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Bienvenido

Servant Ministries welcomes you to the adventure of a lifetime!
We hope that you are ready for an experience that will change your life and the lives of your mission team for all eternity. It will affect everyone in a unique way but we guarantee you that they will be affected.

A good experience requires good planning. As the team leader, you are responsible for more than making schedules and collecting money. The tone you set from the very beginning will assure the success of your trip. In the following packet we will try to give you the information that will help you do that.

The country of Guatemala is full of contrasts. Your journey will begin when you arrive in the very modern looking capital city. It will continue as you travel through the mountainside into an area that is still very much of a third world nature.

The people of Guatemala will welcome you with open arms. They are a warm and engaging people and they look forward to your visit. The children are beautiful and they will steal your hearts.

We invite you to continue reading this manual, in order to optimize your experience and gain some valuable knowledge, which will help you prepare yourself and your team. This will introduce them to the ministry and help them know what is expected while they are in Guatemala. We believe this orientation will help to set the tone for the mission and will alleviate potential problems down the road.

Hope To See You Soon!

Notes to the Leader from Nancy

As the leader, you are responsible for all the details of the trip. This will include "timely" communication with me: collecting and sending of funds on time, making the travel arrangements for your team, and communication between the team and the ministry.

Please Take Note:

We require that you purchase travel insurance from the airline that you will be using. It is not expensive and may save extensive costs that could result if there was an accident or injury of a team member while serving on your mission trip.

NOTE: All prices are given in US dollars.

A deposit of $200.00 for each team member is to be in the ministry account 3 months prior to travel. **The remaining balance of "all" team funds must be in the ministry account 1 month prior to departure.** Funds can be wired directly into the ministry account via:

Eastern Michigan Bank 2970 Gratiot Blvd. Marysville, MI 48040 in account number **14402101** under Servant Ministries C.A. Inc. The R & T # is **072404058.**

OR you can mail the funds to the Michigan office address listed below! Make your check payable to **"Servant Ministries"**

CONTACTS YOU MAY NEED

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What is Servant Ministries

Hi, this is a personal note from me, Nancy Sheldon, founder of Servant Ministries. My own "journey into missions" began as a participant on a short-term mission team in 1988. God forever changed my life through that 12-day outreach and it has been the adventure of my life since. I have been actively involved in missions work in Guatemala since 1989. Servant Ministries is in a very remote part of Guatemala where there is tremendous need, both spiritually and economically. It has less than a 10% Christian population and is usually in drought 3 out of every 5 years!!

Servant Ministries is working to change that. We are a multi faceted ministry and I think that this provides mission teams with a variety of potential areas to become involved in. Below are some of the key areas in which Servant Ministries is working:

1. Church planting – We have established 14 churches to date.
2. Training national workers – We have a Bible Institute that trains nationals to be pastors. We also hold special pastoral/leadership seminars.
3. Medical/Dental outreach – We provide medical and dental care up in the mountain villages, usually assisted by short-term mission teams. We also have a clinic that is open 3 days a week, just off the ministry center property, for on-going care. Our ministry clinic provides medical, dental and optical care and we have an outreach to provide milk for babies and toddlers.
4. Evangelism – We have outreach through Christian movies, children and youth outreaches, evangelistic crusades, as well as door-to-door and street evangelism.
5. Embrace (child sponsorship program) – This provides monthly on-going assistance that really makes a difference to the children's health and overall well being.
6. School Sponsorship Project – We sponsor mountain schools that provide basic school supply packs for approximately 6500 children annually.

7. Samaritan Project – Our churches build homes for widows and others in need. Showing God's love in practical ways has built relationships in the churches, brought church growth and been a witness in their communities.

Servant Ministries' goal and vision is to reach this part of the world with the Gospel of Jesus Christ. We hope that you will stand with us and come be a part of what the Lord is doing through Servant Ministries. But watch out; you may get the "long term missions bug" as well☺!

Your Preparation

We cannot emphasize enough the need for preparation. Deciding to take a short-term mission trip is not something that should be done lightly or without much thought and prayer. As the leader of the team, you will have a great responsibility, not only to oversee the details of scheduling, fund-raising if necessary, coordinating team members and getting everyone to the airport on time, but *your leadership will be a big factor in the success of your team's experience*. Success begins with **preparation and prayer!**

The goal of any good team is "unity." This is true of a good mission trip experience as well. You will be dealing with myriads of personalities, talents, gifts, and motivations. It can be a challenge to bring everyone onto the same page…**BUT YOU CAN DO IT!!!**

A good suggestion would be to have regular team meetings throughout the preparation process. You don't need to "over do" it but there will be a need to get together through the months ahead anyway; in order to plan and strategize your trip. During those meetings be sure to spend some *quality* time in prayer. Pray for the Holy Spirit to guide your steps, to make your hearts receptive, to bring unity to the team, to prepare the hearts of the people you are going to minister to, etc.

Another idea you may want to consider is assigning team members to share a daily devotion with the whole team while you are in Guatemala. Some teams have done this very early in the morning or after dinner in the evening. A lot will depend on what your daily schedule is. This is however, a valuable tool for debriefing each day and maintaining unity.

