

Wet Foot Leaders Manual



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Useful contact details

Website

www.allsouls.org/wetfoot

Wet Foot Committee

Louise Gibson (chair) contact details removed

Anna Bishop (ministry team liaison) contact details removed

Ian Watts (everything finance: fundraising, gift aid questions etc.) contact details removed

David Rollason (logistics and practical things: flights, insurance etc) contact details removed

Uel Barclay (DBS) contact details removed

Lucy Downer (students contact) contact details removed

Simon Merrett (publicity) contact details removed

Wing Yen-Li (various) contact details removed

All Souls people that help make things happen

All Souls Welcome Desk switchboard 020 7580 3522

Miranda Lewis (service sheets & notices, PG notices) contact details removed

Dave Miller (booking PA etc. within All Souls and presentations for prayer gatherings) contact details removed

Dominique Viljoen (booking events) contact details removed

Jack Garlick (may be able to order food or provide catering – will cost) contact details removed

Jill Bond (prayer gathering mission update sheets – ie needs news while you're away) contact details removed

Introducing All Souls Wet Foot trips

Wet Foot is our short-term mission scheme, which provides 2-3 week opportunities, usually outside the UK, for members of All Souls.

Wet Foot Aims

1. To serve the host community by partnering with them in ministry activity that benefits their own on-going ministry.
2. To provide members of All Souls church with an opportunity to
 - serve God in His mission, perhaps in new ways
 - partner with and learn from Christians in another part of the world
 - learn more about God's will for their lives through cross-cultural mission.

A Wet Foot trip will usually be:

- Primarily for those with no previous cross-cultural mission experience.
- Team with age range usually from 20s to 50s, mostly professionals.
- Typically 2-3 weeks long (so that it can be done during annual leave)
- During weeks from mid July to end August

We usually run 2 or 3 teams each year. Students may have a dedicated trip as well as being able to join the other teams (varies year to year). Sometimes a team includes members with some previous cross-cultural experience. We have also received requests for projects that are suitable for families or for the older (50+yrs) members of the congregation. When requested, we can often recruit people with specific skills, although we like to offer places to anyone willing to get involved as needed, to learn and to serve.

We follow the Global Connections (part of the UK Evangelical Alliance) code of best practice in short-term mission. This includes standards of:

- **Selection:** A careful selection process involving application form, references, interview and DBS check.
- **Training:** A weekend away plus a course of four 2-hour sessions.
- **Support:** A link person to support and pray for individual team members, as well as good financial and prayer support from the whole church.

Fundraising: Teams put a lot of effort into fundraising. They aim to raise both the cost of their own trip and the costs of any materials required for the project.

Choosing the Host and Project

In considering suitable projects we look for the following:

1. A project that will clearly benefit the host. We prefer to work with local Christians to further the mission they are already involved in. This might be to initiate something new that will be followed up after the team leave, or to act as a 'catalyst' to give some momentum to an existing ministry.
2. A project that the All Souls congregation will be able to engage with.
3. Opportunities for individuals to learn and serve God through evangelism, practical activities and fellowship with local Christians.

More specifically we look for:

- a central, general project which the whole team can get involved in, e.g. simple building or decorating where no specialist skills are needed.
- opportunities for children's work e.g. helping at school assemblies or running a kids club. The team would prepare activities with a bible theme as well as some craft activities, games etc
- opportunities to engage with the local church and share in their ministry, e.g. working with the church in evangelistic outreach, sharing in times of bible study and prayer with local Christians, leading or taking part in services (may provide opportunities for drama, music, sharing of testimonies, preaching), visiting people in the community.

In making a decision about a host project we often ask the following questions:

1. Is it a project that will really benefit the host and one that the All Souls family can engage with?
2. What activities could the team be involved in? A variety of activities are ideal.
3. Are there English-speakers on site? Will there be people able to translate when the team is there?
4. What sort of accommodation will there be - e.g. hostel, hotel, homes? (Any of these are fine but it's good to know before we confirm the trip.)
5. What will travel arrangements be? - e.g. cost of flights, transport and distance from the airport, internal transport.
6. Is the project dependant on the team raising some funds for materials? If so, how much?
7. What other main costs will there be?
8. What is the political and security situation like in the country concerned?
9. How big should the team be? (Our preference would be 12-15).
10. Who will be the point of contact at the host end? Is good, regular communication in English going to be possible (e.g. good email access)? Will that person be in a position to liaise with us over practical arrangements both before and during the trip?

The Roles of Wet Foot Leaders

1. Work leadership

The broad outline of the tasks for the trip will have been agreed by the Wet Foot committee and the host. When you take over that liaison with the host, however, there will still be many details to be worked out in advance of the trip. Building good relationship with the host by email/Skype before the trip will be important. Once you are in situation, day-to-day details often change. The host will see you as the main contact and you will need to be prepared to make decisions about the team's work. You will need to delegate the daily work, making sure that all the team members have a role in which they can feel valued (see section on team roles below). It is important that at least one of the leaders has a 'big picture' view at all times. Don't get so focused on detailed work that you can't see what needs to be thought about today in order for the coming few days to run smoothly.

2. Pastoral leadership

Like it or not, in a group of people living and working together for several weeks in a different culture, miles from home, there are going to be a few ups and downs. Some people will be homesick, some will get ill, some members of the team will not get on with each other – there could be a whole host of reasons for team members to hit a bit of a low. You will need to be accessible to those who want to talk and to be sensitive to those who are having a difficult time. Each team has a male and a female leader to deal with the different situations that may arise. You may need to take the initiative to deal appropriately with conflict or other pastoral situations.

You also may feel low or be finding things difficult. This may be hard to deal with as you may feel under pressure to keep going for the others. However, it is important to find someone to talk to and to support you in this.

3. Spiritual leadership

Wet Foot presents great opportunities for Christian growth. Think about how you could encourage growth in each team member. We encourage the team to have a daily devotional time together to keep perspective by studying God's word and to be dependent upon Him in prayer. You may need to help the team focus on God outside of the devotional times, especially during team lows. There may also be opportunities to contribute to church services.

4. Administrative leadership

There are a variety of administrative tasks that you should ensure happens (e.g. keeping account of team finances, keeping in touch with All Souls). You can delegate many of these tasks. You have an oversight role, so one of you, at least, should be thinking two days ahead!

Wet Foot Timeline

This is a guideline to help you, and to act as a checklist, starting once the team is recruited. Fill in dates for your trip (starred items indicate dates that will come from / be agreed with Wet Foot committee).

