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mission team handbook: ecuador

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.
- Apply for **passports** early; allow a minimum of 8 weeks for processing. **NOTE:** Those who hold a current passport: **it must be valid at least 6 months** after entry into the country.
- **Minimum age limit:** 12 years old for international trips. Team Leaders may set their own, more restrictive limits.
- We invite you to visit our website, www.Lifeline.org, to learn more about Lifeline Christian Mission.

Frequently Asked Questions

Where will we sleep?

- Teams are housed in an apartment with multiple bedrooms. It is furnished with bunk beds, showers and modern restrooms.
- Bedding and towels are provided.

What will we eat and drink?

- Lifeline will provide bottled water.
- Meals are prepared by team members at the apartment. Some meals may be in local restaurants.
- **Allergies:** Please inform Lifeline in advance as to the nature and severity of any food allergies. Those with more severe allergies, such as gluten or dairy allergies should bring their own food products to supplement the meals we provide.

What is my financial contribution?

- Your contribution includes airfare, exit taxes, short-term medical insurance, ground transportation in country, translator, 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 credit card transactions.
- If donating by check, the team leader will collect all trip contributions and will send **one check** to Lifeline at each contribution due date.
 - **NOTE:** In order for contribution to be tax deductible, do not include 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 procedures:

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 their tickets and the person 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 return to Ecuador on a future LCM trip with said ticket, with the trip participant incurring an additional cost of the change fee (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** due to political unrest, natural disaster, etc. 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 Ecuador, 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 have to make another deposit donation.

Refunding commercial airline ticket: If a traveler is unable to make the rescheduled trip date work with his/her schedule, LCM will cancel their ticket and the person will then own said ticket voucher for future use, per airline terms. The person 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:

- **Passport and immunization expense.**
- **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.

What should we wear?

Bring seasonally appropriate, modest clothing. Think conservative and comfortable. We want to be sensitive to the local culture, customs and expectations.

- Bring enough clothing for the entire trip. Laundry services are available for a fee (team members responsibility).
- Bring clothing for church, teaching at the school and a few work outfits (grubby type).
- It is cool during the day and cooler when the sun goes down. It is best to dress in layers. No sleeveless shirts, please.

Church services & 1st full day: Business casual

Men: Pants (khaki type) or dress jeans and a collared shirt.

Ladies: Skirt or dress (at least knee length) or nice pants & top.

All: Comfortable walking shoes

Other days at the school & shopping/visit Quito:

Modest casual: nice jeans or pants. **Yoga pants, leggings or other tight pants** may **only** be worn under a long tunic top (covers the hips).

- **Ladies: Shorts are not permitted** at any time during the trip except in the sleeping rooms..

Please do not bring the following: holes in jeans; exposed underwear, tank tops, muscle shirts, low armhole tanks or sleeveless tops.

What is the average temperature?

Quito is at **9,350 feet above sea level**. During the day, it rarely gets any warmer than 75°F degrees. Once the sun goes down, it can get down to 50°F degrees until morning. It is best to dress in layers.

However, because Quito is at zero latitude, you should protect yourself against the sun.

Due to the altitude, altitude sickness may occur. It is important to drink plenty of fluids and take it easy the first day or so. Some symptoms include fatigue, persistent headache or nausea as well as insomnia.

What should we bring?

- Airline ticketing information (will be sent to the team leader)
- Bible
- Clothing & shoes (modest apparel)
- Copy of the first two pages of passport (picture pages)
- Earplugs – there might be a snorer in your room
- Flashlight
- Jacket
- Money:
 - Offering for 1- 2 church services
 - Tips and food at airports on travel days
 - Souvenirs on shopping day in the mission field
- Passport
- Personal medications (pack in carry-on bag)
- Photo ID such as a driver's license (optional)

- Sleepwear
- Snacks for your personal use (optional).
- Sunglasses, sunscreen & lip balm
- Toiletries (toothbrush, shampoo, etc.)
- Umbrella and/or raincoat
- Water bottle

*Sheets, pillows and towels are provided

Ecuador uses the same electricity as the U.S. Travelers from the U.S. will not need a converter or adapter.

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

What currency is used in Ecuador?

Ecuador's currency is the U.S. dollar. Ecuador also mints their own coins, known as centavos. They are the same value and size of US cents coins. It is best to bring small bills. Anything larger than a \$20.00 bill can be difficult to get change, even at a bank. You may be given change with a mix of Ecuadorian centavos and US coins.

Ecuador is a cash economy. Most places do not accept credit cards (except some tourism related services).