Age Requirements

Due to the nature of our projects, the liability, and the limits of our resources we have implemented an age requirement for our short-term mission teams.

***Must be 12 or older to come on a trip (upon recommendation of leader).
***Under the age of 16, must be accompanied by a parent, unless it is specifically a youth team.

We understand that some would like to bring their children so that they too can begin to get a vision for the world. However, in order to get the maximum effectiveness from our teams, we need their full attention and focus to be on the projects. We cannot provide adequate supervision for children without taking away from the agenda at hand.

Passport

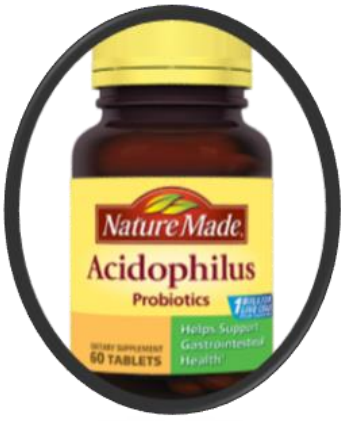
Every person traveling **must** have a valid passport. Please make sure your team sends away for their passports early enough to allow for an "on time" delivery. If for some reason, you have a late team member, they can pay an additional amount to expedite the process. Due to the change in immigration laws and the great influx of people applying for passports, you need to allow more than the allotted timeframe. Your passport has to be valid at least six months beyond your travel dates.

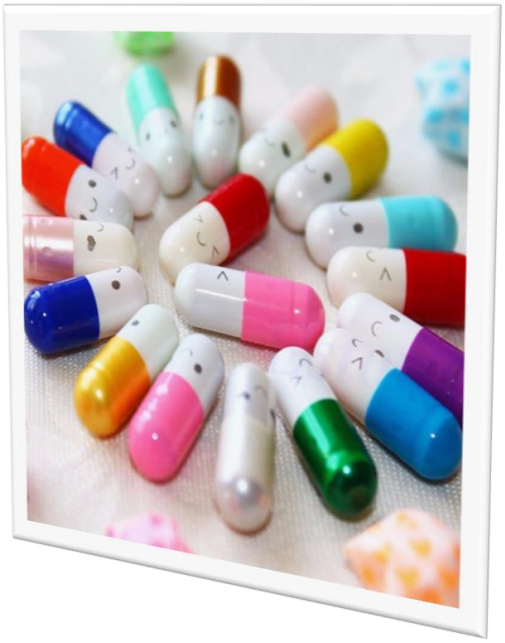
You can obtain information on how to go about getting your passport by calling 1-877-487-2778 or by going online at www.travel.state.gov

Immunizations

There are no shots "required" in order to enter Guatemala, however, for those doing construction projects, an up-to-date tetanus shot is **strongly** recommended. The health department has begun to recently recommend a *Hepatitis A* immunization for those traveling outside of North America, especially to third world countries. For further information regarding this immunization you should speak to your own health department or personal physician for clarification. Protection from malaria or other tropical diseases is up to each individual; but we do not have malaria in "our area". Acidophilus can be purchased very economically and can help your digestive and intestinal system to not be affected by changes in diet, etc. The recommendation would be to start taking it a month prior to your trip. Please check with your local health care provider for their recommendations if you wish to obtain more information.

Do what feels comfortable to you. As far as normal medical concerns that can result from travel, strange food, or a different environment, we have lots of medications at the Ministry Center to take care of diarrhea, colds, headaches, stomach problems, etc.





Luggage

Most of the airlines now allow one 50 lb. suitcase to be checked in, plus a carry on and personal item (such as purse, laptop etc). Spirit Airlines is an exception to this. Please make sure that you are aware of what your airline allows you to bring.

In the "old days" we could count on two 70 lb. bags and then two 50 lb. bags when weights were reduced. Now, the additional second check in bag costs (for most airlines) an additional $40. **We have always delegated the second bag for bringing down ministry supplies. We appreciate that our teams have always assisted us with this, even now, when it means additional cost out of their pockets.**

What these "team bags" are filled with could include things that your team will be participating in or requested by the ministry.

1. Hygiene bags for the hospital
2. Tracts/Bibles
3. Candy (You will definitely want to bring lots of candy to distribute to the children and/or to throw from the back end of the pickups as you ride up the mountains☺!)
4. Baby formula – We always have a need for powdered baby formula for our clinic. Many times team leaders encourage their team members to donate a can or two or have them collect cans from friends/family/church collection.
5. Stuffed animals – We always have a need for small stuffed animals or beanie babies. Using the vacuum space saver bags allow you to bring a

lot with little weight and limited space. Many times people have these sitting around and would love to donate them. Gently used ones are welcome!

6. Meds for our medical clinic - Donations of vitamins and cough syrup are always needed.
7. Small toys (Oriental Trade stuff) are always welcome to have for our annual VBS.
8. School supplies - We provide school supplies for about 6,500 children each year. We need 40,000 pencils and 6,500 boxes of 24 count crayons to do this. Especially if the team can take advantage of "Back to School Sales" in the US, these two particular items come out much more economical and are of better quality to be bought in the US. A team can do a church collection and then transport these items down with them when they travel.
9. Any other misc. items that we may request and we can let you know about transporting down.

