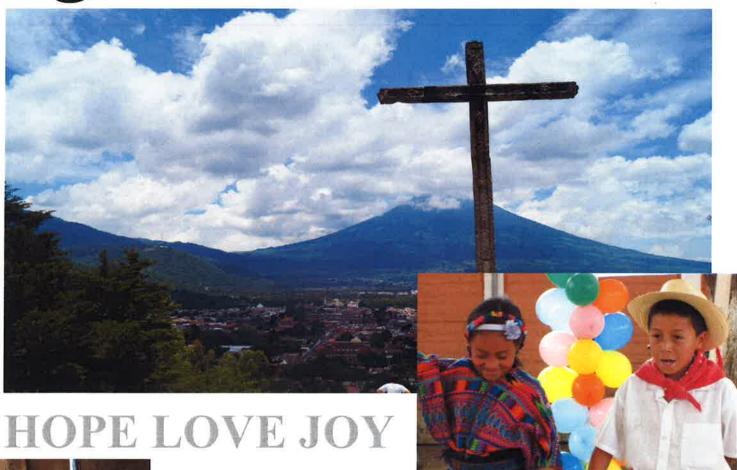


# The Arms of Jesus Phildren's Mission

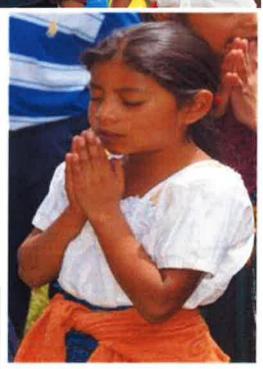
# GUATEMALA





BEAUTY
FAITH
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SERVING
CULTURE

Mission Team Information-2015



## Table of Contents

...2

...1

Chapter 1: About the Arms of Jesus

The AOJ- An overview

Letter from the director

Vision Statement/governance
Mission Statement
Statement of Faith
Contact Information
The AOJ at work
Chapter 2: Ministry Opportunities10
Team Projects
A Short termer's account
Chapter 3: Mission Policies13
AOJ Internal team policy
Sexual Conduct policy
Chapter 4: Life on the Field21
Packing information
Blessing the national workers and children
<ul> <li>Immunization/travel insurance</li> </ul>
Common Phrases
Helpful hints when visiting Guatemala
Chapter 5: Working Together27
Defining culture and ethnocentrism
<ul> <li>Individualistic vs. collectivist culture</li> </ul>
• 12 ways to ruin your short term missions experience
Attitude is everything: Being a servant, servant leader, learner, open mindedness
• Team building
• Strengthening relationships (love languages)
• Conflict & Criticism, working through conflict
Chapter 6: Finances40
Sample budget breakdown
Fundraising
Chapter 7: Returning Home43
Debriefing as a team
Individual processing      Was in the standard for t
• Keeping the story alive
Appendix: Agreements & Forms48
Short term mission team application
Acknowledgement and Release form     Pohovious Expostations policy committee and forms
<ul> <li>Behaviour Expectations policy commitment form</li> <li>Short term mission team evaluation</li> </ul>
Mission team FAQ
wiission team PAQ
THE ARMS OF JESUS CHILDREN'S MISSION



Dear Prospective Team Member,

What a thrill it is for me, on behalf of The Arms of Jesus Children's Mission to assure you that we are excited that you are preparing to share with us in the vital ministry the Lord has given us, and you can be sure we will do all we can to make your Mission experience memorable spiritually, and you will be in our prayers.

We at the Mission believe you are about to embark on a life-changing adventure, that you will not only be a blessing to the children/people of Guatemala, but that they will in turn, impact and bless your life! We know that our in-country Team will do all they can to encourage you as you serve with them.

It is important at this time of preparation for service in Guatemala that you:

- \* Daily give yourself to the Lord Jesus, seeking His direction and trusting Him to equip you.
- \* Make sure you read carefully the story of the Mission, and study in detail the manual that is now in your hands.
- \* Be excited at what the Lord is going to do for you, and through you!

For years now it has been my honour not only to lead Teams, but to assist in their preparation and I always share the following prayer and I hope you will make it personal:

"Lord help me to see what you want me to see.

Help me to feel what you want me to feel.

Help me to do what You want me to do.

Help me to show your love to the people of Guatemala."

Yours in His service,

Dr. Sam Martin,

Founder/Executive Director



# Chapter 1 About The Arms of Jesus



## The Arms of Jesus- An Overview

On Sunday March 17th, 1990 a team of adults from Bayfair Baptist Church in Pickering, Ontario, shared their experiences with the entire congregation on their return from a ministry project in Jamaica, a project with orphan children. It was obvious that they were deeply moved and challenged by the experience and this in the words of one who said:

"Pastor, we can't stop! - we must go on, we must do more to help children. God has blessed us, we must do more." It had been my privilege to lead the team, the third I had led to the island of Jamaica and I knew exactly the extent of the emotion being expressed and the deep spiritual burden that was gripping the hearts and lives of my people. They were beginning to feel what I had felt for years.

Children are the primary victims of disaster and poverty. They are the most vulnerable to the effects of evil in society. Yet do they not have the right to adequate nutrition? Clean water? Proper health care? Do they not have the right to hear the gospel and to experience the Gospel? Do they not have the right to protection against discrimination, abuse, violence, and neglect? My answer would be 'Yes, Yes!' and therefore something had to be done.

After a visit to Africa where I confronted children who were both victims of AIDS, in that, they had been orphaned because of the disease, and who suffered with AIDS, children neglected and rejected. My heart was further moved as the Holy Spirit began to deal with me, so came the vision of a mission that would reach out to the forgotten children of the world. After much prayer and the seeking of counsel from respected Christian leaders, and at the direct leading of the Holy Spirit, the Mission was established with a simple goal, to bring children into safety, security, and love of the Arms of Jesus. God did amazing things to see the Mission registered and approved by the Government of Canada, and to see its ministry expand quickly. Of course, a Board of Directors was appointed, legal counsel taken, and the work began in October 1990 and has developed steadily since.

In 1996 we continued to experience tremendous growth not only in Canada but in the United States of America and of course to be able to serve and service our donor base, it was necessary for us to register in the United States as a Mission, that is a non-profit organization reaching out to help needy children, and to seek registration with the inland revenue service so that we could issue tax receipts. We were delighted when in early 1997 we were able to secure both and so The Arms of Jesus Children's Mission is not only registered in Canada but is now registered in the United States of America with our base being in Buffalo, New York. Not only that we were able to establish a Board of reference, key people from different states who would give credibility to our various projects throughout the world and so The Arms of Jesus Children's Mission continues to grow.

Dr. Sam Martin

Founder

## **Vision**

The Arms of Jesus Children's Mission will develop the SPIRITUAL, EMOTIONAL, EDUCATIONAL and PHYSICAL areas in each girl and boy, with the objective to form Christian leaders so that they can become agents of positive change in their family, community and country.

How we carry out this vision...

- Uses Biblically based spiritual instruction and advice, through professionals, to form Christian leaders with the objective of developing a firm SPIRITUAL base in each girl and boy
- Provides EMOTIONAL support in each girl and boy through professionals with the
  objective to form leaders with confidence and self-esteem, so that they can have the same
  opportunities and necessary means to advance, regardless of their gender or socioeconomic status;
- Forms leaders academically prepared through EDUCATIONAL excellence, providing them an advanced education with the objective that they can make decisions to support themselves; and,
- Provides that what is necessary to protect the PHYSICAL aspect of each girl and boy through specific programs that serve the development of the body and mind, with the objective to form responsible leaders.

## <u>Governance</u>

The Arms of Jesus is a registered non-profit organization.

The Arms of Jesus is also a proud member of:

- ❖ The Canadian Council of Christian Charities, a mark of financial integrity.
- ❖ The International Viva Network of the UK
- ❖ The Council of International Children's Ministries in Colorado Springs



## Mission Statement

Recognizing the needs of children and the fact that God loves children, that children had a special place in the ministry of the Lord Jesus, The Arms of Jesus Children's Mission Inc. is a Bible based, evangelical ministry committed under God to:

- Responding to the needs of children, be they physical, emotional, material, and/or spiritual.
- Responding to the cry for help from local churches and groups of believers in developing and/or poor countries in their efforts to help and minister to children.
- Responding to the desire of Christians in North America and other countries to reach out and help children of the world, this by:
- Providing the opportunity for prayer support.
- Providing the opportunity for financial support.
- Providing the opportunity for Christian service.
- Providing a credible means whereby children can be helped.
- Providing food for the hungry.
- Providing water for the thirsty.
- Providing homes for the homeless.
- Providing healing for the sick.
- ❖ Providing opportunities for teens from Canada and the U.S. to visit various countries and to participate in doing medical work, construction, relief, development and evangelism.

We recognize that many people have a real burden, a need to reach out to, and help children but do not know where to start, or what to do. The Arms of Jesus Children's Mission will facilitate such a need.

## Statement of Faith

We believe...

