

# Summer Missions Supervisor Handbook

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The Missions Mobilization Department provides this handbook to assist supervisors in understanding the ministry of South Carolina's Summer Missions program. Keep this handbook readily available for reference as a reminder of requirements and deadlines. The content is intended to help and assist field supervisors of summer missionaries in planning and preparing for the missionaries' work. Please do not hesitate to inquire about any information or to ask questions not addressed herein.

## Summer Missions Statement of Purpose

The purpose of Summer Missions is to meet missions needs in South Carolina while providing an opportunity for people to discover their interests and aptitudes for mission service. Summer missionaries are here to help our local missionaries and churches. It is necessary for an association, church, or institution to do advance planning and prepare churches and local volunteers to work alongside students in ministry outreach during the summer.

It is important that opportunities for creative and meaningful tasks be provided. The missionaries are not to be used in busywork activities. The missionaries are excited about service for the summer and want to be involved with people in missions activities. A mission program will only be effective if it is well planned in advance. Share with them how their work fits in with the overall missions efforts in your area.

## Requirements of Summer Missionary Supervisors

1. Each direct local supervisor must have at least Level I Supervision Training (preferably Level I and II) as outlined by the North American Mission Board.
2. Each direct local supervisor must attend the SCBC Summer Missionary Supervisor meeting when held. The state supervisor must approve any local supervisor's absence. Each local supervisor must read and understand any updated materials sent on an annual basis.
3. Each local field (or local supervisor) must provide adequate housing, food, and local transportation on the field as outlined below.
  - a. Housing—No summer missionary should live with a supervisor and each summer missionary must have their own bed.
  - b. Food—Three square meals per day are provided through a food allowance and a place to prepare meals or arrangements for meals by host family or churches.
  - c. Local Transportation—Each summer missionary must be provided a way to get to ministry sites, grocery, drug store, and so forth. If summer missionaries are expected to use their personal car, they should receive reimbursement at a set rate per mile driven, which is negotiated with them prior to their arrival on the field. We recommend reimbursement at the current mileage rate of the South Carolina

Baptist Convention, which is 34.5¢ per mile. An estimate of the number of miles the student will be expected to drive should be given prior to arrival.

4. Each local supervisor must prove that you have adequate need and have done adequate preparation for a summer missionary by providing, in writing, the following items to the state summer missions supervisor:
  - a. A position description outlining each summer missions position, which is due when the request is submitted (usually July or August). Position description must be sent to each student as they are assigned.
  - b. A weekly schedule outlining each missionary's responsibilities for the summer, due by March 15, 2002.
  - c. A plan for training the summer missionaries upon their arrival to the field. This is due by April 15, 2002.
  - d. A local orientation notebook that is sent to summer missionaries prior to their arrival on the field. A copy of this notebook is to be submitted to the state summer missions supervisor by May 15, 2002.
  - e. A signed copy of each missionary's covenant agreed upon by both missionary and supervisor by June 15, 2002.

Each of the items listed in requirement four should also be sent in advance to each summer missionary.

### The Summer Missions Process

Summer missionaries requested through the South Carolina Baptist Convention's (SCBC) Missions Mobilization Department come from all across the United States. They are appointed through the North American Mission Board, Baptist Collegiate Ministries, and the SCBC Missions Mobilization Department. Putting detailed information on your request form and developing a detailed position description will enable you to receive a missionary who will meet your needs. We expect you to assist in recruiting summer missionaries to serve in your own setting and within our state.

Summer Missions Definitions: (Summer missionary is used throughout this document to describe each of the following.)

**Sojourner**—A high school student who has completed at least his or her junior year. Sojourners cannot work alone; they must be placed with at least one other team member. A Sojourner sponsored by the SCBC Missions Mobilization Department receives a very small honorarium. A Sojourner sponsored by the North American Mission Board does not receive an honorarium. They must provide their own transportation to and from the field.

**Student/Adult Summer Missionary**—A college student or an adult with at least one-year work experience. A summer missionary is given a small honorarium; the amount differs according to the sponsor. If appointed by Missions Mobilization Department, the missionary must provide his or her own transportation to and from the field.

