

# SHORT-TERM MISSION TEAM LEADER SUPPLEMENT



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## INTRODUCTION

### *Let the Adventure Begin*

Thank you for being willing to lead a team! It will be an exciting few months ahead as you prepare your team for this adventure. We will work closely together with you each step of the way. We will also be praying for you from now until the trip is over. Our prayers for you are that the Lord will give you much wisdom with each decision you face, strength to accomplish the many tasks, favour and rapport in the eyes of the team members and a great joy as you participate in what God is doing in and through this team.

This package is meant as a supplement to the Short-term Missions Handbook, which you should read thoroughly before your first team meeting. The notes below are intended to give you a detailed look at some of the duties of a team leader as well as provide you with some insight into Impact Ministries' expectations of your team. Your main contact person will be Bev Crozier at [teams@impactministries.ca](mailto:teams@impactministries.ca). Bev will coordinate all of the details of your flights and be the liaison between you and your Guatemalan hosts.

It is going to take time and energy to coordinate your team, but this is an investment that pays huge dividends. We strongly suggest that you have regular team meetings where you go through the handbook together and work through the activities. This will not only ensure that all team members have read the handbook, it will also build your group dynamic and allow team members to ask questions and discuss the information presented.

### *Why Short-Term Missions?*

“Guiding people toward a greater understanding of God’s mission and their role in it is crucial in helping them see the ‘big picture.’ It is through the desire to be a part of something larger than ourselves that we find purpose and meaning in our lives.” Touch the World, 2003.

How do we help others do this? We must begin with ourselves. We need to examine our own lives first, then look for ways to share with others what we have learned.

Being a Christian is all about building relationships. Leading a short-term missions team is a living out of this. Our personal relationship with God is enriched when we give of ourselves in short-term missions (Jeremiah 1:5, Psalm 139).

### *Short-term Mission Trip Goals*

1. To develop a missions consciousness in the team members so that they would have the heart of Christ for the lost and the compassion of Christ for those in need.  
To give opportunity for the Lord Jesus to work:
  - i. in their hearts,
  - ii. through their hearts
  - iii. in the hearts of those being ministered to
2. To experience the culture of a developing nation and the role of the body of Christ in that society.
3. To develop an understanding of what God is calling Christians to be and to incorporate the call of missions into personal career and ministry planning.

### **Role of the Team Leader in Guatemala**

Upon arrival in Guatemala, the team leader works closely with Impact Ministries' staff and communicates plans and objectives to the team. Impact Ministries' staff will consult with the team leader regarding matters of planning, discipline, safety and spiritual direction for the team.

It is the team leader's responsibility to coordinate the following in-country tasks:

- collection of passports and money
- distribution of money
- evening curfews
- wake-up times
- dress code enforcement
- oversight of work projects
- sleeping arrangements/room assignments
- van assignments
- oversight of the team's participation at children's ministry
- leadership of the team's participation at evangelistic meetings
- structure of serving and cleaning up from meals, etc.

Impact Ministries works cooperatively with the team leader and many of the duties will be delegated to chaperones and/or team members, but it is the team leader's job to make sure everything is in place.

It is the team leader that will deal directly with the individual team members in regards to any interpersonal or other problems that may arise. The chaperones should act as an extra set of eyes and ears and should alert the team leader of any concerns, but it is the team leader who will decide on the best course of action.

Medical decisions for minors who do not have their parents accompanying them are also the responsibility of the team leader as parents have given over their right to make decisions on behalf of their child to the leader of the team. This would include dispensing medicine to team members, responding to emergency first aid situations, and deciding if minors require a doctor's care.

Devotional times and debriefings are planned together between the team leader and the Impact Ministries' staff working with the team.

The most powerful way to sow into the lives of the team members is to pray for them. Start now, holding them up regularly. The Lord will reveal to you how to pray and this is an awesome way for your ministry toward them to begin. Also while in Guatemala, pray continually that the Lord will reveal Himself to them and that they will recognize His authority in their lives.

## **PREPARING YOUR TEAM PRIOR TO THE TRIP**

### **Applications, Recommendations and Deposits**

As the team leader, you will be required to manage a number of tasks for the Impact Ministries office.

#### *Booking Your Team*

You will need to call the Team Coordinator in the Canada office to book a date for your team. A team deposit of \$1000 is required to secure a space on the calendar. You will be required to submit half of the team deposit (\$500) when you first secure your date. The remaining half of the team deposit (\$500) should be paid 10 months prior to departure. All deposits should be paid through your sending organization (your church or school) and are non-refundable and non-transferable.

### *Distributing Application Forms and Recommendation Forms*

As team leader, you can choose to either print off enough copies of the Impact Ministries Short-Term Missions application forms and Recommendation forms from the website or direct your team members to the website to print these off for themselves. An application is not considered complete by the Canada office until a completed application form has been. A completed application form includes the individual deposit (\$100) and the completed recommendation form.

*Note: Please collect all individual deposits and then have your sending organization write one cheque payable to Impact Ministries for the entire amount. The \$100 application fee per team member is submitted in addition to the team deposit listed above.*

You can determine if you want to receive the recommendation forms or have them sent directly to the Impact office. Please remember that the information contained within this form is confidential and if you choose to retain a copy, it should be destroyed once your trip is complete.

### *Guidelines for Selecting Potential Team Members*

Impact Ministries requires that all members of short term mission teams have a Christian testimony; demonstrate a desire to live out their testimony; and demonstrate a willingness to serve others. As a team leader, it is your responsibility to ensure the team you put together meets the expectations we have as a ministry.