What documents 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).
- **Passport:** A passport is required. Apply early. **Passport must be valid for at least 6 months after entry into Ecuador.**
- **Copy of passport:** Give a copy of the first two pages (photo pages) to your team leader to be sent to Lifeline.
 - Bring an additional copy of the photo pages with you. Pack passport copy separate from passport.

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 leave the country and designate an adult on the team to act on behalf of the parents in case of emergency or sickness/accident.

Will we have an opportunity to visit our sponsor child?

- If you sponsor a child through Lifeline, you may bring a small *gift for your child and his family. You will have an opportunity to visit with your child and present the gift.

*Gifts may contain **only** the following items:

- Book or coloring Book – English or Spanish
 - Article of clothing
 - Game for the family
 - Close to trip date, sponsor may be made aware of a specific need for your child.
- If you are interested in sponsoring a child, we recommend you contact Sponsor@Lifeline.org, call 614-794-0108, or visit www.Lifeline.org/Sponsor several weeks prior to your trip departure date to select a child.

Are immunizations/medications required to travel?

If you have medication you must take regularly or over the counter medications that you prefer, be certain to pack it in your carry-on bag.

There are no immunizations required by Lifeline, the U.S. government or the country of Ecuador. You should consult your personal physician to determine recommendations for your personal health needs.

Recommendations:

The following immunizations should be up to date:

- **Tetanus/Diphtheria:**
- **Measles/Mumps/Rubella**
- **Poliovirus Vaccine**

Oral vaccine for Typhoid: *Optional*

Traveler's Diarrhea (TD) In general, the CDC does not recommend taking antibiotics to prevent TD.

Hepatitis A Vaccine (permanent): *Recommended* for frequent international travelers and health care workers.

Hepatitis B Vaccine: *Recommended for healthcare workers*

What will we do?

- An orientation and review of the schedule will be among your first activities after arriving on the mission field.
- Be flexible! Schedules often change on the mission field.
- A **Final Information Packet** will be emailed to you approximately 10-14 days prior to your departure. Included will be an activity schedule, kitchen schedule and last minute information. If you do not have email access, check with your team leader.
- **Serve the school and community** in a variety of ways. You may participate in some of the following:
 - Attend San Pablo Church
 - Community prayer walk
 - Deliver a program to each grade/class (programs are developed with the input of school staff and the overall skill sets of the team)
 - Special projects
 - Maintenance work on the school
 - Interactive group luncheon with families of sponsored kids and sponsors
 - Interactive group luncheon with the staff
 - Children's worship service
 - Educational field trip with one or two classes to a site concurrent with their studies
 - Experience the sights and culture of Quito, Ecuador.
- **Cooking/Meal Preparation for Team**
 - Everyone will serve on kitchen duty. No special preparation is required. Lifeline provides a menu and purchases all food for work teams. Instructions are given in the field as to the team members' responsibilities. The only requirement is a willing heart and everyone must take his or her turn on this assignment.

Important Phone Numbers

Make note of these phone numbers before travel date.

- **U.S. phone numbers**
 - Lifeline Christian Mission (U.S.): 614-794-0108
(Monday – Friday 9am – 5 pm EDT)
 - Cathi Lester: 614-794-0108
(Monday – Friday 9am – 5 pm EDT)
614-949-8879 (after 5:00 p.m. & weekends)

- **Nuevos Amigos (school) (Emergency only)**
 - 593-02-320-1918 or 593-02-225-3597

Mission Procedures & Guidelines

Conduct should honor and glorify Christ. You will be serving as missionaries, representing Jesus Christ, Lifeline Christian Mission and your local church or organization.

- *Be flexible!*
- *Be on time.*
- Ladies may wear shorts/PJ's **inside** sleeping room only.
- Men must wear a shirt whenever leaving the room.
- Lifeline will provide bottled water for drinking.
- Do not brush teeth or drink water directly from the tap. Use water provided by the mission.
- Drink lots of water throughout the day to help lessen the effects of the high altitude.
- No one should ever go off alone.
- For your safety and that of the group, cell phones and large amounts of money should be tucked away when in public areas.
- For safety, please keep jewelry to a minimum. Best not to be “flashy.”

- When you arrive at the team housing, we will send an email to the contacts listed on your online application informing them of your arrival.
- Personal cell phones may be used for cameras, alarm clock, etc. Phone calls, texts, etc. may be made during free time only, not during the scheduled work day, devotions, meal times, team meetings, ministry times, etc.
-

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

- 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.
- 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.

