



Team Leaders Guide 2015

As a Servant Team leader for 2015 the staff of Mission Impact is honored to partner with you to both equip and prepare you and your team for ministry in Guatemala. As we labor together, both in administration and direct field work, we have begun to ask ourselves this amazing question: ***“What would it look like if God’s kingdom was manifested more fully in Guatemala?”*** Would all kids be loved and valued? Would everyone have access to clean water? Would there be reconciliation between churches and neighbors? Would people from different nationalities and different language’s worship together? As you and your team prepare for your time of ministry with Mission Impact, we ask you to ponder these same questions. We feel they represent the “heartbeat” of where God is leading us as a mission and our desire is for you to be as close to that “heartbeat” of ministry as possible. We are humbled that you have chosen to partner with us and together pray ***“Thy Kingdom come, they will be done, on earth as it is in Heaven”***.

As a team leader, we know you want to bring a well-prepared team to Guatemala. That preparation will benefit you as a leader, your team members, *Mission Impact* staff, and the Guatemalans you will be serving. To assist you in this, we would like to support you with logistical planning, spiritual and cultural training materials, and post-field follow up.

We trust that the information to follow, in the **Team Leader Timeline and Checklist and the Additional Resource Pages**, will assist you during stages of preparation. If at any time you have questions please don’t hesitate to contact us at: teaminfo@missionimpact.com

We trust your time in Guatemala will expand your understanding of God’s Kingdom. We pray that you will have a renewed vision for how He is at work in the world and how you can be a part of it!

Serving together,

Kathy Dostal, *U.S. Servant Team Coordinator*

Michelle & Gerber Perez, *Guatemala Team Coordinators*

Jeff Sprecher, *Director*



Team Leader Timeline and Checklist

To begin, please read and become familiar with the documents listed below in this packet. This information will help you answer most initial questions from your team members. These documents can also be found at www.missionimpact.com. Click “Servant Team” box on your left and then “Leader Resources” on the top right.

- Required Training Resources and Guide for Meetings
- Cultural Norms and Behavioral Expectations
- Packing List and Dress Code
- Travel and Airport Arrival
- Conversational Spanish Review/Pronunciation
- Support Letters and Fundraising
- Frequently Asked Questions

For planning purposes please review the following timeline and check list.

Up to 1 year – 9 months prior to travel:

- ☐ Reserve ministry dates with the Mission Impact Servant Team Office.
- ☐ Confirm and hold dates by sending a \$300 deposit to the MI, U.S. office:
Mission Impact PO BOX 45797 Madison WI 53744-5797
- ☐ Identify the purpose for your team and who will go. Groupings for teams could include high school students, adults, families, university students, or a mixture of all.
- ☐ Determined the specific purpose of your ministry, i.e. construction, medical, water filters, or a multi-faceted servant team.
- ☐ Investigate flights for availability, schedules, and prices.

9 months prior to travel:

☐ **Choose co-leaders:**

It is important to have mature co-leaders that can assist you and or take your place in lieu of your absence. High School teams require one leader per 4 students with an appropriate ratio of men and women. University teams require one leader per 8. At this level students can also be co-leaders. Adult teams require one leader and at least one other designated co-leader, depending on the size of the team.



❑ **Set age limits/group size**

Teams should be no less than 8 and no more than 20. Exceptions must be cleared through the Servant Team Office. There will be a fee assessed for numbers under or over the recommended limit. Children under the age of 14 must be accompanied by a parent. Children under the age of 7 must remain at the ministry house with a parent. All senior participants must be mobile and able to participate in the daily schedule without significant issues.

❑ **Hold an initial meeting to promote the trip and determine the number of interested parties.**

Include: vision and ministry of Mission Impact, dates, cost, details regarding special projects (if you have them), the challenges of overseas travel and ministry, on-line application process and deadline, size limitation of the team, obtaining passports, etc.

If you have not identified a specific area of ministry or your team will work at several ministry sites, it is important to explain, at this point, an important element of cross-cultural ministry; and that is this: our Guatemalan site leaders will not always have a specific ministry plan 9 months in advance. We will do our best to communicate with you, in a timely manner, the specifics of a multi-faceted plan, once we have it. This often comes together one-two months prior to a team's departure. Thank you for your patience and flexibility!