The following list of questions should help you determine whether or not a candidate meets the above ministry expectations.

- Does the applicant currently attend/serve/minister in their local church?
- Are they in good standing with their pastor/youth pastor? Does he/she recommend their participation in this missions trip?
- Is the applicant teachable? Do they have a history of complying with standards and regulations that are set out for them?
- How does the applicant respond to correction?
- Does the applicant have a capacity of adjusting to new cultural and social settings? Are they flexible?
- Do they have a history of being aware/sensitive to the needs of others? Are they egocentric to a point of disrupting team dynamics and team spirit?

### **Flights**

Flights for your team should not be secured until the applications have been approved by Impact Ministries. An application is not complete without a completed Recommendation Form, so it is important to stay in touch with the Canada office so you know what your group is missing. Once approved, you can make your own flight arrangements for the dates given you by the Impact Ministries Team Coordinator, or Impact Ministries can book flights on your behalf.

If there are any changes to your team's flight itinerary, please notify the Impact Ministries Team Coordinator so that your Guatemalan hosts are aware of the change.

### **Team Meetings**

Once your team has been established, it would be good if you could meet on a regular basis to prepare for your short-term missions experience. Impact Ministries does expect that Team Leaders have gone through the handbook with their teams, ensuring that everyone understands its contents and completes all the required tasks in a timely fashion.

Your team meetings are also great opportunities for the group to get to know one another through preparing for children's ministry, sharing testimonies and spending time in prayer.

### *How to prepare for a team meeting:*

- Prepare a meeting agenda to handout.
  - This will give the team a good idea of what you want to accomplish at the meeting and will help keep your meeting on track.
- Have the following documents available to distribute.
  - Impact Ministries Short-term Missions Handbook
  - Applications Forms
  - Recommendation Forms
- Each meeting should consist of some or all of the following:
  - Handbook
    - General information
    - A devotional
    - A little Spanish
  - Children's Ministry/Evangelism
    - Discuss ideas
    - Prepare
  - Fundraising
    - Ideas
    - Progress reports
  - Question and sharing time
    - Share testimonies
  - Tasks/Timeline
    - What needs to be accomplished prior to next meeting?
  - Prayer time
    - Praise reports
    - Prayer requests
  - Date of next meeting

### **Relationships Within Your Team**

It is very important that your team gel together and have unity as you prepare. You can help facilitate this by spending time at each meeting sharing prayer requests and praying for one another. Also, by sharing personal testimonies with the group, each member will find they come to know the others more personally.

One caution that team leaders must address with the team is that of non-marital male-female relationships. This is touched on in the Orientation Package as well as the handbook, but it is essential that team members understand and comply with the guidelines set out by Impact Ministries. 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 very limited physical contact. Team members must be willing to adhere to this standard while in Guatemala.

### **Fundraising**

Not all teams do fundraising to help pay for their missions trip, but the following is a list of fundraising activities that have proven successful:

- Making and selling pies

- Bottle drives
- Garage sales
- Talent shows
- Auctions
- Hotdog sales
- Chili and a bun lunch after church
- Church dinners (Valentine's Day, Christmas, etc)

### **Financial Tracking**

It is the team leader's responsibility to track the financial status of all team members. Impact Ministries can give you suggestions on how to do this, but will not manage individual accounts for team members. Also, payments should be made to Impact Ministries from the sponsoring organization, not individuals. This way the sponsoring organization can receipt the monies collected.

### **Passport Requirements**

A valid passport is needed to enter and leave Guatemala. Most countries require foreign visitors to have passports. Guatemala requires the passport be valid at least 6 months past the date of entry. Direct your team members to the website where all the necessary forms are available.

<http://www.ppt.gc.ca/form/index.aspx>

As soon as team members receive their passports, be sure to collect a photocopy, just in case they lose their original during the trip. Keep these, along with any other travel documents, in a binder which you can access at all times while travelling.

If team members are not Canadian or American citizens, they may require a visa to land in the United States or to enter Guatemala

### **Church Support**

If your group is from one church, as the team leader, you should speak with your pastor about sharing with the congregation. It is always better that the group share rather than that individuals share at different times.

It will also be your job to remind the church leadership a few Sundays before your departure so that they can pray for the group your last Sunday service before you depart.

### **Prayer partners**

It is wonderful if each team member can have 1 or 2 people designated as prayer partners. They will need a copy of the Prayer Partner Manual, and you may obtain these from the Impact Ministries office or website. A prayer partner provides support before, during and after the short-term missions trip and helps to ensure a positive, growing experience for the participant.

### **Support Letters**

Sending letters requesting prayer and financial support can be turned into a group activity. Everyone can bring their letters, stamps and envelopes to a team meeting. Spend a part of the evening addressing, stuffing, and sealing the letters. Once they are ready to be mailed, the group can pray over them and ask a blessing on all those who are being given an opportunity to partner in the missions trip. Letters should be sent out well in advance of the trip (4-6 months).

### Testimonies

To give team members practice and confidence sharing their testimony, ask one or two to share with the group at each group meeting. This is also a great team builder and a way to help the team bond.

### Spanish

If you have someone in your community who is fluent in Spanish, invite them to a few of your team meetings to go over a small Spanish lesson with you. If there is a Spanish church in your community, it is very beneficial to visit them and get a taste of what it is like to be surrounded by Spanish speakers.

