



## **GROUP LEADER NOTES – LEADERSHIP**

1. Travel
  - a. Dress Code
    - i. Travel Day dress code designated by CWE.
    - ii. Jobsite and housing dress code designated by Missionary.
  - b. Orientation
    - i. Know the information before you get to the airport. Do not read it word for word. Use it as a reference.
    - ii. Explain the ministry tie-in to CWE and what the missionaries are trying to accomplish.
  - c. Count CWE bags and total check-in bags on departure and return.
  - d. During airport orientation, explain to the volunteers what will happen with the baggage handlers outside the airport. Let the missionary tip at his discretion.
  - e. Please comply with the dietary and restaurant plans.
2. Jobsite
  - a. Open with prayer. Ask people privately before you ask them to pray publicly. (especially ladies)
  - b. Run the jobsite like a supervisor. Use a note pad and punch-out the building daily.
  - c. Give ownership of job responsibilities to individuals. Explain what you expect from them so they will buy in. Remember, if you get the volunteers to understand what is expected, they will take ownership.
  - d. Inspect what you expect.
  - e. Make sure the kitchen ladies get to the jobsite at least once or if you are doing anything special.
  - f. Food and drinks are for our volunteers and anyone working with you on the jobsite.
  - g. Stay on schedule.
    - i. Have confidence in the schedule.
    - ii. It has been refined after many trips.
  - h. Consequences of finishing early:
    - i. Some volunteers want to go home when the work is done.
    - ii. Some volunteers were asked specifically to come because we told them they were needed.
    - iii. Some volunteers may not want to come back if they feel they were under-utilized.
  - i. Use nationals whenever you need them - it is in the budget.

Why...

    - i. It makes good witnessing opportunities for the team.
    - ii. If your team is tired.
    - iii. If you get behind schedule for any reason.
    - iv. If you are working more than 8 hours.

- j. Comply with the construction plans.
  - i. You must know the plans before you go on the trip.
  - ii. Do not change anything on the plans without calling the CWE office first (e.g. door swing).
  - iii. We may not be able to complete or afford an unauthorized change.
- 3. Housing
  - a. If repairs are necessary at housing facility, please make sure missionary/national pastor has someone make repair ASAP.
  - b. If a major repair is necessary that might hinder volunteer housing, please contact the CWE office.
  - c. Leave ALL food related products for missionaries at the end of the project.
  - d. You do not have to wait for everyone to be present to eat (someone might be taking a late shower, etc.).
- 4. Missionaries and National Pastors
  - a. Ask the missionary or national pastor to share his testimony on the first day or early in the trip so our volunteers understand the need and hear their “heart.”
  - b. If they do not have enough CWE project advancement money, it is because we are waiting on something from them (previous receipts, etc.). The Group Leader Advance money you have is for emergencies or a specific purpose that we will make you aware of before you leave. It is not to buy general materials (for domestic trips, the Group Leader Advance money can be used to purchase general materials).
  - c. Contact the office if there is a problem with the missionary asking you or volunteers for money.
  - d. Please make every effort to attend a church service with the nationals. Always have an interpreter for our volunteers.
- 5. Notify the office if you store anything in a locked or out of the ordinary place so we can alert the next group leader.
- 6. You should be the only one who sends the missionary or anyone to the store.
  - a. Please make sure if they go, they get everything necessary and do not waste time on multiple little errands.
  - b. We always need a vehicle and translator on site in case of an emergency. **THIS IS A MUST!**
- 7. SAFETY
  - a. You are ultimately responsible for the safety of everyone.
  - b. Always use the Law of Navigation and Intuition to detect potential problems before they surface.
  - c. Keep the jobsite clean.
  - d. Keep medical forms private. Only open in case of emergency. Send them back to the office for disposal.
  - e. Assign someone to be the safety coordinator.
    - i. We do not want to assume the first aid kit and defibrillator will make it to the jobsite and back every day.
    - ii. Pick someone who will enjoy and take the responsibility seriously.
  - f. Stress to the volunteers the importance of jobsite safety, especially if they are off the ground.
- 8. Hydrate!!!

- a. Make sure the volunteers are getting enough water.
    - i. If it is especially hot, you may have to take a mandatory water break.
  - b. Look for signs of heat stroke with your team.
9. Be sensitive to what God is doing in people's lives.
- a. Remember, the volunteers don't work for you – they are volunteers.
  - b. Some may not be saved!
10. Evangelism
- a. Please plan ahead for the ½ day evangelism outreach.
  - b. Coordinate with missionary/national pastor for locations and translations.
  - c. Break teams up in comfortable groups of 4-6 with someone to lead the Gospel presentation in each group (just use CWE track if necessary).
11. Paint the vision.
- a. Remind the team why we do what we do.
  - b. Make a special time at the end of the week to share how the building will be used in the near future.
  - c. After evening devotions is a good time to recap the day and prep everyone for what to expect the next day and CELEBRATE!!!