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mission team handbook: arizona

Lifeline Christian Mission | Lifeline.org

Welcome Mission Team Member!

Thank you for considering a short-term mission trip with Lifeline Christian Mission. We look forward to serving with you to glorify God.

Preparation begins in your heart long before you arrive at your destination. Get ready, God is going to minister both in you and through you.

We will be praying for you and your group, as you begin to seek God's will and prepare for your short-term mission trip.

Serving Christ,

Keith Dimbath, VP of Missionary Development

Christi Dimbath, Director of Missionary Development

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Preparing for Your Trip

- To schedule a mission trip or check availability, contact Cathi Lester at cathi.lester@lifeline.org or 614-749-0108. Schedule trip dates early as the schedule fills up quickly.
- All ***first time*** **team leaders** to Lifeline must communicate with Keith Dimbath, Vice President of Missionary Development, at keith.dimbath@lifeline.org or 614-794-0108, to ensure Lifeline's goals and Team Leader goals harmonize.
- **Minimum age limit:** 6 years of age for U.S. trips. Group Leaders may set their own, more restrictive limits.
- **Maximum number**: Lifeline can accommodate approximately 25-30 (depending on gender) at Red Sands.
- We invite you to visit our website, www.Lifeline.org, to learn more about Lifeline Christian Mission.

Frequently Asked Questions

Where will we sleep?

- Men's and women's air-conditioned dormitories equipped with bunk beds, showers, sinks and modern restrooms. There may be a snorer in your dorm. Bring earplugs just in case.
- Bedding and towels are provided unless otherwise instructed. A lightweight blanket may be needed. We have a few but not enough for everyone.

What will we eat and drink?

- All water provided by Lifeline is safe to drink.
- Meals will be prepared by team members. Everyone will take turns serving on the kitchen crew. Menu and instructions will be given in the field. No special preparation is required. The only requirement is a willing heart and everyone must take his or her turn on this assignment.
- **Food Allergies:** In case of food or other allergies. Please inform Lifeline as to the nature and severity of the allergies. Those with more severe allergies, such as gluten type allergies, should come prepared with their own special food products to supplement the meals we provide

What is my financial contribution for the trip?

- Your contribution includes airfare, ground transportation, meals and accommodations in the mission field, some service project costs and program support. Trip contributions are **non-refundable.**
- Once trip dates are confirmed, your team leader will receive a **contract** indicating contribution due dates.
- Lifeline accepts checks and all major credit cards. Applicable fees will apply to all credit card contributions.
- If donating by check, the team leader will collect all trip contributions and send **one check** to Lifeline at the contribution deadline.
- **NOTE:** In order for contribution to be tax deductible, do not include the team member's name on the Memo line.

Cancellation procedures:

We understand that from time to time a ***team member may need to cancel their trip***. Please be advised of the following policies:

Refunding trip donations: Due to the nature of tax-deductible donations, per IRS policy, Lifeline Christian Mission (LCM) is unable to refund donations made for trip purposes.

Refunding commercial airline ticket: LCM will cancel the ticket and the team member will then own said ticket voucher for future use, per airline terms. The person who cancels retains the value of their cancelled ticket in the form of the ticket voucher, not refunded cash.

Rescheduling the cancelling party's trip: LCM will honor the cancelling party's desire to participate on a future LCM trip with said ticket, with the trip participant incurring an additional cost of the change fee (may be up to $250, as determined by airline), provided the cancelling party travels within one year of the **original ticketing date**. LCM will keep all funds donated for the purpose of the trip, and the traveler will not have to pay another deposit.

Under unique and unusual sets of circumstances***, Lifeline Christian Mission may need to cancel a trip***. Should this be necessary, please be advised of the following procedures:

Refunding trip donations: Due to the nature of tax-deductible donations, per IRS policy, Lifeline Christian Mission is unable to refund donations made for trip purposes.

Rescheduling trips: Lifeline Christian Mission will make every effort to reschedule any cancelled trips, in which case team members will not be asked to make any other trip donations. LCM will bring whoever cancelled to Arizona, using the ticket voucher, within one year of the

ticketing date (assuming that is the airline's terms). LCM will keep all funds donated for the purpose of the trip, and the traveler will not make another deposit donation.

Refunding commercial airline ticket: If a team member is unable to make the rescheduled trip date work with his/her schedule, LCM will cancel their ticket and the team member will then own said ticket voucher for future use, per airline terms. They retains the value of their cancelled ticket in the form of the ticket voucher, not refunded cash.

