



WORLD GOSPEL
OUTREACH

2019 Honduras

Medical Team Leader's Packet

Preparing Team Members for:

WGO SERVE TEAMS

EVANGELISM - CHILDREN'S MINISTRY - MEDICAL CARE - CONSTRUCTION



*A higher standard.
A higher purpose.*



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Dear Team Leader,

Thank you for responding to the call to serve by leading a team with World Gospel Outreach (WGO). Together, we are accomplishing the mission God has called WGO to fulfill:

“Impacting the Faith of Christ Followers by Serving and Evangelizing Children and the Poor”

WGO's mission encompasses two distinct areas:

- To reach the people of Honduras and Belize for Christ.
- To engage in cross-cultural ministry that mobilizes the North American church and the individual believer for acts of love and service to the poor.

This Team Leader Packet is designed to help you lead your team. If at anytime you need my assistance, please don't hesitate to call, I'm here to serve you.

Recruiting Your Team:

Your team should be made up of both medical professionals and non-medical individuals, who have a heart to serve and share the Gospel. Pray for God's leading to connect you with those people who are looking for a place to serve.

- **Suggested places to recruit Team Members from:**
 - Your church, other churches in your city, friends, family, coworkers, etc.
- **Types of Medical Professionals needed:**
 - Doctors, Nurses, Optometrists and Dentists.

The Ministry of Health in Honduras **requires** that we submit a copy of the following for all Medical Professionals:

- **Medical Doctors and Dentists:**
 - Passport
 - Diploma
 - License
- **Nurses**
 - Passport
 - License

Please scan the above documents (as .pdf, .jpg, or .doc.), and email them to melissa.pantoja@wgomission.org no later than 8 weeks before your team arrives. ***Failure to provide this documentation may result in medical professionals being unable to practice while in Honduras.***

If you are unable to recruit medical professionals, please inform Melissa Pantoja. WGO can provide additional medical professionals for your Serve Team. There is a cost of \$250 for each additional Honduran medical professional that WGO provides for your team.

Please note: There are times during the year that individuals and small groups request to join a WGO Serve Team. This could include other missionaries serving in Honduras or potential missionaries being interviewed by WGO. In the event that we have an individual or a group that would like to join your team, we will ask for your approval in advance.

Age Restrictions:

Your team can be made up of Team Members from 14 years old and up. Anyone under the age of 14 must be approved by the Team Leader and the Honduras Field Director, Otniel Zavala. Please remember that this can be a hard week for adults to process and even harder for youths.

Teens are invited to participate under the following conditions:

- Each teen must have your approval as the Team Leader. Please base this decision on your personal knowledge of the teen (i.e. their participation in prior church mission trips).
- We advise that no more than 30% of the team be made up of teens (14-17 years old)

(Teams with more teens will need prior approval from the Honduras Field Director)

- Teens must be accompanied by a parent or an adult, preferably of the same gender, who is responsible for their youth's actions and behavior. As the Team Leader, you have the final responsibility for all youth.
- Anyone under the age of 21 and not accompanied by BOTH parents must have with them a consent form in order to enter and exit Honduras. This form is on page 18 with instructions for proper completion.

Team Training:

In addition to your "Team Leader Packet", you also will receive a "Team Member Packet" that is designed specifically for your Team Members. Please give each Team Member a packet and review it with them at your team meetings. We have found that when Team Members have an idea of what to expect and what is expected of them, their experience and your experience, will be more enjoyable and rewarding.

WGO will send you evangelism material about 4 months before your trip. Please be sure to give each Team Member a copy and spend some time role playing with them during your team meetings. This will help them feel more comfortable sharing the Gospel.

We understand that leading a team is a big commitment. Pray through each step and "Trust in the LORD with all your heart and lean not on your own understanding; in all your ways acknowledge him, and he will make your paths straight." Proverbs 3:5-6

Mission House Serve Teams:

We can accommodate two Serve Teams at the Mission House at any given time, so each week on the calendar will be open to two teams. If the size of the teams serving during your week is small, we reserve the right to combine the two groups in order to have the greatest impact.

Additional Serve Weeks:

Some Team Members request to stay an additional week. If you have Team Members who would like to do so, they would need to be approved by that week's Team Leader and the Serve Team Specialist. The cost for the second week is \$390. If a Team Member from the week before yours would like to stay an additional week, we will ask for your approval to let them join your team.

General Contact Information:

Always include your team number when emailing questions to WGO staff or sending payments to the Hattiesburg, Mississippi office.

- o Financial and Serve Team Week questions: melissa.pantoja@wgomission.org
- o Pharmacy Needs/ Medical Supply List: pharmacy@wgomission.org
- o Medical License Information: melissa.pantoja@wgomission.org
- o Honduras Mission House: 1-713-344-1449. (This is a US phone number)
- o International Honduras Mission House: 011-504-2211-8660 or 011-504-2211-8680

Mail team payments and donations to:

World Gospel Outreach

PMB 250

6068 U S Highway 98 Suite 1

Hattiesburg, MS 39402-8881

Travel inquiries:

Fellowship Travel International (FTI),

Joan Hazelwood, Group Sales Agent:

804-550-0121 ext.109.

jhazelwood@fellowship.com

Fellowship Travel International Emergency Phone: 800-235-9384.

