



# NGABWE MISSION HANDBOOK

**Only Believe**

**IMPACT MISSIONARY MOVEMENT**

*“Every true disciple is born into the kingdom of God as a missionary. He who drinks of the living water becomes a fountain of life” ~ Desire of Ages 195.2*

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### 1.0 OVERVIEW OF IMPACT

IMPACT Missionary Movement is an organization focused in preaching the gospel of the kingdom to all the earth, far and near, with urgency and power. This movement was founded by young Seventh-day Adventists in Lusaka, Zambia, on the 6th of October 2008, in response to the command of the Lord Jesus Christ in verses 19 and 20 of the 28th chapter of Matthew which commands all to 'Go ye therefore, and teach all nations, baptising them in the name of the Father, and the Son, and the Holy Ghost: teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen' (KJV).

In the same vein, Inspiration further encourages to be co-labourers with God in soul winning as members of the church as shown the following quotes:

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*"The church is God's appointed agency for the salvation of men. It was organized for service, and its mission is to carry the gospel to the world. From the beginning it has been God's plan that through His church shall be reflected to the world His fullness and His sufficiency. The members of the church, those whom He has called out of darkness into His marvellous light, are to show forth His glory." ~ Acts of the Apostles, 9*

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*We are bidden to go forth as Christ's messengers, to teach, instruct, and persuade men and women, to urge upon their attention the word of life. And to us also the assurance of Christ's abiding presence is given. Whatever the difficulties with which we may have to contend, whatever the trials we may have to endure, the gracious promise is always ours, "Lo, I am with you always, even unto the end of the world. ~ Evangelism, 15*

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The movement is involved in conducting door to door bible study, medical check-up, feeding programs, clothes distribution and literature distribution. This handbook has been developed for the mission in Central Province of Zambia. It is meant to help missionaries in their preparations to ensure adequate preparation and thus making the missionaries equipped for this mission.

### 2.0 FACT FINDING REPORT

#### 2.1 Ngabwe Mission

Central Province is one of Zambia's ten Provinces. The Provincial town is Kabwe, which is the home of the Mulungushi Rock of Authority as well as the famous historical site – broken hill man. Central Province has an area

of 94,394 km and borders eight other Provinces and has eleven districts. As of 2018, population in Central Province stands at 1.744 million.

This mission is intends to cover five (5) sites in the province. The missionaries will be split into 5 teams for them to cover different parts of the selected sites. The sites are considered un-entered by the Seventh-day Adventist Church. We will thus endeavour to make known to people the saving Grace of Jesus Christ, strengthen the Adventist presence in the area and plant a church in the various sites.

This mission is expected to be a great opportunity for our missionaries to grow in faith and character as it will be quite taxing due to certain inherent elements such as, but not limited to, the following: We will be going to this area during the rainy season which will pose transportation difficulties to and from the various sites. The terrain and setting of the areas will almost definitely require all the missionaries to walk long distances. In the area we may also have to contend with African traditional beliefs and practices.

These hazards call for us to be more earnestly prepared, as adequately as we can, Spiritually, Mentally and Physically. The challenges and dangers are real but we trust that it will be a life changing experience that will teach as to depend entirely on God and most importantly bring Honour to our God, hence making challenges pale in comparison.

### 2.1.1 Ngabwe

Ngabwe District is a district that is located in Central Province and was separated from Kapiri Mposhi District in 2012. The district has an evaluation of 1,155 metres and is situated near Mwanashi Ngosa and Musakabantu. According to the Census conducted in 2010, Ngabwe District has a population of 21,238 of which 10,641 are males and 10,597 are female. Ages ranging from 0-14 years were at a population of 10,272, 15-64 years were 10,253 and those that are 65 years and above were at a population of 713.

It is home to hundreds of people and households, most of whom are members of Jehovah's Witness, Pentecostal, Isreali, and Baptist Church. There is only one Adventist Church known Blessing SDA Church located in Kagwigwi. Furthermore, there is a hospital and in relation schools, there are five schools in the areas that were surveyed and these include:

- Chibungo Primary School
- Kateneka Primary Christian School
- Iwonde Secondary School
- Kasu Primary School
- Kagwigwi Primary School

It is also worth noting that the district has a high level of illiteracy hence, most schools are from grade 1-7 only.

The villagers or residents make a living through farming and fishing. For some who are able to access the farming inputs on time, they are able to get a reasonable harvest from which they are able to sell and earn an income. The village is not connected to the national power grid and as such there is no electricity. The majority of residents use candle lighting and firewood for cooking. There are off course some residents who have generators and solar panels.

Being a typical rural setup, Ngabwe District is known to be infested with mosquitoes – thus the need to carry mosquito nets or mosquito repellents. Additionally, common practices in Ngabwe include beer drinking, spiritualism (witchcraft) and early marriages of which most marriages have turned into broken homes.

Overall, the people of Ngabwe are friendly and welcoming to strangers/visitors. The predominantly used languages are Bemba and Tonga, the residents are fairly easy to talk to and are willing to help in any work presented to them.

### 2.1.1.2 Needs for the residents

- The residents of Ngabwe have both physical and spiritual needs such as Bible studies, Prayer, Clothes, Food and Medical aid and shoes. The majority of the residents are peasant/subsistence farmers who struggle to make ends meet, with little extra income to spend on clothing and shoes. Added to that is the lack of big stores/shops to acquire these things at an affordable price.

Lack of Adventist Literature published in local languages (Bemba and Tonga). There is hardly any Adventist Literature available especially publications in Bemba and Tonga which are the predominantly spoken languages.

- Residents do not have easy access to medical aid, hence would benefit greatly from being educated on how to treat common ailments using natural remedies, as well as general education on how to keep their bodies in the best health condition.

### 2.1.1.3 Logistics

For all the five sites, the primary mode of transport used by the locals is either a Canter, Motorbikes or Ox carts. The area has no electricity and the common languages are Bemba, Tonga, Lenje and Lamba. With regards to commodities, vegetables are scarce in the area, however, there is enough charcoal available in the area. The area is infested with mosquitoes, hence the need for all missionaries to have repellent. Witchcraft, early marriages and beer drinking are common practices in the area.

The dominant denomination in the area include:

1. Jehovah's Witnesses
2. Pentecostals
3. Israeli
4. Baptist

### 2.1.2 Chibungo

Chibungo is about 10-15 km from Lualaba SDA, which will be the last bus stop. From Lualaba SDA to Chibungo which will be site one, the mode of transport that will be used will either be a Canter, Motorbikes or Ox carts. The site has a Primary School which is known as Chibungo Primary School.

### 2.1.3 Katenekwa

Katenekwa is about 16-20 kilometers from Chibungo and the mode of transport that will be used to get to Katenekwa which will be site 2 will either be a Canter, Motorbikes or Ox carts. The site has a Primary School which is known as Katenekwa Primary Christian School.

