

Mission Team Guide for Short Term Missions Teams

Serving Jesus by doing good!
Ephesians 2:10



Servants 4 Him

37 A Calle del Espiritu Santo Casa#18

Antigua, Guatemala

(502) 7832-7498 (casa)

www.Servants4Him.org

Servants 4 Him PO Box 597 Hamilton, VA 20159

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The Vision of Servants 4 Him

Servants 4 Him (S4H) is a mission organization that uses appropriate technologies and education to open doors to explain the good news of Christ Jesus, the gospel, in developing countries. We are currently using Bio-sand water filters, improved wood burning stoves, dry composting latrines, and health and sanitation education as tools for evangelism.

S4H is currently working in Guatemala and hopes to expand our outreach to other parts of the world.

S4H works with churches, mission organizations, and missionaries to equip them with the tools and education necessary implement programs using the technologies mentioned above. We believe the local church is uniquely positioned to help people in their communities address health issues like: clean water; reduction of smoke from open cooking fires, etc. When the local church is involved in meeting the physical needs of the community there are many opportunities to address spiritual needs; S4H call this good deeds evangelism.

labor with us in Guatemala. We hope that this guide will help you to understand our vision and There are opportunities for churches and others from the United States to co-perhaps encourage you to join us on a mission trip!

*¹⁰For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.
Ephesians 2:10*

*¹¹Dear friends, since God so loved us, we also ought to love one another.
¹²No one has ever seen God; but if we love one another,
God lives in us and his love is made complete in us.
1 John 4:11-12*

Short Term Mission Opportunities

*Serve the LORD with gladness;
Psalm 100:2*

There are opportunities for individual and groups to co labor with Servants 4 Him in Guatemala. Your time in Guatemala may be a couple of days to a couple of months. Please contact us to see what opportunities are available.

Construction

Servants 4 Him has ongoing water filter and stove projects in villages. There are also housing projects, rehabilitation projects, and other construction projects from time to time.

Children's Programs

Servants 4 Him children's programs include VBS, health classes and evangelistic concerts.

Evangelism

The heart of every project is centered on sharing the gospel with the people we serve. Evangelism classes are taught during filter construction classes, during health and hygiene classes and during English classes. There are also special outreach programs including street evangelism using the Evangecube and Chochy Suena concerts.

Dental Clinics

Dental clinics are staffed by a team of Guatemalan dentists that volunteer their time under the direction of Dr. Dennis Ruano and Servants 4 Him

Education

Servants 4 Him has missionaries working in the public school system and the local church teaching English classes, sports and AWANAs. We also teach health and hygiene classes in the villages where we have water filter and stove projects.

*The mind of man plans his way,
But the LORD directs his steps
Proverbs 16:9*

Frequently Asked Questions

Q. Do I need a passport?

Yes. See the last page for information on how to obtain one.

Q. Do I need vaccinations?

They are **Not** required only **RECOMMENDED**. Please consult with your health provider if you have questions.

Q. Is there telephone or internet? Can my family reach me in an emergency?

Yes, we have cell phones, SKYPE and internet. You will be given all the numbers before you depart.

Q. Is food provided?

Yes. Three meals a day are provided from arrival to departure. Guatemala is rich in traditional foods; however, other ethnic foods are available as well. Food is a large part of tradition and customs in Guatemala.

Q. Is transportation provided?

Yes. Our vehicles will pick up and drop off your team at the airport and take them to the worksites. We will use S4H vehicles or trusted drivers. Transportation to some locations is sometimes very slow depending upon the road conditions and local celebrations.

Q. Will there be an opportunity to shop or sightsee?

Yes.

Q. What is the weather like?

The dry season is from October to early May and the rainy from late May until the end of September. The average high temperature is 77°F and the low 55°F. Days range from 75-80.

Q. Where are accommodations located?

You will be staying in Antigua, unless another site is determined in advance. We use private home or trusted hotels.

Q. Where are the worksites located?

Locations are usually in and around the greater Antigua area.

Q. Will there be interpreters?

Yes. Translators (interpreters) will be provided. All of the S4H staff speak English and Spanish

Q. What are the work hours like?

Approx. 7am until 6pm.

Q. What are the costs?

The approximate cost per day per person is \$90 covering transportation, lodging, and meals provided by Servants 4 Him.

