



Team Leader's Guide for Construction Teams – 2012

May God bless you and your team as you prepare to transform lives in Juarez, Mexico. You may use this guide to prepare your team so they might experience a life transforming mission.

Our Ministry

Our mission is transformed lives and transformed communities – meeting spiritual needs, building homes and community infrastructure, providing medical care and expanding the educational opportunities for children through the transformative experience of short term mission teams. Missions Ministries has constructed more than 700 homes, schools, church buildings, clinics, libraries, an orphanage drug rehab center, youth community center, parks and more. Thousands of individuals have participated in our short term missions from churches, schools, companies and more from all over the U.S., including Hawaii.

The Build

The house your team will build is simple, well constructed, clean and airy. The 12' x 36', 432 square foot, three room house is constructed on a concrete slab and it has electrical wiring, insulation and drywall. The exterior is sided and painted and the roof is sealed with rolled asphalt and tar. There are six windows, a lockable metal front door with a screen door and each house includes a new baño (outhouse) with a brand new porcelain toilet. If the team wishes to paint the interior of the house please add \$150.00 to the total cost of the house. Teams provide the funding for all construction materials and the total material cost is \$8300.00.

The Trip

- **Mission Timeframes** – Trips usually last 4-days, i.e. Wednesday to Saturday or Sunday to Wednesday. Extended trips will be considered depending on calendar availability.
- **Driving Teams** – Teams need to arrive at the rendezvous point which is, The Harvest Christian Center in El Paso, TX by 2:00 p.m. on the first day.
- **Directions to The Harvest Christian Center, 1345 New Harvest Place, El Paso, TX 79912 from Denver:** Take I-25 South from Denver through Las Cruces, NM to I-10. Go East on I-10 to the exit for Santa Teresa. This is Artcraft Road going South – Road 178. Turn left and The Harvest Christian Center is across I-10 and on the right. It is suggested that you look at Google Maps to assist you.
- **Flying Teams** – Team members flying to El Paso will be picked up at the airport baggage claim area in the terminal. Those flying should plan to *arrive* between 2:00 and 4:00 p.m. and should plan to *depart* El Paso at 12:00 p.m. or later. Please let Missions Ministries know the flight schedules for each team member in advance so arrangements can be made for picking everyone up. As soon as all members of the team have been picked up at the airport and The Harvest Christian Center the entire team will be taken to Wal-Mart to purchase water and desired supplies. Most teams find it necessary to stop for lunch after they are picked up and teams will be taken to a restaurant of their choosing. The team will then caravan through the border and on to the Team Center outside Juarez. Dinner will be served in the dining hall and the evening will be spent settling in and fellowshiping.

The Mission Experience

Please understand that every team is a little different and the following scenarios may vary.

Day 1:

There are morning devotions each day for all team members. Depending on the circumstances these devotions will begin at 6:30 or 7:00 a.m. and the time will be announced during dinner on the evening of arrival. Breakfast will be served following devotions in the dining hall. Time can vary,

but the usual time for departure to a work site is 8:30 a.m. The team will be driven to the work site by Missions Ministries staff and vehicles. Lunch will be served at the Team Center, usually around 1:00 p.m. Depending on the progress of the work as well as other team plans, the group may return to the worksite to complete some additional work. The team will be transported back to the Team Center when the necessary work is completed for the day. There may be time for team activities after dinner (at the discretion of the team) and dinner will be served in the dining room.

Day 2:

Day two is similar to the first day and usually the project is completed by early afternoon and the house is dedicated to the family.

- **Dedication:** After the house (project) is completed, your team will gather around with the family and pray and join the local pastor in prayer for the family. The pastor (with our interpreter) will give the team the opportunity to share their thoughts or ask questions of the family. These are very special and touching moments and your team will be greatly blessed, especially if they have given some time and thought to what they might ask or share. It's a wonderful moment when the family receives the keys to their new home. Day 2 is often the day food outreaches are held for the community as the work is normally done earlier. This is a feature the team can select. If the team chooses to do so, the food will be purchased at Wal-Mart before the team travels to the Team Center.
- **Church Service:** The team will attend an evening service at the Mexican church where the family for whom the house was built attends. This is always a highlight of the trip. Please plan to wear nice, casual clothes for the service – no shorts please! Your team will be asked to share with the congregation. Please plan for an adult or young person (or both) to share their testimony at this service. If you wish, you may have your group stand and sing a familiar hymn or praise song(s), perhaps you could even sing it in Spanish. Be sure to allow time to practice at your team meetings prior to the trip.

