

INTERNATIONAL
PROJECT

equip



EQUIP INFO PACKET

1. FAQ
2. Expectations
3. Checklist
4. Support Schedule Overview

1. When does Equip begin?

Equip begins July 14; however, participants, especially families, are encouraged to move to NYC by July 1. Large group trainings start August 1. Equip ends May 29.

2. What is the focus of the training?

The focus of Equip is reproducible church planting. Each participant will work on a team that will become his/her house church in NYC. This is a cross-cultural church planting training program with a mission to plant churches among the many dispersed unreached people groups here in the city. There will be a high focus on evangelism and discipleship.

3. What are the major parts of the training?

The following are five major aspects of Equip. All things taught or experienced in training, on a UPG team, and/or in the community will fall under them.

- a. Reproducible church planting
- b. Cross-cultural engagement
- c. Skills for the field
- d. Gospel-centered character
- e. Team development and assessment

4. How will Equip help me?

Equip will help you develop a philosophy of evangelism, discipleship, and church planting that is highly reproducible. The goal is that you leave with the DNA and skills of church planting that lead to church planting movements. Equip will also help you view life and ministry from a gospel perspective and learn how to live it out on a team and community.

5. Who is this training for?

Equip is for anyone who seeks to reach the lost, start biblical communities of believers, and disciple new believers to do the same. This training is very valuable for those involved in ministry with unreached people groups (UPG) in the U.S. who want UPG believers to have a reproducible ministry in their home countries. In addition, this training is highly recommended for anyone who wants to go overseas to plant churches among UPGs. Many go overseas without an understanding or experience of church planting. They assume they will become focused on training when they arrive, only to find that their teammates are busy with ministry and they are busy learning the language. Since many missionaries come from traditional churches, they do not understand the DNA for simple church planting and struggle in many mission contexts. This training will provide the philosophy and experience of church planting before arriving on the field.

6. Is there an age requirement?

The minimum age requirement for this program is 21 years.

7. Can I have a job during Equip?

Getting a job will be considered case-by-case but not likely approved. Each participant's weekly schedule and responsibilities will require 40-50 hours per week. This must be discussed first with Equip leadership.

8. Are Bible classes offered?

Each program year, we will do our best to offer Old Testament, New Testament, Systematic Theology, and Hermeneutics. These classes will only be offered if we have at least **3 participants** for each class. If we cannot provide them, we will notify you in advance so that you might be able to find other Bible class options. These classes are optional and only mandatory for those participants whose organization requires them to take them.

9. What can I expect during Equip?

- a. You will be trained in the principles of starting and leading Discovery Bible Studies (DBSs) and will potentially have the opportunity to lead DBSs among unreached people groups.
- b. You will be trained to disciple new believers and make reproducing disciples.
- c. You will complete the "Filling the Earth" seminar, learning the theological underpinnings and practical applications of house churches and church planting movements.
- d. You will be trained in the healthy elements of effective teams.
- e. You will be trained in the contextualization of church planting.
- f. You will be mentored and coached by a church planter in the context of ministry.
- g. You will be saturated in the gospel and its application for life and ministry.
- h. You will engage 3-5 new individuals weekly for personal evangelism.
- i. You will become a member of an existing house church and identify and use your spiritual gifts in ministry.

10. What is the monthly cost during Equip?

For single participants, the monthly cost (including all housing, living, and ministry expenses) will be approximately \$2,500+ per month. The cost will be roughly \$4,500+ per month for couples and families. For more information, contact IP Mobilization at go@internationalproject.org. If you have questions during Equip, please contact the Equip Director or IP HR at hr@internationalproject.org.

11. Can I choose to live more simply and lower my costs?

This may be possible in special circumstances. However, some major expenses, like rent, are expensive in NYC and cannot be reduced. If this concerns you, please contact the Equip Director to discuss further.

12. Are there any other program costs?

A non-refundable \$500 deposit for individuals and \$1,000 for couples/families is due by April 11 and will

be applied to your Equip program fee. This fee covers trainers, training materials, training room rentals, and other expenses (Equip staff are volunteers).

13. Can I come for only part of the program?

If you have special circumstances that will not allow you to stay for the entire program, please contact the Equip Director. Remember that training happens throughout the entire program and builds upon itself. You will only receive the full benefit of the training and ministry by staying the entire time.