Additional Expenses *not* included in your contribution to Lifeline:

- **Flight interruption costs**, such as hotel, meals, tips, etc., during travel to/from the mission or expenses incurred as a result of canceled flights, delays or missed flights for any reason.
- Money for snacks, meals, souvenirs, checked baggage fees and airline tips during travel.
- **Checked baggage/luggage fees**. Please verify the current baggage limitations/fees with the airlines or Cathi Lester.

What should we wear?

Bring seasonally appropriate, modest clothing. Think conservative and comfortable. Your appearance may affect the way the Navajo people perceive (and receive) you.

- Dress is casual. Bring enough clothing for the duration of your stay at Red Sands. No laundry service is available. Clothing may be stained by the red sand, especially whites.

Men:

- Men may wear shorts or jeans for work. No holes in jeans/shorts or exposed underwear. Please no tank tops, muscle shirts or low armhole tanks. Shirts must be worn at all times except in the dorm.
- **Church Attire:** Slacks or nice jeans; collared shirt. No shorts or sleeveless shirts.

Ladies:

- Jeans, slacks, capri's and shorts may be worn.
    - Short length should be at least to fingertips when arms are extended at side. (If you are concerned that they might be too short, they probably are).
- Halter tops, low-cut necklines, racer back tops, spaghetti straps, short shorts, exposed underwear or bras, large arm holes, holes in jeans/shorts/etc. or bare midriffs are not permitted at any time during the trip.

- Yoga pants, leggings or other tight pants may only be worn under a long tunic top (covers the hips).
- **Church Attire:** Nice pants, jeans or skirts at least knee length. No shorts.

Shoes (both men & women)

- Comfortable walking/work shoes with closed toes, such as sneakers or work boots for working and walking. Nice shoes for church services.
- Flip flops/shower shoes for in dorm/shower. Sandals and flip-flops are not permitted at the worksites. Never go barefoot.
- ***Please review information regarding appropriate dress. Bringing clothing that is inappropriate for this culture may result in a trip to the discount department store to purchase clothing appropriate for this trip.***

What is the average temperature at Red Sands?

	Jan	Feb	Mar	Apr	May	June
Average high in ^{O}F	47	54	62	70	79	90
Average low in ^{O}F	21	26	31	37	45	54

	Jul	Aug	Sept	Oct	Nov	Dec
Average high in ^{O}F	93	90	83	72	58	47
Average low in ^{O}F	62	61	53	40	29	21

What should we bring?

- Airline ticketing information (if applicable, see team leader)

- Bible
- Clothing & Shoes: modest apparel (see above for guidelines) and nice outfit for church service
- Devotion (Schedule will be in Final Packet information)
- Earplugs –there may be a snorer in your dorm
- Flashlight
- Insect repellent (Aerosol containers must be in checked luggage, per federal regulations.)
- Health Insurance information (personal insurance card)
- Jacket (it gets cool, even on summer evenings)
- Journal & pen (optional)
- Lightweight blanket (optional); we have a few but not enough for everyone.
- Money:
    - Tips and food at airports on travel days
    - Offering church service
    - Souvenirs **(cash)** for souvenirs made by local Navajo.
- Personal medications
- Photo ID, such as driver's license – **Beginning October 1, 2020, you will need a REAL ID-compliant license or another acceptable form of ID, such as a valid passport or U.S. military ID, to fly within the U.S.**
- Saline spray or Vaseline for nose, especially those prone to nosebleeds; body lotion. Red Sands is located in the high desert. It is very dry!
- Sleepwear
- Snacks for your personal use (optional).
- Sunglasses, sunscreen and lip balm
- Toiletries (toothbrush, shampoo, etc.)
- Water bottle
- ·Work gloves

*Sheets, pillows and towels will be provided.

**Alcohol, cigarettes, e-cigarettes, tobacco, illegal drugs are not permitted at any time during the trip.

What documents/forms are needed?

- **Online application form**: Your team leader has a link to this form. **All** team members must complete ASAP (including returning mission team participants).
- **Background Check:** For the safety and security of the children we minister to and members of visiting teams, Lifeline requires a criminal background check for all short-term mission trip participants age 18 and older. This service is provided by Good Hire. Good Hire Specializes in conducting background checks for volunteers in full compliance with applicable state and federal laws and guidelines, including the Fair Credit Reporting Act.

Parental Consent

- All minors (under age 18) not accompanied by both parents, MUST have a signed, notarized parental authorization. This document must include parental permission to travel to Arizona and designate an adult on the team to act on behalf of the parents in case of emergency or sickness/accident.

Are immunizations/medications required?

First-aid supplies are available for the treatment of minor cuts, abrasions, diarrhea, etc. However, if you have medication you must take regularly or over the counter medications that you prefer, be certain to bring them with you.