### Medical Care/Insurance

Impact Ministries requires that all team members have travel medical insurance with coverage above the standard personal medical insurance. North Americans with travel medical insurance will have access to excellent medical facilities. You should collect a copy of all coverage information (policy company name and #) and forward this to Impact Ministries.

### Immunizations/Medications

Each team member is responsible for their own immunizations. Call the Travel Medicine and Vaccination Center for your area for more information. They will present you with all of the information you need to make decisions regarding immunizations.

### Packing the Duffles with Items to Give Away

Most airlines will allow each traveler to bring 2 pieces of luggage to check-in (maximum 50lbs/62" combined) (**Note – Some airlines charge for the second piece of luggage. In this case it is not an obligation that each team member bring two pieces of luggage.**). Impact Ministries asks that only 1 of the 2 pieces of check-in luggage is used for personal items; the second bag should be filled with items to give away.

When packing the bags, be sure to weigh them and clearly label the contents of each bag. The following is a list of suggested items:

- Children's ministry items
- Small, clean stuffed toys for the hospital
- Baby layettes for the hospital
- Shoes (nothing over an adult 8 ½ or 9 please)
- Children's clothing
- Men's clothing
- Women's cardigan sweaters
- Blankets and towels
- School supplies, ie. Notebooks, markers, crayons, pens, pencils, whiteboard markers, scissors, paper clips, etc. etc. etc.

Contact the Impact Ministries Team Coordinator at [teams@impactministries.ca](mailto:teams@impactministries.ca) for a list of items that are in current demand

## **SPIRITUAL/MINISTRY PREPARATION**

### How to Get Ready

This trip can be a great spiritual stretching experience. With this in mind, it is important that you as a leader get into good spiritual shape. This will require individual discipline on your part.

As a team leader, it is also critical for you to encourage your team members to spend time preparing spiritually and to regularly pray for your team members by name. Seek the Lord's guidance and wisdom as to how to lead in a way that glorifies Him.

It may be helpful at team meetings to discuss the Devotionals in the Handbook in an effort to familiarize the group in sharing things of a spiritual nature with one another.

### **The Importance of Prayer**

Psalm 5; Habakkuk 3: 17-19; 1 Corinthians 2: 1-5; 2 Corinthians 5: 14-21

These Scriptures are very important when it comes to missions work. It is critical to pray in advance of this trip. Because you are going in the Name of the Lord, and are making yourselves available for all that He chooses for you, your efforts will not be in vain. He promises to hear your voice and respond. He says He will bless the righteous and surround them with blessings and protection. He desires your success for His glory and to further His Kingdom.

## **MENTAL PREPARATION**

### **What to Be Prepared For**

1. Flexibility
  - North Americans are accustomed to having things well planned and working on schedule. Impact Ministries will work hard to have things prepared and well planned for your team, but in a developing country, such as Guatemala, there are many factors that are out of our control that can affect and alter our schedules. Prepare team members to be flexible. (ie. Strong winds will cause an oak tree to snap but the bamboo, being flexible will bend)
2. A Learning, Growing and Stretching Experience
  - God has a plan for you and your team members. It is good to rest in His sovereignty. You will be ministering to others and at the same time God will minister to you and your team in amazing ways.

## **ON THE WAY**

### **To The Airport**

- make arrangements for transportation to the airport
- make sure that you know which team members are making their own way to the airport
- tell team members to meet you at the departure gate three hours ahead of departure time
- if you are using a bus or a van, have alternate transportation vehicles standing ready in case of mechanical troubles
- if you have to travel quite a distance, it is wise to have someone at the other end ready to come and transport you from the halfway point in the case of an emergency
- set your departure time with plenty of spare time for delays or emergencies

### **At The Airport**

- have everyone gather as a group

- have everyone fill out customs declaration forms
- approach the departure gate by yourself, as team leader, and inform them that you have a group. Ask them how they would like to handle it. They may want you to collect all the passports, tickets and custom forms and handle all the transactions through you. On the other hand, they may want your group to go through individually, maybe all past one clerk.
- at each line up, appoint a person to ‘go through’ first and to gather the group on the other side.
- always count the group before leaving an area
- stay together as a group at all times
- have the team members tell you if they are using the washroom
- if your scheduled flight is overbooked and they are informing you that not everyone in your group may be able to board, hold the entire group back and refuse to allow some to board until you are assured that all will be able to board; this is your legal contractual right.
- count the team members as they board the airplane and only board yourself once they are all on

### **On the Airplane**

- As soon as the seat belt signs are turned off, go and check on everyone to make sure that no one is unhappy; especially any girls that may be sitting beside strangers that make them feel uncomfortable. In such an instance you may offer to exchange seats with the girl.
- Inform all team members that when they disembark from the airplane they should rally at the first opportunity. No team member is to go ahead by themselves.
- On the airplane that flies you into Guatemala, each person will receive a tourist card. Under purpose for the trip, ensure that each team member fills in ‘tourist’. Under destination address, fill in “Tactic, AV”.

### **On Arrival at the Guatemalan Airport**

- At the end of the long hallway there are several passport control booths. Have team members ready to present their passport and tourist card to the official. They most likely will not speak to you, as they will assume that you do not speak Spanish.
- Once you pass through these booths you will enter the baggage pick-up room. Gather the group in one place and have them collect their luggage to this spot. Make sure to stay with your luggage at all times.
- Once all the luggage has been collected by the group, go straight through the glass doors; do not stop at the table to the side where bags are being checked unless you are directed by an official to do so. Your Guatemalan hosts or Impact Ministry Co-ordinators will be there watching for you.
- From here you will proceed out of the doors and onto the street. There will be many people outside. Some of them will approach you and offer to help you with your luggage, for a fee. Politely decline them. They are determined to get some work...so you will have to be firm.

