



Impact Ministries Short-Term Teams

Team Leader Supplement

This document is a **SUPPLEMENT** to the **Team Member Handbook** and will provide you as a Team Leader with specific information to assist you in your role. The Team Member Handbook is intended to be part of your “toolkit” as a leader. It is referenced throughout this document and can be accessed at this link:

[Team Member Handbook](#) **Canadian Link**

[Team Member Handbook](#) **USA Link**

Preparation for a cross cultural short-term mission trip is essential. The anointing on the ministry and the fruitfulness experienced on past teams is attributed to the faithfulness of those who have prepared both spiritually and logistically. As a short-term mission team member and leader of an Impact Ministries team, you are invited to be engaged in all trip segments, activities, and commitments to spiritual and logistical preparation. Further, your active spiritual and logistical preparation will enhance your experience, while allowing God to use you cross-culturally to share the Gospel and His love in a meaningful way. May God richly bless you as you prepare for your cross cultural short-term mission.

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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, favor 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 Mission 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 the Team Leader as well as provide you with some insight into Impact Ministries' expectations of your team.

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 pray, go through the handbook and work through the activities together. This will not only ensure that all team members have read the handbook, but it will also build your group dynamic and allow team members to ask questions and discuss the information presented.

WHY LEAD A SHORT-TERM MISSION TEAM?

"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 mission 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).

IMPACT MINISTRIES MISSION

To train Guatemalans for leadership by teaching biblical principles in such a way that they become integrated in their lives and effect spiritual change in their society, and to impact North American Christians for world missions.

We train Guatemalans for leadership by:

- building and operating Vida Christian Schools
- supporting the growth and development of the Rio de Vida Churches
- providing access to medical care through the Impact Ministries Clinic
- providing care to orphaned and abandoned children through our children's home

We impact North Americans for world missions by:

- providing quality short-term mission programs
- offering intensive discipleship through the VIDA Discipleship Program
- offering connections into world missions through sponsorship and other giving opportunities.

Impact Ministries has been working in Guatemala since the year 2000, and many of our leaders were once Vida students themselves. We provide opportunities for North American Christians to come alongside these Guatemalan leaders through giving, going and praying. It's exciting to see Christians from throughout North America joining together with our Guatemalan brothers and sisters to present the life-changing message of Jesus Christ.

WHAT WE BELIEVE

The Word of God, the Bible, provides the principle foundation for Impact Ministries. The Bible in its entirety as originally given is the only infallible revelation of God.

The following truths are fundamental teachings from the Word of God:

God is one, yet expressed in three persons, the Father, the Son, and the Holy Spirit

God is the creator of heaven and earth

- He created life and substance by a direct creation act
- He upholds and directs all things according to His will and by His power

God chooses to reveal Himself and His truth to mankind

- He reveals Himself through His written Word, the Bible
- He reveals Himself through Jesus Christ, the Word of God became Flesh
- He has given His Holy Spirit to lead and guide into all truth

Jesus is both truly God and truly man

- He is the Son of God
- He was born of a virgin

Jesus' death on the cross is the only substitutionary atonement for sin

Jesus physically rose from the grave, breaking the power of sin and death

Jesus will come again

- He will come to receive His church to Himself
- He will come to judge the living and the dead

All men are dead in sin and need to be born again through the regenerating power of the Holy Spirit

Salvation from sin and condemnation is by grace alone. Grace comes by faith in the Lord Jesus Christ

The believer that is saved by grace has become a new creation in Christ. This is a gift of God

A believer is called to be a disciple of Christ

- A believer's submission to Christ will bring about profound changes and maturity
- the evidence of this is the fruit of the Spirit

A believer is called to servanthood and evangelism

- The Holy Spirit will empower and gift the believer so that he can be a joyful and thankful witness to the saving power of Christ

SHORT-TERM MISSION TRIP 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 awareness of God's calling to missions in personal career & ministry planning.

TYPES OF TEAMS

Impact Ministries has a variety of teams that come to minister. Some of the information in this manual may not apply to your type of team. You will need to use discernment and creativity to prepare, lead and follow up with your team. If you have questions which are not addressed in this Team Leader Supplement contact the Teams Coordinator for assistance. We will be happy to answer your questions and assist you in any way we can.

SPONSORING ORGANIZATIONS

 <p>Impact Ministries USA PO Box 550 Duval, WA 98019-0550 teams@impactminusa.org www.impactminusa.org 617-855-5259</p>	 <p>Impact Ministries Canada PO Box 975 Kamloops, BC V2C 6H1 teams@impactministries.ca www.impactministries.ca 250-434-4350</p>
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You will receive communication from your Impact Ministries office at appropriate times. If you have a concern or question, please feel free to contact your Teams Coordinator at the emails above.

STAFF

IMPACT MINISTRIES CANADA TEAMS COORDINATOR - Ruth Desterke



Ruth Desterke is the IMC Teams Coordinator. She joined Impact Ministries in Spring 2024 and will work with all Canadian Teams, being the point of contact from start to finish. Ruth is from Guatemala and was adopted by Christian missionaries, living in Guatemala for ten years before moving to Canada with her parents and two brothers. Her email is teams@impactministries.ca

IMPACT MINISTRIES USA TEAMS COORDINATOR - Mel Jackson



Mel Jackson is the IMUSA Teams Coordinator for Impact Ministries. Mel and her husband have been involved with Impact Ministries since 2011. Mel is originally from the Pacific Northwest. Mel took on the ministry of team coordination in 2018. Mel works with teams and team members from the first contact through to their return. Her email is teams@impactminusa.org

IMPACT MINISTRIES FIELD DIRECTORS - Les and Rita Peters



Les and Rita are the Founders and Field Directors of Impact Ministries. They were ordained as pastors in May 2000 and followed God's call to move to Guatemala to establish a ministry. Prior to moving to Tactic, Alta Verapaz, 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 mission trips and teams. Their enthusiasm for short-term missions continues, and they joyfully welcome teams serving with Impact Ministries.

IMPACT MINISTRIES TEAMS HOSPITALITY COORDINATORS - Julio and Julie Lem



Julio and Julie, along with the hospitality staff of Impact Ministries, have many years of experience hosting short-term mission teams from schools, churches, medical and professional groups and communities across Canada and the United States. Once a team has been formed, they work with the Team Leader to develop a ministry agenda that uses the team's unique gifts and abilities.

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

TEAM MEMBER HANDBOOKS

As you go through this Team Leader Supplement it is important to note that this document is a **SUPPLEMENT to the Short-Term Team Member Handbook** and will provide you as a Team Leader with specific information to assist you in your role. The Short-Term Team Member Handbook is intended to be part of your “toolkit” as a leader and you will notice many references to it. It can be accessed at either of these links:

[Team Member Handbook](#) *Canadian Link*

[Team Member Handbook](#) *USA Link*

ROLE OF THE TEAM LEADER IN GUATEMALA

PRE-TRIP PREPARATION

Impact Ministries relies on Team Leaders to support the expectations of Impact. You are able to structure what works best for your team as long as the minimum expectations are met. There are a variety of strategies that work and we expect you will plan accordingly and set clear expectations for your team prior to arrival.

As the Team Leader, you will be required to manage a number of tasks for the Impact Ministries office. Many details of the planning can be delegated to co-leaders and team members. These Team Leader responsibilities are:

- Facilitate the submission of documentation to the Impact Ministries Office as described in the next section regarding Logistics
- Schedule, plan and chair team meetings
- Prepare the team in order to make the trip as meaningful and effective as possible
- Ensure the team follows the pre-trip, in country and post-trip process
- Ensure any students on non Canadian or US passports have acquired appropriate visas when necessary. This is the responsibility of the team and/or individuals holding those passports.
- Ensure the submission of finances to Impact Ministries by the established deadlines
- Facilitate the planning details for the team including travel, packing, ministry preparation etc.
- Monitor the adherence of the team to the guidelines set out by Impact Ministries

IN COUNTRY RESPONSIBILITIES

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:

- collect passports for safe storage upon arrival in Tactic
- distribute spending money (if applicable)
- reinforce evening curfews
- coordinate the team so that they are on time for meals and activities
- reinforce the dress code
- enforce media fast
- provide oversight of work and service projects

- assist with planning room assignments
- provide oversight of the team's participation in ministry activities
- provide leadership of the team's participation at evangelistic meetings
- arrange for the team to assist with the serving and cleaning up from meals, etc.
- make medical decisions for minors who do not have their parents accompanying them 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.

