



MISSION TEAM MANUAL

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restoring **HOPE**

rebuilding **COMMUNITIES**

reflecting **CHRIST**

PHONE NUMBERS YOU MAY NEED

BOUNCE Office Phone Number

Mission Coordinator (MC)

Phone # _____

Construction Coordinator (CC)

Phone # _____

Local Logistics Coordinator (LLC)

Phone # _____

Construction Supervisor (CS)

Phone # _____

First Aid Coordinator (FAC)

Phone # _____

Team Leader

Phone # _____

EMERGENCY #: 911

TEAM ENCOURAGER – JOB DESCRIPTION

Team Encouragers (TE) will play an important role in the success of BOUNCE Mission Teams. We are grateful for your willingness to serve in this capacity for the week.

As the TE, you will assist the Construction Team Leader (TL) in organizing the Mission Team's (MT) work. The TE serves as a "cheerleader" for the MT and helps keep them on task to complete their assignment for the week.

Your responsibilities are to:

- Participate in the Team Encourager (TE) meeting
- Lead any Mission Team (MT) Meetings
- Focus the MT's attention on the TL and maximizing his/her leadership on the ministry site
- Set a good example for BOUNCE participants by participating in ALL scheduled BOUNCE activities
- Serve as a nurturing leader to all members of the MT
- Realize that BOUNCE uses a Kingdom approach
- Handle any relationship issues that may arise on the MT — if necessary, consult with the team members Group Leader regarding any issue
- Write MT members Operation Affirmation notes throughout the BOUNCE Mission experience
- Work with the Team Evangelism Reporter to record any evangelism efforts or decisions that occur on the ministry site
- Conduct a Daily Departure Check prior to leaving the lodging facility and ministry site

Again, we are grateful for your willingness to serve BOUNCE participants this week. We look forward to serving with you.

ADULTS AT BOUNCE

Adults play a significant role at BOUNCE. Fact is we couldn't do what we do without committed adults who are willing to invest in the lives of students. That being the case, here are a few requirements and thoughts about adults at BOUNCE:

- BE FLEXIBLE. Although the coordinating team has worked for months to prepare for this mission, there are times when adjustments must be made. Such is the case with mission experiences. We ask that adult participants be supportive of the mission leadership. Please respond with a positive attitude. Thank You!
- Adults work alongside student participants on Mission Teams.
- Although there is one person on the Mission Team that has the title of Team Encourager, all adult participants should be encouragers to the team. Adults should also be willing to serve as advisors, and be willing to assist in case of crisis.
- Just as all adults should be encouragers, all adults should be safety conscious. One person serves as the Safety Inspector for the team, but all adults should help participants practice safe worksite behavior.
- Adults should participate in all scheduled activities and observe all BOUNCE Guidelines including in your rooms and lights out.
- All adults should make every effort to help the student participants succeed. The kids win!

ADULT MISSION TEAM POSITIONS

CONSTRUCTION TEAM LEADER

- Enlisted by the Construction Coordinator
- Leads the construction efforts of the Mission Team
- Organizes the work of the Mission Team with the assistance of the Team Encourager and supports the other adult participants

TEAM ENCOURAGER

- Enlisted by the Mission Coordinator
- Assist the Team Leader to organize the work of the Mission Team
- Enlists the student Team Positions during the first Team Time

SAFETY INSPECTOR

- Works with the Team Leader to determine if a task is being done in a safe manner
- Makes sure the team is practicing safe worksite practices. For example, safe use of ladders and ladder buddy assistance
- Assist the team in daily Ministry site clean-up and equipment and tool collection

MISSION TEAM DRIVER

- Members of the Mission Team transport the team to their Ministry Worksite each day
- Drivers must be at least 21-years-of-age and be approved by their church or group's insurance company
- Enlisted by the Mission Coordinator

STUDENT MISSION TEAM POSITIONS

Members of a BOUNCE Mission Team have the opportunity to volunteer for some additional responsibilities:

TEAM HYDRATION SPECIALIST

- Responsible for filling up and loading the Mission Team's water cooler each day and securing cups
- Empties and rinses the cooler and returns it to the designated area at the end of the ministry day
- Co-Hydration Specialists are not a bad idea, especially for younger Mission Teams

TEAM CHAPLAIN

- Prepares and leads a brief daily Mission Team devotion using the Bible and the Team Devotional Guide
- Strives to encourage Mission Team participation in the devotional time

TEAM DOC

- Daily picks up and returns the Mission Team First Aid Kit
- Administers First Aid at the Ministry Site
- Communicates need for additional First Aid supplies to the First Aid Coordinator
- Completes Accident Report forms and returns forms to the First Aid Coordinator

TEAM EVANGELISM REPORTER

- Picks up Evangelism Report Envelope each morning and any other evangelism materials needed
- Works with the Team Encourager regarding any evangelism opportunities at the ministry site
- Turns in the Evangelism Report Envelope each day

LUNCH LUGGER*

- Picks up the Ministry Team lunch each day and loads lunches on the van
- Returns cooler and leftover supplies to lodging facility

*LUNCH LUGGERS only needed at certain missions. Assign only if instructed to do so.