At this point the Guatemalan hosts and Impact Ministries’ Co-ordinators will assume the responsibility for the team and you can now RELAX and ENJOY yourself. Attached is a copy of Les’ “Last Minute Instructions.” An updated version of these instructions will be emailed to you a few days prior to your departure. Print out that email and take it along with you. It is a list of things/reminders that will help make your journey a little more stress free!

## **GENERAL INFORMATION ABOUT GUATEMALA**

### **Climate/Clothes**

Tactic, Alta Verapaz, Guatemala may be warm during the day, but nights can be damp and cool. Being prepared for these two extremes is important, so be sure your team members pack light jackets for the cool evenings and sunscreen for the hot afternoons. If you have rain gear and gum boots, those are also good items to bring along.

Impact Ministries has taken great care in developing a dress code that enables them to work effectively among the indigenous peoples of rural Guatemala. As the team leader, it will be important for you to not only enforce the dress code as presented in the handbook, but also to understand and affirm the rationale behind it. Just because female team members may not wear shorts while in Guatemala, does not mean that wearing shorts is wrong. It simply means that wearing shorts, sleeveless tops, or short skirts, may be offensive to some of the Guatemalan brothers and sisters that you are there to bless. This could damage your opportunity to minister to them and may tarnish Impact Ministries reputation in that community.

Some things that appear neutral in North American culture, carry very significant meaning in Guatemala. Take, for example, tattoos. In North America, many Christians have tattoos and display them openly. In Guatemala, if you have a tattoo it means you are a member of a gang or you have been in prison; either way, you are someone to stay away from. As a visitor to Guatemala, you will not necessarily know all of these cultural connotations, so it is important for you to follow the dresscode as it is presented.

### **Lodging**

The team will stay in hotels, guesthouses, or Bible school dormitories. The facilities are clean with comfortable beds and modern bathrooms. When in the city, they are enclosed in a compound with 24 hour security.

When in Tactic, it will be tempting to be casual with security at the guest complex. It will be your responsibility, as team leader, to ensure everyone understands that doors and gates must be kept closed and locked. There is not a huge risk to the personal safety of the team in Tactic; however, the people are very poor and if the door is open, they may come in to see what they can take and sell or trade for food.

As most teams consist of both males and females, it is also important to protect privacy. We ask that men are not allowed into women's rooms and vice versa. This is a proactive way to ensure you don't have an uncomfortable situation to deal with in Guatemala and it provides a level of protection for your team members' reputations.

### **Meals**

The team will experience the full spectrum of cuisine, including North American fast food and traditional tortillas and beans. In many cases team members will be given choices to suit their taste. Please ensure your team does not take more food on their plate than they are prepared to eat. Many go hungry in Guatemala every day and it is an insult to your hosts to throw food into the trash. It is better to take a small portion and then go back for seconds.

There may also be times when the team will be served food prepared for them by a host family or a church where they are doing children's ministry or evangelism. It is critical at these times that the team eats or drinks whatever is served. The people you will be working with are very poor and the food you are offered is their very best. In Guatemala, it is rude to refuse such an offer of food. In fact, the relationships you are trying to build can be ruined by team members refusing to eat the food offered.

As a team leader, it is your task to remind team members that the tap water in Guatemala is **not** safe to drink. Bottled water will be provided and should be used for drinking and brushing teeth.

### **Translators**

As a team leader you will be accompanied by a translator who will help you communicate. Translators will be available during times when the team is sharing testimonies, communicating with people at the work site, leading children's ministry and during tourist activities.

### **Itinerary**

Be sure your team members understand that this is not a holiday. They will participate in many enjoyable experiences and activities; however, the primary focus is to be a "missionary" and to give of yourselves to the people of Guatemala.

The team will be involved in several main activities:

- Work projects
- Children's Ministry (Preparation for these times of ministry should occur during your team planning sessions.)
- Home Visits
- School Visits
- Hospital Visitation
- Daily devotional, debriefing and team building.
- Sightseeing.

Details about these activities and how to prepare for them follow in this supplement.

### **Sharing in Church**

We will be called upon to share a song, Scripture verse or testify in various ministry meetings. Prepare your team to accept this challenge. Spiritually significant things happen in your team member's lives when they allow themselves to be pushed outside of their comfort zone! When the invitation is made to share, encourage them to jump at the chance; it feels so good to give testimony of how great our God is!

### **Evangelism and Children's Ministry**

Your team should develop various ministry skills such as music, drama, mime, testimony, etc.

Children's ministry in Guatemala can be one of the most enjoyable times for your team and for the Guatemalan children if you are well prepared. You should expect to have 3 days set aside for children's ministry, each day with approximately 3 hours. It is helpful to time what you have planned so you know how long each part will take.

Children's ministry may consist of a combination of the following activities: singing, storytelling, short Spanish Biblical movie, Scripture memory verses, crafts, colouring sheets, puppet plays, games, dramas, etc. Keep in mind, however, that electricity is not always available, so have a plan B in case there is no power (ie/ tell a story – plan B – instead of showing a movie – plan A). It is very helpful if all of the supplies you need for children's ministry are packed in two or three duffel bags, clearly marked, "Children's Ministry." This will make locating necessary items much simpler.

