

FAITH IN ACTION

SHORT-TERM MISSIONS TEAMS HANDBOOK

There is no better way for people to get involved in foreign missions than through being a part of a short-term mission team. Teams are a huge part of what makes Faith In Action a vibrant and effective ministry. Many of the volunteers who donate their time and expertise to a project in the mission field are rewarded far beyond just a sense of accomplishment. They experience a taste of what it is like to live and work in a foreign culture, build life-long relationships among their peers, and are challenged to grow spiritually.

The teams that come to Guatemala through Faith In Action are organized and efficiently deployed for a specific purpose. They are proven to be of great benefit to the accomplishment of our many medical, construction and agricultural projects as well as to helping us spread the love of Christ to people who have never truly experienced it. Therefore, we are always open to receiving anyone and any team that would like to come and serve with us in Christ.

You have chosen to become a part of such a team, and we are truly excited to have you work with us. We know that this experience has the potential to change your life, and the lives of those you will be ministering to, more than you can imagine.

Please take some time to read through this manual prayerfully. To make the experience a good one, both for you and those you will be serving, it is important that you understand what will be expected of you. Life in Guatemala is probably very different from what you're used to. There are safety concerns, that may be new to you, cultural differences, that may startle you, and even among local believers there are traditions that differ from what you are accustomed to.

If you feel comfortable with these differences, and are willing to embrace the people of Guatemala with the love of Christ, we truly believe that the short-term missions trip experience you are about to embark on will radically change your life.

As you embark on this journey, know that Faith in Action will be there, serving along side you every step of the way.

In Christ,

Michael & Rocky Beene
Founders

To help you clarify some important considerations, we have listed some points below that we require for all mission participants.

A Willing and Flexible Attitude

- You must be willing to submit to the leadership (includes Mission Coordinator, Team Leader, Faith in Action Leadership, and those in authority).
- You must be flexible and able to accept changes to plans and schedules.

Work & General Participation

- You must be willing to accept and perform all duties assigned to you, without complaining.
- You must inform leadership about any physical limitations, that may hinder yourself, or others around you from performing their assigned duties safely.
- You must be willing to participate in bible studies, devotions, prayer meetings and church meetings as requested by leadership.

Respect and Cooperation

- You must be willing to respect and cooperate with others.
- You must have an attitude of willingness to serve the needs of others before yourself.

Cultural Sensitivity

- You must show cultural sensitivity regarding dress, speech and actions.
- You must abstain from any alcohol or tobacco use while in the areas where Faith in Action minister.

Safety

- You must be willing to never venture out on your own, always remain in groups, and informing leadership about any group outings you intend to participate in.
- You must not take any illegal substances.
- You must inform leadership about any mind-altering medications subscribed to you by a doctor.

Representation

- You must be willing to not use photographs, video or any other forms of media from areas where Faith in Action minister, to represent or promote other organizations or causes than those sanctioned by Faith in Action and it's partner churches and organizations. You are free to use any media you have recorded for personal use, with friends and family, in print, on the web or through any other avenues. To use media outside these limitations, you must receive written permission.

CONDUCT AGREEMENT	APPLICANT NAME	DATE
	APPLICANT SIGNATURE	

Faith In Action Contact Information

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Canadian Embassy in Guatemala

Phone 011 502 2363 4348*

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Address Embajada de Canada
13 Calle 8-44 Zone 10,
Edificio Edyma Plaza

Grand Tikal Futura Hotel - In Guatemala City

Phone 011 502 2410 0800*

Mansión del Rio - In Rio Dulce

Phone 011 502 7930 5020*

Hotel Candelaria - In Antigua

Phone 011 502 7832 1898*

Failure to be prepared can cost the team and yourself precious time and pain. Please take a moment and make sure you are fully prepared. Generally speaking there are no laundry facilities available and hand washing and air drying clothes is very time consuming, so please pack accordingly.

Personal Hygiene Products

Towel, soap, shampoo, toothbrush, toothpaste, deodorant, feminine products, sunscreen (at least SPF35), baby powder, vaseline, bug spray, hand wipes, hand sanitizer & tissues.