❑ **Determine suitability of interested parties.**

Determine if each participant is or is not a good fit for overseas ministry. MI will screen all applications; however we rely heavily on the judgment of team leaders in regards to the appropriateness of applicants. Before an interested party goes through the application process with MI, please consider the impact of significant physical, emotional, and spiritual limitations that some applicants may be dealing with. It is crucial to the health of the team and those you will be partnering with in Guatemala for applicants to be in a "healthy season" of their lives. As a leader, please be pro-active in this critical area and counsel individuals appropriately.

❑ **Hold first team meeting.**

- Distribute the following documents so that applicants are fully aware of ministry and cultural expectations. Applicants will be required to sign several of these documents during the application process.
 - 1) Cultural Norms and Behavioral Expectations (*Additional Resources page 10*)
 - 2) Release of Liability for Minors (*Additional Resources page 18*)
 - 3) Release of Liability Waiver (see on-line application).

❑ **Set Schedule for future meetings. (*Additional Resources page 8*)**



6 months prior to travel:

- ☐ Complete Online Applications. (see webpage: www.missionimpact.com)
- ☐ Confirm Airline Reservations
Team Members must arrive and leave on the same flight. If there are special requests and separate flights, extra airport pick-up/drop-off fees will be applied.
- ☐ Send flight itinerary to MI Servant Team Office.
- ☐ Check Passports. All team members are required to travel with a passport. Those without passports should begin application process at this point. **Team leaders are asked to bring two copies of each passport to Guatemala.**
- ☐ Check immunizations. All participants are required to have an updated Tetanus Booster.
- ☐ Begin Fundraising. (*see Additional Resources pages 17-18*)
- ☐ Review Conversational Spanish (*see Additional Resources page 15*)
- ☐ **Begin monthly training sessions using MI Required Training Resources. (*see Additional Resources page 8*)**

3 months prior to travel:

- ☐ Research airline baggage restrictions and packing regulations.
- ☐ Begin gathering and preparing materials that will support the ministry sites where your team will partner. Check with MI field directors about needed donations for ministry sites.
- ☐ Review Conversational Spanish.
- ☐ Begin preparing morning devotional materials and evening debriefing materials.
- ☐ Review MI packing list, dress code and Cultural Norms hand out. (*see Additional Resources pages 10-13*)
- ☐ Arrange transportation to and from airport in the U.S.

1 month prior to travel:

- ☐ Purchase Travel Insurance for all team members; minimum \$25,000.00 medical evacuation policy. (see webpage for contact info)



- ☐ Provide participants with emergency numbers. (see below)
- ☐ Confirm that team members have passports and that they physically present them to you for review.
- ☐ Make final preparations for ministry sites.

3 weeks prior to travel:

- ☐ Send all team fees and all signed "Release of Liability for Minors" to:
Mission Impact PO BOX 45797 Madison, WI 53744-5797
- ☐ Tag luggage with BRIGHTLY colored ribbon.

Upon Arrival:

- ☐ Exchange money in Guatemalan airport. Bring only new U.S. currency.
- ☐ Look for the "***Mission Impact***" sign upon exiting the airport where MI staff will meet you.

Upon Returning to the U.S:

- ☐ Hold a meeting within 10 days of return
- ☐ Share pictures/stories. Encourage team members to write a letter of thanks to their supporters
- ☐ Find the best way to share with your church, school, university, etc.
- ☐ Pray for the ministries and people in Guatemala
- ☐ Discuss ways to remain engaged with MI and how your team can support long term.
- ☐ Contact MI Office to reserve your date for the following year if interested.

Quick Check List:

- ☐ _____ online applications filled out
- ☐ _____ passports in hand
- ☐ _____ plane reservations confirmed
- ☐ _____ travelers insurance purchased for group
- ☐ _____ fees and forms in MI Wisconsin office 3 weeks prior to leaving

Additional Resources for Team Leaders and Team Members

- ❑ Emergency Contact Info page 7
- ❑ Required Training Resources and Guide for Meetings----- page 8
- ❑ Cultural Norms and Behavioral Expectations..... page 10
****please give printed copy given to all team members***
- ❑ Packing List and Dress Code..... page 11
****please give printed copy given to all team members***
- ❑ Travel and Airport Arrival Info..... page 14
- ❑ Conversational Spanish Review/Pronunciation Guide..... page 15
- ❑ Support Letters and Fundraising Tips..... page 17
- ❑ Sample Support Raising Letter page 18
- ❑ Frequently Asked Questions..... page 19
- ❑ Release of Liability for Minors..... page 22

