



Team Leader Guide - Construction 2010 - 2011

*May God bless you and your team as you prepare to transform lives in Juarez, Mexico.
Use this guide to prepare and inform your team members 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 educational opportunity for children through the transformative experience of short term mission teams. Missions Ministries has constructed more than 700 homes, school buildings, church buildings, clinics, libraries, 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'X36', 432 square feet, three room house is constructed on a concrete slab, insulated, wired and dry walled. The exterior is sided and painted and the roof shingled. There are windows, a lockable front door with screen door, and each house includes a new outdoor baño (outhouse). If a team wishes to paint the inside of the home, please add \$150 in paint cost to the total. Teams provide the monetary need for the entire project.

Total cost: \$8,300

The Trip

- **MISSION TIMEFRAMES** - Wednesday to Saturday or Sunday to Wednesday. Extended stays will be considered depending on calendar availability.
- **DRIVING TEAMS** - Teams need to arrive at the rendezvous point, the Quality Inn in El Paso, Texas, by 2:00 PM on the first day of the trip.
- **DIRECTIONS TO QUALITY INN, EL PASO, FROM DENVER** - The Quality Inn in El Paso is located at 6099 Montana (Corner of Montana & Geronimo) El Paso, TX. Phone: 915-772-3300. Take I-25 South from Denver to I-10 Eastbound to El Paso; continue east on I-10 to Exit 24B: take right frontage road to the first left at Geronimo, then North to Montana Ave.
- **CONNECTING IN EL PASO** - Missions Ministries bus/van will pick your team up at Quality Inn, taken to Wal-Mart to purchase water and desired supplies, and then taken to the Missions Ministries Team Center in Juarez. Dinner the first evening will be at the Team Center in Juarez.
- **FLYING TEAMS** - Team members who fly into El Paso will be picked up at the airport baggage claim area, taken to Wal-Mart and then depart for the Team Center. Those who are flying need to plan to arrive between 2:00 PM - 4:00 PM on the first day and depart between 10:00 AM - 1:00 PM on the last day. This is very important. If you choose to fly to El Paso early in the morning or leave late in the afternoon the last day, you will have some "downtime" at the airport. Missions Ministries only does one pickup at the airport and one delivery at the airport

between the above stated times. The first evening will be spent settling in, having dinner, visiting, and taking part in recreational activities.

The Mission

Day 1:

Devotions for all team members are at 6:30 AM, followed by breakfast at the Team Center. The Missions Ministries bus will pick up the team at the Team Center and take the team to the work site. Teams work into the afternoon; lunch is provided at the Team Center. Buses return the team to the Team Center once the workday is complete. There may be time for a team activity in the afternoon (at the discretion of the team) and then dinner is served.

Day 2:

The second day is similar; the project is usually completed in the early afternoon.

- Dedication After your project is completed, your team will gather inside and pray with the family receiving the home. A Mexican leader will give members of your team an opportunity to share thoughts or ask questions. These are very touching moments and your team will be greatly blessed, especially if they have given some time and thought to what they might ask or say. It's a touching moment when the family receives the keys to their new home.
- Church Service The team will attend an evening service at the Mexican church where the family for whom you built the home 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 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 session will be held at 6:30 AM, followed by breakfast. Teams need to pack and prepare to depart around 9AM. Teams will always be across the border by Noon.

The Team

Team Size: 11-24 adults (If a team exceeds 24 adults, you will be asked to build two homes. This due to 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 to accompany their family on a trip. We strongly discourage children under five years-old.

Missing School: Many trips include children. 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 Family Care Center (medical clinic).

Passport Identification:

Federal regulations require each team member to have a valid passport in order to travel across the border of Mexico. Children are also required to have a passport. Please make sure 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.

The Team Leader Responsibilities

The responsibility of the Team Leader is to follow all the 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. A \$500.00 non-refundable deposit (per house) is due once mission trip date is set (date will be confirmed once deposit is received).

✓ **House Payment**

House material cost (\$8,300) is due: **6 weeks prior to trip**

✓ **Lodging Payment**

Accommodation/food payments are due **2 weeks prior to trip**

✓ **Liability Forms**

Original liability forms are due to Missions Ministries **2 weeks prior to trip**. Parents sign for minors. Team leader must keep copies of liability forms with him/her in Mexico.

✓ **Team Roster**

A Team Roster is due to Missions Ministries **2 weeks prior to trip**. Please include full name, address, phone number and email address.