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.

Devotional times and debriefings are planned together between the Team Leader and the Impact Ministries' hospitality 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, praying for them 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.

NON ADHERENCE TO EXPECTATIONS

If a team member does not follow the expectations of a team member, the Hospitality Team will support the team leader in communicating the concerns. It is the team leader's responsibility to meet with the team member and to explain the issue of concern. If a team member refuses to modify their behavior, they may be removed from team activities and may, if the concern is of a significant nature, be sent home at their own cost. All costs associated are the responsibility of the team/team member. Those costs will include but are not limited to individual and chaperone costs, transportation and accommodation during travel to Guatemala City and flights.

Note - for the safety of minor team members it is required that a team leader accompanies them for return travel.

POST-TRIP FOLLOW UP AND SUPPORT

The experience upon which you and your team are about to embark is not an isolated moment in your lives. God will use this time in Guatemala to bless others and to change each one of you. However, upon your return, it will be even more important to process what each of you has learned and what God plans for each individual. As the Team Leader you will have an amazing opportunity to guide and direct your team members as they seek God's direction as they return to North America. More information is available in a later section of this manual to assist with debrief.

Beware of the temptation to do everything yourself.



The best way to make sure that every person on the team feels that he or she is contributing and involved is for you to delegate responsibilities.

You will be growing leaders in the process!

THE LOGISTICS OF PREPARING YOUR TEAM

BOOKING YOUR TEAM

You will need to contact the appropriate Impact Ministries Teams Coordinator to book a date for your team. They will also be the liaison between you and your Guatemalan hospitality staff.

 <p>Teams Coordinator - USA Mel Jackson teams@impactminusa.org</p>	 <p>Teams Coordinator - Canada Ruth Desterke teams@impactministries.ca</p>
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Teams from a sending organization such as a school or church will need to make a team donation deposit of \$1000. All deposits should be submitted through your sending organization (your church or school) and are non-refundable and non-transferable. The deposit will be applied to the ground costs of the team.

APPLICATION FORMS AND REFERENCE FORMS

This is a link to the information in the Short-Term Team Member Handbook where you will find a section titled [APPLICATION PROCEDURE - GENERAL INFO](#). Please refer to this for information re: how team members are to apply so you can provide assistance as needed.

If requested, digital “view” access of all reference forms will be provided to the approved Team Leader from the time your team application is accepted until the time your team’s trip completes. Please remember that the information contained within this form is confidential. All references are on file in the Impact Ministries encrypted storage and are only available to approved Team Leaders, and is for Impact Ministries staff use.

GUIDELINES FOR SELECTING TEAM MEMBERS

Impact Ministries requires that each short term team member has a Christian testimony, demonstrates a desire to live out their testimony, and demonstrates a willingness to serve others. As the Team Leader, it is your responsibility to ensure the team you put together meets the expectations we have as a ministry. It may be helpful to establish a mission trip committee to assist with the selection process and to assist with addressing issues which may arise.

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/small group leader? Do they recommend their participation in this short-term team?
- 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 the capacity to adjust 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 able to contribute to the team instead of disrupting team dynamics and team spirit?

PASSPORTS

A valid passport is needed to enter or leave Guatemala. Refer to the Short-Term Team Member Handbook where you will find a section titled PRACTICAL PREPARATION - Passports.

While in Tactic you will be provided with access to a secure vault in which you can place your team members' passports. During travel time each team member will be responsible for their own passport.

VISA REQUIREMENTS

If team members are not traveling on a US or Canadian passport they may need a Visa to travel to Guatemala. It is each team member's responsibility to investigate if a Visa is required and to ensure that the Visa is in place in time for travel. Make sure that visas are obtained for any in-transit countries that may be traveled through as well as the departing country and Guatemala. As the Team Leader you may want to check with each team member.

PRIOR PERMANENT RECORD CONVICTIONS

A team member MUST disclose to their team leader any prior convictions on their permanent record that HAVE NOT received an official pardon. Disclosing will allow for determining eligibility for service and allow potentially alternate travel arrangements to be made. Unpardoned prior convictions may impede eligibility to serve and will likely impede travel through customs. Information disclosed may result in a need for alternate travel arrangements. Please ensure all eligibility for exit and reentry requirements of your country.

TRAVELER REGISTRATION PROGRAMS

Each team member is asked to enroll in their country's traveler registration program. As the Team Leader, remind each team member to do this prior to departure. It is a free service allowing those traveling abroad to enroll their trip with the nearest Embassy or Consulate. Enrollment helps the embassy contact you or a team member in an emergency, whether natural disaster, civil unrest, or family emergency, and helps family and friends get in touch with you in an emergency.

Refer to the Short-Term Team Member Handbook where you will find a section titled PRACTICAL PREPARATION - Traveler Registration Programs which provides links and some required information.

TRAVEL ARRANGEMENTS

Flights for your team should not be finalized until all applications and reference forms have been reviewed and the individual applicants have been approved by Impact Ministries. It is important to stay in touch with the Teams Coordinator, so you know what your group may be missing.

Impact Ministries requires teams to book their own flights through their supporting organization (i.e. church or school). The supporting organization should be able to issue tax receipts for this. The Teams Coordinator will provide a window of flight arrival and departure times and you are welcome to book, based on that window. Any variation MUST be approved by the Teams Coordinator prior to booking. This will ensure that the Hospitality

Staff in Guatemala who will pick up and drop off at the airport are able to accommodate your times. If you do not have a sending organization, please contact the Teams Coordinator for further information.

Tickets should be purchased well in advance in order to ensure that the team can travel together on the dates/times that have been approved by the Teams Coordinator and are able to take advantage of any possible group discounts or sales. Please note that Impact Ministries selects the approved dates carefully, and if flights are purchased outside of the approved dates, there are extra costs incurred by Impact Ministries in Guatemala.

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

TRAVEL INSURANCE AND DISRUPTION

Airfare Cancellation/Interruption Insurance is strongly recommended for the individual and/or team.

Disruptions to travel can be common due to airline changes, weather and/or unforeseeable circumstances, on route and in the country. Impact Ministries cannot be held liable for these circumstances and any incurred costs, however Impact will make every effort to help facilitate a workable solution. Working with a travel agent is oftentimes the best option as they can help manage alternate travel arrangements if needed. Please ensure you have a credit card with available funds to manage unexpected expenses prior to insurance reimbursements, etc

OUT OF COUNTRY MEDICAL INSURANCE AND MEDICAL ACCESS INFORMATION

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 have access to excellent medical facilities in Guatemala. It may be cost effective to purchase a group policy for your team. Many insurance companies have packages that include health along with cancellation and interruption coverage. If you choose to do this you could plan for this cost as part of your team budget.

Impact Ministries requires each team member to carry his/her own out of country medical insurance. The policy should be kept on their person for the duration of your trip. As the Team Leader you should collect a copy of all coverage information including the policy company name, provider's emergency phone number and the individual policy number for each team member.

Note:

- North Americans with travel medical insurance will have access to excellent medical facilities. However, the medical facilities may be quite a distance away, and we cannot guarantee prompt arrival at a hospital due to unforeseen circumstances. Impact Ministries will try their best to get prompt medical attention when required but cannot guarantee this happening in each situation in a timely fashion.
- Medical Insurance documentation must be readily available
- Hospitals in Guatemala require immediate payment via cash or visa. Team leaders will be responsible to ensure that this happens.
- As the Team Leader it will be your responsibility to ensure that a team member needing health care while on the trip is accompanied by a chaperone.

COVID-19 INFORMATION

With the constant change in regulations for Canada, US and Guatemala, it is the responsibility of the team to be up to date with the requirements for travel including vaccination requirements, isolation, and testing. It is your responsibility to ensure that you are aware of any local requirements in place that may affect your team's travel.

Each team member should bring along some masks in case they are needed for entry into restaurants, stores, historical sites etc. Hand sanitizer is also good to bring as hand washing stations may not be available.

HEALTH INFORMATION

It will be helpful for you, the Team Leader, to know if team members may require medication. Take note of medical information as you review their application forms. Information regarding health conditions and allergies is important for the Team Leader to be aware of. If a member of your team carries an epipen it is very important to know where the epipen(s) is (are) located in case they are needed. It may also be wise to carry an additional epipen(s) as the Team Leader

IMMUNIZATIONS

Immunizations are not required to enter Guatemala but there may be Covid vaccine requirements for travel. Regarding other vaccinations check with your family physician or travel doctor for immunization recommendations. It is your responsibility to ensure that you are aware of any local requirements in place that may affect your team's travel.

