

Short-Term Mission Team Member Handbook



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| Creo En Ti | |
| El es el Rey | |
| No Hay Otro | |
| Dios Ha Sido Bueno | |
| Renuévame | |
| Mereces la Gloria | |
| Gracias | |

Addendum A - Required Forms for Short-Term Missions

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Last Revised May 2011 by Reid Nickerson

I. INTRODUCTORY OVERVIEW

God wants to use YOU!!! He is inviting YOU to an experience like no other. A short-term mission trip will cause you to:

- Be stretched...
Experience the rich cultures of the Central American Spanish and Indigenous people.
- Be used...
Work under difficult and primitive conditions on Christian Schools, churches and medical teams.
- Be humbled...
Feel the pain as you serve and assist people who suffer under oppressive and relentless poverty.
- Be fruitful...
Walk in the power of God's Spirit and minister to people in ways that will surprise you.

Why?

- God wants you to be the hands and feet of Christ. He wants to use you to show the people of Guatemala His "Father" heart in a tangible way. Your participation in evangelism efforts, ministry opportunities and work projects will reflect the compassion of Jesus to people who have physical, emotional and spiritual needs. These efforts will bear much fruit in God's Kingdom.

How?

- The short-term mission team will be showing God's love through personal involvement in construction projects in school buildings and churches.
- Medical teams will minister to many physical needs through daily clinics.
- Ministry in churches will give team members opportunities to encourage and pray for Guatemalan brothers and sisters.
- Evangelism in public squares through testimonies, drama and music will bring results that cause the heavens to rejoice. Teams may show the Spanish version of the Jesus film and distribute tracts.
- Teams may travel around to various villages in the province of Alta Verapaz, Guatemala, visiting typical humble homes, public and/or Christian schools, churches and the Coban hospital with the message of God's love.
- Teams will participate in children's ministry (mini VBS program) bringing the Gospel message to children.

Who?

- You! If you let Him, God will use you!!
- You are welcome... with or without experience. Much of the preparation will be done by the group prior to their trip. Team members will also receive some training and instruction for tasks on site. God wants to use your strength, energy and abilities to bless the needy.
- Upon approval of your application, you will have the opportunity to participate in this exciting and rewarding experience. This handbook will provide you with an outline and overview of the preparation and planning process. This process may seem overwhelming at times, but your investment of time and energy will be used by the Lord to equip you for this adventure.

SPONSORING ORGANIZATION:

Impact Ministries
Box 975 Station Main,
Kamloops, BC V2C 6H1
teams@impactministries.ca
www.impactministries.ca
Tel. (250) 434-4350

You will receive communication from the Impact Ministries office or Les Peters, Field Director, at appropriate times. If you have a concern or question, please feel free to contact your Team Coordinator, Beverley Crozier, at <teams@impactministries.ca> or (250) 434-4350, or Les and Rita Peters, your Guatemala hosts at <lespeters@impactministries.ca>.

GOALS

It is the goal of Impact Ministries to:

- Develop a mission consciousness in each team member so that they would have the heart of Christ for the lost and the compassion of Christ for those in need.
- Give opportunity for the Lord Jesus to work:
 - in each team member 's heart.
 - through each team member.
 - in the hearts of those ministered to.
- Experience the culture of a developing nation and increase in understanding the role of the body of Christ in that society.
- Develop an understanding of God's calling to missions in personal career and ministry planning.

TEAM HOSTS – LES AND RITA PETERS

Les and Rita are the Field Directors of Impact Ministries. They were ordained as pastors in May 2000 and now reside and work in Tactic, Alta Verapaz, Guatemala. Together they have led/hosted more than 140 short-term missions teams in Guatemala.

Prior to moving their family to Guatemala, Les worked in the education field. He was a teacher and administrator, serving as principal at Kamloops Christian School. While there, Les developed the missions program, taking young people to Guatemala on short-term missions experiences.

Tim's story can be found on the Impact Ministires website.

"I have found these experiences to be of great personal value. Seeing God work in and through people has a way of catapulting one into a new dimension of faith. These have been the most rewarding experiences of my teaching career."

Les

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

~ Les and Rita Peters

II. APPLICATION PROCEDURE AND QUALIFYING PROCESS

All applications received by Impact Ministries will be given serious and individual consideration. In order to keep each team functioning ideally, the numbers accepted for one team are limited and applications will be processed on a first come, first served basis.

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 Short-Term Missions Application form available on the website.
- Submit completed form to Team Leader.
 - Print Recommendation Form available on the website, and have your reference person send it to your Team Leader who will then forward it to Impact Ministries. The information gathered in this form is confidential and will be treated as such.
 - Remember to include your \$100 deposit when submitting your application (this is non-refundable and non-transferable). This deposit will demonstrate to your Team Leader your sincerity and commitment.
 - NOTE: If a Team Leader has not yet been appointed, please submit all of the above to the Impact Ministries office in Kamloops.

Impact Ministries reviews each application prayerfully. Applicants will be informed of their decision shortly after receiving the completed application form.

If an application is not accepted by Impact Ministries, the deposit will be returned immediately.

To fulfill the team objectives it is important that every team member is a born-again Christian and is serious about developing his/her relationship with the Lord. If you have any questions or concerns regarding this point, please contact the Impact Ministries' Office.

Even though an applicant has been accepted as a member of an Impact Ministries' short-term mission trip; they will jeopardize continued involvement if they fail to submit all the forms or neglect to fulfill the expectations of the Team Leader.

III. WHAT WE WILL BE DOING IN GUATEMALA

Participants should understand that this experience is not a holiday. It will consist of many enjoyable experiences and activities; however, our primary focus is to be a “missionary” and to give of ourselves to the people of Guatemala.

A. WORK PROJECTS

Impact Ministries' primary long-term goal is to assist in the development of Christian Education as a means to disciple a generation for Christ. Therefore, construction projects will often be associated with Christian schools and with the churches that support these efforts. We may also undertake other smaller work projects in hospitals or pastors' homes.

There will be a host of Guatemalans standing by to work alongside on many of these projects. They are a hard working people. They are thrilled and encouraged when we come and provide the supplies and equipment that are needed for these projects. These materials are virtually unattainable for families living at a subsistence level. To them, it is a tremendous blessing when they see our love in such a tangible way.

To prepare for the work projects, team members should bring along good work gloves and sturdy work shoes.

B. CHILDREN'S MINISTRY

Children's ministry sessions (VBS) usually last for 3 days. Each team should develop a program consisting of Bible stories, simple crafts, games, singing, puppet shows, etc. The team will have approximately 2 ½ - 3 hours for each day of ministry. It is helpful for the team to plan the activities together so that the team is well prepared when they arrive in Guatemala. All materials/supplies needed for childrens' ministry must be brought with the team.

C. HOME VISITS

While in Guatemala, you will be given the opportunity to visit the homes of children in our schools. If you have a sponsor child, we will make every effort to connect you with your child and take you to their home. If you don't have sponsors on your team, we will select needy families for your team to visit. It is helpful if your team brings along some of the following items to be given as gifts when doing home visits:

- Clothing for men, women and children (new or in good condition)
- Shoes for men, women and children (new or in good condition)
- Underwear and socks (new)
- Blankets (new or used)
- Toys for the children
- Soap, shampoo, combs, razors, toothbrushes, toothpaste
- Towels
- Special gifts if you are going to your sponsor child's home
- Candy
- Spanish Bibles

Giving to those in need is a rewarding experience for all team members as we come face to face with desperate poverty. We ask that each team member use only one piece of luggage for personal items so that a second piece of luggage per team member can be filled with items to give away. Some airlines will charge for the second bag, while others do not. Please check with your airline carrier as to how many bags a team member is permitted to check in.