- The Bible to be the complete Word of God; that the sixty-six books, as originally written, comprising the Old and New Testament were inspired by the Spirit of God and therefore are entirely free from error; that the Bible is the final authority in all matters of faith and practice and the true basis of Christian union.
- That there is One God, Creator of all, Holy Sovereign, Eternal existing in the three equal persons, the Father, the Son, and the Holy Spirit.
- In the absolute and essential deity of Jesus Christ, in His eternal existence in pre incarnate glory, in His virgin birth, sinless life, substitutionary death, bodily resurrection, triumphant resurrection, mediatory ministry and personal return.
- In the absolute deity and personality of the Holy Spirit who convinces of sin, or righteousness and judgment; who regenerates, sanctifies, illuminates and comforts those who believe in Jesus Christ.
- That Man was divinely created in the image of God; that he sinned, becoming guilty before God, resulting in total depravity, thereby incurring physical and spiritual death.
- That Salvation is by the sovereign grace of God; that by the appointment of the father, Christ voluntarily suffered a vicarious, expiratory and propitiatory death; that justification is by faith alone in the all-sufficient sacrifice and resurrection of the Lord Jesus Christ.
- In the Personal, Bodily and Glorious Return of the Lord Jesus Christ; in the Bodily Resurrection of the just and the unjust; in the blessedness of the redeemed and in the judgment and conscious punishment of the wicked.
- That it is the responsibility of the Local Church to continue the task of World Evangelization and the responsibility of Each Believer to give themselves to the fulfilling the Great Commission.

## **Contact Information**

#### Canada Office

Mailing Address: P.O Box 10 Pickering, ON L1V 2R2 Canada

Physical Address: 1730 McPherson Court, Unit 19 Pickering, ON L1W 3E6 Canada

> Phone: (905) 492-5007 Fax: (905) 492-8002

#### **United States Office**

P.O Box 2010 Buffalo, NY 14231-2010 U.S.A

Phone: (716) 689-4858 Fax: (716) 688-5049

E-mail address: aojchildmis@rogers.com

Website: www.armsofjesus.org

## The Arms of Jesus at Work

As a Mission it is a privilege for us to serve the Lord Jesus in three countries:

- 1. Guatemala
- 2. Haiti
- 3. Kenya, East Africa

These services include the following ministries which provide opportunities for Mission Teams to participate.

#### 1. Guatemala

- Children's Ministries: VBS; Crafts and various outreaches in our School and in neighboring communities.
- Child Sponsorship Ministry: Opportunity to sponsor children and to meet their families.
- Outreach Ministries include: Food and Clothing Distribution at specially arranged locations where the Gospel can be shared. A new ministry is 'Foot Washing and Shoe and sock distribution'. It is also exciting for us to distribute Christian/Evangelistic materials to children and their families in many locations.
- **House Construction**. Each year we are able to bless over 60 families with new homes these constructed and presented by teams.
- **Bible Teaching.** Opportunity for sharing Bible stories with the children and Studies with our staff is also a tremendous blessing.
- **Medical Outreaches**. According to the skills of Team members various medical clinics etc. can be held in poor communities.
- School Work. With a Primary School and High School in Parramos there are always teaching opportunities and we have Mission Educational Outreaches in State run schools.

#### 2. Haiti

- **Child Sponsorship** provides the poorest of the poor with food and clothing on a monthly basis and the opportunity to attend school.
- Education. The Mission runs a primary School in Cap Rouge, a rural and poor area and is impacting the community and our students come top in the Countries educational tests. Each student receives a uniform, nutritional meals and all required educational materials.
- **Medical.** The Mission operates a small Community Clinic where on a daily basis a Nurse is available to the people.

## 3. Kenya

- Child Sponsorship program provides schooling, heath care, and food. The AOJ is one of the few programs that have one sponsor family per child.
- Partnership agreements with various local churches and non-government organizations supports children in Greater Nairobi through children's homes and school sponsorship programs.

Chapter 2
Ministry Opportunities



## **Team Projects**

## **Ministry and Service Opportunities**

- 1. Each team will be given the opportunity to serve the children and people of Guatemala in various ways, including:
  - Construction Projects, which includes Homes for poor families and developments at the Schools.
  - ❖ Food Distribution.
  - Crafts / V.B.S. / Outreaches to and with the Children.
- 2. Each Team to raise the appropriate Funds for the projects. All funds, including accommodation etc., to be in at least 6 weeks before the Team leaves for Guatemala.
- 3. Once a Team is registered / booked, the Team Leader prepares a list of the skills etc. of the members and a schedule is prepared by our Guatemalan Director and approved by the International Office in Canada, and the Team Leader.
- 4. Each Team should have a Leader who coordinates the projects with our Guatemalan Director, and a Spiritual Leader who will prepare and plan devotions etc. It is also good for each Team to have its own treasurer to collect payments etc. from Team Members; this will be fully explained to the Team Leader on booking the team.
- 5. Team Members must remember that they represent:

First and foremost, the Lord Jesus Christ
Then
Their local Church and the Mission itself.

- 6. Flights are arranged by each Team, the Mission can suggest the agent we use. The Mission must be informed of flight details.
- 7. Everything booked through the Mission is tax deductible.
- 8. AOJ will do everything to make sure the experience is exciting, satisfying and spiritual.

## A Short-term missions account

### Forever Changed- Reflections on My Guatemalan Mission Trip



"You'll come back forever changed."

I don't know how many times I hear that before I left for my week of mission work in Guatemala. As I look back on it, the funny thing is that very few of the people who said it to me really knew how true that statement was. I know I didn't have any idea how big the change would be...So let me begin... My journey got underway May 17<sup>th</sup>. After a long day of travel, including losing our luggage, we arrived in Guatemala City tired but very excited. We were greeted by the Arms of Jesus co-coordinator, Rafael, and taken to the compound in Antigua. During the 45-minute drive there, our education in the Guatemala reality began. The very new and modern was juxtaposed with the very old and rundown; wealth lived side-by-side with poverty.

There is no social safety net of any kind in Guatemala and people make do with what little they have. This is especially evident in some of the building materials used to make their meager shacks by the poorest of the poor: cornstalk walls, scrap metal roofs and dirt floors. While they don't have to contend with winter, in their rainy season these 'houses' provide little protection. Children are often sick and rarely clean.

For seven families, our arrival meant a new house and a new start in life. Putting together each of these prefab houses took just over a couple hours. Painting, to make it feel more like home, took a couple more. The families often helped, especially the children. Their gratitude and graciousness was overwhelming. Hearing a father talk about feeling like the world had forgotten his family and then we showed up and built me this beautiful house moved me more than I can express. All this joy over a new, 16'x20' two-room house with no electricity or running water.

The children we met will be with m for a lifetime. They were just as excited painting with us as they were playing with us while we waited for the paint to dry. It was amazing how much happiness you can experience with no toys and no common language other than love.

"You'll come back forever changed."

I went to Guatemala knowing this statement was true. In my Canadian arrogance, what I had failed to consider was how much I had to learn from these poor, filthy, uneducated, loving, open-hearted, community-oriented people about God's grace. It was such a privilege to walk for a week with them, my fellow missionaries and the staff of Arms of Jesus. I returned home May 24<sup>th</sup> seeing the world in a whole new way. For that I am grateful

-Tanya Hawthorne (from St. Thomas Anglican Church, 2008)
\*\*\*For more stories visit the Arms of Jesus website at www.armsofjesus.com\*\*\*

## **Chapter 3**

## **Mission Policies**



## A.O.J. Internal Team Policy & Administration Manual

This document has been prepared as a guideline, in order to help with the organizing, training and sending of short-term teams. It is an ever-changing document that is constantly being updated and improved as AOJ grows and learns.

#### 1. Team Purpose

The purposes of sending people on short-term mission teams, to one of the countries we work in, are as follows:

- a. Expose people to the work that The Arms of Jesus Children's Mission Inc. is doing around the world.
- b. Expose People to the poverty that children face in third world countries.
- c. Motivate them to help children in some way. Possibly by sponsoring a child, supporting the AOJ, volunteering time, or supporting the mission work that their church is involved in.
- d. Motivate them to give financially to help the less fortunate, whether they be next door or around the world.
- e. Possibly help with the physical construction of a home or some sort of building project. Working alongside of the national workers, to encourage them.
- f. Bring the Gospel of Jesus to children and their parents, so that they will come to know Him in a personal way, thereby changing their life here on earth and for eternity.
- g. Attending to the medical, emotional, physical and spiritual needs of the families.
- h. Bringing relief supplies and funds to the country.

#### 2. Team Success

In order for the Mission trip to be successful we believe that it should benefit everyone involved:

- a. **The Team Member** by motivating them to help others and grow closer to God through this experience.
- b. The Mission is supported by Teams and their home Churches.
- c. **The Missionaries** by the prayer covering and encouragement given to the missionaries by team members.
- d. Most importantly **the Children** and families we work with by loving them, spending time with them, helping them in any way they can.

#### 3. Conduct and Guidelines

The Field Director is responsible to make sure that all team members, including the leaders, adhere to these guidelines.

- a. The computers that the mission has in the office, e-mail and phone service will be available <u>only</u> to the team leader, in case of emergencies, or for updates and communications to their home church, <u>every second day at the most</u>. Team members will not have access to e-mail. We recommend that the team members journal, or write down their experiences, and wait until they return to share these experiences with others.
- b. The team members and leaders should have respect for the Mission Office. This office is intended for the Mission's use only. The Mission computer has a lot of sensitive information and financial records that need to be kept safe and confidential. No one else should use the office, computers or supplies in the office.
- c. No children, including the AOJ's Staff's children, should be allowed to use the Mission computer.
- d. There is other information in the brochure at the end of this document regarding safety and appropriate dress.
- e. If a team member wants to sponsor a child they should first ask the Field Director if the child is available for sponsorship. If so, a report should be done, just like any other sponsored child, to enroll them into the program. This report will be sent to the Canadian Office and they will put the information into the system and send the folder to the sponsor. It is preferable that nothing is mentioned to the child until the money has been received in the head office. Very often sponsors are moved emotionally during the trip but never follow through on their promises.