### 2.1.4 Iwonde

Iwonde is about 16- 18 kilometers from Katenekwa and the mode of transport that will be used to get to Iwonde which will be site 3 will either be a Canter, Motorbike or an Ox cart. The site has a Primary School which is known as Chibungo Primary School.

### 2.1.5 Kasu

In order to get to site 4 which is Kasu, a distance of about 14 kilometers will be covered up to Mumba Chala. Then from Mumba Chala to Kasu, a distance of about 25 kilometres will be covered to get to Kasu. The mode of transport that will be used will either be a Canter, Motorbikes or Ox carts.

The site has a Primary School which is known as Kasu Primary School.

### 2.1.6 Kagwigwi

When getting to site 5 which is Kagwigwi, a distance of about 25 kilometres will be covered from Mumba Chala. The mode of transport that will be used will either be a Canter, Motorbike or an Oxcart in order to get to Kagwigwi.

#### 2.1.1.3 Challenges of the people in Ngabwe

1. Cannot easily access medical facilities
2. High levels of alcohol abuse
3. Early marriages
4. Prevalence of broken homes
5. High levels of illiteracy
6. Belief in spirituality (witchcraft) is common

#### 2.1.1.4 Opportunities

1. Easy to invite
2. The locals are ready to help in the work
3. They do not work the whole day
4. They can easily be reached by a projector
5. The people are welcoming

#### 2.1.1.5 Community Service

- 1) Trainings needed on basic skills that can aid in earning a living
- 2) The need to help complete Blessing SDA Church in Kagwigwi
- 3) Clothes
- 4) Salts, Sugar, Washing and Bathing Soap
- 5) Food stuffs
- 6) Health Expos

## 3.0 INTRODUCTION TO PROMINENT LANGUAGES IN AREA

### 3.1 Icibemba

	ENGLISH	Bemba
1	Good morning	Mwashibukeni?
2	Good afternoon	Kachilikasuba mukwai?/ Chungulo mukwai?
3	Good evening	Chungulopo mukwai?
4	We are Fine	Tulifye bwino
5	How are you?	Mulishani mukwai?
6	How are the children?	Abana balishani?
7	How is your wife/Husband?	Abakashi/ abalume balishani?
8	How is the family?	Ulupwa lulishani?
9	We have a meeting at.....	Natukwata ukulongana.....

10	We are inviting you for a meeting at....	Twamilalika mukulongana
11	We Know you will come	Natwishiba mwalaisa
12	Are you promising us?	Bushe muletulaya?
13	My Name is.....	Ishina lyandi nine.....
14	This is my Friend..Alice	Uyu munandi.....Alice
15	We are missionaries from....	Tuliba minshoni ukufuma...
16	We have come to be with you for.....	Twaisa mukuba naimwe panshiku.....
17	Do you remember us?	Bushe mwatwibusha?
18	We were here yesterday?	Twalipano mailo?
19	We saw you at our meeting yesterday	Twalimimona pamusonkano
20	Please Continue	Mukonkanyepo mukwai
21	May God bless you	Lesa amipale
22	Where are the Children Today?	Bushe abana balikwisa lelo?
23	Where is your husband?	Abalume balikwiisa?
24	How Many came yesterday?	Nibanga baishile mailo
25	Who will be coming tomorrow?	Nibanani bakesa mailo ?
26	Come here	Isakuno [young]/ iseni kuno [old]
27	Go there	Kabiye kulya {young} kabiye kulya [old]
28	God Loves you so much	Lesa alitemwisha
29	We Love you so Much	Twalitemwisha
30	God is the Provider	Lesa eupeela
31	God Loves His Children	Lesa alitemwa abana bakwe
32	Jesus is our Savior	Yesu nikatuula
33	Jesus is coming Soon	Yesu aleisa nakabili
34	Theme: Final Call!!!	Umutwe! Ukwita kwakulekelesha
35	God can never forget His Children	Lesa teti alabe abana bakwe
36	We are praying for you	Tulemupepelako.
37	We will come for a Bible Study	Tuleisa mukusabilishanya ichipingo
38	Let not your hearts be troubled	Mwileka umutima usakamikwe
39	Preaching/Teaching the word	Ukushimikila/ ukufunda icebo
40	The world will soon come to an end	Ichalo chalapwa nombaline
42	Thank You very much	Twatasha sana
43	Jesus Loves you	Yesu alitemwa
44	Jesus died for us	Yesu alimifwilile
45	Do you love Jesus	Bushe mwalitemwa yesu?
46	When are you visiting us	Nililali mukatutandalila?
47	Behold	Lolesheni
48	He is coming	Aleeisa
49	God	Lesa
50	Jesus Christ	Yesu kristu
51	Holy Spirit	Mupashi wamushilo
52	Man	Umwaume
53	Woman	Umwanakashi

54	Friend	Chibusa
55	How was the lesson yesterday	Bushe icisambililo chilishani?
56	Do you have questions	Namukwata ifipusho?
57	Are the answers clear	Bushe ubwasuko bwaumfwika?
58	Thank you for your time	Twatasha panshita mwatupela?
59	No problem	Takuli ubwafya
60	How is our patient today?	Bushe abalwele balishani?
61	He/She will be fine	Balapola
62	Trust in God	Chetekeleni Lesa
63	Goodbye	Bafikepo mukwai
64	See you tomorrow	Tukamonana mailo
65	Have a good night	Musendame bwino
66	Have a good day	Kacilikasuba mukwai
67	Today	Lelo
68	Tomorrow	Mailo
69	Yesterday	Mailo
70	This Week	Uno mulungu
71	Next Week	Uyu mulungu uleisa
72	Last week	Uyu mulungu wapwile
73	What is the time?	Yaba nshitanshi?
74	The meeting starts at	Bushe ukulongana kuleyamba nshitanshi?
75	Is it clear?	Bushe fyaumfwika
76	Thanks for the food	Twatotela pafyakulya
77	You are such a good people to be with	Mulibantu abasuma
78	Sabbath	Isabata
79	Sunday	Pamulungu
80	Friday	Palichisano
81	Give your Life to God	Pela umweo obe kuli lesa
82	Jesus is our Help	Yesu ekafwa
83	Bible	Ichipingo
84	Love	Ukudemwa
85	Mercy	Uluse
86	Grace	Icikuku
87	Heaven	Heaven
88	Hell	Kumbo
89	The world	Icalo
90	Water	Amenshi
91	River	Umulonga/umumana
92	Fish	Isabi
93	Cow/Cattle	Ing'ombe
94	Pig	Inkumba
95	Dog	Imbwa
96	Plate	Imbale/ insane
97	Cup	Ikomaki/ kapu
98	Pot	Impoto
99	Relish	Umunani
100	Salt	Umucele/soti
101	Water	Amenshi
102	Cooking oil	Amafuta yakwipikila/saladi
103	Vehicle	Icimbayamaya/inkukulalubansa
104	Church	Ichilonganino
105	Hospital/Clinic	Icipatala
106	School	Isukulu
107	Missionary/Missionaries	Minshoni/baminshoni