****Please do NOT bring boxes. They are a red flag and will most likely be checked extra at the Guatemalan airport.**** If you would like a letter from the ministry, written in Spanish, stating that what you are bringing is to be used by the ministry, we would be more than happy to write that for you. A suggestion would be to use at least one duffle bag. They carry a lot but can be folded and put in your second suitcase for the return trip.

Clothing

The weather varies depending on what time of year it is. Guatemala City can be cool during the months of October – February in the early morning hours; however it will almost always be in the warm to **HOT** zone where the ministry center is. Even during your stay at the ministry center you may need a light jacket or sweatshirt for early morning trips up to the mountains in the back end of pickups.

Please understand that you are entering into a whole different culture and that you are a representative of Christ. You will see a vast difference in how people in the capital city dress and those who live in the remote area of Camotan where you will be ministering. This list of do's and don'ts is not about judging you as a person or an attempt on our part to be legalistic; it is about meeting these people where they are, so as not to offend them. We want them to see Christ and His love rather than our American fashion statements. Thank you for your cooperation!

The following list will give you an idea of what is acceptable in different scenarios.

Construction/Work Projects:

Men and women should wear pants.
No shorts!
Wear good tennis or work shoes.
Wear a hat; the sun can be very hot!
Construction gloves if needed.

Ministry Times:

Men need to wear pants and shirts.
Women will wear skirts and dresses.
(Please, no short skirts)

Swimwear:

Women need to wear modest bathing suits or wear a t-shirt over the suit.

For everyone – **think modest!**

Medical Clinics:

Scrubs are recommended.

Travel/Ministry Center:

While traveling and at the Ministry Center, after hours, you may wear "modest" shorts (almost to the knee), capris, pants, etc.

***** If you have body piercings, please remove the earrings. Small earrings are recommended for the women (a maximum of 2 earrings per ear). Please leave expensive jewelry at home, including watches and rings!*****

What to bring

Miscellaneous Items:

Bible and we encourage you to bring a notebook to keep a journal

Appropriate clothing for scheduled activities

Flashlight

Bug repellent

Fanny pack and/or backpack

Water bottle

Sunscreen

Travel alarm

Watch (inexpensive)

Bathing suit

Comfortable shoes

<u>Above all, bring a prepared heart, a servant's spirit and a flexible agenda. Be open to what God wants to do in and through you, and you will receive more than you can imagine. You will return home blessed and with a bigger vision of what God desires to do around the world AND in your community.</u>

When You Arrive

If you have never been to Guatemala before you may feel a little intimidated, but there is no need. For the most part, just follow the crowd. It is a small airport and everyone will need to go through immigration. After you have cleared immigration you will go into the baggage area. You can get a cart to put your luggage on. More than likely, you were given some forms to fill out on the plane. One was turned in at the immigration point and the other is to hand an agent after you have received your luggage. You will notice an area on one end of the baggage area where custom agents are checking suitcases. Most often they are checking the bags of Guatemalans returning from the U.S.; however they periodically spot check foreigners' bags as well. It is probably best to wait for everyone in your group to gather their bags and then pass through together. Once you have been cleared you will walk outside and someone will be in front of the terminal to pick you up.

We occasionally use San Salvador as a possible place of entry also. The same instructions apply; follow walking traffic in the direction to the exit, where someone will be waiting for you.

Changing Your Money

Personal Spending Money:

Most people are going to want some personal spending money. Your "in-country costs" will cover your "essentials" for while you are in the country. This includes your food, housing, transportation and any team activities that are planned. But you may want extra money for:

1. Snacks are available at the ministry center for purchase (drinks, candy, popcorn etc).
2. There will be wonderful Guatemalan coffee available for sale, as well as our moringa powder (made from leaves of the moringa tree and great as a supplement and all kinds of physical ailments), hammocks (upon pre-orders) that are made by one of our pastors. You may custom order the colors that you would like in a hammock and it is a way to help support one of our pastors.

   Coffee - $10.00 or Q75

   Coffee in typical cloth bag - $13.00 or Q100

   Moringa (in powder or capsule) - $12.00 or Q100

   Hammocks (single) - $23.00 or Q165

   Hammocks (double) - $35.00 or Q250
3. Teams usually go to the Jocotan market on Sunday morning and some want to be able to buy something there.
4. If your team is going on an R&R at the end of your time (such as to Antigua), you may want to buy souvenirs to take home with you. There is a wealth of hand-made items in Antigua that people love and it is the Mecca of jewelry stores (ranging from inexpensive street jewelry up to nice high quality jewelry).
5. The teams usually collect love offerings; to show their appreciation of service for the kitchen, cleaning, and other staff.

All US money must be in great condition. The banks in Guatemala will not accept US money that is torn or in poor condition. Please inform your team to be very selective on the US bills that they bring with them. Antigua will accept US dollars (because it is a tourist area) and will give you a decent exchange rate. Everywhere else will only accept Quetzales, which is the currency of Guatemala.

