquering such circumstances are innumerable. Instead of whining and complaining, I'll be creative and supportive.</li><li>10. Respect the work that is going on in the country with the particular church, agency, or person(s) with whom we are working. I realise that I'm here for just a short while, but that</li></ol>

the partner and local church are here for the long term. I will respect their knowledge, insights and instructions.

11. Fulfil all logistical requirements. I will comply with all requirements regarding passports, national criminal history checks, finances, travel insurance, medications and so on.
12. Bring sufficient funds to pay for my share of the costs of the trip.
13. Refrain from negative political comments or hostile discussions concerning the host country's politics.
14. Remember not to be exclusive in my relationships. If my special friend or spouse is on the team, we will make every effort to interact with all members of the team, not just one another. If I am attracted to a teammate, I will not attempt to pursue an exclusive relationship until after we return home.
15. Refrain from any activity that could be construed as romantic interest toward a local person. I realise certain activities that seem innocuous in my own culture may seem inappropriate in others.
16. Not drink any alcoholic beverages or smoke cigarettes or use illegal substances respecting our partners' culture and beliefs. All prescription medications used and taken will be disclosed personally to the GMP contact person with this application form, and to the designated lead First-Aider on the team.
17. Not give private gifts (including money) to local people during or after the visit. (This does not include token gifts as expressions of appreciation such as Australian souvenirs.) Not enter into financial arrangements with people or churches without first discussing these with GMP.
18. Not give out my phone number, home or email address or social media contact or ask for those of the people I am visiting. Instead, I will direct people to the designated contact point.
19. Obtain permission for all photos taken of local people, describe how they will be used and portray them in a respectful manner.
20. Promptly report any accident or injury involved in a GMP-supported activity using the appropriate incident report form, and submit this to the GMP Executive Officer.
21. Understand that, should there be serious matters raised in relation to my conduct and/or attitude, it may be decided by my sending church and/or GMP and the local leaders that I not take further part in the activities, and in extreme circumstances, may be directed that I return home.

### ***Child Protection Guidelines***

I agree that in the course of my association with GMP I will:

#### ***General***

- Treat all children with respect, taking notice of their reactions to my tone of voice and

manner.

- Ensure I am never left alone with a child or young person of either gender, no matter what their age, and conduct conversations within sight of other team members.
- Maintain strict gender segregation of sleeping quarters when staying overnight. Rooms/areas will be supervised by a person of the same gender as the children or young people in them. Under no circumstances will I share accommodation with only one child or young person.
- Not wear provocative or revealing clothing.
- Use social media, computers, mobile phones and cameras appropriately, and never exploit or harass children or access child exploitation material.
- Comply with all relevant international, Australian and local legislation including labour laws in relation to child labour.
- Not employ children for domestic or other labour which is inappropriate for their developmental stage, or which interferes with their time for education and recreation, or which places them at significant risk of injury.

#### *Specific areas*

#### **Behaviour and Language**

- Be sensitive to those from different cultures and traditions.
- Not use language or behaviour that is inappropriate, harassing, abusive, demeaning or culturally inappropriate.
- Not engage in behaviour that gives the impression of favouritism or encourages 'special' close relationships with individual children or young people.
- Avoid sexual behaviour of any kind towards children, including suggestive language or behaviour.

#### **First Aid**

- Consider safety issues and minimise risks as a part of the preparation of any programme.
- Cooperate with the designated lead First-Aider and not administer First Aid in private; if possible, only treat patients of my own gender.
- If an injury requires private assistance, work with another First-Aider and document the treatment.
- Inform parents/guardians of any injury and medical assistance sought/given.

#### **Activities and games**

- Use only material (e.g., videos, pictures, songs, plays) consistent with the values of these guidelines.
- Avoid rough physical games with children.
- Ensure an environment of respect towards the privacy of others during the activities that require undressing, dressing or changing clothes.
- Set an example by protecting my own privacy in these situations.
- Not condone or take part in nude swimming or other nude activities. Not condone or



take part in exploitation of gender, physical or intellectual differences.
<b>Physical Contact</b>
<ul style="list-style-type: none"> <li>• Touch children only in appropriate and culturally sensitive ways. Relatively 'safe touch' areas are elbow, shoulder, hand or upper back.</li> <li>• Not initiate close physical contact with children or young people. When there are occasions where displays of affection are natural, not tickle them or shun children if they initiate and demonstrate their need for comfort, bearing in mind the age of the child and the circumstances. E.g. with 12-18 year-olds I will employ a 'side-hug' technique.</li> <li>• Not administer any form of corporal punishment, even in fun and use physical restraint only as appropriate to protect children or young people from harm. (E.g., reasonable restraint to stop a fight; to stop bullying; to avoid an accident.)</li> </ul>
<b>Travel in private vehicles</b>
<ul style="list-style-type: none"> <li>• Transport children or young people only if I have a full licence (not provisional) and permission from children's parent/guardian. Endeavour to have at least one additional passenger when transporting a child.</li> </ul>
<b>Media</b>
<ul style="list-style-type: none"> <li>• Obtain informed consent from children, and the parent or guardian, and indicate the intended use of the photograph/footage.</li> <li>• Endeavour to comply with local traditions regarding taking and reproducing personal images.</li> <li>• Ensure any photos or videos present children in a respectful way and not demean or sexualise the child.</li> <li>• In any publication (including Facebook) identify children by first name only and without additional identifying information.</li> </ul>
<b>Reporting</b>
<ul style="list-style-type: none"> <li>• Immediately inform GMP if I am charged with, arrested for or convicted of criminal offences, especially those relating to child exploitation or abuse.</li> <li>• Promptly report the following: <ul style="list-style-type: none"> <li>a. Any observation of behaviour that breaches the guidelines outlined above.</li> <li>b. Any disclosure or allegation from a child, community member, staff or other regarding the safety, abuse, discrimination or exploitation of a child.</li> <li>c. Any accident or injury to a child involved in a GMP-related activity.</li> <li>d. Any organisational or programmatic issues, plans or strategies that may lead to child protection concerns.</li> </ul> </li> <li>• Use GMP incident report form G14.2 for any accident or alleged incident of abuse, exploitation or breach of these guidelines. I will submit the completed form promptly to the GMP Executive Officer, and while overseas, to the partner leader.</li> </ul>

### **Undertakings**

I acknowledge that I am going at my own risk and in no way hold the Australian Churches of Christ Global Mission Partners Inc. or any other body or person responsible for any circumstance

in which I may find myself.
I hereby release the Australian Churches of Christ Global Mission Partners Inc, its Board, Staff and volunteers, from any and all liabilities and any other damages/losses that I may incur as a result of this trip.
I have disclosed all relevant health issues and I am able to fully participate in the partner visit experience.
All statements in this form are true and disclose all relevant information.
As team leader I will take responsibility for the planning, oversight and implementation of the team activities, and will work with the GMP State Partnership Coordinator to ensure that the team is adequately trained and briefed before and after the partner visit.