PERMISSION TO TRAVEL FOR MINORS

Each person who is under the age of 18 that is not traveling with both custodial parents will need to have a permission document completed. The Team Leader should gather all completed documents prior to departure to ensure they are correctly filled out. It is not often that they are asked for, but if they are, these documents need to be on hand and provided when asked for by officials. The documentation should be in the possession of the minor individual as they go through customs in case they are not with their leader at the moment. If so desired, the leader can distribute them immediately prior to going through customs.

This is the link to the [Permission to Travel for Minors](#).

OTHER INFORMATION

There are several items in the Short-Term Team Member Handbook that will be helpful for you as the Team Leader. These include:

- Checklist and timeline
- Packing list
- What it will be like in Guatemala including transportation, lodging, meals, allergies, weather, translators
- Packing items to give away
- Basic Spanish vocabulary
- Code of conduct
- Dress code

FINANCES

The funds you submit will cover the following:

- all in-country meals, lodging and travel
- supplies for work projects
- translators, drivers and other hospitality staff
- miscellaneous "all group" activities (ie. entrance costs to archeological and culturally significant sites, etc)

The funds you submit to Impact Ministries will not cover the following:

- out of country health insurance. This is required but is the responsibility of each team member or team to arrange.
- travel cancellation and interruption insurance. This is the responsibility of each team member or team to arrange.
- immunizations
- lodging, meals and misc. while traveling to and from Guatemala
- expenses associated with passports and visas
- personal spending money

Team members can raise funds in order to meet the financial commitment of the trip, and those donations are eligible for a tax receipt, either through your sending organization or through Impact Ministries. It is our preference that team monies be receipted through your sending organization. If an organization such as a church or school will be receiving donations and issuing receipts, team members will follow the direction of that organization to submit their funds. As the Team Leader you will need to work within the parameters of the organization and ensure that team members are aware of deadlines.

If a team has chosen to submit donation funds to Impact Ministries, funds will be submitted directly to the appropriate Impact Ministries office. Details are provided in the Short-Term Team Member Handbook explaining when and how to submit.

There are occasions when a team or individual receives more funds than necessary to cover the cost of the trip. When this occurs, Impact Ministries USA or Impact Ministries Canada 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 donated and will be receipted (the IRS and CRA do not permit this).

If your team or a team member are unable to meet a fundraising deadline, please contact your Impact Ministries Teams Coordinator **BEFORE** the deadline date to discuss the situation and how you plan to meet your fundraising commitment.

SUBMITTING FINANCES - SENDING ORGANIZATION SUBMITS FUNDS ON BEHALF OF THE TEAM

The sending organization will make flight arrangements and will collect donations, issue tax receipts and forward ground costs to Impact Ministries on behalf of the team. The team may choose to set their own budget and may

collect additional donations for team expenses such as children's ministry supplies, first aid supplies as appropriate within their budget.

Upon acceptance of a team application Impact Ministries will create a Donations and Expense Report (DER) which will be shared with the Team Leader. That DER will be updated as funds are received.

The following funds need to be submitted to Impact Ministries:

1. Teams from a sending organization such as a school or church will need to make a team donation deposit of \$1000. All deposits should be submitted through your sending organization (your church or school) and are non-refundable and non-transferable. The deposit will be applied to the ground costs of the team.
2. The balance of ground costs must be submitted 6 weeks prior to departure. Ensure that deadlines for submission of team funds allow the balance to be forwarded to Impact Ministries 6 weeks prior to departure.

SUBMITTING FINANCES - EACH TEAM MEMBER SUBMITS FUNDS DIRECTLY TO IMPACT MINISTRIES

If a team member has been assigned to a team, or if a team has chosen this option, funds will be submitted directly to the Impact Ministries USA or Impact Ministries Canada who will issue tax receipts for donations.

Upon acceptance of an individual's application Impact Ministries will create and provide a Donations and Expenses Report (DER). That DER will be updated as funds are received. More information is available in the Short-Term Team Member Handbook under Finances - Submitting Finances.

SPENDING MONEY

Team members may want to bring along some funds for purchases in Guatemala. This could include some snacks when traveling, souvenirs, items at the guesthouse and, if desired, food baskets for a sponsor child's family. Detailed information regarding this is available in the Short-Term Team Member Handbook under Finances - Spending Money.

As of January 2025, all teams (both adult and youth) will be required to handle their own spending money. This will not be organized through the Impact Ministries offices.

Guatemalan funds should be ordered from a financial institution prior to the trip. Most institutions provide this service. When ordering ensure that you ask for a variety of denomination sizes including smaller bills as some vendors have difficulty making change for larger denominations such as Q100 bills.

Please note the following -

- We ask that team members NOT stop in the Guatemalan airport to exchange money. This will slow down the arrival process. The Hospitality Staff will be waiting for you outside the airport, and parking for an extended period of time in the arrivals areas is not permitted.
- We can NOT exchange money in Guatemalan banks. Canadian cash is not exchangeable in Guatemalan banks, and American cash is inspected rigorously as only perfect bills are accepted by banks, with most bills being rejected. This is time consuming and not reliable, and we cannot offer this service to visitors.
- We will NOT take you to a bank machine to get cash. Sometimes bank machines are empty, and sometimes the bank machines have glitches with foreign accounts.

- The vendors in Antigua do accept American dollars and for larger purchases credit cards may be accepted.
- If you would like to purchase a food hamper for your sponsor child please contact the Teams Coordinator prior to your trip and plan to bring down the appropriate amount of funds.

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 the leader get into good spiritual shape. This will require individual discipline on your part.

As the 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 share testimonies and devotionals from the Short-Term Team Member Handbook in an effort to familiarize the group in sharing things of a spiritual nature with one another.

UNDERSTANDING 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.

Refer to the Short-Term Team Member Handbook for information on Being a Member of an Impact Team - Relief: Giving Financial and Material Help. This is VERY important information to review as a team. There are several great resources that you as the Team Leader can use to prepare your team to understand the relief philosophy model that Impact Ministries uses. One particularly helpful resource is: Right Now Media - Helping Without Hurting in Short-Term Missions: <https://www.righnowmedia.org/Content/Series/1223>

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 Ministries 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 favors. Please help them by respecting this guideline.

We require every Team Leader to read: When Helping Hurts by Steve Corbett and Brian Fikkert; Moody Publishers, 2012, and complete the When Helping Hurts reflective assignment (Appendix V). This will allow Team Leaders to understand the philosophy of Impact Ministries. All ministry which takes place in and through Impact is intended to build long term relationships and to preserve the dignity of the people with whom we work.

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 mission 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.

Encourage your team members to use the [Prayer Partner Supplement](#). Finding a specific prayer partner who will pray for, mentor and follow up with a team member is a great way to help process what God wants to do in each team member's life.

ITINERARY

Be sure your team members understand that this is not a holiday, vacation, or mission-tourism. 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. Details about these activities and how to prepare for them follow in this supplement. Most teams will be involved in several main activities:

- Work projects which can include construction, medical clinic work for medical teams etc.
- Children's ministry (does not apply to medical teams or teams involved in special projects)
- Evangelistic outreach (if applicable)
- Home visits
- School visits
- Hospital visitation (*on hold for now due to visitor restrictions in the hospital*)
- Daily devotional, debriefing and team building.
- Cultural activities.

A more detailed itinerary will be provided to you by the Hospitality Staff prior to your trip. However, be aware that there may need to be changes to your itinerary at times, sometimes even at the last minute. Prepare your team for this possibility.

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. 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 behavior 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.

If team members are in a dating relationship it should not be evident while they are in Guatemala, both in the area of physical contact and spending time one on one. The mission trip is a time to build relationships with the entire team and to focus on what God is doing in each individual's life. Dating relationships could distract from this.

TEAM MEMBER HANDBOOK

As has been mentioned many times throughout this document, a Short-Term Team Member Handbook has been developed for the use of each team member. Impact Ministries expects that Team Leaders will review the handbook with their teams, ensuring that everyone understands the information it contains and completes all the required tasks in a timely fashion.