Some teams preorder Guatemalan currency from their bank; to avoid any hassle after their arrival.

If you would like to have the "personal money" for your teams pre-ordered and exchanged before your arrival, then you may send a detailed list by person and amount of what you want exchanged. These funds can be sent to the MI office, along with your team "in-country costs" and we will have them exchanged and ready to distribute to the team upon your arrival to the ministry center. These funds that need to be exchanged must be at our MI office 6 weeks prior to your travel dates.

The Transportation

Transportation to and from the airport will depend on how big the team is. It will vary from a pick-up to a full-size bus.

The trip from the airport to the Ministry Center will usually be between 4 ½ - 5 hours. Packed lunches/snacks will be provided when appropriate and one bathroom stop will be made en route.

Transportation while you are in Camotan, to construction sites, as well as to the mountain villages, will be by pickups. This is the most common mode of transportation in the remote parts of Guatemala. Don't worry, it's lots of fun☺☺☺!

The Ministry Center

You and your team will stay at the Ministry Center in the town of Camotan. The Ministry Center provides a place to unwind and relax after a hard day's work in the hot sun.

The goal of Servant Ministries is not only to benefit from the work and ministry you provide, but also to send you home changed and challenged to see God's world from a "broader" perspective.

There are two dormitories, as well as 2 private rooms, that provide ample space for up to 34 people. There are furnished apartments available for longer term stays. There are separate bathroom and shower facilities for the men and women.

HOT showers are also a part of this mission trip package☺! Bed linens are supplied and you will receive clean towels (every 3-4 days during your trip). I would suggest, however, bringing a beach towel with you.

Laundry facilities are available for a small charge of $3.00 U.S. or 25Q for washing only and $5.00 U.S. or 40Q for washer/dryer services. This includes one load of clothes and the iron, if needed. Clothes soap and dryer sheets are provided.

You may wonder about the **"water"** situation. Well, you are smart to wonder. We **do not** drink the water in Guatemala. We use pure water only, even for brushing your teeth! 5 gallon jugs of pure water are used and will be placed at various locations for your convenience. "Cold" bottles of pure water can also be purchased. We recommend that you purchase a bottle or two in the capital or along the way and then refill it throughout your stay.

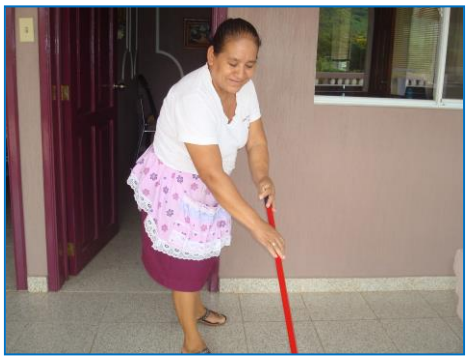
Meals: Think you might starve? Not sure what you will eat? Well, as they say in Spanish…. **No Problema!**

We guarantee you an experience in eating that will more than satisfy your taste buds!

Normally, we serve a mixture of typical and American food. This may include cereal, french toast, enchiladas, macaroni and cheese, fried chicken, mashed potatoes, black beans and rice, or chicken soup. There are always desserts to top off the meal. The Mexican wedding cake and homemade cookies are my favorites☺ If you are a "snacker", for a small charge there are soft drinks, as well as, small bags of snacks.

You Will Not Starve

Though we have hired staff to cook and clean for you, please remember that they have a tremendous amount of work to do when teams come and your help is a great blessing to them. They enjoy serving you. I hope you will enjoy "helping" them whenever possible. Many groups assign rotating teams to help set the tables and to clear and wash the dishes after each meal. And **"everyone"** can pick up after themselves in their living quarters. Many teams choose to bless the kitchen/cleaning staff with an offering.



SUGGESTIONS FOR FILLING YOUR TEAM SCHEDULE

Many teams have a "main focus" for their time in Guatemala; such as a construction project or a medical outreach. Even those groups usually like to fit in a few miscellaneous activities to give their team members some variety. Some teams fill their entire time with different miscellaneous outreaches. We will give you some ideas of things that may draw your attention. This is not an exhaustive list and we can work with other ideas that you may have. Look at the strengths and talents within your team. You may have a hairdresser and we could have a time to offer free haircuts etc. We want to utilize your team to their maximum capacity, to give them the satisfaction of serving the people of Guatemala with an area that they are trained in.

Your Days in Guatemala

1. **Visit the Jocotán market on Sunday mornings.** Most all of our teams participate in this. We take an hour or so on Sunday morning, before breakfast, to let you experience a true "people's market". People come down from the mountain villages, in their finest dress, to sell, barter and trade for goods. This may include things such as woven sleeping mats, brooms made from palm branches, pottery etc. There are also things that the teams seem to enjoy buying such as cowboy hats, machetes, bags, tablecloths and cuts of cloth. The crowds of people, the smells, the food that is available, all the way to the little piglets for sale give the team a true sense of what the market day is like for the people.

Cost: Just the transportation to the town (1 1/2 miles away) and this is included in your team funds.