Dates	Tasks
Early stages	<p>Team & training</p> <p>Initial meeting with team (e.g. meal)</p> <p>Ensure team have all key dates in their diaries!</p> <p>Leaders training session 1*</p> <p>Team training weekend* (includes some sessions for team leaders to plan and lead)</p> <p>Delegation of team roles</p> <p>Preparing to Go training course (4x 2-hr sessions)*</p>
	<p>Logistics</p> <p>Collate details that Wet Foot committee need for flight bookings and insurance*</p> <p>Collate and submit visa documents – if nec</p> <p>DBS Checks information to Uel Barclay (individual basis)*</p> <p>Take over liaison with host (from Wet Foot committee)</p>
	<p>Funding & fundraising</p> <p>Talk about funding with team and each starts personal fund-raising (also in training weekend)</p> <p>Start to organise team fund raising events (NB: co-ordinate with other teams). Delegate to 2-3 team members</p> <p>Team fund raising event(s)</p> <p>Date for personal funds to be paid to treasurer*</p>
Middle stages	<p>Preparation</p> <p>Regular team prayer meetings (e.g. before or after a Sunday service)</p>

	<p>Prepare lessons/ materials/ services/ sermons/ testimonies....</p> <p>Discuss 'team kit' needed and who will take: cameras/ phones/ laptop, gifts, activities kit, music-related, team medical kit, sports equipment?...</p> <p>Leaders training session 2*</p>
<i>Final few weeks</i>	<p>Prepare for and present at Prayer Gathering*</p> <p>Meet with link people</p> <p>Talk with Ian Watts re finance – wiring /exchanging money/ travellers cheques...</p> <p>Collate personal contact details – including next of kin emergency contacts for each team member</p> <p>Give emergency contact at All Souls to each team member to pass on to next of kin.</p> <p>Collate email addresses list for whole group to which prayer/news emails are to be sent</p> <p>Ensure everything has been bought!</p> <p>Commissioning service*</p> <p>Arrange airport meeting point and time</p>
	Leave for the trip!*
	Arrive back in the UK*
<i>Following return</i>	<p>Meet link people</p> <p>Broadsheet article*</p> <p>Finalise accounts</p> <p>Debrief day (normally a Saturday)*</p> <p>Feedback to church family (Sunday evening)*</p> <p>Ongoing team prayer, contact with host community, distribution of any surplus funds</p>

Working Together as Leaders

The relationship with your co-leader is a very important one! Build it as much as possible before you get on the plane!

To work well together you need to know and trust each other pretty well. As soon as you know who your co-leader is take some time to get to know each other, to share hopes and expectations, fears and questions. The more you know and appreciate one another's strengths and weaknesses, gifts, experience and personalities, the better you will be able to work together in a supportive and complementary way.

Discuss how you aim to work together and split the work in the trip run-up and while you are away. Overall this should be shared as evenly as possible, but there will be some aspects or tasks where it makes sense for one of you to take the lead.

As leaders it will be important that you pray together. Start this before you go, and we strongly suggest you find at least a few minutes each day whilst on the trip to touch base with each other, review the day's activities and the team relationships, plan the coming day and pray.

Conflict is inevitable! Conflict on the team and, actually, between yourselves as leaders. Talk about how you will want to handle it. Try to deal with your differences of opinion away from the rest of the team. Talk about what is likely to cause you stress, how your co-leader might recognize the signs and what helps reduce your stress.

Remember that leaders also have needs for quiet, rest, space. Help one another to get the rest they need.

Selection of the Team

Recruitment

We aim to have team leaders in place before the application deadline for team members so that they can be involved in recruitment and interviews.

We advertise the Wet Foot trips 'from the front', on service sheets etc., but, in reality, the personal approach is most effective. Please think about who you might like to encourage to apply for your team!

We hold a Wet Foot briefing session for those interested and produce an information sheet for each trip.

Application

Application forms (see annex) received by the deadline will be given priority. References from a leader within All Souls will be asked for.

Interviewing

We try to do all interviews on the same Sunday afternoon. They are a two-way process with two interviewers for each applicant: ideally a Wet Foot committee member and a team leader. For suggested interview questions, see annex. During the interviews, the other interviewees will be facilitated in a group activity. This helps us see how they relate in a group situation.

At the end of the afternoon, all interviewers bring their recommendations and together decide on the team. In some situations we may request a second interview if there is a particular issue. We aim to give the applicants the result of their interview at the same time by email.

Successful applicants will need to send in a £100 deposit to secure their place (deducted from the trip cost). Acceptance on the team is subject to a DBS check, which will be run on all team members.

Selection Criteria

Essential criteria:

- Christians, including accepting (or being open to learning about) the importance of gospel proclamation.
- Open to learn (and without an unhelpful firm view/agenda to impose).
- Willingness to:
 - Submit to the team leaders;
 - Try new things;
 - Live in basic conditions;
 - Be flexible;
 - Work in and for the team; and
 - Work hard (including practical work) for and serve the hosts.

- Considered to have sufficient physical and emotional resilience and stability to cope with the trip (including medical fitness).

Desirable criteria (preference may be given where such qualities are shown):

- Member of All Souls, intending to continue to be an active member for the year following return.
- Available to work with team on preparation in the weeks running up to the trip (typically Easter or at least training weekend to summer) and for debrief.
- Preference may be given to applicants who:
 - Have little or no similar previous experience;
 - Are open to or actively considering longer term overseas mission work;
 - Have gifts needed for the particular trip (eg local language, bible teaching, relevant professional skills);
 - Are likely to particularly benefit from the experience;
 - Appear likely to be good team players, including working well with the leaders and any team members already recruited;
 - Apply early! Or once most of the team is in place, preference may be given to maintain gender balance in the team.

Building and Relating to the Team

Before leaving

Those who have been on a Wet Foot project often comment on the importance of getting to know the team before going. Praying together and attending the trainings provide opportunities to bond as a team. One or two social times together are helpful, especially soon after the formation of the team.

Getting to know the team will enable you to begin to work out the different personalities, identify people who may work well together, perhaps see if there may be any clashes and begin to plan accordingly.

Roles and Responsibilities (see next section): Consider what roles there are within the team and try to ensure that everyone has some responsibility. Delegating the various responsibilities and roles strengthens the team.

Before you go, discuss and agree as a team some ground-rules, eg taking mobiles, expectations of emailing, drinking alcohol. These will be influenced by destination, host culture, and team make-up.

