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mission team handbook: honduras
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

Mission Trip Handbook: Revised November 2019

Table of Contents

Preparing for your trip.....	2
Frequently asked questions.....	2
Where will we sleep? What will we eat/drink?.....	2
What is my financial contribution?.....	2
What should we wear?.....	4
What is the average temperature?.....	5
What should we bring?.....	5
What documents are required?.....	6
Will I see my sponsor child?.....	6
Are Immunizations required for travel?.....	6
What will we do?.....	7
Ministry needs.....	11
Important phone numbers.....	13
Mission procedures and guidelines.....	13
Travel information.....	15
Insurance.....	16
Common words & phrases.....	16
Team Leader information/responsibilities.....	17

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?

- Men's and women's air-conditioned dormitories equipped with bunk beds, showers, sinks and modern restrooms.
- Bedding and towels are provided unless otherwise instructed.

What will we eat and drink?

- All water provided by Lifeline is safe to drink.
- American & Honduran meals are prepared in Lifeline's kitchens. Some meals may be at 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, translators, 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 Honduras 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 to Honduras 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 Honduras, 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.

- Laundry services will be provided one time during the trip at San Pedro Sula. No laundry service available at Tegucigalpa.
- Do not bring clothing with alcoholic beverage logos, secular band logos or anything that would negatively impact Christian witness

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 or when swimming.

- **Men at church services, Home visits, Bible Studies, etc.:** Men should wear slacks (khakis or jeans) and a collared shirt. No shorts, sleeveless shirts or flip-flops. Nice shoes or sneakers are acceptable.

Ladies:

- Ladies are permitted to wear skirts, slacks, jeans or capri length pants (mid-calf length) for work, recreation and shopping. No holes in jeans/capris/etc.
- **Yoga pants, leggings or other tight pants** may **only** be worn under a long tunic top (covers the hips).
- **Shorts and culottes are not permitted** at any time during the trip except in the dorms or under skirt for work projects. Sleeveless shirts may be worn for work projects. Please no tank tops, halter tops, spaghetti straps, low necklines, low arm holes, exposed underwear, bras or bare midriffs.
- **Ladies at church services, home visits, Bible studies, prayer meeting, etc.:** Dresses or skirts (at least knee length). No sleeveless tops for church services.
- For safety, please keep jewelry to a minimum. Best not to be “flashy.” J

Shoes (both men & women)

- Comfortable walking/work shoes, such as sneakers or work boots for working and walking. Nice shoes for church services.
- Flip flops/shower shoes for in dorms and shower. Flip-flops and sandals are not permitted at the worksites. Never go barefoot.

What is the average temperature?

The climate is tropical with average temperatures around 85-100°F+ in San Pedro Sula and 80-85°F in Tegucigalpa.

What should we bring?

- Airline ticketing information (will be sent to the team leader)
- Bible
- Clothing & shoes (modest apparel; see above for guidelines);
- Devotion (schedule will be in Final Packet)
- Earplugs – there might be a snorer in your dorm J
- Flashlight
- Insect repellent. (Aerosol containers must be packed in checked luggage, per federal aviation regulations.)
- Money:
 - tips and food at airports on travel days
 - Offering for approximately 2 church services
 - Souvenirs on shopping day in the mission field (Average spent - \$50-\$100)

NOTE: Please bring currency that is clean, no tears or marks. If possible, bring a variety of denominations. We can only change a certain number of \$20 bills/day.

- Medication to prevent malaria
- Passport
- Copy of the first two pages of passport (picture pages)
- Personal medications (pack in carry-on bag)
- Photo ID, such as driver's license (optional)
- Sleepwear
- Snacks for your personal use (optional). There is no opportunity to purchase them in the field.
- Sunglasses & sunscreen
- Swimsuits (if swimming is included in your schedule) (Ladies: no bare midriffs or high cut swimsuits), beach towel and water shoes or aqua socks.
- Toiletries (toothbrush, shampoo, etc.)
- Water bottle

Honduras uses the same electricity as the U.S. Plugs are typically 2 pronged, flat type so US travelers will not need a converter or adapter.

****Tattoos must be covered at all times. Culturally speaking, tattoos are related to gangs.**

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

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 Honduras.**
- **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 to Honduras 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 you brought for them.

- 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. If you plan to wait until you are in the mission field to select a child, please come prepared to make the first contribution online. After contribution is received, the child will be called to visit with the sponsor.

Are immunizations/medications required to travel?

First-aid supplies are available for the treatment of minor cuts, abrasions, diarrhea, etc. and Lifeline has a staffed medical clinic. However, 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 Honduras. 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**

Chloroquine for Malaria prevention: *Recommended*

Malaria: Mosquitoes transmit malaria. Wearing protective clothing and applying insect repellent to both skin and clothing can reduce the risk of acquiring malaria.