108	Pastor	Bashimapepo/bakakumba
109	Baptism	Ukubatishiwa
110	Disciples	Abasambi
111	Bed	Ubusanshi
112	Sleeping	Ukulala
113	Working	Ukubomba
114	Meal/le Meal	Ubunga
115	Goat	Imbushi
117	Cassava	Tuute
118	Maize	Amataba
119	Nshima	Ubwali
120	Rice	Umupunga
121	Vegetables	Umusaalu
122	Clothes	Ifyakufwala
123	Shoes	Insapato
124	Talking	Ukulanda

### 3.2 Tonga

	English	Chitonga
1	Good morning	Mwabuka buti?
2	Good afternoon	Mwayusa buti/mwapona buti?
3	Good evening	Mwalibizya buti/Kwasiya buti?
4	We are Fine	Tuli kabotu
5	How are you?	Muli buti?
6	How are the children?	Bali buti bana?
7	How is your wife/Husband?	Bali buti bakaintu benu/balumi benu?
8	How is the family?	Ulibuti mukwasyi?
9	We have a meeting at.....	Tuli amuswangano ku.....
10	We are inviting you for a meeting at....	Twamutamba kumuswaangano
11	We Know you will come	Twashoma mulasika
12	Are you promising us?	Sena mulatushomezya?
13	My Name is.....	Zina lyangu ndime.....
14	This is my Friend, Alice	Oyu mwenzuma, Alice
15	We are missionaries from....	Tuliba minshoni kuzwa ku....
16	We have come to be with you for.....	Twasika kuba andinwe kwa mazuba .....
17	Do you remember us?	Sena mwatuyeeya?
18	We were here yesterday?	Twakaliko jilo?
19	We saw you at our meeting yesterday	Twakamubona jilo kumuswaangano
20	Please Continue	Mwindilizye
21	May God bless you	Leza amuleleke
22	Where are the Children Today?	Ino bana balikuli sunu?

23	Where is your husband?	Balumi benu balikuli?
24	How Many came yesterday?	Bali bongaye bakasikide jilo?
25	Who will be coming tomorrow?	Mbaani batikasike juunza?
26	Come here	Koboola kuno [young]/kamuboola kuno [old]
27	Go there	Koya kuya{young} kamuya kuya [old]
28	God Loves you so much	Leza ulamuyanda maningi
29	We Love you so Much	Tulamuyanda maningi
30	God is the Provider	Leza nguupa
31	God Loves His Children	Leza ulabayanda nana bakwe
32	Jesus is our Savior	Jesu mufutuli wesu
33	Jesus is coming Soon	Jesu ulaboola cakufwambaana
34	Theme: Final Call!!	Nsonga/Musemo: kwitwa kwamamanino
35	God can never forget His Children	Leza takonzyi bana bakwe
36	We are praying for you	Tulamupailila
37	We will come for a Bible Study	Tuyosika kuyiiyasya mangwalo abbaibbele
38	Let not your hearts be troubled	Myoyo yenu itapengi
39	Preaching/Teaching the word	Kukambauka/ kuyiisya jwi
40	The world will soon come to an end	Nyika ilasika kumasimpilo cakufwaambana
42	Thank You very much	Twalumba maningi
43	Jesus Loves you	Jesu ulamuyanda
44	Jesus died for us	Jesu wakatufwida
45	Do you love Jesus	Sena mulamuyanda jesu?
46	When are you visiting us	Ino muyotuswaya lili?
47	Behold	Amulange
48	He is coming	Ulaboola
49	God	Leza
50	Jesus Christ	Jesu klistu
51	Holy Spirit	Muya usalala
52	Man	Mwalumi
53	Woman	Mukaintu
54	Friend	Mwenzuma
55	How was the lesson yesterday	Cakali buti ciyo jilo?
56	Do you have questions	Sena mulijisi mibuzyo?
57	Are the answers clear	Sena bwanvwika bwiinguzi ?
58	Thank you for your time	Twalumba kuciindi cenu ?
59	No problem	Takwe Penzi/bubi
60	How is our patient today?	Bali buti balwazi sunu?
61	He/She will be fine	Balapona
62	Trust in God	Mushome muli leza
63	Goodbye	Musyale kabotu
64	See you tomorrow	Tuyobonana juunza
65	Have a good night	Kusiye kabotu
66	Have a good day	
67	Today	Sunu
68	Tomorrow	Juunza
69	Yesterday	Jilo
70	This Week	Ino nsondo
71	Next Week	Nsondo iboola
72	Last week	Nsondo yamana
73	What is the time?	Caba ciindi nzi?
74	The meeting starts at	Muswangano utali acindi ca..
75	Is it clear?	Kwasala

76	Thanks for the food	Twalumba kucakulya
77	You are such a good people to be with	Mulibantu Bali kabotu
78	Sabbath	Munsabata
79	Sunday	Munsondo
80	Friday	Bwasanu
81	Give your Life to God	Pa buumi bwako kulileza
82	Jesus is our Help	Jesu mugwasyi wesu
83	Bible	Ibbaibbele
84	Love	Luyando
85	Mercy	Luse
86	Grace	Luzyalo
87	Heaven	Kujulu
88	Hell	Gehena
89	The world	Inyika
90	Water	Meenda/ Manzi
91	River	Mulonga
92	Fish	Inswi
93	Cow/Cattle	Ing'ombe
94	Pig	Ingulube
95	Dog	Mubwa
96	Plate	Mutiba
97	Cup	Inkomeki/nkapu
98	Pot	Mupika
99	Relish	Cisyu
100	Salt	Sautu/munyo
101	Water	Meenda/maanzi
102	Cooking oil	Mafuta amucisyu/saladi
103	Vehicle	Mootokala
104	Church	Cikombelo
105	Hospital/Clinic	Cibbadela
106	School	Cikolo
107	Missionary/Missionaries	Mishoni
108	Pastor	Ba fundisi
109	Baptism	Kubbila
110	Disciples	Basi ciya
111	Bed	Bulo
112	Sleeping	Koona
113	Working	Kubeleka
114	Meal/Meal	Busu
115	Goat	Impongo
117	Cassava	Mwanja
118	Maize	Mapopwe
119	Nshima	Nsima
120	Rice	Rice
121	Vegetables	Cisyu mani/ma veji
122	Clothes	Zisani
123	Shoes	Mabbusu
124	Talking	Kwaambaula

## 4.0 CODE OF ETHICS

### 4.1 PREAMBLE

This code of ethics is provided to establish for the movement herein named IMPACT Missionary Movement a standard of professional, spiritual, social/ethical conduct all the missionaries. It shall be regarded as covering all Missionaries that are registered under the movement both within and outside Zambia.

This is in view of the fact that Impact Missionary Movement has in its objectives a very solemn vision of carrying the message of Christ the coming King to the entire world hence the need to strictly observe these simple but important guidelines. The matters listed are those upon which guidelines may be needed, however, will not be limited by those matters in the code.