Day 3:

The last devotional and team wrap-up sessions will be held at 6:30 a.m. followed by breakfast in the Team Center dining hall. Teams need to pack and prepare to depart by 9:00 a.m. so everyone can be across the border before noon.

The Team

Team Size: Can be 11-24 adults. Please understand that 11 adults is a *minimum* size due to the expenses of opening and operating the Team Center. If the team exceeds 25 adults you will be asked to build two houses. This is due to the safety challenges on the build site and in order for the team to have the most rewarding mission experience possible.

Children: We welcome children six years old and older who accompany their family on a trip. We strongly discourage children five years of age and younger. **MISSING SCHOOL** – This introduction to the Third World in the name of Christ promises a significant education, well compensating for the loss of a few school days. Teachers and administrators seem to agree and are very cooperative in excusing students for experiences of this nature; some even offering credit. Speak with your student's school. You might suggest your child (or you and your child) share with the class upon your return.

Skills: No special construction skills are needed. Construction foremen assure buildings are well constructed. Our staff will accompany your team at all times. If any of your team members are medical professionals, call our office for more details regarding serving in our medical clinic.

Passport Identification: Federal regulations require that every team member *must* have a valid passport in order to travel across the border into Mexico. And, they are also required for re-entry into the United States. Children must also have a passport. Passports cannot expire within the next 90 days of the trip or they will not be valid for leaving or entering the U.S. Please be certain you leave ample time (at least 6 weeks) before your trip to acquire a passport. A rushed passport may be possible for a fee, please check with your local post office or online at www.travel.state.gov

Passport Identification Continued: IMPORTANT If there is anyone in your group with a passport issued by any country other than the United States, please advise Missions Ministries at

once. Additional preparation is required for anyone in this category. If the requirements regarding passports and other information are not followed, the person may be denied entry into Mexico, or they may not be allowed to return to the U.S.

Team Leader Responsibilities: The responsibility of the Team Leader is to follow all necessary steps to assure a smooth experience for his/her team. However, the most important role of the Team Leader is to shepherd the team and lead them spiritually, disciple them and assist them in any way you can to support their growth in Christ and development as world Christians.

- **Mission Trip Confirmation and Deposit:** Call Missions Ministries and book your mission trip. Follow this step up by sending the Group Registration Form and \$500.00 non-refundable deposit (per house) to the Missions Ministries office. Your date on the calendar is confirmed when the registration form and deposit are received.
- **House Payment:** House material cost (\$8,300. per house) is due **6 weeks prior the trip.**
- **Food & Lodging Payment:** Costs for food and lodging are due **2 weeks prior to the trip.** (Please refer to the Cost Worksheet document).
- **Liability Release Forms:** Original liability forms are due to Missions Ministries **2 weeks prior to the trip.** Parents must sign for minors. The Team Leader must keep copies of the form with him/her in Mexico.
- **Team Roster and Travel Information:** The roster and travel information is all included on one form. Please complete and return **2 weeks prior to your trip** so proper arrangements can be made for meeting the team and arranging lodging.
- **Team Meetings:** It is suggested that the Team Leader hold at least two team meetings prior to departure of the team in order for team members to introduce themselves, confirm mission trip dates, become familiar with the trip and its various elements, determine team co-leaders, determine any extra activities or outreaches, and generate fundraising ideas. A second meeting may be held a few weeks before the trip to confirm financial commitments, tool assignments, driving/flying arrangements, exchange cell phone numbers, etc. A lot of communication can be done via e-mail; however, spending time together before your mission trip allows for unification among team members. If you would like a Missions Ministries staff member to attend any of the meetings, please contact the office.
- **Fundraising/Donations:** Any checks collected by team members in support of their mission trip may be written out to Missions Ministries. If you are going with a church, supporters may write a check to the church (for tax purposes) and the church may then write one check to Missions Ministries.
- **Team Member Co-Leaders:** Ask team members to serve in the following roles:
 1. **Tool Chief:** The Tool Chief will ensure team members bring appropriate individual tools. On the build site, he/she will ensure all team members know how to properly use the tools. Team equipment must be gathered for storage after the day's work is completed. **Label all Tools** with permanent markers.
 2. **Outreach Leader:** The Outreach Leader will organize extra funds to conduct a food outreach (Missions Ministries charges \$350.00) where a meal is served to the community in which your team is serving. The leader may also arrange and carry out a mini craft fair and snack gathering at the building site for the children in the immediate area. Your team might consider telling a Bible story, conducting a skit, teaching a game or song, etc. The options are endless and are up to the team.
 - Ideas for crafts: puzzles, (mark each piece with a color or letter and the same on the box), face painting, paper and markers/crayons, play dough, coloring books, balloon animals, bubbles, name tags, beaded jewelry, etc. There are several Christian websites: www.ssw.com and www.makingfriends.com and www.christiancrafters.com and there is www.orientaltrading.com Providing snacks while children and adults are participating is also a good idea. Make sure you have plenty of water and paper cups, juice boxes, pretzels, popcorn, goldfish, etc. The number of participants will vary. Consider bringing more rather than less. Nothing will be wasted.
 3. **Ministry Leader:** The Ministry Leader will assist the Team Leader in leading the team spiritually and helping them grow in their walk with Christ and as world Christians. He/she may organize the team in its preparation for the Mexican