**Application**

By signing below I:			
a) Apply to join this partner visit team as team leader.			
b) Commit myself to the above Code of Conduct.			
c) Agree to work within the above child protection guidelines.			
d) Make the above undertakings.			
Signature		Date	

**Child Safe Screening**

All team members must pass a child safe screening. Indicate which of the following applies to you:				
A) Endorsed Churches of Christ Minister	Endorsement Number		Endorsement expiry date	
B) Child Safe registered	Registration Number		Registration expiry date	
C) Screening by GMP Contact Person	GMP Contact Person signature		Date	

**Acceptance of application**

Once you have completed the form to this point the GMP Contact Person will complete the child safe screening with you, if necessary, and make a decision on your application.				
Application accepted	GMP Contact Person Signature		Date	
With your application approved you can proceed to get all your details and your team together.				

## PART TWO

### ***Travel Details***

Your passport must have six months currency from the date that you will arrive back in Australia.			
Destination			
Dates of Travel			
Passport Number		Expiry date	
Travel insurance is vital. It is possible that your church may be covered under Churches of Christ Insurance. You will need to contact Liz Matheson <a href="mailto:lmatheson@cofcinsurance.org.au">lmatheson@cofcinsurance.org.au</a> / 03 9488 8800 to confirm if your team is covered for this Partner Visit and if not, arrange alternative travel insurance. Team members will need to have their own personal cover if they are planning other travel before or after the trip.			
Travel insurance company			
Policy number			
Travel insurance contact number for emergencies			
<b><i>Emergency contacts – please provide two</i></b>			
<b>First contact Name</b>			
Relationship			
Address			
Phone numbers (2 please)			
Email			
<b>Second contact Name</b>			
Relationship			
Address			
Phone numbers (2 please)			
Email			

### ***National Criminal History Check***

Reference Number		Date Issued	
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### ***Please attach a copy of the following***

	National Criminal History Check		Photo page of passport
	Flight Itinerary for the team		
	Doctor's Certification if you have a medical condition		
	Team Summary Sheet		

**Please complete and return to your team leader to forward on to the GMP Mission Mobiliser in your state at least one month prior to departure.**

Contact details: [www.gmp.org.au](http://www.gmp.org.au) or [info@gmp.org.au](mailto:info@gmp.org.au) or 1800 467 222



# Partner Visit Application For Team Members

*Note: The notes throughout this form give help and explanations.  
Please only write in the shaded boxes.*

## **Introduction**

This form sets out all of the requirements to keep you safe, and both you and the GMP partner you are visiting well-informed about the trip. Please complete it thoroughly and thoughtfully.

The first part of the form asks for your details and asks you to make some commitments as part of the partner visit. Once you have completed Part One, please take it to your team leader for their approval.

Once your team leader has signed off on Part One, Part Two asks for further information including:

4. A National Criminal History Check
5. A passport with six months currency from the time you will return to Australia
6. A clearance from your doctor in relation to your health and any vaccinations or medication that may be needed.

It is essential to start organising these straight away. A failure to provide these documents will mean that GMP is not able to recommend you as part of the team.

Your team leader needs to get your completed form to GMP at least one month before your visit so start early and make life easier for them before your departure!

## **PART ONE**

### **Personal Details**

Full name				
Address				
Phone - Home		Work		Mobile
Email				
Date of Birth				

### **General Information**

Why do you want to join this Partner Visit?
List any Disabilities or Health Issues (including allergies & medication)
List any other matters that the team leader should be aware of

### **Code of Conduct**

<p>The purpose of this visit is to provide opportunities for you to engage in a cross-cultural visit in a way that will assist the local church/mission of a GMP partner in their life and ministry, and enhance your personal spiritual development. You will also grow in your understanding and appreciation of their context of mission.</p> <p>To further this purpose, all team members must adhere to the following code of conduct.</p>
As a visiting volunteer, I agree to:
<ol style="list-style-type: none"><li>1. Attend the team orientation sessions, function within the guidelines of the partner visit, participate in the team debriefing, and be available to share my experiences with others.</li><li>2. Make every effort to listen and learn from the local leaders in the partner setting and assist whenever I can at their invitation.</li><li>3. Remember I am a guest invited by the GMP partner and the local churches we visit. I will respect their customs and values, refraining from criticising anything that is different from my own culture and values.</li><li>4. Remember that I have come to learn, not to teach. I may observe procedures that I think are inefficient or attitudes that I find closed-minded. I'll resist the temptation to inform our hosts about "how we do things in Australia". I'll be open to learning about other people's methods and ideas.</li><li>5. Respect our host's view of Christianity. I recognize that Christianity has many faces throughout the world and that the purpose of this visit is to witness and experience faith lived out in a new setting.</li><li>6. Develop and maintain a servant attitude toward all local people and teammates.</li><li>7. Respect my team leader and the national leader(s) and their decisions.</li><li>8. Refrain from gossip. (It may be surprising how each person will blossom when freed from the concern that others may be passing judgment.)</li><li>9. Refrain from complaining. I know that travel can present numerous unexpected and undesired circumstances, but the rewards of conquering such circumstances are innumerable. Instead of whining and complaining, I'll be creative and supportive.</li><li>10. Respect the work that is going on in the country with the particular church, agency, or person(s) with whom we are working. I realise that I'm here for just a short while, but that</li></ol>



the partner and local church are here for the long term. I will respect their knowledge, insights and instructions.