- **Immunization for Tetanus/Diptheria** should be up to date.
- **Insurance:** Personal health care insurance plans will cover medical care or emergencies while in the United States. Be sure to bring your health insurance information (health insurance card or copy of front & back of the card).
- Lifeline is not responsible for loss suffered due to illness, accident, theft or injury occurring at any time in relationship to your mission trip.

What will we do?

- An orientation and review of the schedules will be among your first activities after arriving on the mission field.

- Be flexible! Schedules often change on the mission field.

- **Devotions -** All team members will share a devotion of their choice for one of the daily team devotion times. On larger teams you may be paired with a teammate. Contact your team leader if you need assistance. The devotion schedule will be included in a Final Packet.

- A **Final Information Packet** will be emailed to you approximately 10-14 days prior to your departure. Included will be an activity schedule, devotion schedule, kitchen crew schedule and any last minute information, etc. If you do not have email access, check with your team leader.

Your team may participate in some of the following ministries:

- **Cooking/Meal Preparation for Team**

  Everyone will take turns serving on the kitchen crew. No special preparation or skills needed. Lifeline provides a daily menu and instructions will be given in the field. The only requirement is a willing heart and everyone must take his or her turn as assigned.

- **"The Least of These" Ministry**

  Mission team members, accompanied by Lifeline staff, will participate in a ministry to the homeless/street people in Winslow. There are two parts to this ministry:

  - ***Lunch ministry.*** The team will host a meal for the street people at a facility in Winslow. Team members will prepare and serve the meal. The team should come prepared to present a devotional thought and a brief time of singing (group singing, a special number by the team, or both). Team members will have the opportunity to visit and pray with the people as they eat. Small gifts such as socks & toiletries may be given to our guests.

  - ***Drive and pray.*** Team members, accompanied by Lifeline staff, will travel through the streets of Winslow to visit with street/homeless people at various locations – alleys, curbside, etc. At each stop the group will deliver a sack lunch (usually peanut butter and jelly sandwiches, bottled water, snacks, etc.), and clothing items such as socks. You will also have an opportunity to spend a few minutes visiting and praying with the recipients.

  Suggested items you may bring for this ministry: Bottled water, fruit, trail mix, granola bars, peanut butter, bread, jelly, zip lock sandwich bags, peanut butter sandwich crackers; hygiene kits: soap, toothbrush, toothpaste, wash cloths, shampoo, conditioner (hotel size work well), wet wipes, combs, lip balm,

hairbrushes, paper lunch sacks, underwear (men's & women's), bibles, gloves, hats (baseball or winter), backpacks, rain ponchos, etc.

**It is not necessary to bring all items listed. Bring what you can. There will be an opportunity to purchase some of these items at a local discount department store, if desired.

- **Music**

  Those with the ability to sing or play a musical instrument are encouraged to do so for church services and/or for our own work team devotion times. All musical instruments must be brought with you. The team may sing a group special at the worship service.

- **Youth Meeting**

  Work teams will have an opportunity to participate in an evening youth meeting with the local teenagers (middle school/high school). This is a great opportunity to minister to and encourage the youth. The meeting lasts about 90 minutes and usually includes a lesson or devotion, games or recreation and refreshments. Come prepared with a brief Bible story or devotion and a game/recreational activity.

- **VBS/Kid Camp type program**

  VBS may be held during the months that school is not in session (usually June & July). If you plan to present a program, you **must notify Lifeline *in advance.*** If interested, please contact Keith or Christi Dimbath at christi.dimbath@lifeline.org or keith.dimbath@lifeline.org. for more specific details.

  VBS is usually held for 1 or 2 days, approximately 2.5 hours. Come prepared with **crafts, snacks** and **recreation** for the children; plan on approximately 50 – 100 children per VBS.

  Crafts:

  All materials needed for the craft must be brought with you (i.e. crayons, glue, paper, scissors, yarn, etc.).

  Crafts should be prepared (cut out, ready to assemble, etc.) in advance of your trip. It is helpful to place them in individual zip lock type bags.

  - Make samples of each craft in advance to use as a guide for the children so they understand what the finished item will look like.

  Snacks:

Healthy, simple & individually packaged (for easy distribution), such as boxes of raisins, bags of pretzels, peanuts, granola bars, etc.Snack may be purchased at Walmart in Winslow.

Recreation:

Plan something simple such as playing ball, relays, parachute, etc. All sports equipment and/or supplies needed for recreation must be brought with you.