church service they will attend as well as the house dedication.

House Dedication: Once the house is completed, a pastor will lead the team in a house dedication. It is time for the team to gather with the new homeowners and pray over their new dwelling. This is an opportunity for team members to share thoughts or prayers with the family, and an interpreter will be present. This is also a time when the team presents any housewarming gifts for the family such as a Spanish Bible, curtains, cleaning supplies, rugs, mirror, plastic tubs for storage, trashcans, broom and dustpan, blankets/sleeping bags, hygiene supplies, etc.

Church Service: Your team will attend a Mexican church service (usually) the last night of their stay. Your team members will be asked to share with the congregation a testimony, special verse, personal story, a song or the like. Please plan ahead for this special time.

Daily Devotion/Prayer Time: Coordinate daily team led devotionals for your team. Also consider on site prayer times or moments of reflection.

4. **Fundraising Organizer:** This person is responsible for introducing and arranging various team fundraising activities. After years of work, Missions Ministries has watched as the Lord has built teams. If He builds a team, He will provide the finances. Following are some fundraising ideas,

Fundraising Ideas:

1. First and most importantly, encourage your team members to establish a network of people who will faithfully pray for them before, during, and after the mission trip.
2. The easiest and most beneficial way to raise funds is to simply....ask. Ask friends, relatives neighbors, co-workers, Facebook friends and more may be willing and excited to contribute to you and your team financially. There are a variety of ways to ask: You can write a letter, e-mail, or a personal phone call or casual conversation. Make a list of names; pray and seek God's wisdom; ask in His name. Suggest your team members keep their supporters in the "loop" with updates, pictures and a thank you note.
3. Team members may also ask potential supporters to designate what their money will go to. For example; they may purchase a square foot of the home or purchase the roofing, a box of nails, a portion of lumber, a window, a door, etc. Ask Missions Ministries for a list.
4. Bake sales on Sunday mornings or sell burritos after church (with the church's permission).
5. Ask your favorite restaurant, car wash, coffee shop, salon, etc. if they will consider donating a percentage of their profits on a weekday or evening. You can distribute fliers encouraging friends to drop by.
6. Hold a multi-team member garage sale.
7. Sell items referring to holidays, Christmas wreaths, Mother's Day flowers, Easter lilies at your church, Valentine's Day baked goods, etc.
8. Ask local retailers for donated items to raffle off at church, to Bible studies, youth groups, neighbors and more.
9. Consider as a team, holding a servant auction for people in your neighborhood, church congregation, kids sports team, families, and more. Highest bidder wins landscaping, housecleaning, lawn mowing, painting work, etc.
10. Hold a penny drive. Ask anyone and everyone wherever you are if they have any pennies they would be willing to donate.
11. Ask your business or employer if they will match your personal donation.
12. Search the internet for other fundraising ideas.

The Attire

Casual Clothes: For travel, team get together, area tours, etc. Please be respectful of the Mexican culture in your dress. Scoop, V-necks or short shorts are not appropriate.

Church Clothes: Collared shirts for men, pants or nice jeans, modest tops for women, no shorts please.

Work Clothes: work jeans or pants, shoes, shirts, gloves, (remember that you are working with tar and paint), hat, safety goggles, dust mask, etc. Tank tops or shorts are not appropriate. Consider layers and check for weather conditions.

Additional Items to Consider: a Bible, sunscreen, first aid kit, camera, bottled water,

between meals snacks, anti-bacterial wipes/hand sanitizer, Spanish phrase book/dictionary, cards, cash for offering at the church or for the Missions Ministries store.