11. Fulfil all logistical requirements. I will comply with all requirements regarding passports, national criminal history checks, finances, travel insurance, medications and so on.
12. Bring sufficient funds to pay for my share of the costs of the trip.
13. Remember not to be exclusive in my relationships. If my special friend or spouse is on the team, we will make every effort to interact with all members of the team, not just one another. If I am attracted to a teammate, I will not attempt to pursue an exclusive relationship until after we return home.
14. Refrain from negative political comments or hostile discussions concerning the host country's politics.
15. Refrain from any activity that could be construed as romantic interest toward a local person. I realise certain activities that seem innocuous in my own culture may seem inappropriate in others.
16. Not drink any alcoholic beverages or smoke cigarettes or use illegal substances, respecting our partners' culture and beliefs. All prescription medications used and taken will be disclosed personally to the team leader during the team preparation time.
17. Not give private gifts (including money) to local people during or after the visit. (This does not include token gifts as expressions of appreciation such as Australian souvenirs.) Not enter into financial arrangements with people or churches without first discussing these with GMP.
18. Not give out my phone number, home or email address or social media contact or ask for those of the people I am visiting. Instead, I will direct people to the designated contact point.
19. Obtain permission for all photos taken of local people, describe how they will be used and portray them in a respectful manner.
20. Promptly report any accident or injury involved in a GMP-related activity using the appropriate incident report form, and submit this to the GMP Executive Officer.
21. Understand that, should there be serious matters raised in relation to my conduct and/or attitude, it may be decided by the team leader that I not take further part in the activities, and in extreme circumstance may be directed that I return home.

### ***Child Protection Guidelines***

I agree that in the course of my association with GMP I will:

#### ***General***

- Treat all children with respect, taking notice of their reactions to my tone of voice and manner.
- Ensure I am never left alone with a child or young person of either gender, no matter

what their age, and conduct conversations within sight of other team members.

- Maintain strict gender segregation of sleeping quarters when staying overnight. Rooms/areas will be supervised by a person of the same gender as the children or young people in them. Under no circumstances will I share accommodation with only one child or young person.
- Not wear provocative or revealing clothing.
- Use social media, computers, mobile phones and cameras appropriately, and never exploit or harass children or access child exploitation material.
- Comply with all relevant international, Australian and local legislation including labour laws in relation to child labour.
- Not employ children for domestic or other labour which is inappropriate for their developmental stage, or which interferes with their time for education and recreation, or which places them at significant risk of injury.

#### *Specific areas*

#### **Behaviour and Language**

- Be sensitive to those from different cultures and traditions.
- Not use language or behaviour that is inappropriate, harassing, abusive, demeaning or culturally inappropriate.
- Avoid behaviour that gives the impression of favouritism or encourages 'special' close relationships with individual children or young people.
- Avoid sexual behaviour of any kind towards children, including suggestive language or behaviour.

#### **First Aid**

- Consider safety issues and minimise risks as a part of the preparation of any programme.
- Cooperate with the designated lead First-Aider and not administer First Aid in private; if possible, only treat patients of my own gender.
- If an injury requires private assistance, work with another First-Aider and document the treatment.
- Inform parents/guardians of any injury and medical assistance sought/given.

#### **Activities and games**

- Use only material (e.g., videos, pictures, songs, plays) consistent with the values of these guidelines.
- Avoid rough physical games with children.
- Ensure an environment of respect towards the privacy of others during the activities that require undressing, dressing or changing clothes.
- Set an example by protecting my own privacy in these situations.
- Not condone or take part in nude swimming or other nude activities. Not condone or take part in exploitation of gender, physical or intellectual differences.

#### **Physical Contact**

<ul style="list-style-type: none"> <li>• Touch children only in appropriate and culturally sensitive ways. Relatively 'safe touch' areas are elbow, shoulder, hand or upper back.</li> <li>• Not initiate close physical contact with children or young people. When there are occasions where displays of affection are natural, not tickle them or shun children if they initiate and demonstrate their need for comfort, bearing in mind the age of the child and the circumstances. E.g. with 12-18 year-olds I will employ a 'side-hug' technique.</li> <li>• Not administer any form of corporal punishment, even in fun and use physical restraint only as appropriate to protect children or young people from harm. (E.g., reasonable restraint to stop a fight; to stop bullying; to avoid an accident.)</li> </ul>
<b>Travel in private vehicles</b>
<ul style="list-style-type: none"> <li>• Transport children or young people only if I have a full licence (not provisional) and permission from children's parent/guardian. Endeavour to have at least one additional passenger when transporting a child.</li> </ul>
<b>Media</b>
<ul style="list-style-type: none"> <li>• Obtain informed consent from children, and the parent or guardian, and indicate the intended use of the photograph/footage.</li> <li>• Endeavour to comply with local traditions regarding taking and reproducing personal images.</li> <li>• Ensure any photos or videos present children in a respectful way and not demean or sexualise the child.</li> <li>• In any publication (including Facebook) identify children by first name only and without additional identifying information.</li> </ul>
<b>Reporting</b>
<ul style="list-style-type: none"> <li>• Immediately inform your team leader and GMP if I am charged with, arrested for or convicted of criminal offences, especially those relating to child exploitation or abuse.</li> <li>• Promptly report the following: <ul style="list-style-type: none"> <li>a. Any observation of behaviour that breaches the guidelines outlined above.</li> <li>b. Any disclosure or allegation from a child, community member, staff or other regarding the safety, abuse, discrimination or exploitation of a child.</li> <li>c. Any accident or injury to a child involved in a GMP-supported activity.</li> <li>d. Any organisational or programmatic issues, plans or strategies that may lead to child protection concerns.</li> </ul> </li> <li>• Use the GMP incident report form (G14.2 which your team leader has) for any accident or alleged incident of abuse, exploitation or breach of these guidelines. I will submit the completed form promptly to the team leader.</li> </ul>

### ***Undertakings***

I acknowledge that I am going at my own risk and in no way hold the Australian Churches of Christ Global Mission Partners Inc. or any other body or person responsible for any circumstance in which I may find myself.

