

FIELD WORKERS HANDBOOK



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INTRODUCTION



Thank you for being willing to give of yourself, long-term, in Guatemala. God will honour the sacrifices you make and will grow you in ways unimaginable! Your work will better enable Impact Ministries to fulfill their mission in Tactic.

AN OVERVIEW OF THE MINISTRY

Impact Ministries was founded by Les and Rita Peters in 2000. Les is the Field Director of Impact Ministries. He, along with his wife, Rita, were ordained as pastors prior to moving to Guatemala. They now reside and work in Tactic, Alta Verapaz, Guatemala.

We will strive to serve each worker with warmth and sincerity. It is our hope that this experience will take you into a deeper understanding of God's love and bring enlightenment regarding His call to making disciples throughout the world.
Les and Rita Peters

The mission of Impact Ministries is, "To train Guatemalans for leadership by teaching Biblical principles in such a way that they become integrated in their lives and effect spiritual change in their society and to impact North Americans for third world missions." Field Workers play a valuable role supporting Impact Ministries in achieving their mission.

The Lord's favour on this ministry has been evident, and the rapid growth has brought with it many challenges and opportunities. Focusing on intense discipleship and personal contact has produced much spiritual fruit and the reputation of the ministry and the schools has grown tremendously. Currently there are 5 elementary schools (Colegios Cristianos Vida: Chamche, Chijacorral, Chicoy, Mochan & Purulha), 1 high school Colegios Cristianos Vida Chijacorral Basico), an afternoon program (San Antonio), and a church (Rio de Vida).

It is our belief that over the next few years thousands of students will mature in Christ, hear His call on their lives and devote themselves to impact the world with the power of the Gospel. From modest beginnings, the Lord is building mighty lives for His Kingdom.

THE FIELD WORKER'S ROLE AND TERM OF SERVICE (See AP 5200)

Serving long-term is a much different experience than participating in a short-term missions trip. You will experience highs and lows, as you live amongst the people and truly embrace them and their culture. Whether you will be teaching English in one of our schools, working with short-term missions teams, providing expertise on special construction projects, managing the medical clinic or serving in some other capacity, your efforts will bear much fruit in God's Kingdom.

Generally speaking, a person will be designated as a Field Worker when their term of service exceeds the 10 – 14 days generally associated with a Short Term Missions Trip. Your term of service needs to match the work applied for, the ministry's calendar, and current needs.

Terms can vary in length and may include a 3 month term (14 – 90 days); a 6 month term (90 days – 6 months); or a 10 month term (6 months – 10 months). If you are interested in teaching English in one of Impact Ministries' schools, you will need to commit to a term of 10 months (January through October) as this is our annual school year.

Field Workers will fall into one of the following categories: Single (at least 19 years of age); Married Couple (husband & wife); Family (Husband, wife & children under 19 years of age) and fees are applied accordingly.

Impact Ministries has a few requirements that need to be met in order for you to be considered for long-term service (see AP 5500):

- You are a born again believer serious about developing your relationship with the Lord.
- You have participated on a Short Term Mission Team.
- You attend and participate in a church family.
- You have the skills needed to fill an expressed need within the ministry which cannot be effectively filled by a Guatemalan National.
- You are able to provide for your financial support
 - Raise support
 - Personally cover expenses

The following is a list of people who may be considered for placement as Field Workers with Impact Ministries:

- Pastors who teach and minister while in Guatemala
- Doctors and other medical professionals who provide medical services for the missionaries and for the people of Guatemala
- Professionals who provide an essential service for the ongoing well-being and development of Impact Ministries (i.e. architects, accountants, lawyers, counselors, teachers, tradesmen, etc)
- Support staff that are needed to sustain essential operations of the ministry (i.e. team hosts, project supervisors, English teachers, etc)

Life threatening medical conditions must be disclosed to Impact Ministries (see AP 5500) and may determine eligibility for service.

All positions for Impact Ministries Field Workers will be posted on the Impact Ministries Web Site in accordance with AP 5300; <http://www.impactministries.ca>.

APPLICATION PROCEDURE (See AP 5400)

All applications are received by the Impact Ministries' Board of Directors and staff. Every applicant will be given serious and individual consideration.