Dengue Fever and Dengue Hemorrhagic Fever (DHF): Transmitted by mosquitoes carrying the viruses. There is no vaccine or prophylactic medication available. Therefore, the best prevention is wearing protective clothing and applying insect repellent.

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.
- **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, 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:

- **Construction/Repairs/Maintenance**
Projects may include some of the following: painting, carpentry, plumbing, gardening, mechanics, digging, repairing appliances/vehicles/equipment, etc.

Tools will be available in the field unless otherwise instructed. Team members should bring their 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.

- **VBS/Kids Camp type program**

If you would like to present a VBS, please contact christi.dimbath@lifeline.org or keith.dimbath@lifeline.org prior to your trip dates.

VBS will be held on one day for approximately 2 hours. Be prepared for approximately 150 children, ages 4-14. Come prepared with **crafts, recreation** and a **snack** for the children.

Crafts:

- You must bring all materials needed for the craft (i.e. crayons, glue, paper, scissors, yarn, etc.).
- Crafts should be prepared in advance of going to the mission field (cut out, ready to assemble, individually bagged, etc.). Also, have a few completed "models" of the craft available.

Recreation:

- Plan something simple such as playing ball, relays, parachute, etc. All sports equipment/supplies must be brought with you.

Snacks:

- Healthy, simple snacks placed in individual bags (for easy distribution), such as boxes of raisins, bags of pretzels, peanuts, granola bars, etc.

● **Layette (Baby Bundles):**

You may be going out into the community to meet families who have a baby or toddler and present them with a layette, pray with the recipients and witness to them. **Bring one layette per team member.**

Suggested items to include in a Layette (Baby Bundles) for baby/toddler: Sizes newborn – 24 months; **(it is good to mix sizes within each layette).** sleeper, nice outfit for church, everyday outfit, baby shoes/booties, diapers, pins, blanket, lotion, powder, shampoo, towel, washcloth, bib, t-shirts, small toy, hygiene items for mom (deodorant, anti-bacterial soap, shampoo, conditioner, sanitary napkins, toothbrush, toothpaste, etc.). Ask church members, family and friends to donate some of these items. Layette items fit nicely into plastic grocery-type bags; label it for a "boy" or "girl." No infant formula or baby bottles, please.

● **Music**

Anyone with the desire and ability to sing or play a musical instrument is encouraged to do so for our mission team devotion times each evening. We have a guitar available at San Pedro Sula location. Christian music only, please. The team may be asked to sing a group special at each worship service.

● **Preaching**

There may be one opportunity for a trained pastor to bring a message at one of our Christian churches. An outline of the message should be submitted to Keith Dimbath, keith.dimbath@lifeline.org at least two weeks prior to departure date. Although the message will be

presented through a translator, the length of the message need not be altered.

- **Teaching**

There are sometimes opportunities for team members to present an encouraging message for a Ladies or Men's Bible study. The devotion will be presented through a translator.

- **Program for public school students**

- There may be an opportunity for the group to present a devotional or skit to children in a local public school.

- **Health/Hygiene or Vocation Related Teaching**

Qualified individuals are encouraged to teach subjects such as nutrition, family planning, hygiene, dental hygiene, child and Infant care, avoiding diseases, etc. as well as vocational areas such as mechanics, crafts, painting, music, etc. Please contact us ahead of time if you are prepared and willing to teach. All teaching materials, tools, supplies, etc. must be brought with you.

- **Devotions for School Children**

There may be an opportunity to present a prepared, short devotion for the children in our Christian schools.

Additional ministry opportunities ([San Pedro Sula teams only](#))

- **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. Teams will prepare some meals and some may be at local restaurants.

- **Lifeline Children's Home (mini VBS type program)**

Lifeline has a children's home in Omoa and houses approximately 17 girls. The children range in age from 10 to 20. You will have an opportunity to spend a few hours with these girls. Plan for a lesson or skit, etc. (taught through a translator), a time of games/recreation and a craft, similar to a mini VBS program. You may also bring a snack if desired.

Contact Lifeline if you would like more details, including what items are most needed by the children at the time of your trip. If desired, you may bring "goody bags" for these girls. The bags might include age appropriate toys, games, dolls, nail polish, hair accessories, hygiene items, t-shirts (Christian logos are great; many

know some English), and any type of nutritious snack. Items may be individual bags or given “in bulk” to the Children’s Home to be distributed as needed.