#### 4.2 GENERAL CONDUCT

1. All Missionaries going on mission shall be required to study and be familiar with the Culture and traditional practices of the area to be ventured into so as not to offend them through inadvertently going against the norms of that society e.g. politeness (always smile), kneel when talking to adults, mind wearing of trousers without outer covering like chitenge, avoid shouting or talking on top of your voice; all in all mind your behaviour at all times.
2. The work of a missionary requires that one leaves self behind and embraces the common good of all and so each Missionary will ensure that they live unselfishly and at peace with fellow missionaries and esteem others more than themselves – Philippians 2:3,4 John 15:12,17, John 13:34,35
3. All missionaries shall endeavour to make strong social ties with the community in which they will operate so that by so doing win confidence and this eventually will bring about acceptance of the message when preached - 1 Peter 2:17, Romans 12:10,18
4. Christ's method alone will give true success in reaching the people. The Saviour mingled with men as one who desired their good. He showed His sympathy for them, ministered to their needs, and won their confidence. Then He bade them, "Follow Me."--The Ministry of Healing, p. 143.
5. All Missionaries shall obey the 'One voice' as the voice of God through the person(s) who will be tasked to lead the mission –john 10:27, Jeremiah 42:6, Hebrews 13:17. Thus all necessary instructions shall come through the designated person and these shall act as guidelines to be followed by all missionaries on mission.
6. All missionaries participating in a Mission shall adhere to the Non-dating policy. This shall serve as a guideline for determining and limiting the kind of relationships missionaries shall maintain with both client and fellow missionary-Colossians 3:5, 6
7. We have only one mission on mission and that is to 'save souls' not to gratify our selfish desires. Nothing that shall even remotely shift our focus of the mission is to be entertained.
8. All Missionaries shall work together as a team in order to maintain oneness of purpose and Spirit, Phil 2:2,5, Romans 15:6, Acts 4:32
9. Missionaries shall observe strictly all rules set such as sleep and wake-up times, never to walk alone when going anywhere away from the campsite, not doing anything one is not told to do, wearing of uniforms at all times as a form of identification and protection, diligently carrying out duties without complaining and any such rules as the team leaders will deem fit for the prevailing situation.

## 5.0 MISSION RULES

*'Even though the rules and regulations seem needlessly exacting, be obedient to them; for you may err in your experience. Do your very best in everything you undertake. Jesus is your Saviour and rely upon Him to help you day by day, that you may not sow tares, but the good seed of the kingdom.'*

***Fundamentals of Christian Education, 301-302***

All rules are obligatory and must be followed. Mission rules are drawn from principles of Christian standards of behaviour and are to aid in furnishing missionaries into trained soul-seeking Disciples of Christ! All mission rules are to help each team in working towards the purpose of spreading the Gospel through word and raw example of lifestyle.

1. No solitary movements. Must be with a partner at all times.
  2. No loitering after lights out (21:40 or 9:40 PM). Everyone is expected to be sleeping.
  3. No murmuring.
  4. See the departmental leader for any concerns.
  5. All concerns are to be brought to leaders in confidentially.
  6. No electronic or entertainment devices (iPods, mp3s, cell phones, playing cards, etc.).
  7. All food must be handled by the catering department. No personal food allowed.
  8. No eating in the field at clients' places.
  9. Uniforms must be worn at all times for easy identification.
  10. Females are to wear a chitenge (sarong) at all times.
  11. Males are to wear dark coloured trousers.
  12. Jeans are to be plain, and not fancy.
  13. No shorts allowed.
  14. No make-up.
  15. No jewellery and nail polish.
  16. No wigs or other extensions.
  17. Report to departmental leader if unable to perform any duty.
  18. Do not make promises to clients.
  19. No hugging between opposite sexes.
  20. Any immorality or dating will result in instant dismissal.
  21. No sharing of clothes between males and females.
  22. Must keep time. Failure to do so will attract punishment.
- **Please Do Not Bring The Following:** cell phones (unless you are a group leader), iPods, mp3's, expensive items, entertainment devices of any sort, make-up, jewellery, flashy hair pieces, nail polish, hair dryers, hair straighteners, and tight sleeveless low-neck shirts or any articles of clothing that do not comply to mission dress code.
  - **Possess Good Time Management:** Time management is of the essence on mission and all missionaries must follow the activities as laid down in the daily schedule.

## 6.0 MISSION ETHICS

This will guide missionaries on their conduct while on a typical mission even though every day in a missionaries' life is ideally a mission and thus there should be no disparity in behaviour when home or away from home. The following shall be observed on mission;

1. All Missionaries going on mission shall be required to study and be familiar with the Culture and traditional practices of the area to be ventured into so as not to offend them through inadvertently going against the norms of that society e.g. politeness (always smile), kneel when talking to adults, mind wearing of trousers without outer covering like chitenge, avoid shouting or talking on top of your voice; all in all mind your behaviour at all times.
2. The work of a missionary requires that one leaves self behind and embraces the common good of all and so each Missionary will ensure that they live unselfishly and at peace with fellow missionaries and esteem others more than themselves –*Philippians 2:3,4 John 15:12,17, john 13:34,35*
3. All missionaries shall endeavour to make strong social ties with the community in which they will operate so that by so doing win confidence and this eventually will bring about acceptance of the message when preached-1 peter 2:17, Romans 12:10,18
4. *Christ's method alone will give true success in reaching the people. The Saviour mingled with men as one who desired their good. He showed His sympathy for them, ministered to their needs, and won their confidence. Then He bade them, "Follow Me."--The Ministry of Healing, p. 143.*
5. All Missionaries shall obey the 'One voice' as the voice of God through the person(s) who will be tasked to lead the mission –john 10:27, *Jeremiah 42:6*, Hebrews 13:17. Thus all necessary instructions shall come through the designated person and these shall act as guidelines to be followed by all missionaries on mission.
6. All missionaries participating in a Mission shall adhere to the Non-dating policy. This shall serve as a guideline for determining and limiting the kind of relationships missionaries shall maintain with both client and fellow missionary-*Colossians 3:5, 6*
7. *We have only one mission on mission and that is to 'save souls' not to gratify our selfish desires. Nothing that shall even remotely shift our focus of the mission is to be entertained.*
8. All Missionaries shall work together as a team in order to maintain oneness of purpose and Spirit, *Phil 2:2,5, Romans 15:6, Acts 4:32*
9. Missionaries shall observe strictly all rules set such as sleep and wake-up times, never to walk alone when going anywhere away from the campsite, not doing anything one is not told to do, wearing of uniforms at all times as a form of identification and protection, diligently carrying out duties without complaining and any such rules as the team leaders will deem fit for the prevailing situation.

## 7.0 REQUIREMENTS

The following are required for participation on mission. Each of these items is crucial for the work to run smoothly and will be used daily. Each missionary is expected to take full responsibility for his or her own belongings, which altogether should be **less than 15 kg** in weight.