Application Procedure:

1. Peruse the Impact Ministries website – www.impactministries.ca.
2. Prayer - Ask the Lord to reveal His will to you regarding your involvement in this venture. As He directs you to follow a certain path He will fill your heart and mind with His peace.
3. Confirmation - Ask those who are in authority over you for their counsel and blessing. The Lord wants us to live in submission to those who have authority over us.
4. Fill out the Long-term Field Worker's Application form and submit it to the Impact Ministries office in Kamloops.
5. Print the Recommendation Form available on the website and have your pastor complete it and send it directly into the Impact Ministries office.

Impact Ministries prays over each application and seeks the Lord's will regarding its acceptance. Each applicant will be informed of the ministries' decision shortly after receiving the completed application form and recommendation form.

LIVING IN RURAL GUATEMALA

The climate in Guatemala is interesting in that it is quite varied depending on the altitude. In the coastal lowlands it is extremely hot and humid; however, Tactic is located in the higher altitudes, where the temperatures are comfortable year-round. It can be quite warm (even hot) during the day, but usually cools off in the evenings. Tactic also receives a tremendous amount of rainfall throughout the year. February to May are the driest months; August to October the wettest.

While working in Tactic, you will be housed in one of a number of different situations. Field workers involved with the short-term missions teams will be housed in (or close to) the team housing. Those working in the schools may also live in the team housing complex, or they may live in homestay situations. Whatever the arrangements, they will be safe, clean and comfortable. Impact Ministries will provide an equipped kitchen with all the necessary tools. The ministry also has its own water purification system which field workers will have access to.

Impact Ministries expects field workers to be faithful in the main events of the Rio de Vida church- primarily Sunday afternoon services. With respect to other meetings (prayer meetings, men's meeting, other events that are announced from the pulpit for the congregation), the ministry would hope that you would have a desire to be involved in as many of these events as your schedule would allow. If field workers are hosting or coordinating teams, evening meetings with the teams will sometimes interfere with church activities; however, long term workers are always invited to be a part of anything that is announced for the congregation. The more you are involved, the more you will connect personally with the people. As for worship teams and special ministry groups, if you have an interest in being a part of the church's worship teams or special ministry groups, talk with Les or Rita. Again, you should feel like this is "your congregation" while you are here.

FIELD WORKER CONDUCT (See AP 5700)

As a North American, you are going to stick out in Tactic! Everyone in town will know you are here within a few hours of your arrival. It is our desire, as a ministry, to "stick out" as quietly and humbly as possible. In fact, we purpose out to have as little impact on the culture, apart from the Gospel, as possible. In order to do that, Impact Ministries developed a Code of Conduct and Dress Code so that those working with us, understand what our expectations are.

Code of Conduct

1. When in a third world nation, North Americans always stand out. We need to stand out in a quiet, humble, modest and positive manner.
2. No male/female relationships are to be cultivated in the first year of service in Guatemala. This is to be your time to focus on serving others and building platonic relationships.
3. Crude language is not acceptable.
4. No smoking, drugs or alcohol are allowed.

5. No complaining of any sort will be tolerated. If you are offended with someone, go to that person directly (Matthew 18:15-17). Bring all your unresolved concerns to whomever is placed in direct authority over you.
6. Live honourable and Christ-exemplifying lives.
7. Be dedicated to serving, rather than being served, honouring others rather than seeking honour for oneself.
8. Be kind and forgiving. Keep confidences and refuse to speak evil of each other.
9. Be cheerful, prompt and reliable in carrying out assignments and responsibilities. Be cooperative in all work undertaken.
10. Be law-abiding in all activities and abide by the Spirit of Christ when law and conscience are in conflict.
11. Accomplish all tasks with excellence.
12. Cheerfully submit to spiritual and managerial authorities.

Dress Code

Your personal appearance should always be of a high standard, modest, and glorifying to the Lord! Hair should be properly cut and groomed and of a natural colour. Dyed hair is allowed only if it is in a natural hair shade or colour. Clothing should be neat and clean. Body piercing, other than ladies' earrings, is not acceptable among Christians in Guatemala. Therefore, please remove any other piercing for the duration of the trip. If you have a tattoo, it will need to stay covered the entire time you are in Guatemala. Tattoos carry a very negative connotation in Guatemala, and we do not want anything to stand in the way of the work that the Lord wants to do through you.

