

**Servant Life**

**FIELD MANUAL**

New York City, NY

Urban Nations Outreach



## Letter to Participant

Thank you for heeding the call of Christ on your life and participating in this life-changing experience. Experiencing how The Lord is working around the world can forever alter your world-view. Short-term mission experiences allow Americans to catch a glimpse of how the rest of the world lives, teaching us to view that culture through the eyes of Christ. We begin to see not just physical poverty or a lack of infrastructure, but a deep need for a Savior.

We at Servant Life desire for you to live a life worthy of the Gospel of Jesus Christ as Paul commands us in Philippians 1:27. We desire for you to live out the Great Commission, in which Jesus commands those who follow him to “make disciples” (Matthew 28:18-20). The purpose of this trip is to “make disciples”, but don’t let that cause anxiety or fear! After all, Jesus tells us clearly, “Behold, I am with you always, to the end of the age.” That’s a promise to which you should cling.

***Disciple-making is about sharing life in Christ.*** It’s that simple. Share your ransomed life in Christ with everyone you encounter and allow the Spirit to do the work of changing hearts. It is God who works through you and God who gets all the glory; we are simply faithful instruments of his plans and purposes.

We have prepared this field manual to equip you for the task ahead and help you navigate the important questions you have about your experience. As always, we are available and willing to answer any questions you have, via email, phone, twitter, or any other means of communication. Thanks for partnering with us to change the world.

In Christ,

The Servant Life Team

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# Trip Information

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# The Week at a Glance

## Sample Daily Schedule

Your schedule could resemble the following:

### **Day 1** (Saturday)

Arrive in New York City and get settled in  
Orientation will typically take place on Saturday if you arrive in the afternoon.

### **Day 2** (Sunday)

Free day. Breakfast is provided, but lunch and dinner are on your own. Go to church where you desire and spend the day sight-seeing around NYC!

### **Day 3-6** (Mon - Thurs)

7:30 a.m.	Breakfast Prayer time/devotion
8:30	Depart for ministry site
9:30 – 12:00 p,m.**	Ministry (Examples: Help local church with outreach or serve in ESL classes at the ministry centers or park outreach)
12:00	Lunch at ministry center (sack lunch provided)
1:00 – 5:00***	Ministry: (Examples: Work at ministry centers or children’s ministry or distribute fliers or labor projects)
5:00	Dinner (on your own)
6:30 – 9:00	Ministry in Muslim, Hindu, or Sikh areas / Teach ESL classes at various ministry sites

### **Day 7** (Friday)

Depart for airport and return home

*Optional (for around \$50) add an extra night and leave on Saturday. If choosing this option, food will be on your own this day and you can use the day as you choose as another free day.*

### **Optional Day 8** (Saturday- optional)

Depart for airport and return home

\* Breakfast is covered each day, and lunch is provided on Mon - Thursday. Other meals (and all dinners) are on your own dollar. Groups have preferred this option over the years to enjoy NYC cuisine.

\*\* The full schedule can be pretty demanding, so your team might have the opportunity to rest some mornings or afternoons. Additionally, ministry blocks may be in the evening instead of morning or afternoon.

\*\*\*One afternoon your team will visit a local Islamic mosque, a Hindu Temple or a Sikh Gurudwara for a tour in order to better understand the people you will be ministering to and meeting.

Note: This schedule is subject to change by the missionaries. This is just a **SAMPLE** and will be modified. A key term in mission work is FLEXIBILITY. Anything and everything could change. Please go with the flow and follow the instructions of your leaders, even if it is not what you were expecting.

## Activities

### **ESL Classes**

Your group will have the opportunity to help lead ESL classes for internationals from places like Asia, Africa, and South America. The majority of them do not come from a Christian background and do not know Christ! By working with them, you will not only help to meet a need in their life, but also get to model the selfless love of Christ to them. As you build relationships with them, it is likely that you will get a chance to explain why you are in New York for the week-- to tell people about the love of Christ! We don't want to push something on them in a forceful manner, but we pray that God opens doors to share your faith. Your role in the classroom might be used to model English dialogue, to read for the class, to help one-on-one with ESL worksheets, and things of that nature.

\*More guidelines for the ESL class are given on page 31

### **Work at Ministry Centers and in Community**

Most mornings or evenings will consist of the ESL classes, but the afternoons will be much more diverse and could include the following:

- Helping with Kids Club (homework, activities, interactions with children)
- Serving at ministry initiatives
- Evangelism and distribution of Jesus films
- Canvas a community with fliers to invite people to ESL classes, prayer walk
- Workshops (e.g. "Loving Muslims Workshop")
- Visit/learn about places of worship for other religions
- Light construction or painting
- Any various needs that come up!

## Lodging

Servant Life teams will either stay in the city in a dorm-style facility located near the Jackson Heights area of Queens, or at a beach house in Rockaway beach. The lodging will feature bunk bed style rooms, and linens and towels will be provided for you.

Breakfast will be provided at these facilities, and generally you'll receive sack lunches while out at ministry sites. Dinner is on your own, unless you choose to pay extra in which case you may be able to do dinner at your lodging facilities as well. Since you are in the heart of New York City, you are never too far away from food vendors, restaurants, or small food markets.

Below are pictures of the inner-city facilities.