Personal Medical Kit

Small first aid kit, prescription medications (bring enough to last at least 1 week beyond your trip in case of an emergency), and over the counter medicines. If you are prone to stomach problems while traveling, please pack the medicine you normally take as these will not be readily available for you.

Clothing

Underwear / At least 1 set per day.

Shirts / At least 1 T-shirt per day. Be culturally sensitive by avoiding shirts with offensive slogans, liqueur, tobacco, gothic, bullets, skulls and revolutionary themes (e.g. Che Guevara). Pack shirts that are ok to get dirty.

Pants / 1 pair of work shorts/jeans per day. The weather will be very hot, and you may be working in very dirty conditions. Pack pants that are ok to get dirty.

Socks / 1 pair of socks per day. If your team will be working with cement, please bring long socks (up to your knees), to go under the rainboots and prevent very soar chaffing and blistering.

Pajamas / Since you may share rooms with others this may make you more comfortable.

Casual Attire / For sightseeing, and at night.

Bathing Suit / Please be modest. No thongs or Speedos.

Footwear

Boots / 1 pair of work boots/rain boots.

Regular Footwear / Shoes/flip flops/sandals. Make sure you have at least one pair of good walking shoes.

Misc.

Books / Bible and other books you may be reading.

Electronics / Camera, Laptop, iPod, chargers, etc. (110V is used in Guatemala)

Tools / Toolset, Leatherman or pocket knife.

Solar Lamp / Many of the areas we serve have no electricity. Solar lamps can be purchased on Amazon.com or at Ikea.

Presents for Villagers

Consider bringing some presents for the villagers. Items that are much needed are: solar lamps (if possible versions with a charger unit for mobile phones, available on Amazon.com), towels, socks, tooth brushes, combs, soaps shampoos, small mirrors, soccer balls and toys. If you are visiting the mountains also consider bringing blankets. If you are visiting the Zacapa student dorm consider school supplies such as notebooks, pencils, pens, calculators, fax paper, and art supplies.

Do Not Bring

Guns, chemicals, or explosive materials.

Expensive jewelry, watches, and other non replaceable items.

MISSIONS TRIP APPLICATION FORM

FAITH IN ACTION

PERSONAL INFORMATION	FIRST NAME	MIDDLE INITIAL	LAST NAME	
	ADDRESS		PHONE 1	
			PHONE 2	
	EMAIL	D.O.B. (MM/DD/YY)	TRIP DESTINATION/DATE	
	CITIZENSHIP	IF YOU CURRENTLY DO NOT HAVE A PASSPORT, YOU MUST APPLY AND SUBMIT THIS INFO TO US 10 DAYS PRIOR TO DEPARTURE.		
	PLACE OF BIRTH	PASSPORT NUMBER		
	MARITAL STATUS (M/S/D/W)	PASSPORT EXPIRATION DATE		
EMERGENCY CONTACT	FIRST NAME		LAST NAME	
	PHONE 1		PHONE 2	
	RELATIONSHIP TO YOU		EMAIL	
PARENTAL CONTACT IF UNDER 18	FIRST NAME		LAST NAME	
	PHONE 1		PHONE 2	
	RELATIONSHIP TO YOU		EMAIL	
SPIRITUAL BACKGROUND	DESCRIBE YOURSELF AS A PERSON. WHAT ARE YOUR STRENGTHS & WEAKNESSES?			
	WHAT IS YOUR GOAL FOR THIS MISSION TRIP AND WHAT DO YOU EXPECT TO LEARN?			
	WHAT POSITIONS AND INVOLVEMENT DO YOU HAVE, OR HAVE YOU HAD, IN CHRISTIAN SERVICE?			
	PLEASE DESCRIBE ANY SIGNIFICANT CHANGES IN YOUR LIFE IN THE PAST 2 YEARS			
	PLEASE LIST ANY PREVIOUS MISSIONS INVOLVEMENT?			
FINANCIAL	HOW WILL YOU RAISE THE FINANCIAL SUPPORT REQUIRED FOR THIS MISSION TRIP?			

MISSIONS TRIP APPLICATION FORM (CONTINUED...)