1. Bible (Including Chitonga, Ibibemba versions)
2. Thorough memorization and understanding of Adventist doctrines
3. Hymn book
4. Notebook + pen
5. Warm sleeping bag
6. Personal water bottle
7. Wrist watch
8. Warm clothing (jerseys, socks, head sock, scarf, etc.)
9. Raincoat/Umbrella
10. Gum boots
11. Flashlight
12. Toiletries (soap, toothbrush, towel, etc.)
13. Comfortable walking shoes
14. Special medication (for those with special illnesses)
15. Mosquito net/repellent
16. Un-scented or no deodorant (strong scents are not permitted)
17. IMPACT T-shirt
18. Mission-appropriate bottoms\*

## 8.0 A FAITHFUL FRIEND

### 8.1 Encouragement

When you encounter any problem, any discouragement or have any suggestion etc. make sure to put it before our Heavenly Father before taking any action at all. This will help resolve a multitude of problems before they develop into problems. God is our Strength and Shield, an ever present Help in time of need. *Psalms 28:7 'The LORD [is] my strength and my shield; my heart trusted in him, and I am helped: therefore my heart greatly rejoiceth; and with my song will I praise him'*  
*Psalms 46:1 '...God [is] our refuge and strength, a very present help in trouble.'*

EVERYONE is requested to read chapter 43 of Ministry of Healing '[In Contact with Others](#)'.

### 8.2 Counsel for those:

- Discouraged
- Finding the "one" on mission
- Un-motivated

#### 8.2.1 One Voice (Explained)

This is the overall mission leader. This does not mean that they are a 'dictator' and it doesn't mean that they are to be 'soft' and be people pleasers. Theirs is to ensure we share a common vision whilst on mission and achieve that vision in a godly and unified manner. Please table whatever suggestions or concerns you have with them but do not expect them to always act on your recommendations or suggestions. They may forget a few things and miss the mark here and there, bear with them.

#### 8.2.2 Feeling Un-prepared and incapable of doing the work before you:

As much as neglect of study and personal preparation is inexcusable, such thoughts/feelings should always lead us to our knees as we indeed realize that this work is futile in our own strength. But the work is The Lord's and it is He who will bring it to completion. Ours is to yield ourselves to Him fully that He might do a great and exceedingly beautiful work. Remember, it's all about God!

#### 8.2.3 Calling song

Remember that music is just as much a part of worship as prayer is. The calling song is not an 'alarm!' we are praying to God in song. Let us enjoy the message the song is 'calling' us to in reverence!

#### 8.2.4 Feeling low

Sing, remember God's goodness and my "suffering" compared to Christ's suffering

#### 8.2.5 Feeling tired

- Drink water, if I really needed a break, I would ask somebody to help so I could rest a bit
- Keep in mind that we are labouring for Christ and that He will supply our strength; Isaiah 40:31

#### 8.2.6 Disappointment in leader (lazy, dictatorial, not-serious, uncompassionate etc.)

- He/she is learning, just like you are. Be patient with them and always remember that the manner in which you respond to/treat them will greatly affect their learning process. Rebellion/antagonism will not help the situation in any way.
- Always remember *'We cannot afford to let our spirits chafe over any real or supposed wrong done to ourselves. Self is the enemy we most need to fear. No form of vice has a more baleful effect upon the character than has human passion not under the control of the Holy Spirit. No other victory we can gain will be as precious as the victory gained over self. We should not allow our feelings to be easily wounded. We are to live, not to guard our feelings or our reputation, but to save souls. As we become interested in the salvation of souls we cease to mind the little differences that so often arise in our association with one another. Whatever others may think of us or do to us, it need not disturb our oneness with Christ, the fellowship of the Spirit. "What glory is it, if, when ye be buffeted for your faults, ye shall take it patiently? But if, when ye do well, and suffer for it, ye take it patiently, this is acceptable with God." 1 Peter 2:20. The Ministry of Healing pg. 385*

#### 8.2.7 Disappointment in team

- Ask counsel and prayer from those more experienced than you
- Remember Jesus and the disciples and all the internal disputes they had even with Jesus in their midst.
- Remember that I have a responsibility because I have seen the problem
- Jesus is here with us, everything will turn out fine. The storm is temporary
- Time/schedule-keeping (importance of, especially as a TEAM member)
- Remember that you do it to manifest excellence and you do it for the sake of the team
- Your spending more time (especially UNNECESSARILY) on one program or with one 'contact' will rob time from another activity/contact.

#### 8.2.8 Dealing with internal issues in group (arguments, gossip)

- Speak to God before doing or saying anything about the situation
- Speak directly to the individual (praying and speaking in a Christ-like manner)
- Apply the principles in Matthew 18:15-17 *'Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear [thee, then] take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell [it] unto the church: but if he neglect to hear the church, let him be unto thee as a heathen man and a publican.'*
- Never complain to another about it

#### 8.2.9 Other members of the team (esp. Leaders) don't seem to be working hard enough



- Do not be discouraged. We are all in the process of learning and you very well may not have seen the abundant work those individuals did when not in your presence. It never helps to measure ourselves against one another but rather to look to Christ as the only true 'yard-stick' and the only 'Righteous Judge' of men's motives, energies and commitment. Ours is to do all that Christ constrains and enables us to do.

### 8.3 You don't agree with the decision that has been made

- This happens quite often especially in matters concerning opinions. The best way to deal with this is to pray about it and then speak to the 'relevant' leader in an appropriate manner. Explain why you disagree and allow them a chance to respond to your concern. Explain from Biblical Principle why that action is inappropriate. If it is a matter of opinion, it may be best in the interest of unity to go ahead with the decision that has been made

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*'It is necessary that our unity today be of a character that will bear the test of trial. We have many lessons to learn, and many, many to unlearn. God and Heaven alone are infallible. Those who think that they will never have to give up a cherished view, never have occasion to change an opinion, will be disappointed. As long as we hold to our own ideas and opinions with determined persistency, we cannot have the unity for which Christ prayed.'* **Christian Experience and Teaching 203.2**

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#### 8.3.1 Behavioural modesty between sexes (when you're confused or having a hard time with this)

- Keep distance in order to not start desiring affection which is a distraction
- Shun all 'appearances of evil' and relinquish what may be considered your 'liberties' for the sake of a weaker brother/sister whose focus may be diverted

#### 8.3.2 "Finding" the "one" on mission

- Only focus on mission 'The pleadings of affection and love, the yearnings of friendship, will not move you to turn aside from truth and duty; you will not sacrifice duty to inclination.' Messages to Young People page 437
- Keep in mind our purpose for being on mission and shun ALL that may divert our attention from the mission (whether or not it is a good thing)
- Remember to treat EVERYONE the SAME (no special attention to certain individuals)

## 9.0 Overall Program

The following includes daily activities for the Ngabwe Mission 2017 this is excluding the preparation day, Sabbath and Sundays. This general schedule is to be followed by all missionaries.