Emergency Contact Numbers to Leave with Family/Friends

U.S. Staff

Kathy Dostal
1-303-794-3083 or 1-800-392-5020

Guatemala Staff

Jeff Sprecher
011-502-4013-1839

MI Office
011-502-7832-7534

Michelle Acker Perez
011-502-4961-1167

Gerber Perez
011-502-4013-3510

David Ashenbrenner
011-502 4780-4879

U.S. Embassy
011-502-2326-4000

Mission Impact Office Address: *(to write on custom form upon arrival)*

Mission Impact
Lote J-2
San Pedro El Alto
Antigua, Guatemala

Training Resources and Guide for Meetings

We believe as team leaders one of your greatest responsibilities is to help prepare your team *before* they come to serve in Guatemala. Our hope is that their understanding of how and why we do missions would be expanded, challenged and shaped and part of that happens in your team meetings and pre-field training.

We ask that ALL team members please read:

(pdf links to the articles can be found on our website or will be emailed to you by our field coordinator.)

- ☐ Toward Better Short-Term Missions, by Darren Carlson posted at:
<http://thegospelcoalition.org/blogs/tgc/2012/06/27/toward-better-short-term-missions/>
- ☐ Serving with Eyes Wide Open (excerpt), by David Livermore; pdf file.
- ☐ Things No One Tells You About Going on Short-Term Mission Trips
<http://www.relevantmagazine.com/reject-apathy/things-no-one-tells-you-about-going-short-term-mission-trips>
- ☐ History and Culture of Guatemala found at:
<http://www.everyculture.com/Ge-It/Guatemala.html>

Additional Resources and Ideas of What to Do During Training:

- ☐ Read a book together. Our recommendations:
 - *When Helping Hurts* by Brian Fikkert and Steve Corbett
 - *Radical* by David Platt
 - *Being White* by Paula Harris and Doug Schaupp
- ☐ Consider visiting a Spanish speaking church in your area
- ☐ Consider inviting a native Spanish speaking person to one of your group meetings to share about their culture and what life has been like growing up in the US/Canada
- ☐ Consider assigning each team member or small group a different Mission Impact ministry to pray for daily and read about on the Mission Impact's website.

Especially for High School and College-age Teams:

- ☐ Have students do a "scavenger hunt" in small groups in an area of town where they are not the majority. (see sample attached)
- ☐ Consider doing a Privilege Walk Activity (see handout attached)
- ☐ Read this satirical article: About What NOT to do on a Short-Term Mission Trip (see attached)



Meeting # 1:

Recruitment and Information Sharing: In this meeting you should cover: the vision and ministry of MI (found on the website), biblical foundations for missions, why and how we do short term missions, ministry focus for your team (if known), cost, and expectations in terms of behavior, dress, reading requirements and daily schedule.

Pray as a group that the Lord will lead those with a heart to serve and learn. Instruct interested parties in how to fill out an on-line application. As a leader be familiar with FAQ's found on the MI web site and in this handbook.

Read: Toward Better Short-Term Missions and Serving with Eyes Wide Open

Meeting # 2:

Begin with prayer for Guatemala and MI missionaries. Give details regarding passport application and shots. Lead a discussion from the articles read after the meeting. Do one of the suggested activities to begin looking at cross-cultural ministry and the assumptions we bring with us. Begin discussing individual and group fundraising strategies. Begin conversational Spanish practice using handout included.

Read the Cross-cultural Servanthood article.

Meeting # 3:

Begin with prayer for Guatemala and MI missionaries. Discuss needs of MI sites and site leaders. Discuss what does Cross-cultural servanthood look like. Discuss the collection of/and packing of donations. Review luggage restrictions per passenger. Depending on your ministry focus, begin preparation of ministry materials, dramas, etc.

Read: History and Culture of Guatemala link

Meeting # 4:

Begin with prayer for Guatemala and the MI missionaries. Discuss and delegate morning devotions, worship, and team debriefings in the evening. Review packing list and dress code. Discuss the history of Guatemala. Why is it easy for some to skip over this part? How is understanding a country's history crucial to serving there?

Meeting # 5:

Pray in small groups for one another and review final departing/packing logistical details. Review flight itinerary, travel insurance, airport transportation, etc. Collect copies of passports and parental waivers and distribute emergency contact information to participants and parents. Prepare any final crafts, activities, dramas, songs, etc for ministries.