2. **<u>Attend a church service in the mountains:</u>** Servant Ministries has planted a number of churches in the mountain villages surrounding the ministry center. The style of the mountain churches is quite different from the town churches and it gives the team an opportunity to experience this, as well as to enjoy the trip there to have better understanding of the distance that these people live from town. The mode of transportation is standing in the back end of a pickup. The team may just observe or have participation in the service through things such as song, short testimonies, dramas and/or preaching.

   Cost: Transportation to the church and this will be included in your "team funds".

3. **<u>Do a construction project:</u>** There are almost always some needed construction projects. This could be a church construction or construction of a pastor's house or another project that the ministry has. Sometimes a larger project is done in phases. **The team needs to provide the materials and complete cost of whatever portion of a construction is established to be done by a team. These funds needs to be sent into the MI office at least 6 weeks prior to the team's arrival.** Sometimes the Guatemalan workers put a foundation in prior to the team's arrival and so all of these details need to be coordinated. When a team does a construction project that they are sponsoring, it is usually the main focus of their time for while they are in Guatemala.

4. **Medical Clinics:**

We have medical teams that come in to do medical outreach in mostly the mountain villages. The teams provide the medical staff and support team, plus cover the cost of the meds that they will be using to hold these clinic days. Many medical teams include services just as providing eyeglasses, doing simple lab work, handing out toys and hygiene products etc. This is usually the main focus of their time and involves having 4-5 days of actual clinics. Ordering meds with some excess in mind is appreciated and left behind to help our ministry clinic operate.

5. **Visit a mountain school:** Servant Ministries has an outreach called School Sponsorship Project, where we sponsor approximately 50 schools in the rural mountain areas; providing them with school supply packets and classroom resources for the teachers. A team may choose to go visit a school and have a time to interact with the children; including telling stories, playing games etc. Most teams do some kind of "handout" in the form of a bag of food and candy for the children to enjoy and take home.

Cost: The transportation to get there plus any handout that is given. These costs will be added into your team funds.

6. **<u>Do miscellaneous work projects around the ministry center:</u>**

   Cost: None

7. **<u>Do a work project in the mountains at a church:</u>** This may be a project to plant trees, paint church pews, paint a church or a pastor's house etc.

   Cost: The transportation to the village plus the cost for any materials needed to do the work project. This will be established and built into your team funds.

8. **<u>Do hospital visitation:</u>** We can visit the government hospital and go from ward to ward. Team members many times dress up like clowns and try to interact and just show love to the patients. Handouts can be things such as hygiene packs (soap, TP, wash cloths etc), small stuffed animals, New Testaments etc. No food is allowed to be handed out due to diet restrictions.

   Cost: The transportation to get there and any handouts that are done, which can be collected beforehand and brought with the team.

9. **<u>Show a movie in either an open air setting or at a church:</u>**

   Cost: The transportation to get there which is included in your team funds.

10. **<u>A special activity with a specific target group:</u>** This could be to have a "ladies tea", an outreach to youth/children, a seminar for the pastors, an outreach with a church or any number of ideas.

Cost: The transportation to get there and any cost incurred to hold the event. These would be established and included in your team funds.

11. **<u>An Adopt-a-Child Activity:</u>** Explained separately in the manual under Adopt-a-Child activity.

12. **<u>Do prep work and/or attend an Embrace meeting:</u>** Embrace is our Children's Sponsorship program. We have groups that come for monthly meetings on the second, third and fourth Saturdays of the month. Prep work for these meetings are done on the day prior to the meeting and may include things such as filling food bags, weighing and bagging vegetables, counting vitamins, weighing powdered milk etc. The day of the activity may utilize some team members to help and assist where needed and to have the opportunity to just experience the Embrace program, which many times may create the desire for a team member to decide to begin child sponsorship.

Cost: no cost

13. **<u>Evangelistic outreach:</u>** This can be added in other outreaches that you are doing or put as a major focus of your trip and can include things such as a multiple night crusade, handing out tracts in the street, attending multiple churches with the team's participation, open-air activities, film nights etc.

    Cost: Transportation and any other costs related to hold such activities. These costs will be established and included in the team funds.

14. ***<u>Misc. activities in the mountain villages:</u>*** Activities done alongside the local people, to really understand how they live, can be very beneficial. They may include options such as assisting in some of the daily work that the people have such as chopping firewood or carrying water.

    Cost: Transportation and any other related cost. The cost will be established and include in your "in-country cost".

As you can see there are many ways to use your team's time and to give them a variety of options. Everyone has their own preferences and by mixing it up a bit, everyone has the chance to find things that they are more drawn to. The bottom line is to find ways to allow your team to serve, show love and interact with the people of Guatemala.

You will have a full schedule every day. For those who still have some "energy" left at the end of the day, we have hammocks, ping-pong, area to play games, and a swimming pool for you to "unwind."

ADOPT-A-CHILD ACTIVITY

This is something that we have been doing with teams for over 25 years and is many times a highlight and favorite for the team. We choose a Guatemalan child to spend the day with each of your team members. We draw these children from our Embrace children (our children sponsorship program) who do not have a sponsor. If a team member is already an Embrace sponsor, then it gives them the opportunity to spend some quality time getting to know the child that they are sponsoring. It is a unique way to enhance their child sponsorship involvement and put it on a much more personal level.