I hereby release the Australian Churches of Christ Global Mission Partners Inc, its Board, Staff

and volunteers, from any and all liabilities and any other damages/losses that I may incur as a result of this trip.
I have disclosed all relevant health issues and I am able to fully participate in the partner visit experience.
All statements in this form are true and disclose all relevant information.

**Application**

By signing below I:			
e) Apply to join this partner visit team.			
f) Commit myself to the above Code of Conduct.			
g) Agree to work within the above child protection guidelines.			
h) Make the above undertakings.			
Signature		Date	
If under 18			
Parent/Guardian Name			
Parent/Guardian Signature		Date	

**Child Safe Screening**

All team members must pass a child safe screening. Indicate which of the following applies to you:				
A) Endorsed Churches of Christ Minister	Endorsement Number		Endorsement expiry date	
B) Child Safe registered	Registration Number		Registration expiry date	
C) Screening by team leader	Team leader signature		Date	

**Acceptance of application**

Once you have completed the form to this point please meet with you team leader who will complete the child safe screening, if necessary, and make a decision on your application.				
Application accepted	Team Leader Signature		Date	
With your application approved you can proceed to get all your details together.				

## PART TWO

### ***Travel Details***

Your passport must have six months currency from the date that you will arrive back in Australia.			
Destination			
Dates of Travel			
Passport Number		Expiry date	
Travel insurance is vital. It is possible that your church may be covered under Churches of Christ Insurance. Your team leader will confirm this. You will need to have your own personal cover if you are planning other travel before or after the trip or are not covered by the group insurance.			
Travel insurance company			
Policy number			
Travel insurance contact number for emergencies			
<b><i>Emergency contacts – please provide two</i></b>			
<b>First contact Name</b>			
Relationship			
Address			
Phone numbers (2 please)			
Email			
<b>Second contact Name</b>			
Relationship			
Address			
Phone numbers (2 please)			
Email			

### ***National Criminal History Check***

Reference Number		Date Issued	
------------------	--	-------------	--

### ***Please attach a copy of the following***

	National Criminal History Check		Photo page of passport
	Itinerary – if you are planning personal travel before or after the Partner visit		
	Doctor's Certification if you have a medical condition		

**Please complete and return to your team leader to forward on to the GMP Mission Mobiliser in your state at least one month prior to departure.**

Contact details: [www.gmp.org.au](http://www.gmp.org.au) or [info@gmp.org.au](mailto:info@gmp.org.au) or 1800 467 222



# Child Safe Screening



Policy Number: **G14.3**

Policy Title: **Governance  
Child-Safe Screening**

Date of First Adoption:

Date of This Amendment:

Date of Next Review:

Related Documents: G14 Child Protection  
G14.1 Child Protection Code of Conduct  
G14.2 Child Protection Incident Report Form  
G06.1 Staff Induction Checklist  
G06.2 Volunteer Induction Checklist  
M01.3 Short Term Mission Form and Waiver

## Introduction

This child-safe screening process applies to all applicants for paid or voluntary positions with GMP. The supervisor is responsible for completing the screening. The team leader is responsible for completing the screening for Partner Visits team members.

<b>Applicant Name</b>	
<b>Position Applied For</b>	

## Interview questions – choose 2 relevant questions

Circle the questions asked. Circle the indicators from applicant's responses.

Question	Positive indicators	Negative indicators
1. Thinking about the context you are applying to work in, in what ways do you think children might be vulnerable to abuse and exploitation?	Aware of risks and vulnerabilities of children Realistic appreciation of challenges Aware of positions of trust and inherent risks	Lacks awareness of risks Diminishes the problem Unrealistic evaluation of challenges and own skills Unaware of positions of trust and inherent risks
2. Tell me about a time when you were working with children and your authority/professional boundaries were seriously challenged? How did you react?	Has control over emotions Acts consistently under pressure or in position of authority	Inappropriate responses under pressure Unaware of responsibilities of

How did you resolve the situation?		being in position of trust
<b>3.</b> Have you ever had concerns about a colleague or other adult in relation to their behaviour towards a child? How was the conduct inappropriate? How did you deal with this? Looking back what do you think you might have done differently?	Prepared to challenge others if CP practice is poor Acts in best interests of child	Lacks awareness of responsibilities Reluctant to challenge poor CP practice  Extreme opinions
<b>4.</b> What would you do if a child made an allegation against another staff /team member?	Prepared to believe children Calm, compassionate, reasonable response Prepared to follow GMP procedures	Fails to believe/report Emotional, extreme response Takes on role of inquisitor and judge
<b>5.</b> What are the responsibilities of international agencies like GMP for the protection of children they are in contact with?	Aware of responsibilities Aware of cultural complexities as well as universal principles	Minimises responsibilities Has no awareness of cultural complexities Has no awareness of universal principles (e.g. UNCRC)
<b>6.</b> Give an example of a child safe practice (for example, in your previous employment or another situation you are aware of).	Shows awareness of practical child protection Can contribute to a protective environment	Cannot articulate any examples

#### Referee Check

Referee's Name	Contact #	Date Contacted	Recommended/Not recommended as child-safe

<b>Supervisor: (Name and signature)</b>	
<b>Date:</b>	

# Incident Report Form



Policy Number: **G14.2**

Policy Title: **Governance  
Child Protection Incident Report Form**

Date of First Adoption: October 2012

Date of Amendment: May 2015

Date of Next Review: October 2017

Related Documents: G14 Child Protection  
G14.1 Child Protection Guidelines

<b>Global Mission Partners Child Protection Incident Report Form</b>		
<b>Child's Name:</b>		
<b>Child's Date of Birth:</b>		
<b>Child's Gender:</b>		
<b>Date of incident:</b>	<b>Site/Location:</b>	
<b>Time of incident:</b>		
<b>Description of Events: Be brief and use the other sections below to report detail of incident.</b>		
<b>Print Name of Person Submitting report:</b>	<b>Signature of Person Submitting report :</b>	
<b>1. REPORT TYPE</b>		
<input type="checkbox"/> Accident	<input type="checkbox"/> Near miss	<input type="checkbox"/> Injury
<input type="checkbox"/> Assault	<input type="checkbox"/> other	
<b>2. DESCRIBE WHAT HAPPENED</b>		

**3. DESCRIBE THE IMPACT ON THE WELLBEING OF THE CHILD (PHYSICAL AND/OR PSYCHOLOGICAL OUTCOME)**

Was first aid required?