## Transportation

The most common forms of transportation that you will use are buses and subway, since public transportation is so central to the way of life here. Please keep in mind that even your time on buses and trains can be used to the glory of God! You can use this opportunity to rest, read, pray, get to know your team members, or possibly have conversations with others. Servant Life and UNO will take care of your in-city travel arrangements with a week-long pass (included in your trip cost), so you do not need to worry about this.



# Trip Preparations

## Why Go?

What's the purpose of even going on a mission trip? Great question! The quick answer is this: as believers, we are commanded to go.

In his last words, Jesus said, "All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always to the end of the age (Matthew 28:18-20)."

We are called and commissioned to take the Gospel to all nations. However, this command should not guide us only one week of the year. We should not only go on missions trips; but, we should lead missional lives. The same God who is with you in New York City is the same

God who will be with you when you are at home, in the classroom, on the field, at work, or in your community. Seek to "go and make disciples" in whichever nation you find yourself.

Knowing that we are commanded to play an active role in global discipling, we at Servant Life have found that missionaries and ministries around the world have needs that short-term mission teams can easily and uniquely fill, thus helping to advance the kingdom of God in those countries. We also hope that participating in an international mission trip will leave such an impression on your life that you will become supporters of mission work for the rest of your lives, whether through prayer, financial support, church leadership, or even life service.



# Training Sessions Outline

The following Training Sessions are of optional use to you but our hope is regardless of the material you choose to use that you are guiding your team even in the preparation months leading to your trip. These sessions are just one way to use the content in the Field Manual. The training session document is available for download on the Prep Center.

Here is an outline of what the document covers:

## Training Session 1:

- “No Greater Satisfaction” by John Piper
- Discuss Trip Expectations
- Prayer Guide
- Scripture Review: Matthew 28:18-20
- Prayer

## Training Session 2:

- “Extravagant Daily Time with Jesus” by Dick Brogden
- “Abiding Leads to Fruit” by Dick Brogden
- How to Share Your Faith / Build Your Testimony
- Scripture Review: Acts 1:6-8
- Prayer

## Training Session 3:

- “Cross Cultural Servanthood” by Duane Elmer
- Customs and Cultural Guidelines
- Witness Well to Anybody, Anywhere, Anytime
- 7 Ways to Make a Fool of Yourself
- Scripture Review: John 20:21-22
- Prayer

## Training Session 4:

- Servant Life Mission Principles
- Packing List / Airfare Tips
- How to Ruin a Short-Term Trip
- Culture Shock
- Scripture Review: Revelation 7:9-10
- Prayer

# *Preparing Our Hearts and Minds*

When planning for a mission trip, it is important to prepare yourself spiritually for what you will experience on the mission field. Begin praying now for the people you will be serving with throughout the week and the ways God is going to use you all to serve Him most effectively. Also be in prayer for those you will be ministering to in NYC, keeping in mind scripture passages about God's heart for missions and His desire for all nations to know Him. Here are a few ideas to help you even more as you begin to prepare spiritually for your time in NYC.

## Build a Prayer Network

As the Lord prepares you for this journey, He is also preparing the hearts of those who will pray for you. Believe it or not, there are probably many who are already lifting you up without you even knowing it. In an effort to join the body of Christ together in commissioning you on this journey, it is important that you have a group of committed prayer partners who will bathe you in prayer before, during, and after your trip. Begin now to recruit a team of prayer partners who will commit to pray for you as you share this journey with them. Keep them updated with requests and how your journey is going so that they can know how to pray specifically for what the Lord is doing in and through you.

- Make prayer cards containing specific prayer requests and hand them out to church members, family or friends.
- Create a blog to keep friends and family updated on your trip.
- Use a journal to record some of the steps of your journey, not only emphasizing your time in-country, but also in the weeks leading up to your trip.

# Trip Expectations

What are your expectations for this missions experience?

By now you have probably spent some time imagining what your mission trip will be like. You have thought about what the culture will look like, how the food will taste, what type of work you will be doing, and many other aspects of your trip.

There is nothing wrong with having expectations, but we have to hold on to them loosely. Mission trips never go exactly as planned and foreigners often have a difficult time imagining what life in another country, or even a sub-culture in their own country, will be like before they experience it. There is a good chance that many of your expectations will not be a reality, especially if this is your first time serving in another context.

It is crucial to begin a mission trip with proper expectations. Consider this equation: if **(Expectations ≠ Reality); then (Reality = Frustration)**. Don't spend the first few days of your trip unlearning what you expected to be true prior to the trip and getting frustrated as a result. But even worse, you could miss the point of the trip altogether.

The purpose of missions is to glorify God by making disciples of Jesus Christ. Therefore, you should expect:

## To serve missionaries and the local church

- Making disciples takes longer than a week, therefore, Servant Life partners with missionaries and the local churches to create long-term ministry strategies. Making-disciples is about sharing life in Christ with others. A short-term team can establish great initial connections or even deepen the faith of the local church, but the ministry must extend past the 7-10 days your team is on the ground. In order to make disciples, we support the missionaries and the local church in their mission.
- In Matthew 20:28, Jesus tells us that, *“the Son of Man came not to be served but to serve, and to give his life as a ransom for many.”* This is what we are called to do as those who follow Christ. We are not heroes coming to save the world in a week. We come humbly with a heart to serve the Church in the way that will best help them in their ministry.