You will want to preview the handbook and develop a plan to cover the pertinent material with the team during your meeting times. Please note that the handbook has been developed in a generic manner in order to suit the many types of teams that Impact hosts. You may need to modify information such as timelines, budgets etc. to accommodate your team's needs.

TEAM MEETINGS

Once your team has been established, it will be necessary to meet on a regular basis to prepare for your short-term missions experience. Your team meetings are also great opportunities for the group to get to know one another through preparing for children's and evangelistic ministry, sharing testimonies and spending time in prayer. As a resource for your team meetings, we highly recommend the Helping without Hurting Short-Term Mission videos series. If you have a RightNow Media account, you can access these videos there. These videos focus on doing short-term missions in a very positive way. If you do not have a RightNow Media account, we suggest that you go through the book "Helping Without Hurting in Short-term Missions" by Steve Corbett and Brian Fikkert with your team.

How to prepare for a team meeting:

- Prepare a meeting agenda to hand out.
 - This will give the team a good idea what you want to accomplish at the meeting and will help keep your meeting on track.
- At the first meeting, have the following document available to distribute.
 - Short-Term Team Member Handbook
- Each meeting should consist of all of the following:
 - Handbook
 - General information
 - A devotional
 - A little Spanish
 - Children's Ministry
 - Discuss ideas
 - Prepare
 - Practice
 - Fundraising/Letter writing
 - Ideas

- Progress reports
- Sharing time
 - Share testimonies
 - Work through some of the devotionals together
- Tasks/Timeline
 - What needs to be accomplished prior to the next meeting?
- Prayer time
 - Praise reports
 - Prayer requests
- Date of next meeting

CHILDREN'S MINISTRY

Children's ministry in Guatemala can be one of the most enjoyable times for your team and for the Guatemalan children.

The Teams Coordinator will provide you with some information regarding your Children Ministry location during your planning process. You should expect to have 3 sessions set aside for children's ministry, with approximately 2 hours each day. Your team will be paired with a High School class from one of our Vida Schools to assist with children's ministry. This is an integral part of their leadership development.

Your team is asked to plan a craft and set of games each day. Plan your craft and activities to support the instruction that the Guatemalan students will have prepared. Examples from the past are - The armor of God, The fruit of the Spirit etc. The information will include scripture passages. Your team can expect to fill approximately 1 ½ to 2 hours of the time with your crafts and games. You can expect 20-25 minutes with each 4 groups of children. It is helpful to time what you have planned so you know how long each part will take. Sharing of some brief testimonies related to the theme of the day can also be included in the opening and closing times.

The general structure of Children's Ministry is:

- 1. Arrive at location and meet the "partner" High School Class**
- 2. Children arrive**
 - a. 5 - 10 minute Worship in Song and Prayer - coordinated by the Vida Students
 - b. 2 members of the North American team should be prepared to share a story of the goodness of God, a personal experience or an introduction to what the students will be learning focusing on the biblical truth.
 - i. Make sure to tailor it to the age of the children and the theme of the day.
 - ii. Allow no more than 4 to 6 minutes. Remember to avoid euphemisms that may be misunderstood or be difficult to translate. Speak slowly and clearly and plan for logical spots to pause to allow for translation.
 - iii. Make sure to provide any scripture references you plan to use to the translator prior to sharing. This will allow the translator to be prepared to read directly from scripture.
- 3. Children are split into 4 groups** of approx 15 to 20 students. Each group spends approx 20 minutes at each of the following stations.
 - a. **Worship in the Word - Vida HS Class**

- i. The Guatemalan High School students you work with will deliver the Bible story (this is part of their leadership training)
 - b. Choreography - Vida HS Class**
 - c. Games - Your team** See note on Games below
 - i. Re: game space - usually the courtyard of the school, or if raining, in one of the chapel or classroom spaces
 - d. Crafts - Your team** See note on Crafts below
 - i. Re: craft space - usually a classroom of the school
- 4. Gather back for final summary - Vida HS Class**
- a. Prayer etc. Sometimes a demo of the choreography - coordinated by the Vida Students
 - b. Conclusion by a North American team member sharing how the biblical theme applies in their lives.

NOTE - Outreach children's ministry is sometimes held in a location that is NOT one of the Vida Schools and may look a bit different in terms of the spaces available. However, it will follow a similar format re: programming and timing.

Crafts Prepared by your Team

- a. Always plan for more children than you think you are going to have. A good rule of thumb is to plan for 75 to 80 children. Any excess materials can be left and will be utilized by the schools.
- b. Plan crafts that are not too simple, but not too complicated. It is best if the craft can relate in some way to the spiritual theme of the lesson. Take a moment during the instruction time to explain how the craft is to remind the children of the theme. Include scripture references where possible.
 - i. 4-5 steps is probably enough
 - ii. If it is a little more difficult, you should have an alternative craft for the younger children.
 - iii. Glue sticks don't seem to work well in Guatemala because of the humidity; liquid glue is better.
 - 1. You can buy a large jug of glue and then use small Ziploc baggies to put glue in. Cut the tip off one corner and squeeze the glue out.
 - 2. Or pour glue on to small disposable plastic bowls or plates and have children use popsicle sticks to spread the glue
- c. Bring everything along that you might need.
 - i. 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.
 - ii. Put crayons into two ice cream pails or 4 large heavy duty large zip lock bags as this makes them easy to distribute and collect.
- d. Photocopy coloring sheets to go along with your craft
 - i. This helps keep the children busy as they are waiting for supplies to be handed out.
 - ii. It is also a good backup in case more children come than you anticipated and you don't have enough craft supplies.
- e. Package your crafts supplies in large zip lock bags that have everything needed for 15 children.
 - i. This makes for easy counting of supplies and easy distribution.

- ii. One or two team members can gather 15 kids and sit them in a circle and do the craft together.

Games

- a. 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 hosting school of your children's ministry. Some suggested games and activities are:
 - i. Balloon relays
 - ii. Duck, duck, goose (pato, pato, ganso)
 - iii. Three-legged race
 - iv. Tag type games
 - v. Red light green light
 - vi. Soccer
 - vii. Skipping
 - viii. Face Painting
 - ix. Making balloon animals
 - x. Parachute
 - xi. Re-usable water balloons
- 2. It is very helpful for you if all of the supplies you need for the children's ministry are packed in two or three duffel bags, clearly marked, "Children's Ministry." This will make locating necessary items much simpler.

VIDA CHILDREN'S HOME VISIT AND ACTIVITIES AND IMPORTANT GUIDELINES FOR VISITS

There are policies in place that guide and direct visits to the children's home as the welfare of the children in our care is our top priority. The hospitality team will make arrangements that fit with the policies. If your team will be visiting the children's home you will see the visit on your team itinerary. The Guatemalan hosts will go through the expectations upon arrival of your team at the children's home.

There are a staggering number of orphaned and abandoned children in Guatemala. The situation is complicated, as the doors for adoption from Guatemala are not open and there is not a strong culture of adoption or foster care outside of familial ties within Guatemala. To add to this, many existing children's homes and orphanages are overcrowded, understaffed, institutional, and unable to provide quality care for each child. The need is great for a Christ-centered loving home in Guatemala for these vulnerable children.

In 2019 the Vida Children's Home began caring for their first children. The team will have the opportunity to visit the home and hear how God laid this ministry on the hearts of the local believers. They will spend time with the children and will hear how God is working in the lives of these children.

There are policies in place that guide and direct visits to the children's home as the welfare of the children in our care is our top priority. The hospitality team will make arrangements that fit with the policies. If your team will be visiting the children's home you will see the visit on your team itinerary. Before entering the children's home team members will be briefed on some guidelines for the health and safety of the children.

Photos: It is important that your team is aware that any photos showing children's faces CAN NOT be shared on social media platforms. These are strict guidelines to protect the children in the home and to adhere to government agency requirements.

If you would like to bring any gifts for the Children's Home, a few suggestions may be:

- Bottles with extra bottle nipples
- Girls hair ties and accessories
- Socks and underwear (sizes 0-7 years old)
- Sunhat
- Formula (not expired)
- Baby dishes (spoons, bowls, sippy cups)
- Bibs

TESTIMONIES

To give team members practice and confidence sharing their testimony, ask one or two to share with the group at each meeting. This is also a great team builder and a way to help the team bond. Information is included in the Short-Term Team Member Handbook to guide the team member in writing a testimony that can be used while in Guatemala. Your team may have opportunities to share.

