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ASELSI MINISTRIES

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Chichicastenango, Guatemala, Central America



# Short-Term Mission Leader's HANDBOOK

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## How to Use This Manual

We understand that each church, ministry, or participating group is specific unto itself and no two situations are exactly the same. Though most of the information is applicable for all groups, we invite you to use this manual as a guide, adapting it to suit your organization's needs. Part A has all of the details you need to know to lead your team to ASELSI. Part B has some more general short term mission trip information that may help you prepare your team.

## Why we do Short Term Teams

Most mission teams are born out of a desire to help others and to share Christ. Often, this group has one or two shared skills, i.e. children's ministry, medical work, construction etc.

At ASELSI we host mission teams to:

- **"Equip the saints"** from the States for the work of ministry in a different culture and setting;
- Build relationships between the team, the ASELSI staff and a local church in Guatemala;
- Help meet the spiritual and physical needs of our brothers and sisters; and
- Be a witness to the communities that we work in of the love of Jesus and his saving power.

## Here are the first steps:

1. Pray for your team and ministry.
2. Meet with your pastor or organization leadership to present your ideas and to get their approval.
3. Determine how many people are interested in going and how many people you can handle in a group. (***Teams over 30 members require approval from ASELSI Leadership.***) Team members should be at least 15 years old. Minors must be accompanied by a parent or adult who will assume responsibility for them during the trip.
4. **Contact ASELSI to discuss a trip date and ministry type.**
5. Fill out the ***Team Checklist*** we will send to you. This will help us to focus your schedule on the goals and gifts of your group.
6. **Review the Team Member Manual** for additional information not included in this handbook.
7. Start recruiting team members! *Send names and numbers to ASELSI at least 3 months before you will arrive.*
8. Contact a travel agent or airline to begin the search for the best ticket prices. (Forward flight confirmation to ASELSI ASAP) Airlines coming into Guatemala are; American, United, Delta, Spirit, and Avianca.

***It is important that each team member have an intimate relationship with Jesus Christ as Lord and Savior and priority should be given to this.***

However, our experience is that a non-believer, who is a "seeker" and willing to conform to and abide by the rules laid out by the team leaders and hosts, is often impacted in a very positive way during the trip. The Group Leader should get specific permission from us before including a non-believer on the team.

## Getting Ready

**Read over this Manual AND the Team Members Manual Before doing anything else!**

Copy and distribute the **TEAM MEMBER MANUAL**

([http://aselsi.org/teams/forms\\_handbooks](http://aselsi.org/teams/forms_handbooks)). Give it out *early* and review it with them.

*The most common problem we see with team preparation is that this never gets in the hands of the team members. We have condensed the information to make it easier to use. **It is very important for them to understand how to prepare properly for their trip.***

**Every team member must take care of:**

1. Get their passports. (no exceptions!) Get a copy of the first page ASAP and check the expiration date.
2. Get immunizations (See HEALTH ISSUES Page 5)
3. Fill out Health Information form online from our website, *at least 3 weeks* in advance.

<http://aselsi.org/teams/forms--handbooks/health-and-contact-information>

- This must be filled out by each team member and sent to ASELSI *3 weeks before you come*. Anyone with serious health problems such as insulin-dependent diabetes, serious cardiac problems, asthma that is frequent and difficult to control, difficulty with rough terrain, or other such problems needs to be evaluated for the trip. **We need to know of such conditions in advance as this may affect where we go and what we can do as a team**. Quality healthcare is not generally available except in the capital and we will be several hours away on mountain roads

### **Get Serious!**

One way to know who is serious about going is to set a date in advance for having all the required items (passport, immunizations, paperwork, etc.) ready. Anyone who is unable to comply by that date should be considered unlikely to go.