For more information on packing and luggage restrictions, see section “XII Final Preparation: B Packing”.

D. HOSPITAL VISITATION

While in Guatemala, your team will have the opportunity to visit a public hospital. We will visit the children in the Pediatrics Ward as well as the new moms and babies in the Maternity Ward. This is often a stretching experience for team members, but it is always a huge blessing to those we visit. To prepare for this, your team should gather approximately 40 small, soft stuffed animals to give to the children, as well as approximately 40 layettes (one newborn clothing item, one receiving blanket, soap, shampoo, Spanish Bible, etc) for the new moms and babies. It is also a good idea to pack 2 or 3 gifts for moms who have lost their babies. We don't always encounter that, but when we do, it is wonderful to have a special gift to comfort them.

E. ADDITIONAL ACTIVITIES

Your team will also be visiting some, if not all of our schools, our medical clinic and possibly a number of churches. All of these activities are designed to give you a picture of the people we are serving here in Guatemala and also to allow you to bless those working with Impact Ministries.

F. SIGHTSEEING

The team will take time for several "tourist" activities. We will catch a glimpse of the amazing history of Latin America, see the natural wonder of the country, experience the culture as we barter in the market and take photos of unusual sights.

G. DAILY DEBRIEFS

Almost every day we will have a short time of group devotions. This will provide opportunity for de-briefing and serve to bring us closer as a team. Our schedule will be full, and often by the end of the day everyone is tired. However, these times of prayer and sharing are essential to provide a cohesive factor to the team and give an avenue for team members to connect their experience with decisions that will affect their future.

IV. WHAT IT WILL BE LIKE IN GUATEMALA

A. TRANSPORTATION

In-country transportation will be secured before your arrival and will be waiting at the airport. Vehicles will be in a safe and well maintained condition. The drivers in Guatemala are very competent; however, Guatemalan roads and traffic conditions cannot be adequately described ... they can only be experienced.

B. LODGING

The team will stay in hotels, dormitories of Bible schools, mission complexes or mission guest houses. Every effort will be made to ensure that married couples have the privacy of their own room. Every attempt will be made to provide facilities that are clean, with comfortable beds, semi-private bathrooms and bottled water. When venturing into the back country, a motel of more primitive nature may be secured. Again, it will be comfortable, clean, private and secure.

C. MEALS

The team will experience the full spectrum of cuisine, including North American fast food and traditional tortillas and beans. In many cases each person will be given some choice to suit his/her taste. There is an abundance of safe and tasty food. Even while in the back country purified water will be available.

D. ALLERGIES

Because of conditions in developing countries, it is difficult and sometimes impossible to avoid allergens. Although we want to know when a team member has allergies, specifically if the allergies are serious and could induce anaphylactic shock, we may not be able to adjust the team menu to accommodate for allergies. Therefore, it is critical that a team member with food allergies supply their own snacks and/or food items for those occasions when they are unable to eat the food that is being presented. Impact Ministries is unable to take responsibility for minors who have anaphylactic allergies or serious life threatening medical conditions. Minors will be permitted on Short-Term Mission Teams when accompanied by a parent who would take on managing their medical conditions.

E. TEMPERATURE

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. More specifically, March and April are generally quite warm while the rest of the year tends to be cooler with showers. Team members will need to bring a light summer jacket for the cool evenings and lots of sunscreen for the hot afternoons. It is a good idea to pack some clothing for the extremely hot climate but also pack for the cooler and more comfortable temperatures.

F. TRANSLATORS

You will be accompanied at all times by translators who will help your team to communicate in Spanish. These translators will also be available to help you when you share your testimony at a service.

G. MALE / FEMALE RELATIONSHIPS

Other than married couples, a man and woman should not engage in any interaction that would indicate they are a couple. It may be normal behaviour in North America for an unmarried couple to hold hands or walk with their arms around one another, but in the Christian community in Tactic, this would not be acceptable. Even when a Christian couple is courting, there is generally only very limited physical contact. Team members must be willing to adhere to this standard while in Guatemala.

V. CHECKLIST AND TIMELINE

The following checklist/ timeline has been prepared for you to keep track of your progress as you prepare for this short-term missions trip. Feel free to remove this page from the handbook and post it somewhere that is accessible. Details about each step follow the checklist page. As you complete each step, tick it off. You will want to stay on schedule, as there is a lot to do.

| TO BE COMPLETED AT LEAST 9 MONTHS BEFORE DEPARTURE DATE | | |
|---|---|------------|
| TASK | DETAILS | (√) |
| Complete short-term missions trip application | Available on line | |
| Submit recommendation form to pastor | Once complete, should be sent directly to team leader or Impact Ministries office | |
| Submit completed application along with \$100 deposit | If part of a team, submit to team leader; if not, to Impact Ministries office | |
| <i>Flights will only be reserved once the above information has been received and approved by Impact Ministries</i> | | |

| To BE COMPLETED 6 MONTHS BEFORE DEPARTURE DATE | | |
|--|--|--|
| Begin having daily devotionals | Read a few verses in the Bible and spend some time talking to the Lord | |
| Apply for passport | Once received, sign and make two photocopies; one for your team leader or Impact Ministries, office the other for you. | |
| To BE COMPLETED 3-4 MONTHS BEFORE DEPARTURE DATE | | |
| Prepare a letter to send to family and friends | | |
| Begin working through the devotionals in Appendix One | Your team leader may have a timeline in which to complete each one | |
| Get your church involved | Contact you pastor | |
| To BE COMPLETED 2 MONTHS BEFORE DEPARTURE DATE | | |
| Begin collecting items for your second suitcase/duffle bag | Discuss this with your team leader to determine what is most needed | |
| Identify prayer partner(s) | 1 or 2 people who are spiritually mature and able to support you in prayer before, during, and after your missions trip | |
| Prepare your personal testimony | Submit a copy to your team leader and share with your team | |
| Cultural Preparation | Familiarize yourself with the country of Guatemala and its people; read a missionary biography; study how Catholicism affected Latin America | |
| Immunizations | Book an appointment with your doctor or travel clinic for information | |
| Finances | Submit balance owing for plane fare | |
| To BE COMPLETED 6 WEEKS BEFORE DEPARTURE DATE | | |
| Travel Medical Insurance | Impact Ministries requires each team member to have out-of-country medical insurance. | |
| Trip Cancellation Insurance | This type of insurance is optional | |
| Impact Ministries Release Forms | Complete and submit the release forms to your team leader (or directly to Impact Ministries office, if no team leader) | |
| Prayer partner(s) | Meet with your prayer partner(s) | |
| Finances | Submit balance owing for ground costs | |
| Spending money | Submit spending money to team leader (or directly to Impact if no team leader) | |
| Prayer partner(s) | Meet with your prayer partner(s) for second time | |
| Team t-shirt | Receive your team t-shirt from your team leader (or directly from Impact if no team leader) | |

VI. PRACTICAL PREPARATION

A. PASSPORT REQUIREMENTS

A valid passport is needed to enter or leave Guatemala. Please check with your local passport office or travel agent for details.