14. Who would be the ideal Equip participant?

The ideal Equip participant is highly teachable, passionately desires to reach and disciple unreached people groups, and is willing to challenge their fears and paradigms in ministry methods.

15. What is a typical day like?

There is no “typical” day. Our ministry is very relational and self-initiated. This means there is no program schedule that everybody follows daily together. We will not set anyone’s schedule or tell them who to meet with or when. People must be self-motivated and able to initiate and maintain their schedules. However, we do have expectations for the number of internationals that participants engage with weekly.

Participants will develop a strategic plan for how to reach a specific unreached people group community. They will spend significant time in a particular neighborhood and develop a plan to implement to reach this community later.

In addition to this, participants will also be part of a house church community within our network of house churches. This is where they will worship and fellowship for the entire time they are in NYC. These house churches meet at various times throughout the week, not just on Sundays. Participants will also be mentored through bi-weekly meetings to discuss their growth and adjustment to the team/field and philosophy of ministry.

Members of Equip will meet with their teams at least weekly and have team interactions within their house churches and throughout the week as they initiate and develop relationships within the community.

Please read this document carefully. You are required to agree to these expectations for participation in Equip. If you have any questions, please email go@internationalproject.org.

DEFINITIONS

- **UPG Team** - Each Equip participant will be placed in a team of peers to live and serve an Unreached People Group (UPG) community.
- **Hub** - UPG Teams in the same area of NYC will meet weekly for debriefing and training in a meeting called Hub.
- **Hub Leader** - Each Hub will have a designated leader that will be your primary leader and trainer for the year.
- **Coach** - Each participant will be assigned a coach to meet with bi-weekly to develop their skills, a ministry plan, and set and reach goals.
- **Mentor** - Each participant will be assigned a mentor to meet with bi-weekly to debrief life, team, personal struggles, etc. Your mentor is not a counselor, but this time is about personal development and growth.

GENERAL RULES



Training: Attend all large group training sessions. Your first four weeks of Equip will consist of 4-5 days/week of training. You must attend all training sessions. Please see the “Family Expectations” section on page 3 for families.



Travel: Traveling outside of the city will be intentionally limited during Equip. This rule aims to help you immerse in the urban environment and bond with the local culture. There are two designated travel times: Christmas Break and Spring Break. **Traveling during Spring Break is only for those who must complete a survey or support-raising trip. Please discuss possible travel with your Hub Leader(s) and receive approval before scheduling support meetings or booking flights.** *Participants must remain in the city for Thanksgiving.*



Visitors: During the Fall semester of Equip, visitors are not allowed except to provide childcare during the first four weeks of orientation. **Visitors are NOT limited to people who stay at your apartment but anyone coming to New York City.** During the Spring semester, please discuss possible visitors with your Hub Leader(s).



Church: During Equip, you will be a house church member. You will not attend a traditional church except for some instances, such as training, equipping, and mobilizing. Attending a house church will help you understand the simple church construct, help you absorb the principles you are learning, and prepare you for a similar setting overseas. *This requirement is not a statement about the traditional church experience.*



Other Ministries: Many of you are active in your current churches and ministries. Due to the nature and intensity of Equip, you cannot maintain these ministries during Equip.

TRANSITION TO NYC

We require participants to move to New York City by July 15 to acclimate to city life. We strongly recommend moving in by July 1 for families because the transition takes longer with children.

SCHEDULE

Your schedule during Equip will begin with defined full-time hours (5-6 days/week) during orientation month, starting on or around August 1 and lasting up to 4 weeks. This initial training period is critical. You must arrive on time for sessions and keep your schedule free of other commitments. After this period, your schedule will open up for you and your team to develop what ministry in your UPG community will look like. This is always one of the most challenging parts of the year, often shocking to most participants. Come prepared for the struggle, but know you will not have to figure this out alone.

Working cross-culturally is not your typical 9-5 job; getting used to an atypical workweek will take some time. Peak ministry time is often in the evenings and weekends. Expect to work at least 45-55 hours per week, including travel time. Note that house church and personal solitude are not part of “work” hours.