4. Pass out **forms** they must fill out and have notarized. Set a date to have them turned in. *Please make copies of the forms (from our website: [http://aselsi.org/teams/forms\\_\\_handbooks](http://aselsi.org/teams/forms__handbooks)) and bring one set of completed, **notarized** forms for ASELSI and one copy that will stay with the team leader:*
  - *Medical Consent*
  - *Release of Liability*
  - *Travel Consent for Minors (if under 18)*
  - *Proof of travel insurance- that covers medical evacuation. (see p.8 )*
  - If your team has its own Legal Consent for Minors forms, you DO NOT need to fill out our form for each. But, we do require a copy of your completed forms when you arrive.
5. Line up finances.
  - It helps to develop a payment plan that will be paid in full before the trip.
  - We'll help you determine in-country costs.
  - You might plan fundraisers or give suggestions on how to raise funds.
6. Plan ministry activities.
  - Get family and friends to help package medicines or cut out the crafts in advance.
  - Plan what you will do at each ministry site.
  - The more organized you are in the States, the smoother it goes here!

7. Begin compiling materials for ministry. This may involve some fund raisers as well as going to various stores or groups to collect supplies.
8. Recruit prayer support for the team with family and friends who commit to pray for individuals and the team and hosts before and during the trip. This is critical!

Stay in contact with us to discuss anything that might come up as you work with your team. Communication is important! The more communication we have, the better.

Does anyone on your team speak Spanish fluently? Bring your own translators if possible. If not, we will try to provide them. Let your ASELSI Leader know this ahead of time.

If you already know some Spanish, brush up on it! If you don't, find a computer program or workbook with basic conversation and practice, practice, practice!

## HEALTH ISSUES:

We are concerned about the health of our teams. We will provide pure drinking water and vegetables and fruits will be washed in a Clorox solution by our cooks. Please do not eat any food outside of ASELSI without first checking with an ASELSI leader. The restaurants we take you to are safe, street food is not.

We are no longer recommending you take Cipro during your time here, unless you get sick. Then we use it for treatment, and can provide it. This is following guidelines from the Center for Disease Control (CDC).

The CDC offers as a possible preventive, Pepto Bismol: This should be started the day before coming to Guatemala and continue for the duration of the trip. This coats the stomach lining and prevents infection. Chew two tablets with meals and at bedtime four times a day. It can cause constipation, black stools and a black coating on the tongue.

We suggest that **each team leader bring along** for the team to use as needed:

- Tylenol
- Ibuprofen
- Immodium (for diarrhea, if taken with an antibiotic to treat the cause)
- Dramamine (for car sickness—roads have a lot of curves!)
- TUMS
- Oral Rehydration Powder
- Benadryl (diphenhydramine) for allergies
- Benadryl cream or Cortisone cream for itchy bug bites.
- Antibiotic Cream
- Hand Cleanser
- Tissues
- Cough Drops
- Cold Medicine

If you want to bring along your own Cipro, The dose is 500mg 2x a day for 3 days.

## **IMMUNIZATIONS REQUIRED\*\*\***

### **Tetanus Booster**

#### **RECOMMENDED:**

Hepatitis A Vaccine Series (at least started)

Hepatitis B

Typhoid Vaccine

You may contact your local public health department for other suggested immunizations and to discuss rabies vaccinations.

**NOTE:** We will not be in a malaria-infested area so malaria prophylaxis will not be needed. Daily vitamins are also a good boost.

**PLEASE NOTE: ASELSI's Father's Heart Clinic does not provide emergency care or IV therapy.** Team members must bring any and all medications and supplies they might need while they are here. If there is a minor need we can address that at the clinic or at the local hospital. Any problem of a serious nature will have to be transported to a facility in Guatemala City, three hours away by car or ambulance. The ambulances here in Chichi are solely for transportation. They do not administer emergency care during transport.

If you have any concerns or questions about a potential team member, Please contact the Director of the ASELSI Clinic.

Any person, 18 years and younger, having any severe conditions *must* be accompanied by a parent.

If you have potential team members with any of the problems listed below that are serious enough that they might require a trip to a hospital, please, contact us before they buy their ticket.