This heart of service may lead you to cleaning toilets, washing clothes, or mopping floors, but know that, *“whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.”* (Colossians 3:23-24)

### **To share your faith**

- As we “go and make disciples” we must proclaim the Good News.
  - For *“everyone who calls on the name of the Lord will be saved.”* How then will they call on him in whom they have not believed? And how are they to believe in him of whom they have never heard? And how are they to hear without someone preaching? And how are they to preach unless they are sent? As it is written, *“How beautiful are the feet of those who preach the good news!”* (Romans 10:13-15)
- We must be sent and preach so the nations will believe and call on the name of The Lord for salvation.

### **To experience difficulty**

- In John 16:33 Jesus says, *“I have said these things to you, that in me you may have peace. In the world you will have tribulation. But take heart; I have overcome the world.”* We are promised difficulty in this world. Since the fall of man this world has been warring against man. When we take mission trips, we do not escape the the sin of this world. In fact, when the Church is proclaiming the Gospel we often enter dark places and Satan is working much harder to distract us. Go into this trip expecting to experience difficulty, but know that our God is bigger than delayed flights, broken down vehicles, the weather, or any other obstacle that you may encounter.

### **To grow**

- We have never known a person to leave a mission experience the same as they began it. Mission trips can forever alter your world-view as you become aware of the physical, spiritual, and social needs of the world. Expect to grow in your knowledge of the world you live in. Expect to grow in your love for The Lord and His people. Expect to be changed.

Pray that God will give you proper expectations for your missions experience. Pray daily throughout the trip that He will give you wisdom and discernment to handle everything that comes your way. Trust that He will never leave you, nor forsake you.

**“Be still and know that I am God”  
(Psalm 46:10)**

# Servant Life Mission Principles

Servant Life seeks to equip and encourage trip participants as you prepare for your experience. Outlined below you will find a list of character traits along with Scripture references. As you begin to process the attitude and posture of your heart and prepare for the trip, pray the Lord will supply you with these Christ-like traits.

## 1. Humility

- Go with a humble heart attuned to the Lord's plans for the trip, not your own agenda. You are not going to "fix" anything, but rather to selflessly serve alongside the long-term missionary partners. Fervently pray against pride creeping into your heart.
  - *Do nothing from rivalry or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others. {Philippians 2:3-4}*
  - *When pride comes, then comes disgrace, but with the humble is wisdom. {Proverbs 11:2}*

## 2. Flexibility

- A mission experience exposes you to different cultures, which often times means the schedule isn't always predictable. Having a "go with the flow" attitude is crucial, as plans may change from day to day. Flexibility allows you to continually find joy in each circumstance.
  - *I desire to do your will, my God; your law is within my heart. {Psalm 40:8}*
  - *Rejoice always, pray without ceasing, give thanks in all circumstances; for this is the will of God in Christ Jesus for you. {1 Thessalonians 5:16-18}*

## 3. Patience

- Patience is key as you encounter new people, places and cultures. Things may not always go as planned, and communication with locals may not always be as easy. Pray for the Lord to equip you with an attitude that is slow to speak and quick to listen.
  - *Know this, my beloved brothers: let every person be quick to hear, slow to speak, slow to anger. {James 1:19}*
  - *May God who gives patience, steadiness, and encouragement help you to live in complete harmony with each other – each with the attitude of Christ toward the other. {Romans 15:5}*

#### 4. Perseverance

- You may experience unfamiliar or difficult situations while serving; therefore perseverance is important. The Lord will supply you with the strength to make it through each and every circumstance.
  - *Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up. {Galatians 6:9}*
  - *Blessed is the man who perseveres under trial, because when he has stood the test, he will receive the crown of life that God has promised to those who love him. {James 1:12}*

#### 5. Love

- Love is central to each and every character trait that a Christ-follower embodies through the indwelling of the Holy Spirit. Love always, often, deeply, sacrificially, selflessly, and unconditionally.
  - *Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. {1 Corinthians 13:4-5}*
  - *And over all these virtues put on love, which binds them all together in perfect unity. {Colossians 3:14}*

## Frequently Asked Questions

### **How will my airfare be handled?**

Servant Life offers to book all airfare through our travel agency. If you're traveling in a group, everyone on your team should travel together. We book group airline tickets and cannot always accommodate special requests for different individual flights, but please ask us if you have exceptions and we will see how we can help. Due to commitments to our missionaries to have groups there on set dates, trip dates may not be flexible (once again, please ask). Once a ticket has been purchased in your name, it must be paid for regardless of circumstances. All tickets are non-refundable and non-transferable.

### **If I have a frequent flyer program, can I use those miles to cover my plane ticket?**

Possibly. We cannot guarantee which airline your team will use, as we are watching for competitive pricing and schedules. Please contact Servant Life if you are interested in learning more about using frequent flyer miles on a mission trip.

**When do I need to get a passport?**

You will not need a passport since you are traveling domestically. However, it is important to always keep a photo i.d. with you.

**What immunizations do I need to get?**

Since you are staying in the United States, you should be up to date on any immunizations required and encouraged in the U.S.