#### 4. AOJ Staff and Board Member Visits

a. If an AOJ staff or Board member visits a missionary / field, whether part of a team or by themselves, they should cover the cost of their stay. They are usually generous with the gifts and supplies they bring for the missionaries and therefore would not pay the usual team price. Instead, they would be expected to only cover just the cost of fuel, groceries, dining out and any other expenses. This is approximately \$10 US per night, depending on the amount of travel involved. This can be paid directly to the missionary on the field or in advance of the trip.

#### 5. Visits

- a. The head office should be notified of any team or individuals traveling to visit an AOJ Missionary on the field. It is even courteous to notify the Mission if a family member visits the missionary. The Mission may have some things to send along.
- b. It is generally not recommended that individuals or families, other than personal family, visit the Missionary on their own without being part of an official team. This can be disruptive and time consuming for the Missionary, their family and the work.
- c. The facilities that the Mission has to accommodate teams, needs to support itself financially the Mission does not fund this ministry. Therefore, any person or groups using the team facilities on the mission property should pay for their stay according to the price schedule.

#### 6. Children

- a. The Field Directors still have to run their household and take care of their family during a team visit. The teams also expect to have full attention. This can be difficult to manage at times. It is generally recommended that the Field Director's children do not accompany the teams during the trips. It can be disruptive and take away from what is trying to be accomplished with the team. Of course, exceptions will sometimes be made. E.g. going to church on Sunday morning, possibly one meal out with the team.
- b. At certain times this may mean that a babysitter will be hired so that the Director's wife can go with the team. In this case, the cost of the babysitter, if any, should be paid from the Team Expenses account / Misc.

## 7. Training

- a. One of the goals of a mission team is to teach them how to work as a cohesive "Team Member". We want to set an example for the Field Staff and the Nationals.
- b. The Team Leader should make sure that <u>every</u> member of the team receives and reads the manual "Experience of a Lifetime, Are you Prepared?" even if they have been on previous teams and think they are "veterans with lots of experience". This manual is taken from a book by Martha VanCise, "Successful Mission Teams, A Guide for Volunteers", published by New Hope. It has been used by permission, condensed, and modified to be relevant for short-term teams traveling through The Arms of Jesus Children's Mission Inc.
- c. The Arms of Jesus Children's Mission Inc. subscribes to the Evangelical Fellowship of Canada's Code of Best Practice for Short-Term Mission. (See their handbook.)

#### 8. Food / Meals

- a. The field staff should take extra precautions to try to prevent team members from getting sick. <u>All</u> fruit and vegetables, including those with peel-able skins, should be washed in bleach-water or disinfectant.
- b. Consideration should be taken to serve food that is a combination of some local types of meals and some meals that the teams are used to eating. If we only serve local food, the team member will have a hard time adjusting to it, and their bodies cannot handle it. We should give them a sample of some local foods so they can experience the local culture. Try to maintain a good balance.
- c. Special Diets We cannot cater to special diets, vegetarians etc. It is too difficult to prepare different foods for each team member's particular needs. They need to work, play, pray and EAT as a team. Team members may not prepare their own food according to their taste or special diets. This is too disrupting for the kitchen staff and can create hard feelings for all, especially the local staff. This needs to be made clear to prospective team members before they even sign up for the trip.
- d. If a Mission Team / Guest House is available, the teams may elect to do their own cooking during the trip. This is only recommended for large teams who have enough team members to have someone, full time, in charge of this, and who knows the food availability and shopping practices in the country. Arrangements need to be made in advance with the Field Director so that food supplies can be purchased. The team's Cook should submit a list of <u>all</u> the groceries that they need including the exact amounts for the <u>whole</u> trip, so that the Field Director can purchase all of these items before the team arrives. For larger teams, it is recommended that they hire a local lady to help them with preparing food and cleanup. This may add to the cost. There needs to be one cook responsible for the whole food preparation process. He or she should delegate the responsibilities, including finding someone to coordinate the after meal cleanup schedule. Everyone on the team and local staff should be aware of who is in charge, so that everything can be run efficiently and without hurt feelings.

## 9. Boy / Girl Relationships

- a. When on a Mission Trip each member is part of a team and should work together as a team. It is uncomfortable when team members see a "couple" spending too much time together by themselves. They should include others in their conversations. Couples will have the rest of their lives to spend together talking and working on their relationship. The time on the trip is better spent concentrating on helping the needy people they came to serve.
- b. We would recommend that couples: do not spend time by themselves in hidden places, refrain from physical contact, and conduct themselves in a Christ-like manor.

#### 10. Legal

- a. Each team member needs to sign a Legal release form before they leave on the mission trip.
- b. If the team member is under 18, a parental release form needs to be signed, to give the Team Leader the authority to take care of emergency medical needs.
- c. The Team Leader needs to be informed of any medication that a team member is taking and any special medical needs or instructions.

## Sexual Conduct Policy

#### SEXUAL CONDUCT

Those engaged in Christian ministry with A.O.J. are to live exemplary lives that are above reproach. This includes missionaries, staff in the Home Office, staff on the field and volunteers. All personnel are to glorify God in every relationship.

However, it is recognized that in our world there are problems concerning sexual conduct, both toward members of the opposite sex, the same sex, and toward children. Therefore, A.O.J. has established the following guidelines to deal with these problems.

#### THE BIBLE AS A GUIDE

- (a) The constitution and by-laws of A.O.J. recognize the Bible as the final authority for life and conduct. Personnel, as spiritual leaders, are to follow the guidelines in 1 Timothy 3 and Titus 1.
- (b) God's Word, the Bible, states that proper relationships between individuals male and female are only possible as scriptural commands are followed. (1 Corinthians 6:17–19; Ephesians 5:21–23; Titus 2:2-8). Therefore, we uphold the principle that sexual relationships are reserved exclusively for a husband and wife within marriage.
- (c) All members of the Mission shall in Christian love seek the welfare of fellow members so as to maintain a pure life and a good testimony in the ministry.

#### **CHILD ABUSE**

- (a) Since the primary ministry of A.O.J. is to nurture and train children and youth, it is imperative that those working with the children (missionaries, staff, and volunteers) treat the children and youth with respect.
- (b) The production and use of pornographic material is prohibited (Eph 5:3-12).

- (c) Sexual misconduct can be a misuse of authority and power which breaches ethical principles by misusing a trust relationship to exploit another person for personal gratification. Child sexual abuse takes advantage of the vulnerability of children who are not powerful enough to act for their own welfare. It violates the Biblical standards of holiness and the mandate to genuinely love and seek the good of others. It causes, at the minimum, deep spiritual and psychological wounds.
- (d) Sexual abuse of minors, which includes child molestation, is a serious moral fault, and is subject to criminal charges in our society.

#### HOMOSEXUALITY

Homosexuality, lesbianism and sexual perversion are condemned (Rom 1:26-29; 1 Cor 6:9-10).

#### **SEXUAL HARASSMENT**

- (a) A.O.J., which is legally incorporated in Canada, is subject to the law of Canada which prohibits sexual harassment.
- (b) No Board member, employee, or volunteer working with A.O.J. shall engage in conduct or speech which is sexually offensive to another person. Speech or conduct which is deemed to be unlawful according to the laws of Canada or is inconsistent with a godly Christian example to the principles of the Bible will not be tolerated.

# Chapter 4 Life on the Field



## Packing Information

## Clothing Recommendations:

(On top of enough clothes to last one week. Laundry facilities are only available in emergency)

As you pack be mindful to dress modestly to respect where you will be serving and the sending organization that you are representing.

	For women: skirts past the knees for all church services			
	1 0/			
	Jacket or sweater for when it cools off in the evenings One piece bathing suit in case the opportunity arises			
	Light rain gear (May- October is the rainy season)			
	Flip flops (and shower flip flops)			
Other:				
	Passport (with photocopy), immunization record, copy of travel insurance			
	Personal hygiene and toiletry items			
	2 5 11 62 542 542 543 543 543 543 543 543 543 543 543 543			
	Mosquito repellent (optional, very little is needed)			
	Sunscreen			
	Refillable water bottle			
	Plastic bags (for wet items and dirty laundry)			
	Bible/pen/journal			
	Camera			
	Travel alarm			
	Wet wipes			
	Snack food			
	Photos of you and your family			

Toilet paper (in case some washrooms do not have any available)

#### For the team:

□ First aid kit/medicine

Travel sized phrase book

- □ Project related items
- □ Work gloves (check with field staff)

## Blessing the National workers & locals in what you bring

### 1. Gifting National Workers

If it is possible for you to do so, you may choose to bless the missionaries on the field whom you will be working with in a personal way with what you could bring for them. If this is on your heart then please check with the mission organization what you could bring for the missionary family and their children. As a possible way of engaging your church and other supporters, you may consider sharing with them a list of things they could contribute that would be appreciated by the missionary family in a surprise care package.

