# MIST State Coordinator’s Report Form

Please complete after each MIST and send to the MIST National Coordinator

**State:**  **Date held: **

**Number of Participants who attended MIST: **

**Agencies and Churches represented and their respective numbers:**

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| **Agency/Church**  | **Participants who attended** |
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**Number of facilitators involved in running MIST:** ****

**Agencies or Churches represented by these facilitators:**

# Reminder Checklist (please tick):

[ ]  Have you sent a scanned copy of your MI Volunteer Agreement to MI Administration (admin@missionsinterlink.org.au) ?

[ ]  Have you sent scanned copies of all WWCC or equivalent for all new facilitators, and for all facilitators whose WWCC or equivalent needed renewing, to MI Administration (admin@missionsinterlink.org.au)?

[ ]  On **top of your expenses per person**, have you paid the **20% single levy per participant to MI** *($40 per person is a cap, but there is no minimum!).*  This levy is split as follows: 5% (max $10) to MI state branch; 5% (max $10) to MI National; 10% (max $20) to MIST training/development fund.

[ ]  Have all MIST facilitators completed all of the online MI Facilitation Foundations units within 2 years to continue our commitment to ongoing adult education training (accessibilty detailed below)?

[ ]  Did you have at least 3 facilitators involved in MIST full-time, or obtained a dispensation from the MIST National Coordinator?

[ ]  Are you providing ongoing adult education training opportunities for facilitators via peer mentoring and/or the MIST Facilitator’s Feedback/Self-reflection Sheet (available on MI website)?

[ ]  Are all facilitators using the latest versions of the MIST Facilitator’s Manual, MIST Participant Manual and MIST Powerpoints (available on MI website – details below)?

[ ]  Are you providing cross-cultural learning experiences for participants (eg. cross-cultural dress, eating different food and in a different manner, etc)?

[ ]  Have participants experienced a range of emotions and had an opportunity to reflect on them?

[ ]  Have you reported any changes/additions made in your delivery of the MIST session plans and/or curriculum to the MIST National Coordinator? [These changes/additions will be reviewed at the next annual MIST National Meeting where all MIST State Coordinators are consulted about changes/additions to our MIST session documentation].

[ ]  Did you deliver the following sessions as set out in the MIST Facilitator Manual during MIST?

* 1. Purpose and place of short-term mission
	2. Who am I (self-knowledge as a tool to help identifying & prepare for possible points of culture shock and stress)
	3. Cross-cultural communication
	4. Culture shock & stress
	5. Being in another culture
	6. Re-entry
	7. Spirituality/spiritual realities
	8. Authority
	9. Health/practicalities
	10. Cross-cultural worship session
	11. Language Learning (this can be completed prior to MIST via a video which is available for participants to view online on the Preparation Activities page on the MI website)
	12. Good Development

## REMINDERS AND RESOURCES:

To ***advertise*** MIST courses on the MI website and in the MI Bulletins, please send your MIST event details to the MI Administrator at admin@missionsinterlink.org.au. The MI Administrator will also produce a MIST Flyer for you to use [*Please ensure you use this* to present a better, consistent ‘look’]

***Resources*** ***FOR YOU*** on the MI (Missions Interlink) Website include –

* ***MIST Participants*** Resources - <https://missionsinterlink.org.au/mist/>
	+ MIST Brochure & MIST course information
	+ MIST Pre-Reading - <https://missionsinterlink.org.au/mist/mist-reading/>
	+ MIST Additional Reading - <https://missionsinterlink.org.au/mist/mist-additional-reading/>
	+ MIST Preparation Activities - <https://missionsinterlink.org.au/mist/mist-preparation-activities/>
	+ *Please encourage all facilitators to read and familiarize themselves with this material before each MIST.*
* ***MIST Facilitators*** Resources (MIST National Resources) - <https://missionsinterlink.org.au/mist-national-resources/> [Password – **MIST-National!** ]
	+ - MIST Facilitators Manual
		- Supplementary Material – Suggested Edits for MIST Manuals and PowerPoints [This where the MIST State Coordinator add new material and suggested changes that have been proposed and then trialled at their state MIST. These suggested changes will then be discussed at the next National MIST Meeting for permanent inclusion in the MIST Manuals or PowerPoints].
		- MIST Participants Manual
		- MIST PowerPoints
		- Lingenfelter Questionnaire
		- MIST TOR (Terms of Reference)
		- MIST State Coordinator’s Report Form
* ***Facilitators online adult education modules*** - [www.missionsinterlink.org.au/courses](http://www.missionsinterlink.org.au/courses)
	+ Click on *Facilitation Foundations*
	+ *Watch the intro clip*
	+ *Please ensure that all facilitators have completed all units of this course before they facilitate at MIST (preferably with others or a mentor since this made the training more effective).*
	+ To organise an account please contact Avy, the MI National Administrator, at admin@misssionsinterlink.org.au (if you don’t have an account already).
* ***Facilitators mentoring, self-review and/or peer-review*** – *please also ensure that all facilitators are engaged with a mentor, in self-review and/or in peer-review sessions*, to facilitate ongoing growth in adult education skills for all team members. If you have any questions in this regard, please contact the MIST National Coordinator.

***Latest MIST logo provided by Missions Interlink:***



***Latest MI logo:***