Please follow this code in the strictest sense as you begin accumulating what you will wear in Guatemala.

General Guidelines – Women

- Women may wear loose fitting pants or capris, but no shorts.
- Women may wear dresses or skirts that cover the knees.
- Women's shirts must have sleeves (cap sleeves are fine) and be modest (loose fitting, not low cut, and long enough to cover the body (tummies cannot show when arms are raised)).
- Be cautious of slogans/pictures on clothing.

General Guidelines – Men

- Men may wear pants or longer shorts.
- Men's t-shirts must have sleeves (muscle shirts are not permitted).
- Be cautious of slogans/pictures on clothing.

FIELD WORKERS INTERACTING WITH SHORT-TERM MISSION TEAMS

Even though your main responsibility may not be working with short-term mission teams, you will probably have opportunities to share activities with teams. Perhaps it will be joining them for home visits, translating at the hospital, driving the group to activities, etc. Whatever the activity, Impact Ministries would like to establish a few guidelines for this interaction so that it is positive for both you and the group you spend time with.

Dress Code

When teams are in Tactic they are required to strictly follow the dress code as outlined in the Short-term Missions Handbook. This is the same dress code that is established for field workers, but sometimes, field workers forget or “relax” the standards when they are lounging about. It is very important that you are within the expected dress code when you interact with groups.

Giving Direction

Please do not give directives to teams; leave this up to the Guatemala Team Coordinators and the Team Leaders. You may not be aware of instructions that have already been given, issues that are important at the moment, or extenuating circumstances that need to be taken into account. It is always better to defer to the Team Coordinators and the Team Leaders; this will ensure conflicting messages are not given. Because you are living and working in Guatemala, the team will look to you as the “expert.” Be cautious, although and always defer to those who are responsible for the team.

Media

When a team is in Guatemala, they are on a media fast. If you are interacting with a team, you, too, must refrain from using media. Cell phones can be used to communicate regarding the team activity, but should not be used for other purposes while with the team. Music CDs or radio should not be played in the vehicle while travelling. You are free to use media again as soon as you are no longer with the team.

Discourse

When talking with a team it is important to always set the example for the group in the way you behave and speak. If conversations are moving in the wrong direction, gently steer them back on course. Remember, they see you as the full-time missionary and will follow your example.

REQUESTING ITEMS FROM TEAMS

Impact Ministries hosts over 20 short term mission teams each year. These groups often act as couriers for us – ministry mail; child sponsorship packages; etc. They also bring down items that we, as a ministry, need, like electrical wiring that is not available here. Being able to ask groups to bring items to Guatemala is a privilege that we are careful not to abuse and there are some guidelines that you, as a field worker, must adhere to.

Depending on the job you are doing in Guatemala, you may have access to email addresses and contact information for team leaders, but we ask that you not make direct contact with them unless instructed by the ministry to do so. All ministry requests need to go through our Canada office (team coordinator) and must be approved by Les Peters. At no time is a field worker to take it upon themselves to communicate with a group what the ministry needs. You are always to refer them to the Team Coordinator as ministry needs change over time and the office knows what the priorities are at that moment.

If you are a personal friend of someone coming on a team – that is to say you know them outside of the context of the ministry – it is fine to ask them a personal favour and request something you would like to have for yourself (for example – brown sugar – an item you cannot find in Guatemala). It is not okay, however, to ask them to bring something for the ministry. Again, all ministry requests need to be routed through the office.

FINANCES (See AP 5800, 5810)

All North American personnel serving with Impact Ministries in Guatemala raise their own support. Impact Ministries is a non-profit charitable organization and all donations of support will be tax receipted.

An approved application will be held in abeyance until such time that the Field Worker can demonstrate that a minimum of 60% of the finances in place to pay for Impact Ministries Fees and minimum stipend amounts for the duration of the term. Only at such a time will the application be activated and arrangements for placement and travel completed (see AP 5400, 5800).