Travel Information

Travel to the mission field will be via commercial airlines. Lifeline Christian Mission will schedule all airline reservations.

- Contribution deadlines and 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 will be permitted two checked bags (50 lbs. each). The airlines will charge a fee for each bag. 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 carry-on bag in case some luggage does not arrive on same flight.
- Not all airlines allow us to pre-assign seats, so you may not all sit together. Be flexible.
- For easier identification in baggage claim areas, consider using large, colored tags or ribbons for each bag.
- Keep passports easily accessible on the final flight into Ecuador. The Customs form will require information from the passport.
- **If you have flight problems in the US/Canada, please call:**
 - Lifeline Ohio office: phone 614-794-0108
 - Cathi Lester (in Ohio): 614-794-0108 (work) or after 5 p.m. & weekends: 614-949-8879

Insurance

Most U.S. health care insurance plans do not cover medical care or emergencies outside of the United States. Therefore, Lifeline Christian Mission provides short-term mission trip insurance for you while on your trip.

If you become ill or have an accident during your trip (while travelling outside of the U.S.) which would require you to seek medical attention you must do the following:

1. Pay the bill and get a receipt for the payment.
2. Upon return home, contact the insurance company and obtain a claim form.
3. Submit claim to insurance company.
4. Reimbursement may take up to several months.

If you have difficulty obtaining payment, contact Lifeline's office (Cathi Lester). Coverage period terminates upon return from mission trip.

Lifeline is not responsible for loss suffered due to illness, accident, injury or theft which may occur at any time in relation to your mission trip.

Common Words & Phrases

Thank you	Gracias (<i>GRAH-syas</i>)
You're welcome	De nada (<i>deh NAH-dah</i>)
Yes / No	Si / No
Please	Por favor (<i>pohr-fah-VOHR</i>)
Excuse me	Con permiso. (<i>kohn pehr-MEE-soh</i>)
Sorry	Lo siento (<i>loh SYEHN-toh</i>)
OK	OK (<i>OH-keh</i>)
Hello. How are you?	¿Hola. Cómo está? (<i>OH-lah KOH-moh ehs TAH</i>)
My name is ____.	Me llamo ____. (<i>Meh YAH-mah</i>)
What's your name?	¿Cómo se llama? (<i>KOH-moh she YEH-mah</i>)
I don't speak Spanish.	No hablo español. (<i>noh AH-bloh ehs-pah-NYOHL</i>)
I don't understand.	No entiendo. (<i>NOH ehn-TYEHN-doh</i>)

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.
- Distribute **Mission Trip 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 to leave the country and designate 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.
- **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 needed for the trip.
- **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 amount 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 tax** to Lifeline at each contribution deadline.
- **NOTE:** In order for contribution to be tax deductible, do not include 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 to be submitted by team leader:

- **Non-refundable deposit:** \$100.00 Due at time of booking trip.
- **Contributuion #1 and Information Forms:** 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).

- **Copy of participant's passport***: Copy the first two pages (picture page) and mail to Lifeline. **Team members who do not have a passport at the time they sign up for the trip, still need to complete the online forms by the indicated due date and can submit the passport copy to their team leader when it comes in. The team leader is responsible to collect and send the passport copies to Lifeline's Westerville office.*
- **List of team member's names (complete names as they appear on passport)**. Tickets will not be secured for a participant until all forms are on file. Delays may result in higher ticket prices.
- **Contribution #2: Balance due** 60 days prior to trip/travel date. If received after the due date, please add \$50 **late fee** per person.
- Anyone wishing to add to the group after the Contribution #1 deadline may do so on a space available basis, subject to any increase in airline ticket cost imposed by the airlines. Full contribution will be due immediately at booking.
- Lifeline includes one **t-shirt** per person and asks team members to wear it on travel days.
- **At least one month in advance of trip date**, send a list of names of sponsored children whom the team members wish to see while in the mission field to Karen Kennison at karen.kennison@lifeline.org.

Lifeline's Responsibilities

- **Arranges** all airline travel, in-field transportation, meals, projects and schedules while on the field.
- Provides the **Mission Trip Handbook** which includes 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 to 14 days prior to trip date). This will include a daily activity schedule, devotion schedule and other helpful information. The flight itinerary will be emailed to Team Leader separately.
- **Arranges for short-term medical insurance coverage** for all team members. Information on filing claims is available upon request. Team member is responsible for filing claims.
- **Coordinates** all in-field activities, schedules and work projects.

- **Conducts** an in-field orientation to the mission, community, facilities, staff, 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