How to Prepare

PRAY!!! PRAY!!! PRAY!!!!...PRAY!!!!...PRAY!!!!...PRAY!!!!...PRAY!!!!

Begin praying who God will bring to your team, how He will use you, and how you will be a blessing to the people you are going to serve. Pray that you will be willing to be used, that you will have a servant's heart and that God will open your eyes to be able to see the world around you through His eyes. Begin to form a pray team for your group; you will need true prayer warriors to intercede for you. Develop a theme for your devotions and have each member begin studying the Word in that area (i.e. faithfulness, sacrifice, endurance, prayer...). Assign prayer partners within the group. Continually remind your group that they need to be flexible! Things change, plans change, projects get shuffled around, people get sick, we see a more important need, flights are delayed...but we serve a sovereign God! Having a servant's heart is more important than a schedule! Showing the love of Christ to a lost person is the reason we are there. Encouraging one another with joy in our hearts and our attitude demonstrates that we truly believe what Jesus taught!

*⁷Beloved, let us love one another, for love is from God;
and everyone who loves is born of God and knows God.*

*⁸The one who does not love does not know God,
For God is love.*

1John 4:7,8

Next to a healthy prayer life, a healthy schedule is key to successful missions planning. There are many aspects of the mission trip which are time sensitive. Some scheduled events may be mandated by your church or organization, such as training; these events should be taken into consideration in your overall planning. Other events are usually based on the team and Servants 4 Him requirements and include the following items:

- Deadline for team signup
- Deadline for meeting individual and team fundraising goals

- Obtaining New passports / Renewing passports / Resolving passport and/or legal issues
- Deposits due in the mission field
- Airline tickets
- Team meeting schedule
- If packing together as a team, a team packing party
- Presentations to congregation or group
- Personal packing checklist
- Sending information to missionaries already in the field
- Clearance from doctors for any medical needs
- Team conference call or Skype meeting w/ the Servants 4 Him
- Set a time and location to meet and for boarding as a team.

Mission Team Leader

The election or selection of a team leader is vital to the success of the mission team. Whether the team leader acts as an organizer for the team or simply a point-man, depends upon the team and its needs.

The team leader is necessary for the team's function, but even more important is the team leader's interaction with Servants 4 Him. Because it is both impractical and inefficient for the S4H coordinator to converse with all the team members individually while the team prepares to depart for the mission field, the team leader becomes the spokesperson for the team to the field. While in the field, the team leader will be responsible for (or delegating) care for the team observing team behavior, attitude, and health. No one knows the team better than the team itself.

Spiritually, the team leader (or appointed spiritual leader) is critical before the team enters the field. Very often, the focus of a team can go from the sharing and experiencing God together to completing a physical assignment such as laying block or handing out tracks. The enemy (Satan) will always try to move the team's focus off of the Kingdom of Heaven to the world and on themselves in order to undermine the success of the mission. Prayer is not only suggested, but required for a successful mission. The team leader (or spiritual leader) should ensure that team meetings are saturated with spiritual focus. Also, it is advisable that each team member should set aside time (if they are not already) to spend with the Lord and His word in their daily lives.

Time will be set aside for the team (usually in the evening) to spend together discussing God's work and His word. The work occurs not only in the people of Guatemala, but in the missionaries who come to labor for the Lord.

Many teams read devotion together during this time, discuss the high points and the low points of the day, and then pray together or as individuals. The format for this time shall be determined before the arrival of the team to the field.

To help the team leader in his or her task, a simple list of responsibilities is provided below:

- Determine the number of "missionaries" (members) on the team
- Determine the focus of the team
- Select a date and duration for the trip
- Purchase airline tickets for the team
- Hold regular meetings with the team sufficient to communicate all vital information to both the team and to the mission field prior to departure
- Ensure the team has a healthy prayer life as a group and as individuals
- Help individuals resolve schedule, spiritual, or financial problems directly or indirectly
- Relay the needs of the team to the field by regular communication with Servants 4 Him
- Ensure all proper paper work is sent to Servants 4 Him, this includes:
 - Team Information Form
 - Missionary information Forms
- Ensure all team members have passports and they are both VALID and CURRENT
- Make sure the team knows what to expect by reviewing this mission trip information packet
- Insurance is required for individuals while out of country
- Be aware of all team medical conditions, locations of medicines, and first aid care needs for them

Team Goals

As you begin to plan your trip with Servants 4 Him we will discuss various projects that you might participate in. Perhaps you will be building a house, planning a VBS, building water filters, installing stoves, or working on a dental clinic. Each group is

unique. You may be asked to bring craft supplies, shoes for school children, hygiene products, or any number of things that might relate to your specific project. Involve your church, Sunday school classes and families as you prepare.