- Passport applications can be picked up from a travel agent or Post Office. **IT IS VERY IMPORTANT TO APPLY FOR YOUR PASSPORT AT LEAST FOUR MONTHS PRIOR TO YOUR DEPARTURE DATE!**
- Whenever you state your “purpose of trip” or “reason for travel” on any documents, write “TOURIST.” This will help avoid confusion and red tape. It is also important to remember this when speaking to Customs Officials.
- When you receive your passport please send a photocopy of the signature/photo page to your Team Leader. If you are not on a specific team, please forward to the Impact Ministries office. Also, keep a photocopy in your carry-on bag. These photocopies will be invaluable in the event of a lost or stolen passport.
- You will need to purchase or make a small passport holder that you can wear concealed under your shirt. You will also be keeping medical insurance and any cash that you carry in this pouch and possibly your flight tickets.
- Your passport must be valid for at least 6 months after your date of arrival in Guatemala. If it expires before this time, you will need to renew your passport. Applications for renewals are available on-line.

B. TICKETS/TRAVEL INSURANCE

The Impact Ministries’ Team Coordinator will assist in securing the tickets and making the necessary travel arrangements for the international portion of the trip. In most cases flight departure and arrival will take place from your nearest international airport.

Tickets will be purchased well in advance in order to:

Insure that the team can travel together or meet en route, and arrive in Guatemala at the same time.

Take advantage of any possible group discounts.

Airfare Cancellation Insurance is up to the individual; please notify your Team Leader once your deposit has been received if you wish to purchase cancellation insurance.

C. OUT OF COUNTRY MEDICAL INSURANCE

Impact Ministries requires each team member to carry his/her own out of country medical insurance. The policy should be kept on your person for the duration of your trip. Please submit a photocopy of your insurance to your Team Leader or to Impact Ministries if you are not on a specific team.

North Americans with travel medical insurance will have access to excellent medical facilities.

Any team member needing health care while on the trip will be appropriately accompanied at all times.

Your emergency contact person at home will be contacted immediately should any medical condition or emergency arise.

D. IMMUNIZATION

Please check with your family physician or Public Health Nurse for recommendations regarding immunizations for travel in Guatemala.

E. TEAM T-SHIRT

Team t-shirts will be ordered for you according to the size indicated on your application form. It is suggested to order a size larger than you normally wear, as tight fitting shirts will not be acceptable. We recommend that team members wear their team t-shirts while en route to Guatemala. This will identify the group as a team.

Your t-shirt will be mailed to you or to your Team Leader approximately two weeks prior to departure.

F. FINANCES

It is our preference that team monies be receipted through your sending organization.

The cost of a twelve day trip has been estimated at \$2,000.00 Canadian per person. This cost includes return airfare (which varies from \$900 to \$1100). As flight costs are finalized, the exact trip cost will be confirmed.

- A \$100 deposit is to accompany your application form, which is non-refundable and non-transferable. Final flight fare installment is due to Team Leader two months prior to departure, or earlier depending on when it is necessary to pay for ticketing. Final ground cost installment (or balance outstanding) is due to Team Leader six weeks prior to departure.
- Spending money is also due to Team Leader six weeks prior to departure.
- If you have not been assigned to a team, the above finances would be submitted to the Impact Ministries office in Kamloops under the same timeline.

Upon acceptance of your application, Impact Ministries opens an account for your team and a project report is issued to you or your Team Leader. When people that you know send donations to Impact Ministries towards your trip, it will be noted on this report. Please ensure the cheques are written to Impact Ministries and a note is attached denoting whom the money is for.

There are occasions when a team member receives more funds than necessary to cover the cost of the trip. When this occurs, Impact Ministries will not refund the money or transfer it to someone else, but will direct funds where most needed within the ministry. Refunds are not given for monies that have been receipted (Revenue Canada does not permit this).

The funds you submit will cover the following expenses:

- Airfare (if Impact Ministries has booked and paid for your ticket).
- All in-country meals, lodging and travel.
- Supplies for work projects.
- Translators, bus drivers .
- Miscellaneous "all group" activities (ie. entrance fees to archeological sites, tourist attractions, etc).

The funds you submit will not cover the following expenses:

- Passport application, passport photo or passport holder.
- Guatemala departure fee of \$3 USD Cash or Q20.
- Travel/out of country medical insurance.
- Cancellation insurance.
- Immunizations.
- Lodging and travel to and from the International Airport from which the flight is booked.
- Meals before reaching Guatemala.
- Personal spending money (\$100 to \$150 CAD is adequate).

If you are unable to meet the deadline for a payment installment, please contact your team leader BEFORE the deadline date to discuss the situation and how you plan to catch up on your payment.

VII. PREPARING FOR PERSONAL SPIRITUAL GROWTH

This trip may become one of the great spiritual stretching experiences of your Christian life. With this in mind, it is important that you prepare yourself appropriately.

A. PERSONAL DEVOTIONS

Make a commitment to have a daily personal devotional time.

- Find a place where you can be alone with God.
- Ask God to open His Word to you and prepare your heart for a message from His Word.
- Read a chapter from your Bible.
- Make notes as the Holy Spirit speaks to you.
- Spend time in prayer.
- Work through the devotional in Appendix One.

VIII. GETTING OTHERS INVOLVED

A. YOUR PASTOR AND YOUR CHURCH

As a Christian, it is appropriate that your commitment to evangelism and ministry be connected with your church and endorsed by your pastor. Your church will be a source of encouragement and support. By working with your pastor and church, you give them an opportunity to participate and involve themselves with you in this exciting venture.

Call your church office to set up a time to speak with your pastor face to face. You will need between 15 and 20 minutes of his/her time. Prepare for your appointment by making a list of all the things you'd like to cover. If your pastor is not familiar with Impact Ministries or the type of missions trip you will be going on, take a few minutes to explain this to him/her.

Remember that you are under the authority of your pastor and you must be willing to accept support in whatever form it may be offered. Your pastor may want you to speak in a morning service or he/she may prefer you to write something for the bulletin. It is important that you remain respectful and receptive to how your pastor sees best to support you.

It is a good idea, although, to come to the meeting with a few suggestions of how you could share with the congregation (a short part of a service, brochures to hand out, a PowerPoint slide show, speak to the Sunday school classes, presentation to the missions committee, etc). You know your church best and have probably seen what others who have gone on the mission field have done prior to going.

When you return from Guatemala, follow-up with your pastor and whatever other groups within your church you presented to (missions committee, Sunday school, etc).

B. OBTAINING PRAYER PARTNERS

You will need daily prayer for the time that you are preparing for this missions trip, for the duration of your trip and for a time period following your trip. God has called each team member to accomplish some specific and strategic tasks for His kingdom. This time is not a vacation; it is a spiritual confrontation. As a team member, you will face a spiritual enemy who wants to destroy and discourage the work of God in you life. Prayer is the key to success!!

- Ask one or two people who know you well and are mature in their Christian walk to be your Prayer Partners.
- Meet with each one of your Prayer Partners at least twice before your trip and twice after your trip to let them know how you are doing. This is very important, as it will help them to know specifically how to pray for you.
- Also, be sure to give their names to your team leader in order that they are placed on the Communication Chain that will relay information from the team while you are away.

C. YOUR FRIENDS AND RELATIVES

Your friends and relatives will be interested in knowing about your upcoming venture. Write them to let them know of your plans and ask them to pray for you. It may be that God will use these people to assist you in meeting any financial needs you might have.

a) Make a list of people to contact.

- Most people can develop a list of 25-30 people: relatives, friends, pastors, church members, and neighbours.

Verify addresses for accuracy.

b) Write a letter.

- See sample letters attached in the Appendix for ideas.
- Pray about what you should write and how to best present the vision God has placed in you.
- Help them “connect” with you by being as personal as you can.
- Share from your heart.
- Tell them what excites you, as well as things which challenge you about this trip.
- Let them know your concerns and needs.
- Tell them how you are expecting the Lord to use you/change you.
- Tell them how you feel.
- You may wish to add a prayer card, itinerary/facts sheet, or your picture. Be creative and add your own personal touch.

c) Follow up call.