- **Health Care Clinic (Medical professionals only)**

Clinic is held regularly in Honduras by our national staff. Medical teams (made up *exclusively* of health care professionals) should come prepared to serve alongside our Honduran staff in the clinic.

Medical professionals joining a non-medical mission team will **not** have an opportunity to work in the clinic unless Lifeline has been contacted **in advance** and a Healthcare Coordinator is available.

Licensure Verification: All Health Care Professionals must have licensure verification prior to serving in clinic. This may be done in one of two ways.

1. Individuals may provide Lifeline with a hard copy of professional license before scheduled trip date.
2. Lifeline will verify licensure via online database prior to trip.

Medical teams: Upon request, a list of needed medicines and supplies will be provided to the team leaders. Health care professionals working in the clinic should bring scrubs or uniforms to wear while in clinic. Capris, slacks or jeans are acceptable with scrub tops. This includes doctors, nurses,

dentists and all other health care professionals and assistants.

Everyone should bring their own instruments, supplies, and medications. If you need to purchase medications for your trip and need assistance in doing so please contact Lifeline's Health Care Ministry Coordinator, Lisa Kaylor. Our health centers are equipped with multiple examination/treatment rooms, large waiting rooms areas and dental rooms with several stations. All amalgams, anesthesia, syringes, needles, gloves, 2”x 2” gauze, paper towels, drink cups, antibiotics, pain medicines and disinfectant/sterilizing solutions must be brought. Clorox is available in clinic for some cleaning. We do have an autoclave and regular 110 and 220 electric.

Questions? Contact Connect@Lifeline.org or Lisa Kaylor, Lifeline Health Care Ministry Coordinator at lisa.kaylor@lifeline.org

****Optional:** If desired, you may bring some **small items for clinic patients** such as small toys, boxes of sun-dried raisins or other nutritious snacks, stuffed animals, toothbrushes/paste, etc. Also needed are vitamins (prenatal & others) for mothers and children.

Ministry Needs List (All Honduras teams)

Team leaders often ask what they can bring to help with the ministry in Honduras. Below is a list of items currently needed by the mission.

School Packs

According to our field staff, school supplies is the largest need for school children. School supplies is a great need for our school children. One time per year, we will provide a School Pack for every child in Lifeline's schools. Teams may bring completed School Packs or donate items (listed below) needed to make the packages. All School Packs will be identical so please note specific items and sizes.

Each school pack will include:

Honduras Elementary

- 1 pack wooden pencils (24 pack)
- 1 pencil sharpener that holds trimmings
- 1 12" ruler with inches and centimeters
- 1 pkg. Crayola thick markers (24 pack)
- 1 round tip scissors
- 2 white erasers
- 1 plastic box for supplies
- 1 pkg. Crayola colored pencils (12 pack)
- 1 pack of construction paper
- 1 drawing paper pad
- 1 bottle of glue (7.6 oz.)
- 1 70 page wide ruled spiral notebook
- 1 Backpack

Honduras Middle/High School

- 1 pack wooden pencils (24 pack)
- 1 pencil sharpener that holds trimmings
- 1 12" ruler with inches and centimeters
- 1 pkg. Crayola thick markers (24 pack)
- 1 scissors
- 2 white erasers
- 1 pkg. Crayola colored pencils (12 pack)
- 1 drawing paper pad
- 1 bottle of glue (7.6 oz)
- 3 blue pens
- 3 black pens
- 3 red pens
- 1 bottle white out
- 1 70 page college ruled spiral notebook
- 1 Backpack

School Supplies

- Spanish, Bi-Lingual or English - Reference Books, novels, story books, Christian books and magazines, etc.
- Bible Based Teaching Supplies/Reference Books
- Teacher Supplies (whiteboard markers, whiteboard cleaner, whiteboard erasers, stickers, classroom decorations, construction paper, pens, pencils, paper, scissors, glue sticks, white glue, scotch tape, crayons, art supplies, desk accessories, paper, etc.)
- Games: board games, card games, etc.
- Sports Equipment: soccer balls, basketballs, volleyballs, ball pumps/needles, playground grade jump ropes, etc.