Check first with the Arms of Jesus for a suggestions or a list of items that you could bring for the missionary family and their children. This could range from clothes, books, CD's and movies, to their favourite foods, chocolates and candies they haven't tasted in awhile!

### A note of advice in packing special items for the missionary family...

- Take items out of wrappers and price tags off (but do keep them) before special items are packed.
- In packing disperse these gift items amongst your suitcases so that you do not run the risk of paying customs and duty tax because you look like you are bringing items of merchandise overseas to sell.
- Gift wrap items after you arrive but not before hand so that security can easily go through your things without any suspicions of your contents.

#### 2. Gifting the local people and children

Also check with sending organization what would be appropriate to take for the people you will be working with on the field. Often there are gift restrictions and regulations for what can be distributed and we want to be respectful and honour what has been established on site.

## **Immunizations**

#### Guatemala

- Hepatitis A
- Tetanus
- Hepatitis B (only for medical teams in direct contact with medical needs and bodily fluids of locals in treatment)

\*Note: Malaria medicine is not necessary.

## Travelers Medical Insurance

The AOJ requires that everyone traveling outside the country has travelers health insurance. Team members need not worry about find and purchasing their own for the short-term trip, the team leader will purchase medical insurance to cover everyone on the team while working on the field. Typically it can be expected that this will add anywhere from \$1.50-\$3.00/day (depending on your age) to the individual cost of the mission trip.

## Common Phrases

Work together as a team to fill out this sheet of common phrases you can use to communicate with the local people you will be visiting. Also see if your team can translate several Bible verses into the local language!

Hello
Good morning
Good evening
How are you?
How is your family?
Woman
Man
Boy
Girl
Thank you
Excuse Me
Where do you live?
How old is he/she?
Yes
No
How much is this?
Where is the bathroom?
Stop
Go
Give
Goodbye
God Bless you
A Bible verse to translate

## Helpful hints when visiting Guatemala

#### Safety First

- Never, ever walk alone at night. Take a taxi. If the situation doesn't feel right, follow your instincts and leave the area. Do not show large amounts of money or jewelry.
- Keep your camera, camcorder, etc. out of sight when not in use. Watch your backpack.
- Do not carry your passport unless necessary. Carry the photocopy with you.
- Remember that there is risk in all travel.

#### Food and Beverage

- Resist purchasing food from street vendors, regardless of how great it smells or looks.
- Food prepared in restaurants and guest homes is safe to eat
- When eating outside a restaurant, "If you can't cook it or peel it, don't eat it"
- Drink lots of water. Only drink water that is boiled or bottled.

#### Money

- You may need \$30 for departure tax (cash only) (for Guatemala)
- You will also need \$3 or 21 Quetzals at departure. (for Guatemala)
- Wait to exchange your money in Guatemala. You will be able to change U.S. dollars at the bank with a photocopy of your passport. Your original passport will be required to cash traveler's cheques.

#### Social Considerations

- Guatemalan behaviour is conservative in speech, social pleasantries and dress.
- Ask before taking photos of political buildings and people

#### Noise

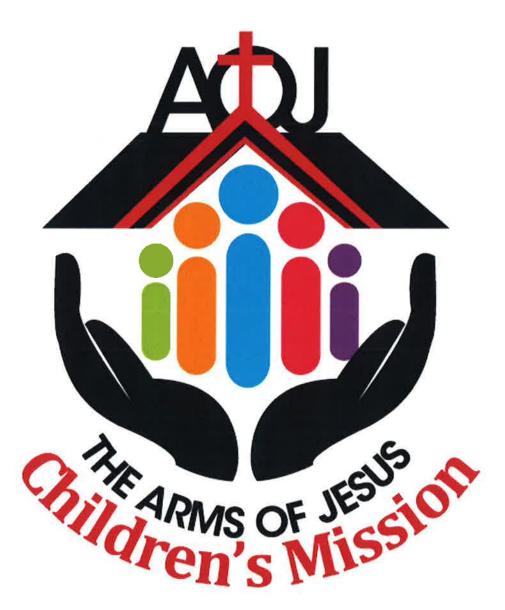
- The noise between 4-6 am is not gunfire but often fireworks for birthdays
- You may be greeted very early in the morning with a horn honking, rooster crowing or dog barking... Welcome to Guatemala.

#### Washrooms

- Toilet paper is to be deposited into the container beside the toilet not in the toilet
- Public washrooms are not up to our standards so some toilets may not even have a seat. Often there is no toilet paper so carry some with you at all times.
- DO NOT touch the showerhead. They are directly wired for hot water and often not grounded.

## Chapter 5

## **Working Together**



## Culture

Defining culture...

Culture is the learned values and behaviour shared by a group that is passed from one generation to another, and that changes over time.

Culture creates a sense of belonging and identity and provides stability and security for individuals in social relationships.

### Why is this definition essential for missions?

It is so important to understand as your team prepares to go overseas that **culture** is learned. The way we see life is like looking through a lens that is tinted according to where we grew up. God is the only one who truly sees reality. We only see it through our own cultural glasses.

Visiting the mission overseas for a short time with your team will not be enough time to unlearn the culture you are from and learn and adopt the culture that shapes the behaviour, values, beliefs and worldview of the local people. However, it is a rich opportunity for those from your team to examine your own perception, stereotypes, and ethnocentrism.

## Your own perceptions

To recognize in yourself and then share with your team...

- 1. How has your personal history influenced your perceptions?
- 2. Describe one perception from your unique personal history.
- 3. What perceptional differences might cause misunderstanding in the team? A cross-cultural context?

\*\*\*An important skill in cross-cultural ministry is to "suspend judgment" of other peoples behaviour until you have an "insider" interpretation of their assigned meaning to the behaviour\*\*\* ... To acquire that "insider" perspective ask lots of questions outside of your own cultural framework!

#### As a team...

Read the following proverb together:

"Give a man a fish, feed him for a day; teach a man to fish, feed him for a lifetime"

There are many underlying assumptions in this good proverb. Which ones can your team identify?

#### To think about...

Ethnocentrism: the way that we think, feel, and behave is the way to think, feel, and behave

- What assumptions do I have about the foreign place our team is going to?
- What ways do I measure and judge other cultures by my own?
- What stereotypes do I have about majority world countries?
- What personal ways of doing things do I believe to be the most effective? The best way?

## **Understanding Each Other**

... From looking at the chart can you identify what values **YOU** have adopted as important from the culture you live in?

## Individualistic Culture

## Collectivist Culture

That via dali Stic Call di C	Conectivist Culture
Personal Achievement	Community needs
-Success is measured vertically- climbing the corporate ladder - The more successful/higher up in life gives a sense of self entitlement to being deserving of more comforts	- Success is measured horizontally- with more success comes more responsibility and people to care for - Lifestyle (comforts) do not change
Self reliant "I" - maturity is measured by self reliance and interdependence - Individual is self governing, self financing, and self prosperous	Independent "We" - one's identity in making choices is marked by "we", not independent decisions - An individual does not independently serve their own needs, but rather looks at the needs of the community
Individual Conversion - what do I believe?	Group conversion - who are we as a community connected to?
Directness and Clarity - People clearly and honestly articulate opinion to one another	Indirect Saving Face - People communicate information to avoid guilt and uphold their image and the image of the those in a community
Private Ownership - Your things are yours - If you want to borrow something from someone you must ask permission and explain for how long you want to borrow the item	Group ownership - Things you own are not solely yours - What you own and bring into a community is not regarded by the individual as "mine" but "ours" for the good of the community
Task based and time sensitive - task oriented vs. people oriented mentality - time is measured to the minute, schedules are planned in a timely manner, being on time for events, meetings, and get togethers is valued	Relationship based and flexible - greeting people, knowing how someone is doing, and making time for people is more important than the talk at hand or tasks during the day - time and schedules are not strictly adhered to. For example meeting at 12:00 and showing up at 3:00 is not considered being late

- What challenges does your team foresee in visiting a collectivist culture?
- What values of a collectivist culture will be hard for **YOU** and your **TEAM** as a whole to not only **adopt** in your time overseas but more importantly **appreciate**?

## Twelve ways to ruin short term mission trips:

Believe it or not, it's possible to have a bad short-term mission's experience. Most times, this is not the fault of the situation or organization. The root cause is most often the short-termer's own attitudes and expectations.

To help you maximize your short-term experience, here's a Top Ten checklist of what **NOT** to do.

- 1. **Keep narrowly focused on "spiritual" activities**. Since you want to win people to Christ, focus on only the loftiest of things. Avoid menial work like data entry, loading trucks, or working on buildings. Such things will only distract you from your primary task.
- 2. **To tighten up your schedule, eliminate personal prayer and Bible study.** You will be so rushed that you won't have time. Besides, can't you get all the spiritual food you need from group devotions and from church services?
- 3. **Stay organized and on schedule**. Set detailed goals before you go. Establish schedules and refuse to deviate from them. Do not accept delays, last-minute changes, and impromptu visits and invitations. Those things will just keep you from getting things done for God.
- 4. **Help the missionaries by pointing out their mistakes**. Bring them up to date on what you've heard are the latest missions trends. Some missionaries are stubborn. So, you may need to enlist some support among the nationals for our views about how things should be run.
- 5. **Get involved romantically with someone**. Being away from family and friends makes this the perfect time to get involved romantically. While it may distract you slightly from the work, you will be able to expose national Christians to America's progressive dating customs.
- 6. **Don't embarrass yourself by trying to pick up the local language**. People are always saying that English is spoken all over the world. So, insist that those people use it with you.