**Innovator**—An adult or college student who gives 10-20 hours per week to mission service and works in a job they secure outside the mission service position. An Innovator does not receive an honorarium. They are self-funded. The Innovator should not be expected to

contribute the same number of hours as a summer missionary, but does work alongside the summer missionaries.

Requesting Summer/Sojourner/Innovator Missionaries:

1. Request forms for summer/Sojourner/Innovator missionaries are mailed to each association in June or July. Additional request forms are available from the Missions Mobilization Department.
2. Requests for the following year must be submitted in July of the current year.
3. Requests received late will be considered in the order of the date received by the Missions Mobilization Department after all other requests have been filled.
4. Requests must be submitted according to the current “Procedures for Requesting Student Summer/Sojourner Missionaries” that is available from the Missions Mobilization Department.
5. Association, church, or institution should request no more summer missionaries than needed (a maximum of 6 per each association, church, or SCBC institution). The Missions Mobilization Department will attempt to fill at least half of each request. This will be determined by available funds through the department and the North American Mission Board.
6. Local areas are urged to recruit their own summer, Sojourner, and Innovator missionaries. Every effort will be made to fill requests provided the actual local supervisor meets the necessary requirements, the candidate completes the application process, and funds are available.
7. All sections of the request form, front and back, should be fully complete. Be as descriptive as possible.
8. The association, church, or institution making the request must provide:
  - a. Housing—no missionary should live with a supervisor and each missionary must have his or her own bed.
  - b. Three meals a day—food allowance or arrangements for food.
  - c. Transportation or travel allowance (if missionaries use their personal car, reimbursement for mileage at a set rate per mile driven, negotiated prior to their arrival, is expected).
  - d. An actual local supervisor(s) who has completed at least Level I Supervision Training and has attended the annual State Summer Missions Supervisors meeting.
9. Priority in filling requests will be given to areas that have followed the request procedures and have met all requirements as outlined in this handbook.
10. Requests are to be mailed to the Missions Mobilization Department, 190 Stoneridge Drive, Columbia SC 29210-8254.
11. Applications must be submitted on or before April 15 and all references must be received on or before April 30 in order for a person to be considered for appointment. Absolutely no applications will be considered after April 15.

## North American Mission Board Policies Relative to Summer Missionaries

### Insurance

Insurance coverage for each summer missionary is effective for the period of service and includes travel to and from the field. This insurance is intended to be supplemental or secondary to existing coverage the summer missionary may currently have or primary if they have no coverage. The North American Mission Board (NAMB) pays the full cost of premiums. Eligible benefits are those medically necessary treatments occurring during assigned dates of service. Complete details of services and explanation of benefits and claims are included in NAMB's *Student Summer Missionary Handbook*.

### Travel

For NAMB appointed summer missionaries (excluding Innovators), NAMB pays for round-trip air travel from the student's residence or school to their place of orientation and for the return trip to their originating city. Travel beyond the place of orientation is the responsibility of the state convention or local ministry in which the student will serve.

### Automobile

Students will not use their own cars or travel by car with other parties to reach or return from the field without written prior approval from NAMB. Violation of this policy will cancel NAMB's obligation to pay for such travel.

Students are discouraged from taking their cars to the field. The local supervisor is responsible for securing local transportation for the student. However, in some situations a car may be necessary for carrying out a certain assignment and the state and/or local supervisor may request that a student bring a car. This request must be made and granted by NAMB's Missionary Mobilization staff. If permission is granted, the student will be issued a reimbursement check for mileage on the trip to and from the field.

NAMB is not responsible for car expenses on the field. There should be a clear understanding between student and local mission personnel regarding transportation while on the field of service.

Return transportation for those who discontinue their service early will not be paid by NAMB. Exceptions will be made for serious illnesses or emergencies. If it becomes necessary for a student to leave prematurely, he or she must contact NAMB's Missionary Mobilization staff.

