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TEAM LEADER SUPPLEMENT

****This document is meant to be used by the team leader(s) alongside the Participant Package.***

Thank you for being willing to step up and lead a team! It will take time and energy to prepare your team for this adventure, but it is well worth the effort. We recommend you meet with your team members as much as possible and work through the Vision Trip Mission Team Devotional Preparation and the Participant Package.

Spending time together, preparing, will help build relationships amongst those in your group and give them a chance to ask questions and discuss the information they receive. We pray that the Lord will bless you with strength, wisdom and discernment as you step into this leadership role.

As a team leader you are not responsible to do all of the work yourself. It is good to assign tasks/jobs to others in your group. Choose people to be responsible for the following areas: VBS program; first aid kit/team nurse; work foreman; kitchen leader; evening debrief/devotional leader; evening worship leader. This will not only help take some of the pressure off of you, but will also involve your team members in a deeper way. Once you delegate, be sure to touch base with your leaders along the way to be sure they are on track and ready.

WHAT YOU WILL BE DOING: RELATIONALLY SPEAKING

As missionaries, we are invested for the long haul in the people we are working alongside here in Northern Guatemala and we are excited to introduce you to some of our friends. Coming on a cross-cultural trip like this is all about building. You might be thinking I am referring to building a school, a church, or a water cistern; I'm not. I am talking about building relationships. We are hoping and praying that you and your team will be willing to take on the role of learner and really experience life with these precious people for the short time you will be here.

WHAT YOU WILL BE DOING: PRACTICALLY SPEAKING

We will work together with you to develop an itinerary for your time in Guatemala that best suits your particular group. The basic activities that most teams participate in are listed in the Participant Package, but if you have team members with specific skills, like pastors or medical people, we may want to host a pastor's conference or a medical clinic in a community. There

are also a number of options for your tourist days, including caving, swimming, hiking, and/or Antigua. We can discuss all of these options with you.

OPTIONAL EXCURSIONS

There are some activities/excursions that you may want to add into your team's itinerary that are not included in your per diem.

While in Chisec: Swimming at the local pool – Q50/person
 Caving – Q150/person

Antigua:

On your tourist day, you may choose to visit historic Colonial Antigua. Be prepared to cover the cost of your own lunch on this day as well as whatever activities you choose to participate in.

Some good spots for lunch that aren't far from the central square are Pollo Campero, McDonalds, Café Condesa, La Merced open food market, Fernando's Café, and Hector's Bistro.

Two hour excursion options include, but are not limited to:

 Bean to Bar chocolate workshop at Choco Museo Q200

 Carve your own piece of jade at Casa de Jade Q500

 Finca Filadelfia Coffee Plantation Tour Q200

 Antigua Walking Tour with a Guide Q350 (for the group) plus entrance into ruins (Q60)

There are also many Artisan Markets and small shops where souvenirs can be purchased.

Tikal:

Some groups choose to visit the Mayan Ruins in Tikal while in Guatemala. This is a 2 day trip and adds \$100 USD/person to your per diem, and covers the travel there and back, meals out, hotel, park entrance fees, and a professional guide. We recommend discussing this with us ahead of time to be sure it is something that will fit into your itinerary.

TEAM MEMBERS

As team leader, you will bear the responsibility of determining who will join you on this cross-cultural missions experience. There are many things that you will need to keep in mind. Here are the a few from our perspective:

1. What is the ideal size of team?
 - a. We prefer to keep our teams small. 10 – 15 people work well.
2. Are those expressing interest in joining the team born again believers?
 - a. If not, you will need to determine if they will be able to participate in a manner that is positive and does not detract from the purpose of the trip.
3. Do any of the team members drink alcohol or smoke cigarettes?
 - a. We ask that team members do not drink any alcohol or smoke while they are with us. Abstaining from smoking may be more difficult for a team member, but we would like to be included in the conversation. It's not that we won't accept a smoker, but we will put some guidelines in place so those you are coming to serve will not be offended or confused.
4. Are there any health issues that need to be considered?

- a. We do have an emergency air ambulance, industrial first aid, and an on-site nurse, but we are 1.5 hours away from the nearest hospital.
- b. We ask that you let us know well in advance of any food allergies as well.

If you don't know your team members well, it becomes even more important to meet together, spend time together and develop relationships prior to your arrival in Guatemala. Working through the Participant Package and Devotional Preparation can help you with this process. You may also want to consider using an application form of some sort to gather the necessary information (ask us about this).

THE COST

One of the first things people will want to know is how much will it cost to participate on a team. We have divided the cost into two categories: per diem costs and project costs. Because we host both US and Canadian teams, all funds are listed in US dollars.