SHARING IN CHURCH OR OTHER EVENTS

Your team may be called upon to share a song, drama, scripture verse or testify in various ministry meetings. Prepare your team to accept this challenge. Spiritually significant things happen in your team members' 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!

CHILD SPONSOR, SUPPORT A CLASS AND HOME VISITS

The Child Sponsorship and Support a Class Programs are integral parts of the work of Impact Ministries. The goal in the Child Sponsorship program is to have all students in each school sponsored by a North American family. This sponsorship relationship has an incredible impact on a child's life and their family. The goal in the Support a Class program is to have all classes in each school supported. This support is crucial to our staff, the children they teach, and all the families involved. Sponsorship information is available on the US and Canadian websites.

- Child Sponsorship provides the following:
 - Child Sponsorship equips Impact Ministries with the resources to provide Guatemalan children with Christian schooling where they receive an academic education and are taught to love and follow the Lord
 - Child Sponsorship helps break the cycle of poverty and illiteracy by providing children with a broad academic education at one of the Vida Christian schools
 - Christian discipleship and mentoring
 - School uniform each year
 - New shoes
 - As well, each child has access to a package of services, such as a daily nutritious meal, vitamins when available, and medical care, also funded through additional giving to Impact Ministries.

- Class Support provides the following:
 - Class support equips Impact Ministries with the resources to provide Guatemalan children with Christian teachers and staff that are paid a living wage and enrolled in a Government mandated healthcare and pension system
 - Textbooks and classroom supplies
- Child and class sponsorship both go towards the provision of:
 - Access to medical care including antiparasitic medication on a regular basis and vitamins when available
 - Daily nutritious meals for students.

Please visit the Impact Ministries websites for more information about sponsorship and share what you learn with your team.

You may have team members who are already child sponsors or class supporters; or they may have been approached by others who are child sponsors or class supporters and desire to send a gift along with them. Please be sure to put the gifts in individual bags that will be able to withstand the travel. For Child Sponsors, please ensure that the child's full name and sponsorship number are clearly marked on the outside of the bag. For Class Supporters, please ensure that the Support a Class number is clearly marked on the outside of the bag(s). This is critical; without the correct and complete information, it is very difficult to find the right child or class. If you need assistance finding the sponsorship numbers contact the IMC or IMUSA Team Coordinator.

Repeat team members who are already child sponsors have the opportunity to do a home visit with their sponsor child once every 3 years. In the off years, they will visit their child at school. Those wanting to become a child sponsor will have an opportunity to visit their sponsor child in their home and present them with a gift. If a team member does not have a sponsor child and would like to make arrangements to become a sponsor, they should go to the website to sign up for a child prior to the trip. This will allow them to pray for their child and purchase an age and gender appropriate gift for the child that can be delivered in person. This also allows the hospitality staff to ensure there is time in the team schedule to accommodate a home visit.

Team members who are class supporters will have the opportunity to do class visits. This is available each year for repeat team members. If a team member does not have a class and would like to make arrangements to become a class supporter, they should go to the website or contact their Impact Ministries office prior to the trip. This will allow them to pray for their class and purchase an appropriate gift for the students that can be delivered in person. This also allows the hospitality staff to ensure there is time in the team schedule to accommodate a class visit.

Your team may also visit other families while you are in the Tactic area. This is a very special part of your time in Guatemala, as you bless those less fortunate than you. Please remember that these families have relationships with Impact Ministries through various connection points such as Vida schools, Rio de Vida church, or small groups. This provides the ministry with insights into the various needs of the family and will be of great benefit to the team in determining appropriate gifts. Sometimes we have team members that are greatly moved by a home visit and they want to do something more. As the Team Leader, we ask you to direct team members back to the Impact Ministries Teams Coordinators and in-country hospitality staff to best guide team members in how to help without hurting. Some people you visit would actually be harmed by a gift that a North American team

member might consider helpful. So again, please guide these discussions back to the in-country Hospitality Staff for further assistance.

FUNDRAISING

Not all teams do fundraising, but the following is a list of fundraising activities that have proven successful:

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

CHURCH SUPPORT

If your group is from one church, as the Team Leader, you should speak with your pastor about having the team share with the congregation during the weekend service(s). It will also be your job to remind the church leadership a few weekends before your departure so that they can pray for the group at your last weekend service before you depart.

If your group represents a variety of congregations, you should encourage each team member to meet with their pastor and to share with their church prior to and upon return from their trip.

SOLICITING DONATIONS FROM OTHERS

Team members may choose to send letters, emails, or other types of communication to people in order to raise support for the trip. Please ensure that the team members know which organization will be providing the tax receipts so that they can communicate this clearly with potential supporters. Communication should be sent out well in advance of the trip (4-6 months).

SPANISH AND SONGS

It would be good to learn some conversational Spanish. Even a few greetings and phrases will be invaluable. A good option would be to use Duo Lingo or other online Spanish apps or to invite a local Spanish speaking person to give short lessons at each team meeting. For handy reference this is a [Supplement for Teams - A Little Spanish](#) that has a few Spanish words, phrases and songs.

One of our music teachers put together this video of a group of students singing some worship songs that are commonly sung at devotional times and in church services. Perhaps you would like your team to learn these songs so that they can join in the worship in Spanish.

[Chapel/Church Songs Video](#)

COMMUNICATION GUIDELINES

Communication with sponsor children or Guatemalan staff must flow through the Impact Ministries office. We

follow protocol in this area to protect the Guatemalan children, their families, and the visiting team members. It is helpful if you discuss this with your team members before they arrive.

1. The Office is the conduit through which all sponsorship communication is passed.
 - a. Communication with sponsor children outside the normal ministry channels is not permitted and will initiate an immediate review of the sponsorship.
 - b. Communication is primarily done through the Sponsorsoft Program. Each sponsor has a log-in which will allow them access to send and receive communication with their child. Sponsorsoft access can be found on the Impact Ministries websites.



Impact Ministries Canada: www.impactministries.ca/child



Impact Ministries USA: www.impactminusa.org/child

2. Do not exchange email addresses/Facebook/social media information with sponsored children or families.
 - a. Direct contact often turns into deferred offers of gifts by the North American visitor or requests for help by the sponsored child's family.
 - i. If a former team member desires to give a gift, they must follow the gift-giving protocols established by the ministry.
 - ii. If a sponsored child or their family has a legitimate need, they are to communicate with the ministry, not individuals who have visited.

IN SUMMARY

As you work through all of the plans based on the information in this section you just completed, keep in mind the following:

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.)

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.

GETTING THERE

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 (many a team member has left a passport at home)

AT THE AIRPORT

- have everyone gather as a group
- have everyone fill out customs declaration forms (if necessary, this may be done on board the aircraft)
- at each lineup, appoint a person to 'go through' first and to gather the group on the other side.
- ensure another team leader is the last to go through customs to ensure the entire group has made it through without complications.
- 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 walking away to 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.
- count the team members as they board the airplane and only board yourself once they are all onboard

ON THE AIRPLANE

- 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.
- **NEW** - ELECTRONIC IMMIGRATION FORM - passengers are asked to fill out the electronic immigration form, resulting in a QR code. The airplane attendants DO NOT hand out the paper custom forms anymore. This is new as of 2024. Here is the [link](#).
 - Since the airport wifi is unstable and difficult to connect to, it is a good idea to have team members fill it out before arrival in Guatemala. (it is best to use a computer rather than your phone) Make sure you choose "English"; at the beginning, or the instructions will be in Spanish. Please note that when selecting a country, the options will remain in Spanish. Please select Canadá or Estados Unidos.

ON ARRIVAL AT THE GUATEMALAN AIRPORT

Although the process may change from time to time, this is generally what you can expect upon arrival:

- 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. Ensure that team members keep their baggage receipt to show as airport staff may check the receipt against the tag on each piece of collected luggage.
- Proceed to the passport control lines. 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.
- You may be asked to place your luggage on an x-ray machine as you leave the airport.
- Your Guatemalan hospitality staff will be in the area immediately through the doors or outside the terminal watching for you. (DO NOT exit the terminal without making sure all team members have made it through the baggage screening area – count your team members). Appendix II is a sample copy of “Last Minute Instructions.” **YOU WILL RECEIVE AN UP TO DATE LAST MINUTE INSTRUCTION DOCUMENT PRIOR TO DEPARTURE FROM THE TEAMS COORDINATOR/ 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!
- At this point the in-country hospitality staff will assume the responsibility for the team and you can now RELAX and ENJOY yourself.