Yes

No

What was done to immediately manage the child's safety?

What was done to immediately manage the safety of others?

**4. LOCATION OF INCIDENT**

**5. OTHER PERSONS**

Names of others affected

Names of witnesses

Names of accused  
(In case of assault or abuse)

**6. CONTRIBUTING FACTORS (IDENTIFY FACTORS THAT LED TO THE INCIDENT)**

**Child – (eg. behaviour, health, clothing, activity, hunger or thirst)**

**Environmental – (eg. building fault, equipment fault, extreme temperatures, natural disaster)**

**Adult Care – (eg. Absence, untrained, alcohol/drugs, inattention, illness)**

**7. To be completed by responsible supervising person:**

*DETAILS OF PERSONS NOTIFIED*

<input type="checkbox"/> Doctor notified	Yes	N/A	Name:	Date:	Time:
<input type="checkbox"/> Ambulance called	Yes	N/A		Date:	Time:
<input type="checkbox"/> Local Partner	Yes	N/A	Name:	Date:	Time:
<input type="checkbox"/> Team Leader	Yes	N/A	Name:	Date:	Time:
<input type="checkbox"/> Parent notified	Yes	N/A	Name;	Date:	Time:
Minister notified	Yes	N/A	Name:	Date:	Time:
<input type="checkbox"/> GMP notified	Yes	N/A	Name:	Date:	Time:
<input type="checkbox"/> Travel/Health Insurer notified	Yes	N/A	Name:	Date:	Time:
<input type="checkbox"/> Police notified	Yes	N/A	Name:	Date:	Time:
<input type="checkbox"/> Maintenance (if it relates to plant / equipment failure or an environmental risk)	Yes	N/A	Name:	Date:	Time:

**Action taken:**

**Are there any changes to policy or practice that should be considered?**



<b>Signature of Person receiving the report:</b>	<b>Print Name:</b>	<b>Date Signed:</b>
<b>Copy to:</b> 1) Team leader 2) Partner Organisation 3) GMP Executive Director		

<b>8. To be completed by Executive Director</b>			
People contacted to follow up the incident:			
Name:	Position:	Date:	Time:
<b>Desired Outcome</b>			
<b>Action taken:</b>			
<b>Final Outcome</b>			

<b>Signature:</b>	<b>Print Name:</b>	<b>Date Signed:</b>



## GMP Partner Visit Teams' Policy

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### **Introduction:**

GMP exists to resource and strengthen the ministry and mission of the overseas partner organisations with whom we are in partnership.

Our commitment is to resource our partners in their mission in their specific context. We do this with respect for and a commitment to the missional wellbeing of our partners.

This means that our mission is determined not by what our Australian partners offer, but what is needed by our overseas partners for their mission.

### **Process**

The initiative for ministry based teams comes in two possible pathways:

**A. *The initiative for a ministry based Partner Visit Team may come from the overseas partner:***

There is to be a clear statement of the actual ministry need and goals of the visit including an indication of preferred team size, gift mix, gender, location and preferred length of time for the visit.

GMP will evaluate the request and if approved GMP staff will promote the ministry opportunity, and seek to recruit a suitable team. The team members will be brought together for orientation and briefing.

**B. *Where the initiative comes from an individual or a local Australian partner church offering specific ministry:***

There is to be a clear statement of the ministry offered and the intended outcome including an indication of the proposed team size, gender mix, gift mix and theological framework.

A statement is needed describing the experience of the individuals in cross-cultural mission together with a list of referees who can confirm the integrity of the ministry being offered.

### ***GMP Staff roles in relation to Partner Visit Teams:***

1. To clarify the expectations of all the parties involved.
2. To assess the need/capacity/quality of the proposal.
3. To confirm the ministry need and capacity of the overseas partner.
4. To make a recommendation to the Executive Officer that the proposed visit be approved or not.
5. To negotiate the ministry arrangement between the partner and the team, church or individual offering ministry.
6. To ensure that all team members have completed an application form and have satisfactory Police clearances and referee reports.
7. Arrange a pre-visit orientation to introduce the team members to:
  - a. The Mission, Values and Purpose of GMP (see page 7)
  - b. The overseas partner
  - c. The relevant code of ethics
  - d. The Team Pledge included in the application form (Appendix 4) and ensure that team members have signed the relevant section.
8. To ensure that teams have a suitable leader/coordinator.
9. To finalise the arrangements for the team to visit.

### ***Following the Visit GMP staff will:***

1. Contact the overseas partner and request an assessment of the impact and effectiveness of the visit.
2. Contact the team members involved and request an assessment of the impact and effectiveness of the visit.
3. Ensure the team is debriefed.
4. Write up a report of the visit including learning and recommendations for future teams.

## **Partner Visit Policy**

### **Definition**

This policy refers to short term visits from one to four weeks for mission exposure and/or to achieve specific work projects which have been requested by the overseas Conference. The visit would usually be made by a team with a responsible leader of the team.

It is assumed that longer visits would follow an application process through GMP, and may be single individuals or families.

## **Policies**

1. There must be a written invitation to the team from the host overseas Conference, mentioning dates they will be welcome.
2. There must be full consultation with the host Conference, and the team will be expected to follow suggestions and requests on matters such as timing of visit; cultural considerations; activities; payment for services provided by the Conference or individuals within the country being visited; food, travel and accommodation arrangements.
3. The Team Leader and members of the team must have the endorsement and approval of their local church leaders.
4. The Mission Consultant for the state covering the team members' church/es will also need to be involved in the appointment of the Team Leader and the application process for team members.
5. All visitors must sign and agree to the approved code of conduct.
6. The Team Leader will discuss with the Mission Consultant (or other GMP approved person)
  - the aims and objectives of the visit
  - the orientation programme
  - the debrief programme
7. Each team must meet before departure for training, preparation and team building. The Team Leader and the Mission Consultant are responsible for ensuring the programme is adequate, suitable and relevant.
8. All visitors will need to have travel insurance appropriate for their travel, such as covering evacuation by helicopter if travelling to a remote area.
9. The team members will usually be responsible for paying all expenses incurred with the visit and its preparation. It is important that all debts within the country visited are paid before leaving the country, or arrangements made for the payment of all debts.