- Call each person two weeks after you sent him/her a letter.
- Ask if they received your letter and information.
- If they say YES - then ask them if they have any questions about your part in the ministry.
- If they say NO - then tell them you would like to send them a letter and information. Double check their address and tell them you will call them again after they get your letter. Thank them for their time/support/consideration.

d) Contribution Details.

- Cheques are to be written to Impact Ministries Canada. Income Tax receipts will be issued no later than February of the following year, for these contributions. Attach a note to each cheque explaining what team member is to be credited for their Guatemala trip. **Please note: Do not write the team name on the memo line of the cheque, as these are not tax receipt-able.**

IX. MINISTRY PREPARATION

A. PREPARING YOUR TESTIMONY

Preparing your testimony is a great way to reflect on your walk with the Lord. You may be called on to give your testimony at some time during the trip, during evangelism, in a school, at a meeting or in a church service, etc. Don't think of it as preaching but rather just talking about what Christ means to you.

Write out your testimony. You may wish to use the testimony work sheets for guidance (See Appendix Two). Share your testimony with your team. This helps to bond your group together and enables teams to support one another must better.

1. HOW TO GIVE A TESTIMONY

A carefully organized and prepared testimony, given in the power of the Holy Spirit, can be of immediate and effective use in nearly every witnessing situation. Present Christ in a clear, attractive and simple way so those who hear will also want to know Him personally.

You are a "witness" of God's work, and you are simply "testifying" about what you have seen and what you know (don't preach). You may want to give examples of how God is changing your desires, ambitions, fears and reasons for living. You may want to share the things that God is currently teaching you.

2. TWO TESTIMONY TYPES

i. Testimony of God's Reality in Your Daily Life

This is the easiest and perhaps the most common type of testimony given when ministering primarily to Christians. With this type of testimony there are four basic steps. You may be surprised how the Lord will empower you and stretch you the moment you take the step of obediently sharing the truth of His Word.

Four Steps in Giving a Testimony of God's reality in your life:

- Read a Scripture verse that you find to be significant. It is best to use a verse that God has awakened in your heart during your own personal devotions.
- Explain what the verse means. Use terms and explanations that all can relate to. Stay away from "Christian lingo."
- Make a personal application. Tell how the truth of this verse has changed your life, how it has set you free, helped you to forgive, given you boldness and vision, met your needs, etc. Be as personal as possible, because then the people listening will relate to your needs, problems, fears, etc. Let them see your heart. Don't be afraid of becoming emotional. Always be sure to share and highlight the victory you have in Jesus.
- Apply the truth of the verse to those listening. Let them know that God wants to minister to them in the same loving way He has ministered to you. Be direct.
 - *"Just as surely as God helped me, today God wants to give you..."*
 - *"Just as Jesus did this for me, today He will: set you free from....help you to....give you victory in..."*

ii. Salvation Testimony

It is important that your testimony is fresh and very vivid in your own mind. For this reason you should choose to give this second kind of testimony only if you have received salvation in the last two or three years.

In a salvation testimony you tell exactly HOW you accepted Christ. Share the circumstances involved that caused you to realize your need for the Saviour, and the way you received Him into your life. If those who hear your testimony never see you again, they should always know HOW to accept Christ on their own.

A salvation testimony should show a change of values in YOUR life. While everyone's testimony will be unique and different, there are certain elements that should be included in all.

1. Life *before* knowing Christ - a brief history and background.
2. Coming *to* Christ - How did it happen? What did you do?
3. Life *after* receiving Christ - a life lived for Christ. What does He mean to you? How has your life changed? What Scripture has become especially meaningful for you?

Once you have completed your testimony, submit a copy to your team leader.

X. BEING A MEMBER OF AN IMPACT MINISTRIES' TEAM

A. RULES OF CONDUCT

Please read through the following rules of conduct.

1. When in a third world nation, North Americans always stand out. We need to stand out as a group who are serving in a quiet, humble, modest and positive manner.
2. When we minister together as a team, we must walk with discretion. Crude language is not acceptable.
3. No smoking, drugs or alcohol will be allowed on the trip.
4. Keep remarks about what you see, hear, smell, etc. to yourselves! If food that is offered looks unappetizing, you should nibble away at it slowly. Do not refuse it, as it is most likely the best they have to offer.
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 your Team Leaders.
6. Be appreciative and sensitive to your hosts.. It is the responsibility of each team member to present a courteous and thankful spirit.
7. All team meetings must be attended. Punctuality is an expected courtesy.
8. Live honourable and Christ-exemplifying lives.
9. Be dedicated to serving, rather than being served, honouring others rather than seeking honour for oneself.
10. Be kind and forgiving. Keep confidences and refuse to speak evil of each other.
11. Be cheerful, prompt and reliable in carrying out assignments and responsibilities. Be cooperative in all work undertaken.
12. Be law-abiding in all activities and abide by the Spirit of Christ when law and conscience are in conflict.
13. Accomplish all tasks with excellence.
14. Cheerfully submit to spiritual and managerial authorities.

B. DRESS CODE

North Americans will stand out in Guatemala. In the Latin American minds, North American people are considered to dress very immodestly. This is not the impression that we want to give them.

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 while on your trip.

During Work Projects:

- Women may wear loose fitting pants or capris, but no shorts.
- 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).
- Men may wear pants or longer shorts.
- Men's t-shirts must have sleeves (muscle shirts are not permitted).
- Everyone must wear clothes that they do not mind getting soiled.

During Services in Churches or Schools:

- Women may wear dresses or skirts that cover the knees or loose fitting dress pants. All tops must have sleeves.
- Men must wear a dressy shirt and dress pants (non-denim).
- Everyone must wear clean shoes or sandals.

During Sight Seeing Tours or Days Spent Traveling in the Country:

- Women may wear loose fitting pants or capris.
- Men may wear pants or longer shorts.
- T-shirts must have sleeves, be loose fitting and of an appropriate length (no skin showing when arms raised).

Any team member that dresses outside of this dress code will be asked to change their clothes before joining the team in their daily activity.

XI. CULTURAL PREPARATION

A. GUATEMALA

Do some research on the country of Guatemala. Find out as much as you can about its ancient history, spectacular geography, colourful culture and very dear people.

B. MISSIONARY LIFE

Read one or two missionary stories.

C. CATHOLICISM

The country of Guatemala is predominantly Catholic. Study up on Latin American Catholicism and how it differs from evangelical Christianity.

D. SCRIPTURE THAT DEALS WITH CULTURAL DIFFERENCES

Study 1 Corinthians 8:4-13. How should we behave when we encounter different cultural ideas or practices? Study James 2:1-5. In what ways can you live this verse out on the mission field? Read Romans 12:15. How might this verse be applicable on the mission field?

E. A LITTLE SPANISH

Review the Spanish in Appendix Five. You might wish to register in a local conversational Spanish course. Even a few phrases will be invaluable. Having a Spanish speaking person give short lessons at each team meeting is very beneficial.

XII. FINAL PREPARATION

A. OBTAINING PRAYER COMMITMENTS

In order to have the maximum amount of prayer coverage while you are on your missions trip, we recommend that you have 15 to 20 people sign your Prayer Commitment sheet in Appendix Three indicating that they will pray for you every day while you are away. This prayer support would be above and beyond the Prayer Partners mentioned before. It is especially wise to ask the people in your church who have the reputation of being prayer warriors. You may want to ask your pastor to identify them for you.