Cultural Norms and Behavioral Expectations

Remember: *Before you Come*

Team Leaders: Please only bring donations otherwise arranged by our **Servant Team** staff. Donations are to be given to your MI staff host upon arrival, to be distributed appropriately to ministry site leaders.

- Please do not give handouts of candy, toys, soccer balls, etc to the children you work with. (To be explained during orientation)
- Also, please remind your team members to not make promises to Guatemalans that they cannot keep.
- If you would like to support one of the ministry sites we have a list of needed items that we would be happy to give to you.

Dress Code: *Modest and conservative*

- If in doubt, don't bring it.
 - Pants or jeans are required for all work sites and schools.
 - No shorts for men or women. (Athletic shorts (knee-length) may be worn for soccer games)
 - No mini skirts, tank tops, spaghetti straps or low cut blouses.
- Most churches are casual. Nice jeans or slacks are acceptable for men. Ladies can wear a medium length or long skirt or pants with appropriate tops.

Flexibility: *An Important Word*

One of the most important things to remember is to be flexible. The pace in Guatemala is more relaxed than our time conscious pace of life. If your driver is late to pick you up don't get frustrated; take the opportunity to build relationships and reflect on your surroundings. **Be relationship-oriented instead of task-oriented.**

Photography: *Capturing the moment*

Guatemalans can be sensitive to having their picture taken and some actually do not like having their picture taken. **A good rule of thumb is to develop relationship before snapping your picture.** If you offer to get in the picture it is a sign that you value them and would be honored to have your picture taken with them. Do not bring cameras on your first few days of ministry. Always ask permission – you can say "*Una foto por favor?*" (A picture please?) **Never** take photos of the Guatemalan military or security. **Do not promise to send photos if you cannot follow through on sending them.**

Enjoying your selves: *Be Respectful*

Guatemalans are typically quiet people in comparison to North Americans, who can be loud and boisterous. When your team is walking through a village or at a restaurant be respectful and aware of your surroundings. Do not assume that people do not understand English when conversing with one another. Your body language and tone of voice will communicate a lot.



Cultural Immersion: *Be a Student*

- Do not come as an expert, but a learner. Walk with humility.
- Remember, you are a guest – your host culture is *not* your home.
- When appropriate, always ask questions with a heart to understand.

God can use your discomfort about cultural differences as a way of enlarging our view of Him and His world. Culture is neutral when viewed from a Christian view. We must move from *judgment-passing* to *diversity-embracing*.

Re-thinking Poverty: *Be intentional*

- Observe assets, not just what's lacking.
- Discover the difference between compassion and pity.
- Look for ways to “partner with” rather than “do for”.
- Identify areas of “poverty” in addition to material lack.
- Ask yourself, “*Where is my poverty?*”
- Do not flaunt or discuss your money or your possessions.

Team dynamics: *Be a Servant*

- When feelings of frustration, irritation, tension, impatience, embarrassment, and confusion, arise with your teammates or your Guatemalan hosts, determine ahead of time how will you respond.
- Ask yourself first, *what could God be teaching me through this?*
- Then be honest about your feelings, and discuss them with your team.

Maintaining your focus: *Be pro-active*

- Take time alone every day to pray, reflect, and journal.
- Pray for eyes to see the people as God sees them; be a vessel for His love.

Free time: *Enjoy*

After ministry sites there will typically be time to rest, shower, interact with other team members, etc. After dinner there will be a variety of activities including time to debrief the experiences of the day, dessert in Antigua, or listening to MI staff members share their stories. Usually there will be one day reserved for shopping and free-time in Antigua.

WORDS to REMEMBER

“Let’s stop thinking about short-term missions as a service to perform and see them as another expression of a seamless life of missional living that includes giving and receiving. Let’s think about them as a time when we’re responsible to learn. When we’re with brothers and sisters from another part of the world, let’s spend less time thinking about how we can tell everyone back home what we did for them and more time finding out what they’re truly facing and getting their perspective on how we can help them.”

-David A. Livermore

[Mission Impact reserves the right to send team participants home at their own expense if they disregard any rules of the agreement that have been signed as part of the online application]

Packing List and Dress Code

Guatemalans tend to be much more conservative than North Americans. As visitors we want to respect their culture and not draw more attention than needed.

As a general rule at all ministry and work sites please keep in mind:

- ☐ No shorts (men or women), always pants
- ☐ No tank tops (men or women)
- ☐ No flip flops or sandals (you will need close-toed shoes)

At church and around Antigua: Church is usually casual but conservative. Jeans or slacks for men and/or women. Women may wear a longer skirt, but it's not required. Please no tank tops or spaghetti straps or shorts. Sandals are fine.