# Partner Visit Summary Sheet for Teams

Name of Church \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Church leaders' authorization  yes  no

Church leaders' position \_\_\_\_\_ Signature \_\_\_\_\_

Local church contact not travelling \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Team leader \_\_\_\_\_

Address \_\_\_\_\_

Phone: Home \_\_\_\_\_ Business \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Project Coordinator \_\_\_\_\_

First aid & safety contact person \_\_\_\_\_

List qualifications & experience \_\_\_\_\_

Number of team members \_\_\_\_\_

Location overseas \_\_\_\_\_

Dates of short term mission \_\_\_\_\_



Planned project \_\_\_\_\_

Accommodation \_\_\_\_\_

Transport arrangements to site \_\_\_\_\_

\_\_\_\_\_

Materials / resources / tools required for project

- In country \_\_\_\_\_

\_\_\_\_\_

- Team taking with \_\_\_\_\_

\_\_\_\_\_

Freight arrangements \_\_\_\_\_

Key contact person in country \_\_\_\_\_

In country support required \_\_\_\_\_

\_\_\_\_\_

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### Office use only

coordinating GMP contact person \_\_\_\_\_

confirmation with partner country \_\_\_\_\_

orientation \_\_\_\_\_

debrief \_\_\_\_\_

follow-up (report/article/photos) \_\_\_\_\_

things to note for future \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please complete and return to**

Global Mission Partners, PO Box 341 Torrensville Plaza SA 5031

1800 467 222 Fax (08) 8234 5373 or [info@gmp.org.au](mailto:info@gmp.org.au)



# Partner Visit Timeline

### Prior to Visit

9 – 12 mths	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss the idea with church leaders</li> <li><input type="checkbox"/> Send in Expression of Interest form to GMP</li> </ul>	<p>GMP staff will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact overseas partner, confirm suitability &amp; report back to team</li> </ul>
6-9 mths	<ul style="list-style-type: none"> <li><input type="checkbox"/> Choose team leaders</li> <li><input type="checkbox"/> Cast the vision with the church</li> <li><input type="checkbox"/> Gather team</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with GMP Partnership Coordinator</li> </ul>
6 mths	<ul style="list-style-type: none"> <li><input type="checkbox"/> Commence regular meetings for orientation and planning</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be in contact with GMP staff as needed</li> </ul>
3-4 mths	<ul style="list-style-type: none"> <li><input type="checkbox"/> Select team members</li> <li><input type="checkbox"/> Hand out Team forms</li> <li><input type="checkbox"/> Book flights</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be in contact with GMP staff as needed</li> </ul>
1 mth	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send in completed team summary form to GMP</li> <li><input type="checkbox"/> Send in participants Partner Visit waiver forms (along with signed Child Protection &amp; Team Pledge, Police Check and Passport photo page)</li> <li><input type="checkbox"/> Send in flight &amp; team itinerary</li> <li><input type="checkbox"/> Discuss Team Letter as a team</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be in contact with GMP staff as needed</li> </ul>

### After Visit

Within 1 mth	<ul style="list-style-type: none"> <li><input type="checkbox"/> Share story at church</li> <li><input type="checkbox"/> Debrief as a team</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be in contact with GMP staff as needed</li> </ul>
1 – 3 mths	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send in report of team visit</li> <li><input type="checkbox"/> Send through 200 word story and key photo</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with GMP staff to debrief</li> </ul>

# Team Letter

Dear Team,

I write to wish you all God's blessing as you travel. I trust that you will be blessed by the experience. I also hope that you thoroughly enjoy this time of living and working with people cross-culturally. It is a beautiful country and the people are very warm and welcoming.

Sometimes when people from Australia travel to countries overseas one of the difficult things to manage is the requests for financial and practical support that may come from people you meet and the churches you visit. The partners are aware of this visit and I, with them, have agreed on some guidelines to assist us all.

Global Mission Partners and our partners work together in planning how ministry is supported. They have asked that we advise you of some guidelines agreed to by the partner and GMP that are to be followed should someone approach you in regard to financial support. They are:-

- 1) There is a clear and transparent budget process for determining how funds from Australia are distributed.
- 2) All requests for financial assistance are to be referred to the partner leadership.
- 3) Direct financial arrangements between individuals and churches that bypass the partner leadership are to be actively discouraged.
- 4) All funds that do go overseas from Global Mission Partners are sent transparently and accounted for carefully.

There have been several situations where members of mission teams have been approached by people with a story of great church or personal need. Commitments have been made and funds promised. In some situations the need being described was not as great when compared to other situations elsewhere in the country. In other settings the need was already being met by others. Following the guidelines above will help to avoid this sort of situation.

I do hope that your experience is wonderful and spiritually nourishing. I look forward to hearing about your visit and wish you God's blessing as you travel.

Yours in Christ



John Gilmore  
Executive Officer

# Photo Permissions



## Permission to Publish – Media/Image Release Form

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

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

Best contact details: \_\_\_\_\_

Brief Description of Image/s:

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I, the above named, give my unreserved permission for these images taken or made available to Global Mission Partners of me / those I am responsible for or a spokesperson for, to be used in any of the promotional and advertising material of Australian Churches of Christ Global Mission Partners Inc. (GMP) for their use as they see fit.

The images may be used in various media formats including online media, social media, print, video, public displays and electronic means of communication and in any edited form.

I waive any rights and claims, present and future, to any fees or royalties or other benefits whatsoever for, or in connection with, the use of these images.

If I wish to withdraw permission for these images to be used, I must so inform Global Mission Partners in writing. I understand that if I so withdraw permission for the images to be used, Global Mission Partners will cease any future new publication or use of these images, but for several years the images may appear in printed and electronic material which has already been produced or disseminated.

GMP undertakes to use these images with respect for the dignity, culture and values of the communities we partner with and the Gospel we hold to as outlined in GMP's [Public Communication Publicity Policy P03](#).