- Respiratory Problems (severe)
- Heart Conditions
- Severe Stomach Problems
- Blood Coagulation Problems
- Severe Allergies
- Diabetes
- Psychiatric Issues

*We need to know how these problems impact your life.*

- *Are these conditions stable?*
- *Are you taking medications to control these problems?*
- *How long have you had the condition?*

## Deadlines for things to send to ASELSI

### ASAP:

- **Set your team** date with ASELSI
- **FILL OUT & RETURN TEAM CHECKLIST** TO YOUR ASELSI LEADER
- **Communicate with ASELSI** about health issues before tickets are bought – heart disease, diabetes, dietary restrictions, special equipment needed by team member (i.e. C-Pap machines), difficulty in mobility, individuals that weigh over 250 lbs., recent surgeries, etc.
- **Communicate over itinerary/Budget**
- **Set Project Budget**
- **Receive Budget** per person and communicate it with your team.
- **Travel Itinerary:** Send as soon as flights are booked.
- **Room arrangements** –Send the room breakdowns (single, double, couple) before arrival to make reservations at the hotels

### 2 MONTHS BEFORE ARRIVAL:

- **Send 1<sup>st</sup> time team deposit of \$500** – (Only if a first time team.)
- **Collect Team Passport pages:** Send names, (as on passport) birthdate, passport #.
- **Collect Forms from team:** Make sure they are notarized. (except for health information and insurance.) Bring them with you. Team members should also carry a copy of the first page of their passport with them.
- **Send a list of names and room assignments** for hotels.
- **Communicate** with ASELSI about what you need for your **ministry projects.**

### 6 WEEKS BEFORE ARRIVAL

- **Communicate** with ASELSI about what you need for your **ministry projects.**
- **Send money** to Christian Fellowship or Wire Transfer: email us to notify when sent. (See Money Matters page )
- **Send Project Money to** Christian Fellowship or Wire Transfer: email us to notify when sent.

- **Send money to Casa Del Rey via Mission Frontiers Inc.** if you are staying there. (See details page 11)
- **Enroll your team with the U.S. Embassy in Guatemala** (S.T.E.P enrollment info on page 9)

## 2 WEEKS BEFORE ARRIVAL

- **Send an emergency number from the church** that we can reach 24 hours a day to use in case of a problem. We will send you the telephone number for the team phone(s) so your can give it out to families.
- **Communicate** with ASELSI about what you need for your **ministry projects**.

## TRAVELERS INSURANCE INFORMATION

For the protection and safety of our visitors to Guatemala, we **require** each short-term mission team to include insurance as part of the trip costs.

Each leader will need to investigate which company they prefer and make arrangements for each team member to be insured while in Guatemala. The information will need to accompany the team with one copy to be held by the team leader and the other copy to be held by ASELSI.

The main purpose of the insurance is to ensure that funds are available to air evacuate any team member with a medical emergency. The air evacuation costs at least \$25,000 and the people who do this will not come to Guatemala unless they are assured that the money is available up front. This may mean the difference between life and death. So for a small weekly fee, this will be covered as well as coverage for air accidents, hospital care while here, etc.

Here is a list of companies that provide these services (you are not limited to these companies):

1. Wallach & Co  
(800)237-6615 or (540)687-3166
2. CSA Travel Protection  
(800)348-9505
3. International SOS Assistance, Inc.  
(800)523-8662  
E-mail: individual@intsos.com
4. TRAVELEX Insurance Services, Inc. (888)407-5404



## Traveling with Minors:

Minors traveling with you unaccompanied by a parent need to have a notarized statement from BOTH their parents giving them permission to leave the USA and enter Guatemala with you. If one parent is traveling with you, the other still needs to give a notarized permission form (forms are included in this package). One specific person needs to assume responsibility for the minor and this should be noted on the statement. We also require that the parents sign our medical consent form and have it notarized also. The leader of the group should bring these forms to Guatemala.