The following is a list of suggestions that should help you as you plan your activities.

- Always plan for more children than you think you are going to have.
  - There is an abundance of children in Guatemala and when they hear that Canadians are coming, they will walk a long distance to see you.
  - You can expect anywhere between 50 and 150 children per day.

- Plan crafts that are not too simple, but not too complicated.
  - 4-5 steps is probably enough
  - If it is a little more difficult, you should have an alternative craft for the younger children.
- Glue sticks don't seem to work well in Guatemala because of the humidity; liquid glue is better.
  - You can buy a large jug of glue and then use small Ziploc baggies to put glue in. Cut the tip of one corner off and squeeze the glue out.
- Bring everything along that you might need.
  - Scissors, glue, pencils, pens, crayons, etc. Supplies are short in Guatemala and if you don't bring it along, you probably won't have it.
- Put crayons into ice cream pails or heavy duty large zip lock bags.
  - Easy to distribute and collect
  - Two full gallon pails or 4 large zip lock bags should be enough crayons.
- Photocopy colouring sheets to go along with your craft
  - This helps keep the kids busy as they are waiting for supplies to be handed out.
  - It is also a good back up in case more children come than you anticipated and you don't have enough craft supplies.
- Package your crafts supplies in large zip lock bags that have everything needed for 10 children.
  - This makes for easy counting of supplies and easy distribution.
  - One team member can gather 10 kids and sit them in a circle and do the craft together.
- If you are planning to play games, keep them simple, as complicated instructions often don't translate well and kids will either get confused or lose interest. Also, if you need any supplies or balls, you'll have to bring them along. A soccer ball and pump make a wonderful gift for the host of your children's ministry.
  - Balloon relay
  - Duck, duck, goose (pato, pato, ganzo)
  - Three-legged race
  - Soccer
  - Skipping

### Hospital Visitation

When you are in Guatemala, you will have the opportunity to visit the public hospital in Cobán, the capital city of Alta Verapaz. This hospital is the main hospital for an entire department (province), yet it is only able to accommodate 1 surgery per day, the majority of its equipment is outdated, and it is usually short on common supplies that we would take for granted.

Your visit to the children's ward and the maternity ward is a huge blessing both to the people you visit and the staff of the hospital. In the children's ward, you will have the opportunity to pray for those who are sick and their families, and give the sick children a small gift. In the maternity ward, you will have the opportunity to pray for the new babies and give the new moms a small gift.

#### *Items to give as gifts in the children's ward:*

The children in the children's ward can range in age from under 1 year to 12 or 13. A stuffed toy to hug and cuddle is an appropriate gift. Your team should come prepared with 30 – 40 clean, small, soft, pleasant looking stuffed toys to give away.

*Items to give as gifts/layettes in the maternity ward:*

Many of the new moms may not have anything to put on their baby to take them home. What you give them could be what their new baby wears out of the hospital. With that in mind, try to collect newborn sized sleepers, diapers, receiving blankets, baby toys, small hats, booties, etc. Used items are fine, but be sure they are laundered and free of stains. A few other items that are nice to add to a layette are hotel sized soaps, shampoos, lotions, etc. If you are able to purchase Spanish Bibles or Tracts, these are also good additions to the maternity layettes. Please keep these packages small and simple. A description of an acceptable layette is in the Team Member's Handbook.

Be prepared to give a gift to ladies who have lost their babies; they are in the same ward and it is nice to pray with them in their time of mourning and give them a Bible and some personal hygiene items.

Some teams sew fabric bags to place the layette items in, while others use the receiving blankets to wrap the items up in. You can determine the best way to do this. Your team should be prepared with 30 - 40 layettes and 2 – 3 gifts for grieving moms. If you do not give them all away, you can be sure that Impact Ministries will distribute whatever is left.

*Packing for the Hospital*

It is very helpful if all of the stuffed toys and layettes are packed into two or three duffle bags clearly marked, "Hospital." This saves a great deal of time and energy digging through the duffels after you arrive and trying to gather up all of the items you want to give away.

**Sponsor Children and Home Visitation**

Child sponsorship is an integral part of the work of Impact Ministries. Their goal is to have all 1200 students in their 6 schools and 1 afternoon project sponsored by North American families. Sponsorship costs \$34 a month and has an incredible impact on a child's life and their family. Please visit the Impact Ministries website for more information about sponsorship and share what you learn with your team.

You may have team members who are already sponsors, or be approached by others who have sponsor children and desire to send a gift along with you. Please be sure to put the gifts in individual bags that will be able to withstand the travel. Ensure that the child's full name and sponsorship number are clearly marked on the outside of the bag. This is critical; without the correct and complete information, it is very difficult to find the right child.

Team members who are already sponsors and those wanting to become sponsors will have an opportunity to visit their sponsor child in their home and present them with a gift.

Your team may also visit other families while you are in the Tactic area. An Impact Ministries' staff will sort through the items you bring to give away and prepare an appropriate package/gift for the families you visit. This is a very special part of your time in Guatemala, as you bless those less fortunate than you.

**Giving to the Needy**

It is always important to understand the community within which you are ministering prior to giving things or money away. Guatemalans do not think the way North Americans do. They have a very different world view. North Americans tend to use their resources to give immediate and temporary relief to perceived problems. The North American "quick fix" may in fact, in the long term, do more damage than good. Impact Ministries is working among the Guatemalan people seeking long term solutions to problems that have been in the making for generations.