### Expense Reimbursement

NAMB provides each student summer missionary with an expense reimbursement check. The amount and date of disbursement will be conveyed to the student by NAMB. The money is intended to be a reimbursement for expenses that are not paid by the state or local ministries. Any monies unspent at the end of the summer may be used for educational or personal expenses.

## Planning is the Key to Effective Ministry

Plan the work well in advance. A schedule for the entire summer should be prepared and given to the missionaries prior to their arrival. A suggested timeline for completing tasks in preparation to utilize a summer missionary effectively is as follows.

### Twelve Months

- Complete and submit a Summer Missions Request Form through your associational office.

### Eight Months

- Attend Summer Missions Supervisors meeting in Columbia, which is usually held in November. If a meeting is not held, updated materials will be mailed to each supervisor.
- Make plans for each actual local supervisor to complete Level I and II Supervision Training. Secure possible training dates and locations from the Missions Mobilization Department or the North American Mission Board.
- Set goals for the mission work in your area. It is better to set goals and then gather resources to accomplish those goals than to do ministry just because people are available.
- Recruit summer/Sojourner and Innovator missionaries from South Carolina colleges, area churches, et cetera to serve in your setting and/or within our state.
- PRAY for the summer missionaries you will have, for the ministry to be accomplished this summer, for local volunteers to emerge to assist with and carry on ministry your summer missionaries will be involved in, for your state summer missions supervisor, and for the application and assignment process of summer missions.

### Six Months

- Recruit and train churches and local volunteers to work with the summer missionary. Ten weeks is a very short term of service. It becomes shorter and less effective if the first three weeks are spent trying to organize and recruit help.
- Arrange housing and meals for the summer missionary.
- Plan local transportation for the summer missionary.

### Four Months

- Plan the summer calendar and daily work schedules. Make arrangements to enter locations where ministries will be carried out.
- Make plans for local training/orientation of your summer missionaries once they arrive on the field. You may want to enlist local pastors and laypeople to lead various training sessions.

- Prepare a training/orientation notebook for the missionaries that may contain the following items:
  - Letter of welcome and a list of what to bring with them. Include local address and telephone number and information about where and with whom they will be staying.
  - Position description that outlines their responsibilities for the summer. A copy of this position description was submitted to your state summer missions supervisor with the request form for student missionaries in July.
  - Weekly schedule/calendar for the summer.
  - Background information about their supervisor(s).
  - A list of the type of clothing and other items they will need to bring with them for the summer.
  - List of others whom they will come in contact with during their work in the association, church and/or institution. Include addresses, phone numbers, and emergency contact numbers they can leave with their families.
  - A map of the local area in which they will be serving. Pamphlets of general and historical information about the area (the local Chamber of Commerce is a good resource for this).
  - Materials or suggested reading for their personal preparation for the summer.
  - Covenant (blank copy) to be negotiated upon arrival.
  - List of local guidelines/rules/policies they must follow.
  - Letters from former summer missionaries who have served in your setting.
  - Video and/or pictures of the area and work they will be doing.
  - Suggested training opportunities for your summer missionaries to attend (i.e., VBS, BBC, creative arts skills, witness training, etc.)
  - Cultural descriptions about settings in which they will conduct ministry.
  - Any other materials you wish to include.

### Three Months to One Month

- Publicize the summer ministry plans in local newsletters, with local communities where they will be working, with area churches, et cetera. This is an excellent way to get some extra volunteers. Start early, for many churches plan their own summer activity calendar by May.
- Print all posters, flyers, and handbills the summer missionary will be using and handing out over the summer.
- Gather supplies and teaching materials the missionary will need.
- Write to each summer missionary as soon as you receive their name. Send them a welcome letter and a copy of their staff orientation notebook which should include: a copy of their position description and weekly schedule, a list of what they need to bring, and any materials or suggestions for advance preparation.
- Submit a copy of your summer missionaries' weekly schedule to the state summer missions supervisor by March 15.

- Submit a copy of your plan for local training of your summer missionaries to the state summer missions supervisor by April 15.

