



100-Day Transition Plan

Living in a new culture is a daunting task. New missionaries arriving on the field can feel overwhelmed and disoriented as they adjust to many changes. The following check list will provide ideas of the kinds of things that may be helpful for new missionaries to know and do in the first few months on the field. Don't feel that you need to cover everything on this list. However, it may be helpful to discuss these items with your mentee and determine what things would be most helpful.

Initial Orientation

- Get to know key players
- Find out what the new missionary needs
 - Housing
 - Schooling for kids
 - Shopping
 - Paying bills/connecting utilities
 - Communication and internet
 - Safety and street smarts
 - Emergency contingency plans
- The new missionary needs to reach out to people important to the ministry.

Relationship between team leader and new missionary (Discussion points)

- Expectations
 - What does the team leader expect of the new missionary?
 - What does the missionary expect of the team leader?
- What is the philosophy of leadership?
- What is important in relation to work and ministry atmosphere?
- What are the "doghouse" issues? (Things that will get you put in the doghouse, i.e., don't do these things.)
- What are the team's priorities?
- What does the new missionary need to know about the ministry?

- What expectations and ways of communicating will help you and the new missionary work well together? For example...
 - It is more important to deal with conflict well than to win the battle.
 - Tell me what I need to know.
 - Give me bad news straight and ASAP.
 - Ask for what you need.
 - My job is to make you succeed.
 - We are partners.
 - Let me help you with conflict, building relationships, etc.

Review ministry strategy

What objectives and deliverables have been promised by the team? What is the mentee's role in helping reach these goals?

- "Unwritten" roles and code of conduct
- How should we meet and communicate?
- What are the growth needs, skills, and training that you need?
- What exposure do you need to gain the credibility you need?
- What are the key work processes that need to be accomplished? (Leading Bible studies, language study, expense reports, meetings with national leaders, etc.)

Don't feel that you need to cover all of these items at once. You may find that you will need to negotiate and flesh out some of these points as you get to know one another and begin to work together. However, by addressing these issues at the beginning of a new working relationship, many misunderstandings or unmet expectations will be avoided.