Make sure that each one of these people is informed as to exact dates of your trip. It may work best to give each of them a little card to keep on their fridge with all the pertinent information.

Do not forget to thank these people upon your return.

B. PACKING

1. Your Check-in Luggage

Most airlines allow each traveler two pieces of check-in luggage (50 pounds each measuring 62 linear inches (length, width and height of one side) and one carry-on bag (see below for carry-on regulations). Please check with your chosen airline to confirm up-dated luggage size, weight allowances, number of pieces and packing regulations. Note that overweight baggage is very expensive.

We ask that each team member use only one of the two allowable pieces of luggage for their own personal belongings. The second piece of luggage will be used to pack items that will be given away at the discretion of Impact Ministries to Guatemalan brothers and sisters in need. (see item #6 below)

NOTE RE BRINGING MEDICATION INTO GUATEMALA:

At this time it is virtually impossible to bring medication into the country. The process requires detailed documentation and takes a minimum of 3-4 months. We currently have suppliers of generic and name brand medication within Guatemala. These meds are available to us at wholesale prices. In Canadian terms they are VERY reasonably priced. If a medical missions team or a general short-term missions team wishes to generate support so we can purchase medication within the country, we would be happy to provide details of our current needs (both items and estimated costs).

We are always needing vitamins. If team members pack a larger 'Cosco style' bottle of children's chewable multi-vitamins (and possibly a larger bottle of acetaminophen) in their personal piece of luggage, this would be viewed by the authorities as acceptable. It is important that these bottles are not expired and team members understand 'they are for personal use'. If you choose to leave 'the part you have not personally used' for use in the Impact Ministries' medical clinic, that would be greatly appreciated.

2. Your Carry-On Bag

Confirm with your chosen airline carrier the latest regulations regarding what is permitted in your carry-on. Generally, the 3-1-1 rule applies to liquids and gels. Each passenger is allowed 1 sandwich sized Ziploc bag with liquids not greater than 3 oz in size (3oz – 1 bag – 1 person). Sharps and aerosols are not allowed in check-in luggage. Carry-on bags are to measure no more than 51 linear inches (length, width and height of one side) and weigh no more than 40 lbs.

It is important that you pack all of your essential items in your carry-on, just in case your luggage fails to arrive at your destination. Also, you should have everything for the first night and day in Guatemala in your carry-on, as you may not have access to your check-in luggage until you arrive in Tactic. The following is a list of items that should be in your carry-on:

- Medicine/prescriptions (a copy of the written prescription is helpful).
- *Note:* Those with diabetes **must** have a doctor's letter to explain the insulin and syringes in their carry-on luggage.
- All medications need to be in their original packaging.
- Travel sized personal hygiene items.
- A change of clothing/PJ's.
- Bible/notebook/pen.

3. What To Bring In Your Personal Piece of Luggage

| INDIVIDUAL ITEMS | | |
|------------------------------|--|-----|
| ITEM | DETAILS | (√) |
| Rain jacket | Particularly if you are here in rainy season | |
| Light sweater or sweat shirt | 2 | |
| T-shirts | 1 for every 2 days | |
| Work clothes | 2 sets that can be soiled | |
| Rubber boots | Particularly if you are here in rainy season | |
| Underwear | 1 clean set per day | |
| Socks | 1 clean set per day | |
| Church clothes | 1 set (details in dress code) | |
| Shoes | 2 – 3 pairs: runners, sandals; dress shoes | |
| Pants | 2 – 3 pair | |
| Capris (ladies) | 2-3 pair | |
| Shorts (men) | 2 pair | |
| Work gloves | | |
| Water bottle | 500ml at least | |
| Towels | 1 bath towel & 1 facecloth | |
| Blow dryer | Only if absolutely necessary | |
| Sunglasses | | |
| Sun Screen | | |
| SPF 40 or greater | Sunburn remedy | |
| Tylenol or Advil | | |
| After bite treatment | | |
| Large plastic bag | For dirty laundry | |
| Medicine and Health Care | Prescriptions must be in the original bottles and it is good to have a copy of the prescription should it need to be filled while in Guatemala Contact lenses – bring enough solution to last the trip as it is very expensive in Guatemala | |

| INDIVIDUAL ITEMS | | |
|-------------------------|---|-----|
| ITEM | DETAILS | (√) |
| Hat | Something that covers your neck and ears | |
| Toiletries | Brush/comb Shaving gear Hand sanitizer Shampoo/conditioner Body soap Deodorant Tooth brush/paste Feminine hygiene items Chapstick | |
| Camera | Memory card and charger | |
| Study Aids | Bible, journal, pens | |
| Passport | While travelling, wear this in a passport holder around your neck or in a money belt beneath your clothing. | |
| Travel Health Insurance | Name of company, address, phone number and policy number | |
| Things to give away | Small gifts to give to those you meet (pins, hair elastics, pencils, Canada postcards, etc.) If you are a sponsor, pack your gift to your sponsor child in your personal luggage | |
| Bug repellent | Liquid not aerosol (1 bottle per team is sufficient) | |
| First Aid kit | 1 per team is sufficient | |

4. Money

You will need some money for personal items as you travel. The amount you want to spend for souvenirs and snacks is strictly up to you, although between \$100 and \$150 is adequate. Submit spending money to Team Leader 4 weeks prior to departure to allow the Guatemalan hosts to withdraw the equivalent Quetzals (the Guatemalan currency).

Other money you will need:

- \$3 US or Q20 departure tax from Guatemala Airport (if using American, be sure bills are clean).
- any food or meals en route to and from Guatemala (Because of airline cutbacks meals on the airplane may not satisfy your hunger).
- any money you will wish to contribute to projects or needs presented to you by Impact Ministries staff while in Guatemala. You must always check with Impact Ministries' staff before you give any money to anyone in Guatemala. You could easily raise undue suspicion or unknowingly create problems for Impact Ministries staff if you arbitrarily give out money.

5. Don't bring

While you are in Guatemala, you will be on a media fast. We ask that you don't bring along any electronic devices with you, other than a team laptop for communicating with families at home.

- iPod™ / mp3 player / cell phone
- Gameboy™, etc.

We also ask that you leave your valuables at home. The rule to follow is this: If it is irreplaceable or would hurt to lose it/have it stolen, don't bring it!

6. What To Bring: Second Duffel With Items To Give Away

You may want to use one or two of the second duffels for your children's ministry materials. Make sure that they are clearly identified in order that they are left at the guesthouse upon your arrival in Tactic. The remainder of your 'give away' duffels will be taken to the clothing and school supply depot, prepared and organized by Impact Ministries' staff and readied for your team home and hospital visits and ministry distribution.

Each team should clearly tag the luggage that contains these extra items as they will not be dropped off at the guesthouse where the team will be staying. Space at the guesthouse is very limited. If for packing purposes, some of the 'give away' items need to be packed into personal luggage, they should be in a garbage bag or Ziploc bag that can easily and quickly be removed to be taken with the other things to the warehouse.

Ask your team leaders for ideas on what sorts of things will be most needed and suitable to bring for this purpose. Your team leader will have received a list from the Impact Ministries coordinator identifying the items that are currently most needed In Guatemala. You may pack these pieces of luggage together as a team.

Items that are always needed: children's good quality shoes, rubber boots (all sizes), blankets, ladies cardigan sweaters, men's clothes, children's clothes, baby items, towels and other linens, toys, school supplies, sports supplies, etc.