### 9.1.1 Daily Schedule

Time	Activity
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04:50	Wake-up Call
05:00 – 05:40	Group Devotion and prayers
05:40 – 06:10	Personal Devotion
06:10 – 06:30	Exercise
06:30 – 07:00	Personal Field Preparation
07:00 – 07:40	Meal I: Breakfast
07:40 – 08:00	General Clean Up
08:00 – 08:30	Field Lesson
08:30 – 08:40	Prayer
08:40 – 15:10	Field Work
15:10 – 16:00	Meal II: Lunch
16:00 – 16:30	Public Campaign Preparation & Consecration
16:30 – 17:30	Baptism Class, Bible Study & Children's Program
17:30 – 18:00	Song Service
18:00 – 18:35	Welcome, Q&A, Health Talk
18:35 – 18:45	Special Feature (including Children's Story)
18:45 – 19:50	Evening Sermon
19:50 – 20:00	Closing
20:00 – 20:30	Review
20:30 – 20:40	Testimonies
20:40 – 20:50	Group Evening Devotion
20:50 – 21:00	Prayer
21:00	Lights Out

## 9.2 Activities

There are to be a variety of activities and ministries that are to be used collaboratively to impact the community, believers and missionaries alike.

### 9.2.1 Door-to-door Ministry

Train young people in personal ministry with strangers by strengthening their social skills, burden for souls and ability to give Bible studies. Minister to the locals' and missionaries' spiritual needs by constant discussion and focus on spiritual matters.

### 9.2.2 Medical Ministry

Proclaim the health message that is the right hand of the gospel (White, Testimonies for the Church, Vol 7, p 50). Offer physical and mental healing for better comprehension of the spiritual. Aid brethren in need (1 John 3:17).

### 9.2.3 Children's Ministry

Impute godly principles and the gospel message at a tender age (White, Child Guidance, p 193-194)  
Train missionaries to simplify and teach the Word in a comprehensible manner.

### 9.2.4 Public Campaign

Present and teach the Seventh-day Adventist fundamental beliefs. Lead attendees to making decisions for baptism for Christ.

### 9.2.5 Community Service

Implement feeding program to offer physical food for a deeper comprehension of the spiritual food and daily dependence on God. Minister to the needs of the community and show pure intentions.

### 10.0 Team Roles

Each team of 8 to 12 members will function together by the pre-organized delegation of duties. There are 11 different major roles that can be undertaken by missionaries. There is no such thing as less significant role. Each role has its own specific duties and responsibilities that are crucial to the smooth and efficient running of this mission. These roles, or sometimes referred to as departments, are described **in brief** below:

#### 10.1 Team Leader

Oversees team, program and keeps team accountable for all duties. The team leader acts as the One Voice for the team in decision making as well as representation.

#### 10.2 Secretary

Takes daily reports and minutes of group meetings. The secretary is also in charge of in-group communication (i.e. announcements for changes, reminders, etc.).

#### 10.3 Treasurer

Safeguards and spends accountably the funds given to the mission team. The treasurer authorizes all usage of money and keeps meticulous records of all spent.

#### 10.4 Caterer

Oversees food storage, food supplies and meal preparation. The caterer ensures that all food is healthy, bought when needed, and cooked on time.

#### 10.5 Spiritual & Evangelism Leader

Coordinates evangelism, group devotions, prayer partners and other initiatives directly affecting the spiritual well-being of team missionaries.

#### 10.6 Logistician

Ensures the safety and proper use of all equipment. The logistician is also in charge of team campground safety and the availability of miscellaneous supplies such as charcoal and water.

#### 10.8 Community Service & Children's Coordinator

Implements throughout mission all community service and daily children's programs. This individual may focus on how to best help the community to make them more willing to listen to the gospel.

#### 10.9 Health & Safety Coordinator

Organizes medical and/or health activities such as door-to-door visitations and health talks. The health & safety coordinator also deals with emergencies on mission and oversees team health.

##### 10.9.1 Chorister & Time-keeper

Encourages and ensures good time-keeping in the team as per daily schedule. This individual is to start and end programs on time, organize singing and praise for the Public Campaign as well as group devotions.

##### 10.9.2 Preacher

Prepares sermons for the evangelistic series to be timely, relevant and clear. The preacher gives the messages during the evangelistic series in the evenings.

##### 10.9.3 Interpreter

Interprets for the preacher each evening and also acts as a liaison for the locals that may have questions or concerns.

## 11.0 DEPARTMENTAL GUIDELINES

### 11.1 Catering department

As the remnant church with the health message, catering is a department crucial to the success and effectiveness of the mission. Not only is the catering department to reflect health principles given by the Bible and Spirit of Prophecy, but it is to ensure that the missionaries are kept healthy and active while on mission.

#### 11.1.1 Principles

These are major principles that the catering department should exemplify while fulfilling duties.

- **Cleanliness.** No refuse should be allowed to remain within or about the encampment, especially the kitchen area. Refer to Deuteronomy 23:14 for encouragement. Perfect cleanliness and careful attention to sanitation in the camp are essential for the prevention of diseases and the cheerfulness and the vigour of the missionaries.
- **Health.** "It is a sacred duty for those who cook to learn how to prepare healthy food." "After disposing of one meal, the digestive organs need rest. At least 5/6 hours should intervene between the meals and most persons who give the plan a try will find that two meals a day are better than three." (Ministry of Healing, Preparation of Food, Diet and Health). Cooking on the Sabbath should be avoided, but it is not therefore necessary to eat cold food. In the cold weather, the food prepared the day before should be heated.
- **Temperance.** Those upon whom rest important responsibilities, those, above all, who are guardians of spiritual interest, should be men (and women) of keen feeling and perception... more than others they need to be temperate in eating.
- **Courtesy.** Be courteous when serving others. True courtesy must be motivated by love. "Those who profess to be followers of Christ and are, at the same time, rough, unkind and courteous in words and deportment have not learned of Jesus." (Adventist Home, p. 421). "Unkindness, complaining, and anger shut Jesus from the dwelling." (Adventist Home, p. 422). "Pleasant voices, gentle manners and sincere affection that finds expression in all the actions, together with industry, neatness, and economy make even a hovel the happiest of homes." (Signs of the Times, Oct 18, 1844).

#### 11.1.2 Duties

This encompasses the major responsibilities of the catering department leader. Allow this to guide, but not limit, your performance.

1. Create a duty rota indicating who is cooking or washing plates and on which day and meal. Consult with other departments to ensure that there are no clashes.
2. Take stock of things in your department such as plates, cups, etc. and food in store and ensure that all pots, utensils, etc. are brought back intact.
3. Ensure that all ingredients for the next meal are personally handed to the people on duty in the right measure.
4. Monitor and give careful attention to cooking oil, salt, etc. to ensure that they do not run out before their time. "Temperance is key...using what we have judiciously and carefully."
5. Try by all means to stick to the menu due to budget limitations.
6. Work hand-in-hand with the logistics department to ensure that the fire is made and that food items are replaced or bought on time.
7. Always record all finances used prior to and on mission. This will make it easier to compile the final catering report. Keep all receipts safe.
8. Constantly check on progress in the kitchen to ensure that time is kept on the preparation of food.
9. Ensure that two basins of water are kept waiting for use during breakfast and lunch periods so that missionaries wash and rinse plates immediately after eating.