Personal Medical Information: This should include the specifics of your health insurance in case of an emergency.

The Tools

Team Member Tools:

Every team member must bring the following:

Suitable Hammer, (16 oz. framing hammer is best).	Nail Apron	Two Carpenter Pencils
Dust Mask	Safety Goggles	Ear Plugs
3" or 4" wide inexpensive paint brushes (bring several)	Paint Roller, Applicators and handle (bring several)	Roller Pans (bring several)
Small Paint Trim Pans	Small Trim Brushes	Plan accordingly if you plan to paint the interior of the house

Team Tools (per house)

Every team must bring the following:

3 Utility Knives	Two Chalk Lines	Four 25' Tape Measures
2 New 14" Shark Tooth Hand Saws	1 First Aid Kit	Waterless Hand Cleaner (Gojo or the like)
Heavy Duty Trash Bags	Paper Towels	Toilet Paper
Name Tags and Markers	Wet Wipes	

****Assign a team member to each tool.**

The Team Center

Accommodations at the Team Center:

- Room charge is \$40.00 per night per person for adults 18 years old and over.
- Children age 17 and under (accompanied by an adult in the same room) is \$20.00 per night per person.
- No unaccompanied minors in a room alone.
- 16 air-conditioned units with private bath.
- Each room sleeps up to five people
 - One queen bed, three single bunk beds
- All bed linens and towels are provided
- One bathroom with toilet, sink and shower (no bathtub).
- Electricity is 110, no converters or adaptors are required.
- Team Center is surrounded by 10 foot walls with on duty guards (unarmed) 24/7.
- Center includes playground, basketball court, ministry shop, office, classroom facility dining room, kitchen and pavilion.
- The Team Center complex also includes the Missions Ministries medical clinic.

Food and Drink:

- 8 meals are served including dinner on the night of arrival and breakfast on the day of departure. This assumes the usual 4-day mission trip. Extended stays can be accommodated on request.
- Meals for Adults and children 13 years and above are \$90.00.
- Meals for children 12 and under total \$65.00.
- Food is delicious and, safe and abundant.

- Please alert Missions Ministries of any team member with food allergies.
- All food and water and (ice) served in the Team Center dining room is safe. **DO NOT drink the water in your room.** Drink only bottled water outside the dining room.
- **Alcohol and illicit drug use is prohibited** at anytime and anywhere during your mission trip. Alcoholism and drug use is an enormous problem in Mexico. We are a Christian mission group representing not only the United States, but most importantly we are representing Christ. In order to present a proper image for our Mexican neighbors, no alcoholic beverages shall be consumed while on a Missions Ministries project.

The Mexican People

- **Tipping:** Team members are not *expected* to tip Team Center Staff. However, if you choose to do so, tip money will be used to meet the physical and spiritual needs of the Mexican-based staff and their families. Please leave these designated gifts with your Missions Ministries staff leader. Please honor our “no direct giving policy.”
- **Language:** It’s amazing how team members are able to communicate even when they don’t speak the same language. However, purchasing a Spanish/English phrase book or dictionary may be helpful. Missions Ministries staff may assist in translating when needed. Don’t forget, you can *smile in Spanish!*
- **Relating:** Your trip will give you and your team a chance to meet and befriend the Mexican family for whom you are building the home, as well as others in the community. Certainly, there are many cultural differences. Many Mexican people speak and understand English. Sometimes they understand only enough to **misunderstand** you, or take what you say literally. Please **do not make promises or give your full name, address, or phone number or any personal information** to any of the Mexican people, including Missions Ministries Mexican staff. When team members make promises and are unable to follow through, it damages the credibility of the ministry. If you have questions or want to assist a pastor, church or individual or are not sure about communication, please ask a Missions Ministries staff member for assistance.
- **Gifts:** Please do not give unapproved money or gifts to the Mexican people. They are needed, but without specific guidelines and knowing individual circumstances there can be miscommunications and often hurt feelings can result. Again, please give these gifts to the ministry staff person who will then distribute all designated gifts through the pastors we are serving. They will distribute the donations as they see fit because they know the people and their needs better than we do.
- **Church Offerings:** An offering will be taken at the church service your team attends; in this specific case, we ask you to be as generous as possible.