- 7. Immediately begin pointing out your team member's faults. Time is short. It will be difficult for people to make the needed changes if you don't help them from the start. Focus your helpful criticisms on team leaders.
- 8. As you go all out in warring against attacking germs, don't eat any of the local food. To be sure, you may miss some friendly opportunities with "the natives," but you'll avoid all those awful germs!
- 9. Keep your distance from team members who couldn't raise their full support. They may try to mooch off you. Don't give in. Sweating over finances will help them build their faith.
- 10. When you return home, scold your home church and friends for their lack of commitment, for their weak prayers, and for their inadequate giving to missions. This may be one of the few times you will have their deferential respect. Make the most of it.
- 11. **Spend large amounts of money on local souvenirs** without any thought to how this appears to nationals who struggle under incredible economic difficulties. Although you may be sincere, the image this gives locals may do more harm than good.
- 12. **Introduce methods and technology that creates dependency**. Although your team may be well meaning, equipment and techniques that you bring may not be locally sustainable, leaving nationals dependent on ongoing assistance rather than empowered.

## Attitude is Everything: Being a servant

Love without expectation. Jesus did not love for a response.

"Giving isn't the point.

Our love for Jesus and our desire to follow His example of humility and service should be so strong that we give sacrificially out of love"

- Donelda Urquhart

## Developing relationships

A missionary who had tried but did not succeed in translating an unwritten language finally returned home. Other missionaries took his place and eventually learned enough of the language to explain who Jesus was. They told of Jesus' selflessness and deep love for them, After describing Jesus thoroughly, the nationals said, "Oh, we know who that is. He's the foreigner who was here before you came."

1. Jesus the Learner			
Read Luke 2:46: How did Jesus learn in this verse?			
2. Jesus' servant heart			
Read Philippians 2:7,8: List characteristics of Jesus' servant heart in entering our world.			
Read Philippians 2:6: Though Christ remained God, what rights did He relinquish?			
3. Jesus' servant heart displayed in action			
Read John 13:3-17: State some practical ways you could serve each of your teammates:			

## Being a Servant Leader

Leadership isn't solely the role of your designated team leader. Within the team delegated responsibilities will require you too to be a leader, and you will have the opportunity to lead with your skills and spiritual gifts on the field as well.

A servant leader does not make decisions based on personal desire. If personal desire was the sole decision criteria, Jesus would have chosen not to go through the pain and suffering on the cross. Our best model for how to be a servant leader in team ministry is through the life of Jesus himself. His example requires us to set aside personal gain and agendas to make sacrifices, and to put the needs of others above the direction we may prefer for ourselves.

It doesn't matter your style of leadership, being a servant leader is really about what motivates our thoughts, words, and actions when we lead.

## Being a Learner

Cultural blindness makes a team ineffective communicators in alien contexts and leads us to assume that the problem lies within others rather than ourselves. We must let them teach us before we can hope to teach them.

- Learn language phrases even if you butcher them. It is a compliment to the people.
- Learn cultural cues- ask questions about why they do what they do
- Learn to spend time relaxing with the nationals
- Learn their concept of time
- Learn about their foods, music, stories, clothing, social structure, families, etc...
- Learn to depend on nationals for help

## Being Open Minded

#### Meals

- Try the local food or else you segregate yourself from the local people
- Don't huddle together as a North American group and barely interact with the locals

## Don't be quick to judge national believers

- Separate behaviour you feel is non-Christian conduct from the heart of Christianity.
- Recognize that the morals you may judge as non-Christian may seem that way if judged from your own cultural viewpoint, but are not viewed in the same regard in local culture
- You do not know how God is working in the life you may be quick to judge

## Don't judge the full-time missionaries

- Don't make assumptions about the full time workers
- Understand missionaries are working under different conditions than they would in their home country. They have adapted their lives to the customs of the country/culture to help show people the love of Christ.
- Avoid questioning the way they minister or relate to the local people

## Recognize intrinsic to our own culture is an attitude of superiority

- Keep your mind and heart open to recognizing this attitude of superiority within yourself
- There are many valuable things in every culture

## Look at this well-meaning proverb as a team.

- What assumptions does this proverb make?
- How does this proverb show an attitude of superiority?

"Give a man a fish, feed him for a day; teach a man to fish, feed him for a lifetime."

# Team Building

"Never doubt that a small group of thoughtful, concerned citizens can change world. Indeed it is the only thing that ever has." Margaret Mead

Take advantage of not only the experience that you will share as a team, but the time together before you leave to get to know and appreciate the individual make up of the team, and your strengths as a group that makes you enjoy time spent together. It doesn't matter if individuals from the team are people you would typically connect with, or if it is only circumstance that binds you. These team members will be the only other people that will understand your short-term missions experience and be able to see first hand how it has changed you, reminisce with you, and understand your growth and struggles in re-entering the North American lifestyle.

The following are just some starting ideas for enjoying your time together and bonding as a group in the time you have before and even after your short - term missions trip.

- Think of a **mission statement** that exemplifies the work, vision, and attitude of your team so you can be reminded of what you are all working towards and what is important.
- ❖ Work together on a short-term challenge. This may be completely unrelated to your focus (ex. A community walk) but the process of working together on a task offers a chance for the team to talk to each other, build relationships and to achieve early success.
- ❖ Have an early **team meeting away from home** either going away for the day, or even better with an overnight stay. Being away from home base helps to generate team spirit.
- ❖ Have fun! A shared social event, party, hike or whatever can be a great way of allowing people to get to know one another without any pressure to get on with the task.
- ❖ Look together at successful examples of teams, and understand what they have in common and what common elements can be applied to your team. Broaden the net to consider sporting teams and business teams as well as Christian teams.
- ❖ Pray together. Praying together for the success of the team and for each other is a powerful way of supporting one another. This can either be as a whole team, or by giving each member of the team two or three other team members to pray for (so each team member gets prayed for by two or three other members of the team.)

- ❖ Share personal experiences and expectations. Each person takes between five and ten minutes to outline why they want to be on the team, what they bring that is relevant, and what they are hoping to get out of it. (This works best when all members of the group will feel comfortable participating!)
- ❖ Take 3-5 minutes to share your personal testimony with the team
- ❖ Affirm Each Other. Each member of the team is given the same number of cards as there are team members, less one. Each person then writes the name of another team member on the top of each card, and then briefly writes down one quality, strength or characteristic they particularly appreciate about that person. This is replicated until they have completed one for each other member of the team. All the cards are gathered together and then redistributed to the members concerned. Feedback remains anonymous. Individual affirmation can also be shared publicly too.
- ❖ Roles and Tasks. The team works out the tasks and roles needed to achieve its mission and allocates roles to team members. Then allow an open discussion to develop about what will be done independently and what will be done together.
- ❖ Worship together as a team. Find someone who could lead out favourite worship songs, or take turns to bring in music that has spoken to you lately and have the group just sing along.
- ❖ Do team devotions before you go overseas and during your time on the field. It is so important to share with others how God is working through you, and be refreshed after long, busy, loving, and challenging days in spiritual peace. If members from your team feel comfortable take turns leading devotions individually or in small groups- everyone has valuable insight and something in their personal faith they are working through to share!
- ❖ Invite someone from the church who knows the **local language** for a group outing to help your team learn key phrases and practice together.

Remember, relationships cannot be rushed- it takes time for everyone to feel comfortable enough to share, get to know one another, and learn together how you function as a team. In addition there are a number of good ten to twenty minute teambuilding games and exercises that can be carried out at the start of a team meeting.

# Strengthening Team Relationships

What teams have you participated in? Have you ever tried to tangibly show someone that you love and care for them, but in your attempts to encourage and uplift them felt they didn't respond to your efforts?

One of the most valuable things to learn to strengthen any kind of relationship is that we all feel love differently and therefore communicate love to others in different forms.

Author Gary Chapman (*The Five Love Languages*) intended this book for married couples, but the premise that there are 5 different ways that we best feel loved and valued, and how we communicate love to others, can be applied to strengthen relationships with your team, nationals, missionary workers, and the children you will meet. Review the 5 love languages with your team and discuss which one or two you feel describes you best.

#### Words of Affirmation

Actions don't always speak louder than words. If this is your love language, unsolicited compliments mean the world to you, and the reasons behind why you are valued or why you do something in particular well are very important to you. Insults can leave you shattered and are not easily forgotten.

#### Quality Time

You feel most valued by someone's full, undivided attention. Being there for this type of person is critical, but really being there—with the TV off, fork and knife down, and all chores and tasks on standby—makes this person feel valued and important. Distractions, postponed dates, or the failure to listen can be especially hurtful.

### Receiving Gifts

Don't mistake this for materialism; the receiver of gifts thrives on the love, thoughtfulness, and effort behind the gift. If you speak this language, the perfect gift or gesture shows that you are known, you are cared for, and you are prized above whatever was sacrificed to bring the gift to you. A missed birthday, anniversary, or a hasty, thoughtless gift would be disastrous—so would the absence of everyday gestures.