IN GUATEMALA

ORIENTATION

The team will be given a brief orientation by the Hospitality Staff upon their arrival in Guatemala City with the information they will need immediately. A more detailed orientation will be provided in Tactic on the first evening. This will reinforce the things that you have discussed with your team and may provide additional information.

CLIMATE/CLOTHES/CULTURAL CONDITIONS

Tactic, Alta Verapaz, Guatemala may be warm during the day, but the 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 it is helpful to bring it along.

Impact Ministries has taken great care in developing a dress code that enables the ministry and visiting team members to work effectively among the indigenous people of rural Guatemala. As the Team Leader, it will be important for you to not only enforce the dress code as presented in the Short-Term Team Member 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, tight clothing, 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 have a negative impact on the 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 your team members to follow the dress code 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.

At the guesthouse on the Chisac property the doors may be left open at times during the day but will be locked when the team is away and at night. The Chisac property has guards on duty 24 hours a day.

As most teams consist of both males and females, it is also important to protect privacy. 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, while at other times a choice will be made on behalf of the team. Please ensure your team members do 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 members receive whatever is served. Please help team members understand that receiving is key. The people you will be working with are very poor and the food you are offered is their very best. In Guatemala, it is extremely 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 receive the food offered.

As the 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.

INTERNET ACCESS AND MEDIA FAST

There is no wi-fi at the guesthouse. Team Leaders who are communicating with a sending group may be provided limited internet access if it is available at the time. However, access to the internet is dependent on many factors and is not guaranteed.

YOUTH AND SCHOOL TEAMS

Youth and school teams should be on a "strict" media fast. We understand that many phones are used as a camera. As such, we ask you to honor the media fast and refrain from playing music, games, and accessing the internet and social media while in Guatemala.

Why, you may ask. We want your team to get the most out of their short-term mission trip. There are not many opportunities we have here in North America to turn off our phones for 11 days and connect with those around us. We have seen that teams who implement the media fast have greater spiritual gains as well as personal gains. While many may only use their phone to take photos, the temptation is too great to play games, scroll through old photos and videos, plug earphones in and disconnect from the team.

Impact Ministries relies on Team Leaders and sending organizations to support the media fast. They are able to structure what works best for their team as long as the minimum expectations are met. There are a variety of strategies that work and we expect the team leader has a plan and clear expectations for their team prior to arrival.

Some teams bring a camera and appoint a different person (or 2-3 people) per day to be responsible for taking photos.

It is the responsibility of the Team Leader to ensure their team is cooperating with the media fast.

ADULT AND SPECIALITY TEAMS

For adult teams or speciality teams, we understand that there are times where it is necessary to check in on home or work. While we highly encourage you to use this time as a media fast, believing that you will get the most out of the trip if you abide by these recommendations, we ask that if you need to use your device please refrain from using social media until back in North America and limit the time only to what is needed or urgent.

If it is essential that you stay connected with your home or work and if you choose to enable your own phone for roaming in Central America please be sensitive about how you are using it and be cognizant that others may be on a media fast.

It is the responsibility of the Team Leader to ensure their team is cooperating with this. For further questions please contact the Teams Coordinator.

TRANSLATORS

As the 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 ministry and during cultural activities.

POST-MISSION TRIP DEBRIEFING

DEBRIEFING

Much time will be spent during the trip in discussion regarding the experiences and struggles that each team member has undergone on a daily basis. However, upon return to North America, the most vital time will arrive in regards to debriefing. At this time, team members often experience a disjointed feeling between their life during the mission trip and the life they now live once returning home. If effective, a mission trip should invoke a desire for change in one's life. Coming home and making that change a reality, in a culture that is very different from the one in which you experienced, can be very difficult.

In order to maintain a closely knit team upon your return, the following guidelines have proven to be effective:

- In your initial planning, ensure that you have scheduled regular meetings upon your return to continue discussions begun during the trip and to share in each other's challenges and praises.
- Talk about "What now?" - How to use the things God has opened your eyes to through your mission trip and the practical applications that can be implemented into everyday life.
- Discuss how your trip fits within the greater mission of God to the world, and how you can continue to live as part of God's mission.
- Brainstorm as a group ways that you can continue God's mission in the places you currently live.
- Find practical ways to bless others and to support local ministries.
- Share memories with one another, and pray over the people and the work being done in Guatemala
- Encourage team members to regularly communicate with one another and your team's leadership. Several team members will experience the same difficulties in transitioning back into their everyday lives, so having each other to talk through struggles with is invaluable.
- Make yourself available to your team members for various kinds of discussion. Some may wish to have individual discussions rather than sharing struggles they may be facing with the group.

The personal reflection that took place before and during the trip will continue upon their return. You will be able to help team members process the things that God desires to teach them!

There are many good debrief resources available. You may want to source some out prior to your return so you are well prepared. See Appendix IV for additional resource suggestions.

ACTIVITIES

Share with Others: Many teams plan a time to share with their community the highlights of their experience including the things that God taught each one. It is a good time to invite those you supported the team through prayer, financial support etc. All who sent and supported were part of the mission too. The senders need to be included in celebrating the blessings of God that have come about as a result of this experience. If your team does not all live in physical proximity to one another, encourage team members to request to share at their church. Remember, most supporters desire to hear about more than just the experiences the team members

had, they want to hear about heart changes. As the Team Leader, coach your team to make sure that they focus on the “deeper” things they learned. Encourage them to use words and phrases such as:

- I am personally feeling _____
- I learned _____
- I was convicted of _____
- The changes I know I need to make are _____
- God spoke to me of _____ in my life
- I have a new appreciation for _____
- As a result of what God showed me I will _____

“Dear Me” Letter: Have team members write themselves a letter on the day they travel home. A good time to do this may be while you are waiting for a flight. The letter can be placed in an envelope, sealed and self-addressed. As the Team Leader you can choose a time in the near future, perhaps 2-4 months after return, to mail the letters to the team. Don’t forget to write a letter to yourself too! You will want to bring along envelopes and paper to distribute to the team. Some suggestions that could be included in the letter are:

- What do you think God was trying to show you or teach you on the mission field?
- How can you continue to live as part of God's mission?
- What are some ministry activities you could be involved in at home?
- How should you be different because of this experience?
- How should your life at home be different as a result of your short-term mission experience?
- Reflect on the final debrief time or a time when you committed to making a change in your life. Remind yourself in this letter what that commitment was and why you felt compelled to make it.
- What did God teach you about yourself that you do not want to forget?
- What should you DO differently because of this experience?
- Identify some specific “next steps of obedience” that will make this lesson a part of you, making lasting changes in your actions and/or attitudes.
- Remind yourself to find a mentor who you will ask to hold you accountable to these steps of obedience.

Photo sharing time: Plan to gather as a group to share pictures, reminisce and snack on some Guatemalan style treats. Each team member can bring a snack or beverage to share with the group. Spend some time that evening in prayer for one another, those in ministry in Guatemala, those whom the team ministered to in Guatemala etc. You may wish to plan a short devotional for the group and have a time of praise and worship.

Thank you party: Gather as a group to write thank you cards to those who prayed or gave financial support. You may want to design and print team thank you cards or ask each team member to bring their own. Writing notes as a group will ensure that this task is accomplished by everyone, even the team members who may not “get around to it.” It is also more fun to do it with one another. This is a time that you may want to sign cards as a team to those who supported the team as a group. At the end of the letter writing time, take time to pray, do a devotional, and discuss how re-entry is going etc.

Continue with what God put on your hearts: Was there a specific need or project that you saw or assisted with that spoke to your heart as a team? Is there a project that you would like to “adopt” now that you have returned home? Was there a special community, church or school that you can continue to lift up in prayer or correspond with? Gather together and pray for God to continue to work in that situation, to equip the Impact staff who will

be directly involved in the ministry and to pray for the needed resources. Continue to follow the project upon your return. There may be ways to support the project from home. Perhaps you could fundraise as a team to help meet any financial needs.

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 to change eternal destinies through this experience. We look forward to this wonderful opportunity of serving God together with you!

APPENDIX I: THE DO'S AND DON'TS

DON'T...