C. TRAVEL TIPS

1. High altitude flight is dehydrating. Drink at least 8 ounces of fluid every two hours. Lots of fluid intake helps a great deal in jet lag.
2. Eat lightly, before and while traveling. Keep fats, oils and heavy foods to a minimum. Avoid junk food. This goes a long way in preventing travel sickness. At least two days before traveling take care as to what you eat.
3. To enjoy your trip most, try to stay caught up on your sleep.
4. Check medication schedules with your doctor. High altitude flights might make drugs twice as potent as on ground level. If you are a diabetic, you will need to get your doctor to carefully help you plan your medication with the time change. Anyone with diabetes must carry a Doctor's letter confirming they are a diabetic and their reason for carrying syringes and medication. If you take prescription drugs, have a copy of all your prescriptions (drug stores can easily print this up for you).

XIII. Appendix One – 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. The following devotionals are most effective when completed in the journal you will be bringing to Guatemala with you. It is very helpful to not only read the scriptures listed, but write them out, along with the answers to the questions.

1. 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 our 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.

2. 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?

Each day while you are on your missions trip you should make time to journal about the day's events – 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.

3. Keep it Together!

When you build a puzzle, each piece has to be in the right spot for the puzzle to work out and the overall picture to be revealed. The members on your team are no different. It is not an accident that you, as a group, will be embarking on this short-term missions experience together. And each one of you is a necessary piece of the puzzle.

Read Romans 12:3-8 and 1 Corinthians 12

What does Paul say about the body of Christ?

How does this apply to a short-term missions team?

Each member of the body of Christ is important. In order for us to impact the kingdom of God, team members need to recognize and use their gifts, as well as appreciate the gifts of other team members. Together, we can make a difference.

4 Personality Types – most people can identify themselves with one or more of the personality types listed below:

- Choleric – aggressive leader
 - Positives – aggressive, strong, driven
 - Negatives – insensitive, annoying, perfectionist, given to anger when things don't go their way
 - Biblical example – the apostle Paul
- Sanguine – fun, encourager
 - Positives – encouraging, loves people, great spokesperson
 - Negatives – not detail oriented, undisciplined, impulsive, has trouble with timelines
 - Biblical example – the apostle Peter
- Melancholic – creative perfectionist
 - Positives – attention to detail, creative, exact
 - Negatives – moody, angry, sullen, thinks their way is the right way
 - Biblical example – Moses
- Phlegmatic – friend of everyone
 - Positives – calm, cool, loyal, gets along with everyone, even keeled
 - Negatives – boring, uninspiring
 - Biblical example – Abraham

Which personality type do you most identify with?

How can each personality type benefit the team and/or the mission?

What are your strengths and weaknesses and how will they affect your service while on the trip?

What might some of the challenges be that your group experiences on the mission field?

How can you, personally, commit to building team unity both before the trip and after?

If you haven't already done so, prepare your testimony and share it with your team. This will further develop unity and understanding amongst your team and enable you to be more successful on the mission field.

Ask the Lord...

Pray for each member of your team by name. Ask the Lord to knit you together into His body to do His work in unity. Pray that the team might be a living testimony of Christ.

4. 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 skype, 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.

5. 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 short-term missions experience to remember you?

What about your teammates?

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...

Team members. 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 for yourself and each member of your team.

6. Cross-Cultural Training

In preparing for a short-term 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!

XIV. APPENDIX TWO - TESTIMONY WORKSHEET

1. Testimony of God's Reality in Your Life

A Scripture verse that speaks to me is:

This verse means that:

This truth has changed my life in several ways:

This verse applies to you (the audience) as well because:

I (our team) would like to pray for those of you who need God's touch in this way:

2. Salvation Testimony

A beginning, attention-getting sentence:

Before I received Christ, I lived and thought this way:

How I received Christ:

After receiving Christ, these changes took place:

Pertinent or favourite verse with which I might close:

Be prepared to share a summarized version of your testimony (less than two minutes)

XV. Appendix Three - Forms

A. Letters Sent

B. Prayer Commitment Form

Letters Sent

| NAME | ADDRESS | CITY | POSTAL CODE |
|------|---------|-------|-------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ |
| 7. | _____ | _____ | _____ |
| 8. | _____ | _____ | _____ |
| 9. | _____ | _____ | _____ |
| 10. | _____ | _____ | _____ |
| 11. | _____ | _____ | _____ |
| 12. | _____ | _____ | _____ |
| 13. | _____ | _____ | _____ |
| 14. | _____ | _____ | _____ |
| 15. | _____ | _____ | _____ |
| 16. | _____ | _____ | _____ |
| 17. | _____ | _____ | _____ |
| 18. | _____ | _____ | _____ |
| 19. | _____ | _____ | _____ |
| 20. | _____ | _____ | _____ |
| 21. | _____ | _____ | _____ |
| 22. | _____ | _____ | _____ |
| 23. | _____ | _____ | _____ |
| 24. | _____ | _____ | _____ |
| 25. | _____ | _____ | _____ |

Prayer Commitment Form

_____ will be involved in a Short Term Missions Trip to Guatemala from _____
to _____. Prayer is the key that will release the power of God! Thank you for your commitment to
pray for me daily.

| NAME | ADDRESS | CITY | POSTAL CODE |
|------|---------|-------|-------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ |
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| 8. | _____ | _____ | _____ |
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| 16. | _____ | _____ | _____ |
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| 19. | _____ | _____ | _____ |
| 20. | _____ | _____ | _____ |
| 21. | _____ | _____ | _____ |
| 22. | _____ | _____ | _____ |
| 23. | _____ | _____ | _____ |
| 24. | _____ | _____ | _____ |
| 25. | _____ | _____ | _____ |

Perhaps this and the team itinerary could be posted on your church bulletin board.

XVI. APPENDIX FOUR - 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 been selected to be a member of an Impact Ministries mission team this year. We will be serving the Lord by sharing His love and the truth of His Word with unbelievers and encouraging our Guatemalan brothers and sisters in Christ.

The main thrust of our ministry will be evangelism. We have the opportunity to share Christ in schools, orphanages and churches through music, children's ministry, preaching and testimonies. As well, we will be involved in street ministry and public presentations. We hope to encourage believers, as we are involved in music ministry and sharing testimonies in the churches. We will also be involved in work projects. By financing and completing a small construction project we can let Christian Guatemalan brothers and sisters know we care.

My first responsibility will be to raise my share of the finances necessary for the mission expenses. The total cost for each member is approximately \$2000 for air and ground transportation, accommodations, food, work project equipment and supplies, Bibles and tracts for gifts. 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.

Because of this unique opportunity, 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

P.S.: 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 been chosen to participate in a ministry team with Impact Ministries. I will be using my God given talents to share the Truth of Jesus with the people of Guatemala.

The Guatemala Missions Team I will be working on will be traveling and ministering from _____ to _____ this year. We will be handing out tracts on the streets, presenting the Gospel through film in town squares, open-air meetings and children's ministry. It will be a blessing for me to use my gifts to reach the lost. I have never had this kind of opportunity before. We will also be involved in several work projects (i.e. construction, painting, etc.). This will bless our Christian brothers and sisters in Guatemala as we help them with some very basic needs.

Along with this privilege and opportunity comes a lot of responsibility. My first big responsibility is to raise my share of 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, which total approximately \$2000.

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

P.S.: 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.