I understand that, while Global Mission Partners will seek to maintain the highest standards to comply with their Public Communication Policy and the terms of this release form, I have no actionable right against Australian Churches of Christ Global Mission Partners Inc. for any failure to comply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witnessed by

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name





# Examples of Debriefing Questions

A detailed debrief:

### Partner Visit Reflection

What were your first impressions of the town/country that you went to? How did these change and why? What is one experience with an individual that sticks out in your mind?

#### ➤ What you SAW....

Often we walk through life without really observing what is happening around us. We are so accustomed to the way life operates that we don't need to stop and analyse what is happening. But things have been different for the past few days/weeks. Being in a new/ different culture has required you to stop and actually observe your surroundings in order to cope. Take some time to write down what you observed.

#### A. People

What did you see in the people that you did not expect to see?

Which of their needs are most vivid in your memory?

What aspects of their lives impressed you the most?

#### B. Destination

What did you observe about the destination that was different from your expectations?

Does one particular moment or picture come to mind as a representative of the trip? Describe it.

#### ➤ What you LEARNT

Describe two things you learnt about each of the following:

- A. The people of the destination you visited.
- B. The destination itself
- C. The church in this destination
- D. Your teammates

## E. Yourself

Above you listed one or more needs of the people that you observed. Reflect here about the causes of these needs. Consider sociological, political, spiritual, emotional and physical causes.

### ➤ **What you FELT**

The Lord was deeply moved when He saw people in need (Matthew 9). If you have been walking with the Lord through this mission's experience, you have also likely been moved. Answer the questions below to help you identify and sort through some of the emotions that the Spirit has stirred within your heart.

Describe an encounter on the trip that caused you to "feel deeply".

What emotion did you experience in this encounter? (Joy, anger, sadness, compassion, frustration, celebration ...)

Emotions can come and go, but they are not insignificant. The Lord may be using some strong feelings you experienced over the past few days/weeks to prompt or burden you to action. The next section will help you evaluate how the Lord wishes for you to respond. What traits (good or bad) did you realise about yourself which you did not previously know?

What changes have you made (or do you wish to make) in your life as a result of this trip?

In what ways (if any) have you considered using your time differently?

In what ways (if any) have you considered using your money or resources differently?

In what ways (if any) have you considered adjusting your lifestyle?

How do you envision yourself being involved in world evangelism?

... in the coming month?

... in the coming year?

... in the next five years?

... ten years from now?

Who do you intend to pray for as a result of this trip and how do you intend to keep up with these people?

Write a journal entry to yourself. We will mail this entry to you several months from now. We encourage you to look back through your journal; summarizing the lessons the Lord has taught you. Essentially, this is your final journal entry.

## A shorter debrief:

### **Debrief 1**

1. You have some time to spend with God. You will need your Bible and your journal and pen. First meditate on Philippians 4.8-9. Then reflect back over the last two and a half weeks, jotting down:

- Any insights you have learned about yourself and about missions.
- What you intend to do with what you have learned, i.e., your goals.
- Any obstacles that may keep you from achieving your goals (e.g., fears, uncertainties, lack of strategy).
- Your plan for achieving your goals and for overcoming any obstacles you have identified.

Talk over your reflections with God.

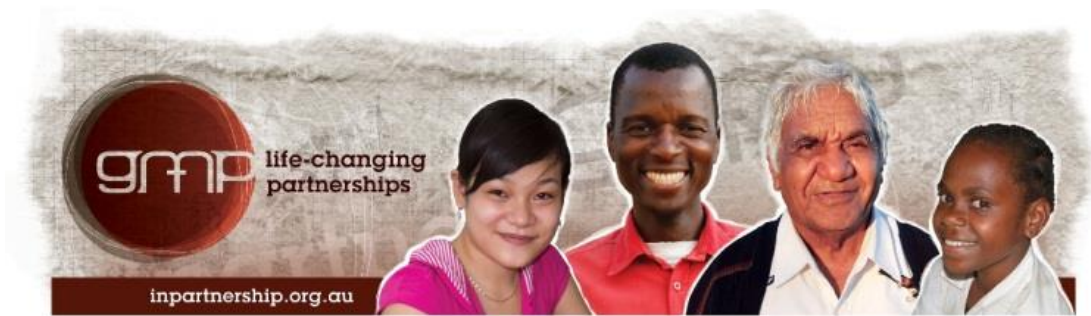
2. Share and pray.

3. Write yourself a letter about your findings from your reflections. Put the letter in a sealed self-addressed envelope and give it to ..... S/he will mail it to you in a few months' time. When the letter arrives, it will help you check up on your progress in applying the insights and lessons you learned, and if you are applying them.

### **Debrief 2**

*Write down your answers, and we will share our responses.*

1. What was your best/most memorable experience?
2. The thing that made my experience most unpleasant was .....
3. The most significant lesson God taught me was ....
4. The area in my life where I saw most change was ....
5. One story that sums up what God did through me is....
6. The biggest challenge I face in returning home will be ...
7. The thing I am most thankful to God for is ...



## Partner Visit Reflections

We would appreciate hearing your reflections on the past few weeks spent in visiting our partners overseas. Could you take just a few moments to write down your reflections. This will help us continue to improve Partner Visit experiences for teams.

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

Location visited: \_\_\_\_\_

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

Three highlights

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Three points of struggle:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Areas for GMP to improve:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Complaints

A "complaint" is a formal expression of dissatisfaction or discontent, and/or misconduct, about someone or something and will generally be made in writing.

Global Mission Partners is committed to a transparent and efficient process of handling complaints.

Contact information, and a copy of the complaint's policy and related procedure, are displayed on the GMP web site <http://www.gmp.org.au/contact-us>.

Complaints made by beneficiaries of GMP programs or partners will be responded to in accord with these guidelines and initially may be made verbally to either a GMP Partner or representative.

Complaints should be directed to the Executive Officer or to the Board Chair where the Executive Officer is the subject of the complaint. Henceforth the person receiving the complaint is termed the "Investigation Manager".