Your per diem funds (\$55 USD/day) cover all your in-country meals, lodging, travel expenses, translators, and drivers. It does not cover any entrance fees for your tourist day(s), personal spending money, or any expenses incurred prior to getting to Guatemala (immunizations, flights, passports, medical insurance, meals en route, etc).

We are involved in a wide range of community development projects and the funds you bring will help cover the cost of supplies for work projects to be completed, including paid labour. Generally, we recommend that a group raise a minimum of \$5,000 USD for their project.

The following are some examples of projects:

- Public school classrooms
- Churches (complete building or a part - roof, floor, etc)
- Bathrooms for a school or church
- Water cisterns and water collection systems
- Water wells
- Cement floors for homes

We will work with you to determine the best project for your team.

WHAT TO COLLECT? – ITEMS FOR MINISTRY USE

Compelling Love Ministries is involved in many different facets of ministry. As a result, there are many useful items that a team can bring to help us fulfill these activities. If you are able to bring down extra items for ministry use, the following list may help you determine what is most useful.

- Small, clean stuffed toys
- Soccer balls, basket balls, volley balls and pumps
- School supplies: sharpie markers, crayons, pencil crayons, pens, pencils, scissors, metric rulers, geometry sets, erasers, pencil sharpeners, new school back packs.
- Technology: Casio scientific calculators, used laptops for high school students.
- Work gloves, pocket knives and/or metric measuring tapes to give away to workers.

- Restoration House: Our number 1 need is for prenatal vitamins. We give out between 7 and 8000 prenatal vitamins every month! We can also use Spanish children's books, educational toys, diaper cream, baby wash, baby formula, and children's vitamins.

There are some items that are better to purchase here. For example, if you would like to distribute Bibles, it is better to purchase those here. A case of 20 Kekchi Bibles costs Q1350/ \$180USD and a case of 24 Spanish Bibles costs Q500 / \$65 USD. We can buy these in Coban (1.5 hours from Chisec) and are happy to buy them **in advance of your arrival**.

Tooth brushes, tooth paste and soap are also items that are easily purchased here and we are happy to make those arrangements for you and save you the cost of an additional piece of luggage.

VBS PROGRAM

Children's ministry in Guatemala can be one of the most enjoyable times for your team and for the Guatemalan children if you are well prepared. You should expect to have 3 days set aside for children's ministry, each day with approximately 3 hours. It is helpful to time what you have planned so you know how long each part will take.

Children's ministry may consist of a combination of some of the following activities: singing, storytelling, Scripture memory verses, crafts, colouring sheets, puppet plays, games, dramas, etc. Keep in mind, however, that electricity is not always available, so try to keep things simple.

The following is a list of suggestions that should help you as you plan your activities.

- Always plan for more children than you think you are going to have.
 - There is an abundance of children in Guatemala and when they hear that North American missionaries are coming, they will walk a long distance to see you.
- Plan crafts that are not too simple, but not too complicated.
 - 4-5 steps is probably enough
 - If it is a little more difficult, you should have an alternative craft for the younger children.
- Bring everything along that you might need.
 - Scissors, glue, pencils, pens, crayons, etc. Supplies are sometimes difficult to find in Chisec, so if you don't bring it along, you may not have it.
 - If your project involves gluing, Glue Dots work great in this climate.
- Photocopy colouring sheets to go along with your craft
 - This helps keep the kids busy as they are waiting for supplies to be handed out.
 - It is also a good back up in case more children come than you anticipated and you don't have enough craft supplies.
- If you are planning to play games, keep them simple, as complicated instructions often don't translate well and kids will either get confused or lose interest. Also, if you need any supplies or balls, please bring them along.
 - Balloon relay; Duck, duck, goose (pato, pato, ganzo); Soccer; Skipping.
 - We do have parachutes and a tug of war rope that you are welcome to use.

MONEY

Although the per diem covers the vast majority of your in-country expenses, team members will want to bring along some money for incidentals and souvenirs from the local market. In Chisec, credit cards are not accepted anywhere. You will need Quetzal (the local currency) for any and all purchases you want to make. If you go online you will see the current exchange rate for buying Quetzal.

Please go to your local bank and order Quetzales prior to leaving for Guatemala (this usually takes 3 – 4 weeks). If this isn't possible, we do have two ATMs in Chisec, but remember you will be charged a fee to withdraw money.

TEAM MEDICAL BAG

It is a good idea to assign someone on the team – either a doctor, nurse, or someone trained in first aid – with the responsibility of creating and carrying the first aid kit/medical bag. When we are out in a village, this bag will be the only medical supply available, so it is important to bring more than just bandaids and polysporin!