#### One Month

- All applications must be received on or before April 15 with all references received on or before April 30 in order for a person to be considered for appointment.
- Submit a copy of your staff orientation notebook to the state summer missions supervisor by May 15.
- Confirm all prior planning. Print an article in your local association or church newsletter about the summer missionaries.

## Supervising The Summer Missionary

### Definition of Supervision

Webster defines supervisor as “one who oversees.” The primary supervisor of the missionary should be the person who works with them daily. Tasks of a supervisor include: training, conducting orientation, providing resources, delegating tasks and giving feedback. Supervisors oversee, support, counsel, communicate, and evaluate.

### Models of Supervision

Supervisors tend to fall into two management styles: autocratic and democratic. The autocratic supervisor is result-oriented, puts task first, is tough, has low relationships, and relies upon authority. The democratic supervisor is people-oriented, puts people first, is caring, has high relationships, inspires enthusiasm, says, “let’s do,” relies upon cooperation. Supervisors who are extreme in either category do not provide the kind of supervision that missionaries need in order to function effectively. Doran McCarty defines good supervision as “providing a support system for the enrichment of personhood and to assist in the performance of tasks.”

### Your Role as Supervisor

Your role as supervisor of missionaries is critical to the success of the summer ministry and also to the spiritual and emotional growth of the missionaries. It is the supervisor’s responsibility to inform the missionaries about the ministry setting, expectations, policies, procedures, precautions, do’s and don’ts, and necessary training for the tasks assigned to them.

The supervisor should conduct regular supervisory sessions to discuss personal growth and task issues. A sample agenda for supervisory meetings is included in this section. A successful experience for both the missionaries and the supervisor is dependent on these regular sessions and it is important for the supervisor to be prepared for the meeting. This should be a time when the missionaries can also provide feedback and vent any frustrations they may be experiencing.

The supervisor should also help the missionaries prepare for the end of their summer ministry experience. Plan a time to say “thank you” and give them an opportunity to share what the summer has meant to them. It is important for all involved to bring closure to the missions experience.

For a more comprehensive study of supervision, refer to *The Supervision of Mission Personnel* by Doran McCarty.

### Covenants

One of the most important parts of the supervisor’s role is to develop an individual covenant with each missionary. This is a MUST! A covenant is a contract, promise, pledge; an agreement between two people or parties. A covenant is a road map by which the missionary and supervisor reach expectations and goals. A written covenant that includes goals; action plans; expectations of time, work, and behavior; and supervisory structure should be signed and dated by the missionary and supervisor. It is the supervisor’s responsibility to draft the covenant; however, both parties should give input on any needed changes. The supervisor should mail a blank copy of the covenant in advance to the missionary. Discussion and signing of the covenant should take place during local orientation. Team covenants are also recommended in settings where several students are serving together.

### Sample Agenda for Supervisory Meeting

1. Help student missionary relax, informal sharing and light conversation.
2. Summarize work since last meeting.
3. Missionary evaluates the work, the situation, and personal growth.
4. Supervisor evaluates the work and the situation.
5. Supervisor praises missionary for positive work and confronts error and problems.
6. Missionary responds to problem areas. Supervisor encourages missionary to be honest with feelings (Part of the problem may be the supervisor’s responsibility or that of someone else.) Supervisor and missionary work out differences in a prearranged manner.
7. Supervisor and missionary agree on future behavior to solve or minimize problem areas.
8. Plans for rest of the summer are reviewed and updated.
9. Plans for the work until the next meeting are reviewed in detail.
10. Supervisor and missionary share concerns in prayer.

### Qualities of a Good Supervisor

- Sensitive/Perceptive/Insightful
- Good Listening Skills
- Shared Tasks
- Organized Enough to be Prepared
- Realistic Expectations
- Ability to Celebrate Successes/Reward
- Openness/Flexibility
- Teaching Ability
- Person of Integrity

## GUIDELINES TO COVENANT MAKING

A covenant is a written agreement between two parties for the performance of some action. It is necessary for you and your missionary to know and understand and work toward the same goals for the summer. The following are guidelines to aid in this process.