During the trip

Team devotions and meetings: A devotional time together each day is important for keeping perspective and motivation right, and for expressing your dependence on and gratitude to the Lord. When you gather for this depends on your daily schedule, perhaps before breakfast, or after the day's work. You may want to choose an appropriate Bible book to study through. It's advisable to keep the studies fairly short: tired people find it hard to grapple with difficult theology! They need encouragement to look at the Lord!

You'll also want to reflect on the last 24 hours and plan for the next 24 hours, which is both about allowing people to reflect on their experiences and raise things for discussion, and considering project objectives and ensuring everyone knows what's happening and what they're supposed to be doing.

Team devotions are also a great time for fellowship, relaxation and catching up, especially if the team is split during the day. It's a good principle that every team member will lead part of the devotional (prayers, music, bible study) at some time during the trip.

Social time: It's important for group well-being to have some times of relaxation and socializing. Be tourists; play Frisbee; play cards. Have fun! However, do respect individuals' needs for quiet or solitude.

Some tips on relating to the team:

- See yourself as a leader and a friend – a difficult balance, but important, considering that you are living with the team
- Be approachable and sensitive to people

- Be encouraging and appreciative in all situations
- Address matters of discipline appropriately and promptly. Talk to individual(s) in private. If it's a whole team issue, speak to them together.
- Don't show favouritism
- Be consistent in the way you act.
- Set an example worth following.
- Don't feel you have to be perfect or feel 'on top' all the time! Be honest and in that point to Christ
- Keep confidences, but don't compromise safety.
- Don't take yourself too seriously! Find time to relax and laugh!

Decision making

- Decide what is important and stick with it
- Decide what is less important, and be flexible about those things
- Include the team in decision-making when appropriate. They sometimes have ideas which have never occurred to you
- Don't compromise on important rules, e.g. safety, relationships and attitude to your hosts, care of children

After the trip

After such a close 2 or 3 week team experience people react in different ways. Some want to just slip off home from the airport with no 'goodbyes', others don't want to leave and would love to meet up tomorrow! As leaders, please be in touch with each team member at least once in the first week back, just to see how they are. Be supportive of meeting up again within the first few weeks – although someone else may organize it. Give some on-going support and co-ordination to the team on return, for a month or so, as the team re-adjust to life in London.

The debrief day organised by the Wet Foot committee is a priority for you and the rest of the team. Please come and encourage the whole team to participate. Co-ordinate the team to organise a presentation to the church (usually 20 minutes).

Team Roles

To work well as a team, to do the best you can for the host and to survive as leaders, delegation will be key!

The team will have a mix of skills and abilities, and a range of physical and spiritual maturity; people who are both capable and willing to take on responsibility. Before you go it is important to work out, as a team, what these skills and abilities are and make use of them by allocating roles. (There will be some time for this on the training weekend). This is important, not just for your sake (you don't have to be superhuman!), but for the sake of the team. Taking responsibility for some area helps all the members get involved and feel valued. One of the benefits of Wet Foot is giving people an opportunity to do something for the first time, something that stretches them. Often people move into new areas of service because of what they did on Wet Foot.

There are many roles that can be filled. Some are listed below:

- **Prayer card/support leaflet:** for the whole team to give to potential supporters to encourage prayer and giving. Do you want a trip-specific **logo** (Wet Foot logo can be adapted)? **team t-shirts?** (provides bold visual identity both for team publicity events before you go, and for when you're out there. In some situations, however, it might not be wise.
- **Organising team fundraising events:** see finances and fundraising section. A couple of people to take the lead in overseeing and delegating individual tasks to others.
- **Music:** usually the team will participate in church services. Will you take music, words and/or instruments? Can you learn and practice a few songs before you go?
- **Drama:** sketches for use in services or street evangelism. Maybe learn some before you go.
- **Team devotions:** usually team leaders co-ordinate this but it is good if everyone can lead a short study and/or prayer time during the trip.
- **Medicine:** The team 'first aid' person should keep the general first aid kit and have knowledge of individual needs and medicines, and of basic first aid for likely medical risks where you are going. Obviously best if it is someone with some medical knowledge.
- **Keeping in touch with home:** sending emails for prayer gathering to Jill Bond (contact details removed) (NB: by Monday morning); co-ordinating email news to team supporters through an email list.
- **Diary:** do you want to keep a written record of the trip? Keep in mind the feedback evening at All Souls.

- **Photography:** Having one person (or different people on different days?) to be photographer for the team avoids the problems of multiple cameras every time. Short video footage might be good for the report back. Be sensitive when taking photographs.
- **Sports equipment:** Organise sports and games, and the necessary equipment, e.g. frisbee, football or similar, for team relaxation time and engaging local children and youth.
- **Accounts:** someone with admin skills and attention to detail to keep receipts (where possible!) and a record of all money transactions.
- **Children's work:** Someone (or 2) to plan a programme (Sunday School or a kids club), involve the team and gather resources.
- **Teaching English:** someone to gather appropriate resources for lessons
- **Physical work:** someone to liaise with host re building or other physical work. What experience does the team have? Any resources needed?

Liaison with the Host

The broad outline of the trip will have been agreed by the Wet Foot committee and the host before you start as leaders. The liaison with the host will then be transferred to you once you are 'in post'.

At this stage, there will still be many details to be worked out in advance of the trip – and probably much will change! Building good relationship with the host by email/Skype before the trip is very important. There should be a host link person to liaise with on a regular basis.

Itinerary: Try to agree a draft itinerary with your hosts. The clearer you can become on this, the more you can get ahead in your preparation before you go. This will also help some of the team to feel more secure! Be prepared for things to change or only become clear on arrival.

Church services: Be prepared to participate in local services. Find out what is expected: maybe a testimony, reading or possibly the sermon. Every team member should prepare their testimony. If you're likely to preach, do as much work as you can in advance. Bear in mind you'll need to adapt it to the local situation and you may need a translator. Training on this is in Preparing to Go.

Words of encouragement and greetings: There may be opportunities to share a word of encouragement from the bible informally in small groups (e.g during home visits). It's advisable to something prepared you can draw on at any time. Many cultures will expect you as leader to say something at formal events (farewell parties, services) – even if they didn't warn you!

Prayer

Praying together as a team

Try to meet regularly in the lead-up to going. Before or after a service is often a good time.

Raising prayer support

As well as raising financial support, think about raising prayer supporters. These may be other members of All Souls (e.g. fellowship group, student group, friends), as well as other friends, colleagues and family.