**Am I serving alone or as part of a team?**

You will be part of a Servant Life team, which can be made up of groups and/or individual participants. If you are registering alone, you will join the team at an airport and stay and work with them for the remainder of the trip.

**Is there any supervision?**

Servant Life trips are led by our missionary partners. This partner serves as the host and leader for your team from the time you land at the airport until you depart at the end of the mission experience.

**How safe are these trips?**

Servant Life makes every effort to keep you safe during your entire experience with us. We carefully evaluate each location before sending a team, and work with partners in the country who are familiar with the area in which you will be staying and working. We research and plan the safest places for you to eat, stay, work and play.

**Who will my team work with?**

All teams work with established missionary partners in the Servant Life network. These are either missionaries or ministry leaders who have a history of service in the country and programs that fit with the mission of Servant Life. To read more about the mission partners in our network, visit [servantlife.com/partners](http://servantlife.com/partners).

**Who do my parents call in case of an emergency?**

If an emergency arises where your parent needs to reach you, they may reach out to you directly or to your group leader who is overseeing your trip. If they are unable to reach you or someone on your team, please have them contact Servant Life, and we will work closely with our mission partners to be able to connect you.



**Will I be able to call home and email while on the field?**

Access to phone calls and email may be limited, and varies from location to location. In the event of an emergency, Servant Life will contact the church immediately. So remember that no news is good news!

**Is a visa required for my trip?**

No, since you are traveling domestically.

**Will I receive any training?**

Aside from this manual, Servant Life has a 4 session training manual that can be found on the online PrepCenter. We highly encourage you to complete the Servant Life training, or a different training through your church. And other training will take place with the ministry partner once your team arrives at your destination.

**Is there anything not covered in my trip cost?**

Your trip cost includes your lodging, your transportation IN the city (once you arrive), your ministry activities, and some meals. Breakfast is provided every morning and lunch is provided on ministry days (Monday - Thursday). You will have to purchase your other meals such as any meals while traveling, lunches on non-ministry days, and all of your dinners. Any souvenirs or snacks will also be on your own dollar.

# *How To Share Your Faith*

Before you go, we at Servant Life feel like it is not only important but also our responsibility to make sure that you have a clear understanding of the gospel and how to share it. After all, if we are going to make disciples, we need to be able to tell others what that means. Obviously, we don't feel that your ability to share the gospel and your testimony should only be important for your trip, but as believers we are called to be prepared in and out of season (2 Tim 4:2). Are you prepared to share your faith?

Below is a guide to help you prepare how to share your testimony with the essential elements of the gospel. On a mission trip you may or may not have extended time to fully layout the story of salvation with those you encounter. It is important that you are able to share the Gospel in short and extended versions. We ask that you take the needed time to seriously work through the following questions. We know that it is the work of the Holy Spirit that brings about new life through Christ, but we have the responsibility to share God's good news and make disciples (Mt 28:18-20, Acts 1:8-9 & Luke 24:44-49). Our hope is that this exercise will not only prepare you, but also remind you of the goodness of God's grace through the work of Christ (Eph. 1:18-21 & 2:4-10). We look forward to serving with you this summer as we strive together to make much of Christ!

PART ONE: THE GOSPEL

Use these five elements of God's story to write the Gospel in your own words:

The Character of God  
(1 John 1:5-10, Ephesians 2:1-10)

Write the Biblical truth about the character of God found in this passage:

The Sinfulness of Man  
(1 John 1:5-10, Ephesians 2:1-10, Romans 3:23, 6:23)

Write the Biblical truth found in these passages:

The Sufficiency of Christ  
(1 John 1:5-10, Ephesians 2:1-10)

Write the Biblical truth found in these passages

The Necessity of Faith  
(1 John 1:5-10, Ephesians 2:1-10, Romans 10:9-13)  
Write the Biblical truth found in these passages:

The Urgency of Eternity  
(Ephesians 2:1-3, Romans 6:23)  
Write the Biblical truth found in this passage:

Write in your own words (100 words or less) the five biblical truths studied above:

PART TWO: SHARING MY STORY

Work through the following questions to help you simply and clearly share your story.

I was awakened to my need for a Savior by (people, circumstances, books, etc.):

I realized that God is:

I realized that I was separated from God because:

I came to understand that Christ:

I responded to the good news of Christ's death and resurrection by:

PART THREE: PUTTING IT ALL TOGETHER

Using the five elements of the Gospel and the previous questions just answered, use the following space to share your story and the gospel. The goal is to be able to clearly articulate the Gospel and your story within 60 seconds.

# Packing

## Clothing Overview

The most important thing to keep in mind as you decide what clothes to pack is to be appropriate and modest. Make sure to pack nicer clothes for church and worship times. Here are a few packing tips as you begin preparing for your trip.

- Pack lightly! Airlines have restrictions on how much your checked luggage can weigh. Make sure you pack what is necessary without too much excess.
- Leave room in your suitcase for any souvenirs you may want to bring back.
- Consider packing items like shampoo, conditioner, etc in plastic bags. In case these things leak during travel, your clothes and other items will be protected.
- It's a good idea to pack a change of clothes, toothbrush, important travel documents, and any irreplaceable items in your carry on bag in the event that your checked luggage is lost.
- To save space, you can roll your clothes instead of folding them.