SKILLS	PLEASE DESCRIBE ANY SPECIAL SKILLS YOU MAY HAVE (CARPENTRY, MEDICAL, COOKING, MUSIC, TEACHING, ETC.)	
	PLEASE LIST ANY LANGUAGES YOU SPEAK AND DESCRIBE YOUR FLUENCY LEVEL (CONVERSATIONAL, FLUENT, NATIVE SPEAKER)	
MEDICAL INFORMATION	PHYSICIAN NAME	PHYSICIAN PHONE
	HAVE YOU HAD ANY MAJOR ILLNESS DURING THE PAST TWO YEARS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	IF YES, PLEASE EXPLAIN	
	DO YOU TAKE ANY MEDICATION REGULARLY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	IF YES, PLEASE EXPLAIN	
	DO YOU HAVE ANY SPECIAL DIETARY CONCERNS? (FOOD ALLERGIES, DIABETIC, ETC.) <input type="checkbox"/> YES <input type="checkbox"/> NO	
	IF YES, PLEASE EXPLAIN	
	PLEASE DESCRIBE ANY OTHER MEDICAL CONDITIONS YOU HAVE THAT MIGHT NEED SPECIAL ATTENTION	
	ARE YOU UP TO DATE WITH VACCINATIONS/IMMUNIZATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	ARE YOU WILLING TO TAKE VACCINATIONS/IMMUNIZATIONS REQUIRED FOR TRAVEL? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HOW WOULD YOU RATE YOUR OVERALL PHYSICAL CONDITION? <input type="checkbox"/> EXCELLENT <input type="checkbox"/> GOOD <input type="checkbox"/> AVERAGE <input type="checkbox"/> FAIR <input type="checkbox"/> POOR		
DO YOU HAVE ANY PHYSICAL PROBLEM THAT WOULD HINDER YOUR ACTIVITY? <input type="checkbox"/> YES <input type="checkbox"/> NO		
IF YES, PLEASE EXPLAIN		
EACH APPLICANT IS RESPONSIBLE FOR CONTACTING YOUR FAMILY DOCTOR AND/OR PUBLIC HEALTH NURSE REGARDING MEDICAL PRECAUTIONS/IMMUNIZATION REQUIRED FOR TRAVEL IN DESIGNATED COUNTRY ANY PERSONAL PRESCRIPTION OR OVER-THE-COUNTER MEDICATIONS MUST BE TAKEN IN THE ORIGINAL CONTAINERS.		
COMMITMENTS	IF I AM ACCEPTED FOR SHORT TERM MISSIONS, THEN...	
	<input type="checkbox"/> I COMMIT TO FOLLOW THE DIRECTIVES OF GROUP LEADERS IN A WILLING AND COOPERATIVE MANNER <input type="checkbox"/> I COMMIT TO PUT CHRIST FIRST AND SET ASIDE MY OWN PERSONAL AGENDAS IN ORDER TO REACH THE TEAM OBJECTIVES <input type="checkbox"/> I COMMIT TO ABIDE BY THE FAITH IN ACTION SHORT-TERM CODE OF CONDUCT (SEE PAGE 3 OF SHORT-TERM MISSIONS TEAM HANDBOOK)	
	APPLICANT SIGNATURE	DATE
MEDICAL CONSENT FORM	PARENT/GUARDIAN SIGNATURE IF UNDER 18	DATE
	<small>IN THE EVENT OF A MEDICAL EMERGENCY, I/WE HEREBY GIVE PERMISSION TO THE TEAM LEADER OR HIS/HER DESIGNATE TO SECURE APPROPRIATE MEDICAL TREATMENT WHICH MAY INCLUDE HOSPITALIZATION, ANESTHESIA, AND/OR SURGERY FOR THE APPLICANT.</small> <small>IF THE TEAM WILL BE PURCHASING LIMITED GROUP MEDICAL INSURANCE POLICY. THIS POLICY MAY PROVIDE REASONABLE INSURANCE. HOWEVER IN CASE OF AN EMERGENCY RETURN TO THE UNITED STATES, A POLICY DEDUCTIBLE, OVER THE POLICY MAXIMUM MEDICAL EXPENSES, I/WE WILL BE RESPONSIBLE FOR COVERING THIS ADDED EXPENSE IF IT DOES NOT QUALIFY UNDER THE PURCHASED GROUP POLICY.</small>	
	APPLICANT SIGNATURE	PARENT/GUARDIAN SIGNATURE IF UNDER 18
MEDICAL INSURANCE POLICY #	GROUP ID#	
INSURANCE PROVIDER		DATE