## Enrolling in the Smart Travel Enrollment Program (S.T.E.P.):

We ask that each team enroll with the embassy. One person can do this for everyone. There is an informative program called Smart Traveler from the U.S. State Department. We recommend that all teams register themselves so the U.S. Embassy will be aware of your presence in country in case of an emergency. You may choose to do this or not, but it is our recommendation that you do. We will keep you apprised of vital information that we receive if there are major change or concerns for your trip. As always, your team's safety is always on our minds as we plan and prepare you're your arrival.

To enroll your team in the S.T.E.P. system online, follow the directions below:

Things you'll need:

- Your own preferred e-mail address
  - Your Basic Itinerary (arrival, departure dates)
  - Your Destination & phone number: (which is...  
*ASELSI*  
*Chulumal Primero*  
*Chichicastenango, El Quiché*  
*Guatemala*  
*Phone: 4481-0012*
  - Location of Local Embassy or Consulate: *Guatemala City*
  - Purpose of visit: *Short term mission trip*
  - Full names of all travelers
  - Travelers' Date of birth
  - Travelers' Passport numbers
1. Go to <https://step.state.gov/step/>
  2. Log in or create an account
  3. Click Add a Trip
  4. Type in Itinerary & destination information
  5. Click "Save destination"
  6. Click "Next"
  7. Skip the file upload (We've had zero success with this.) Click 'Next'.
  8. Input each travelers' info
  9. Click 'Next'

10. Confirm and click "Finish"

You're done!

Updates of safety related messages from the Department of State will be sent to the e-mail address you provided.

## MONEY MATTERS

To cover food, lodging, transportation, gifts to our host churches, translator fees, general supplies (toilet paper, pure water, etc.), and other ministry-related expenses that vary as to the type of ministry you will be doing, we charge a daily fee per person. This daily fee covers all costs of your trip from the time you get off the plane until you board at the end of your trip (not including souvenirs or extra spending). This fee will be discussed with the team leader after we decide what type of work the team will be doing and where. *The average cost of teams depends on your lodging preferences. If you choose to stay in the ASELSI Hospitality House and a lower cost option in Guatemala City this normally costs \$85 to 100/person per day (including arrival and departure days) plus additional project money, if necessary. Staying at Casa del Rey in Chichi and Barcelo in Guatemala City or the equivalent in Antigua normally costs between \$110 to \$125/ person per day (including arrival and departure days) plus additional project money.* These prices vary due to ministry activities, type of accommodation and transportation required/requested.

The complete amount of team money needs to be sent **at least SIX WEEKS before you arrive.** This money we use to buy food and general supplies in advance. We also include extra money in the budget to cover simple emergency needs that may arise. But we ask Team Leaders to bring a credit card to cover any large emergency costs.

**Project money** is separate from this fee. If you are building a house, a roof or planning a large project, etc. that money is sent separately. Often teams raise this money or the church helps to support these activities. **We ask that you please send the project money 6 weeks in advance** to cover the cost of the construction supplies that you will use so we can have the supplies ready and waiting for you.

We require a non-refundable deposit of \$500 for first time teams in order to hold your team's date two months in advance. This deposit will go towards your team's expenses while you are here.

We will personally make arrangements with you on how to exchange your money upon arrival in Guatemala. **Currently only \$50 and \$100 bills will be exchanged.**

**Please only bring crisp and clean (no marks or rips) cash from your bank.**  
**You will need to request this from your bank in advance of your departure. Banks here will not exchange money that is in used condition.**

Do not exchange money at the airport. The exchange rate is very low there.

***Due to recent problems, there is a risk involved in accessing the ATM. We don't suggest you use one, except for emergencies. It is recommended that you let your bank know that you'll be traveling so they don't lock your account. (Travelers Checks are VERY difficult to cash here)***

In short, here's a timeline of how money needs to be sent for team expenses and projects:

- **Team budget (initial) sent to you after receiving your team information (type, number, lodging, etc...)**
- **Two months prior - \$500 initial deposit (first time teams only)**
- **At least SIX WEEKS prior – Total of team costs**
- **At least 6 weeks before arrival: send the project money.**

All money is usually sent to Christian Fellowship Church. Please send and make out checks to:

**Christian Fellowship Church  
4600 Christian Fellowship Rd.  
Columbia, MO 65203  
Contact person is Lori Galaske – 573-445-8561**

Write “*Guatemala*” in the memo and enclose a short note saying your team name and dates. If it is for a specific project, also include this in the note.