A Prayer Gathering slot is given to each team before they go. You'll have 6-7 mins to present, so keep it clear and not overloaded: a bit of information about the country and trip, perhaps a photo, and prayer points on the following:

- the country
- the host church/organization
- the team
- the tasks/activities you'll be involved with
- the people you hope to share the gospel with

Send Jill Bond 3-6 lines for the printed prayer update by Monday morning; and power point to Dave Miller by Tues morning. (Send Jill Bond in any emailed prayer letters from the Prayer Gathering onwards and throughout the trip).

A prayer letter/leaflet outlining the project, introducing the team and sharing items for prayer is helpful for personal supporters and the Prayer Gathering.

Wet Foot Link Person

Each member of the team will have a link with someone who has done Wet Foot before, often a committee member. They will meet with the team member before the trip, commit to pray for them during the trip and meet again on their return to hear the stories and see the photos. Ensure they get a copy of your prayer letter(s).

While you are away

Daily devotions provide opportunities to pray as a team. Encourage 1:1 prayer, too. Plan for e-mailing news back to the Church family / supporters (weekly on a Monday fits well for prayer gatherings; a pre-prepared list of e-mails for all supporters helps!).

On return

Meet up with the team to give thanks and pray for the projects you worked on and for the people you met and served with.

Training

Training for leaders

We aim to have two training sessions with the leaders of all the teams. Usually one before the training weekend and one nearer to departure dates.

Training for the whole team

The Wet Foot Committee organises pre-mission training for the whole team: a weekend away and the 'Preparing to Go' course. It's important that everyone attends. Please do all you can to encourage them to be there.

The training weekend is a great time for team building and growing a sense of 'ownership' for the trip. During the weekend we will cover:

- an introduction to the country and the project
- health and financial/fundraising issues
- what to take with you
- sharing your testimony
- working as a team, including some basic ground rules and helping each team member to consider their own gifts and contribution.

There will also be time for you to lead the team in getting to know each other better and in initial planning (e.g. delegating various roles and responsibilities, maybe for fundraising, etc)

The Preparing to Go course is four 2-hour sessions together with other Wet Foot teams and individuals who are involved in short-term mission trips. It will typically cover:

- **Mission:** Biblical basis and aims
- **Culture:** What it is, how it affects us, how to approach another
- **Word:** Gospel presentations, Bible talks, team devotions, prayer
- **Practicalities** e.g. Children's work, teaching English, a Christian response to poverty.

In-Country Induction

On arrival, the Team leaders and Host could provide an induction including:

- Biblical focus for motivation to serve and dependence on God
- Introduction to the host leaders and 'key players'
- Explanation of the project/church: history, context, vision, programmes
- Whole trip programme and daily programme
- Ground rules re-capped
- Health issues (water, street food, hospitality of local Christians, mosquitoes...)
- Safety issues (walking around out of the campus, at night? alone? carrying money/cameras/passports)
- Local issues, e.g. responding to local people asking for money
- Important cultural differences

Finances and Fundraising

The Wet Foot Committee will set the budget for the trip after discussion with the local hosts.

It is intended to cover all the costs of the trip – training weekend, flights, insurance, visas (if everyone needs a visa), food, accommodation, in-country travel, a weekend away for R&R (if appropriate), any required contribution to the project or host organisation or any materials the team are expected to purchase for the project, and a little slack for contingencies. It will not cover medical costs (vaccinations etc) or pocket money.

Fundraising is tackled on a team basis. The order of raising funds:

1. **Personal contributions:** Each member is expected to contribute as much as they can. For many, it will be the entirety; for some, it will be a small amount. The first £100 per person will be required as a non-refundable deposit. On the training weekend, the Wet Foot treasurer will (confidentially) collate information about how much each member expects to contribute personally, and then inform the team leaders of the outstanding amount that needs to be raised as a team.
2. **Personal fund-raising for the team.** All are expected to seek sponsorship for the team. In most cases it is appropriate to ask friends, family and work colleagues outside All Souls as well as friends within All Souls.
3. **Team fund-raising events**, as decided by the team. The Wet Foot Quiz Night and Cake Auction has proved very popular in the past, raising £1500/£2000 with Gift Aid. It is not compulsory, but a date will usually have been provisionally booked by the committee. This will be a joint event if all teams want to participate, with the funds being split appropriately by agreement. Sunday car washing has also proved successful, as have cake 'sales' after services. Annex includes some things to think about if organising a quiz night/cake auction.

NB: Each team will be permitted **one** Sunday on which to do some fundraising (cake sale or car wash or the like). Any more simply fatigues the church family.

NB: Team Events, while raising the Wet Foot profile, are time consuming and don't 'solve' the funding issue! We would generally discourage teams from putting on more than one big event for supporters (like a quiz night). Most emphasis should be placed on personal fund raising for the team. Plans should be discussed with the Wet Foot Committee. (Painful/strenuous/athletic challenges are not usually necessary! - although some teams have said that a team sponsored walk or cycle was a good team building exercise).

Most sponsorship will come from one-to-one conversations. Christians will hopefully appreciate the need for funding gospel ministry. Non-Christians are often happy to 'sponsor' the trip - and talking about the trip has often led to evangelistic openings.

Surplus funds can be used for the benefit of the projects visited. Proposals for allocation of any excess money should be discussed with the Wet Foot Committee as well as the team before making any promises to the hosts or beneficiaries.

The detailed logistics of the fundraising process will be explained to the Team at the Training Weekend.

Money, and the supporting documentation, should be given to the Treasurer (direct or via Welcome desk) for banking. There are pros and cons of using an internet-based site such as Just Giving. See annex for practical information; discuss with Treasurer.

The Treasurer will be able to tell the leaders at any time how much has been banked. He will not be able to say how much has been promised but not yet collected. The leaders should be able to get an idea of this latter figure from team members. Fundraising and collection of sponsorship usually continues up to the week of departure, but obviously the earlier the better!

Gift Aid – see annex

Leadership Responsibilities

1. Advise the team of the amount to be raised by sponsorship. Delegate a team member to set up internet-based giving (if used), to liaise with Wet Foot treasurer, the site and the other members of the team. Delegate two members of the team to organise fund raising events. If there is more than one team in the year this will need to be co-ordinated.
2. Remind the team of the first payment deadline (balance of flight tickets).
3. Delegate the team the production of a fundraising leaflet (include a Gift Aid Declaration).
4. Liaise with Treasurer to monitor the progress of the fundraising and for payment for goods/services from the UK before the trip.
5. Liaise with the hosts in good time to determine how the in-country payments are to be effected. Are cash machines available locally? Do they accept credit cards? Do they require dollars/sterling/euros cash? Arrange with the Treasurer, in good time, for credit card accounts to be funded/travellers' cheques purchased as needed. Some local cash will also be necessary. Do not leave this to the last minute!
6. Advise team re personal cash – how much, which currency, use of bank cards.
7. Choose a team treasurer who will arrange for in-country expenses to be paid, obtain receipts and prepare a report for the Treasurer on return.
8. On return, discuss with the team how any surplus funds could be used. Discuss plans with the Wet Foot Committee before doing anything.