This form is an acknowledgment of short/long term foreign outing Responsibility, Express Assumption of Risk, and a Release of Liability

I understand that during my participation in Faith In Action ministries and foreign outreaches, I may be exposed to a variety of hazards and risks, foreseen or unforeseen, which are inherent in each outing experience and cannot be eliminated without destroying the unique character of the ministry. These inherent risks include, but are not limited to, the dangers of serious personal injury, property damage, and death ("Injuries and Damages") from exposure to the hazards of travel and living in Guatemala. Faith In Action and the field mission directors have not tried to contradict or minimize my understanding of these risks. I know that Injuries and damages can occur by natural causes or activities of other persons, animals, trip members, trip leaders, assistants, and/ or third parties, either as a result of negligence or because of other reasons. I understand that risks of such injuries and damages are involved in adventure travel such as ministry outreaches and I appreciate that I may have to exercise extra care for my own person and for others around me in the face of such hazards. I further understand that on any outing there may not be rescue or medical facilities or expertise necessary to deal with the injuries and damages to which I may be exposed or incur.

In consideration for my acceptance as a participant on any outing, and the services and amenities to be provided by the ministry in Guatemala in connection with the outing, I confirm my understanding that:

- I have read any rules and conditions applicable to the outing made available to me; I will pay any costs or fees for the outing or accorded during the outing; and I acknowledge my participation is at the discretion of the group leader.
- I understand that I am personally responsible for all risks associated with this travel both medically and financially. This also applies to any incident resulting from transportation provided by Faith In Action in Guatemala during any outing. I agree to assume full financial responsibility in case of accidents resulting in injury, illness or death.
- This Agreement is intended to be as broad and inclusive as is permitted by law. If any provision or any part of any provision of this agreement is held to be invalid or legally unenforceable for any reason, the remainder of this agreement shall not be affected thereby and shall remain valid and fully enforceable.
- To the fullest extent allowed by law, I agree to WAIVE, DISCHARGE CLAIMS, AND RELEASE FROM LIABILITY Faith In Action ministries, its officers, directors, employees, agents, and leaders from any and all liability on account of, or in any way resulting from Injuries and Damages, even if caused by negligence of Faith In Action or its officers, directors, employees, agents, and leaders, in any way connected with this outing. I further agree to HOLD HARMLESS Faith In Action, its officers, directors, employees, agents, and leaders from any claims, damages, injuries or losses caused by my own negligence while a participant on any outing. I understand and intend that this assumption of risk and release is binding upon my heirs, executors, administrators and assigns, and includes any minors accompanying me on any outing.
- I have read this document in its entirety and I freely and voluntarily assume all risks of such Injuries and Damages and notwithstanding such risks, I agree to participate in this ministry as either a long term helper or a short term visitor.

RELEASE OF LIABILITY	APPLICANT NAME		DATE
	APPLICANT SIGNATURE		
	CHURCH/GROUP NAME	DATE TRIP BEGINS	DATE TRIP ENDS
PARENT/GUARDIAN RELEASE OF LIABILITY	IF YOU ARE A MINOR (UNDER AGE 18), YOUR PARENT OR LEGAL GUARDIAN MUST SIGN THIS AGREEMENT ON YOUR BEHALF. AS PARENT OR LEGAL GUARDIAN, I HEREBY AGREE AND CONSENT TO THE FOREGOING AGREEMENT ON BEHALF OF THE MINOR ABOVE.		
	NAME OF PARENT/GUARDIAN		DATE
	PARENT/GUARDIAN SIGNATURE		
	RELATIONSHIP TO MINOR		