Special Note for the Ladies:

- ☐ Skirts and dresses should be knee-length or longer
- ☐ Be mindful of low cut shirts
- ☐ No spaghetti straps
- ☐ Capris are fine in Antigua
- ☐ Good rule of thumb: *If in doubt don't bring it.* In general you will feel more comfortable if you dress more conservatively than you do at home.

Packing List:

Water Bottle	Rain Jacket & umbrella	Ear plugs
Coffee mug/Thermos (if wanted)	Light Fleece/Sweatshirt	Travel alarm
Sunscreen	Pants for work site	Small daypack/backpack
Bug Repellent	T-shirts/clothes to layer	Cards, scrabble, games for evening time
Personal Toiletries	Good work shoes	Towel and Hand Towel
Hand Sanitizer or Hand wipes	Shower shoes	Camera
Feminine Hygiene	Church clothes & shoes	Bilingual Bible if you have one
Aspirin/Tylenol & Pepto Bismol for sensitive stomachs	Clothes to play soccer (knee-length shorts)	Photos of your family, city to share with people you meet
Flashlight or headlamp	Warm Pajamas	Journal and Pen
Hat/sunglasses	Socks/underwear - at least 8+	Passport + 2 copies
Top/bottom twin sheet & Pillowcase	Extra glasses if you wear contacts	Extra crafts/art supplies for last minute activities
Work gloves: Construction	Personal snacks	Spending money- CASH



Electrical Appliances:

Everything works just the same as it does in the states. However, we ask that if you do not need them, then don't bring valuables (iPhones, iPods, etc). If you must because it's your phone, or music for the plane etc., then we ask you to leave them in your suitcases where you're staying and *not* carry them around or use them while you're here on ministry sites.* Cameras are an exception. **You will have a local team phone if you need to call or text family members.**

**The pace of life in Guatemala is slower; soak it up while you're here. Don't miss out on opportunities to connect with your team members, Guatemalans and God because you're using your iPod. Enjoy a week of disconnecting. You won't be disappointed.*

Money:

We recommend bringing between \$75-100 CASH with you. You'll be responsible for **2 lunches (while you're out in Antigua)** and any touristy things you want to buy or do. It kind of depends how much you plan to shop or spend on things like coffee, gifts, and souvenirs.

Travel and Arrival Info

Money:

The easiest place to exchange money is AT the AIRPORT. Because most of your group arrives on a Saturday we will have no opportunity to go by a bank in Antigua before your workweek starts.

Before you get your passport stamped you'll see a place to exchange money. The exchange rate at the airport is not the best, but it is the most secure. You can bring credit cards (VISA) as they are accepted at some stores and restaurants, but it's at your own risk. **Cash is just easier.** We recommend that you do not use the ATMs- there has been continued fraud in Antigua. Some restaurants and stores will take US dollars (cash), but plan on exchanging any money you want for the trip at the airport.

At the Airport:

There are bathrooms to use in the airport before and after customs. The airport is usually pretty empty. I think it's the fastest, most efficient thing we have in Guatemala. Once you get your bags just walk through the big glass doors outside and you'll see a row of people waiting. Our driver and a staff member will be waiting for you with a **MISSION IMPACT sign**.

Bathrooms:

This may seem trivial, but the sewer system in Guatemala will thank me. It doesn't matter how *fancy* or *simple* the bathroom is **toilet paper ALWAYS goes in the little TRASH CAN** next to the toilet. Always. The plumbing system here can't handle it. Trust me.

Weather year around: In Antigua it will be warm and sunny during the day, slightly breezy, high 60s/low70s, but it can cool down to the high 50s/low60s at night so do bring a sweater or light jacket. We're at 5,000 feet. Between May-October it will most likely rain in the afternoon. Bring clothes that you can layer (for example: t-shirt jeans, long sleeve shirt and a fleece). Groups working with water filters will be in the southern part of Guatemala where it is extremely hot and humid. Pack accordingly.

Food/Water: Antigua is used to foreigners and tourists so the water here is treated with bleach, but just to be safe we encourage all teams members to **brush your teeth with bottled water**. And always drink bottled water (*agua pura*). Food at restaurants is safe and all smoothies, ice, etc. are made with *agua pura*. Most people have no problems with fruits, veggies, salads, etc from restaurants. All the food we prepare on site is disinfected and washed thoroughly. We want you to stay healthy.