This is time to practice some Spanish phrases for evangelism, for playing with children and reaching out to the local people. They are gracious and friendly and love it when you try to speak to them in their language!

If you are musically inclined...we love to sing! Spanish or English! There is a list of Spanish worship songs at the end.

Perhaps most important, what do you hope to gain spiritually from this trip?

Team Members

"Though the United States has spent billions of dollars on foreign aid programs, it has captured neither the affection nor esteem of the rest of the world. In many countries today Americans are cordially disliked; in others merely tolerated. The reasons for this sad state of affairs are many and varied, and some of them are beyond the control of anything this country might do to try to correct them. But harsh as it may seem to the ordinary citizen, filled as he is with good intentions and natural generosity, much of the foreigners' animosity has been generated by the way Americans behave.

As a country we are apt to be guilty of great ethnocentrism. In many of our foreign aid programs we employ a heavy-handed technique in dealing with local nationals. We insist that everyone else do things our way. Consequently we manage to convey the impression that we simply regard, foreign nationals as 'underdeveloped Americans.' Most of our behavior does not spring from malice but from ignorance, which is a grievous sin in international relations. We are not only almost totally ignorant of what is expected in other countries, we are equally ignorant of what we are communicating to other people by our own normal behavior." The Silent Language by Edward I. Hall

Behavior Guidelines

The following guidelines have been formulated for the purpose of helping you to receive the greatest possible benefits from your missionary trip. Keep in mind that this is merely a summary of the type of behavior expected and it is to be supplemented by common sense and the fruit of the Spirit. In most instances you will be considered to be on an equal par with the missionaries and we want to be careful not to bring reproach upon the name of Christ and His Work.

- You are an ambassador for Christ. Courtesy is essential. Loudness and uncontrolled laughter are out of place and a poor testimony.
- A smile goes a long way. It has won more friends than thousands of words. Learn to use it even when you do not feel like it. Be friendly, but careful.
- Humility is another attribute of tremendous significance. The people with whom you will be are very sensitive to their social positions. Let them know that you are interested in them and their children, and are not ashamed to be around them. If you will listen and observe, you will learn much from them.
- A firm, but polite "NO" will discourage vendors of merchandise. Do not barter for a lower price unless you are really interested in making a purchase.
- Indicate a genuine interest in the lives and ministries of the missionaries and nationals with whom you come in contact. Do not hesitate to ask them questions regarding their activities.
- On occasion you will be entertained in private homes. Take advantage of every opportunity to lend a helping hand to household chores and strive to impart some spiritual blessing by your presence.
- Do not offer tips or information to customs or immigration officers unless requested.
- "Romantic alliances" with nationals and over-familiarity between men and women is not encouraged at all. The slightest degree of over-friendliness with those of the opposite sex is often misinterpreted in the Latin society.
- Promises to write or send pictures to anyone should be made only with the full intention of doing so. A good rule to follow is to ask them to write first.
- When in Guatemala we are representing Christ to all who see us.
- North Americans are famous for being in a hurry, too rushed to be considerate and patient with people. Show them that people are important to you. Greet them as you pass them.
- Guatemalans point with their chin. We use our fingers.
- Excuse yourself when leaving their presence. Don't just leave. Ask their permission to be excused.
- Project graciousness. Show that you accept Guatemalans as your friends and equals. (North Americans are noted and disliked for showing an attitude of superiority. This is sometimes because we are ill at ease and therefore aloof and unfriendly.)
- Always say thank you or muchas gracias after a meal. The echo will be "buen provecho". (May it settle well with you). You can't say "thank you" enough.
- Que Dios le (les) bendiga! Use this at the conclusion of your testimony or as a person leaves home.
- Bartering is a must. Don't barter if you don't want the item.