Practical and travel arrangements

Travel & Insurance: Co-ordinated by the Wet Foot Committee. They will need relevant information from the team. Arrange with your hosts collection from the airport.

Visas: The Golden Rule: **start applications early!** Different nationalities will have different requirements. It always takes longer than you think! Beware the out-of-date passport, the transit visa, the mis-spelt name. It is each team member's responsibility to check if they need visa and get it. Of course, if everyone needs one, it's worth co-ordinating visits to the embassy.

Vaccinations (and possibly anti-malarials): The Golden Rule: **start vaccinations early!** This is also the responsibility of each team member, in consultation with their doctor or local travel clinic. Different people may need different vaccinations. There is an element of personal choice once advice has been given: some are more necessary than others.

Other health issues: Team members should take responsibility for their own medical issues. Leaders and the team 'medical officer' should know relevant team members' medical issues in case of emergency. It's advisable to have a dental check before you go.

Country: Be familiar with the country and culture eg political situation, climate. A team member could research and give a short presentation.

Gifts: In many cultures gift-giving is a mark of relationship, so go prepared. Find out what would be suitable gifts for different groups of people.

- Hosts church/organisation: maybe something personalised, marked with date and 'All Souls Wet Foot Team 2010' on it! A token of appreciation and partnership is better than an attempt to give something material.
- Children: pencils/pens, stickers, small toys
- Host families: small tokens from London or your home culture

The team may have contacts who will donate gifts eg. medicine, vitamins, toys, guitars(!) etc. (Donors may want photos or some other proof that you've given the gifts). The Rector is happy to sign a Bible if you want to buy one as a gift from All Souls to the host church/organization.

Gifts to individuals should be given privately and advisably. If you have money gifts to give, ask the local liaison person how to give them to people. It is usually unwise for individual team members to give gifts to individuals. It is much better done as a team.

Language: If necessary, liaise with hosts about provision of local interpreters. It's both practically helpful and symbolically significant if the team members can learn some words and phrases of the local language before you leave. Could a member of the church family (or team member with a phrase book!) help produce a language sheet or give a lesson? If you can learn a song in the local language, the locals may love it, as will the Church family when you sing it to them in the feedback!

Child protection: All team members are required to undergo a DBS check, and accept and sign up to our child protection policy, as part of adhering to best practice in short-term missions. Uel Barclay will be in touch about the paperwork needed for the DBS check. The child protection policy will be covered in the team training. If any concerns were to be raised, the team leaders may have a role in making a judgment and pursuing if appropriate.

Mobile phones and laptops: Team leaders help the team make a decision about phones (and laptops). At least one team leader must have a mobile which we can contact them on. We suggest that it's not helpful for everyone to have their mobile with them. The temptation to be texting/calling/e-mailing frequently may be hard to resist and it significantly affects a person's engagement with the team and the project. Similarly, one laptop might be useful for a team diary, writing news for supporters, and for if your hosts use presentations, but probably not several!

Contact details: One of the Wet Foot committee will be 'on call' whilst you are away. You will be given their mobile number. They will act as the contact 'conduit'. Ensure that all team members have

- given contact details of the person Wet Foot should contact in an emergency. For those with next of kin who do not speak English, they should provide us with a contact of someone who does.
- received the emergency mobile number to give to their relatives in case of an emergency at home. This is preferable to them trying to contact the team member directly and getting distressed if they cannot make contact.

Travel documentation – Team leaders should arrange for two hard copies of travel documents – one set to be left in the UK with the Wet Foot Committee, and the other to be taken with you. Should include: photocopies of each team member's passport and visa, insurance information (phone numbers and policy numbers/details), and copies of flight details / tickets.

Practical tips for during the trip

Safety and Emergencies

Safety at work: Safety comes first especially when doing building or other physical work. Team members should bring suitable clothes and shoes.

Safety in travel: It is a Wet Foot ground-rule that team members don't go off site/away from the group on their own – only in a group of 3 minimum and only if they have permission from the leader and know what time they are due back.

Emergencies: Talk through with your host early on what you should do in an emergency. Where is a suitable local doctor? How far is the nearest hospital?

Mobiles: It's useful to have a couple of phones with local SIM cards. This enables you to communicate with each other and with the host easily if you are separated into different work teams.

Day to day

Hospitality: Hosts are often very hospitable! Be wise about accepting hospitality: twelve people for dinner can be a burden for a family, but they may be offended if you refuse; supper with a family is a great experience, but every night is very tiring for the team.

Sending news home: - the church family and supporters will be eager to know that you arrived ok. A text or email to the committee to acknowledge arrival. Plan for regular (but not too frequent – weekly?) e-mails back to supporters (see team roles and prayer section).

Rest and recuperation (R&R): Time will be built in for R&R, normally towards the middle of the trip. But this may still leave long stretches without significant breaks – watch for team fatigue and see if the programme is flexible to providing extra time out if needed. In addition if individuals have been stretched, give them the chance to step back (leaders, too!). Be aware and sensitive – people vary in what they need.

At the end and after the trip

In-Country Debriefing

1. Team only

It is helpful for the team to have some time to debrief without the host. This gives greater freedom to be honest and to process the experience. (NB: Allow enough time ...at least 90 mins). This session might include:

Looking Back

May be most helpful to give some questions for personal reflection – time to write down personal responses – and then opportunity to share what they choose to with the group. Questions for such reflection might include:

- What have been the highlights?
- What were the lowlights?
- What has frustrated you most about being in the country?
- What has God taught you through the experience?
- What has God taught you through Christian brothers & sisters here?
- What were your/our objectives in coming here – have they been met?
- What do you want to take back with you? What do you want to incorporate into your thinking or lifestyle?

Spend some time in prayer to give thanks.

Find a way of expressing appreciation for each team member.

Looking Forward

A group discussion looking at questions such as:

1. What will it be like going back to UK? Home? Work? All Souls? [solitude rather than being with team 24-7, others not understanding what you've just experienced, being back at work, reverse culture shock...]
2. How can we handle that well? [maybe talk a bit about getting together again when you get back and meeting up and praying?]
3. How might we continue the relationships here: as a group? as individuals? [Email, prayer, finance, return visits]

Pray for each other in pairs.