Pharmacies: If for some reason if you do get a little under the weather or forget something the little *farmacias* here have almost *every* type of medicine needed. No prescriptions needed. And we have a doctor on staff we can attend to you if necessary.

Conversational Spanish Review

Greetings	
Good morning	¡Buenos días!
Good afternoon	¡Buenas tardes!
Good night	¡Buenas noches!
Hello/ Good-bye	Hola/Adios
Thank you	Gracias
You're welcome	De nada
Please	Por favor
Common Questions	
What is your name?	¿Cómo te llamas?
My name is...	Me llamo....
How old are you?	¿Cuántos años tienes?
I am ____ years old.	Tengo ____ anos
When is your birthday?	¿Cuándo es tu cumpleaños?
My birthday is...	Mi cumpleaños es...
Do you need help?	¿Necesitas ayuda?
Can you please help me?	¿Me ayudas, por favor?
Do you like.....	Te gusta...
I like....	Me gusta...
Do you understand?	¿Entiendes?
I don't understand	No entiendo
How do you say...?	¿Cómo se dice ____?
I think...	Yo pienso...
I need...	Yo necesito...

Question Words	
Where is...?	¿Dónde está...?
What?	¿Qué?
When?	¿Cuándo?
Where?	¿Dónde?
How many?	¿Cuánto?
How much?	¿Cuántos?
Why?	¿Por qué?
What's that?	¿Qué es eso?
Construction	
Cement	cemento
Sand	arena
Water	agua
Mix	Mezclar
Buckets	cubetas
Gravel	pedrin
Forms (molds)	moldes
Blocks	bloques
Numbers	
One	Uno
Two	Dos
Three	Tres
Four	cuatro
Five	cinco
Six	Seis
Seven	Siete
Eight	Ocho
Nine	Nuevo
Ten	Diez
In The Classroom	
Scissors	tijeras
Glue	goma
Crayons	crayones
paper	papel
markers	marcadores

Spanish Pronunciation Guide

As mentioned in the FAQ Spanish is not required in order to come and serve in Guatemala. However, we strongly encourage teams to review and feel comfortable using some of the basic phrases and words listed above. Remember, any attempt to converse with people will be appreciated.

Basic Pronunciation and Sounds

a:ah e:ai i:ee o:oe u:oo

h: (silent) j:ha ll:yuh ñ:en-yay q:kay rr:rolled r v:buh x:sh

example: adios (goodbye) is pronounced “ah-deeos”

example: Que? (what) is pronounced “kay”

example: hola (hello) is pronounced “olah”

example: aqui (here) is pronounced “a-kee”

example: rojo (red) is pronounced “ro-ho”

example: me llamo (my name is) is pronounced “may yamo”

example: baño (bathroom) is pronounced “ban-yo”

example: pequeño (small) is pronounced “pa-kay-nyo”

example: pero (but) is pronounced as you see it, but perro (dog) requires you to roll your tongue

example: azul (blue) is pronounced “ah-zool”

example: verde (green) is pronounced “ber-day”

example: Xela is pronounced “shay-la”



Support Letters and Fundraising Tips

There are many ways to raise support for your trip, but we believe writing support letters is a great way to involve more people and share with others about what God is doing in Guatemala. As North Americans it's easy to think we can do things by ourselves, but there is something important about learning to ask other brothers and sisters in Christ for help. See sample letter on the following page.

The following guidelines are suggested for writing fundraising letters:

- 1) Information about Guatemala and the culture i.e. per capita income, literacy rate, population, etc
- 2) Information on the sending organization (i.e. church, youth group, school) and the hosting organization of Mission Impact
- 3) Description of what the team will be doing and why
- 4) Cost of the trip
- 5) Why the participant wants to be involved in this trip
- 6) How team members would like the person to be involved i.e. financial assistance, prayer support or both; this does not have to be a long sales pitch but a simple request
- 7) How contributors are to respond i.e. who to make the check payable to, where to mail it, when the money is needed, etc.

Remember: people prefer to read a personalized letter as apposed to a form letter that is sent out by everyone on the team. Stress the importance of keeping the letter brief. We recommend one page at max.

In addition to individuals raising funds through support letters here are some other fundraising ideas:

- ☐ large garage sales with donated items
- ☐ "slave" auctions where members are hired out to the highest bidder for odd jobs
- ☐ car wash
- ☐ bake sales with a participating restaurant or store that will match funds
- ☐ percentage sales from participating restaurants or stores
- ☐ church mission committees funding
- ☐ appeals at local civic clubs
- ☐ be creative



Sample Support Raising Letter

Dear Mr. and Mrs. Anderson.