#### Acts of Service

Anything you do to ease the burden of responsibilities weighing on an "Acts of Service" person will speak volumes. The words he or she most want to hear: "Let me do that for you." Laziness, broken commitments, and making more work for them tell speakers of this language their feelings don't matter.

#### Physical Touch

A person whose primary language is Physical Touch is, not surprisingly, very touchy. Hugs, pats on the back, a thoughtful touch on the arm, can all be ways to show excitement, concern, care, and love. Physical presence and accessibility are crucial, while neglect or abuse can be unforgivable and destructive.

Who has a different love language than you on the team? What are some ideas you can now think of to make them feel valued and uplifted?

# Conflict & Criticism...but we are only together SHORT term!

Your team is now together-laughing, working towards the same vision with a shared belief in Christ and is about to embark on a real experience and play a part of God's bigger vision. Sounds great! At some point however the "honeymoon" stage of being together as a team will begin to wear off as you work through carrying out a vision with people that have different views, experiences, desires, varying needs for time alone, sleep, ways of communicating, and enjoying down time.

The following stages of a group should help you and your team understand what has been defined as normal stages in team dynamics:

- 1. Forming: The group comes together and gets to initially know one another and form as a group.
- 2. Storming: A chaotic vying for leadership and trialing of group processes
- 3. Norming: Eventually agreement is reached on how the group operates
- 4. **Performing**: The group practices its skill and becomes effective in meeting its objectives.

Being aware of group development, also understand that conflict is both inevitable to some degree and even healthy! What is unhealthy is unresolved conflict allowed to fester and damage the productivity of a team and cause team members to see the negative whenever they think and interact with someone from the team or on the field.

"Be angry and do not sin; do not let the sun go down on your anger" ~ Ephesians 4:26

# Working Through Conflict

In Acts 15 we see conflict both within and outside the team, but in both cases it is resolved productively. Here is one suggested process for handling conflict.

**P**ray through the subject of the conflict, alone. Ask God to help you discern the reasons behind it, the needs of those involved and how you may have contributed to it.

Explore each other's positions thoroughly, listening carefully to each others' views on the subject of the conflict. Bear in mind that the conflict may be about personalities and needs, rather than the subject matter.

Approach possible solutions together, bringing to the fore the commonality you have. These may include desire to see God glorified, the team goal, concern for each other's happiness.

**C**ollaboration is better than compromise. (In compromise not even one preferred way is decided on) Praying together can be a powerful way of seeking agreement. 'I will listen to what God, the Lord will say, he promises peace to his people, his saints.' (Ps 85:8)

Expel any resentment you still hold. Make peace with them! (Mt 5:24)

#### Five questions to reflect on when in conflict...

- 1. What does the Lord appreciate about this person? Can I see those qualities in them?
- 2. Why am I taking my position? Is that true, or is there something behind it?
- 3. What is important in this situation?
- 4. What alternative solutions are there? Which of them could I live with?
- 5. How have I contributed to this situation? Is there anything I need to ask the Lord to help me repent of?
- 6. Do I need to speak in confidence to someone for advice? Or is that only a means to validate my opinion against someone else?

"Do not seek revenge or bear a grudge against one of your people, but love your neighbour as yourself. I am the Lord." (Leviticus 19:18)

"My dear brothers, take note of this: Everyone should be quick to listen, slow to speak, and slow to become angry." (James 1:19)

# Chapter 6

# **Finances**



# Sample Budget Breakdown

It costs anywhere from \$12,000 to \$15,000 to send a short-term missions team overseas for one week. With all the money it takes to send a small group to go you may just think, and you will certainly have other people ask, ..."Why go? Why not just send that money to the people?"

A short-term mission is not about a wealth transfer. The immeasurable value of foreigners seeing the solidarity of believers, the desire to invest in time together, form relationships, share the love of Jesus, disciple, and humbly acknowledge that the local people have a lot to teach us can never be said in the signature of a cheque.

#### **AOJ MISSION TEAM COSTS FOR 2015**

#### Canada/USA to Guatemala

(based on two people sharing a room)

Hotel: Accommodation including full breakfast \$40.00	
Lunch and Dinner (includes for extra Day)	\$ 28.00
Transportation (daily based on 8 days)	\$ 20.00
Guatemala - Translator, Staff, etc.	\$ 6.00
Total per person per day:	\$ 94.00
Total for 7 Days per person:	\$658.00
AOJ Administration	\$100.00
Team Meal (optional to bless the children)	\$ 15.00
Exchange rate – Canadian to US	\$ 37.00
Final Cost per person (based on 7 Days)	\$810.00

- 1. The above costs do not include:
  - Airfare costs
  - Changes in Costs over which AOJ has no control ie Hotel, Exchange Rate
- 2. The following items are not included:
  - Personal Insurance/ Travel and health this must be purchased by each team member.
  - Medical shots
  - Meals en route to and from Guatemala.
  - Day Trip during day off.
  - Team Golf Shirt \$18.00 (when 10 or more are ordered)

# **Fundraising**

The key to fundraising is not in raising money, but in raising support. With this attitude behind your teams' efforts to fundraise, all generations in the church and outside of the church will be given the opportunity to get involved and find meaningful opportunities where they can best support you and catch the vision and excitement of your team for their short term visit. Never underestimate how God will use people; He will often work through the hearts of the most unlikely if you have an open heart and engaging attitude!

#### Some ideas to get your team started:

- Run a bake sale at your church
- (this is also an opportunity to get the younger children and youth involved by asking different Sunday school classes to have a week they are responsible for bringing in baking and helping members of the team sell at the table)
- Host a spaghetti night at the church for families
- Hold a nicer evening dinner and movie night at the church on a weekend (parents can buy tickets and free babysitting could be offered in a separate room and run by the youth of the church)
- Make it personal! Introduce the team at a Sunday morning service
- Have a commissioning of the team at the Sunday service before the team leaves. This is a great chance for the church to pray over those going.
- Have the team along with some youthful hands help to run a car wash
- If the congregation is not familiar with the missions organization and the work the team will be doing have the team make a presentation at church services that outlines the work. (note: include lots of visuals to make the vision come alive!)
- Run a Saturday BBQ at your local grocery store. Often grocery stores will loan out BBQ's and food supplies for a set cost, and any money made in sales above the set cost will go towards the team ... this is also a great chance to pass out information on what your team is doing overseas to people not attending the sending church
- Hold a silent auction at the church. You could always combine this with a worship night, movie, dinner, or various activities in rooms of the church to participate in while bidding is going on. Often local business will donate items for charity.
- Set up an information booth in the foyer of the church for people to get more information on the trip and talk to members of the team
- Garage sales
- Sponsor a suitcase project. Most airlines charge for checked baggage. Set up a decorated table at the back of the church where people can toss in spare change to help with luggage fees
- Along the same lines, advertise a list of items in the church that could be collected for the
  missionary family, and have any donations dropped off in a suitcase for the missionaries and their
  children for a care package.
- Host a round robin sport tournament over a weekend at a local community centre

# Chapter 7 Returning Home



## Debriefing as a team

- 1. Make it a priority from the start. You can't wait until your ministry is over, bags are packed and the team is standing in the airport waiting for the flight number to be called to think about debriefing and expect it to be productive. Decide in advance that you are going to provide your team with a designated time to process the whirlwind of events and activities they have experienced together.
- 2. Plan to hold your debriefing sessions in your host country. Most short-term team members have an internal switch that goes off as soon as your plane touches the ground back home (for some it's just being in our airspace that does it!). Team members tend to become preoccupied, focused on reconnecting with their friends, family members and favorite fast food meal upon returning home. There is a measure of honesty, vulnerability and team chemistry that is nearly impossible to recreate outside of your host country. Be sure to schedule this in as a planned time with your field contacts.
- 3. Emphasize the importance of debriefing throughout the trip. Team members will develop their perspective on debriefing by observing the way it is profiled by the team leader. If it seems important to you, it will be important to them. Seize opportunities during the trip to highlight the fact you will be addressing important issues during this strategic time.
- **4.** Be realistic with your time allotment. Quality debriefing sessions cannot be rushed. Also be inclusive. You may be surprised to discover some very sensitive issues surface as team members begin to process the experiences of the trip. Team members will be reluctant to open up and address more than superficial concerns if they know you have planned to do the entire debriefing in a short time frame. It's best if you don't have to rush off somewhere right afterwards.
- **5.** Emphasize the priority issues. A good debriefing session goes beyond getting your team members to talk to you. You will need to direct their attention to priority subjects that go deeper than their felt needs. Most teams need to discuss issues such as misconceptions about missions (making sure the team sees the big picture), exaggerating team experiences and disillusionment upon returning home. Team members should also be empowered to learn the priority lessons God has for them and how they can communicate these lessons with others.
- **6.** *Meet one-on-one with each team member.* In addition to group debriefing sessions, you should plan to meet with every team member before you return home for a personal appointment.

Review the evaluation form in preparation for your meeting and think through the ways the team member specifically contributed and get their feedback.