This policy addresses complaints regarding:

- (a) Actions of GMP;
- (b) Actions of a partner organisation;
- (c) Behaviour of GMP staff and volunteers.

Complaints lodged for genuine reasons that are subsequently considered to be unfounded shall not be treated as malicious.

CONFIDENTIAL  
Executive Officer  
GMP Office  
PO Box 341  
TORRENSVILLE PLAZA SA 5031

[jgilmore@gmp.org.au](mailto:jgilmore@gmp.org.au) or [info@gmp.org.au](mailto:info@gmp.org.au)

# Resources

## Activities for Developing Team Unity

Websites for Team Building Exercises (Mostly for business groups but adaptable for STM):

Business Balls.com "Free Team Building Activities Ideas" Website:

<http://www.businessballs.com/freeteambuildingactivities.htm> (16.02.11)

"A Collection of the Best Group Games and Icebreakers" Website:

<http://www.group-games.com/> (16.02.11)

Dickson, Jean V, "Weighted and Measured" Web Site:

<http://www.jvdcreativity.com/documents/measure.pdf> (16.02.11)

Red Rock Adventure Products "Team Building Activities" Website:

<https://redrockadventure.com.au/team-building-activities-exercises-> (16.02.11)

Wilderdom "Free Team Building Activities" Website:

<http://wilderdom.com/games/FreeTeamBuildingActivities.html> (16.02.11)

"Workshop Exercises – Free Activities to Boost your Training, Meetings and Workshops" Website:

[http://www.workshopexercises.com/team\\_building\\_continued.htm#T20](http://www.workshopexercises.com/team_building_continued.htm#T20)  
(16.02.11)

## Personality Test websites

The Magnificent 16 <http://www.rebeleagle.com/> (price approximately \$400!!)

## Exercises for Developing Cross-cultural Understanding

Wilderdom "The Original Australian Test of Intelligence" Web Site:

<http://wilderdom.com/personality/intelligenceOriginalAustralian.html> (16.02.11)

Asia Connects 1997 "Cross Cultural Communication: Suggested Activities" Web Site: [http://www.tgmag.ca/ap/sug/sug\\_e5.html](http://www.tgmag.ca/ap/sug/sug_e5.html) (16.02.11)

JB Intercultural Consulting "Culture at Work: Communicating Across Cultures"

Web Site: <http://www.culture-at-work.com/ex1samples.htm> (16.02.11)

## Articles on conflict resolution

Mind Tools "Conflict Resolution: Resolving Conflict Rationally and Effectively"

Web Site [http://www.mindtools.com/pages/article/newLDR\\_81.htm](http://www.mindtools.com/pages/article/newLDR_81.htm) (16.02.11)

has a good article discussing the styles people use in resolving conflict. It briefly points out the positives and negatives of each one.



## Other Helpful Resources:

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Cogger, Phil, Equipping the Nations – Essentials for Mission Teams (DVD and Resource Manuals), Australia: Wycliffe Medua, 2003.

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International Teams Web Site: [www.iteams.org.au](http://www.iteams.org.au) (30.12.10)

Knell, Marion, Burn-up or Splash-down: surviving the culture shock of re-entry. Tyrone GA: Authentic Publishing, 2006.

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Robert, Stuart, Footsteps That Echo In Eternity – Your Short Term Mission Training Manual and Guide.

Seelye, H. Ned, Experiential Activities for Intercultural Learning, Vol.1. Yarmouth, Maine: Intercultural Press, 1996

“SOE – US Standards of Excellence in Short Term Mission” Web Site: <http://www.stmstandards.org/> (16.02.11)

Stachura, Mike, “Seven Principles for Highly Effective Short-Term Missions” <http://stmnetwork.ca/documents/SevenPrinciplesforHighlyEffectiveShort-TermMission.pdf> (16.02.11)

Thiagarajan, Raja, BARNGA: A Simulation Game on Cultural Clashes. Boston: Intercultural Press, 2006.

“The Travel Doctor – Travellers Medical and Vaccination Centre” Web Site: <http://www.traveldoctor.com.au/> (16.02.11)

“World Health Organisation – International Travel and Health” Web Site: <http://www.who.int/ith/en/> (16.02.11)

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The Next Mile: Short Term Missions for the Long Haul – Goer Guide, Colorado Springs: Authentic Publishing 2005

## Endnotes

- i. New International Version of the Holy Bible, 2010 [www.biblegateway.com](http://www.biblegateway.com) (11.02.11)
- ii. Piper, John, Let the Nations Be Glad, USA: Baker Academic, 2005.
- iii. International Teams, How to Plan a Short- Term Missions Team, Baulkham Hills, p. 1.
- iv. Adapted from Notes on Short Term Mission Trips, CCT website.
- v. Missions Interlink Australia Codes of Best Practice, <http://www.missionsinterlink.org.au/node/1072> (11.02.11)
- vi. International Teams Training, How to Plan a Short- Term Missions Team, Baulkham Hills, p. 7
- vii. Brotherhood Mutual Insurance Company, Simple Tips for Planning Safe Missions Trips <http://www.churchsafety.com/> Created 12/15/2009 (11.02.11)
- viii. International Teams Team Leader Training Workshop, Baulkham Hills, Delta Ministries Int.,2008, p.5
- ix. International Teams Team Leader Training Workshop, Baulkham Hills, Delta Ministries Int.,2008, p.9
- x. New International Version of the Holy Bible, 2010 [www.biblegateway.com](http://www.biblegateway.com) (11.02.11)
- xi. Missions Interlink Australia Codes of Best Practice, <http://www.missionsinterlink.org.au/node/1072> (11.02.11)
- xii. Robert, Stuart Footsteps that echo in Eternity: Your Short Term Mission Training Manual and Guide

## GMP Contacts

Who are the GMP partners who can help you with getting a STM under way?

Contact the Partnership Coordinator for your state.  
See [www.gmp.org.au/about-us/contact-us](http://www.gmp.org.au/about-us/contact-us).

In consultation with our overseas partners, John Gilmore, GMP Executive Officer, will confirm the mission setting and purpose of your team visit with the relevant mission partner.

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Or from your state Partnership Coordinator (see contact details on website).

GMP has other resources such as packing lists and country profiles.



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