As far as getting cash once you are in Guatemala, you don't need to have a Guatemalan bank account. You can access your North American account with an Interac Card, as long as your PIN is only 4 digits in length. Credit cards are also accepted at the larger grocery and department stores.

Administrative Fees (See AP 7200)

Impact Ministries charges a 7% Administrative Fee on all monies processed through our Canada office. This fee covers basic Canadian office expenses as well as provides Canadian support to field workers both prior to their time in Guatemala and during their stay.

Ground Cost Fees

Ground Cost Fees (Per Diem Fee) are divided according to unit (individual; couple; family) as well as length of service with the ministry (1 year or less; more than 1 year). These fees take into consideration resources that Impact Ministries has already invested in establishing a place of ministry and the everyday expenditures that will be incurred during the Field Worker's time in Guatemala.

Transportation Fees are divided according to unit (individual; couple; family) and are waived when the Field Worker schedule is such that they are travelling with and their primary responsibility is working with a team.

Medical Personnel are eligible for Field Worker rates for themselves and 1 accompanying family member or support worker.

	Transportation Fee	Per Diem Fee	Per Diem Fee	Per Diem Fee (Prepare their own food)	Per Diem Fee (Prepare their own food)
Length of service with Impact		1 year or less	+ 1 yr	1 year or less	+ 1 yr
Individuals	\$100 – pickup \$100 – drop off	\$20	\$12	\$13	\$8
Married Couple	\$150 – pickup \$150 – drop off	\$35	\$21	\$25	\$15
Family of 3 or 4	\$200 – pickup \$200 – drop off	\$50	\$30	\$32	\$19
Families with >2 children	+ \$30 per additional family member	+ \$5 per additional person	+ \$4 per additional person	+ \$3 per additional person	+ \$2 per additional person

Stipend

A Stipend is an allowance that is provided to the Field Worker, from their raised support, to cover costs not included in the Ground Cost Fee. The Field Worker is required to take a minimum of 10% of the maximum allotment.

The following is a list of some of the costs not covered by the Ground Cost Fee:

- Travel to and from the country of Guatemala
 - If you have adequate support from ministry donors prior to departure, air transportation may be provided by Impact Ministries.
 - If you desire a tax receipt for travel expenses, arrangements must be made through the Canadian office.
 - Contact the office for more details.
- Food while in Guatemala (For some field workers meals are included. See chart above for difference in fee schedule)
- Expenses related to personal travel
- Personal spending money
- Renewal of Tourist Visa (every 90 days)
- Cell phone and time

Monthly Stipend Maximums	1 – 3 Months	Up to 1 Year (Cumulative Service)	Greater than 1 year (Cumulative Service)
Individuals	\$250	\$750	\$1500
Married Couple	\$300	\$1500	\$3000
Family	\$500	\$2000	\$3500

TRAVEL (See AP 5900)

It is important for you to determine what kind of travel documentation you require to travel to Guatemala. You definitely need a valid passport, but depending on your nationality, may also require a pre-approved Visa. The cost of travel documentation is your responsibility.

Impact Ministries is happy to help you secure airline tickets and depending on your level of support, the cost of the flight may be covered (see AP 5800). If you prefer, you are free to make your own travel arrangements, but be sure you coordinate your arrival and departure dates with the Impact Ministries Office (Team Coordinator). Flight insurance is optional and the cost is your responsibility. If Impact Ministries is booking your flight, be sure to indicate if you want insurance.

Once you arrive in Guatemala, Impact Ministries will be at the airport waiting for you. Throughout your time in Guatemala, when on Impact Ministries business, transportation will be provided to you.

Every Field Worker is required to have out of country medical insurance. Check with your current carrier to see if your existing medical coverage has provision for out of country medical emergencies or if you need to purchase supplementary insurance. It is good to photocopy the policy and keep a copy on your person at all times.

SPIRITUAL PREPARATION & DEVOTIONALS

Preparing for your missions experience involves more than just packing your suitcase. It is critical that you prepare your heart before the Lord so that He can use you for His purposes as well as teach you new things.