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

Amount \$ _____ Donation for (type your name) _____

Send receipt to: _____

SAMPLE LETTER #3

Address

Date

Personal Greeting

Introductory personal paragraph

God in His generous and loving way has opened a door in my life for a wonderful and exciting ministry experience overseas this summer. I have been selected to participate in the Impact Ministries Short Term Missions Trip to Guatemala. The Lord is allowing me to serve Him in this way and to learn how to better be a light and witness for Him. I expect this to be a growing experience for me as well as an opportunity for me to reach into the lives of others with the message of Jesus. This short-term mission in Guatemala will be from _____ to _____.

It is exciting for me to see God's plan unfolding in my life, and to know that He is shaping me for His purposes. I believe this is one of His purposes for me.

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

Our team will be witnessing in schools, hospitals, open city squares and streets, etc. We will also be working with Guatemalan brothers and sisters who are very poor. By meeting some basic needs with gifts of clothing, shoes, school supplies, we want to share our love with them.

I have never had an opportunity quite like this before and I know that God has put this in my heart so He will also provide for all my needs. I would like to share our team's needs with you so you can pray and possibly help with a financial gift. Each team member is responsible to raise his/her own finances. The total cost comes to \$2000 for each participant.

If you would like to be a part of this short-term mission I would appreciate your support. Please pray for me, and if it is possible for you to help meet the financial need, that would be wonderful. Your cheque would be an investment in bringing people into God's kingdom for eternity. That is our goal; I hope to live up to it.

Sincerely,

Your signature

Typed name

P.S.: 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.

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

Amount \$ _____ Donation for (type your name) _____

Send receipt to: _____

XVII. Appendix Five - A Little Spanish

Pronunciation

Pronouncing Spanish is very, very easy. For one thing, each of the five vowels has only one sound. They are as follows:

“A” sounds ‘ah’

“E” sounds ‘eh’

“I” sounds ‘ee’

“O” sounds ‘oh’

“U” sounds ‘oo’

Sometimes there are two vowels next to each other in one word. They never form a new sound, like in English. Instead, each vowel sound is pronounced.

The vowel sounds are very important and they are pronounced very definitely. In order to speak Spanish clearly one MUST open their mouth widely. It is impossible to mumble in Spanish.

Common Spanish Vocabulary

Numbers

| | | | |
|-----|---------------|-------|--------------------|
| 1 | un, uno | 2 | dos |
| 3 | tres | 4 | cuatro |
| 5 | cinco | 6 | seis |
| 7 | siete | 8 | ocho |
| 9 | nueve | 10 | diez |
| 11 | once | 12 | doce |
| 13 | trece | 14 | catorce |
| 15 | quince | 16 | dieciséis |
| 17 | diecisiete | 18 | dieciocho |
| 19 | diecinueve | | |
| 20 | veinte | 21 | veintiuno |
| 30 | treinta | 32 | treinta y dos |
| 40 | cuarenta | 43 | cuarenta y tres |
| 50 | cincuenta | 54 | cincuenta y cuatro |
| 60 | sesenta | 65 | sesenta y cinco |
| 70 | setenta | 76 | setenta y seis |
| 80 | ochenta | 87 | ochenta y siete |
| 90 | noventa | 98 | noventa y ocho |
| 100 | cien | 600 | seiscientos |
| 101 | ciento uno | 700 | setecientos |
| 200 | doscientos | 800 | ochocientos |
| 300 | trescientos | 900 | novecientos |
| 400 | cuatrocientos | 1,000 | mil |
| 500 | quinientos | 2,000 | dos mil |

Colours

| | | | |
|----------|--------|----------|--------|
| Amarillo | yellow | Negro | black |
| Azul | blue | Rojo | red |
| Blanco | white | Rosa(do) | pink |
| Gris | gray | Verde | green |
| Marron | brown | Morado | purple |

Days of the week

| | | | |
|-----------|-----------|---------|----------|
| domingo | Sunday | jueves | Thursday |
| lunes | Monday | viernes | Friday |
| martes | Tuesday | sabado | Saturday |
| miercoles | Wednesday | | |

Greetings and Departures

| | |
|---------------|----------------------------|
| Hola | Hi |
| Buenos Dias | Good Morning |
| Buenas tardes | Good Afternoon |
| Buenas noches | Good Evening or Good Night |
| Feliz noche | more common for Good Night |
| Hasta mañana | See you tomorrow |
| Pues | Well then |
| Hasta luego | See you later |
| Ya vengo | Be right back |
| Mucho gusto | Pleased to meet you |
| Igualmente | Likewise |

Common Christian Phrases

| | |
|-----------------------|----------------------|
| Gloria a Dios | Praise the Lord |
| En el nombre de Jesus | In the name of Jesus |
| Bienvenido | Welcome |
| Dios te bendiga | God bless you |
| Dios te ama | God loves you |
| Oremos | Let's pray |

Important Words & Phrases

| | | | |
|------------|-----------------|------------|--------------|
| Gracias | thank-you | Si | yes |
| De nada | you are welcome | No | no |
| Por favor | please | Lo siento | sorry |
| Perdón | excuse me | No gracias | no thank-you |
| Un poquito | a little bit | | |

| | |
|------------------|-----------------------|
| No hablo español | I don't speak Spanish |
| No entiendo | I don't understand |

A Little About You

Me llamo _____
Soy de Canada
Soy estudiante
...Maestro
...Pastor
...Medico
...Conductor
...Carpintero
...Plomero
...Electricista
...Estanciero
Tengo familia
Tengo hermanos
Tengo hijos

My name is _____
I am from Canada
I am a student
... teacher
...pastor
... doctor
...driver
...carpenter
...plumber
...electrician
...farmer
I have a family
I have brothers and sisters
I have children

Common Foods

Pan – bread
Mantequilla – butter
Pollo – chicken
Piña – pineapple
Naranja – orange
Limonada – lemonade
Carne – beef
Queso – cheese
Toronja – grapefruit
Coco - coconut

Leche - milk
Arroz - rice
Frijoles - black beans
Sandia - watermelon
Jugo de naranja - orange juice
Naranjada - orangeade
Hamburguesa - hamburger
Manzana - apple
Banano - banana

Questions & Answers

Donde esta el baño?
Aqui
Alli
Izquierda
Derecha
Directo
Esta cerca?
Esth lejos?
Que hora es?
A las ocho
Como se llama usted?
Me llamo _____.
Como te llamas?
Como esta usted?
Muy bien, gracias
Mas o menos.
Como estas?
Cuantos anos tienes?

Where is the washroom?
here
there
left
right
straight ahead
Is it near?
Is it far?
What time is it?
It is 8.
What is your name? (When speaking to an adult)
My name is _____.
What is your name? (When speaking to a child)
How are you?
Very well, thank you.
More or less (okay).
How are you? (informal)
How old are you?

Tengo quince años.
Cuanto cuesta?
Cinco quetzals.
Es muy cara.
¡Es demasiado caro!
Le doy tres quetzals.
Me la llevo.
No me gusta
Lo siento, no me gusta.
Coca, por favor?
No hay.
Café con leche, por favor?
Para servirle.

I am 15.
How much does it cost?
5 quetzal.
That's very expensive.
It is too expensive!
I'll give you 3 quetzal.
I'll take it.
I don't like it.
I'm sorry, I don't like it.
Could I have a Coke please?
There are none.
Coffee with cream, please?
To serve you.