Health and Safety

- **Immunizations:** A tetanus shot is highly recommended if your immunizations are not up to date (every 7 years). Check with your doctor concerning this or any other immunizations. Health alerts may come up unexpectedly. Children and adults with asthma or other respiratory/health issues should bring needed medication for an emergency.
- **Contact Lens Wearers:** It is recommended you wear your glasses due to the construction work and sometimes windy and dusty conditions.
- **Valuables:** Leave all valuable jewelry and other items at home. Keep passport and money on your person. Keep one copy of your passport at the Team Center safely tucked away in your room. You are advised to keep your room door locked while away.
- **Personal medical information and medicines:** All prescription medications must be in their original packaging and clearly labeled. Have available specifics of your health insurance in case of emergency. Please alert Missions Ministries staff of any health problems a team member might have.
- **Team Center and Work Site:** Do not leave the Team Center or Worksite without the permission of a Missions Ministries staff member. Never go anywhere alone.
- **Traveling with a minor:** Mexican law requires that any non-Mexican citizen under the age of 18 entering departing Mexico must carry notarized written permission from any parent or guardian not traveling with the child to or from Mexico. This permission must include the name of the parent, the name of the child, the name of anyone traveling with the child, and the notarized signature(s) of the absent parent(s). The State Department recommends that

the permission should include travel dates, destinations, airlines and a brief summary of the circumstances surrounding the travel. The child must be carrying the original - not a facsimile or scanned copy - as well as proof of the parent/child relationship (usually a birth certificate or court document) - and an original custody decree if it is applicable. Check these U.S. Government web sites:

http://travel.state.gov/travel/cis_pa_tw/cis/cis_970.html#entry_requirements
U.S./Mexico Travel Information: www.travel.state.gov

Missions Ministries Staff Phone Numbers:

Chris Henshaw: 303-748-7539 **Gary Fields:** Office: 303-371-3789 Cell: 303-888-7700

Bill Orange: 720-220-9864 **Team Center:** 011-52-656-6364

***In case of Emergency in transit, contact your team leader or Bill Orange.**

Mini Missions Add-Ons

If your team would like to participate in other areas of ministry to the Mexican people please see the following ideas below.

- **Sponsor a Student – SAS:**

This is a program where you can sponsor a Mexican child in school for **one year**. Fees cover one year enrollment, uniforms, school supplies and library expenses for **one year**.

- **Education Supply Line:** Very basic school supplies are needed desperately in the colonias. Your team may consider organizing and donating packs of school supplies for grades K-6. Please place the following supplies in a brand new backpack: Drawing notebook, double lined notebook paper, graph paper notebook (small grid), writing notebook, white paper (similar to printer paper), wood colored pencils, regular pencils, pencil sharpener, erasers, pens, white out, girls white button down blouses with rounded collars, boys white button down shirts with straight collars, boys and girls black dress shoes, Spanish dictionary and calculator.
- **Food Outreach:** Your team may want to provide a well balanced meal to the community. The meal you provide will serve up to 200 children and families. The meal will be served at a church. The food will be purchased and transported by Missions Ministries staff in El Paso, TX. The cost of the outreach is \$350.00.
- **Medical Supply Line:** Over-the-counter medicines and vitamins (i.e. Motrin, Pre-natal vitamins, children's cold medications) are needed on an ongoing basis in the Missions Ministries clinics. Please check with Missions Ministries to find out the particular items that are in short supply.
- **Baby Formula and Diapers:** Baby formula and disposable diapers are a treasure to the Mexican families in the poor areas. Babies may often wear the same diaper for as long as a week. Poor health maintenance and bad water are causes of a very high mortality rate for children.
- **Everyday Needs:** Because the colonia is so poverty stricken, everyday needs are not regularly met. Your team may wish to collect the following New Items: All sizes of socks, underwear, bras, clothing, coats, shoes, soccer cleats, Spanish Bibles and Christian books, dry beans and rice, toothpaste, airbeds, reading glasses, hygiene related items.

Missions Ministries partners with a group of pastors who minister to the people of the colonias of Juarez. The pastors are sensitive to the desperate needs of their people physically and more importantly spiritually. Their primary goal is to reach their communities for Christ and your team plays a significant role in achieving that goal.

It is a powerful witness to those in the community to see how the Lord provides for those who have faith in Him. The buildings we construct are a miraculous answer to the prayers of the families who receive them. The pastor training we provide, along with the Bibles and other Christian literature, help the pastors evangelize and disciple new believers. Donated food, medicine and clothing provide the pastors many opportunities to share the Gospel and many are led to Christ in this way.

May the Lord bless your team and your mission trip!
Please contact Missions Ministries if you have any questions.

Missions Ministries
7501 Village Square Drive, Suite 205
Castle Rock, CO 80108