- **Construction/Equipment/Repairs/Maintenance**

  Projects may include: construction, painting, plumbing, carpentry, repair work (appliances, vehicles, equipment, etc.), landscaping/gardening, digging, etc. Tools will be available in the field unless otherwise instructed. Bring your own **work gloves** and **water bottle**. If painting projects are scheduled, teams may be asked in advance to bring paint brushes, rollers, trays, etc. as needed.

- **School Chapel Devotion**

  When school is in session, your team may have an opportunity to present a devotion for the school children. You may present a Bible story, skit or object lesson. Time limit: Up to 30 minutes.

Important Phone Numbers

Lifeline's Ohio Office: 614-794-0108

Monday – Friday 9am – 5 pm EST

Cathi Lester: 614-794-0108 - Weekdays 9 pm – 5 pm EST
614-949-8879 - Evenings and weekends

Brian Snyder: 928-240-2760 (emergencies only)

Mission Procedures & Guidelines

Conduct should honor and glorify Christ.

- Be flexible!
- Be on time!
- Drink lots of water to keep safely hydrated. The high desert is very dry and dehydration can occur very quickly.

- Conserve water and shower quickly. Red Sands is located in the desert & water is precious.
- No guys in the girls dorm. No girls in the guys dorm.
- Saline spray or Vaseline is good to use in your nose, especially if you are prone to nosebleeds (due to extremely dry air).
- Do not go barefoot. Even inside wear something on feet as much as possible.
- Wear sunscreen and reapply often…even when cloudy or cool.
- Please apply sprays outside.
- Wear insect repellent during the monsoon season (July – October).
- Please apply sprays outside only.
- Snakes reside in Arizona. They can be dangerous. If you see one, don't mess around with it. Back away and report it to a Lifeline staff member.
    - When picking up rocks, lift them facing ***away*** from you, there might be an unfriendly critter underneath. If possible, move rock with a stick first.
- Adults from your group MUST supervise children/youth at ALL times.
- No one is to go off alone at any time.
- Please do not leave the mission campus unless instructed to do so by the Lifeline Coordinators.
- Cell phones may be used during free time only, not during the scheduled work day (meal times, devotions, ministry times, etc.).
- Wifi access will not be available for team members.
- When you arrive at the Lifeline campus, an email will be sent to the contacts listed on your online application informing them of your arrival.
- Non-Christians and members of Christian faith backgrounds other than Christian Church/Church of Christ are welcome but must abide by Lifeline's policies, respect Lifeline's doctrinal position and do nothing to act contrary to or against the mission beliefs. Our primary objective is to evangelize or enhance the evangelistic work of the church/mission.

****Gift Giving:** Giving money or gifts directly to people undermines the sharing of the gospel of Christ and harms the objectives of the program. <u>No cash gifts given to anyone.</u>

- Lifeline reserves the right to refuse participation to those with high-risk health problems or have conducted themselves in an improper manner on a past trip. All participants must be physically and emotionally able to share in the scheduled activities.

- No pets, please.

Travel Information

If arriving by air: Lifeline Christian Mission will arrange your airline reservations.

***If any team member is planning to add a vacation or side trips to your itinerary, please contact Cathi ASAP for additional information.

****If traveling by land,** plan to **arrive between 3 – 5 p.m.** We will begin our adventure together with supper at 6 p.m.

- Contribution deadlines, flight itineraries and terms/conditions of the airline will be sent to your team leader.

- Your Team Leader will receive airline flight itinerary and t-shirts approximately 2 weeks before travel.

- If you do not have a team leader check with Lifeline's Travel Manager, Cathi Lester at cathi.lester@lifeline.org or 614-794-0108.

At the airport

- Each person is permitted two checked bags. The airlines will charge a fee for each bag (except Southwest Airlines). There are also airline fees for overweight and excess luggage. Lifeline does not reimburse or pay baggage fees, excess baggage or overweight bags. Check with the airlines or Cathi Lester prior to packing.

- Only one carry-on and one personal item (purse, camera bag, etc.) permitted per person.

    - Pack all essential items, personal medicines, and at least one or two changes of clothing in your carry-on bag in case some luggage does not arrive on the same flight.

- Not all airlines allow us to pre-assign seats, so you may not all sit together. Be flexible.

Cultural Tidbits (Generally speaking)

- **Pointing:** Navajo point with their mouth, not with fingers.
- **Eye contact**: You may notice that often the Navajo do not make eye contact. They are not necessarily rude or disinterested; many feel they give you a part of themselves when they make eye contact.
- **Fishy handshake:** They will offer their hand but it is usually fishy; take their hand but don't pump it.
- **More reserved:** Not a lot of loud or idle chit chat, etc.
- **Photos:** Always ask first, and respect their answer. There may be times we will ask you not to take cameras/photos. At other times, take 1 or 2 cameras and share photos later.