Sample of Weekly Time Commitments:

Hours	Item and Frequency
8	Weekly Hub Day and/or Large Group Training
30	UPG Ministry
5-8	Readings and Assignments
5	Solitude: Prayer, Word, Worship, etc.
1-2	Bi-Weekly Mentoring
3-5	House Church

IMPORTANT DATES

- **July 1-15:** Move to NYC and begin acclimating to city life. Have fun!
- **August 1:** Full-time orientation starts
- **December 18-January 3:** Christmas Break. Enjoy the holidays!
- **January 3:** Spring semester starts
- **March 8-15:** Possible survey trip or support raising trip, which must be approved by your Hub Leader(s) by January 15. This week is reserved for those who must complete a survey or support-raising trip before Equip ends. It is preferable to wait until after Equip, if possible.

TRAINING

All of your training this year flows out of our five core values: **reproducible church planting, cross-cultural engagement, skills for the field, Gospel-centered character, and team development and assessment.** The list below highlights some important items to be aware of. The training is holistic as you Equip yourself into an urban UPG community and both plan and execute a ministry plan to start reproducing churches in a team context. These factors will put the pressure on and turn the heat up. Your character will grow and mature in this “crucible” environment.



Learning Posture: Various, if not all, Equip trainings will challenge your paradigms, values, and understanding of missions, church planting, and disciple-making. You will be exposed to trainers from various ministries with varying theological backgrounds. We expect you to approach all trainings, trainers, and leadership with the posture of a humble learner. We invite you to think critically but discourage having a critical spirit.



Assignments: Throughout the year, you will have several reading assignments, presentations, research assignments, and participation requirements as you implement your training. We expect these assignments to be completed **on time**. This benefits you and the collective group when we have discussions, debriefs, etc. The amount of reading to expect is about 1-2 books/month or the equivalent.



Weekly Reports: Each week, you will submit a weekly report. This is done online and will be due each Sunday by 10pm. The report will be sent to the Equip Director, your Hub Leader(s), your Mentor, and your Coach. This report will help you process and reflect on the lessons and struggles each week on a personal, ministry, and team level.



(Optional) Bible Courses: These are intensive courses during the Equip year and will be offered at different points throughout the program. Courses offered: Old Testament Survey, New Testament Survey, Hermeneutics, and Systematic Theology. (These classes will be offered if we have enough participants desiring to take them.)

Note: Equip trainings and teachings in a house church will be led/taught/facilitated by both men and women.

UPG COMMUNITY MINISTRY

Each participant will be assigned to a UPG Team and is expected to live in his/her designated area provided by the Hub Leader(s). *The bulk of Equip training will be done in this assigned community.* As you attend trainings and complete assignments, you will get to bring the theory of what you learn to the streets of your community and learn by doing. Expect to try things that will push you beyond your comfort zone, but also expect God to use your team to bring the Gospel to the people in your community, maybe for the first time.

Though it is hard to sum up all that this aspect of your training will include, here is a list of what to expect:

- Develop effective prayer strategies to personally and corporately pray for your UPG. Only the Holy Spirit can start a movement; no church planting movement has occurred without a prayer movement!

- Complete ethnographic research to learn about your UPG's beliefs, history, struggles, and needs.
- Develop and implement a ministry plan to engage your UPG and make disciples. Your plan will include everything from ways to gain access to the community, how to disciple them, and how to help them form healthy churches.
- Learn to share the Gospel abundantly and in a contextualized way.
- Develop patterns as a team to minister together 2x2, just like the disciples modeled for us.
- Develop a schedule as a team for meeting together for encouragement, strategizing, accountability, and prayer.
- Grow in resiliency as you encounter barrier after barrier.

The unreached are unreached for a reason. There is a high price for reaching them. Jesus already paid the ultimate price when he bought them with his blood, but as His messengers, we, too, must die to ourselves in many ways to reach these people.

TEAM

Equip has a high value for healthy teams. If you ask missionaries about teams, you will receive mixed answers. Teams are both the best and worst, and difficult teams remain one of the primary reasons for missionary attrition. Expect to be challenged, encouraged, and have fun! This year you will:

- Work on a team and grow in becoming a team player.
- Help to create a healthy and effective team.
- Understand, appreciate, and work with teammates of varying gifts, abilities, and personalities.
- Overcome conflict and engage in crucial conversations.