## Airline Restrictions/Tips

**Arrive early for check-in at the airport.** Because you are flying, we strongly suggest arriving at least two hours before your flight is scheduled to depart. This allows time for parking, shuttle transportation, check-in, and security checks.

**Label all of your luggage.** Servant Life provides each trip participant with two luggage tags that we strongly recommend your group using. This will help when collecting luggage from baggage claim. Due to the similar look of most luggage, you may also want to set your bag apart in another way by adding a ribbon, luggage strap, or sticker in a visible location.

**Always have your photo i.d. with you.** While traveling through airports, it is important to always have your i.d. with you. Do not pack it in your checked luggage, and do not put it in the pocket of your airplane seat. It is best to keep it in a secure section of your carry on luggage.

### **Checked Baggage**

We recommend that everyone travel with one checked bag. It is helpful if everyone can manage their own luggage while traveling. Remember that luggage with wheels will make life much easier as you maneuver through airports!

### **Carry-On Bags**

It is always a good idea to keep a change of clothes as well as a small toiletries kit (toothbrush, deodorant, etc.) with you in your carry-on in the event of flight delays or cancellations. You may not carry-on liquids of any kind larger than 3 oz. Any liquids 3 oz. or smaller must be in their original container and in a quart-sized Ziplock bag. Remember to always keep your photo i.d. in your carry-on luggage.

***\*\*Baggage policies are based on airline regulations and change often. Please visit your airline's website before you leave for their latest baggage policies. Any costs associated with checking bags or overweight bags are solely the responsibility of the participant.\*\****

## Packing List

### **Dress Code for ministering with Urban Nations Outreach in New York City:**

All clothing should be in accordance with Christian character. During the times you are not interacting with the immigrant students (for example, sight-seeing or painting), it is acceptable to wear shorts and sleeveless shirts but please no "spaghetti" straps or strapless shirts and no short shorts.

You can check the weather at [www.weather.com](http://www.weather.com) and type in the zipcode: 11693.

### **Clothing**

- At ministry centers and for park ministry, both men and women must wear shirts with sleeves (t-shirts are fine) and jeans or long pants or capris (below the knee). No shorts, please. Skirts can be worn as long as they are ankle length. Please avoid tight-fitting clothing and any mid-riff exposure.
- Worship clothes can be casual, but still church appropriate. Please pack one set of nicer clothes in the event we visit an ethnic church, as those services are sometimes more formal.
- Attire for visiting a mosque or temple:
  - Ladies, be prepared to bring a scarf to cover your head. You will also be required to have arms and legs covered with long sleeves or a shawl / scarf. Long skirts are not necessary, but are acceptable. Pants are acceptable, but short skirts and shorts are not allowed.
  - Men, please bring a bandana to wear at the temple. No shorts, please. If your team is visiting a mosque, men do not need to bring a head covering.
- Comfortable shoes for walking - you will be on your feet all day!
- Bathing suit (for a possible beach visit; please use discretion and maintain modesty)
- Hat or sunglasses, if desired
- Rain jacket

### **Toiletries**

- Basic Personal toiletries – toothbrush, toothpaste, soap, shampoo, feminine items, etc.
- Bedding will be provided, but you will need a towel and hand towel to use at the beach house
- Sunscreen and insect repellent, as needed
- Disinfectant hand gel, baby wipes, kleenex, as needed
- Dramamine/Gas X/Antacids/Imodium/Tylenol, as needed
- Chapstick with Sunscreen

### **Other**

- Photo ID
- Small backpack for daily use to carry personal items
- Bible, Journal and Pens
- Snacks
- Water bottle

- Urban Nations Outreach **will provide bedding** (sheets, blanket, and pillow) but you are welcome to bring your own if you prefer. You will need to bring your own towel and hand towel.
- There is a Laundromat three blocks from the mission team housing, but keep in mind that time to use this will be limited.
- Please view the dress code information listed in the above packing list, as there are important details related to appropriate attire for ministering to internationals and visiting mosques / temples.

**Please note:**

Some places that sell inexpensive food options might not accept credit or debit cards. It is best to carry some cash for snacks and meals. There are ATMs available.

**Extra, but not necessary:**

-Photo albums with pictures of your hometown, school, family, a map of your home state, etc. - These are great for ESL & for building relationships.

-Simple, inexpensive gifts for the ESL students (a small cross, lotions, etc.) - something to bless the students with. They will be very touched by this. As it gets closer, we can let you know how many students you will need to provide for if you decide to do this. \*Remember, if you give to one, you must give to all! We also ask that you check with the UNO team before giving out any gifts to make sure it is appropriate.

-Greeting cards for each ESL student with a message inside from you or Sunday school class (or even from someone who wanted to come on the trip who wasn't able to) with a simple blessing or prayer for that student.

-If flying, Baggage policies are based on airline regulations and subject to change. Please visit your airline's website for their latest baggage policies.

## Gifts for Children

Please feel free to bring gifts for the children you meet while you are in the ministry centers or doing park outreach, and always run them by the UNO ministry team before giving anything out. Try to think simplistically when it comes to the gifts you bring. Here are some examples:

- Small toys and books (nothing violent, like toy guns)
- photos of you and your family
- coloring books and crayons
- stickers
- small decorative items for the home
- bubbles
- hair bows, headbands, and other hair accessories for little girls
- Hard candy that won't melt in your luggage

# Culture Shock

It may not seem like it, but culture shock is a big deal. Any time you experience another country, culture, people group, and way of living, it takes some adjusting. Not everyone experiences culture shock, but it's still important to recognize it and know how to deal with it.

