

Team Leader Guide

Heaven's Reach Ministries

2019



Heaven's Reach Ministries
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A Guide to leading successful Short-term Mission Trips: Preparation, costs and expectations.

Team Leader Guide

Dear Team Leader,

We are excited that you chose Heaven's Reach Ministries as your Mission's trip destination. We have prepared this Team Leader's Guide to help you with the process leading up to the trip. This guide will also prepare your team to make your experiences short term missions successful and fulfilling for you and your team.

We welcome you to Honduras! Thank you for committing to lead a short-term mission to Honduras with us. As you come to serve the Honduran people, we are here to serve you. So please, if you have any questions concerning the material you find in this packet, or any material you do not find, please email dean@heavensreach.org or call Dean Lowman at 479-439-7078.

Be blessed,

Dean W. Lowman
Founder
Heaven's Reach Ministries

Team Leader Guide

Responsibilities

- Preparation of the team for the trip by reviewing the Team Manual with them
- Communicate with Heaven's Reach Ministries any necessary information for the preparations of the trip, including a web conference call once a week starting four weeks prior to departure date.
- Send moneys to Heaven's Reach Ministries for the trip, including ground fees and Ministry costs four weeks prior to the team departure date.
- Send the signed medical/liability waivers to the US offices of Heaven's Reach Ministries two weeks prior to the team departure date.

Trip Costs

Ground fees: Are **nonrefundable fee per person** which covers all transportation, food, lodging, translators and airport departure tax. Any funds not used to cover team expenses will be donated to the Heaven's Reach Ministries general fund. This **does NOT cover personal expenses**. It is recommended that each team member bring \$30 for personal expenses such as cokes, chips or sunscreen. Ministry expenses (medical clinic costs, medical supplies, doctors' fees, nor construction costs). There is an **optional up charge to go to the beach** prior to leaving the country of \$100. A separate ground fee schedule is available for small groups the fee starts at \$850 and goes down with the larger number of team members.

Medical Clinic Costs: Doctor Fees: \$250.00/day (\$125.00 each, one medical doctor and one dentist) plus medicines which are normally around \$500/day. Teams are encouraged to solicit donations from pharmaceutical companies or funds to purchase supplies in Honduras. Johnson & Johnson offers travel med packs for Missionaries at a Minimal cost. We can give you a contact that you can use they offers a comprehensive and economical option for securing medical supplies for the outreach.

Construction Costs: Costs vary by project. Concrete floors cost \$500 each, water projects cost \$600.00 each, roofing for houses cost \$700.00 each, a house built in the Invasion costs approximately \$5,000.00, playground swing set costs \$1,000.00 and wood playground forts cost \$1,500.00. A section of the roof for the hospital is \$15,000.

Conference Costs: Costs vary depending on length and meals. For a day conference the cost is \$515 per day this includes meeting room, morning and afternoon snacks and lunch. For evening conferences the cost is \$630 per evening, this includes meeting room, five course dinner and a drink. These projects must be agreed upon during the planning session, either in person or via email, between the team leader and HRM director prior to team meetings. Both include translator.

Team Leader Guide

Team Preparation

Preparing the team will make the difference between a miserable trip and a successful trip. As the leader everyone will look to you and will follow your actions good or bad. It is your responsibility to meet with the team once a month starting six months prior to the departure date to review the Team Manual and see that the team is ready for the trip. The information in the Team Manual will help the team stay safe, healthy, and focused on ministry during their trip.

Team Meetings

Distribute a copy of the Team Manual to each team member. Read through the manual and discuss as a group the impact of each section. Go over the details of the trip and set personal expectations and team goals. Pray for one another and for the goals of the team. These goals should include personal spiritual growth, working as a team, and connecting on a personal level with a Honduran person for whom they will commit to pray for one year.

Pray for the Honduran people and the staff of Heaven's Reach Ministries. It is also our desire that during these meetings that the team pray corporately for the trip, for themselves, and for the people they will serve.

Luggage Allowances and Usage

Check with your airline to how many bags you can bring and the cost of each bag; this changes often. We do ask that you plan on sending a few bags extra for ministry materials and food in some cases, aside from the customary personal bags. You could be asked to bring items supplied by Heaven's Reach Ministries or you may be requested to bring items with you. This will be communicated to you in a timely manner.

Security

A photocopy of each passport should accompany the signed medical release/liability waiver sent to the Heaven's Reach Ministries US office with the ground fees paid in full, four weeks prior to the departure date. A photocopy of each team member's passport should also be carried on the person of the team member at ALL TIMES.

The following page is supplied by Heaven's Reach Ministries with information that will be needed by immigration at the arrival airport. Please duplicate the attached sheet, fold, trim, and laminate each card and give to each team member. This will give them and the immigration officials the address while staying in Honduras as well as the current exchange rate of the Lempira to the Dollar.

Team Leader Guide

The last page contains baggage tags, Please duplicate the baggage tags on a color of your choosing, and attach them to each piece of luggage. This will aid in identifying the baggage at the airport for faster departure.

Time Line

At least seven months prior confirm outreach dates and present the dates to the prospective team.

Six months prior, budget airfare and collect nonrefundable deposit from team members. Begin monthly training meetings. All team members must have valid passports or apply for passports at this time. Valid passports must not expire within six months of the date of return.

Four months prior solicit medical supplies from pharmaceutical companies (if applicable). Send payment for ground fees and ministry costs. (It is very important that we receive payment in advance to purchase materials and prepare properly for the team. Make checks payable to Heaven's Reach Ministries, and send to P.O. Box 6423, Springdale, AR 72766.

Three months prior (could be done earlier) purchase plane tickets; send flight information, list of team members with age, gender, health condition and skills to Dean Lowman at dean@heavensreach.org. If you do not receive an email back please confirm receipt.

Team Leader Guide

Nos hospedaremos a:

Casa Grande Verde, Residencial Villa Isabela

La Esperanza, Intibucá Honduras

En emergencia llame Lowell a 504-9455-0551

L. 5	\$0.21	L. 30	\$1.27	L. 55	\$2.33	L. 80	\$3.39
L. 10	\$0.42	L. 35	\$1.48	L. 60	\$2.54	L. 85	\$3.60
L. 15	\$0.64	L. 40	\$1.69	L. 65	\$2.75	L. 90	\$3.81
L. 20	\$0.85	L. 45	\$1.91	L. 70	\$2.96	L. 95	\$4.02
L. 25	\$1.06	L. 50	\$2.12	L. 75	\$3.18	L. 100	\$4.23

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