### 11.1.3 Catering Rules

These rules are to ensure that the catering program is run smoothly and fairly for all missionaries. They must be adhered to for they aid in keeping missionaries healthy, vibrant and mission-minded.

1. Pray *in front of everyone* before allowing food to be served.
2. Always prepare food **on time** as per schedule (during eating periods).
3. Every group must ensure that all ingredients needed for the food menu are available the **day before**.
4. Food should be served neither too hot nor too cold.
5. Food should be complete and ready 20 minutes before serving time.
6. Wash dishes immediately after use.
7. Do not mix fruit and vegetables in one meal.
8. Ensure sufficient intake of magnesium-rich foods (millet, sorghum, and grains).
9. Food items should be served 2-3 times a week (not more, not less).
10. Meals should be eaten at time set per schedule.
11. Soy milk should only be considered when eating dry cereal (not for oats, mabele or other cooked porridges).
12. Dairy products should not be served. Dairy products (cheese, milk, etc.) are loaded with bacteria and oxidize other foods consumed with, thus contributing to the formation of alcohol in the body.
13. Grains and legumes are to be served daily. They give a complete base of protein and contain all essential amino acids.
14. Include daily the intake of anti-oxidants: seeds (flax, pumpkin, sunflower, sesame, etc.), garlic, ginger, raw red onions, raw tomatoes, lemons, kiwis, papayas, etc.
15. Ensure the team drinks a lot of water.

Groups may feel free to try their own combinations of foods or may wish to tweak the menu, BUT this should be regulated by the catering department as per above.

## 11.2 MEDICAL DEPARTMENT

*“Medical missionary work brings to humanity the gospel of release from suffering.”* (Medical Ministry, p. 239). The medical department exists solely to further the gospel work by presenting Jesus Christ as the Great Physician to those having spiritual, physical or psychological needs. The medical aspect of this mission is to demonstrate Christ’s compassion, teach healthful principles, and allow for experiences of healing that will aid in the comprehension of the spiritual healing the cross offers humanity.

The Seventh-day Adventist church is known for her understanding of the Bible, the prophecy therein and the health message it claims. The Spirit of Prophecy has much counsel to offer on healthful living, hospitals, and the medical mission work. It is clear that Jesus spent most of His three-and-a-half-year ministry going from town to town, healing. The medical department is to exemplify His ministry and work alongside the mission team.

### 11.2.1 Principles

These are major principles that the medical department should exemplify while fulfilling duties.

- **Cleanliness.** The children of Israel, along with the Decalogue and outlines for the sacrificial system, were given laws in sanitation. “Scrupulous cleanliness is essential to both physical and mental health.” (Child Guidance, p. 108). Personal and household hygiene should be demonstrated and taught. Many infections and life-threatening conditions can be avoided simply by a principled habit of cleanliness.
- **Compassion.** The motivating factor in medical mission work should be compassion. “Human agents are all too precious to be left without every possible effort on His part for their recovery. In the recovery of every soul, God will realize a peculiar joy.” (Signs of the Times, January 17, 1896). Compassion should overcome the any unwillingness to minister to those in need and encourage the humble act of serving others.
- **Faith.** Prayers should be ceaseless. The medical missionary’s source of strength and wisdom should clearly be seen. A complete dependence on God should be experienced by both the missionary and the

patient. Christ is to be presented as the sole Healer that desires the good of all and one in whom to have faith in.

### 11.2.2 Duties

This encompasses the major responsibilities of the medical department leader. Allow this to guide, but not limit, your performance.

1. Coordinate and implement a **medical screening program** or **door-to-door visitations program** that will work well with the mission and public campaign program.
2. Know where to direct patients with illnesses requiring serious attention. Take note of health centres and their size, capacity and status.
3. Acquaint yourself well with the medical team and ensure that all roles are clearly communicated and understood by all.
4. Take record of all medication, supplies and equipment that are to be used and carefully note their quantities and those distributed. Arrange for their safe-keeping.
5. Create a triaging system, ensuring that no one person is being overcrowded.
6. Monitor the medical team's treatment, activities and attitude towards patients.
7. Work with the community service department to arrange any visits to hospitals.
8. Monitor the usage of equipment and the distribution of any medication or goods.
9. Coordinate health talks that are to be included in the public campaign program nightly. Create a schedule of presenters.
10. Coordinate any other un-planned programs, visitations and/or activities that the medical team can offer and will address a dire need in the community.
11. Be prepared for any emergencies or illnesses among the missionaries.
12. Make sure that First Aid is easily accessible at all times.
13. Have daily activities recorded and the number of patients treated counted.

### 11.2.3 Medical Rules

These rules are to ensure that the medical program is run smoothly and fairly. They must be adhered to alongside the general mission rules.

1. Each patient **must** be prayed with.
2. Do not make promises to patients.
3. Take record of all materials, medications or supplies given out.
4. Do not eat in front of patients.
5. Do not allow program to interfere with the public campaign.
6. Do not travel to a patient's home alone.
7. Always notify the group leader of location.
8. Always be gentle and calm when handling patients.
9. Area used must be kept and left clean. Waste must be properly disposed of.
10. Use all medication and equipment as prescribed.
11. Use medication and equipment on patients only.
12. All supplies, medication and equipment are to be handled by the medical team and specially authorized missionaries only.
13. All information received from patients is confidential and shall not be divulged except to those directly involved in consultation or treatment.

### 11.2.4 MEDICAL STATION SET-UP

Below is a possible way of setting up a medical station for an afternoon or day of seeing those needing treatment or counsel.

### 11.2.5 Team

Each medical team is to be comprised to 4-6 individuals: one doctor or medical student, one nurse, one pharmacist and at least two assistants. Each will have their own roles and responsibilities. The program is to be from 14:00 up to the public campaign beginning (allowing enough time for movement to the campaign site). It is to offer basic screening, diagnosis, counselling and medication or antibiotics if possible. Each site may differ in the way this program is carried out.

It must be ensured that each member of the team understands how the program is to be carried out specifically in their area. Each should be well acquainted with the fact-finding report and the prevalent conditions.

### 11.2.5 Medical Stations

There are to be 6 main stations:

1. **Registration.** Take down name, age and sex. Give each person a slip to carry to the next station. Take count of the number of attendees. Briefly give instructions on how to move through stations. Take questions and inform about the public campaign. Pray with patient.
2. **Height/Weight.** Take the height and weight measurements, calculate the BMI and record on the slip. Inform patient how close or far they are from the healthy range and share any serious concerns.
3. **Blood Pressure.** Take and record blood pressure of patient. Check the eyes of the patient.
4. **Nurse.** Take the RBS (blood test). Record results. Do basic check-ups and write down important observations. Check patient for signs of conditions common to area.
5. **Doctor.** Diagnose and counsel on next steps. Inform patient of lifestyle changes that are to be made and any preventive measures that could be taken. Prescribe where possible and applicable.
6. **Spiritual Doctor.** Counsel and pray. Give Biblical principles that will aid with personal issues.