Part of that preparation is simply spending time daily reading the Word and praying. Another huge part is spending time with your pastor, so that he/she can speak into your life and provide you with the care before, during and following your time in Guatemala. Another component to your spiritual preparation is selecting and meeting with your prayer partners. And, finally, the devotionals included in the appendix of this handbook are specific for your preparation to work in a developing country like Guatemala. These devotionals are most effective when completed in the journal you will be bringing to Guatemala with you.

SPANISH

There are 23 official languages in Guatemala, but the most predominant is Latin American Spanish. Impact Ministries highly recommends studying Spanish prior to coming to Guatemala to work as a field worker. There will be many situations where you will be required to communicate without a translator and having at least a rudimentary amount of Spanish would be very helpful.

TIMELINE

The following timeline has been prepared for you to keep track of your progress as you prepare to serve in Guatemala long-term.

Before You Apply

- Discuss your desire to serve with your family.
- Meet with your pastor.
 - Discuss your desire to serve long term
 - Ask for his/her advice
- Pray about committing yourself long-term.

Your Application

- Complete the Long-term Field Worker's Application form and submit to Impact Ministries
- Provide your pastor with the Recommendation form and an addressed/stamped envelop so it can be sent directly to the Impact Ministries office.

Once Accepted

- Complete and submit the following documents
 - Field Worker's Service Agreement (AP 5210)
 - Release Forms (AP 5400)
- Begin preparing yourself spiritually
 - Spend time daily reading the Word and praying
 - Complete the attached devotional package
 - Read a few missionary biographies
- Meet with your pastor again
 - See how the church wants to be involved

- Be sure your passport is valid for the duration of your intended stay in Guatemala. Guatemala requires a passport to be valid a minimum of 6 months after entry into the country.
- Prepare a letter to send to family and friends explaining what you will be doing and giving them an opportunity to support you in prayer and/or financially.
 - See sample letters
- Make arrangements for your flight.
 - Contact the Impact Office to see how to accommodate this best.
- Identify one or two spiritually mature people who can be your prayer partners.
 - Meet with them a few times prior to your departure.
 - Communicate with them while in Guatemala.
 - Meet with them a number of times after your return.
- Prepare yourself for the culture of Guatemala
 - Study about the geography, people, religions, history, etc. of Guatemala.

Approximately 1 Month Prior to Departure

- Make an appointment to see your doctor and/or a travel clinic regarding health precautions and immunizations for Guatemala.
- Purchase Out-of Country Medical Insurance for the duration of your stay in Guatemala.

APPENDIX ONE: DEVOTIONALS

It is very helpful to not only read the scriptures listed, but write them out in a journal, along with the answers to the questions.

Take a Look in the Mirror

As you prepare for service on the foreign mission field, it is good to take the time to examine yourself and your daily walk with the Lord.

Read Ephesians 2:10 and Psalms 139:13-16

According to these two passages, who are you?

How should knowing this affect the way you live your life?

How do these passages affect your thinking specifically regarding this missions experience?

Making God a priority in your life can be a challenge. Your life is busy, full of all kinds of commitments and activities. It is vital, however, that God take His rightful place in day. Take some time to reflect on the things that take up time in your day.

Read Psalm 5:1-3

According to this passage, how is the psalmist David recommending you begin your day?

What does this tell you about the character and nature of God?

The Bible clearly demonstrates how we, as believers should live.

Read Joshua 1:7,8

What is the Lord's message for Joshua? Is it also a message for you?

How can meditating on God's word impact this missions experience?

Setting goals is an important part of growing with God.

What goals do you have to improve your daily walk with God?

How do you expect this ministry experience to help you grow spiritually?

Ask the Lord...

Pray that God would light a flame within you to be in His Word. Pray that as you seek Him in the morning that you would find Him faithful. Ask the Lord to show you His desires for your life and specifically for this missions trip. Ask the Lord for a fresh understanding of who you are in Him.

Great Expectations

Just think about it...God has made preparations, laid out the plans, set events into motion for this missions experience you are about to begin, and He created you for this purpose!