✓ **Team Meetings**

The team leader will want to hold at least two team meetings. The first meeting could be a casual get together for team members to introduce themselves, confirm mission date, become familiar with the trip and its various elements, determine team co-leaders, determine any extra activities or outreaches, meeting dates and generate fundraising ideas. A second and final meeting may be held a few weeks before the trip to confirm financial commitments, tool assignments, driving/flying arrangements, exchange cell numbers, etc. A lot of your communication can be done through email, however, spending time together before your mission allows for unification among team members. If you would like a Missions Ministries staff member to attend one of your 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 the 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 build site, he/she will ensure all team members know how to properly use tools. Team equipment must be gathered for evening storage. Label **ALL tools** with permanent markers.

2. **Outreach Leader** – The Outreach Leader will organize extra funds to conduct a food outreach (\$500) where a well-balanced meal is served to the community in the area your team is serving. He or she may also arrange and carry out a mini craft fair and snack gathering at the Building site for children and adults 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 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, Polaroid pictures, name tags, beaded jewelry, etc. There are several Christian craft websites: www.makingfriends.com, www.christiancrafters.com, www.ssw.com and of course www.orientaltrading.com.

- Providing snacks while children and adults participate in the activities is also necessary. Make sure you have plenty of water and paper cups, juice boxes, pretzels, popcorn, goldfish, etc.

- The number of participants may vary. Consider bring 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 will organize the team in its preparation for the Mexican church service they will attend and the house dedication.

- **House Dedication:** Once the home is completed, a pastor will lead the team in a house dedication. It is a 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. 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 (dark colors), hygiene supplies, etc.

- **Church Service:** Your team will attend a Mexican church service one night of their stay. Your team members will be asked to share with the congregation a testimony, special verse, personal story, a song, etc. Please work with your team in planning ahead for this special time with the Mexican people.

- **Devotional/Prayer Time:** Coordinate daily team led devotionals for your team. Also, consider on site prayer times or moments of reflection.

4. **Fundraising Organizer** – The Fundraising Organizer will be responsible for introducing and arranging various team fundraising activities. After years of experience, Missions Ministries has watched as the Lord has built teams. If He builds the team, He will provide the finances.

Here are just a few ideas:

- First, and most importantly, encourage your team members to establish a network of people who will faithfully pray for them before, during and after their mission trip.
- The easiest and most beneficial way to raise funds is to simply... ask. Friends, relatives, neighbors, co-workers, Facebook friends and more may be willing and excited to contribute to you and your team financially. There a variety of ways to ask. You can write a letter, email, personal phone calls and casual conversations where you may only share and not even have to ask. 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.
- 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 shingles, the nails, a portion of lumber, a window, a door, etc. Ask Missions Ministries for these lists.
- Other team fundraising ideas include:
 1. Bake sales on Sunday mornings or sell burritos after church
 2. Bottled drinks/water stands/snacks in the neighborhood or at a local park or during kid sporting events
 3. Ask your favorite restaurant, car wash, coffee shop, salon, etc. if they will consider donating a percentage of their profits on a weekday/night, you can distribute fliers encouraging friends to come by
 4. Hold a multi team member garage sale
 5. Sell items referring to holidays, Christmas wreaths, Mother's Day flowers, Easter lilies at your church, Valentine's Day baked goods, etc.
 6. Ask local retailers for donated items to raffle off at church, to Bible studies, youth groups, neighbors and more

7. Consider, as a team or individually, holding a servant auction (could even be an online/email auction) for people in your neighborhoods, church congregation, kids sports team families, and more. Highest bidder wins landscaping, housecleaning, painting, demo work, etc.
8. Hold a penny drive. Ask anyone and everyone wherever you are if they have any pennies they would be willing to donate
9. Ask your business/employer if they will match your personal donation
10. Search the internet for other fundraising ideas.

The Attire

- **Casual clothes:** For travel, get-togethers, area tours, etc. Please be respectful of the Mexican culture in your dress. Scoop, V-neck 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/pants, shoes, shirts, gloves, (remember your 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 meal snacks, anti-bacterial wipes/hand sanitizer, Spanish phrase book/dictionary, cards, cash for offering/ministry store,
- **Personal medical information** including the specifics of your health insurance in case of an emergency.