SELF-CARE AND SOLITUDE

Effective DO-ing must flow out of BE-ing. We expect that in the whirlwind of team, ministry, assignments, and trainings, you continue cultivating a thriving relationship with the LORD through prayer, worship, reading of the Word, fasting, etc. You will also be encouraged and challenged in this area through your mentor relationship and your house church.

EVALUATIONS

As a missionary training program, we strive to continually push participants to grow in ministry skills, spiritual growth, and character development. Evaluations are tools to help facilitate this growth process. The following evaluations take place during Equip:

- Mid-term & final self-evaluation
- Mid-term peer evaluation
- Mentor progress report and final assessment

The progress report and final assessments will be shared with your sending agency. Though you will not receive a letter grade, you will receive a pass/fail assessment based on Equip trainings, ministry, team, and character.

FINANCES

- Each participant will pay a one-time Equip fee (\$2300/individual or \$3,800/couple) due on June 3.
- Plan to purchase 5-10 books for the trainings this year. (Couples can share books.)
- You are responsible for raising your living and ministry funds for the year. **You will not be allowed to attend the program underfunded.**
- You are responsible for fulfilling any legal contracts you enter while living in NYC (e.g., your lease).
- You are responsible for receiving the most up-to-date support schedule and/or budget **before you arrive in the city**. If you have questions about salary, expense reports, vouchers, business expenses, taxes, etc., please contact hr@internationalproject.org.
- Equip is a multi-agency training. Different agencies have different financial policies and procedures. Please keep this in mind if you discuss finances with another participant.

FAMILY EXPECTATIONS

If both parents participate in Equip, the following expectations are for the primary caregiver (PCG). We define the PCG as the parent who will spend most of his/her time with your children. Our desire at Equip is to provide an environment for the PCG to have the opportunity to be involved in the training and practical aspects of ministry. We believe both spouses are valued as equal ministry partners and that doing ministry in the context of a family offers wonderful opportunities for gospel sowing and discipleship.

EXPECTATIONS DURING ORIENTATION

Both parents are expected to attend, *without* children, the required list of trainings below. You will most likely have to raise additional support to cover childcare. Another alternative is to host a family member/friend to help with childcare for the first four weeks. If the training happens outside of orientation (first four weeks), it is possible to have a family member/friend visit to help with childcare.

- Discipleship Making Movement Training
- Filling the Earth
- Ethnographic research
- Muslim Evangelism
- Orality (Biblical storytelling)
- Growing Participatory Approach (GPA) to language learning

GENERAL EXPECTATIONS FOR THE NON-PCG DURING EQUIP

- Support your spouse's involvement in the program with a servant-like attitude and a willingness to forego some of your ministry plans/aspirations to enable him/her to participate.
- Provide support/childcare for your spouse to meet with his/her mentor every other week.
- Work with Hub Leaders and training facilitators to obtain audio/video recordings of key sessions when available. Also, many sessions will be live on Zoom if the PCG can listen in during the session.

EXPECTATIONS FOR PCG AFTER ORIENTATION

- Read the assigned books and materials and be prepared to debrief and share your thoughts.
- Participate in the assignments given in training sessions (even those you could physically attend).
- Submit a weekly report, due each Sunday at 10pm
- Attend Hub Meetings every other week by rotating with your spouse. This means the other spouse will be watching the children.
- Attend team meetings/prayer meetings bi-weekly to ensure continued bonding with the team. Your team may feel comfortable with kids being present during these meetings, so you may not have to rotate with your spouse. This is the decision of each team.
- Initiate Gospel-related conversations with people in your UPG each week. As a PCG and a family, you will likely find that your children will open many doors your single counterparts cannot open. This means your children are very much a part of the team too!
- As a family, be active members of your house church.
- Include your children in as much of your UPG ministry and team life as possible.

Note: The Equip staff wants to be sensitive and aware of each family's needs. If you have questions, concerns, or special needs, please contact the Equip Director to discuss further.

I certify that I have read this full document, and that I agree to abide by all of the expectations and requirements mentioned in this document throughout the duration of the EQUIP program with International Project.