Unless giving is done within the context of developing relationships, it will be harmful to both the person giving the gift and the person receiving. Therefore, we give every gift with a determined purpose

and with great care. Short-term mission team members must resist the temptation of “throwing money and resources” at perceived problems. It is imperative that they permit Impact Ministry staff to guide them in their giving so that long term goals can be accomplished and God’s purposes can be fulfilled.

As team members form special friendships with Guatemalan brothers and sisters they may desire to bless them in a special way. Again, we must ask that you permit Impact Ministries’ staff to guide in giving even to the wonderful staff that works closely with teams. Unintentionally, well meaning team members have created grave problems and caused heartache by blessing one and leaving another out. Guatemalan Impact Ministries’ staff have been instructed not to ask team members for favours. Please help them by respecting this guideline.

We recommend every team leader to read the first 70 pages of the book: When Helping Hurts by Steve Corbett and Brian Fikkert; Moody Publishers

## **IN CLOSING**

Thank you for your willingness to take on the task of leading this team. We know that it is God’s desire to touch many hearts and change eternal destinies through this experience. We look forward to this wonderful opportunity of serving God together with you.

## APPENDIX ONE: THE DO'S AND DON'TS

### DON'T...

1. ...drink the water from the tap.
  - a. Use bottled water even when you brush your teeth.
  - b. The **only** exception to this is if you stay at SETECA in Guatemala City.
    - i. This facility has its own water system and the water from the tap there is safe to drink.
2. ...take medication without first drinking a good dose of water.
  - a. Often a headache, dizziness, or upset stomach will be alleviated by hydrating your system.
3. ...leave the doors to the guest house ajar even when you are inside.
  - a. Strangers may wander in and surprise you and you do not have the language capacity to deal with this.
4. ...leave unsealed food in rooms.
  - a. Ants are alive and well in Guatemala and they are hungry!
5. ...flush the toilet paper (or any feminine hygiene products).
  - a. The septic system cannot handle the load and it will back up.
6. ...give out email addresses to people while in Guatemala.
7. ...give out information about where we are going or how long we will be there.
  - a. Guatemala is a poor country and North Americans are rich in comparison, making them a good target for theft.
8. ...take out a wad of cash and count it publically.
  - a. This is a poor country and people do desperate things to feed their family, including pick pocketing and mugging.
9. ...assume you, as a pedestrian, have any rights.
  - a. The vehicle always has the right of way!
  - b. Be extremely careful when walking on the road or crossing the road.

### DO...

1. ...drink plenty of purified water.
  - a. When your body is well hydrated, everything works better.
2. ...close doors to guest house and lock up when you leave.
3. ...fold the toilet paper over before putting it in the trash – this is called the “courtesy fold!”
4. ...create teams for washing dishes and rotate
  - a. You need 4-5 people on a team
    - i. 2 washers
    - ii. 1 rinser
    - iii. 2 dryers/put aways
5. ...wash your hands regularly and especially before putting anything in your mouth.
  - a. This will help you stay healthy while in Guatemala.
  - b. You should wet your hands and then take some soap and vigorously scrub for a count of 10 prior to rinsing.
6. ...wear sunscreen and hats.
  - a. You may not feel hot, but the sun is much more intense here and sun/heat stroke is common.
  - b. Your best protection is a good sunscreen, a hat, and plenty of fluids.
    - i. Particularly sensitive areas are the ears and back of neck.
7. ...keep track of all medications you have taken and be sure the team leader knows the “what,” “when” and “how much,” just in case of an emergency.

## APPENDIX TWO: THE “HOW TO” LIST

1. Wash dishes in the pila
  - a. Fill the center section  $\frac{3}{4}$  full of water
    - i. No dirty dishes go in this water
    - ii. Scoop this water over onto the dishes in the side sections
  - b. Fill a large bucket  $\frac{1}{2}$  full of water and add about  $\frac{1}{8}$  cup of bleach
    - i. This is to be used for the final rinse
  - c. Stack all dishes in the two side sinks
  - d. Use the green scrubbers and tub of solid soap to wash the dishes, scooping water from the center section over to the sides
  - e. Rinse off soap (still over the side sections)
  - f. Dip dishes into bucket of bleach water, then dry and put away
2. Get warm water in the shower
  - a. Slowly turn on the water and watch the light; when the light dims, stop
  - b. This is the pressure that the widow maker (the contraption on the shower spout) is able to warm the water.
  - c. CAUTION...don't touch the widow maker – it is a live electrical charge and you will get a shock. It is already set to the warmest setting.
3. Deal with loose stool and diarrhea
  - a. A little bit of loose stool is fine – do not take pepto or immodium for this. You are eating fresh food without preservatives and your body is able to process it much better than some of what you eat at home.
  - b. If your loose stool is accompanied by stomach cramps, take two pepto bismal tablets. This should relieve the discomfort.
  - c. If you experience diarrhea (liquidy, burning stool) for 24 hours, try one of the following:
    - i. take two immodium with lots of water and then one more tablet the next time you experience diarrhea. You can take up to 8 immodium in a 24 hour period.
    - ii. If it is fairly serious, take 1 immodium and 1 cyprofloxin. Follow this by an additional dose of cyprofloxin 8 hours later.
4. Deal with vomiting
  - a. After the first time, follow-up with small sips of fluids. Do not take any medication at this point. It may just be something your body needed to get rid of.
  - b. If it continues, try following up with gravol. If you are able to keep the gravol down (it takes 1 hour to take affect), you should feel better and can follow up with an additional gravol in 4 hours. Drinking water or Gatoraide is a good idea as you want to be careful not to dehydrate.
  - c. If it still persists, Cipro is an antibiotic specifically designed for intestinal infections and will help with persistent vomiting and/or persistent diarrhea.
5. Handle the breakfast routine
  - a. You will be eating breakfast at the guest house (casa Amarillo). There will be cereal, milk, yogurt, fruit, and bread/buns.
  - b. It is good to rinse off the fruit in diluted bleach water prior to cutting it.
  - c. You should follow the same routine for washing dishes here as at the Peter's house, except you can use the sink in the kitchen and dishes can be stacked in the drying rack.