### Expectations

Schedule. The expectations of what has to be done and when should be very clear. It is also vital to include in their schedule some specific times for preparation/study to effectively carry out their tasks. Your missionaries must know what is expected of them days, perhaps weeks, in advance in order to prepare properly. It is mandatory that your missionaries have at least one full day off every week.

Behavior. Clear communication of appropriate behavior will increase the success your summer missionary has with you and your field of service. Make it very clear that polite, considerate, controlled behavior is expected.

Relationships. Make a scheduled time weekly that you meet with your missionary for fellowship, evaluation, and goal setting. This time of communication will help you establish a pattern of open and honest communication and may alleviate any problems that arise.

Finances/Resources. Provide the appropriate materials and resources the missionaries will need in order to complete the assigned tasks. Let them know at the outset what will and will not be available.

### Responsibilities and Actions.

Needs. Write down the needs you want your missionary to fill. You need this volunteer for a reason and this is the time to state your reasoning.

Goals. One or more goals should be stated in order that you and your missionaries can work together to accomplish tasks. Each goal should be clearly stated, realistic, attainable, and measurable.

Actions. Be specific in your statement of actions. If you want your missionaries to be responsible for leading recreation at your day camps, tell them that they are responsible for planning 45 minutes of recreational activities (indoor and outdoor) for five days of day camp that will run for three straight weeks.

Evaluation. A place and date should be set to evaluate the accomplishment of goals. This evaluation should be constructive not destructive. Your missionaries should grow and learn from this time, not dread it! The evaluation should include the agreed upon needs, goals, actions, and expectations.

Two types of sample covenant forms can be found on the following pages.

# Covenant Relationship

## South Carolina Summer Missions

Missionary: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Assignment: \_\_\_\_\_

Living Arrangements: \_\_\_\_\_

\_\_\_\_\_

I. Responsibilities and Expectations (to be completed by supervisor)

A. Job Responsibilities: \_\_\_\_\_

\_\_\_\_\_

B. Expectations

1. In relation to job: \_\_\_\_\_

\_\_\_\_\_

2. In relation to living habits: \_\_\_\_\_

\_\_\_\_\_

3. Other: \_\_\_\_\_

\_\_\_\_\_

II. Expectations and Goals of Missionary (to be completed by missionary)

A. Expectations

1. Of the supervisor: \_\_\_\_\_

\_\_\_\_\_

2. Of the church/association: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Of the experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Of self: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Others: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**B. Goals**

1. In skill development: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. In Christian growth: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. In personal life: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Others: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**III. Structure/Agendas (to be completed by supervisor)**

A. Day off: \_\_\_\_\_

B. Immediate supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

C. Associational supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

D. Scheduled weekly meetings with immediate supervisor (date and time):

\_\_\_\_\_  
\_\_\_\_\_

IV. Relationships (to be completed by supervisor)

A. Report to: \_\_\_\_\_

B. In emergency contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

C. Dating policies: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

D. Other relationships (i.e., local pastors, DOM, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Missionary Signature

\_\_\_\_\_  
Supervisor Signature

# Volunteer Covenant

## South Carolina Summer Missions

Volunteer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Assignment: \_\_\_\_\_

Living Arrangements: \_\_\_\_\_

Expectations:

Relationships:

Finances:

Resources (needed and furnished):

Behavior:

Schedule:

Responsibilities and Actions:

Need:

Goal(s):

Your actions:

Need:

Goal(s):

Your actions:

Need:

Goal(s):

Your actions:

Personal growth need (volunteer):

Goal(s):

Your actions:

Day/Time of Weekly Supervisory Sessions: \_\_\_\_\_

\_\_\_\_\_

Dates of Evaluations: Mid-course \_\_\_\_\_ Final \_\_\_\_\_

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Supervisor's Signature

## South Carolina Baptist Convention Summer Missions Conflict Resolution Procedure

A procedure for dealing with the transfer or termination of summer missions volunteers.