Team Leader's Responsibilities

Provide each team member with:

- **Link** to Lifeline's **Online Application Form**. This form is mandatory for ***every participant*** for ***every trip*** taken with Lifeline. You will receive the link to these online forms to share with your team.
- **Background check.** Inform team members that background checks will be conducted on all team members age 18 and older. If a team member has already had a background check within 1 year of travel date, a letter from the church stating this must be provided. Contact Cathi Lester for information as to what is to be included in the letter.
- Distribute **Mission Team Handbook** and review with team members.

Parental Consent

All minors (under age 18) not accompanied by both parents, MUST have a signed, notarized parental authorization. This document must include parental permission for the child to travel and designates an adult on the team to act on behalf of the parents in case of emergency or sickness/accident. If needed, contact Cathi Lester at 614-794-0108 or cathi.lester@lifeline.org.

- **Prepare team members** for ministry opportunities in the field such as presenting a devotional, etc. ****NOTE:** If you are combined with other teams, upon request, Cathi (cathi.lester@lifeline.org) will provide you with email addresses of all team leaders so you can discuss and divide the responsibilities.

- **Oversee** pre-field team building, team members' adherence to mission policies in the field and spiritual oversight.
- **Debrief** team upon returning home to help team members assimilate back into their own culture.
- **Coordinate** the collection of all ministry items to be taken to the mission field (IE - items for The Least of These Ministry, VBS supplies, etc.)
- **Submit** to Lifeline a list of purchased and/or donated ministry items you will be taking to the mission field. Lifeline must report Gifts in Kind (donated items) to the IRS. Team Leaders may present this information to Lifeline's office in Ohio in advance or to the Lifeline Coordinator in the mission field.
- **Collect** trip contributions and send to Lifeline by the due dates.
    - ○ Once trip dates are confirmed, the team leader will receive a voucher indicating contribution due dates.
    - ○ Lifeline requests that the sending organization (church, campus ministry, college, etc.) be responsible to collect/receive money from the participants, and then send **one** check to Lifeline at each contribution deadline.
    - **NOTE:** In order for contribution to be tax deductible, do not include the team member's name on the Memo line.
    - ○ **Late Fee:** After the due date, please add $50 **late fee** per person, per contribution due date.

Contribution Deadlines & Required Forms

Non-refundable deposit: Due at time of booking trip -$100.00 per person

- **Contribution #1 and Information Forms:** Due, with contribution #1, approximately 140 days prior to trip/travel date.
- **Online Application**
- ·**List of team member's names** *(complete names as they appear on ID*). **Beginning October 1, 2020,** you will need a **REAL ID-compliant license** or another acceptable form of ID, such as a valid passport or U.S. military ID, to fly within the U.S.

If arriving by air

- **Contribution #1** In order for airline tickets to be secured, all online forms and requested paperwork MUST be completed and received by Lifeline with the first contribution (Due approximately 140 days prior to trip/travel date

    - $600.00 deposit toward purchase of airline ticket.

    - **Note:** If ticket cost is less than $600, which is generally the case, the difference between cost of ticket and $600.00 will be deducted from the second contribution. IE – if airline ticket is $450, the $150 will be deducted from Contribution #2, making contribution #2 = $350. You will be informed of the actual ticket cost before 2nd contribution is due.

- **#2: Balance due** 60 days prior to trip/travel date.
  Anyone wishing to add to the group after the 1st deadline may do so on a space available basis, subject to any increase in airline ticket cost imposed by the airlines. Contribution in full will be due immediately at booking.

If arriving by car/train

- **Contribution #1**

    - $515.00. If received after the due date, please add $50.00 **late fee** per person.

- Lifeline includes one **t-shirt** per person and asks team members to wear it on travel days.

Lifeline's Responsibilities

- **Arranges** airline travel, in-field transportation, meals and ministry opportunities.
- **Provides** the **Mission Team Handbook** which includes FAQ's and information to help you and your team prepare for your mission trip.
- A **Final Information Packet** will be emailed to each team member (approximately 10 – 14 days prior to trip date). This will include a daily activity schedule, devotion schedule, kitchen crew schedule and other helpful information. The flight itinerary, if applicable, will be emailed to Team Leader separately.
- **Coordinates** all in-field activities, schedules and work projects.
- **Conducts** an in-field orientation to the mission, facilities, projects, culture, and ministries.

Questions?

Travel related questions: contact Cathi Lester at 614-794-0108 or cathi.lester@lifeline.org.

Field related questions: contact Keith or Christi Dimbath at 614-794-0108 or keith.dimbath@lifeline.org; christi.dimbath@lifeline.org