- Smile a lot. Latin Americans normally shake hands (or if both are women, give a pat on the arm) both when greeting each other and upon leaving after a conversation. It is proper for a man to offer his hand to a woman. Try to do as they do.
- Be polite - always. Guatemalan are generally very polite. Avoid the impression that you are talking about someone or laughing about someone.
- Always talk about the weather, place, or something, before you ask them a favor. Don't just "barge" in and say "Can I have...".
- Nursing mothers - you will see a lot of it. It is very common to see the lady pull up her blouse and feed the little one. Don't faint nor gawk.
- By conduct and attitudes share your faith with anyone possible.
- When you enter a room where nationals are, they should be greeted "en masse" if you are just passing through the room. But if you are joining the group, you should greet and shake the hands of each person in the group, even if you are excusing yourself from the group 2 or 3 minutes later, in which case you will shake hands of all around again.
- Don't crush the hands of the people. Most will be limp, but younger generation will be a bit firmer.
- Excuse yourself from a group with "con permiso". Never step away from the group without saying something.
- Don't talk politics.
- Losing your temper is considered an unforgivable weakness--or worse. Watch your testimony.
- When in a store, don't abruptly ask how much something costs, but ask if they have the item, and then how much. e.g. "Do you have any eggs for sale?" "Yes", "How much do they cost?" or "I would like some eggs this morning".
- Never compare a person to an animal, or call him an animal, even in fun(donkey, pig, "you turkey!").
- North Americans are also famous for being loud and boisterous in public. Show them that you can be courteous and reserved.

Time PRIOR to Departure

Set your date, confirm with Servants 4 Him & send \$500 non-refundable deposit, popular dates are reserved many months in advance!

1/3 of your trip costs are due 2 months prior to your arrival

1/3 of your trip costs are due 1 month prior to your arrival

final 1/3 of your cost is due the week before your arrival

6 - 9 Months

1. Apply for passport
 2. Check immunization requirements.
 3. Receive required immunizations
- Time may need to be allowed between multiple shots.

- A record of immunizations may be required for obtaining visas.

4. Consult with your doctor on recommended shots.

Tetanus is highly recommended for any construction project

3 - 6 Months

Begin visa application (if necessary).

Check insurance policies: Overseas coverage / Evacuation services - in case of illness, injury, sickness, travel accident (required)

2 - 3 Months

Research baggage regulations - travel agent or airline will have necessary information.

Scan copies of passports to Servants 4 Him!

2 Weeks

Make sure you have- Passport / Vaccinations (If needed) / Insurance

1 Week

Pack your luggage. When packing, do not seal anything. It is possible that boxes will have to be opened and unpacked at check-in. Pack all liquids in zip lock bags.

Departure Day

Have your passport and airline ticket - in hand.

Passport Issues

Third in line of devastating mission trip issues are passport problems. The other two are spiritual issues and lack of financial support. With passports there are several issues that can cause problems such as:

No passport

Legal Issues

Child support non-payment, Felonies, etc.

Expired Passport or one that will expire on your trip.

Lost passport

These issues are very common and all too often the cause of delayed or failed mission trips.

The key is to recognize these problems early. If a team member does not have a passport, one can easily be obtained, however, this process may take up to three months or longer. It is the responsibility of the team leader to recognize any problems with passports early in the mission planning process. If a team member has an expired passport, the passport can easily be renewed as well. However, this process can also take up to three months. Unfortunately, there are some problems that cannot be resolved in a few months or ever. Some of these issues include child support problems, criminal history, and citizenship.

Copies of your passports should always be at hand with your group leader when traveling into the country. The passports can be safely left with Servants 4 Him while in Guatemala. They are never needed during the mission trip except if it is the only photographic form of identification the team member has and wants to exchange currencies at the bank. Parents, guardians, or chaperones should retain the passports of children during travel.

For more information on obtaining or renewing a passport, visit:
http://travel.state.gov/passport/passport_1738.html

Customs Issues

There are a few things that every international traveler should be aware of as they cross from one border to another. Customs from both the departing country and arriving country share similar concerns but not always the same laws. Always follow customs regulations to avoid any delays in travel. Some restrictions are as follows:

Food Products

The regulations governing meat and meat products are very strict. Any kind of fresh, dried, or canned meats or meat products are not allowed. Even food products prepared with meat are not allowed.

It is advisable not to bring any fresh fruits / vegetables into the United States. There are many restrictions. Fresh fruits and vegetables can carry plant pests or diseases into the United States. Bakery items and certain kinds of cheese can be brought into United States.

Plants

The plants, cuttings, seeds, unprocessed plant products, and certain endangered species that are allowed into the United States require import permits; some are prohibited entirely. Threatened or endangered species that are permitted must have export permits from the country of origin.