- Computer for Gonzales principal
- Computer supplies: mouse, keyboard, flash drives, etc.
- Christian Flags (4)
- USA flags (3)
- World maps
- Prayers

Church Supplies

- Spanish Bibles – RVR 1960 edition (for members and evangelism)
- Sunday School Supplies – Christian Bible Story Books, Teaching Materials, Construction paper, crayons, scissors, glue, VBS materials, etc.
- Small toys (boys/girls) – for VBS/Evangelism
- Shoes/Clothes (New or *very* gently used in excellent condition)
- Baby/Toddler/Children's Shoes/Clothes

Teams traveling to San Pedro Sula only:

Cary Hill/Work Supplies

- Drop cloths
- Hand Sanitizer
- Paint brushes (all sizes including trim)
- Paint rollers
- Safety glasses
- Safety masks
- Scrapers
- Work Gloves

Omoa Girl's Home

- Underwear panties/bras
- Low cut socks
- Hygiene Items (shampoo, combs, brushes, bath sponges, hair accessories, toothpaste, toothbrushes, soap, deodorant)
- Sanitary Pads
- Diapers (Med/Sm Adult or XL Child - special needs girl)
- Sport's Equipment: soccer/volley/basketballs, ball pumps/needles, playground grade jump ropes, frisbees, sidewalk chalk
- Craft Supplies (thread for bracelets, acrylic paints, brushes, scissors, construction paper, tissue paper, drawing paper/pads, painting canvases, glue, tape, markers, fabric markers, craft kits, yarn, etc.)
- School and Office Supplies (pencils, pens, erasers, pencil sharpeners, paper, spiral notebooks, composition notebooks, rulers, crayons, colored pencils, notepads, scotch tape, stapler/staples, scissors, markers)
- Insect Repellent/Suntan lotion
- Hand Sanitizer
- Plastic Food Storage Containers

Teams traveling to Tegucigalpa only:

Over the counter medications

The church keeps a supply to share with those in the community or church who have a need.

- Ibuprofen
- Tylenol
- Cough syrup (adult and children)
- Allergy meds (adult and children)
- Band aids
- Antibiotic creams
- Antifungal creams
- Vitamins
- Etc.

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)
- **Honduras phone numbers (Emergency only)**
 - Carlos Cojon: 504-9768-6226

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.*
- No food or drink of any type (except water) in dorms.
 - There is a designated storage area for personal snacks.
- No guys in girl's dorm. No girls in guy's dorm.
- Warm water is available for showering. The temperature of the water is controlled by the water flow. Slower = warmer water.
- Clean out shower drains after each shower (they will clog & overflow).
- Ladies may wear shorts/PJ's **inside** sleeping room ONLY.
- Men must wear a shirt whenever leaving the dorm.
- Toilet paper must be placed in trash can at **all** locations in Honduras **except** Cary Hill (San Pedro Sula dorms). Nothing else in toilets.

- Wear insect repellent at all times except in dorms during sleeping. Malaria & Dengue Fever is transmitted by mosquitoes. Malaria is treatable. Dengue is viral and is more serious. There is no prevention except not getting bit.
- Water provided by Lifeline is safe to drink.
- Do not brush teeth or drink water directly from the tap. Use water provided by the mission.
- Drink nothing away from the mission unless you are told it is safe. The water at the restaurants we visit is usually safe to drink. If not, Lifeline staff will inform you. Check with Lifeline Coordinators if you are uncertain.
- Drink LOTS of water throughout the day to remain safely hydrated & avoid sunstroke or heat exhaustion. It is recommended that you carry water with you at all times.
- If you begin to feel ill with such symptoms as diarrhea, stomach cramps, nausea, lightheadedness, headache, etc. notify a staff member so treatment can begin immediately.
- Do not go barefoot (even in dorms as much as possible).
- Due to limited space, we ask that you do not place any personal items in our refrigerators and/or freezers.
- Do not invite others to the mission campus, into the vehicles or discuss travel schedules, where you are staying, activities, plans, etc. with anyone you may meet.
- No one should ever go off alone.
- No one is permitted outside the main gate at any time unless the group is going by vehicle and under Lifeline's leadership.
- Never flash large amounts of money. Only take what you need for that occasion.
- **Honduran currency:** We will exchange money for you. Do not exchange money at the airport or on the street with moneychangers (it could be counterfeit or cause a robbery). **NOTE:** Please bring currency that is clean, no tears or marks. If possible, bring a variety of denominations. We can only change a certain number of \$20 bills/day.
- Passports (and other valuables) will be collected and locked up for safe keeping while on the field.
- Wifi access will not be available for team members.
- When you arrive at the Lifeline campus, 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 is 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 Honduras. The immigration forms for each team member require information from the passport.
- Additional information concerning the entry process into Honduras will be included in the Final Packet which you will receive approximately 10 days before trip date.
- **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.

(noh AH-bloh ehs-pah-NYOHL)

I don't understand. **No entiendo.** (NOH ehn-TYEHN-doh)

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 such as teaching, presenting a devotional, etc. **NOTE:** If you are combined with other teams, upon request, Cathi (cathi.lester@lifeline.org) can 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.
- **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:** Due at time of booking trip -\$100.00 per person
- **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**, 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.
- **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.

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 – 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