2. Team + Hosts

This could then be followed by some debrief with the host. It might include:

1. Thanks and specific words of appreciation to the host.
2. Sharing some of the things learnt and that we will take back with us. (Some selected items from the team feedback)
3. Gift-giving (NB: It should be a token of appreciation and partnership.)

Asking for feedback from the host and giving feedback from the team may well be best done leaders with leaders.

Returning

Supporting the team as they return is as important as when they are out on the trip. The emotional impact of returning can be quite significant. Often people at home don't understand how much the trip has affected you and don't want to talk about it as much as you do!

Don't be surprised if some members of the team find it very hard to leave – either the country and hosts, or other members of the team. It is a bereavement process! Some react by not wanting to say goodbye at Heathrow and wanting to meet as soon as possible; others may vanish without any goodbye the minute they come through customs!

Debriefing at All Souls

There are two elements:

1. **Debrief with link person.** Each team member's link person should get in touch and arrange to meet up. This is an opportunity for the team to share their experiences with someone who wants to hear. A real help!
2. **Debrief day.** A few weeks after return, the Wet Foot committee organises a debriefing day for all the teams. It's an opportunity to talk about the experience with others, reflect on what's been learnt and then look ahead to what is next. It's important for all the team to come. Debriefing a few weeks after return is still a very helpful process even if there has been some debriefing in-country.

Feedback to supporters

Feedback to your prayer and financial supporters is an important opportunity to give glory to God and to say thank you for the support others have given. It can inspire others to serve - and recruit for the next Wet Foot teams!

Feedback to church: Usually a presentation after an evening service for 20-30 minutes. It should include reporting on what you did, what you learnt and how we can continue to pray. It's also an opportunity to thank the church family for their support, and challenge others to go next year! It's great to have the whole team involved somehow, even if it's just to say a line. You will be tempted to over-run your time... please don't! Photos are great – but not all 6000, it is too much for the little laptop to handle and too much for a tired audience! Presentations to Dave Miller by the Thursday before.

You may be asked to write an article for the Broadsheet. (Delegate!)

Reunions: Get the team together to look at photographs, to recall shared experiences and encourage one another.

Finances: Finalise accounts and check any outstanding bills. Agree on what to do with any extra funds.



Confidential - this form will only be seen by those linked to the work of the Wet Foot Committee

Personal Details	
Full name: Name you prefer to be known by: Nationality: Date of Birth: Gender: Male / Female Are you applying as part of a family: yes / no	Current address: Permanent address if different:
Email address: Daytime telephone number: Evening and weekends: Mobile number:	

Education and Work Experience
What is your present occupation?
If employed, who is your employer?
If a student, give the name of your place of study: Course: _____ Year of study: _____

Hobbies and skills
What are your main hobbies and interests?
Do you have any specific talents that might be useful e.g. medical, construction, languages, accounting, management, crafts, music etc?

Special Needs	
<i>In order to access the suitability of our trip/destination for you please answer the following questions as accurately as possible, continuing on a separate sheet as necessary.</i>	
Are you currently on medication? If 'yes' please supply details.	Yes / No
Do you have a physical disability / ongoing illness / existing medical condition? If 'yes' please supply details.	Yes / No
Are you a smoker?	Yes / No
Are you a vegetarian / vegan? If 'yes' would you eat meat if you really had to?	Yes / No Yes / No
Do you have any food allergies / special dietary requirements? If 'yes' please supply details.	Yes / No
Have you been, in recent years, or are you currently receiving counselling? If 'yes' please supply details.	Yes / No

Have you ever suffered from any form of chronic fatigue or from emotional or mental health problems? If 'yes' please supply details.	Yes / No
Do you have any past, significant medical health conditions e.g. serious illness, operations or accidents, or any other conditions of which you believe we should be aware? If 'yes' please outline on a separate sheet of paper.	Yes / No

Christian life and All Souls Experience	
How long have you been a Christian?	
Have you had previous overseas Christian experience? If so, describe briefly.	Yes / No
How long have you been regularly attending All Souls?	
Which groups do you belong to within All Souls?	
Name/s of leaders:	
What areas of service are you involved in?	
Have you taken a training course? If so, which one(s) and when?	Yes / No

Project proposal
Which project are you applying for?
All Souls trip to: X <input type="checkbox"/> X <input type="checkbox"/> Either <input type="checkbox"/>
Other <input type="checkbox"/> (see below)

Only fill in this section if you have ticked 'Other'
Have you submitted an application to the sending organisation?
If so, have you heard whether you've been accepted?
Place and country of project:
Name and address of organisation:
Dates of proposed project:
Approximate total cost:
How do you plan to raise this money?
Short description of the project:

Personal statement

On a separate sheet please address the following questions:

- What are your reasons for wanting to take part in a Wet Foot project?
- If you've chosen a specific project, what attracted you to it?
- Who will form your support group in All Souls before/during/after the project?
- What are your plans on returning? Will you continue to be a fully committed member of All Souls?
- Any other relevant information.

Referee (for All Souls projects only)

Please give details of someone at All Souls who is willing to act as a referee for you. They should preferably be a small group leader or a person with a position of responsibility at All Souls who has known you reasonably well over a period of time. If you are new to All Souls or do not know well someone in a leadership role the church it would be helpful if you could provide a second referee from All Souls or a previous church.

Referee Details:

Name:

Address:

Email address:

Telephone number:

How does this person know you?

How long have you known this person?

Signature**Date**

Please note that we will be requesting a DBS check for applicants

If you have any queries regarding this form please email wetfoot@allsouls.org

Completed application forms should be returned to the Wet Foot committee c/o the welcome desk or download this form at www.allsouls.org and email to wetfoot@allsouls.org

Completed forms must be received by X. Early receipt of applications welcome.

Interviews are scheduled for X.

The All Souls Wet Foot scheme is accredited by the Global Connections Code of Best Practice in short term mission.

ANNEX: Suggested Questions for Wet Foot Trip Applicants

How long have you been a Christian and how did your Christian life begin?

There will be physical aspects to this trip, do you see any reason why this should be a problem?

How do you feel about living in quite basic conditions?

There may be opportunities to give testimonies, how do you feel about taking part in these sorts of activities?

Who will be your support group when you are away?

What do you think you will bring to the team?

Are you available for key training dates?

How will you feel if you do not get a place on the trip?

Annex: Training weekend Team Time sessions

Team time 1 – Who are we and how will we work together?