- ...drink the water from the tap
 - Use bottled water even when you brush your teeth
- ...take medication without first drinking a good dose of water.
 - Often a headache, dizziness, or upset stomach will be alleviated by hydrating your system.
- ...leave unsealed food in rooms.
 - Many types of bugs are alive and well in Guatemala, and they are hungry!
- ...flush the toilet paper (or any feminine hygiene products).
 - The septic system cannot handle the load, and it will back up.
- ...give out email addresses or social media contact information to people while in Guatemala.
- ...give out information about where we are going or how long we will be there.
 - Guatemala is a poor country and North Americans are rich in comparison, making them a good target for theft.
- ...take out a wad of cash and count it publically.
 - This is a poor country and people do desperate things to feed their family, including pick pocketing and mugging.
- ...assume you, as a pedestrian, have any rights.
 - Vehicles always have the right of way!
 - Be extremely careful when walking on the road or crossing the road.

DO...

- ...drink plenty of purified water.
 - When your body is well hydrated, everything works better.
- ...wash your hands regularly and especially before putting anything in your mouth.
 - This will help you stay healthy while in Guatemala.
 - You should wet your hands and then take some soap and vigorously scrub for a count of 10 prior to rinsing.
- ...wear sunscreen and hats.
 - You may not feel hot, but the sun is very intense in Guatemala, and sun/heat stroke is common.
 - Your best protection is a good sunscreen, a hat, and plenty of fluids.
 - Particularly sensitive areas are the ears and back of the neck.
- ...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 II: LAST MINUTE INSTRUCTIONS

An updated copy of this will be emailed to you a week before your trip with updated phone numbers. Be sure to print the updated copy and add it to your binder of paperwork to have on hand.

Greetings,

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. (If you have been here many times before, this is just a reminder)

- 1) Don't pack your passport into your luggage! You will need it!
- 2) When in transit through the US or Mexico, you may need to fill out immigration documents or provide your immigration information electronically at a terminal. Please see below for more information.
- 3) 24 hours before leaving North America, you are permitted to fill out the required Guatemalan Immigration documents online. It is best to do this beforehand when you still have stable internet access. (See item 1 under "Arrival in Guatemala")
- 4) Luggage
 - a) Check with your airline regarding weight and size limits.
 - b) If you have cardboard boxes it is best to put them into a duffle bag. The airlines may consider boxes without a "handle" to be cargo.
 - c) The customs agents in Guatemala have been clamping down on medication being brought into the country without proper approval. If someone has a reasonable amount of medication for one person, i.e. a full bottle of Tylenol typically it is fine. If a person brings more than one bottle, it may become a problem. Personal prescription medication should be in a pharmacy labeled bottle.
 - d) **Please have the personal items that you will need for your first night in your carry-on. If you have bottles of shampoo, toothpaste or liquids that are not permitted in your carry-on, they should be packed so that they can be easily removed from your larger piece of luggage at the airport and transferred into your carry on once you have arrived in Guatemala. Towels and bedding are provided for your first night.**
- 5) If your flight arrives after 1:00 p.m. we usually begin our time in Guatemala by staying in a Theological Seminary in Guatemala City. It is in a very safe enclosed compound, running water (flush toilets, and showers that are hot...most of the time)

Team Leader checklist:

- ☐ Do a passport check
 - ☐ before you leave for the airport
 - ☐ before the team gets onto the airplane
 - ☐ before the team exits the plane at each layover and when arriving in Guatemala
- ☐ Be sure you have signed copies of
 - ☐ Permission to travel for each team member who is not of legal age
 - ☐ Insurance form for each team member who is not of legal age

It would be GREAT if you could call Julie Sawatzky using this toll-free number before boarding the flight to Guatemala. This way, we will know that flights are on schedule and everything is "on track". If not, that's ok, we will be waiting for you anyway.

IN TRANSIT - Toll-Free Number If you are in Canada or the US you can call a toll-free number to reach Julie, Les, or the Impact Ministries Teams Coordinator

1-888-817-3072

Julie Sawatzky Toll Free press "2"

Les Peters Toll Free press "0"

Arrival in Guatemala:

- 1) **Customs:** Proceed to the customs line. Show the customs agent the QR code from the confirmation received after completing the online immigration form. They will likely just ask to see the QR code, then send you through.
- a) **NEW - ELECTRONIC IMMIGRATION FORM** - passengers are asked to fill out the electronic immigration form, resulting in a QR code. The airplane attendants DO NOT hand out the paper custom forms anymore. This is new as of 2024. Here is the [link](#).

Since the airport wifi is unstable and difficult to connect to, it is a good idea to have team members fill it out before arrival in Guatemala. (it is best to use a computer rather than your phone) Make sure you choose "English"; at the beginning, or the instructions will be in Spanish. Please note that when selecting a country, the options will remain in Spanish. Please select Canadá or Estados Unidos.

When the form is completed, an email confirmation with a QR code will be sent to the email address entered into the form. (this could go to your spam folder so check there if it doesn't come to your inbox) You can save this code to your phone, or print it (recommended for a team). If you have NOT completed this form before arriving in Guatemala, there are computers available to do this at customs but this may be complicated and time-consuming. You will also need to fill out this form before departing from Guatemala.

On the visa and customs declarations indicate you are traveling as a tourist and for pleasure purposes. You are short-term missionaries, but there is no category for this.

- i) On the customs declaration, you do not need to declare anything because you are not taking anything into the country that is to be taxed. At customs, if they ask you what you have in your luggage, tell them that you have "clothes, blankets, toys, tools of my trade, school supplies...**and other items to give away.**" With officials, it is best to just answer the questions in the simplest way possible. If they want more details they will ask.
- ii) The address you will need for the form is KM 187 Carretera a Cobán, Tactic, A.V.
- iii) If you have any problems, ask to use a phone, and call Julie at 5413-2340 Julio at 4149-7301 or Les Peters 5825-7640

2) Luggage:

- a) Gather luggage as a team and only proceed to the next step once all luggage is collected. You may be asked to put your luggage through a scanner as you depart the airport. This is usually a quick and simple process.
- b) If there are any missing pieces of luggage, don't panic.
 - i) Typically, they will fly the luggage out on the next available flight and bus it to Tactic.
 - ii) You will need to fill out a form at the counter right in the baggage area **BEFORE** you leave the airport.
 - iii) Information you will need to provide:
 - Your Name and "Ministerios Impacto"
 - Phone Number: Julie Sawatzky de Lem 5413-2340, Julio Lem 4149-7301,
 - Address: Ministerios Impacto @ KM 187 Carretera a Cobán, Tactic, Alta Verapaz (Frente a Café la Granja Chisac)
 - iv) They will then give you a document regarding your lost luggage along with their contact information. Be sure to keep this paper! Give it to the Impact Staff who will meet you at the airport and they will take care of it from there.

- 3) **Exit:** After clearing customs you will pass into a large room with car rental booths. **PLEASE EXIT TO THE RIGHT.** You will see one of our staff in the glassed area on the right side. They will meet you as you go through the exit doors. They will either identify themselves with a small sign or will be wearing Impact Ministries name tags or shirts or jackets. Do not proceed out the exit doors unless you see an Impact Staff member.

4) Planning for the Unexpected:

- a) It is always good to have Plan B in place. (if we have a flat or some other unexpected delay)
 - (1) If you don't see one of our staff through the glass window to the right, stay in the open area by the car rental booths. There is a small tourist information area and you can wait there.

- (2) Call Julie or Julio at the number below. If you don't have a phone, ask a Guatemalan if you can use their cellular phone. They would be very happy if you gave them an American Dollar or two or 10 Guatemalan Quetzal for a few minute calls.
- b) If you are more than two hours late, or delayed until the next morning, call us on the toll-free number.
 - c) If something else unexpected happens, call us at the numbers below.

IN GUATEMALA - Emergency numbers - If you are in Guatemala, you only dial the last 8 numbers.

Julio 011-502-4149-7301

Julie 011-502 -5413-2340

Les' cell 011-502-5825-7640

Rita's cell 011-502-5558-8088

Juan 011-502-4110-5183 (driver, limited English)

Ruth's cell 011-502-4552-4423

It will likely be one or more of the following men who will meet you at the airport.



Hugo, Julio, Juan, Ervin, Oscar

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.

We are looking forward to meeting you and serving together.

