



# PREPARATION GUIDE

This guide is to help as you prepare for your Mission Denver week. We desire that you have as much information before you come so you are clear on what is expected. Please read this guide through carefully. We will not be going over this material when you arrive. We expect you will have these elements in place before you come.

**Pre-Trip Preparation:** Each Mission Denver Team (MDT) should begin preparations for their missions trip 6-8 weeks before their arrival in Denver. Preparing for Bible Clubs or Sports Clinic is the only required preparation for your Mission Denver week. Packets for each ministry will be sent by April 1. Each team can take any creative liberties with the material that Mission Denver provides, but must stick to the schedule that is created. Any other preparation is up to the leader of each MDT.

**Housing:** You will be housed in a rented house or an apartment within driving distance of the target neighborhood where you will be ministering. Your team will have bunk beds and mattresses to sleep on. Each team is responsible for the care and cleaning of housing while they are occupying the space. There will be a list of duties that need to be done during the week so that final clean up will be easier when you leave. We suggest you have a designated Housing Coordinator who will be responsible to insure the tasks are completed by the whole team.

**Meals:** Each MDT will be responsible to designate someone to be the Food Coordinator who will be responsible for the following tasks. These tasks can be delegated to other team members.

**Food Supply:** The kitchen will be stocked with a generously amount of food for your team. It is your job to insure that this food is not wasted or used for unscheduled consumption. You team will eat breakfast and pack their lunch for the day each morning. It is your responsibility to make sure everyone has packed a lunch for the day. If you are running out of food items and are in need of replenishment, you will need to communicate this ahead of the next days breakfast and packing of lunches. It is important to remember that we only supply food for scheduled breakfast and lunch. We do not provide food for snacking during the day.

**Preparation and Setup:** It is the job of the Food Coordinator to establish work crews to prepare lunches for your team. Also, the team that prepared lunches for that day will also be responsible for clean up after dinner. Dinner meals will be prepared by Mission Denver staff but the teams are expected to set-up and clean up. Here is a break-down of the responsibilities:

4 Breakfast Meals: Menu is a continental breakfast with assorted cereals, fruit, muffins, toast, bagels, and drinks. Set-up for breakfast includes-setting up breakfast items, preparing juice/coffee, setting up toaster, and putting out cups, plates, silverware and other spreads for toast and bagels.

4 Lunch Meals: Menu is a sack lunch prepared before heading out to Urban Ministry Training. Each MDT is responsible to prepare their own lunch and label the sack with their name and to put in cooler. Bottled water will be provided for each sack lunch.

5 Dinner Meals: Menu is prepared by MDT staff and will be buffet style. There is no set-up for dinner, but each MDT will be responsible to clean up.

Here are the clean-up duties after all meals:

- Put away leftover food—put in baggies and refrigerate. Leftovers are always available to the team at your discretion.
- Wash used pots and pans, etc. and put away.
- Wipe down tables and chairs and tear down and put away.
- Wipe down counters.
- Sweep and mop all floors.
- Take out the garbage after each meal.

- Put used dish towels in designated bin to be washed.
- Crew Leader should ensure that all tasks are done before dismissing crew.

**Bible Club and Sports Clinic Ministry:** These ministries are designed to attract kids from the target neighborhood where you will be ministrering with the Gospel of Jesus Christ. MDT's are asked to focus their efforts on preparing a dynamic and high energy program that will keep the kids coming back and bringing new friends each day. The children you will be serving will be between 5 years of age to the 6th grade. MDT's are responsible for all programming, material and manpower. On the last day of Bible Clubs/Sports Clinic, we will have the kids invite their parents to a bar-b-que where we will have Providence Bible Church members come and build intentional Gospel relationship with the parents that attend.

We would like you to be as well prepared as possible before you arrive. We will do further training once you have arrived and constructively evaluate your program before you actually go out and do it. Your presentation should include everything we give you in your ministry packet. The entire presentation is less than an hour long, and you will do three separate programs in the same neighborhood. The amount of kids present varies greatly, with the average size around 20. We have had groups as large as 50 and as small as 5.

One area we need each MDT to be sensitive to is the cultural relevancy of your Bible Club/Sports Clinic program. We may provide songs that will include some elements of rap and call-response. Each team will also be responsible to create hand motions for the songs to keep the kids interacting with the music. The entire presentation should be exciting and high energy, but at the same time convey the message of salvation.

**Participant Release Form and Applications:** Each participant is responsible to fill out a participant release form and application 15 days before your MDT arrives. The form and application can be filled out online. Please make sure that each team member knows to fill this out before the deadline.