**Instead of sending money through Christian Fellowship:** You may also send your money through a **WIRE TRANSFER** to an account in Banco Industrial, S.A. Guatemala using the FEDWIRE System or Swift. We will send you the information needed to do this.

### **If you are staying at Casa del Rey in Chichicastenango:**

On your **Team Checklist form** you chose where your team would stay. If you chose Casa del Rey you must send the money directly to them at least one month in advance. All hotels in Guatemala are required to charge customers a 22% tax, which makes even the smallest hotels expensive. To avoid paying a 22% tax at the Casa del Rey, payment must be made **one month in advance** of your stay at the hotel's ministry center in the US.

You will be responsible for sending the amount to the following address one month in advance.

It is very important for you to know that there will be no refunds on the hotel costs once they receive the check.

The payment address for Missions Frontier (new owners of Casa del Rey) is:

Missions Frontier Inc.  
4521 PGA Blvd, #409  
Palm Beach Gardens, FL 33418

- ASELSI will let you know the amount for the check.
- Please include a note with the check explaining what group the payment is for and the dates that they will be at the hotel.
- Please let us know when the check goes out so that we can inform the hotel director that the check has been sent.

### **ASELSI refunds:**

We realize that at times due to unforeseen circumstances, a cancellation of a team member after they have paid their fees may occur. Our “per person” fees are based on a total of all costs divided by the number of team members. For that reason it is not possible for us to give a full refund of the payment. We will try to refund the individual costs to the person for a limited amount. For instance, the room cost is usually based on a double or triple occupancy. If we repay one person then the charge increases for the other person(s). A refund cannot be given unless the others pay more or the team/church is willing to cover the shared costs.

Individual costs such as meals out, airport porters, hotel porters, etc. can be refunded. We will work this out on an individual basis with the team leader.

### **At the Airport: GUATEMALAN CUSTOMS**

Getting teams through customs changes. We don't expect you to encounter problems, but you should always be prepared for the unexpected. **Most passengers** might have their backpacks, carry-ons' and checked luggage x-rayed before leaving the airport. We have heard of some teams bringing in supplies and medications that are either confiscated or they need to pay a tax on all items before leaving the airport. Having your supplies spread throughout different suitcases can help to avoid this. (Have each person carry a variety of items rather than 8 Bibles in one suitcase)

We recommend the following for coming into the country:

- **Do not wear** matching team shirts or hats.
- Divide your group up into small groups.
- Try to have a veteran member with each group, if possible, or spread out between groups.
- Each group should get their own luggage and be assigned certain suitcases to get off the luggage belt here in Guatemala.
- Divide up any supplies you are bringing in among the various suitcases.
- Don't worry about not speaking Spanish; sometimes that actually helps because you won't have to deal with details they may be saying!
- You are allowed to bring in \$400 or \$500 of personal items, plus a camera, computer, etc. Just tell them that the tools and supplies are your things that you are personally going to use or give out in Chichicastenango.

- If they ask who you will be going to work with, it is a non profit association: ASELSI. If they need a name: Emanuel Pérez, legal rep and director.
- Pray! And have others pray for you! This is a whole new dynamic that we haven't had to deal with in many years. Pray for favor with the officials at the airport; pray that they will not charge you for the supplies.