Blessings,

Guatemala Hospitality Team

APPENDIX III: ADDITIONAL RESOURCES

The **Helping Without Hurting** series is particularly helpful as it closely matches the model that Impact Ministries uses. Definition of Poverty, growing local leaders etc. There are book and video resources available:

- Corbett, Steve.Fikkert, Brian. ***When Helping Hurts: How To Alleviate Poverty Without Hurting The Poor-- And Yourself***. Chicago, IL : Moody Publishers, 2012. Print.
- Corbett, Steve.Fikkert, Brian. ***Helping Without Hurting in Short-Term Missions - Leaders Guide***
- Corbett, Steve.Fikkert, Brian. ***Helping Without Hurting in Short-Term Missions - Participants Guide***
- Right Now Media provides an excellent supporting video series **Helping Without Hurting in Short-Term Missions**: <https://app.rightnowmedia.org/en/content/details/1223>

Books:

Lanier, Sarah A., **Foreign to Familiar: A guide to Understanding Hot - and Cold - Climate Cultures**

The book describes two cultures, a hot-climate culture and a cold-climate culture. How the hot-climate culture is relationship oriented and the cold-climate is task oriented. The book gives examples of how the cultures are different and how to communicate in each of them. A good short read.

Lupton, Robert D. **Toxic Charity: How Churches and Charities Hurt Those They Help (and How to Reverse It)**. New York, NY: Harper One, 2011. Print.

Peters Langemann, Rita. **In Awe of God: Memoirs of a Missionary Life in Guatemala**.

STEM International (Short-Term Evangelical Missions) <https://stemintl.org/> has a well-stocked online bookstore with many resources. Some of the most popular and helpful short-term mission resources include:

- **Short-term Missions Workbook: From Mission Tourists to Global Citizens**, by Tim Dearborn
- **Serving with Eyes Wide Open: Doing STM with Cultural Intelligence**, by David Livermore
- **Ministering Cross-Culturally: An International Model for Developing Personal Relationships**, by Lingenfelter and Mayers
- **Before You Pack Your Bags, Prepare Your Heart, a Short-Term Mission Preparation Guide with 12 Bible Studies plus Trip Journal**, by Cindy Judge
- **Bringing It Home: A Post-Trip Devotional Guide for International and Domestic Short-Term Mission Teams**, by Jim Mersereau
- **Building Strategic Relationships**, by Daniel Rickett

Websites:

Impact Ministries USA Short-term Missions Website: <https://www.impactminusa.org/teams.html>

Impact Ministries Canada Short-term Missions Website: <https://impactministries.ca/teams/>

Shorttermmissions.com website: <http://www.shorttermmissions.com/articles>

Missionguide.global 7 Standard of excellence: <https://missionguide.global/articles/missionexcellence>

RightNow Media has a variety of short-term Mission Team Training courses and resources:

<https://www.rightnowmedia.org/>

Debrief Resources:

Mission Works - webpage with links to debrief for short term trips

https://missionguide.global/articles/debriefing_materials

Jordan, Peter. *Re Entry: Making The Transition From Missions To Life At Home*. Seattle, WA: YWAM Publishing, 1992. Print.

See the STEM resources in the first section

APPENDIX IV: WHEN HELPING HURTS REFLECTION

Team Leader Reflective Assignment:

North Americans are blessed in many ways - materially, vocationally, educationally and spiritually. These vast blessings bring great responsibility. Throughout scripture God has commanded believers to show compassion and care for the poor (Matt. 25:31-46, Gal. 2:1-10).

1 John 3:16-18 (NIV) says:

¹⁶ This is how we know what love is: Jesus Christ laid down his life for us. And we ought to lay down our lives for our brothers and sisters. ¹⁷ If anyone has material possessions and sees a brother or sister in need but has no pity on them, how can the love of God be in that person? ¹⁸ Dear children, let us not love with words or speech but with actions and in truth.

You are stepping out in obedience to this scripture as you lead a group of North American believers to Guatemala to work with Impact Ministries. It is the desire of Impact Ministries to serve the people of this country in a manner that brings restored relationships in the Kingdom of God. We wish to bring about restored relationships in all areas of the lives of all the people with whom we come in contact.

To understand the true definition and impact of poverty and the ways in which believers should appropriately respond, we ask that each Team Leader read at least chapters 1, 2, 4 and 7 of *When Helping Hurts* by Brian Fikkert and Steve Corbett, Moody Publishers, 2012. Before beginning your reading, take some time to answer the Pre-reading Questions – Part One.

This reflective assignment is to be submitted along with your application form.

As the Team Leader you are ideally positioned to facilitate and guide your team members prior to arriving in Guatemala. This will enable your team to more quickly understand and process the challenges that North Americans face when confronted with profound poverty. It will also allow you to assist your team to identify the spiritual richness that so often exists when people need to rely on God for their most basic needs. As a result, they will then be more able to identify the spiritual poverty that often exists in a materially wealthy society where many, believers included, rely on self rather than God.

We ask that you prayerfully work through the following readings and questions. We desire that you grow in a deeper understanding of missions to the poor and, as a result, you are encouraged and better equipped to wisely guide your team. You will also be able to understand and work within the guiding parameters that Impact Ministries has chosen to follow.

Although the reading and assignments are based on only four chapters, we challenge you to read the entire book as there is much value in the additional readings. Thank you as you partner with Impact Ministries as the Team Leader.

Part One

Pre-reading Questions

1. In point form answer the following questions prior to doing the assigned reading:
 - a. Why did Jesus come to earth?
 - b. What is poverty?
 - c. How will our team bless the people of Guatemala?
2. What skills, abilities and resources do we bring as a team?
3. What is the purpose of our short-term mission trip?

Part Two

As you read *Chapter 1 - Why did Jesus come to Earth?* Take note of the following in order to answer the reflective questions later.

1. Why did Jesus come to earth?
2. In light of this, how might you, as a follower of Christ, live your life in a way that reflects his purpose? Be specific.
3. Why is the expansion of the gospel sometimes more effective among the poor?
4. What concept surprised you most as you read this chapter? Why?

Part Three

As you read *Chapter 2 – What’s the Problem?* Reflect on the following:

1. What is poverty? How does this match with the definition you gave prior reading this chapter?
2. How do poor people express how poverty affects them?
3. How do North American people define poverty?
4. What negative consequences can arise as a result of the mismatch between an outsiders’ perceptions of poverty and the perception of the poor?
5. Describe the four relationships that need to be complete and healthy so as to fulfill our calling by God?

Answer the following:

1. As the Team Leader, what strategies can you use to help your team understand the four relationships that God designed for “richness” in life?
2. Review the answers you gave to the pre-reading questions. Do you see any ways that you suffer from a “god-complex?” If you do, what specific steps can you take to change this?
3. How can you help your team view their role as servants, not heroes, as they prepare for their ministry in Guatemala?

Part Four

As you read *Chapter 4 – Not All Poverty is Created Equal*, take particular note of the following:

1. What are the differences between relief, rehabilitation, and development?

2. Think about the people with whom Impact Ministries works. Do you think Impact Ministries is primarily providing relief, rehabilitation, or development?
3. What are the different types of paternalism?
4. In what ways can a short-term mission team exhibit each type of paternalism that are described in this chapter?

Answer the following questions:

1. How can you prepare your team in a way that avoids paternalistic attitudes as they prepare for and participate in their mission trip?
2. Describe the advantages of working with an organization such as Impact Ministries.

Part Five

Read *Chapter 7 – Doing Short-Term Missions Without Doing Long-Term Harm*. Think through what you read in this chapter as well as the earlier chapters to answer the following:

1. What strategies could you use to help your team understand the differences between their monochronic, individualistic way of thinking with the polychronic, collectivist way of thinking that they will find in Guatemala?
2. The following quote comes from page 159, “How can the STM team discover local assets – including knowledge about survival strategies – in the context of a two-week trip? The answer to this question is not obvious, but a good first step is for the STM trip to be done as part of a long-term, asset-based, development approach being implemented by local ministries. The STM team needs to understand how it fits within the overall strategy of this local ministry and take care not to undermine this ministry’s effectiveness.”
3. How will you prepare your team to effectively minister under the guidance and leadership of Impact Ministries as the local ministry? How will you avoid undermining Impact’s effectiveness in this community?
4. In the section titled Training for Success on pages 165/166 there is an encouragement to commit to pre-trip, on the field and post-trip training. What plans do you have in place, or would you like to put in place, in order to provide an actual life-changing event for each member of your team?