Led by Wet Foot Committee

Team work in the Bible

What makes for a good team?

A few basic tips/ground-rules for Wet Foot teams...

Team leaders will be asked to facilitate the following session

a) Introduce yourself (50 mins)

Give people 5 mins to think and write something about themselves. It might include some of the following:

name, where from, something about your family, something about you do, something about your life in All Souls.

Give each person in turn a few minutes to share what they choose.

b) Our team principles (50 mins)

Each person write down the top 5 principles they think the team should have.

In groups of 3, each person share their top 5 and then agree your top 5 as a small group.

Now each group shares with the whole team...can you agree on 5 principles for your team?

Team Time 2: What contribution could I make?

Led by Wet Foot Committee

As well as different roles we have different personalities ... knowing our own and appreciating others will help us live and work together

a) Team roles questionnaire (Belbin) (NB: just a tool that might be useful)

b) Some pointers from Myers- Briggs personality types

Team leaders will be asked to facilitate the following session

a) Team roles

What did the team roles exercise show us? How does that help us?

What are the tasks on the team... the different team roles (e.g. music, drama, photographer,..)

Each person to share:

something the 'team roles' exercise showed me something I've done in the past that I really enjoyed, hobbies/interests, , something I might be able to contribute to the team on Wet Foot

(NB: Leaders may want to take some notes about who is willing to do what and over lunch put a name to each role and share with team after lunch)

b) Next steps and plans:

(Any planning you wish to do at this stage)

ANNEX - What to take (for all team members)

Trip-specific considerations will tailor the generic list below:

- culturally-appropriate clothing (eg women may need to avoid shorts, strappy tops etc.. Smarter clothes and shoes needed for church)
- climate and healthcare specifics
- accommodation
- baggage allowance (depends on airline, typically 20kg and each team member may need to leave room for team kit eg gifts, craft and sport equipment)

Clothes and shoes

- Warm clothes
- Light weight clothes for hot weather
- Practical working clothes
- Other clothes for evening / church / rest days
- Wet weather gear – waterproof jacket
- Underwear and night clothes
- Towel
- Swimming costume/shorts
- Sun hat, sunglasses
- Flip flops also to wear in showers, walking / outdoor / sports shoes

Toiletries

- Bring anything you might need: toothbrush and toothpaste, soap, shampoo, hairbrush, razors, deodorant, tampons, contact lens fluid, alcoholic / antiseptic wet wipes, loo roll (you'll want a few sheets in your bag if likely to face long drop toilets on building sites / in shanty towns, even if you have flush toilets in your accommodation), sun lotion, lip and nose screen, moisturising cream (guys become shameless about using hand cream after regular dusty building site work!) ... (depending on location, some might also be available locally)

Personal First Aid Kit

- Paracetamol / soluble aspirin
- Insect repellent
- Cream for insect bites
- Antiseptic Cream
- Plasters
- Any personal medication
- Immodium or equivalent (for diarrhoea)
- Anti histamine if you're allergy prone
- Travel sickness tablets if you get travel sick

Sleeping Gear

- Sleeping bag or sleeping sheet / sheets?
- Sleeping mat?
- Pillow and pillow case?
- Mosquito net?
- Mosquito spray and coils?

- Earplugs?
- Torch and Batteries

Building project work

- Steel toe cap boots (even though locals unlikely to wear)
- Protective gloves
- Protective glasses?

Other Stuff

- Bible (and bible reading notes if used)
- Paperback and games/cards (for rest time)
- Diary / journal and/or notebook and pens
- Alarm clock
- Penknife (not essential – ensure in hold, not hand luggage)
- Liquid hand gel
- Travel wash (for handwashing clothes)
- Water Bottle
- Sewing kit
- Family photos, London/Britain/home photos/postcards

Also between the team (to minimise having too many valuables):

- A couple of cameras with enough memory and batteries, and possibly a video camera
- One laptop (plus memory stick)? – particularly for preparing communication items to send back & daily diary (even if internet access might be from another source)
- A couple of mobile phones with international range and/or local SIMs

Documents

- Passport and visa if required
- Photocopy of Passport (x2 - one stays in the UK)
- Credit / visa card as back up; phone numbers needed if cards get stolen
- Insurance documents
- Money Belt
- Next of kin details
- Foreign currency?

Gifts and activities equipment (check locally, plan use/distribution as team)

- Craft activities (eg for kids clubs)
- Sports equipment – parachute? footballs? etc.
- Sweets / biscuits
- Tea towels of London
- Nice soaps, hand creams, perfumes
- Postcards of London (and All Souls? - on sale from welcome desk)
- Tool kits
- Pens, notebooks / exercise books
- Stickers, bookmarks
- Printed scarves
- Trinkets
- Devotional books

ANNEX – Some tips from other teams

T-shirts: Jacknadel www.jacknadel.co.uk 23 Pembridge Square, Notting Hill, London, W2 4DR, 020 7535 3400).

Note: allow at least 4 weeks for T-Shirts to be printed.

Leaflets: The leaflet serves two purposes.

1. To communicate to the church family, and friends and family outside the church what your mission trip is all about. Include information about the team, where you are going, what you will be doing, who you will be serving / working with, for how long and when, and things to pray for.
2. Supporting fundraising. Ask for funding, give clear instructions on how to give include a gift aid declaration form.

It's useful if the leaflet is e-mail friendly as well as looking good when printed.

Organising a quiz night:

Be warned: it is time consuming to organise and will only bring in a small proportion of the funds needed. But it has several potential benefits:

- Raises some money for the team (maybe about £100 per team member)
- Helps team building.
- Raises awareness about the trip at All Souls as well as providing a social event.
- Opportunity to engage non-Christian colleagues and friends.

SPRAS is a good venue. **Book venue and start advertising date ASAP**

Things to think about:

Advertising, Pricing, Tickets and Gift Aid

- Advertising: personal invites key (can every team member recruit a table?) plus service sheet notices (contact vestry). Other opportunities?
- Ticket price (£10 in recent years).
- Cost of food
- Check maximum numbers for venue (SPRAS c. 200-230?).
- Design and print tickets – sell from information desk after services; reservable via e-mail; on door? NB: to claim gift aid on portion of ticket price that is not covering food/drink costs, need to specify split at time of ticket sale.
- Gift aid – have forms on the night. Basic principle is that you can't reclaim gift aid on payments for things (eg dinner, drinks, market price of cakes), but can on freely given donations from UK taxpayers. Wet Foot Treasurer can provide further advice, including best ways to maximise Gift Aid potential.