Signature

Date

Part 1: Acceptance to Equip

1. Complete and submit Equip application. **The deadline is March 14th.**
 - a. (Exceptions are possible in specific scenarios, especially if support raising has already been initiated.)
2. Provide reference(s) contact information, and tell your references to expect a call/email from IP.
3. Interview with IP leadership, including Equip Director.
4. Email the Equip Director to confirm that you have read and agree to the Equip Expectations.
5. Receive acceptance letter from IP Mobilization. **The acceptance deadline is April 1st.**
 - a. The acceptance/approval process usually takes two weeks if the applicant's references and other documentation are returned quickly.
 - b. (Exceptions to this deadline will be made on a case-by-case basis. Please contact the Equip Director.)

Part 2: Finances and Housing

1. Receive finance documents for Equip from IP Mobilization at go@internationalproject.org.
 - a. Raise support!
2. Send a \$500 (\$1,000 for couple or family) non-refundable deposit to International Project by **April 11th.**
 - a. These funds will go towards your Equip program fee.
3. Request a Housing Letter from hr@internationalproject.org by **May 31st.**
4. Send your direct deposit information and W4 to IP's HR department by **May 31st.**
5. Email the Equip Director indicating that you have read and understood the "Housing Guide" document.
6. Prepare documents and finances you need to secure an apartment (not all of this information may be required by every landlord, but you do not want to be without necessary documents if you find a place you like):
 - a. IP Housing Letter.
 - b. Photo IDs.
 - c. A copy of your three most recent paycheck stubs.
 - d. A copy of your two most recent tax returns.
 - e. A reference letter from your most recent landlord or at least contact information.
 - f. Your three most recent bank statements (could be checking, savings, or other accounts).
 - g. Personal checking account with money available to pay 4-5 times your monthly rent.

Note: Remember that you are entering into a legal contract with a landlord and will be legally bound to pay the rent for the entirety of the lease term!

7. Make sure that a branch of your bank is available in New York City. You will probably need to pay with a cashier's check or certified check from your bank.
8. You may need to request an advance from your ministry account.
 - a. Make an advance request at least **seven days** before you need the money.

Note: The security deposit for an apartment must be paid out of your personal bank account. You cannot request this money from your ministry account. Your landlord will return your security deposit upon moving out.

9. Before coming to NYC to secure an apartment, search online for housing *within your designated area* and schedule appointments with brokers if necessary.

Note: If you decide to travel to/from NYC to visit apartments, you can request a moving bonus to cover the costs. Please contact hr@internationalproject.org.

10. Inform the Equip Director that you have an apartment secured and are ready to move to NYC.
11. By **June 3rd**: You must also have 100% committed monthly support for the year.
 - a. See Support Markers and Deadlines below.
 - b. You will need money accessible to cover your apartment security deposit, rent, and application fees (approx. \$6,000 for couples, \$3,000 for singles for the month you move to NYC).
 - i. (Exceptions to this deadline will be made on a case-by-case basis. Please talk to the Equip Director if you seek an exception.)

Deadlines

March 14: Application Deadline.

April 1: Acceptance Deadline.

April 11: Non-refundable deposit Due.

May 31: Request Housing Letter; Send information to HR.

June 1 – June 15: Secure housing. We recommend that participants make a trip to secure housing. Follow all guidelines noted above.

June 3: 100% of Committed Support Deadline.

July 1: Move to NYC. All participants are *required* to move in by July 14, but we highly recommend that families move in earlier to allow children more time to acclimate. Contact the Equip Director if you would like to request an exception to the move-in requirement date.

August 1: Equip begins.

Support Markers and Deadlines

This structure is to help you have the right expectations in raising support and create good measurements for your progress. If you have questions or concerns about these amounts, please contact the Equip Director; he will help in the process however possible.

Deadlines	Progress Percentages
February 2nd, 2025	15%*
March 1st, 2025	30%*
April 12th, 2025	50% and \$500 (\$1000 for couple or family) deposit sent to IP.**
May 10th, 2025	75%*
June 3rd, 2025	100%***

* These are markers that give good goals for progress. If you aren't at this level on this date, you can discuss with the Equip Director how to either get you to the needed level or if deferment is the best option. We understand that you might not be at this percentage if you apply at or after one of the deadlines.	** This is a firm deadline that allows the leadership to know how best to plan out the program regarding budget, placement on teams, orientation venue, etc. If you aren't at this level, we will walk alongside you to determine the potential next steps, which could be to continue raising support or deferment. The deposit is non-refundable and will go towards your Equip program fee. If you apply late, you can wait until you are accepted to submit the deposit.	*** This is the final support deadline. At this point, you should have enough support coming in to cover monthly and one-time costs, such as rent, utilities, moving costs, and your security deposit.
--	--	--

Equip Support Schedule Overview 2025-2026

PLEASE NOTE: The following is for those doing Equip **ONLY**, if you are planning to do Equip and then move into our Long-term program, please reference the Long-term Support Schedule Overview Instead.