Read Matthew 28:19,20 and Acts 1:8

It says that when you became a Christian, you were given the gift of the Holy Spirit. The Holy Spirit has given you power to be a witness of God...A person who has seen and will see the work of God.

Is every Christian a witness?

Make time to journal about your experiences – what you saw and experienced, what God is teaching you, how you saw God move, and how you are feeling. Ask God to show you what He is doing and then tell others what He has shown you.

Write out your expectations for this missions trip.

What do you hope for?

What do you want?

At the end of the missions trip, come back to what you wrote and see if God has done more than you asked for or imagined!

Ask the Lord...

Tell God about your expectations. Ask Him to prepare you for all that He has planned. Ask the Lord for opportunities to witness to others about what He is teaching you.

Miracles

Technology is a wonderful thing! With the click of a mouse or the push of a few buttons, we can watch movies instantly on our computers and access the internet on our phones. We can post status updates and check on our friends across the street or around the world. In this age of youtube, twitter, iphones, and skpye, communication is something that we've come to expect...something that we take for granted. While God is able to speak and make His message clear in any format, He still likes to communicate the "old fashioned" way. He chooses to speak through people, whether we feel they are qualified or not.

Read Acts 3:1-16

God used three unlikely people to rock and entire community! First, Peter and John were going about their normal routine of visiting the temple for afternoon prayers. Their path led them to a brief encounter with a dirty, crippled beggar. Through the power of the Holy Spirit the crippled man was healed, and suddenly, everyone wanted to listen to his story! God used the beggar to show His power and speak to the people in the community.

Read Acts 4:1-14

Then, in response to the commotion and the miracle that occurred, the Sanhedrin (council of church leaders) took note of Peter and John – untrained, uneducated men in their eyes. Even they could see that they had been with Jesus. (vs. 4:13-14) There was no way to deny it! Spending time with Jesus will result in life change that others will be able to see. It will give you a story that has to be told. You may not be perfect, but God uses ordinary people to do extraordinary things!

Ask the Lord...

Ask God to do a work in you and then through you. Submit yourself to him, and be willing to do whatever it is He leads you to do. Ask Him to empower you with His Holy Spirit, so that you will be equipped and ready.

Givers Not Takers

People are more important than things. Eventually things fall apart, rust, break and are thrown away, but people last forever. What are your best memories? Chances are, your most memorable times probably include people.

Jesus said that it is best when people remember us as "givers," not "takers." Paul was preparing to leave friends he had made on a short-term mission project. They had become so close that they hugged and cried when Paul had to leave them. While he was with his friends, Paul reminded them that he loved them dearly. He had worked hard to help those in need. Those he helped would remember Paul as a "giver," not a "taker."

Read Acts 20:13-38

What methods of transportation did Paul use on this mission trip (vs 13-16)?

How did Paul serve the Lord when he was with the Ephesians (vs 19)? What do you think this means?

What was the message Paul gave to both Jews and Greeks (vs 20-21)?

In what ways would the Ephesians remember Paul (vs32-38)?

How do you want those you are going to serve on this missions experience to remember you?

How does God define a "giver?"

Read Mark 10:45 and John 13:2-18

How can you better exhibit a servant's attitude?

At home? At church? With friends?

What personal attitudes do you need to adjust in order to have a servant's heart while on this trip?

Here's a list of things you can give/ways you can serve: encouragement, thanks, praise, physical help, a listening ear, prayers, gifts, friendship, and much more.

***List several ways that you can be of service on this trip to...
Host/Missionaries. Nationals.***

Ask the Lord...

Pray that the Lord would enable you to take your eyes off of yourself and truly be a servant to others while on your missions trip. Ask that your heart would be broken for what breaks His. Pray for a spirit of love and compassion.

Cross-Cultural Training

In preparing for this missions experience, you will need to gain a better understanding of how to communicate cross-culturally in order to be the most effective servants of Jesus Christ on the mission field.

Cultural differences can cause feelings of frustration, confusion, tension and embarrassment if you are not prepared for them.

- The people speak a different language
- They eat different foods
- They wear different clothes
- The sanitation may not be up to North American standards
- Driving can be crazy
- It is a noisy culture

Some of the cultural differences you'll experience in Guatemala are very subtle, but they will impact your time there.