Logistics

- Access to venue inc. timings? kitchen facilities? layout?
- Plan timings / program (need to finish in SPRAS by 10pm?)
- Delegate roles eg MC, food, quiz, auction, publicity/tickets, set-up venue...
- Food and drinks: Food ordering, cooking, serving, clearing up... Who will cook? Health & Safety rules re use of kitchen, providing food to public, etc.
- Quiz - questions, quizmaster, answer sheets, marking / scoring, joker cards?
- Music, lap top and slides, PA set up etc

Presentation of the Trips

- Able presenters; prepare well; short and clear; remember non-Christians

Cake Auction

- Each team member to provide a cake; some of church family will make a cake
- Warning: some church family members in past have been very generous with large contributions for cakes, but others (including non-Christian friends) who've not been prepared for that could feel under unwelcome pressure to contribute to the table fund – try to stress 'no pressure' while keeping the fun of an auction!

ANNEX – Gift Aid and on-line donations

- Explain on fundraising literature that we can reclaim 25% (or latest up to date figure) in addition to any donation from a UK taxpayer. By signing the Gift Aid Declaration below, they will enable us to reclaim tax.
- If it's not quite a 'freely given donation' – eg the donor is receiving a dinner/drinks at a quiz night, a cake, or getting their car washed, then other more detailed rules apply. Please liaise with Wet Foot treasurer to discuss the Gift Aid issues involved in any particular fundraising scheme.
- Cheques should be made payable to 'All Souls Church - re Wetfoot'. On the back should be noted the Wetfoot trip involved (e.g. Wetfoot New Guinea) and the name of the team member being sponsored. NB: Tax-enhancing scheme vouchers (such as CAF, Stewardship, Sovereign) cannot be taken for any fundraising event where the sponsor receives goods or services. Cheques should be collected by the team member or can be left at Welcome Desk in an envelope addressed to the Wet Foot Treasurer.
- GIFT AID DECLARATION FORM: The person supporting you should include the following information:

Please treat my donation of £..... as a Gift Aid Donation. I understand that I must pay an amount of income or capital gains tax equal to the tax reclaimed, on my donation. Signature, name, address, postcode, date

Note people can complete a row in a table containing this information, and ticking a column to declare they are UK taxpayers, instead of completing individual gift aid forms.

Setting up for online donations with Just Giving

On-line sites have not been widely used by Wetfoot Teams in the past, partly because the value of donations is significantly reduced by the commission charged by sites such as JustGiving. However, it is recognised that such sites are becoming almost the norm when seeking sponsorship, are particularly practical when a sponsor is not UK-based, and should be considered by the teams. Sites are now available which, while they do not have the name recognition of JustGiving, do much the same thing but make no deductions (having pop-up advertising instead). Current availability, terms and conditions should be investigated.

The Wetfoot Treasurer can supply the information needed to complete the forms necessary to set up an account (HMRC reference, bank details, etc)

An internet site must not be the sole means by which a donor can make a donation. Cheques are equally welcome. Direct transfers to the Wet Foot bank account by sponsors are not encouraged as they too often lack details for the Treasurer to establish "who paid what for whom". Use of the internet site should not reduce the personal contact between the team members and their individual sponsors.

ANNEX - Advertising at All Souls - Practicalities

Notices on Church Service Sheets (Particularly in the run up to an event)

1. Contact Miranda Lewis – contact details removed
2. Must do this by Wednesday morning latest (before the Sunday you want the notice communicated on). Keep it succinct and to the point.

Advertising via screens at start / end of a service

Dave Miller needs PowerPoint slide(s) by Thursday.

Also for any questions regarding selling tickets at Church for events, where and when you can do this, what leaflets you can leave where, what posters you can put up where etc Contact Dave Miller contact details removed

Church Assistants:

The church assistants hold keys to every room, including the photocopying room.

Other advertising opportunities:

- All Souls Church Website: contact Uel Barclay
- Second Sunday and student gatherings (Wednesday, Friday & Sunday)
- 20 / 30s monthly e-mail, sports ministry monthly e-mail
- Fellowship Groups and Springboard
- Prayer Gathering notices (Miranda Lewis).
- Use the members of your teams in different areas of Church ministry to make others aware.

ANNEX - Activity Ideas

This will entirely depend on your context and projects, but holiday bible clubs for kids, or other forms of kids work, and teaching English as a foreign language are commonly elements of Wet Foot trips.

Arts and Crafts:

Making things tends to form a big part of kids Bible clubs so you may need to take a fair amount of stuff with you. Check what you can buy in-country.

Sports / Games / equipment:

Sports games can give a welcome break and energy release! You may need or want to take some stuff with you and certainly some ideas of games. One very popular Wet Foot prop has been a parachute. See photograph below. You can play lots of games and foreign kids tend not to have seen these – they go down a storm. (Even with adults! What a dude in the glasses!!)



ANNEX – Further reading (for all team members)

Some of you won't be big readers and the thought of trying to fit in a few extra books to read before you go will horrify you – don't worry, we'll try to cover all the main things you need to think about in wet foot training. However, for those of you who who'd like some reading recommendations to help you think through certain issues in more depth, either before you go or when you get back, we think the following are excellent:

Johnstone & Mandryk 'Operation World' – short article on every country with background and suggestions for prayer

John Piper 'Let the Nations be Glad' – on world mission

Howard Pesket & Vinoth Ramachandra 'Mission' BST series – key passages on mission

Chris Wright 'The Mission of God' and (forthcoming) 'The Mission of God's People' are great on mission, although not light reading!

Sarah Lanier 'Foreign to Familiar' – on crossing cultures (short and easy to read but also funny, thought-provoking and great for self-awareness and better understanding of other cultures)

Dewi Hughes (Tearfund) 'God of the Poor' – on poverty

Tim Chester 'Good News to the Poor' – integral mission: great for getting your head around evangelicals integrating meeting practical / material needs with preaching about eternal / spiritual needs

John Chapman 'Know and Tell the Gospel' – basics of what the Gospel message is and how to explain it clearly, equally helpful for evangelism back here in the UK!

Marjory Foyle 'Honourably Wounded' – on Christians and stress on the mission field (more focused on long-term overseas work)

If you want to read more on mission, development etc. from the perspective of majority world authors, then Langham Partnership International are producing some excellent books in conjunction with IVP as 'the Global Christian library' series, including: Samuel Escobar 'A Time for Mission: The challenge for global Christianity', and Joe M Kapolyo 'The Human Condition: Christian perspectives through African eyes'.