Medication

Narcotics and certain other drugs with a high potential for abuse-Rohypnol, GHB, and Fen-Phen, to name a few, may not be brought into the United States. There are severe penalties for trying to bring them in. If you need medicines that contain potentially addictive drugs or narcotics (e.g., some cough medicines, tranquilizers, sleeping pills, antidepressants, or stimulants), do the following:

- Carry all drugs, medicines, and similar products in their original containers.
- Carry only the quantity that a person with that condition (e.g., chronic pain) would normally carry.
- Carry a prescription or written statement from your physician that the medicines are being used under a doctor's supervision and that they are necessary for your physical well being while traveling.

Immigration Forms

Every team member entering Guatemala will be required to fill out two forms. The same is also true for entrance into the United States. Examples of the USA forms are available here at :

http://www.cbp.gov/xp/cgov/travel/vacation/sample_declaration_form.xml.

Medical Issues

There are two medical conditions that need to be addressed prior to leaving for the mission field, existing and potential. If any member of the mission team has any existing medical conditions that are being treated by a physician, it is very important that the treating physician, the team leader and S4H are aware of the condition. The team member should ensure that they have adequate medicine and the permission of their physician for the length of the mission trip. All team medical information can be communicated to both the team leader and S4H coordinator by completing the Missionary Information Form.

The stress of travel and change in environment and physical activity can often cause illness if not addressed.

These problems include but are not limited to:

· Dehydration - Higher altitudes and heat can easily dehydrate the body. Drink plenty of purified water which always will be available. It is possible to dehydrate without sweating.

- Sun Burn
- Car sickness - Mountain roads may sometimes cause motion sickness.
- Allergies - Pollen and dust may cause problems in allergy sufferers.
- Gastrointestinal Illness - Commonly brought about by eating contaminated foods and drink.

All of these potential medical conditions can be avoided by following the proper safety precautions.

Always drink plenty of water, especially when working in the exposed sun. Dehydration occurs faster than the team member may be used to because of the elevation and emotional energy felt when performing mission work. Also proper protection from the sun can not only avoid burns, but greatly reduces the possibility of cancer later in life.

If the team member is susceptible to motion sickness, please let the mission coordinator or driver know in advance of leaving the airport for the mission house. Sometimes a seat next to the window or up front can ease the symptoms of the sickness. If the team member regularly requires medicine to counteract the symptoms of motion sickness, please have the team member bring the medication on the trip.

Allergy sufferers often feel the impact of the pollen and dust in Guatemala. If the team member regularly suffers from allergies, the team member should bring a decongestant, antihistamine, or prescribed drug to combat the allergens.

All food provided by S4H for the mission team is safe and clean. However, food sold in streets and some restaurants of Guatemala may contain some harmful bacteria or parasites. Also, water consumed by the mission team should be purified clean water. Always drink drinking water or "Agua Pura". The water from the public water system can have its problems. Some ice sold in stores or "Tiendas" is also not

suitable for consumption. Following these simple guidelines will spare the team many inconveniences.

Vitamins/Medications/Supplements

Keep all medicines, supplements in original bottles as much as possible. Pills in plastic bags look suspicious. Buy smaller bottles and take these with you. While first aid kits are provided for construction projects, you may want to consider buying a small first aid kit in case of a small medical issue.

Hygiene Issues

Don't forget soap, a wash cloth, a towel, a toothbrush and toothpaste, hand sanitizer, for times when you can't wash hands with water, baby wipes in small packs to take with you and shampoo /conditioner. Perfume and cologne are optional. These are not suggested if you are going to be outside for long periods of time or in an insect-rich area. Bugs are drawn to flower smells and you are more likely to get bitten. This also applies for hair products. Try to avoid these. It's a good idea to wear flip-flops in the shower or bathtub. This is good protection against fungal problems.

Sunscreen/Bug Spray

Be sure to wear sunscreen, with an SPF rating between 15 and 30 or higher, as you will be more susceptible to burns if you don't. Consider taking bug spray with you also. If you are going to mosquito-infested areas, this is important.