The following is a breakdown & overview of estimated expenses per person/couple during Equip.

1. This is an overview of typical expenses from the participants ministry account (support funds raised through IP). This overview does not include savings, health insurance, etc.
2. For families with children, amounts may be higher than shown in the *Couple* column.
3. The following amounts do not include taxes.

Contact us with any questions: go@internationalproject.org

Monthly Living Expenses	Single		Couple	
	Recommended	Maximum	Recommended	Maximum
Housing (Rent & Utilities)	\$1,100	\$2,500	\$2,500	\$3,800
Food	\$500	\$800	\$800	\$1,200
Transportation	\$130	\$150	\$260	\$460
Cellphone	\$70	\$100	\$140	\$200
Miscellaneous	\$300	\$600	\$600	\$1,300
TOTAL	\$2,100	\$4,150	\$3,900	\$6,960

Note: Numbers reflect shared housing (roommates) for singles. Both singles and couples should contact the Equip Director regarding requirements for the location of housing and possible pairing of roommates. Singles living by yourself (without roommates) will have higher amounts.

Other Monthly Expenses

Work funds are used for ministry purposes while in NYC for Equip. These costs can include ministry meetings with internationals for coffee or meals, ministry activities, buying Bibles or other ministry materials, connecting with supporters, and several books required for the Equip training. The *Admin Fee* is deducted from all donations made to the Equip participant's ministry account (helping cover administrative work, organization costs, and ministry oversight).

Other Monthly Expenses	Single		Couple	
	Recommended	Maximum	Recommended	Maximum
Work Funds	\$250	\$350	\$500	\$700
Admin Fee (10%)	\$225	\$278	\$400	\$530
TOTAL	\$475	\$628	\$900	\$1,230
TOTAL BEFORE TAXES	\$2,475	\$4,258	\$4,800	\$7,790

Bible Classes: If required for a participant, and at least three (3) participants request the class, we can offer them. \$150/person per class or \$250/couple per class.

One-Time Start-Up Costs	Single		Couple	
	Recommended	Maximum	Recommended	Maximum
Equip Fee (REQUIRED)	\$2,300	\$2,300	\$3,800	\$3,800
Travel <u>to</u> NYC	\$500	\$700	\$1,000	\$1,400
Broker's Fee (for rentals in NYC)	\$1,100	\$2,500	\$2,500	\$3,400
Admin Fee (10%)	\$400	\$500	\$700	\$860
TOTAL BEFORE TAXES	\$4,300	\$6,000	\$8,000	\$9,460

Note: Participants will also need personal funds to pay an apartment security deposit (usually one month's rent), which will be refunded upon move-out.

Support Markers and Deadlines

This structure is to help you have the right expectations in raising support and create good measurements for your progress. If you have questions or concerns about these amounts, please contact the Equip Director; he will help in the process however possible.

Deadlines	Progress Percentages
February 2nd, 2025	15%*
March 1st, 2025	30%*
April 12th, 2025	50% and \$500 (\$1000 for couple or family) deposit sent to IP.**
May 10th, 2025	75%*
June 3rd, 2025	100%***

* These are markers that give good goals for progress. If you aren't at this level on this date, you can discuss with the Equip Director how to either get you to the needed level or if deferment is the best option. We understand that you might not be at this percentage if you apply at or after one of the deadlines.	** This is a firm deadline that allows the leadership to know how best to plan out the program regarding budget, placement on teams, orientation venue, etc. If you aren't at this level, we will walk alongside you to determine the potential next steps, which could be to continue raising support or deferment. The deposit is non-refundable and will go towards your Equip program fee. If you apply late, you can wait until you are accepted to submit the deposit.	*** This is the final support deadline. At this point, you should have enough support coming in to cover monthly and one-time costs, such as rent, utilities, moving costs, and your security deposit.
--	--	--