Culture shock is characterized by an anxious feeling from being surrounded by completely new things. You are so accustomed to life where you are that it may overwhelm you to all of a sudden find yourself in a culture that you know nothing about.

The best thing you can do when it comes to culture shock is to keep an open mind about your new experiences. Remember that people around the world and even in different parts of the United States think and act differently than you. Keep an understanding mind about others' opinions. The worst thing you can do is to think that you are superior to someone of a different culture or people group.

Along with keeping an open mind, it's important to be flexible as well. You will be experiencing a new culture and things may not always go your way. In fact, you probably already know that things will rarely go your way. Remember to be easy going when new plans arise. This also includes maintaining a positive attitude instead of complaining.

If you're feeling some culture shock, communicate that with the people on your team. Chances are good that someone else may be feeling the same way or can at least help you through it. Being able to identify with others about your thoughts can help you not be overcome with culture shock.

Keep in mind that if you experience culture shock, that does not mean you are a failure. Everyone adjusts differently to a new setting. You may not even identify with culture shock. However, if you do, it's important to be aware of what to do so that it does not become a problem.

# How To Ruin Your Short Term Mission Trip

1. *Have an "It's all about me" attitude.* The best way to ruin your mission trip is to act as if everything revolves around your comfort and your wants and needs. Even if you are sacrificing time and resources to go and serve, don't expect others to worship the ground you walk on. Read Philippians 2:3-8 and consider the humble attitude of Christ.

2. *By all means, don't be flexible.* If you don't live out the words of Philippians 2:14 to "do all things without grumbling or questioning," then you are guaranteed to have a trip full of complaints. There is not a formula to mission trips; you should expect a high degree of flexibility when you are serving real people and meeting real needs. Please be a blessing to work with and a joy to be around, not the person complaining that your expectations aren't being met.

3. *Don't devote yourself to prayer or time in the Word.* Spending time talking to the Lord and studying His word only ensures that your heart will be aligned with His will. Failure to draw near to the Lord will set you up to have the wrong attitude, and possibly the wrong actions. Furthermore, in order to tell others about the spiritual disciplines of prayer and Bible study, we ourselves must practice those disciplines.

4. *Start thinking your mission trip is terrible because you didn't see much fruit.* It is likely that you might not see hundreds of people come to know Christ while you are there, but that does not mean your trip was a bust. 1 Corinthians 3:6 reminds us that there are stages of planting seeds, watering, and seeing growth. As a short term team, you are largely helping to plant and water seeds-- and ultimately God gets the glory in their growth!

(We want you to have the best mission trip possible. So please do the opposite of these 4 things. Always keep the Lord and the gospel in the forefront of your mind!)

# City Information

## New York City

### Population

Estimated to be 8.4 million people

### Capital City

Albany, NY

### Language

English

### Primary Religion

Approx. 21% of New Yorkers are Evangelical, 38% are Catholic, 9% are Jewish, 3.5% are Muslim/Islamic, 1% are Buddhist, 13% are non-religious, and 4% practice other religions

### Time Zone

Eastern Time Zone (EST)

### Currency

Dollars

### Safety

Servant Life makes every effort to keep you safe during your entire experience with us. We carefully evaluate each location before sending a team, and work with partners in the country who are familiar with the area in which you will be staying and working. We research and plan the safest places for you to eat, stay, work and play. In general, you should always be cautious and aware of your surroundings when you are traveling.

### Food

Breakfast will be provided where you stay. Lunch will typically be a sack lunch and is provided on ministry days of Monday - Thursday. You will have to purchase lunch on other days and all of your dinners. Our team can help with recommendations as there are many great local options to choose from. Since your team is out and about in the city a lot, finding food options is generally very easy.

### Weather

Summers in New York City are typically hot and humid with a July average high of 84 F and low of 69 F. Because of the urban environment and lots of walking, temperatures tend to feel much hotter than they actually are.





## Partner Information



Larry Holcomb, the Director of Urban Nations Outreach, has been involved in Urban and Frontier Ministry for more than 20 years. He has ministered in urban and immigrant settings in San Francisco, CA, Birmingham, AL, New Jersey, and New York City. Larry and his wife Linda have four children. Linda is a New York City public school teacher. They have lived in different neighborhoods in NYC among the people they have served and the churches they have helped to plant.

Urban Nations Outreach focuses on meeting the spiritual, physical, and social needs of the Muslims in their target neighborhoods. At the three ministry centers, they have many classes and services. Urban

Nations Outreach missionaries lead ESL and citizenship classes, computer classes, youth and teen programs. They also host special events, which serve as platforms for evangelistic presentations.

For more information on Urban Nations Outreach, please visit: [www.urbannations.org](http://www.urbannations.org)

## New York Do's & Don'ts

As those seeking to honor Christ, it should be our desire is to build each other up and encourage one another in love at all times. The staff of Urban Nations Outreach want it to be one of the most encouraging places on earth! They desire to walk in a way that is pleasing to the Lord throughout the year. The staff will positively encourage one another in both word and deed, treating the opposite sex with the utmost respect! As such, they expect both their visiting leaders and their mission team to possess similar character and lifestyle qualities.