## 11.4 CHILDREN'S DEPARTMENT

*"Suffer little children to come unto Me, and forbid them not: for such is the kingdom of God."* (Luke 18:16). The children's department has the precious task of leading the children's program. This is an important aspect of this mission in that the gospel message can be preached to fresh minds that may still rest untainted by some of life's disappointments and trials. Christ spoke of the importance of having childlike faith and the Spirit of Prophecy has given the Seventh-day Adventist church guidelines on school systems. At this tender age, the mind is open and Christ's love and godly principles can be imputed.

### 11.4.1 Guidelines

These may help in the development of the daily children's program which may differ from island to island. It usually takes place during the baptismal class time, right before the public campaign.

1. Make a plan and schedule for the children's program complete with the objectives, methods and missionaries involved.
2. Use Bible stories to bring out deep spiritual truths. Children are **not** too young to understand the deep things of God.
3. Teach them songs that correlate with the lessons shared. Repeat songs often so that children become familiarized with them.
4. Make them memorize many Bible texts. Children have a great memory and most definitely need these words of life imprinted in their minds.
5. Become their friend. Play familiar games with them. Learn their names. Sing, laugh and talk with them. Don't look fatigued or de-energized.



6. Have a good balance between fun activities and discipline. Don't allow the program to get out of control, yet teach them in a gentle way. Ensure that the children are being quiet during the public campaign.
7. Include a feeding program for the children if possible (ex. Sunday afternoons).
8. Start the program at the same time every day. The children will learn to expect the songs and games to begin.
9. Greet parents and guardians whenever possible.
10. Allow the children to present their memory texts, special songs and testimonies during the campaign program or on Sabbaths.
11. Don't speak in a condescending manner, yet speak with authority.
12. Include ladies and gentlemen in the children's program. This will give the children each a male and female role model.
13. Have fun visuals or activities if possible. Let the children make crafts and bring them home.

## 11.5 COMMUNITY SERVICE DEPARTMENT

"Christ's method alone will give true success in reaching the people. The Saviour **mingled with men** as one who desired their good. He **showed His sympathy** for them, **ministered to their needs**, and **won their confidence**. Then **He bade them, 'Follow Me.'**" (The Ministry of Healing, p. 143)

The motivation behind all missionary work is to be the same as the principle that drove Christ: love. True compassion must be shown whilst on mission through all activities. Community service is a crucial part of mission for it will be tangible evidence for locals that will show the intentions of the missionaries. Community service is merely ministering to the needs of the community.

### 11.5.1 Guidelines

- 11 Examine the fact-finding report carefully and discover as much as possible about the community to be reached out to. Use all means possible to pinpoint specific needs that can be attended to by the missionary team.
- 12 Coordinate all community service programs. This includes feedings programs, children's programs, hospital visits, medical programs and campaign health talks. The community service department must work closely with the **medical, children's and catering departments** for all these fall under community service.
- 13 Monitor the smooth implementation of all community service activities. Be clear on who will be involved in organizing and participating. Work with the logistics department to plan hospital visits and ensure locations for projects. Ensure all partnering departments are well aware of their responsibilities and the programs **well in advance**.
- 14 Try, as much as possible, to have the community service programs at the beginning of the mission to lead the community to the public campaign. Do not interfere with or allow the programs to fall into the time allotted for the public campaign. Publicize the campaign as much as possible.
- 15 Ensure all budgetary concerns are dealt with in an orderly manner. Speak to the treasurer for more information. Make a list of all materials and equipment used. Ensure that all other departments falling under community service have done their part in equipment and materials listing and monitoring.

## 11.6 LOGISTICS DEPARTMENT

The logistics department is responsible for the smooth progress of all activities, programs and departments. It works especially close with the catering department, and medical department. Logicians must be able to think creatively and be quick at problem solving. All equipment, electronics, and supplies are in the care of this department.



### 11.6.1 Duties

- 11 Arrange for transport of all materials, food and missionaries.
- 12 Work closely with the catering department for meal arrangements or the medical department for medication transport.
- 13 Return all receipts from logistics department to treasurer immediately.
- 14 Be well acquainted with mission site, nearby health centres, water pumps and toilets.
- 15 Coordinate set up of tents for missionaries and special accommodations.
- 16 Create and monitor a rota for fire preparation, general cleaning and water supply.
- 17 Prepare fire 30 minutes before wake-up call every morning.
- 18 Carefully monitor use of supplies. Replenish if necessary with allowance given by treasurer.
- 19 Create a rota for equipment carrying to and from public campaign site.
- 20 Service and repair of equipment when need be. Tools for these must be carried.
- 21 Ensure sufficient fuel for generators.
- 22 Coordinate transportation and set up of all equipment for the public campaign during preparation time.
- 23 Ensure the security of missionaries, sleeping site, food, supplies and equipment. Make a rota for missionaries guarding if necessary.
- 24 Provide necessary arrangements for circumstances where missionaries will have to be transported from one area to another or in the case of emergency or that may result out of disciplinary measures.

### 11.6.1 Rules

1. Must know how to use, service or repair all equipment involved in mission.
2. Must record and keep account of all equipment before, and after mission and note mission equipment. This report will be handed to the logistics departmental leader.
3. Must be the last one to sleep to check security.
4. Report all serious concern to the Team Leader.

12.0 REPORTING

1). which of your personal Bible studies were particularly edifying to you? Which books other than the Bible were especially helpful to your spiritual growth this reporting period?

Topic: .....

Resources: .....

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2). what were your specific spiritual needs this mission? Which challenges did you face?

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3). Additional comments on your spiritual experience this mission.

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12.1 PERSONAL TESTIMONY

Please write your experience during the weeks of this mission. How were you blessed? Have you grown? What have you discovered about yourself, about God, or about ministry? Is there anything you wish you would have done differently? Were you a faithful labourer in God’s vineyard?

12.2 Group/Team Weekly Report Form

Week 1 Date	Group Members		
<b>Topics Covered</b>			
Travel Time:	<b>Activity</b>	<b>Number</b>	<b>People</b>
<b>Evangelism</b>			
<b>Community Service</b>			
<b>Medical Aid</b>			
<b>Children's Ministry</b>			
<b>Literature Given</b>			
<b>Other</b>			

12.3 Contact Form

<b>Missionaries who made first contact:</b> .....		
Full name of new contact 1: Brother or Sister .....		
Approximate age:	Address:	Phone number:
Date of first contact:	Religious background or experience:	
Bible study topics covered together: 1 ..... 2 ..... 3 .....		
Any comments: ..... .....		

12.4 Retirement Form

Starting balance this reporting period: K ..... Amount of last amount received .....  
 ..... Date: .....

ITEMS (Description and quantities)	PRICE (K)	RECEIPT (Yes/No)	SUB-TOTAL (K)

<b>TOTAL SPENT: K</b> .....			

Please write down any other points you would like to bring to our attention.