## APPENDIX THREE: LAST MINUTE INSTRUCTIONS

In the last weeks before coming you will likely get an email with a set of “Last Minute Instructions.” Below is a sample of what is typically included.

### ***Greetings to Everyone on the Team!!!***

We are in for an exciting and enriching time. The Lord has many good things in store for us, and we are anticipating your arrival in Tactic.

Here are a few last minute instructions...

- 1) Don't pack your passport into your luggage! You will need it!
- 2) When in the airports:
  - a) Stick together as a group, act very respectfully to all officials. If one team member triggers an official's “nasty switch” it will make life difficult for you all. Just a reminder, it is a federal offense to joke about bombs, guns or weapons at any time in an airport.
  - b) The agent will ask you several questions.
    - i) “Did you personally pack these bags?” They want to know if a stranger packed any of the bags you are carrying. Your group packed these bags...yes, YOU packed them!
    - ii) “Have these bags been out of your possession at any time?” ...They have been with you and in your vehicles the whole time.
  - c) On the visa and customs declarations indicate you are traveling as a tourist and for pleasure purposes. This keeps things simple when you go through immigration and customs. You are short-term missionaries, but there is no category for this.
  - d) On the customs declaration... don't declare anything...because you are not taking anything into the country that is to be taxed. If they ask you what you have in the bags...just tell them that you have “clothes, blankets, toys, school supplies...**and other items to give away.**” With officials, it is best to just answer the questions they ask in the simplest way possible. If they want more details...they will ask.
- 3) Luggage
  - a) The airlines are continuously changing the rules regarding size and weight limits. Please check with your airline regarding weight and size limits. If your luggage is overweight or oversized, they may charge you an extra fee, or during embargo periods they may refuse the luggage.
  - b) Anything sharp in your carry-on will be confiscated i.e. nail clippers. If you have items like toothpaste, hair gel, cosmetics, shampoo, hand lotion in your carry-on. They must be in bottles of 3 oz or less and be together in a clear zip-lock bag. (see airline websites for details)
  - c) Aerosol spray or anything flammable is not permitted.
  - d) If you have cardboard boxes...it is best to put them into a duffel bag. The airlines may consider boxes without a “handle” to be cargo. Cargo, is given a lower priority, and if any luggage stays behind, the cargo comes off the plane first. Also, cardboard boxes, for some reason, draw the attention of customs officials. It is best not to bring boxes, and if you must, be sure that a handle has been made with rope and duct tape.
  - e) Please be very careful about medication that you are bringing with you. The customs agents in Guatemala have been clamping down on medication being brought into the country without proper approval. Until this year, many short-term medical ministries would bring all their medication along in their personal baggage. This presented some problems and everything is now being carefully screened. It is best if you can say that you are NOT bringing any medication. IF someone has a reasonable amount of medication for one person, they aren't worried. i.e. a full bottle of acetaminophen (Tylenol) is fine...even if it is a big bottle. If one person brings more than one bottle, it becomes a problem. Personal prescription medication is fine too...as long as it has the pharmacy labels and the name of the passenger.
  - f) **Please have the personal items that you will need for your first night in your carry-on. If you have bottles of shampoo tooth paste or liquids that are not permitted in your carry on, they should be packed to that they can be easily removed from your larger piece of luggage at the airport and transferred into your carryon once you have arrived in Guatemala.**
- 4) While traveling, try and stay away from junk food. Your stomach is going to be put “through the paces” and you will want to guard its stability as much as possible. Juices and grease free meals at regular intervals will help steady your digestive system as it faces the onslaught of long periods of travel, lack of sleep, high levels of adrenaline, and some anxiety and excitement. Take care of yourself, especially for the first few days.
- 5) We will begin our time in Guatemala by staying in a Theological Seminary in Guatemala City. It is in a very safe enclosed compound...running water (that you can drink, flush toilets, and showers that are hot ...some of the time)

If you have never done something like this before, and are a little anxious, this is normal. After two days your anxiety will be gone, and in a week, you will likely be wishing you could stay indefinitely.

It is no accident that you are a part of this team. God is bringing us together and He wants to use you to touch others. As you are open to Him, He will change you and give you a new vision and clearer perspective of His call on your life. Have an open heart and expect great things.

### **Team Leader checklist and information:**

- Do a passport check before you leave for the airport and before the team gets onto the airplane. Remind team members, that without a passport, they won't be going anywhere.

- Be sure you have signed copies of travel release forms and insurance form for each team member who is not legal age. This form is required if even one of the parents are not traveling with the team. Without a travel release form (found with the application package), a minor's travel may be restricted or terminated by immigration officials.