Transportation to Guatemala

The normal mode of transport to Guatemala is by plane. Many airlines now travel to Guatemala City, Guatemala. American Airlines, Delta, Continental, and Taca Airlines are a few of the several airlines that travel to Guatemala. If you are traveling from a neighboring country such as Mexico, transport by bus may be a viable solution as well. The following links may aid in procuring airline tickets:

Spirit Airlines - www.spiritair.com -

American Airlines - www.aa.com -

Delta Airlines - www.delta.com

Continental Airlines - www.continental.com -

Taca Airlines - www.taca.com

How to Pack & What to Pack

Dress for the Weather

Be sure to get a weather report for La Antigua, Guatemala - (http://www.weather.com/outlook/travel/businesstraveler/airportprofile/GUA?from=search_vert)

so you know if you are going to need a heavy jacket or a rain jacket or a T-shirt. Remember: You might have to consider various locations. The difference between a valley region and a mountainous area can be great enough to require heavier clothing.

Dress for Activities

You will need comfortable walking shoes at some point in your trip. Don't dress for fashion; be practical. Work clothes for the job site. Skirts or nice pants for church for women. Washers and dryers are available.

Dress for Modesty

Women this is a very modest society. Please be conservative. Pants are OK, shorts are not. Ask your mission trip coordinator if you have questions.

Food/Water Issues

This can be one of the scariest concerns of those going on international mission trips to places like the jungle or remote areas. You can't simply say no to food that has been placed in front of you because it looks uninviting. You will offend your host(s) and you defeat the purpose of being there, which is to show Christ's love. Pray and ask for God's grace!

Be sure to always pack medications like Pepto Bismal and some form of anti-diarrheal medication.

We suggest the chewable Pepto Bismal in case you can't locate water. Also, you can often get some form of antibiotic before you go on your trip if you visit your doctor in advance. A doctor might suggest amoxicillin or even ciprofloxacin (cipro tabs). Cipro is particularly good for stomach and intestinal bacterial infections.

If you have issues with blood sugar and require regular eating times, you might consider packing extra snacks such as peanuts or cheese and cracker packets, or even energy bars. These should be in original wrapping so that you don't have trouble getting through Customs. Don't take fresh fruit or vegetables. Be sure to check with your mission trip director to let him/her know your medical situation. You can get quickly dehydrated in the summer, without realizing it, especially in warmer climates.

Signs of dehydration: tiredness, confusion or fuzzy thinking, inability to concentrate, urine that is bright yellow gold, and salty lips when you lick them. The key is to keep hydrated. Gatorade/Water is provided on the worksites and is readily available in many tiendas. This is particularly good in areas where the sun will be blazing and you are working outdoors. Gatorade and Powerade products not only rehydrate, but they balance your electrolytes. Unbalanced electrolytes can cause major headaches and dizziness.

Packing/Suitcase

Frequently, suitcases are transported on the top of vehicles. It is not the time for that brand-new beautiful matching luggage! Make your luggage identifiable. Be sure ALL luggage, even *carryons*, have your name and address. A brightly colored tie is a good idea. Lots of people have the basic blue or black canvas luggage. You don't want someone picking up your bags by mistake.

Quick Packing - Suggested List of Important Items (Hint-Pack light!)

Bible, journal

- Anti-diarrheal meds and Dramamine for motion sickness
- Prescription Medications
- Toiletries
- Hand sanitizer
- Towel and washcloth
- Plastic bag for dirty laundry
- Appropriate dress and footwear
- First Aid kit
- Hat/Sunglasses for the sun
- Sunscreen/Bug spray
- Flip-flops for the shower
- Rainproof windbreaker that folds up, small umbrella (nice, not necessary)
- **Passport**
- Currency to exchange into Guatemalan Quetzales

- Camera and accessories

What not to bring

There are a few items which will not be needed in the mission field. Many items, although practical, are either useless in the field, or may provoke problems.

Below is a list of items that we do not suggest team members bring:

- Hair Dryers (not recommended)
- Expensive Jewelry - like diamond wedding rings.

Anything you couldn't live without if it got stolen or lost.

Safety Concerns

When preparing for mission work in Guatemala, safety for the mission team is a high priority and should be taken very seriously. Crimes committed are no different than many other countries and being street wise will make a big difference in having a successful mission trip. Some of the many common crimes are Car Theft · Pick Pocketing · Credit Card Fraud · Robbery The above crimes are common but can be avoided by using everyday street smarts such as not carrying an excessive amount of cash, locking doors and windows, staying in a group and staying in populated areas. Safety begins when you pack. Dress conservatively. Avoid the appearance of affluence. Carry the minimum amount of valuables necessary for your trip and plan a place or places to conceal them. Avoid hand bags, fanny packs and outside pockets which are easy targets for thieves. Inside pockets and a sturdy shoulder bag with the strap worn across your chest are safer.