Common Songs (sung in devotionals and church)

Creo En Ti

Quiero levantar a ti mis manos
Maravilloso Jesús, milagroso Señor
Llena este lugar de tu presencia
Y has descender tu poder
A los que estamos aquí

Creo en ti, Jesús; Y en lo que harás en mí (x2)
En mí, en mí

Recibe toda la gloria, recibe toda la honra; Precioso Hijo de Dios (x2)

El es el Rey

El es el Rey de reyes
El es Señor de señores
Se llama Cristo, Cristo, Cristo Cristo
El es el Rey

No Hay Otro

No hay otro como tú, Oh Señor
No hay otro como tú, Oh Señor
Tu amor y tu bondad permanecen eternamente
No hay otro como tú, Oh Señor

Dios Ha Sido Bueno

Dios ha sido bueno (x3)
Bueno es Dios

Renuévame

Renuévame Señor Jesús
Ya no quiero ser igual
Renuévame Señor Jesús
Pon en mí tu corazón

Porque todo lo que hay dentro de mí
Necesita ser cambiado Señor
Porque todo lo que hay dentro de mi corazón
Necesita más de ti

Mereces la Gloria

Mereces la gloria y la honra
Levantamos nuestras manos
Adorándote Señor

Mereces la gloria y la honra
Levantamos nuestras manos
Adorándote Señor

Altísimo, milagroso Salvador
No hay nadie como tu
No hay nadie como tu

Gracias

Me has tomado en tus brazos
Y me has dado salvación
De tu amor has derramado
En mi corazón
No sabré agradecerte
Lo que has hecho por mí
Solo puedo darte ahora
Mi canción

Gracias, gracias Señor
Gracias mi Señor Jesús

En la cruz diste tu vida
Entregaste todo ahí
Vida eterna regalaste
Al morir
Por tu sangre tengo entrada
Ante el trono celestial
Puedo entrar con confianza
Ante ti

Addendum A

Required Forms for Short-Term Missions

Guidelines for completing attached forms

| To be filled out by: | Release Form | Release Agreement | Consent Letter |
|---|--------------|-------------------|----------------|
| Team Leader(s) | | X | |
| Adults (19 yrs. or older) | | X | |
| Parents/Guardians (when one or neither parent is travelling with child) | X | X | X |
| Parents/Guardians (when both parents are travelling with child) | X | X | |
| Team members under 19 yrs. of age | | X | |

Note for Team Leaders:

Please retain and carry all Consent Letters for the duration of your mission's trip as these forms may be required at airports.

Please return the Release Forms and the Release Agreements to the Impact Ministries office for our records.

All forms must be filled out completely with the necessary signatures.

Release Form

To be filled in by parent(s) or legal guardian(s):

I/We, _____, the parents(s) or legal guardian(s) of _____ do hereby request that the said student participant in an excursion to being organized by Impact Ministries and which will occur between the dates of _____ and _____. The adult chaperones for this trip who will accompany the student(s) are:

- (1) _____ (2) _____
- (3) _____ (4) _____

I/We, do hereby release and forever discharge Impact Ministries, their employees, volunteers, agents, representatives, successors and assigns of and from any actions, causes of action, demands and for liabilities of whatever nature and kind which might arise from the participation of the said minor in the said excursion, including any actions, cause of action, demands, claims and/or liabilities for personal injury, illness, property damage, financial loss or injury or damages of any kind whatsoever, foreseen or unforeseen, which might be sustained by the said student or myself/ourselves, or any other family members or dependents, as a result of the participation of the said students in the said excursion. It is my/our intention that this agreement be binding on myself/ourselves and on any and all executors, administrators, heirs and assigns of myself/ourselves and the said student.

I/We also hereby agree to indemnify the Impact Ministries for, on account of or by reason of any claims advanced against Impact Ministries arising out of participation of the said student in the said excursion.

I/We also hereby fully consent to the travel of the said student accompanied by the named chaperones on this document.

Dated:

This _____ day of _____, 20_____

Parent/Legal Guardian: _____

Parent/Legal Guardian: _____

Participant: _____

Witness: _____

Release Agreement

I/We do hereby release Impact Ministries, its agents, employees and volunteer assistants from any liability whatsoever arising out of any injury, damage or loss which may be sustained by the applicant during the course of involvement with Impact Ministries.

Participant's Signature: _____ Date: _____

If the participant is under 19 years of age, signature of parent or responsible party is required.

Signature: _____ Date: _____

Consent For Treatment

In case of accident or serious illness, I/We hereby agree to the performance of such treatment, anesthetics and procedures as deemed necessary in the opinion of the attending physician.

Participant's Signature: _____ Date: _____

If the participant is under 19 years of age, signature of parent or responsible party is required.

Signature: _____ Date: _____

Statement of Consent

If accepted, I will abide by the spirit and guidelines of Impact Ministries.

Participant's Signature: _____ Date: _____

Consent Letter

To Whom it May Concern:

I (We) _____ am (are)

Full Name(s) of custodial and/or non-custodial parent(s)

the _____ of _____

Lawful custodial parent and/or non-custodial parent(s) or legal guardian(s)

Child's Full Name

| | |
|---|--|
| Date of Birth | |
| Place of Birth | |
| Canadian Passport Number | |
| Date of Issuance of Canadian Passport (<i>dd/mm/yy</i>) | |
| Place of Issuance of Canadian Passport | |

_____ has my (our) consent to travel with:

Child's Full Name

| | |
|--|--|
| Full Name of Accompanying Chaperone | |
| Canadian Passport Number | |
| Date of Issuance of Canadian Passport (DD/MM/YY) | |
| Place of Issuance of Canadian Passport | |

| | |
|--|--|
| Full Name of Accompanying Chaperone | |
| Canadian Passport Number | |
| Date of Issuance of Canadian Passport (DD/MM/YY) | |
| Place of Issuance of Canadian Passport | |

| | |
|--|--|
| Full Name of Accompanying Chaperone | |
| Canadian Passport Number | |
| Date of Issuance of Canadian Passport (DD/MM/YY) | |
| Place of Issuance of Canadian Passport | |

| | |
|--|--|
| Full Name of Accompanying Chaperone | |
| Canadian Passport Number | |
| Date of Issuance of Canadian Passport (DD/MM/YY) | |
| Place of Issuance of Canadian Passport | |

| | |
|--|--|
| Full Name of Accompanying Chaperone | |
| Canadian Passport Number | |
| Date of Issuance of Canadian Passport (DD/MM/YY) | |
| Place of Issuance of Canadian Passport | |

To visit Guatemala during the period of _____ to _____. During that
Dates of Travel: Departure and Return
 period, _____ will be residing with Impact Ministries
Child's Full Name
 at the following address:

| | |
|--|----------------------------------|
| Number/Street Address and Apartment Number: | Km 184.5 Carretera a Coban |
| City, Province/State, Country | Tactic, Alta Vera Paz, Guatemala |
| Telephone and Fax Numbers (Work & Residence) | (502) 5318-0514 |

Any questions regarding this consent letter can be directed to the undersigned at:

| | |
|--|--|
| Number/Street Address and Apartment Number: | |
| City, Province/State, Country | |
| Telephone and Fax Numbers (Work & Residence) | |

Full Name(s) and Signature(s) of Custodial Parent, and/or Non-custodial Parent(s) or Legal Guardian(s):

| | |
|-------------------|-------------------|
| (Father): _____ | (Mother): _____ |
| <i>Print Name</i> | <i>Print Name</i> |
| _____ | _____ |
| <i>Signature</i> | <i>Signature</i> |
| _____ | _____ |
| <i>Date</i> | <i>Date</i> |

Signed before me, _____

| | |
|--------------------------------|-------------------------|
| <i>Printed Name of Witness</i> | <i>Name of Location</i> |
|--------------------------------|-------------------------|

| | |
|------------------------|-------------|
| Signature: _____ | _____ |
| <i>Name of Witness</i> | <i>Date</i> |