I have some exciting news that I would like to share with you. I have an opportunity to participate in a short-term mission trip with Covenant Heights Youth Group. The team will be going to Guatemala, CA on _____. Our team will be working with local missionaries, serving with Mission Impact, in Antigua Guatemala. If you would like to know more about Mission Impact you can go to their web site at www.missionimpact.com.

Our specific goal for this trip is to help with the second floor construction project of Proximos Pasos, a school for young girls in the village of Santa Maria de Jesus. Santa Maria is a Mayan village of 23,000 people, most of who work in nearby fields for their daily sustenance. It is a very poor area with the average daily income being about \$4.00 a day. The girls in the area have very few opportunities for education and advancement. Proximos Pasos is providing a quality Christian education for girls and they need the help of our team to further their vision! You can read more about Proximos Pasos on the MI web page.

In order to make this trip possible, I need to have a strong support team! Please pray about being on my prayer team, this can't be done without prayer. Please give a financial gift toward the expenses of my outreach. The total amount that each team member must raise is _____ (team fees plus airfare). This amount includes travel, expenses, food, lodging, and transportation.

I would appreciate your prayerful consideration in helping me reach this goal! If you would like to send a tax deductible gift please make your check payable to _____ and send it to _____. If you do not need a tax receipt please send your gift to _____.

I would appreciate your prayer support as we prepare for the trip and especially during the trip. If you have any questions or would like to know more about the trip, please don't hesitate to call me at _____.

God bless you and thank you for your support!

Susan Johnson



Frequently Asked Questions

1. Who can serve with Mission Impact in Guatemala?

Mission Impact accepts teams of various ages and giftings. Mission Impact believes that children (age 7 and above), students of all levels, career folks, and retirees can greatly impact the people and church of Guatemala as well as grow in their personal relationship with Christ.

2. What will a servant team trip to Guatemala cost?

A 7-day/night trip costs \$875 per person, plus additional project fees that are determined for each team. A non-refundable \$300 deposit is required to reserve your spot.

3. Do Servant Team Leaders pay fees?

Yes, Servant Team leaders pay the same as other team participants.

4. Are there any “out of pocket” expenses during the week in Guatemala?

Out of pocket expenses include two meals in Antigua restaurants totaling approximately \$15.00, spending money for souvenirs, gifts and tourists things (depending on the individual) of \$75-\$100

5. What documents do I need to travel to Guatemala?

To enter the country of Guatemala one needs a valid passport.

6. Are travel arrangements to Guatemala made through the Mission Impact office?

No, each Servant Team is responsible for booking and payment of their team’s airline tickets, travel insurance, and obtaining travel documents (passport).

7. Do I need special immunizations to minister in Guatemala?

Mission Impact requires all Servant Team participants to have an updated tetanus shot (DPT), Hepatitis A, Hepatitis B, Typhoid, and teams traveling to jungle areas need to take Malaria prevention medication. To obtain these immunizations please contact your local Health Department in sufficient time to acquire the complete series.

8. What kind of medical care is available in Guatemala?

There are two small private hospitals in Antigua that can adequately cover most situations that arise. Mission Impact has long standing relationships with several Guatemalan physicians in the Antigua area. If a team member is in need of trauma care or specialized emergency care they would be transported by ambulance to Guatemala City, a 50-minute trip. Guatemala City has several very good hospitals and many well trained physicians. Good dental care is also available in

Antigua as well as equipped pharmacies.

9. What is the weather like in Guatemala?

Guatemala has two seasons: dry and rainy. Dry season is from November through April. Rainy season is from May through October. Temperatures are cool at night and warm during the day, depending on the altitude of your ministry site. Temperatures range from 45°F to 80°F from November through February and 60°F to 90°F March through October. Please see the **Packing List and Dress Code** handout.

10. Who will I be working with and what will I be doing?

Servant Team participants will work with at least one of the Mission Impact full-time missionaries who have a long-term commitment to the communities in which they work. Servant Teams, depending on their gifts and ministry goals, will work in one of the following areas: Christian education, community health and nutrition, youth ministry and evangelism, construction, service projects, or medical/dental clinics.