Handling Money/Passport

While traveling to and from Guatemala, be sure to keep your passport on you at all times. Don't just lock it in your suitcase. It is also wise to make a copy of your passport inside flap that has your passport number and picture in case your passport gets stolen or misplaced. Put the copy in another area, not on your person. And remember to bring a copy for S4H files.

As an option for carrying large amounts of cash, Travelers Checks can be used in transactions with local banks; as well there are several ATM's available in Antigua.

The local currency is the Quetzal, named for the national bird. Exchange rates fluctuate but generally between 7.45 and 7.9 Quetzales per dollar.

Insurance

Servants 4 Him does not provide insurance for the teams coming to serve in Guatemala. **Every member of your team MUST be covered by a recognized international insurance agency.** S4H does not endorse any one particular insurance agency; however, the following companies provide short term insurance for missionaries and teams in foreign countries:

Adams & Associates International -

http://www.aaintl.com/ins_travel.cfm

P. O. Box 5845 , Columbia, SC 29250-5845

Toll Free 800-922-8438 - Phone - 803-758-1400

Good Neighbor Insurance -

<http://www.gninsurance.com>

620 S Winthrop St., Gilbert, AZ 85296, USA

Toll free: 866-636-9100 - Phone: 480-813-9100 - Fax: 480-813-9930

Email: info@gninsurance.com

Communications

Direct dial service to the U.S. is available throughout the country. Servants 4 Him has phones available for emergency and family calls to the US. Internet, SKYPE are also available. You will be given all the numbers before your team leaves.

The Mission Trip

Arriving & Departing — Guatemala City Airport

Arrival

When you arrive in Guatemala, follow the visible signs saying "Immigration" that will lead you to the customs & baggage claim areas. There you will have your passport reviewed and stamped by Guatemalan Customs agents. As with the United States, no photographs are allowed to be taken in the customs area. Wait times vary through customs, anywhere from 10 to 30 minutes.

Be aware that bags are randomly checked and inspected. You increase your odds for inspection when items are packed in boxes rather than suitcases. Packing

project materials in suitcases is the best option. There may be some gentlemen who want to assist you with your luggage at the baggage claim. If you choose to use them, expect to pay a tip of about two US dollars per person or 15 to 20 Quetzales. (You don't need them if you have strong men in your group!)

After claiming the teams' luggage, exit the baggage claim area, down the hall to the airport exit. Before you reach the door you will be expected to give the second customs form to an attendant. Past this point you can start looking for a team member of Servants 4 Him.

Departure

Remember to save Q20.00 - \$3 per person/missionary for airport taxes when leaving the country. After checking baggage at the ticket counter, proceed to the bank window where you will receive a stamp placed on your ticket to show you have paid the taxes.

Maps of Guatemala and Antigua

<http://www.iglesiadelcaminogt.com/downloads/missionteams/GuatemalaMap.pdf>

<http://www.iglesiadelcaminogt.com/downloads/missionteams/AntiguaMap.pdf>

Guatemalan Government Sites

Guatemalan Tourism Dept Home Page

<http://www.visitguatemala.com/nuevo/mainE.asp> (English)

US Government Websites & Information

US Passports Information, Forms, & Applications Home Page

<http://travel.state.gov>

http://travel.state.gov/passport/passport_1738.html

Form DS11 First Time Passport Application

Online Fillable Form - <https://pptform2.state.gov/DS11/MainDS11.aspx>

Online Printable Form - <http://foia.state.gov/FORMS/Passport/ds0011.pdf>

Form DS82 Renewal of US Passport

Online Fillable Form <https://pptform2.state.gov/DS82/Eligibility.aspx>

Online Printable Form <http://foia.state.gov/FORMS/Passport/ds0082.pdf>

US Embassy to Guatemala

Home Page <http://guatemala.usembassy.gov>

Passport Registry - US Embassy <https://travelregistration.state.gov/ibrs/>

Other resources:

<http://home.snu.edu/~hculbert/slogans.htm>

<http://home.snu.edu/~hculbert/short.htm>