There is no obligation to the team members to follow through by beginning sponsorship with the child. They will enjoy their day and go home excited with all that you will be providing for them throughout the activity. **<u>If</u> you do decide to continue a more on-going relationship with this child, through becoming their Embrace sponsor, it gives you a very personal experience to begin to build that future relationship and assistance upon.**

The day begins by the parent bringing the child to the ministry center. The parents are allowed to stay for a short time to allow some "ice breaking time" so the child can become comfortable with their team member that is overseeing their care for the day. Then the parent leaves and it is just the child and team member. This can be quite intimidating on both sides. The children are not accustomed to being "dropped off" and left in the care of someone else. For the most part, this child will not understand what their team member is saying to them since most team members do not speak Spanish. The team member may be thinking that they are in way over their head and feeling inadequate as well in their inability to communicate to the

child. ***Just give it time! Show the child love! Just make the day be about providing them with a lasting memory of a time that they will always treasure in their heart.*** You will be amazed at how the walls come down and the child begins to respond to your interaction with them.

The time can begin by using the playground equipment in the ministry center, blowing bubbles, playing ball or hula hoop etc. You may want to bring along some small items that help you to interact with your child and keep them occupied and happy. We usually do some kind of a craft with the children.

In groups, a few at a time, the team members will take their child to the store at our "ministry clinic" to do shopping for them. This will involve buying them shoes, clothes, a toy, hygiene products etc. These children have never had the opportunity to go in and choose what they like and the experience can be quite enjoyable to see. Some jump right in and some need more encouragement. It is part of your experience to help your child through this process without the assistance of translators. The child's eyes will tell you as well as their nods and smiles, as to what they like☺!

The children will have a time to get in the pool at the ministry center and just play. By now, many of the children have warmed up and you will see their excitement to participate in such an activity, which is a first for all. Again, even if you are not a pool person, jump in and make it be about the child for that timeframe. There are balls, pool rings and other toys to make this be a very special time for the children. It also has an alternative motive of getting them clean☺!

After the pool time, the children are showered and their hair shampooed. Make sure you remember to buy at the store or bring with you what you will need, such as a towel, comb/brush, shampoo,

hair accessories to use, nail polish etc. The children are dressed in their new clothes that you have bought for them. Photos are taken of the team member with the child and this is a "remembrance" for the child to take home.

The children are given a lunch to eat before sending them home with their parent. By now you will see that the atmosphere and response of the child has totally changed and you will also feel a change in your own heart. You have had a very unique opportunity to reach out and make a difference in the life of a child! It is a memory that both of you will carry in your hearts!

Team members, especially those that are Embrace sponsors, many times opt to do a home visit to their child's home after the activity is completed. It is one thing to read on a piece of paper that your child lives in a one room hut with a dirt floor; but it is quite another to actually go and see and experience how they live. You are providing transportation home for your "family" and they will be your guide to take you to their home for a short visit. You will need to cover the cost of the transportation that will take you to their village. That could be as little as $2-3 if they live in town or up to $40, depending on the distance and area where they live. It is an opportunity to truly experience how the people really live and you will have the chance to take home photos and maybe hand out some gifts to your family that will be a blessing to all.

Cost: To cover your shopping, food, photos, craft etc. - $60.00 per person. These are included in your team funds but any "home visits" will be paid by you directly, after your visit.

EXTRA ACTIVITIES

Most of our teams arrive on a Thursday and so have full days of activities on Friday and Saturday. Sunday afternoon many times allows some free time after morning church that can be filled in a number of ways. Some of these activities can be fit into your daily schedules as well.

1. **Mayan Ruins in Copan, Honduras** There are some famous Mayan Ruins that are only an hour away from the ministry center. People who are into history or just want the opportunity to know more about the Mayan people will enjoy this tour. We will give you some approximate costs but you have to factor in how many are going since some of the costs, such as transportation are collective fees with everyone sharing in the expense. You will have a 2-hour guided tour that will give you a lot of information about the Mayan Dynasty, which also helps to understand where the Mayan people are today. Most people do just the general tour of the Ruins, but there are other options available.

   Transportation cost: It depends on whether you use pickups or prefer more comfort with a sit-down bus. It also depends on the size of your group.
   Border Crossings: There are some nominal fees to crossing both the Guatemala and Honduras borders that will run you about $3-5.

Entrance to the park:		$15.00 US
Guide:	1-9 people	$25.00US
	10-19 people	$30.00US
	20-29 people	$40.00US

   Usually someone will be sent with you to accompany you. They will hold the collective funds and cover the costs and handling of securing the guide etc. The price will range **approximately $30-40 per person** depending on your choices of transportation, the size of your

group etc. but it is a unique opportunity to do something that you may never have the chance to do anywhere else.

Additional things to view:

Entrance to museum that is on site	$7.00 per person
Entrance to tunnels	$15.00 per person
Entrance to museum of the tombs	$3.00 per person

2. **Go to Chiquimula:** After morning church service, some teams opt to go out to eat at a restaurant in Chiquimula, located about 30 minutes from the ministry center. Besides going to the restaurant a trip into town can be done upon request to visit the local mall, go for ice cream etc.