### **DO**

- DO feel free to give gifts, but please ask the missionary partner before doing so.
- DO label any medicines you are taking with you.
- DO use the "buddy system."
- DO bring any medicines that you may need (pepto bismol, ibuprofen, allergy,etc.)
- DO sanitize your hands before eating. But do it discreetly, not blatantly just after holding a child or shaking someone's hand.
- DO be friendly toward people with whom you come in contact.
- DO pray for your new friends. Only as God works in their lives will they be open to hearing more about Christ.
- DO remember that you are representing a ministry that has been around longer than you've been in the city and will still minister there after you have left.

### **DON'T**

- DON'T encourage begging by rewarding the effort, unless you speak to the missionaries first.
- DON'T go out after dark.
- DON'T bring anything that you aren't willing to give up if someone asks for it.
- DON'T be a loud/obnoxious tourist that needs to be toned down.
- DON'T give out your personal information
- DON'T give directly to an individual.
- DON'T go without sunscreen!
- DON'T make yourself stick out by wearing inappropriate clothing.
- DON'T attempt to tear down the different religions you come in contact with in your conversations with new friends. Rather, discuss the basic doctrines of your Christian faith, with an emphasis on salvation through Jesus Christ.

# Guidelines For Serving With Urban Nations Outreach

All of us here at Urban Nations Outreach are so excited that you are here! It is our desire that you are blessed by God as you draw near to Him in service. In order to ensure a positive experience for your group, we would like to share some general guidelines with which we would appreciate your cooperation.

- Our facilities are set apart unto God. As such, we desire that everything that happens at UNO's facilities be to the glory of our Lord and Savior.
- When out in the city, please remember that you are not only representing Urban Nations Outreach, but also Jesus Christ. Don't let your behavior give anyone a reason not to follow Christ.
- In matters of dress, modesty must prevail. All clothing must be modest and appropriate to the Christian environment.
- Please be respectful of your missionary guides and do whatever they request of you. There are definitely some "tricks of the trade" to living in and navigating through NYC. Listen to your Urban Nations Outreach leaders as they are looking out for your safety.
- No alcoholic beverages, tobacco products, or drugs are allowed anywhere or anytime at Urban Nations Outreach facilities.
- Refrain from the use of vulgar language. Let your language build one another up (Ephesians 4:29) and be full of grace (Colossians 4:6).
- Demonstrate courtesy and respect to others staying and serving with you. This may include being quiet late at night, working out a shower schedule, and many other things. Treat others as you wish to be treated (Matthew 7:12), and love your neighbor as yourself (Mark 12:31).
- Please help us keep our facilities clean by picking up after yourselves. You get it out, you put it back; you mess it up, you clean it up; you break it, you buy it; you abuse it, you lose it.
- We recycle. There are 3 trashcans in each kitchen. One of them is for clean paper products, such as old cereal boxes. One is for plastic (milk jugs), glass (soda bottles), and metal (soup/soda cans). The last one is for regular trash. Please take all three out to the curb on Wednesday nights. Replacement bags can be found under the kitchen sink.

# Cleaning List

While you stay at the house, please help the staff of UNO by cleaning up after yourself. Below is a list of cleaning tasks to complete before you go home. After checking off all of the tasks, please return this form to the missionary-in-residence. All of the needed supplies are under the kitchen/bathroom sinks.

- \_\_\_\_\_ Dust all wooden furniture.
- \_\_\_\_\_ Sweep **all** the floors. (Brooms/dustpans are in the kitchen corners)
- \_\_\_\_\_ Take out the trash/recycling.
- \_\_\_\_\_ Wash dirty dishes.
- \_\_\_\_\_ Clean kitchen sink and appliances.
- \_\_\_\_\_ Clean all 3 bathrooms. This includes the toilet, mirror, sink, and shower.
- \_\_\_\_\_ Place dirty bedding in garbage bags and leave them in your room.
- \_\_\_\_\_ Mop (as needed).
- \_\_\_\_\_ Vacuum (as needed).

# ESL Orientation

## South Asian Center Orientation & ESL Tips

*Welcome! We are glad you are here!*

### **SAC Class & Student Info**

- Class Length: One and half hour class 10-11:30am, 7-8:30pm
- Mondays & Tuesdays is for beginners; Wednesdays & Thursday is for advanced
- Separate classes for men and women...men please step out and head to the men's class when female students start arriving.
- We try to be culturally sensitive by cultivating women-to-women/men-to-men conversations only.
- Demographics: All adult students from South Asia & South America - some have been here 3 weeks, others 30 years; all backgrounds - lawyers, doctors, housewives, taxi drivers, and all religions (few Christians). Highly motivated learners!
- Public displays of affection (kissing, hand-holding, hugging, etc.) are not appropriate at anytime in the SAC or while walking around the neighborhood even between spouses or family members of the opposite sex.