11. What will a daily schedule look like?

An average day begins with worship and devotions at 7 a.m. followed by a hearty breakfast. Teams depart by 8:30 a.m., spend approximately six hours at the ministry site, and arrive back by 4 p.m. Dinner is served at 6 p.m. Evening programs include local speakers discussing current issues and needs in Guatemala, lively dialogue, team sharing and debriefing, and free time for relaxation and reflection. Weekends include some sight seeing and shopping in the Antigua area as well as worshipping in a local church.

12. Do I need to speak Spanish if I am going to minister in Guatemala?

A Servant Team participant does not need to speak Spanish in order to serve in Guatemala. Team members will work alongside bilingual staff where translation is available. However, Mission Impact does strongly encourage pre-field language practice simply to make the experience in Guatemala more enjoyable. Please see the Basic Spanish Review handout.

13. Where will Servant Teams be housed?

Mission Impact offers a variety of housing situations. Servant Teams have the option to stay the entire outreach in a mission house, one of our schools or in the community with tents. Depending on the time of year, Mission Impact utilizes two mission houses located in San Pedro El Alto, a quiet residential area 10 minutes from the center of Antigua, Guatemala. Dormitory style rooms, bathrooms with hot water, common eating areas, and beautiful gardens and patios are but a few of the pleasant features of the San Pedro houses.

14. What about electrical appliances?

Everything works the same as it does in the states. However, we ask that you do not bring valuables (iphones, ipods, etc). If you must because it's your phone, or music for the plane then you will need to leave them in your suitcases and *not* carry them around or use them while at ministry sites. ***Youth leaders, we recommend that you collect all students cell phones/iphones while here as to not be a distraction.*

15.How and where are meals prepared for Servant Teams?

Servant Teams eat all meals at the San Pedro mission house with the exception of one-two lunches and one dinner in Antigua restaurants. Breakfast and dinner are hot meals prepared in a clean kitchen by an experienced cook. Every precaution is taken to insure that fresh fruits and vegetables are washed appropriately and prepared with the health of our North American team members in mind. A sack lunch is prepared each day in the mission house kitchen.

16. Is Guatemala a safe place to travel to and serve in?

Guatemala, like all Central American countries, is plagued by varying degrees of crime. Depending on location and circumstance, tourists can be targeted for robbery and assault. However, Servant Teams with Mission Impact are at a very low risk for these types of crimes. Teams minister in communities with Mission Impact missionaries who are respected and welcomed in their communities. All transportation is either provided by or contracted by Mission Impact. Mission Impact does not engage in any tourist travel outside of the Antigua area unless specifically requested by team leaders. Team housing is located in a quiet residential area with full time caretakers present on the property. During field orientation Servant Teams are briefed as to common sense practices regarding safety issues.

17. What happens when we arrive at the Guatemalan airport?

Upon arrival in Guatemala City airport you will walk toward customs where you will present your completed customs form and valid passport. You will need to exchange dollars for quetzales in the airport. As your team leaves the airport a Mission Impact staff member holding a Mission Impact sign will meet you outside the glass doors.

18. Can we use ATMs?

Mission Impact does not recommend the use of ATMs in and around Antigua. Fraud is common. All teams must exchange money in the airport, before you go through custom. Please bring clean, new, undamaged bills. You can use your visa at some larger restaurants in Antigua but cash is always recommended.

Release of Liability for Minors

I _____ as parent or legal guardian of (name of minor) _____ give my permission for (name of minor) _____ to participate in the outreach to Guatemala from (dates) _____ to _____, sponsored by _____ Church/organization and hosted by *Mission Impact* in Guatemala, CA. In signing this form, I agree not to hold Mission Impact, its officers, employees, or other agents liable for any injury, loss, damage, or accident that (name of minor) _____ might encounter while on this mission trip.

I realize and acknowledge that participation on this trip to Guatemala includes many risks and possible dangers. I am well aware that travel to such a foreign country exposes (name of minor) _____ to such risks as accidents, disease, war, political unrest, injury from construction projects, and other calamities. I hereby assume any such risks that might result from this trip and I unconditionally release *Mission Impact*, its officers, employees, or other agents blameless for any liability concerning the personal health and well being of (name of minor) _____, or any liability for his/her personal property that might be lost, damaged, or stolen while on this mission trip. I have carefully read the foregoing and I understand that my signature herein holds *Mission Impact* and other agents harmless for any liability for injury, damage, loss accident, delay, or irregularity in schedule.

Signed _____

Date _____

(Please return to your local Team Leader)