



Hope for Appalachia Team Leader Responsibilities

Team Leaders are called by God to lead a team of 15 – 30 missionaries to 4 – 5 schools delivering God’s Hope for Appalachia message. Key components of the ministry include sharing the gospel and delivering Hope Boxes, blankets and bibles to children in Eastern Kentucky in the Appalachian mountains.

Pre-Trip

1. Recruit traveling missionaries
2. Recruit churches/businesses to help provide Hope Boxes, blankets and bibles
3. Contact schools – confirm student count and schedule visit
4. Present/Train participating churches on the HFA Mission and box preparation*
5. Confirm all missionaries have completed application and have paid fee
6. Coordinate with the Virginia Team Coordinator to reserve lodging
7. Secure transportation for boxes and supplies
8. Confirm all boxes are complete and 15 are packed in a Lowes 24x18x18 Large moving box
9. Recruit churches to sponsor dinners
10. Recruit family, friends, churches, civic groups to bake cookies for teachers
11. Coordinate lunch and dinner with other team leads on property where you are staying
12. Determine skit for 6th-8th grades
13. Recruit logistics coordinator, Hope Box Coordinator, Photographer, Music Coordinator, Kitchen Staff, Praise & Worship Leader
14. Secure speakers and Christian Contemporary music (upbeat) – **Music Coordinator**
15. Secure two coolers (brown bag lunches and water) to pack lunches in each day – **Kitchen Staff**

*Please schedule a time with each participating church to share “How to Pack a Box”. This will save you many hours in quality control when the boxes come in.

HFA Trip Weekend/Day Before Travel

1. Pack trailers (Day 1 boxes should be packed last) – **all missionaries**
2. Determine how your team will be traveling. Individually or as a caravan
3. Confirm all missionaries have transportation
4. Pray over trailers and missionaries

HFA Trip: Day 1 – Travel Day

1. Confirm all missionaries have arrived
2. Upon arrival confirm all lodging is appropriate and missionaries are settled in their room/dormitory
3. Confirm all food stored and perishables are purchased (milk, juice, lunch meat)
4. Purchase water for lunches
5. Prepare trailer for first school
 - a. Hope Boxes
 - b. Blankets
 - c. Bibles
6. Distribute name tags
7. Lunch preparation – **all missionaries** prepare bagged lunches. Store together for easy access in the a.m.

HFA Trip: Day 2 – 5 (all schools)

1. Arrive at school at 7:30
2. Meet with Family Resource Officer to determine where to unload
3. Review school schedule with Family Resource Officer. Ask about at-risk children
4. Unload boxes, blankets and bibles – **all missionaries**
5. Remove Hope Boxes from Lowes boxes – **all missionaries**
6. Confirm total number of boxes and student count – **Hope Box Coordinator**
7. Assign missionary responsibilities (small group leaders, prayer walkers, music coordinator)
8. As children enter the room, high-five them or build a human bridge for them to walk under (have music playing) – **Music Coordinator**
9. Begin presentation at scheduled time
 - a. Warm-up – **Assistant Team Leader**
 - b. Share why we are there – **Team Leader**
 - i. “We love you and God loves you!”
10. Play games/dance – **Music Coordinator**
11. Break into small groups (PK – 5th grade) – **Small Group Leaders**
 - a. Present the gospel – **Small Group Leaders**
 - b. Take prayer requests/please note salvations
 - i. Have children place their requests in the “Hope Prayer Box”
12. Skit (6th – 12th grade) – **Youth**
 - a. Present the gospel – **Team Leader**
 - b. Have those who have accepted Jesus come down and pray with a missionary
 - c. Remaining students – speak with them as a group – **Team Leader**
13. Distribute Hope Boxes – **Hope Box Coordinator**
14. Watch for children who look distressed/uncomfortable/sad – send missionary to pray with them
15. Repeat for each grade
16. Meet with Principal and thank he/she for allowing us to come.

Evening Meal

1. Coordinate evening meals – ***Kitchen Staff***

Evening Worship

1. Praise and worship music – ***Praise and Worship Leader***
2. Testimonies – ***all missionaries***
3. Updates, changes in schedule – ***Team Leader***
4. Remind missionaries to wear t-shirts and name tags each day
5. Pray for open hearts, hope and joy for the children and staff

HFA Trip: Day 5

1. Coordinate all housekeeping is complete – ***all missionaries***
2. Empty all refrigerators – ***Kitchen Staff***
3. Confirm all missionaries have departed – ***Team Leader***
4. Meet with site missionary and pay remainder of lodging fees – ***Team Leader***