

## Bega Kwa Bega

### Travel Group Leader Role Description

**Position Overview:** The Travel Group Leader acts as the primary point of contact for organizing, planning and leading travelers from their SPAS congregation to visit their companion parish or partner organization in the Iringa Diocese in Tanzania. The Travel Group Leader is responsible for the safety and security of the group while also ensuring the mission of the visit is in keeping with the vision of accompaniment of our Tanzanian partners. The Travel Group Leader is supported in the role by a variety of individuals both here in the US and also in Tanzania.

### Responsibilities:

#### **PRIOR TO DEPARTURE (Beginning 12 or more months in advance of trip)**

##### 1. Organize Yourself

- Pray for inspiration, courage, patience and guidance
- Contact companion parish to identify preferred times to visit
- Familiarize yourself with the travel documents and resources on the BKB website
- Contact your Cluster Leader or the BKB office with questions
- Schedule yourself to attend one of the semi-annual Group Leader orientation sessions

##### 2. Generate Interest and Form a Travel Group

- Invite Cluster Leader or BKB Director to your congregation to preach or present
- Hold informational meetings/newsletter/website postings
- Determine approximate time frame and rough itinerary that works
- Consider that Group Size will impact vehicle needs and hosting burden
  - if < 4 consider partnering with another congregation
  - if > 12 verify accommodations are available

##### 3. Coordinate Overall Travel Plan

- Submit Initial Contact Form online to SPAS
- Book Airline tickets to/from TZ w/travel agent (travel insurance w medical evacuation highly recommended)
- Submit Roster, Reservation Form & BKB Travel Fees to SPAS
- Ensure Visa Applications are submitted by each traveler
- Make Pre or post-visit reservations (Travel Coordinators can only assist with the Iringa area, Safari or basic Dar es Salaam arrangements)
- Register travel plan with US Embassy Smart Traveler Enrollment Program

4. Finalize Trip Details with BKB Travel Coordinator

- Days in Dar, village, on Safari, and in and around Iringa (including Diocese Institution visits)
- Determine traveler roommates
- Communicate any dietary restrictions
- Submit completed Individual Traveler forms, signed Traveler Conduct Covenant, and final Travel expenses to SPAS (6 weeks prior to departure)

5. Financial Duties

- Determine traveler budget for trip - Air & vehicle, Lodging, Safari, Meals, BKB and Visa Fees, Gifts (use budget worksheet aid on BKB website)
- Collect money from Travelers & forward to Synod (reserving some to bring in Cash - use budget worksheet aid for recommendations)

6. Assign Team Member roles within your group

- |   |   |
|---|---|
| <input type="checkbox"/> First Aid organizer/provider | <input type="checkbox"/> Telephone/email            |
| <input type="checkbox"/> Gift Coordinator             | <input type="checkbox"/> tree/communications person |
| <input type="checkbox"/> Photographer                 | <input type="checkbox"/> Devotional Leadership      |
| <input type="checkbox"/> Name and Note Taker          | <input type="checkbox"/> Treasurer                  |

7. Schedule and hold Preparation Meetings for Trip

- |  |   |
|--|---|
| <input type="checkbox"/> Build Team camaraderie                        | <input type="checkbox"/> Health Overview                                    |
| <input type="checkbox"/> Story of BKB, history of your own partnership | <input type="checkbox"/> Devotion planning                                  |
| <input type="checkbox"/> Basic Swahili lessons, vocabulary             | <input type="checkbox"/> Packing  |
| <input type="checkbox"/> Lesson planning (if teaching)                 | <input type="checkbox"/> Fund-raising                                       |
| <input type="checkbox"/> Gift planning                                 | <input type="checkbox"/> Prepare for Partnership meeting                    |
| <input type="checkbox"/> Photography tips                              | <input type="checkbox"/> Review and sign Tanzania Traveler Conduct Covenant |
| <input type="checkbox"/> Cultural Awareness                            |   |

8. Obtain & safeguard copies of appropriate traveler documents at ALL times

- Hand Carry copies of passports, insurance, any medical or prescription information and emergency contacts for all travelers
- Leave a duplicate copy of all information at your Church or Affiliate office
- Provide emergency contact information for any family members

## IN COUNTRY

1. Meet w/ Program Coordinator upon arriving in Iringa
  - Welcome and Safety Orientation at The Lutheran Center
  - Review and finalize schedule
  - Receive phone for in-country use/emergencies
  
2. Provide for the Safety and Well-being of Travelers
  - Hand carry copies of appropriate documents at ALL times
  - Make and keep contact list of all in-country resources
  - Make contingency plan
  - Check in periodically and privately on the health of all Travelers
  - Tend to and resolve any interpersonal conflicts that may arise
  
3. Ensure Reflection Time
  - Daily devotional/journaling time
  - Individual and group prayer or sharing time
  - Schedule a group closing conversation with Program Coordinator
  
4. Prepare for trip into Village or Diocese Institutions
  - Finalize visit details with DIRA rep and Program Coordinator
  - Organize donations and gifts for hosts, church/preaching points or others
  - Review applicable plans and materials for partnership meetings, preaching, teaching, or projects
  
5. Manage Cash Withdrawals & Payments
  - Carry cash on hand to pay Dar expenses
  - Convert some USD to TSH at Airport (and have travelers do so too)
  - Review funds in travel account, assess needs and plan for withdrawals in Iringa (in USD or TSH) with Program Coordinator (*mind Bank holidays and provide adequate notice*)
  - Maintain emergency cash on hand
  - Coordinate payments for Village stay, Safari, transportation and Lutheran Center with Program Coordinator
  
6. Determine Meal Plan
  - Decide ahead of time on how to pay (together or on own)
  - Reserve non-breakfast times at Lutheran Center with the kitchen
  - Purchase adequate drinking water for bus rides, in village, on safari, and in Iringa
  - Consider having snacks available to share

## **Characteristics of a Good Group Leader**

- Active member of a BKB member congregation or Affiliate organization
- Passion for global mission and heightened cultural awareness
- Positive attitude
- Relational personality/empathetic - care and concern for those in your group and those you'll meet
- Adventurous spirit, preferably with international travel experience and understanding of travel policy and process
- Demonstrated administrative and organizational skills
- Strong communication skills, both proactive and responsive
- Willingness and ability to provide direction to others and be decisive when needed
- Ability to be calm under pressure and adaptable to fluid circumstances