## More details at the airport: luggage

- You will leave the plane and walk down a long corridor (possibly go downstairs). When you come to the customs officials they will tell you where to stand in line (behind the yellow line!) Hand them your passport. They will pass you through individually, (or in couples if you are married or with a family) stamping your passport with a tourist visa. Tell everyone to just smile and don't worry about not speaking Spanish. They are usually friendly.
- You will continue on to the baggage carousels. Carts are available there a small fee in \$ or quetzales. Or you can hire a porter with a large cart and we have tip money for them outside. Tell everyone to watch their pockets and their carry-on carefully until you leave the airport. The porters wear blue vests and are trustworthy.
- After the baggage is collected, have each small group do a baggage count and a head count. When each group is ready, take your carts and head towards the exit/line to your right.
- As you leave the baggage area they may check your bag numbers to your baggage ticket. Make sure you have them.
- Next someone will be collecting your customs forms. From here they will either send you on out of customs or they might make you pass through the x-ray machines. They may ask you to open your suitcases. If they see lots of supplies or medicines, they will ask the person to pay a fine or they may confiscate the things, especially medicines.
- After this you will come to a lobby. Please have all the team wait there near the exit until everyone is through customs. It is a good idea for the team leader to be the last person to go through customs in case there are problems.
- **If any luggage was lost you will need the ASELSI phone number (4863 2581) in order to get a claim ticket.** They will not let you come outside for help.
- We will be outside the exit doors waiting for you (in the crowd!) **Go to your left.** Keep a watchful eye out for thieves.

### Alternatives to bringing the items with you:

We have been having problems with getting customs to release packages sent ahead of time. Please discuss this and contact us for more information and addresses.

## Short-Term Mission Opportunities

*NOTE: All team members need to communicate with their team leader concerning the different giftings/abilities they have. (e.g. If your team has a heart for prayer, communicate that with your leadership. This will give ASELSI leadership ideas about how to use the desires of your heart while serving in Guatemala.)* Please focus your team on one or two areas. It disrupts the team spirit (and seriously overtaxes the ASELSI staff) when there are various groups going out and doing different things. **Your activities should be TEAM activities.**

*For Teachers/Pastors/Evangelists:*

- Opportunities to teach and preach in village churches or seminars
- Bring groups down from your local church to experience missions
- Street evangelism and Evening meetings

*For Children's Workers (Teachers, Children's Ministry Staff) to work with children in various settings:*

- Street evangelism, using songs, crafts, games
- Vacation Bible School programs (November)
- Ministering in Children's ministry in churches
- Programs at the ASELSI clinic on patient days

*For Health Care Workers (Doctors, Dentists, Nurses, Lab Workers, certified therapists, other Medical Workers):*

- Work in the ASELSI clinic
- Help hold special village clinics (must have 3 doctors in the group)
- Health teachings
- Bring down medical supplies for future use

*For Construction Workers, Maintenance Workers, Plumbers, Electricians, Painters:*

- Work on a construction site (bring your tools, help pay for supplies)
- Assist at a local facility that needs maintenance, handy-man help
- Construct small housing or other projects for needy pastors, widows and families

*Mechanics:*

- Bring parts/tools and work on missionary vehicles

*General Helpers:*

- Accompany a team and help with the equipment, cooking, cleanup
- Help organize the team, obtaining and packing supplies
- Be a prayer warrior while the team is working, traveling

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## Why Short-Term Missions?

*Most people have questions about what they actually have to offer a short-term team. As you will see, everyone can play a part.*

**M**ISSIONS - that word conjures up different thoughts for each of us. *Danger, adventure, poverty, hardship, reaching the lost, children, hunger* - are only some of the images that fills our minds when we think "missions".

Part of our vision at ASES! is to serve the Body of Christ and equip the saints by promoting short-term mission trips in order to provide believers with an opportunity to serve others and have their lives impacted in a serious way. The authors of "The Complete Student Missions Handbook" (published by Zondervan) list five reasons to answer the question of "Why I go on mission trips?":



1. I go on mission trips to see Jesus.
2. I go on mission trips to learn about servant-hood.
3. I go on mission trips to evaluate my own culture.
4. I go on mission trips to experience true Christian Fellowship.
5. I go on mission trips to have my heart broken.