Many teams choose to go to the national hospital after lunch. They go through each ward and visit the patients, usually handing out some hygiene packs, toys etc. In the maternity ward, we usually take photos of the newborns and print them off as a special gift to the new moms.

Cost: Transportation plus the cost of the meal is approximately $15 per person. Will be built into the team funds. You will need to provide the ink cartridges for taking photos.

3. **Attending a Tortilla Class:** Some of the team members like to try their hand at learning to make tortillas. It shows you at least part of

the process that goes into making the tortillas. You provide the wood, corn and a small offering for the family teaching you how to make them and can taste the fruit of your labors☺! This class would last about an hour and would be held in the house of someone in town.

Cost: $5 per person - will be built into the team funds.

4. **<u>Volcano Crater:</u>** There is a volcano crater that is located about an hour and 20 minutes from the ministry center. You can drive part way and hike up the mountain or go in by another route and not have to do any hiking. The crater of this volcano has now become filled in with water. While the water is quite cold, you can take a quick dip or just enjoy the beauty of it. This could be added to the trip to the restaurant in Chiquimula or take a picnic lunch along with you to eat while at the crater.

Cost: Transportation to the crater and a small entry fee. Will be built into the team funds.

5. **<u>Pot</u>** one village in our area that has the right kind of clay for making pottery. We have asked one of the "pottery makers" if they would be willing to give a class on pottery making. You

will go to the village and watch as they show you some of the different items that they make and they will have items for sale as well. You will have the opportunity to make a small item yourself. These items are sun/fire baked and the teacher will deliver your pottery piece to the ministry center prior to your departure, so that you can take it home with you.

Cost: To cover the cost of transportation and paying the teacher a fee for the class and make your own small piece. The fee will be built into your team cost.

6. **<u>Mat making:</u>** Sleeping mats is one of the few typical items that are made in this area. Team members can be transported to a village where they are made. A demonstration will be given on making the sleeping mats out of a raw reed material. Then the participants will be given the opportunity to make a smaller version of the woven mat and take it home with them.

Cost: To cover the cost of transportation and paying the teacher a fee for the class and make your own small sample. The fee will be built into your team cost.

7. **<u>Hammock making:</u>** One of our pastors makes hammocks. We can take you up to where he lives. You can actually help to prepare the twine that is used for making the hammocks. You will watch and see the demonstration of making a full-size hammock and then you will be given the opportunity to make a miniature one to take home with you.

Cost: To cover the cost of transportation and paying the teacher a fee for the class and to make your own small sample. The fee will be built into your team cost.

RULES FOR AROUND THE MINISTRY CENTER

An orientation will be given to the group, either in the bus or upon arrival to the ministry center that will give you some guidelines for the use of the facilities and some guidelines to follow. Check lists will be given to the team leader to oversee or delegate someone to oversee so that the guidelines are respected. We appreciate your support in taking good care of the facilities and abiding by rules that are set up for the welfare of the team, staff and longevity of the ministry center.

We do ask that **lights be out** and everyone is "quiet" by 10 p.m. Also, if you are an "early bird" please be considerate of others and realize that we live in a subdivision and that voices and music carry. You will find that your days are full and most days start very early; so most will be bedding down before this time.

We have learned over time some of the issues that need to be addressed with large groups. There are **rules posted** in the bathrooms and the dorms. Please be sure to familiarize yourself with these guidelines. They are for your good and the good of these expensive facilities.

We are confident that you will find the Ministry Center a relaxing and enjoyable place to spend your free time and we are blessed to be able to provide it for you. Together, we can keep this facility well maintained so that it is available for decades to come!

Code of Conduct

You are guests in a foreign country, representing Jesus Christ. What is acceptable and not acceptable behavior may be different from your own culture and church. This is not an attempt to be legalistic but while you are staying in Guatemala you are a reflection of Servant Ministries and we must work with the people on an ongoing basis. We have listed some parameters for conduct that we want you to know ahead of time. Please understand this is meant to make your trip a rewarding one and something you will want to do again and again.

1. Absolutely **no smoking or drinking** while in Guatemala (even during your R & R time).
2. No wearing of any body piercing earrings.
3. No short skirts or short shorts. Use modesty.

Do's & Don'ts

1. **DON'T** drink the water, not even to brush your teeth.
2. **DON'T** swallow the water while using the pool or showering.
3. **DON'T** put toilet paper or other objects in the toilet.
4. **DO** bring a roll of toilet paper with you since some places outside of the Ministry Center will not afford you the luxury.
5. **DO** make copies of all credit cards, driver's license and passport.
6. **DON'T** eat food off the street that is not factory packaged.
7. **DON'T** accept food that is not prepared by or approved by the ministry.

Interaction with the People

Leaders: Inform your group to be friendly and at least attempt simple greetings. Even though the people may not speak Spanish, a smile or handshake or simple phrase goes a long way for impacting the people. When groups don't attempt to interact in this way, they are viewed as being standoffish, which is not usually the intention at all.