1. The direct local supervisor(s) is expected to have weekly sessions with each summer missions volunteer, either as a group or individually. The supervisor should deal with all matters that require correction, keeping in mind the twofold purpose of our state summer missions program: (1) to assist local missionaries and churches in meeting missions needs and (2) to provide an opportunity for persons to discover their interests and aptitudes for missions service.
2. In the event a conflict or problem begins to surface with an individual or individuals, the supervisor should first attempt to resolve the issue locally. In so doing, the local supervisor must document in writing each recurring conflict or infraction of local policies and the corrective measures determined with the summer missions volunteer. This written document should be signed by all local parties involved, dated, and placed in the file of the summer missions volunteer. A summer missions volunteer should be given a minimum of one (1) week to correct the problem.
3. The state summer missions supervisor should be informed immediately (as soon as the volunteer is given one week to correct the problem as stated in number 2 above) when a recurring conflict or infraction of local policies arises. The local supervisor should telephone the state supervisor to report what has happened and the next step to be taken. At this stage, the state supervisor is simply being informed.
4. In the event the conflict/infraction is not resolved within one week (established in number 2 above) and contact has previously been made with the state supervisor (as in number 3 above), the sending agency must be notified by the state supervisor and involved in the next step of the decision process. After the state supervisor has contacted the sending agency, the local supervisor should then call the sending agency as soon as possible. The summer missions volunteer should be kept informed of the steps being taken throughout this process. The local supervisor must not make arrangements to transfer or send a summer missions volunteer home without contacting the state supervisor and the sending agency and allowing them the opportunity and time to intervene and correct the situation in consultation with the local supervisor.
5. The local supervisor, state supervisor, and sending agency should arrive at a final decision by consensus as to how to resolve the conflict/infraction. All parties should keep detailed records and document decisions with names, dates, information, et cetera, that cover the process from start to finish.
6. When immediate action is necessary because of legal, moral, and/or personal or group security issues, the local supervisor has the freedom to make a judgment call but must make immediate contact with the state supervisor and the state supervisor will call the sending agency, advising them of the situation.

7. In cases where difficulties arise or a summer missions volunteer transfers or is terminated, follow-up contacts should be made by local and state supervisors with the summer missions volunteers, their families, and the sending agency.
8. Each local supervisor and the state supervisor should have a "backup" or emergency process in place for times when they will not be available.

Consult when possible, act when necessary!

## Important Dates For Summer Missions Supervisors

### 2002

Winter/Spring March 15	Recruit summer missionaries SCBC Summer Missions Application Deadline
March 22	*Written Weekly Schedule due to State Summer Missions supervisor State supervisor begins making summer missions assignments. Local supervisor corresponds with Summer Missionary within five days of receiving assignment.
April 15	*Written plan for local training due to state summer missions supervisor. Last day for Summer Missions Applications to be submitted for consideration.
April 30 May 15	Deadline for all references for Summer Missions Application. *Local <i>Orientation Notebook for Summer Missionaries</i> due to state summer missions supervisor. Local supervisors mail local <i>Orientation Notebook</i> to each summer missionary.
May 28-30 May 30	State Summer Missions Orientation, White Oak Conference Center. Supervisors arrive at White Oak to pick up summer missionaries.
June 15	*Copy of each individual's (and team) covenant due to state summer missions supervisor
July 8	First summer missionary report due to Missions Mobilization Department
July 19	Deadline for requesting summer missionary for 2003
August 9	Last day for summer missionaries
August 14	Second summer missionary report and final evaluation due to Missions Mobilization Department
August 16	Supervisor's evaluation reports due to Missions Mobilization Department
November 7	*Annual SCBC Summer Missions Supervisor Meeting for 2003 10:00 a.m. to 3:00 p.m. at state convention office

\*Denotes items required by local supervisor in order to secure a summer missionary