And guess what? That's exactly what happens! We encourage you to follow the Holy Spirit and step in faith as you build and bring your team.



**M**ost mission teams are born out of a desire to help others and to share Christ. Often, this group has one or two shared skills, i.e. children's ministry, medical work, construction, etc. Once the desire and focus are determined, the team needs to start planning for ministry!

## Details for Leaders: In the Beginning

Once you know who is interested in coming start communicating with your team:

1. Start meeting on a regular basis.
  - Meet with the team to build relationships and discover individual and corporate giftings and desires.
  - Let ASELSI know any questions, ideas or other information to help plan the best experience for your team.
2. Copy and distribute the **TEAM MEMBER MANUAL**. Give it out *early* and review it with them. *The most common problem we see with team preparation is that this never gets in the hands of the team members.* We have condensed the information to make it easier to use. **It is very important for them to understand how to prepare properly for their trip.**
3. Build team unity.
  - "We have different personalities, but God put us together. We should treat each other with a Christ-like attitude."
  - Spend time together in prayer.
  - Build relationships together.
  - Develop a team "covenant" that will be in place during your trip. This covenant can include spiritual matters, conduct, proper dress, and the agreement to be responsible to each other in attitude, safety issues, etc.

### **VITAL TEAM PREPARATION**

*Teams that prepare ahead of time by meeting, praying and preparing together **BEFORE** the trip are better prepared and make the trip more enjoyable for themselves and for our staff. It all starts during pre-trip meetings. We strongly encourage you to do this.*



4. Educate your team about key elements: USE THE TEAM MEMBER MANUAL FOR THIS!

- The culture shock that lies ahead,
- What they should (or should not) bring,
- What to expect during air travel, customs, etc.

**Meeting - Help Your Team  
Get Ready!**

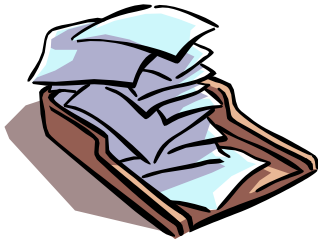
Invite someone who has been to Guatemala or on a mission trip to come and share.

Show a video of a previous trip or of our work in Guatemala.

(We will be glad to send you one.)

## Details for Leaders: In Guatemala

*As your host, we have specific requirements for groups based on our past experience with teams.*



### **DECISION MAKING:**

Decisions will be made by both the group's leaders and the hosts, with the host having the final authority. Team members need to respect the authority of the hosts in making decisions based on safety, conduct, and other matters that will reflect on our ministry in this country. You will be going home, but we are still here!

### **GROUP BEHAVIOR:**

#### STAY WITH THE GROUP!

No one should leave the group for any reason or make plans contrary to the group's schedule.

#### PROHIBITED ACTIVITIES

***Smoking, drinking of alcoholic beverages and use of illegal drugs*** are prohibited at any time or place during the trip. (NOTE: This is a good item to include in your covenant.)

#### RELATIONSHIPS

Any "pairing off" of unmarried couples is discouraged and will be dealt with by the leadership team.

Team members sometimes feel an attraction for someone in Guatemala. This culture prohibits male/female relationships such as are common in the U.S.

Any behavior like going off alone with someone of the opposite sex, sitting really close, kissing, hugging, or any type of flirting or exclusive activity is not allowed and will affect the team's witness and our ministry's reputation.

We prefer that the team leader deal with this if possible in advance. If someone in Guatemala is encouraging the behavior, we will deal with it.

We must remember that the Guatemalans may not understand our language but they watch us and read us like a book. We are "living epistles" in front of both believers and non-believers.

#### ON GIVING THINGS AWAY:

Please refrain from "handing out" materials such as candy, small toys etc. We have seen groups start to hand out "prizes" to children during programs they are giving. Instantly the focus turns to *getting the object*, rather than listening and learning from the program. If you are doing a craft with a group they can, of course, take the craft home with them. There are many ways to show love besides handing things out. If you have questions about this please talk to us about it.