# Debriefing: Taking time to process individually

In the weeks ahead, you may well find yourself responding to everyday events in ways you never responded before. Common things may provoke an uncommon response or at least a very different set of thoughts and feelings. Events that were ordinary, or what you previously enjoyed doing with friends may loose their sense of importance. Getting good grades, getting a job advancement, watching the playoffs, purchasing a new car, assuming more responsibility for ministry at church—all these may seem less attractive or fulfilling and pale in comparison to the ministry you took part of with your team. In fact, some of the things that supported our sense of well being before we left now seem tasteless, dull, less desirable, and perhaps a waste of time, money, and effort.

These are moments that reveal ways you have changed and where you may now feel a degree of reverse culture shock.

Consider it pure joy, my brothers, whenever you face trials of many kinds, because you know that the testing of your faith develops perseverance. Perseverance must finish its work so that you may be mature and complete, not lacking anything. (James 1:2-5, NIV)

Your feelings of fear and discomfort are natural but we encourage you to work through them. What a waste an experience would be if we never went through the process of learning through its lessons to apply what we have learned to change the way we think and live.

#### Questions to guide your processing...

Even if you are the kind of person who processes best by sharing with other people, take the time to set aside time for yourself to reflect on these questions and pray through how you sense you have been changed and stretched.

In your journaling and reflection complete the following sentences:

- 1. Now that I am back home, I feel ...
- 2. I now find it easy to ...
- 3. I now find it hard to ...
- 4. I wish ...
- 5. The people who I feel understand me are ...
- 6. I like being with ...
- 7. I enjoy (name an activity) ...
- 8. My spouse/family/friends say I ...
- 9. My friends think I am ...
- 10. I need someone who ...
- 11. I need help in ...

# Keeping the story alive

"Fan the flame, make my spirit whole... Lord you know where I've been so light the fire in my heart again"

24 children die every minute of hunger and preventable diseases. Malnutrition is the underlying cause of more than half of the deaths of children under five. The average life expectancy in developing lands is 15-25 years less than in developed countries. The AIDS pandemic is the leading cause of premature death infecting 6,800 people every day.

You have now witnessed a mere fraction of the children and nationals who are included in this statistic. It is not just a statistic to your team anymore. You now know their faces and their smiles and their names. We dare not know them and now take the position of a spectator and leave these brothers and sisters behind when our plane took flight back to North America.

What we really believe in we will act on. How will you share the story?

#### Share with the church

Be sure to make it a priority that your team follows up on their time on the mission field. Try and have everyone play a part in sharing what your team did and learned and give updates to any prayer requests and project the church was specifically involved with.

God wants you to be a blessing to your family, your church, and those you influence. We often feel discouraged, disconnected, disappointed, aloof, out of it, and sometimes just plain weird after arriving home. Sometimes it takes a long time to readjust and begin to feel normal again. Reentry stress may come into our daily lives in many different and disconcerting ways. Be careful not to criticize values and decisions while you are still in the processing. Give yourself the gift of time. Discipline yourself to use the tools God provides for you to readjust successfully and become a more valuable member of your own culture and church body.

# Live differently

Only you can make sure your time in missions is not a mountain - top experience, but an experience that continues to shape and change how you live your life.

- What changes do you now want to make in the way you live?
- In your purchases?

"Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do no conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will" (Romans 12:1-2).

#### Invest in the Mission Field

- Encourage your ministry hosts by keeping in touch with them. Write letters, send birthday cards, pray for them, and join their financial support team.
- Pray for missions and God's plan to establish His Kingdom
- Serve on your church's mission committee or help them out
- Volunteer at mission fests

#### Be in the word

Stay consistent in the study and memorization of the Bible. A diligent effort to know God's Word better will result in a vibrant growing relationship with Him. In addition try to read inspirational missionary biographies that will remind you of the great things God can do with a life that is totally surrendered to Him. Other books suggestions can be made by the AOJ.

#### Take Risks—Stay Out of Your Comfort Zone

Decide right now that you are not just "at the end of your short-term mission" but actually at the beginning of a new ministry. Plan to live in a way that will continue to stretch you beyond the level of faith you now have. Put your trust in God. Seek to hear his voice and to obey and put into practice all that you have learned. Radical living encourages radical faith!

"You gain strength, courage and confidence by every experience in which you really stop to look fear in the face. You must do the thing you think you cannot do." Eleanor Roosevelt

Do you realize that walking actually requires that you set yourself off balance? As you put one foot in front of the other, you are literally tipping forward—off balance. If you never took the risk of being off balance, you'd be stuck in one place. It's like that in life and faith. The act of "stepping out" and getting a little off balance is the very act that allows you to move forward spiritually. Think about the big steps you took in deciding to go on this short-term mission and look how you've grown! So keep taking risks, following God's wild imagination, and being in the place where you will only succeed if you trust in Him and Him alone.

"The ultimate measure of a man is not where he stands in moments of comfort, but where he stands at times of challenge and controversy." Martin Luther King, Jr.

# Appendix Agreements & Forms



# SHORT-TERM MISSION TEAM APPLICATION

Please fill out this form completely and send it by mail, fax or email to our Canadian office.

General Information		
Group Leader's Name:		
Group Name:	<del></del>	
Denomination:		
Address:		
City: Province:	Postal Code:	
Phone Numbers: Home:	Work:	
E-Mail Address:		
Emergency Contact Number: (while group is on outreach)		
Outreach Dates:		
What is the expected size of your group?	<del>_</del>	
*Please clear any increases or decreases in size, in advance	e through our office.*	
General Questionnaire		
How many leaders or chaperones will be coming with	your group?	
Does your group have any translators? If yes, how many? _		
Does your group have any special talents or abilities that may be utilized during ministry?		
Will your team have any problem with doing physical labor or walking up to two miles per day during outreach?		
Do you or any of your team members need to take any medication? If so, please specify.		
Do you or any of your team members have any food allergies or any other allergies that we should be aware of?		

### **GROUP LIST**

Please fill out this form completely and send it by mail, fax or email to our Canadian office.

On the following lines, please list the names, age, sex and T-Shirt size (S, M,L, XL) of each participant:

1) Name:	Age:	Sex:	Size:	
2) Name:	Age:	Sex:	Size:	
3) Name:	Age:	Sex:	Size:	
4) Name:	Age:	Sex:	Size:	
5) Name:	Age:	Sex:	Size:	
6) Name:	Age:	Sex:	Size:	
7) Name:	Age:	Sex:	Size:	— is
8) Name:	Age:	Sex:	Size:	- 12
9) Name:	Age:	Sex:	Size:	
10) Name:	Age:	Sex:	Size:	
11) Name:	Age:	Sex:	Size:	
12) Name:	Age:	Sex:	Size:	
13) Name:	Age:	Sex:	Size:	
14) Name:	Age:	Sex:	Size:	
15) Name:	Age:	Sex:	Size:	

# GROUP ARRIVAL/DEPARTURE INFORMATION

Please fill out this form completely and return it to our Canadian office via mail, fax or email.

General Information		
Church Name:		
Group Leader:		
Date of Outreach:		
Emergency Contact Person for arrival and departure days: (name & phone number)		
Arrival Information		
Form of arrival: AirplaneBus	Your own vehicle	
Date of Arrival:Scho	eduled Time of Arrival:	
Name of Carrier:	Flight Number:	
Connecting Flight Information:		
Departure Information		
Date of Departure:	Scheduled Time of Departure:	
Name of Carrier:	Flight Number:	
Other Assistance		
If you are staying an extra day, will you need to stay at the ho	otel?	
Please include any information that might be helpful for us:		

ACKNOWLEDGMENT AND RELEASE FORM
I,, in consideration for being permitted to participate in mission projects sponsored by, arranged, or facilitated by the Arms of Jesus for Children's Mission, do hereby acknowledge that by signing this Acknowledgment and Release Form ("Release"), I am releasing certain parties from liability and I certify that I have read and understand the terms and conditions set forth in this Release and agree to be bound by them. In the event the participant is under the age of eighteen (18), the participant's parent(s) or legal guardian(s) hereby acknowledge and agree that they have given the participant permission to undertake in such activities, that they have read and understand this Release, and that they agree to be bound by the terms and conditions stated herein.
I acknowledge and agree that my participation in a mission project involves certain inherent risks and dangers that may result in serious bodily injury, disability, or death, regardless of the precautions taken and I FULLY ASSUME THE RISKS ASSOCIATED WITH SUCH PARTICIPATION, including, but not limited to, travel accidents while traveling to, from, or during a mission project, inclement weather conditions, diseases, illnesses, or infirmities caused by or related to the ingestion of food or drink, insect bites, or otherwise suffered during the course of a mission project, intentional or negligent acts of third parties, war, acts by any governmental authority, riots, natural disasters, or the negligence of the Releasees identified below. I FURTHER ACKNOWLEDGE AND AGREE THAT THERE MAY BE OTHER RISKS AND SOCIAL AND ECONOMIC LOSSES NOT READILY FORSEEABLE AT THIS TIME AND I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND RESPONSIBILITY FOR ANY RESULTING LOSS, COST, OR DAMAGE I MAY INCUR.
In recognition of the forgoing, I hereby voluntarily release, discharge, and indemnify any and all members of the Arms of Jesus for Children's Mission, without limitation, their representatives, employees, agents, advisors, officers, directors, administrators, leaders, event sponsors, and the other participants (the "Releasees"), from any and all liability to me, my personal representatives, assigns, and heirs, for all claims, costs, damages, and causes of action arising out of, or related to, any property damage or personal injury, including death, related to or resulting from my involvement in such activities planned, coordinated, or otherwise facilitated by the Releasees, including any negligent rescue operations.
I further acknowledge that not all possible situations, events, and risks can be controlled, foreseen, or expressed in this Release, and I hereby give my permission to representatives of the Arms of Jesus for Children's Mission to act on any medically related decision and treatment, including but not limited to, having me admitted to a medical treatment facility and authorizing emergency surgery or medical treatment, and I agree to assume all costs and medical bills associated with or incurred attendant thereto.
I agree, for myself and my successors, that the above representations are contractually binding and are not mere recitals, and that should I or my successors assert a claim in contravention of this Release, the Releasees shall be entitled to recover all expenses (including reasonable attorney fees) incurred by the Releasees in defending said claim, unless a Releasee is finally adjudged liable on such claim for willful and wanton action.
I HAVE READ AND UNDERSTAND THIS ACKOWLEDGMENT AND RELEASE FORM AND SIGN IT
VOLUNTARILY.
Date:
Printed Name:
Address:

A signature from both parents/guardians must be present if applicant is under 18

# The Arms of Jesus Children's Mission BEHAVIOUR & EXPECTATIONS POLICY COMMITMENT FORM

By checking each box, I am acknowledging that I understand my responsibilities as a team member and commit to the expectations as outlined below:

	Signature Print Name Date
'io	or to or during the team trip, and my early return to Canada at my own expense.
	m. I realize that my failure to abide by these expectations may result in my removal from the team, possibly
	, have read and fully understand the behaviours and expectations as outlined on this
	I agree to participate in team prayer and devotions both prior to and during the entire team trip.
<b>3</b>	I agree to fulfill my responsibilities to the team in sharing the work of the project. i.e.: Construction – actually working at the site. Ministry – taki on a task – lessons, music, etc.
	I agree to practice modesty during this entire team trip. No walking to / from showers in a bath towel, no bikinis to be used at all, modest clothin such as long skirts for women, no halter tops etc. men must wear shirts.
	I agree to refrain from giving gifts, such as money, clothes, jewelry, etc. without the prior approval of the team leader and field coordinator. I als agree to refrain from making personal commitments to supply any need, items, money, support, etc. to any local indigenous person without the prior approval of the team leader and field coordinator.
	I agree not to attempt to leave the Mission site, accommodations, work site, tourist areas without the dual approval of my Team Leader and the field coordinator.
	I agree to refrain from the use of non-medical, or illegal, illicit drugs.
	I agree to refrain from the use of both public / personal display of affection with my girlfriend / boyfriend during this trip, from departure to return Canada.
_	
	attend a church denomination on the field that is different than mine. I will regard the differences with respect including the area of people's different worship styles.
	I will adopt an attitude of flexibility because I understand that travel, especially to remote locations can be difficult and that plans may need to b changed without my knowing the reasons behind the changes.
	will look at me as an example of how a Christian should act and I will not treat this responsibility lightly.
	I will abstain from making derogatory comments or arguments regarding people, politics, sports, religion, race or traditions.
	I agree to adhere to the standards as set out in the Abuse & Sexual Harassment policy and that my team leader has read this to me.
	I agree to adopt an attitude of submission as a servant to Christ and others. I am not going to try to convince others of my personal viewpoint of style. I go, knowing that there are many different ways to accomplish the same objective and know that my way is not necessarily the best for team or situation.
	I understand that our team's work is but a tiny speck of a bigger picture that GOD is trying to accomplish. I promise not to be overly demanding do my best not to offend or cause embarrassment to our host and to help them attain their long-term goals.
	I will attend all team meetings to the best of my ability as set by the AOJ Team Leader and realize that if I fail to attend meetings without the approval of the Team Leader, I could be removed from the team.
	I agree to follow up on all requirements for passports, visas, financial obligations, vaccinations, travel insurance etc.
	I agree to submit to both my team leader and to the Field Coordinator and promise to abide by his / her decisions as they concern this mission in team preparation, during the trip and to the point of return back to Canada.
	I acknowledge that I am going as a representative of Jesus Christ and The Arms of Jesus Children's Mission and that I have read and adhere the statement of faith and vision of The Arms of Jesus Children's Mission.

# The Arms of Jesus Children's Mission SHORT-TERM MISSION TEAM EVALUATION

The Arms of Jesus Children's Mission values your short-term mission experience. By completing this questionnaire, you will help us evaluate the trip, the team leadership and the overall short-term mission experience.

Team Date:	Country Visited:	
Your Name:	Your Team Leader:	
Describe your most important objectives during the pre-trip planning stage.		
2. What were your greatest concerns d	luring the pre-trip planning stage?	
3. What was the greatest lesson you le	earned during this mission trip?	
4. What helped you learn this lesson?	(Describe the experience, people, etc)	
5. What were the best parts of your over	erall experience?	
6. How was the balance of work, fellow	ship and witnessing for you?	
7. How would you describe the effect the future interest in missions and God's or	nis trip had on your personal and spiritual life, verall plan for you?	

- 8. As far as The Arms of Jesus Children's Mission is concerned....
  - a. Was our staff courteous and helpful?
  - b. Did they involve themselves with you?
  - c. Was there anything about AOJ Guatemala that caused you concern? Explain.
  - d. Are there any improvements that we as a Mission can make to allow a better mission experience?

Because of my mission trip experience, I will consider:

Yes No supporting programs in this country (feeding centres, schools, pastoral support, etc...)

Yes No leading a mission team

Yes No speaking to friends, work or church groups about my experience

Comments:

#### The Team Leader:

Yes No prepared the team adequately through information meetings, prayer time and encouragement

Yes No during the trip, communicated plans, enforced rules and solved problems

Yes No gave responsible leadership to the AOJ vision and the short-term mission team experience

#### Comments:

General comments about the short-term experience:

Share the experience! We are always looking for special stories for publication in our Mission magazine. Submissions should be about a specific person, family, event or need. They should be no longer than 500 words. Submissions should be made on a separate sheet of paper. Please enclose or attach three pictures reflecting your experience.

Email your submission to Dr. Sam Martin psalm@rogers.com

Mail your submission to: The Arms of Jesus Children's Mission P.O. Box 10 Pickering, ON L1V 2R2

<sup>\*\*</sup> All above information will be kept confidential.

#### The Arms of Jesus Children's Mission

#### MISSION TEAM QUESTIONS & ANSWERS

As a Mission it has been our privilege over the last few years to host teams from churches and other organizations in Guatemala, providing them with the opportunity of service for Christ. The following information is designed to help those who are considering such an experience.

- 1. Who will be in charge of the team? Initial contact is made with the Mission Office then there are various times of sharing information and planning. This clearly means that as soon as you begin to plan AOJ is involved. From the moment you leave from your location, until you return, you will be under the care and supervision of The Arms of Jesus Children's Mission.
- 2. Who is The Arms of Jesus Mission? The Arms of Jesus Children's Mission is an evangelical Mission for children which was founded in 1990. It seeks to provide care for the world's children in the name of Jesus Christ. It provides service opportunity for individuals and groups. These opportunities include ministry, construction, relief and development and hands on opportunities with children. Our ministry is both evangelical and humanitarian and therefore each and every opportunity is designed to provide the team with the greatest exposure to missions and Christian service.
- 3. Will I be safe if I go? Traveling and working overseas perhaps does have some risks but you can be sure that the mission staff will do everything within their power to ensure safety and indeed to provide a risk free environment.
- 4. <u>How can I prepare?</u> As an individual or team leader it is very important that you prepare spiritually for this experience. This means gathering a number of people who will pray daily for you and for the team. Of course, this also means opening your heart up to the leading of God's Spirit so that you will see what He wants you to see and experience what He wants you to experience.
- 5. What specifically will the ministry and work involve? Depending on the nature of your team it is possible to be involved in Vacation Bible School and special outreaches to children involving stories, crafts, music, etc. There will also be the opportunities to work with children who are physically and / or mentally challenged. Opportunities to be involved in food and clothing distribution may arise for your team. It is also possible to be a work team that will construct at least one house for a poor family. But really, we seek to design a program that meets the specific needs of the team and benefit the children and the families that we are working with.

- 6. <u>How specifically do we prepare?</u> Obviously it is very important that you learn as much as you can about the mission and the country in which you will be working. The Arms of Jesus Mission will provide you with all the material possible. If logistics are feasible there will be an orientation service at your location so that you would learn about the culture, language, food, etc. in detail. When you arrive in the country there is an orientation service at the beginning of the trip and debriefing at the end.
- 7. What about languages? Speaking Spanish, the National language, would be a tremendous help, but if you do not it is not a handicap in the least as most of our workers speak English and they will be of assistance to you.
- 8. Where do I stay? The Arms of Jesus Mission will arrange suitable accommodation for the team although it will not be first class it will certainly be most acceptable.
- 9. <u>Illness on the trip.</u> We are very careful with diet. Great care is taken in preparing the food so we do not anticipate an illness, but should there be a problem our doctor will be available immediately and there is hospital care should it be required. Travel and health insurance should also be purchased as you plan for the trip.
- 10. What is it going to cost? Once The Arms of Jesus Mission knows about how many people are on your team and the type of program that would be most suitable for you, a basic cost would be prepared and a budget would be submitted.

God bless you and excite you about doing a missions trip!