### **Tips on Teaching ESL**

- Each teacher will let you know how they want to help with the class (modeling dialogues, reading for the class, one-on-one help with ESL worksheets). We won't ask you to lead a class by yourself.
- When the students first come in, introduce yourself and ask their name, country, how long they have been here, share pictures of your family/friends, etc... Go out of your way to make them feel welcome and to connect with them!
- Assume little.
- Be encouraging and give LOTS of verbal affirmation, but don't be afraid to gently correct their pronunciation, writing, etc.
- NEVER say "Do you understand?"/"Do you know this already?" Instead, have the student repeat back to you what you just explained or ask "What is this (point to word)? What is this (point to picture)? Who is he/she? What are they doing?..."
- Have the student talk more than you do.
- Avoid slang and idioms. If you use them, define them.
- Repetition, repetition, repetition.
- Different students work at different paces. Don't speed them along to get through the worksheets. The goal is for students to understand what they are learning, not to get the homework done. If you spend the entire class on one concept, that's okay and good....be patient, loving and encouraging.
- If you find your student isn't tracking, let the teacher know and we will get you appropriate material.

## *ESL Orientation continued*

### **Our Challenge to you as a volunteer**

- Remember and connect with at least one to two students on your first day. Every time you see them, greet them by name and welcome them back to class.
- If you get an opportunity to share why you are here this week and to share your testimony, do it! We do not hide the fact that we are Christ-followers and don't expect you to feel you have to either, but remember that we are not trying to push something on students that they don't even understand.



# Servant Life

Since its inception in 1999, Servant Life has been a mission-mobilizing ministry providing dynamic mission experiences for students and church groups. Our aim is to connect students' love for God to the nations through His Word and by His Spirit. Currently, Servant Life sends short-term mission teams to a global network of partners in fourteen countries, including three locations in the United States. Servant Life is dedicated to *Helping Students Go And Make Disciples Of All Nations*.

## Core Values

Servant Life strives to focus on four aspects, or values, of ministry that are central to our philosophy and practice.

### 1. Gospel-Centered Ministry

### 2. Long-Term, Church-Centered Strategies

### 3. Relationally-Focused Approach

For more detailed information about each of these values, please visit [www.servantlife.com/core-values](http://www.servantlife.com/core-values).



# Next Steps

## Reflection

As your time serving in NYC comes to an end, you've probably seen, touched, tasted, and felt things you never had before. You have seen God work in new and powerful ways, and your eyes have been opened to a whole new world. It can be a confusing, emotional experience to participate in a mission trip and then be thrust back into "normal" life back at home. Spend some time journaling about your experience. The following questions will help get you started. Remember that just as it took a few days (at least) to get acclimated to a different culture, it will also take you some time to get re-acclimated once you get home. And hopefully there are a few ways that you have been changed forever.

1. What did you learn during your time in NYC?
2. How did God stretch and use you?
3. List names of people you don't want to forget and why.
4. How will you share your experience with those back home?
5. How did your team work together as the body of Christ during your trip?
6. Describe at least one experience in which you felt or saw the power of the Holy Spirit as He worked among the people.
7. Explain at least one situation in which your prayers were answered.
8. What were you most thankful for?
9. How have you been changed?
10. How were the people you ministered to changed from you being there?
11. How will people at home be changed by you and the experiences you share with them?
12. How will you ask others to continue to pray for the people you ministered to during your trip?

# Sharing Your Experience

When you get home, you may become overwhelmed with the number of people who ask to hear your stories from your trip. If you had a dollar for every time someone will say “How was your trip?!” or “Tell me all about it!” than you could probably pay for a whole other mission trip.

When it comes to sharing your story, you’ll encounter different types of listeners. Some people will ask you about your trip in passing and will only want to hear one or 2 sentences about your experience. In the space below, go ahead and write down a few sentences that you can quickly share with people. The most important detail to include is something incredible that you saw the Lord do. Think of a great story you have and sum that up into a few words that will give the other person a feel for what happened on your trip.

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Others will want to have a detailed, but not lengthy conversation with you.

Imagine that you are grabbing coffee with a friend as you share your experiences. This person will likely spend a decent amount of time with you and will expect to hear several stories. Have a variety of stories ready to share with this person and be ready to answer any questions they might have. Also, it’s safe to assume that people who will sit and listen to you talk for an extended period of time are interested in missions as well. Don’t be afraid to encourage them to go on a mission trip!

Lastly, you will definitely have people in your life who will want to hear every single detail you are willing to share. These types of people will come to your house and spend hours sitting on your couch as you pour out your heart. In these instances, feel free to share any and every detail you would like. You might want to consider taking your journal along so that you don’t miss a beat.

One major thing to remember is this: people love pictures! Your stories will be better if they have pictures to accompany them. Have some printed out or saved to your phone/computer so that you can easily show your friends and family.

# We want to hear from you!

We are thrilled that you will be serving on a Servant Life mission trip! Know that we are here to help you in the process of preparing. Anyone on our team is available to answer questions. You can find that contact info at the beginning of this Field Manual. Feel free to contact us at any point.

On the same note, we love seeing pictures and hearing stories from your trip! If you have any photos, blogs, videos, etc. that you'd like to share, you can email those to us, or tag us on social media.

Know that we are praying for you with expectancy! We are confident that The Lord has great things in store for your mission trip!

In Christ,  
The Servant Life Team



/ServantLife



@servantlifemissions



@ServantLife