**Arrival in Guatemala – Team Leader Instructions:**

- 1) When you arrive in Guatemala, you will go down a long hallway to the immigration desks. If you are traveling with minors, you might wish to line up in such a way that one adult goes ahead, and one adult comes through last. This is a simple process...all you need to do is present your passport.
- 2) After this, you will need to collect your luggage. This will take a while.
  - a) Put all the duffle bags on the carts and gather everyone (and their luggage) together in the large open area.
  - b) After everyone has all their bags, **DO NOT LOOK FOR CUSTOMS**. Just head for the exit. There will be one person standing in front of the exit. Approach this person, give them your customs card and they may just wave you through.
  - c) IF the agent requests to scan your luggage...this is a quick and simple process that they are requesting of most travelers.
  - d) If you have any problems...ask to use a phone, and call me at Les' cellular number 5318-0514
- 3) When you pass through the final exit, and you look through the glass will see a large waiting area. We will be there!
  - a) Since this is Guatemala...it is always good to have Plan B in place. (if we have a flat or some other unexpected delay)
    - (1) Wait in the large room just before the final exit.(this room has shiny beige tile and the tourist information stand. Do not go out through the final glass doors onto the cement area. Once you go out there, they will not let you back into the airport.
    - (2) Call us on the cellular to find out what happened...or call our house at 7953-9499. If you can't find a pay phone, ask someone if you can use their cellular. They would be very happy if you gave them an American Dollar for a few minute call.)
    - (3) The place we are staying at is SETECA and you can call Tito at 2472-1677 office extension 311 or home extension 404 (he speaks English) If you don't hear from us/can't contact us in an hour...you could call him as a last resort.
  - ii) If for some reason **you** are more than two hours late...or if you are delayed until the next morning... please call us on the toll free number to let us know what happened. We will be waiting for you.
  - iii) If something else unexpected happens...call us on the cellular numbers or call our house.

God Bless,  
Les

**Emergency numbers:**

Les' cellular 502-5318-0514	Rita's	cellular	502-5318-0224
Peters home 502-7953-9499	Ruth's	cellular	502-4552-4423

If you are in Guatemala, you only dial the last 8 numbers.

The airline you are traveling with may give you permission to use their phone or you will need to use a pay phone. The pay phones in Guatemala require a prepaid phone card. These cost Q25 or Q50. If you have a problem understanding directions...ask one of the airline personnel for help.

**Toll Free Number**

If you are in Canada or the US you can call a toll free number to reach Les, Rita or the office. Please do not pass this number around...this is for team leaders use only. Thanks. **1-888-817-3072**

Extensions: Les Press 1; Rita Press 2; The Peter's Home in Tactic Press 3; Ruth in Tactic Press 4; Christine Loewen in Kamloops Press 5; Kamloops Office Press 0

## APPENDIX FOUR: TEAM LEADER CHECKLIST

<i>Completion Date Prior to Departure</i>	<i>TASK</i>	<i>Submit to Impact Office</i>	<i>Task Completed</i>
As early as possible	Establish sending team with your church, school, or other organization.		
	Hold information meeting for interested people		
	Establish team date with Impact Ministries Team Coordinator		
	Submit first half of team deposit & Team Application to Impact Ministries Canada office (\$500)	X	
10 months prior	Establish if your church can issue receipts for team monies		
	Distribute Application forms (download on line)		
	Submit second half of team deposit to Impact Ministries Canada office (\$500)	X	
	Set dead line for applications plus individual deposits to be submitted		
	Plan first meeting with team		
	Distribute Short Term Mission Handbook (download on line)		
	Distribute Recommendation Forms (download on line). Determine if you want to receive these or if they should be sent directly to Impact Ministries.		
	Go through Handbook with team		
	Establish time line for team members monies to be submitted		
	Establish Treasurer for team		
	Establish Children's Program Coordinator & begin rough program		
	Begin fund raising plans & appoint Fund Raising Coordinator		
	Ensure team members have Passports or have applied for it		
6 months prior	Submit completed applications to Impact Office for approval	X	
	Submit individual deposits (\$100) with applications	X	
	Practice Spanish with the team		
	Present team plans to your church congregation		
	Team Members begin to work through devotionals in Handbook		
5 months prior	Team Members write support letters (see examples in Handbook)		
	Distribute Prayer Partner Manuals		
	Team Members to contact Prayer Partners		
	Book Airfares through Teams Coordinator		
	Establish which members wish Cancellation Insurance		
	Prepare testimonies		
	Present testimonies to team members		
	Recommendation letters all submitted	X	
3 months prior	Everyone have their passports? 2 copies – 1 to team leader plus extra for team member to keep in luggage		
	Submit Children's Program outline to Team Coordinator	X	
	Check invoice from Impact Ministries office		
	Review Cultural Guide Lines with team		
	Review Orientation Fill in the Blanks with team		
	Immunization – remind team members to up-date		
2 months prior	Team Members assist with Children's Program craft preparation		
	Check with Team Coordinator about what to collect for additional duffle bags		
	Team Members to buy Passport holders		
	Distribute and collect "Release Forms"	X	
	Submit final payment for flights to Impact Ministries office	X	
	Review Rules of Conduct & Dress Code with team (Handbook)		

	Record all Travel Medical Insurance policy names, policy # & phone #	X	
1 month prior	Received airline confirmation?		
	Received t-shirts from Impact Ministries' office?		
	Team Spending Money & final payment for ground costs to Impact Ministries office	X	
	Make arrangements to get to airport		
	Release forms into to Impact Ministries office	X	
1 week prior	Pack bags – see instructions in Handbook		
	Arrange for your church to bless team prior to departure		

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