The best rule of thumb is to let the people initiate any physical contact. An offered handshake is acceptable in all circumstances. They welcome your friendship and want to interact with you. However, there are differences even among their own kind. Those who live up in the mountain villages and are more pure Mayan, as a rule, are much more reserved and shy. Some of the very remote villages have never even seen a white person, or a man with facial hair and that can be a fearful experience for them…especially for the children. Those who are Christians and have had a lot of contact with Servant Ministries will be less timid.

Those who live in town and are more of a Latin mix; are much more demonstrative in their emotions, but still it is a good idea to let them initiate any hugging. A handshake or a cordial greeting is always good.

Those who work at the Ministry Center or are part of the ministry are very familiar and open with the North Americans and welcome your friendship. **And your hugs☺**

2 Day R & R

Most of our teams like to do a 2 day R & R at the end of their stay. Some do only one day. The wind down time is good to acclimate back to your "home culture" and it gives you a chance to see some of the beautiful places that are available to enjoy. We offer a number of possibilities and can work together with you to customize it for your team.

1. **Antigua** - Antigua, the old capital of Guatemala, offers a colonial style city with cobble stone streets and even horse drawn carriages. It offers a huge variety of artesian made items by the people and there are markets galore to satisfy even the most serious shoppers. There are lots of restaurants with garden settings and fountains that make their ambiances very enjoyable. There is a Chocolate Factory, Coffee Farm, Macadamia Farm; all that give tours, and a Mecca of jewelry stores ranging from inexpensive to good quality and higher priced jewelry. Antigua is full of old ruins of monasteries, convents and churches that date back to the 1600s. Many are open to the public and allow you to walk through them or have a guided tour. It also has many language schools for learning Spanish. Sometimes a person decides to stay beyond the team's dates to take a week or two of classes.

2. **Río Dulce-** Rio Dulce - Río Dulce, meaning sweet river, is located at the mouth of Lake Isabel and is a highly frequented area of tourism. Banana Palms is a beautiful resort that has individual bungalows that house 3

rooms in each one. It is along side of the river, has its own restaurant and pool and is a place for true relaxation. There are different boat tours that can be taken to enjoy the area; including a hot waterfall that falls into a cold river, marshes and inlets that hold different species of wildlife, a fort and even going out to the Caribbean Sea. It is a little less than 4 hours from the ministry center and then about 4 hours back to the capital/airport. Later departure flights make a 2 night stay here workable, or some teams stay one night and most of the next day and then travel to the capital for their last night, to be closer to the airport. It is a nice change for something different for groups that have done Antigua multiple times..

3. **<u>Resort on the Pacific Ocean in El Salvador</u>** – There is a beautiful resort, called Hotel Royal Decameron (in Salinitas) that offers all the plush amenities of a luxury resort; including a number of pools, nightly entertainment, 5 restaurants, massages and more. You need to program your flights to San Salvador if you want to use this option OR you could fly into Guatemala City and fly home from San Salvador.

Communication

There is wireless internet service available at the ministry center. People enjoy posting photos and giving people back home a day by day report of what they are experiencing. A team cell phone will be provided with some minutes and additional minutes can be purchased by the team.

Emergency Contact Info:

Nancy's Phone #: 011-502-5527 9319
E-mail: **nancy@servantministries.net**

We hope that you will find this manual helpful in the organizing of your team. Please feel free to make copies of whatever portions you feel will be helpful to your team members to have. The more preparation that you put into the planning and preparation of your team, the more success and smoother sailing you will experience once you are here! We want this to be an experience that will change and impact your life! We look forward to seeing you☺!

SPANISH PHRASES

Hello	**HOLA** oh-la
Good-bye	**ADIOS** ah-dee-os
Good Morning/Day	**BUENOS DIAS** buway-nos dee-ahs
Good Afternoon	**BUENAS TARDES** buway-nas tar-dees
Good Evening/Night	**BUENAS NOCHES** buway-nas no-chays
How are you?	**¿CÓMO ESTA USTED?** como es-ta oo-sted
I am fine thank you	**ESTOY BIEN, GRACIAS.** es-toy bee-en, grah-see-us
And you?	**¿Y USTED?** ee oo-sted
It's a pleasure to meet you	**MUCHO GUSTO** moo-cho-goo-stow
What is your name?	**¿CÓMO SE LLAMA?** como say yah-ma
My name is _____	**MI NOMBRE ES _____** me nome brey s _____
How old are you?	**¿CUÁNTOS ANOS TIENE?** kwan-toes ahn-ios ti-en-ay
Please/Thank you	**POR FAVOR/GRACIAS** pour fa-bor/grah-see-us
Do you like it?	**¿LE GUSTA?** Lay goo sta
Does it fit?	**¿SE QUEDA?** Say kay da
Good/It is good	**BUENO/ES BUENO** buway-no/es buway-no
Can I help you?	**¿TEAYUDO?** Tay ah you doe
God Bless You	**DIOS LE BENDIGA** di-os lay been-di-ga
God Loves You	**DIOS TE AMA** di-os tay ah-ma
Praise the Lord	**GLORIA A DIOS** glo-ree-a a di-os