MISSION TEAM - POSITION ASSIGNMENTS

TEAM NAME: _____

TEAM LEADER: _____

TEAM ENCOURAGER: _____

SAFETY INSPECTOR: _____

MISSION TEAM DRIVER: _____

TEAM HYDRATION SPECIALIST(S): _____

TEAM CHAPLAIN: _____

TEAM DOC: _____

TEAM EVANGELISM REPORTER: _____

LUNCH LUGGER: _____



ORGANIZING YOUR TEAM

As you approach each day's ministry work, it will be important for the Construction Team Leader and Team Encourager to organize your team for success. Your team will likely be made up of 10 to 12 students and adults. There will be at least 2 adults on each team, and in some cases, more.

As you approach each day's work, consider organizing your team into smaller teams with an adult or older mature student assigned to give leadership to that small team. The Construction Team Leader will make assignments and put everyone to work.

A well-organized, supervised team will be much more successful. Change the organization each day or throughout the day so as to not grow stagnant. Changing the organization up will also give everyone on the team the opportunity to work alongside all of the team's members.



EMERGENCY PROCEDURES & PROBLEM SOLVING

IN THE EVENT OF AN EMERGENCY OR CRISIS

The Adult Leadership of the team should remain calm and go into action.

IN THE EVENT OF SICKNESS OR INJURY

- The Team Doc should handle minor injuries such as scrapes or scratches. If the injury is not serious but needs professional medical attention, contact the BOUNCE office and necessary arrangements will be made with the First Aid Coordinator and the participant's Group Leader.
- For serious injury or sickness, call 911 immediately. Then contact the BOUNCE office. Make sure to find out where emergency personnel are taking the injured or sick participant. BOUNCE staff will meet them at the medical facility.
- If there is an injury requiring blood clean-up, contact the First Aid Coordinator.
- Do not administer medicine without permission of the Group Leader or Parent/Guardian.
- Never leave a sick or injured person alone at a ministry site. Keep someone with them until arrangements can be made for them to be returned to the lodging facility or be seen by the First Aid Coordinator.

IN THE EVENT OF BAD WEATHER

- If it is raining lightly, break out the rain gear and continue to work. If it begins to rain heavily, take shelter and wait for the rain to stop. If you are on a roofing team, please make sure the roof is covered.

EMERGENCY PROCEDURES & PROBLEM SOLVING

- If there is lightning in the area, seek shelter immediately.
- In the event of other types of severe weather, seek shelter immediately.
- Contact the BOUNCE office for instructions before returning to the lodging facility.

IN THE EVENT YOU NEED SUPPLIES OR CONSTRUCTION ASSISTANCE

- In the event you need construction materials or supplies, contact your Construction Supervisor. A Materials Runner will deliver needed supplies to your ministry site.
- If your Mission Team encounters problems the Construction Team Leader cannot solve, contact your assigned Construction Supervisor for assistance.



TEAM ENCOURAGER – DAILY BOUNCE CHECK-LIST

DAY ONE

- Meet your Team for your first Team Time
- Make Team Position Assignments
- Determine where your Team will meet for Day 2 departure (GO TIME!) – Hint: The Team's van is a good place to gather first
- Pray together as a Mission Team
- Get started on Operation Affirmation notes

DAY TWO | DAY THREE | DAY FOUR

- Check the Daily Posted Schedule for any changes
- Meet at the Team Van to check roll and gather for GO TIME! (GO TIME! is a commissioning time on Day 2 morning only)
- Does the Hydration Specialist have the Cooler & Cups? Service By BOUNCE Sign? (Day 2 Only)
- Does the Doc have the First Aid Kit?
- Does the Evangelism Reporter have the Evangelism Report Envelope?
- Does the Chaplain have his/her Devotional Guide?
- Does the Lunch Lugger have the lunches loaded? (Only for certain missions)
- Does EVERYONE have their Participant Handbook for Quiet Time? (Time Alone with God is the first activity upon arrival at your Ministry Site may also be done en route to site)

TEAM ENCOURAGER – DAILY BOUNCE CHECK-LIST

RETURNING TO LODGING FACILITY

- Is everything cleaned up and tools collected?
- On the return trip, conduct a brief Team Time regarding what needs to be accomplished tomorrow.
- Check to make sure everything that needs to be returned to the lodging facility is unloaded and returned (Cooler, Evangelism Report Envelope, First Aid Kit, etc.).
- Write a few Operation Affirmation notes tonight.
- Pray for your Mission Team daily.

DAY FIVE

- Check the Daily Posted Schedule for any changes.
- PICK UP RESIDENT GIFT & PHOTO.
- Meet at the Team Van to check roll and gather for GO TIME!
- Does the Hydration Specialist have the Cooler & Cups?
- Does the Doc have the First Aid Kit?
- Does the Evangelism Reporter have the Evangelism Report Envelope?
- Does the Chaplain have their Devotional Guide?
- Does the Lunch Lugger have the lunches loaded? (Only for certain missions)
- Does EVERYONE have their Participant Handbook for Quiet Time?

Continued on next page

TEAM ENCOURAGER – DAILY BOUNCE CHECK-LIST

RETURNING TO LODGING FACILITY

- Present GIFT & PHOTO to your resident or member of the community
- Is everything cleaned up and tools collected?
- Check to make sure everything that needs to be returned to lodging facility is unloaded and returned (Cooler, Evangelism Report Envelope, First Aid Kit, etc.) to the proper place.
- Tell your Mission Team you all will sit together in Worship and for the Wrap Party tonight and have your final Team Time immediately after worship.

CHECK-LIST OPTION

- Collect Team Members contact information and email the information to all Team Members upon your return home
- Continue to pray for your Mission Team Members — pray that God might continue to cultivate a love of missions and ministry in their lives in the days ahead.

NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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