- The people are relational, not task-oriented. They place the relationship with the person over the task that needs to be accomplished.
 - This affects punctuality, as building and maintaining relationships will supersede being on time for an event.

Because you are the one visiting their culture, it is your responsibility to adjust and make the necessary changes. It helps to remember that the Guatemalan people desire our friendship first; our help is of secondary importance to them. So, relax and enjoy whatever is happening at the time without worrying about things that cannot be changed.

Read Isaiah 41:9,10 and 1 Corinthians 9:22,23

How can we appreciate, rather than be frustrated with, the differences of another culture?

What choices must we make as we experience a new culture?

If you have not already done so, spend some time researching the country of Guatemala – its history, people, geography, religions, culture, languages, etc.

Ask the Lord...

Pray that you will emulate openness, trust and acceptance to the Guatemalans. Ask God to give you understanding and compassion for the nationals you will meet. Ask God to help you connect with the people through your smiles and the love of God. Love always transcends cultural differences!

APPENDIX TWO: SAMPLE LETTERS

SAMPLE LETTER #1

Address

Date

Personal Greeting

Introductory personal paragraph

Great news! God has opened a door in my life for a wonderful and exciting ministry experience. I have the honour of working in Guatemala with Impact Ministries for ____ months.

The main thrust of my work is going to be _____.

I will also be involved in the local church, Rio de Vida, and am looking forward to learning Spanish and worshipping with my Guatemalan brothers and sisters.

My first responsibility will be to raise the finances necessary for the mission expenses. I anticipate needing a total of \$_____ per month, which includes my housing, food, and personal money. I will also need to raise enough to cover my airline ticket, which will be approximately \$1000.

I know the Lord has called me to invest my talents in this way, so I am confident that He will provide the finances for it through a number of different avenues. You could be one of these avenues. I would like to ask for your support - first, by backing me in prayer, and then financially, if at all possible.

Personal Paragraph speaking of your hopes, aspirations, concerns, feelings.

Thank you sincerely. May it all be to His glory!

In the Lord's service,

Your signature

Typed name

PS * If you would like to share financially in my ministry, please fill out the form below and enclose it with your cheque made payable to Impact Ministries. An official income tax receipt for Canadian donations will be mailed before the end of February.

Impact Ministries Canada
Box 975 Station Main
Kamloops, BC V2C 6H1

Amount _____

Donation for (type your name) _____

Send receipt to: _____

SAMPLE LETTER #2

Address

Date

Personal Greeting

Introductory personal paragraph

I have some exciting news to share with you. I have the opportunity to work with Impact Ministries in Guatemala this coming year. I have prayed about this and believe the Lord is calling me to use my God given talents to share the Truth of Jesus with the people of Guatemala.

My primary job while in Guatemala will be _____.

Along with this privilege and opportunity comes a lot of responsibility. My first big responsibility is to raise the finances necessary for the mission expenses. I know the Lord has called me to invest my time and talents in this manner, so I am confident that He will provide and help me to raise the necessary finances for it. I anticipate needing a total of \$_____ per month, which includes my housing, food, and personal money. I will also need to raise enough to cover my airline ticket, which will be approximately \$1000.

Personal Paragraph speaking of your hopes, aspirations, concerns, feelings.

Perhaps you would like to help pray for me and support me in this Ministry. If so, I would be very thankful and the Lord will bless you for your investment in His work through my life this year. To send in donations, please make your cheque payable to Impact Ministries. Thank you for your time and interest in this mission. May He be glorified in my life!

His Ambassador,

Your signature

Typed name

PS * If you would like to share financially in my ministry, see information below and enclose with your donation. An official tax receipt for Canadian donations will be mailed before the end of February.

Make your cheque payable to:

Impact Ministries
Box 975 Station Main
Kamloops, BC V2C 6H1

Amount: _____ Donation for (use your name)_____

Send receipt to: _____

APPENDIX THREE: FIELD WORKER'S RESOURCES

1. Guesthouse Host Supplement
2. Short-term Mission Team Host Supplement
3. English Teacher Supplement
4. Medical Team Supplement