#### ON GIFTS

Please refrain from giving gifts, such as money, clothes, jewelry, iPods, etc. Although the intent of the giver is good, the result after you leave is sometimes hard for us to deal with. If you feel compelled to give a gift, ***consult first with one of your hosts before you promise or give the gift.*** Please abide by the final decision of your host on this matter.

#### EXTENDED STAYS

Anyone who intends to stay in Guatemala for an extended visit needs to make arrangements with us in advance. We will remain very busy after your trip and will not be able to promise to provide lodging and transportation.

#### **SAFETY ISSUES:**

We are often asked "Is it dangerous in Guatemala?" The answer is "Yes, it can be if you don't follow the rules." We will give you advice on safety. We insist that the team follow our lead in such things as not traveling after dark, never going off by yourself, locking up your passports and tickets, and more.

Most important of all is our prayer coverage during this time here!

**This is necessary in case of emergency or natural disaster.**

## MEETING THE SPIRITUAL NEEDS OF THE GROUP

We are not out to do "social work" but to impact both your team and the people you come to minister to spiritually.

**Each team should plan daily times for sharing,** devotions, worship and prayer. These times can be planned in the morning or evening or both.

We encourage the group leaders to be led by the Spirit in deciding how to do this.

Sometimes one person leads the devotion time for the entire trip and teaches on a particular subject. Other groups have effectively asked individuals to share on different days. Others have asked ASELSI staff to share. If any of your group can lead worship, this will be great. We do have a guitar available in Guatemala.

Some groups prepare ahead of time by writing down some things that they would like to see the Lord do in their lives on this trip or some personal questions they need answered. We encourage the team leaders to be sure that there is time made for each individual to have a "quiet-time" at some point during the day.

If you plan with us in advance, we will try to include these times into your schedule with one of our North American staff members leading. We truly believe this aspect of your trip is extremely vital to its success.

It would be great if team members could write down some of their favorite experiences here in Guatemala so we can share them on our blog.

### Each Team Member Should Bring:

- Bible
- Pen
- Notebook

Times of prayer, reflection and putting your thoughts down in a journal are valuable to your spiritual growth. A time to share together about daily experiences is very helpful too.

## DEBRIEFING AND EVALUATIONS

At the end of your visit to Guatemala it is a good idea to debrief the team members. This should involve a time of sharing both the positive and negative aspects of the trip. For many individuals this is a life-changing experience and one packed with emotion. The culture shock that they will face as they re-enter the American culture should also be presented to them at this time. This reverse culture shock can take many forms and we should prepare our team for what they will face emotionally. We have some handouts that we have used and will be glad to have these ready for your review if you desire. All teams are asked to have their members fill out our post-trip evaluations with the purpose of making positive changes in any future trips. These evaluations will be handed out during the debriefing meeting.

As hosts, we also appreciate receiving feedback from the team members so that we may realistically look at how we can improve our service on this end. We also make a mailing list sign-up available at this time.

## **GOING HOME**

The night before you fly home is usually spent in the capital.

Because your flight is international, we will need to arrive at the airport 3 hours in advance. Each team member will need to fill out a small form that is available at the check-in counter

ASELSI personnel or the hotel shuttle will drop you off at the entrance to the airport. You will head to your ticket counter and present your documents. Money for porters is included in your trip costs. The airlines will give you some forms to fill out.

## **Recommended Reading**

*Serving With Eyes Wide Open* by David A. Livermore

*Culture Smart! Guatemala* by Lisa Vaughn

*Foreign to Familiar* by Sarah A. Lanier

*Helping without Hurting in Short Term Missions* by Steve Corbett and Brian Fikkert

*Escaping the Fire* by Tomás Guzaro and Terri Jacob (Terri is an ASELSI Missionary!)

*Savor Chichicastenango in One Day* by Sheri Kretzschmar- only on kindle- buy through Amazon