The following is a list of suggested items to include:

- Bandaids in various sizes
- Polysporin or other topical antibiotic ointment
- Sterile wipes
- Hand sanitizer
- Gauze and medical tape
- Scissors and tweezers
- Sling
- Gloves
- Tensor bandage
- After bite topical medication
- Eye drops
- Cold pack
- Medications: Tylenol, Advil, Immodium, Pepto Bismol, Tums, Antihistamine, Gravol/dramamine, etc.
- And any other items deemed appropriate.

TRAVEL MEDICAL INSURANCE

It is important that all team members purchase travel medical insurance. There are good private hospitals here in Guatemala, but you need insurance to use them. You don't want to have to go to the public hospital!

IMMUNIZATIONS

As a ministry, we do not require any immunizations; each team member must decide for themselves what is right for their health.

We recommend that all participants have a medical checkup and discuss the trip with their family doctor. Most cities have Travel Health Clinics where you can book an appointment and receive any and all the immunizations that are recommended for our area.

The standard recommendations Travel Clinics usually make are: Hepatitis A & B; Tetanus; Malaria.

COMMUNICATION WITH HOME WHILE IN GUATEMALA

There will be some limited access to “wifi” for you, the team leader or the person responsible to send updates back home. So you can communicate with home and post to a blog or facebook page. As team leader we would appreciate if you could encourage your team to set media aside for their time in Guatemala. Our North American culture is becoming so plugged into technology that we actually disengage with people/relationships. It will be hard to unplug (even for you) and you will meet with opposition (possibly strong), but going on a media fast while in Guatemala is a wonderful opportunity for team members to leave the “chains” of technology behind for a short period of time, and really focus in on what is happening here (see Participant Package for more info).

Discuss this with your group and come to an agreement **before you arrive**.

Prayer Chain It is a helpful idea to set up a prayer/message chain to communicate through. Have one person at the head who will receive your calls. This way only one person needs to make one long distance call. Then, this person calls two people to relay the message. Those two each call one more, and so on. If the family members of those on the trip all receive a copy of the chain with phone numbers, they will know who they are responsible to call.

One tip – if they call the next person down the line and no one is at home, they should leave a message and then go ahead and call the next person. They shouldn’t stop calling until they reach a real, live person. This way the chain won’t break down!

Blog It is also a great idea to have a blog where you can post updates and photos to keep your loved ones at home in the loop. This will encourage people to pray for you and also allow those who supported you to join in on your adventure.

GUATEMALA CONTACTS

Emergency numbers are as follows:

In Guatemala Rocky 011-502-4969-0611; Karren 011-502-3276-7826

Guatemalan Address (important if a piece of luggage goes missing)

KM 296.8 Carratera de Raxruhá,
Chisec, Alta Verapaz

Email: Rocky rockiechupa@yahoo.ca; Karren karrenchupa@hotmail.ca

TEAM LEADER CHECKLIST

6 months prior–

- Begin meeting as a team. Copy and distribute the Participant Package and the Preparation Package.

- Make sure all team members have valid* passports. To be valid, they must not expire sooner than 6 months after the date of travel, as Guatemala issues a 6 month visa upon entry.
- Finalize team list and assign team responsibilities.
- Make flight arrangements.
- Send us the flight itinerary. If you are considering a red-eye flight and arriving in Guatemala before noon, OR, if you are looking at a departure time of after 1pm, please communicate with us PRIOR to booking. We make the assumption that you will arrive in the evening and depart in the morning and make team bookings around that. Also, we try to avoid entering or leaving Guatemala City on a Friday due to traffic issues. Just let us know what your itinerary might look like prior to booking, please.
- Send the team list along with any rooming requests/preferences so we can make the necessary reservations. Please identify male/female, as with many names it is not clear, as well as couples, because this will affect our hotel reservations.

2 - 3 months prior –

- Re-send the team list noting any changes to team members, special skills that team members have (ie/ mechanic, nurse, etc), and any special medical or dietary concerns of team members.
- Make sure all team members have gone to the Travel Medical Clinic and made decisions regarding what vaccinations or medications they are going to use. Some need to be done in advance of arrival, so it is best to take care of this early.
- Send project monies. This is critical at this point. Even if you are not certain all the money will be in, send what you can. It takes a while for the money to arrive to us here in Guatemala and we need to put everything in place prior to your arrival.

1 month prior –

- Send the per diem funds.
- Go to the bank and order Quetzal for spending money.
- Set up your prayer chain and your team blog or facebook page.