The Tools

Team Member tools:

Every team member must bring the following:

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|---|--|--|
| Suitable hammer (16 oz. framing is best) | Nail apron | 2 carpenter pencils |
| Dust mask | Safety goggles | Ear plugs |
| 3" or 4" wide inexpensive paint brushes (bring several brushes) | Paint roller, applicators and handle (bring several applicators) | Roller pan |
| Small paint trim pans | Small trim brushes | <i>Plan accordingly if you plan to paint interior of home.</i> |

Team Tools (per house):

Every team must bring the following:

| | | |
|---------------------------------|-----------------|---|
| 3 utility knives | 2 chalk line | 4 - 25' tape measure |
| 2 new 14" shark tooth hand saws | 1 first aid kit | Waterless hand cleaner (Gojo like) |
| Heave duty trash bags | Paper towels | Toilet paper |
| Name tags and marker | Wet wipes | <i>Assign a team member to each tool.</i> |

The Team Center

Accommodations (Team Center)

- Room charge is \$40.00/night per person for adults 18 years-old and over

- Children 17 years-old and under (accompanied by parent and staying in same room = \$20.00/night per person)
- No unaccompanied minors in a room alone
- 16 air-conditioned units with private bath
- Unit 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 only (no bathtub)
- Electricity is 110, no converters or adaptors needed
- 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

Food and Drink

- 8 meals (dinner on the night of arrival – breakfast day of departure)
- Adults and children 13 years-old and above = \$90
- Children 12 years-old and younger = \$65
- Food is delicious, safe and abundant
- Please alert MM staff of any team member food allergies
- All food and water in the Team Center kitchen is safe. DO NOT drink the water in your room. Drink only bottled water/beverages outside of the Team Center.
- Alcohol is Prohibited Alcoholism is an enormous problem in Mexico (along with illicit drug use). 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' mission experience.

The Mexican People

1. **TIPPING:** Team/ 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. Leave these designated gifts with your U.S. Missions Ministries' staff leader. Please honor our "no-direct-giving policy".
2. **LANGUAGE:** It's amazing how team members are able to communicate even when they do not speak the same language. However, purchasing a Spanish/English phrase book may be helpful. Missions Ministries' staff may assist in translating when needed. Don't forget, you can smile in Spanish!
3. **RELATING:** Your trip will give you and your team a chance to meet and befriend the Mexican family you are building a home for, 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, 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.
4. **GIFTS:** Please do not give unapproved money or gifts to the Mexican people. They are needed, but without specific guidelines and knowing individual circumstances miscommunications and often hurt feelings can come about. Again, please give these gifts to Missions Ministries' staff leader who will distribute all designated gifts through the pastors or ministry managers.
5. **CHURCH OFFERING:** Offerings will be taken at the church service your team attends; in this specific case, we ask you to please be as generous as possible.

Health and Safety

1. **Immunizations:** A tetanus shot is highly recommended if your immunizations are not up to date (every 7 years). Check with your doctor concerning any other immunizations. Health alerts may come up unexpectedly. Children and adults with asthma or other respiratory/health issues should bring needed medications for an emergency.
2. **Contact Lens Wearers:** It is recommended you wear your glasses due to the construction work and sometimes windy conditions.
3. **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.
4. **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 an emergency. Please alert Missions Ministries staff of any health problems a team member might have.
5. **Alcoholic beverages:** Please do not bring or consume alcoholic beverages. Alcoholism is an enormous problem in Mexico. The consumption of alcohol may be offensive to the Mexican Christians we serve.
6. **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.
7. **Traveling with a Minor:** Mexican law requires that any non-Mexican citizen under the age of 18 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 letter – 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 applicable. Check out http://travel.state.gov/travel/cis_pa_tw/cis/cis_970.html#entry_requirements.
8. **U.S./Mexico Travel Information** - www.travel.state.gov

Missions Ministries Staff Phone Numbers:

Bill Orange: 720-220-9864

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

Quality Inn: 915-772-3300 Team Center: 011-52-656-559-6364

*** 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:

- o **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 grids), 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 100-150 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 for a food outreach is \$350.00.
- **Medical Supply Line** – Over-the-counter medicine 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 Diaper Drive** – Baby formula and disposable diapers are a treasured commodity to a mother and father in Mexico. The infant mortality rate is high.
- **Everyday Needs Drive** – Because the colonia is so poverty stricken, everyday needs are not regularly met. Your team may want 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 area, physically and more importantly, spiritually. Their primary goal is to reach their communities for Christ and your team plays a significant role in achieving such a 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.

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

**Missions Ministries
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