# 2002 Procedures For Requesting Summer Missionaries, Sojourners, and Innovators

Missions Mobilization Department  
South Carolina Baptist Convention

1. The deadline for requesting a 2002 student summer/Sojourner missionary is July 20, 2001.
2. Any Summer Missionary (Collegiate or Sojourner) or Innovator Request Form received after July 20, 2001 will be considered in the order of the date received after all other requests have been filled.
3. All requests must be e-mailed or printed legibly in dark, black ink and mailed or they will be returned to you for resubmission! A fax copy is not acceptable. (If the resubmitted form is received after the deadline, it will also be considered a late request and will be considered as stated in number 2 above.) These forms must be duplicated several times, which is why they must be legible and dark enough to be read when copied.
4. Each request submitted must be accompanied by a written position description. The position description should outline the responsibilities of each summer missionary and specify required and/or preferred skills necessary for the ministry setting. Describe in detail the work that will be expected of the summer missionary(ies). Examples of good position descriptions are available upon request.
5. Upon receipt of your request form, an acknowledgement will be sent to you. Call Debbie McDowell or Gloria Shull if you have submitted a request and do not receive this acknowledgement by July 25, 2001. This is done to ensure your request form has been received.
6. Requests will be returned for resubmission if clarification is needed to adequately fill the request. Please fill out the request form completely. Forms not completely filled out will be returned and will be considered late if resubmitted after the request deadline.
7. Please request no more summer missionaries than needed—a maximum of six per each association, church, or SCBC institution. The Missions Mobilization Department will attempt to fill at least half of each request. This will be determined by available funds and qualified applicants through the Missions Mobilization Department, SCBC Collegiate Ministries Department, and the North American Mission Board.
8. The Missions Mobilization Department will not appoint or fund a summer missionary or Innovator recruited by a local supervisor without prior discussion with the state summer missions supervisor and a completed request form and student application with references on file in our office. The applicant must send all applications and reference forms directly to the state convention office.
9. The requesting association, church, or institution must provide:

- a. Housing-no summer missionary should live with a supervisor and summer missionaries must have their own bed. Innovators may be charged a nominal fee for housing.
- b. Three meals a day-food allowance or arrangements for food. Innovators may be charged a nominal fee for meals.
- c. Local transportation—if summer missionaries use their personal car, they should receive reimbursement at the current mileage rate of the South Carolina Baptist Convention which is 34.5¢ per mile.
- d. An immediate local supervisor who has completed Supervision Level I training with the North American Mission Board prior to March 15, 2002.
- e. An immediate local supervisor who attends the Annual State Summer Missions Supervisor meeting in Columbia on November 8, 2001.
- f. A written position description for each request submitted outlining the skills necessary and describing in detail the work that will be expected of the summer missionaries. This is due to the state supervisor (with the 2002 request form) no later than July 20, 2001.
- g. A weekly schedule, in writing, of responsibilities for the summer missionaries submitted to the state summer missions supervisor no later than March 15, 2002.
- h. A written plan outlining local training/orientation for the summer missionaries submitted to the state summer missions supervisor no later than April 15, 2002.
- i. A local orientation notebook mailed to the summer missionaries prior to their arrival on the field and a copy of this notebook submitted to the state summer missions supervisor no later than May 15, 2002.
- j. A signed copy of each missionary's covenant agreed upon by both missionary and supervisor by June 15, 2002.

## A Positive Attitude—Do You Have One?

On the surface, attitude is the way you communicate your mood to others. When you are optimistic and anticipate encounters, you transmit a positive attitude and people usually respond favorably. When you are pessimistic and expect the worst, your attitude often is negative; and people tend to avoid you. Inside your head, where it all starts, attitude is a mindset. It is the way you look at things mentally.

Attitude is always ongoing and dynamic. It is never static. From time to time negative factors can slip into your perspective and cause you to spend “mind time” on problems and difficulties rather than opportunities. If these negative factors are present and stay around very long, they will be reflected in your disposition. The positive will still be there but the negative will overshadow it.

Of course, no one can be positive all the time—that is not realistic. A positive attitude must be genuine. Sometimes, when things get really tough, a positive attitude may be impossible. When things are going well, a positive attitude is easy to maintain. But, since we are human, we are sure to have things come our way to test our positive mind-set. Some person or situation is always on the horizon to step on your attitude and challenge your ability to bounce back. Are you one who can bounce back quickly when someone steps on your attitude? Or, do you dwell excessively on misfortune and miss out on much of what life has to offer?

A positive outlook provides the courage to address a problem and take action to resolve it before it gets out of hand. If you refuse to become angry and distraught when problems arise, then you can assemble the facts, talk to others, determine your options and come up with an appropriate solution. Or, if there is no real solution, your attitude can help you live with the problem more gracefully, which will help neutralize its negative impact.

So, you may be asking, “What does this have to do with supervising a missionary?” It has everything to do with it. You have been given a wonderful gift and a tremendous responsibility...an opportunity to mentor young adults who will be watching your every action and listening to every word that comes out of your mouth. Your attitude will set the stage for the summer or time period in which you and your missionary will work together. The old saying, “attitude is catching” is still true today. Will your missionaries catch a positive or negative attitude from you? Here are three important thoughts to remember:

1. Your attitude is the disposition you transmit to others. It is also the way you see things mentally from the inside.
2. The more you can focus on the positive factors of your environment, the easier it will be to remain positive.
3. Everyone encounters outside events that can shake your attitude into negative focus. When this happens and your attitude becomes negative, the challenge is to quickly

employ an attitude adjustment technique that allows you to bounce back and regain a positive outlook.

Attitude adjustments may be necessary from time to time for you and your missionaries. As a leader and mentor, you must take the time and initiative to confront the needed adjustments and give suggestions as to how they can be made. Life is full of surprises and the adjustment of our attitudes is a lifelong project.

The pessimist complains about the wind  
The optimist expects it to change.

The leader adjusts the sails.”

There will be times when you need to “adjust the sails.” Ask God to provide the wisdom and energy to do so.

\*Taken from *Student Missionary Materials Notebook* compiled by Liz Pearson, NAMB.

## Effective Communication With Your Summer Missionaries

Communication is essential to a healthy and beneficial relationship between you and your summer missionaries. A good experience on the field depends on how you prepare. One of the best ways to prepare for your summer missionaries is to try to answer the basic questions before they arrive. I would encourage you to answer these questions and send them to your summer missionaries.

1. What are the characteristics of my field of service?
2. What can I expect from my supervisor?
3. What does my supervisor expect from me?
4. What arrangements have been made for my housing, food, and transportation?
5. Will I be expected to come early or leave late from the field (based on dates for orientation and debriefing)?
6. What kind of clothing is suitable for the climate, local customs, and activities in which I will be involved?
7. What is my job description?
8. Are there skills I can learn or enhance before I come?
9. Do I need to bring any materials with me (puppets, clown costumes, musical instruments, athletic equipment, etc.)?
10. What are the people like with whom I will be working?
11. How do I fit-in to meet your goals as a church, association, or mission area.
12. Are there local do's and don'ts related to culture, Baptist background, local customs, or church policy?
13. What day of the week can I expect to have off?

## Effective Supervision Suggestions

Be prepared for your summer missionary!

Physically. . .

- Have all logistics confirmed before the summer missionaries arrive.
- Have all work planned and schedules prepared, including updates of the schedules and plans you have already sent to them.
- Confirm adequate housing, food, and transportation before they arrive.

Spiritually. . .

- Have your church and association pray for your missionaries.
- In your pre-arrival correspondence, let them know they are being uplifted in prayer.
- Plan a time for you and your missionaries to discuss their spiritual growth this summer.

Mentally. . .

- Be creative in scheduling your summer missionary.
- Make their work this summer challenging.
- Be prepared to practice positive conflict resolution.

Emotionally. . .

- Create in your church and association a sense of expectation about your summer missionary who is coming to serve with you.
- Involve your field of service in helping the missionary to feel welcome and extend to them South Carolina hospitality.
- Encourage a family in your church or association to adopt the missionary for the summer.

## I Am Trying To Hear You

What do I expect from my summer missionaries?

How can I best prepare to help my summer missionary meet my expectations?

How do I motivate a summer missionary who is not what I expected (i.e. a self-starter)?

What is a constructive way to communicate with my missionary?

How can I provide the most beneficial supervision possible?