You will want to have this accessible while traveling, in case you have airline issues.

Preparation:

1. Physical Check-up

Serve Team Members should have a physical check-up before they come to Honduras. Please encourage them to do this early so that any health concerns can be addressed before they raise financial support and prepare for the trip. We may be working and walking quite a bit in hot weather, and at a high altitude (4000 ft.), so Team Members need to be in good physical condition. If any of your Team Members have medical conditions or dietary needs, please send that information to Melissa Pantoja as soon as possible.

We encourage you to have a medical professional on your team review all of the emergency medical information forms from your team 60 days before the trip. It gives the medical professional the health status of the team. Doing this in advance allows you enough time to cancel any reservations, if necessary, before the actual tickets are purchased or to address and accommodate any physical concerns.

2. Insurance:

International medical insurance, for medical care in Honduras, and including international emergency medical evacuation, is obtained by WGO and is included in the cost of your trip when you purchase your airline tickets through FTI. It is important to understand that this is secondary medical insurance coverage, which means that it will only pay a claim once an individual's personal medical insurance has exhausted all coverage possibilities. There is a \$100 deductible per person and it provides coverage on a reimbursement basis. Therefore, each Team Member should have a credit card to cover the cost for any emergency medical treatment needed in Honduras. It is the individual's responsibility to understand their own personal insurance needs, and make sure that appropriate coverage exists to meet those needs. An electronic copy of the insurance policy that WGO provides is available upon request.

If you or any of your Team Members purchase airline tickets on your own (not through FTI), then you either need to ask WGO to purchase the insurance for you or you need to buy this type of insurance on your own. We will need proof of coverage before you leave the USA. Please communicate with Melissa Pantoja about any insurance questions.

3. Immunizations

Immunizations are not required by the US government for travel to Honduras. However, everyone should have a current tetanus shot. Please check with your physician regarding his or her suggestions for immunizations. Additional information regarding immunizations may be found on the Centers for Disease Control website at www.cdc.gov. Click on Traveler's Health.

4. Website

We encourage you and your Team Members to visit the WGO website at www.wgoreach.org and our Facebook pages, so that you can familiarize yourself with the ministry and current activities. (Please "like" our FB pages).

5. Supplies your team needs to collect and bring

WGO depends on your team to bring medicines and supplies to be distributed at the Serve Team sites. The average team will see around 2,000 patients who will receive 3 prescriptions including vitamins, if needed. Some medicines are available to purchase in Honduras, but some can only be purchased in the US. If you have questions about what to bring, please email pharmacy@wgomission.org. Leilani Padilla, our Honduran Pharmacist, will be sending you an updated list about 2 months before your team serves. You will receive information from her about ordering free medical supplies from Kingsway Charities, an organization that has helped WGO for many years.

A great way to involve your congregation and friends in your mission trip is to offer them the opportunity to donate supplies. You can publicize the current items needed and ask permission to leave a suitcase or trunk in the church lobby for people to leave their donated items in. You can also just ask people for monetary donations and purchase the supplies in bulk. This provides a great opportunity for you to come back and report on your experience, letting your supporters know how their donations made a huge impact!

Cost of the trip:

Airfare (which will vary for every team) plus the WGO ground fee (\$790)

- The ground fee covers:
 - o **Transportation, Meals, and Lodging:** All transportation and all meals in the Tegucigalpa area when participating in team activities (any food at any airport is not included). The team will stay at the WGO Mission House Saturday afternoon through the following Saturday morning.
 - o **Serve Team Site Coordinator:** There will be a WGO Serve Team coordinator who will coordinate translators and physical arrangements at each Serve Team site.
 - o **Medical Stations:** Each Serve Team will always be staffed with one Honduran Doctor. We work under his/her license. If you have 15 or more Team Members, you may have up to three additional medical stations for your doctors, P.A.'s and nurses **for a total of 4 medical stations.**
 - o **Dental Stations:** Three dental stations, overseen by our licensed Honduran dentist.
 - o **Translation Staff:** Translators at each area of the Serve Team site.
 - o **Service projects including concrete floors, painting or water filtration system installation:** Two service projects are included for each team of 15 or more Team Members. For teams with less than 15, one project is included. Additional projects can be purchased by teams for \$225 each. There is a maximum of 4 projects per week. (2 filtration systems equal the cost of 1 project).

Additional Options:

- **Optical Stations:**

- o Option #1: Your team purchases all optical supplies
 - WGO supplies you the list of optical supplies needed and you purchase them and bring them to Honduras.
 - An additional \$250 fee would be due to cover the equipment use and translator.
 - Each team is expected to provide for their own needs in eyewear and, if they choose to use their own glasses, they will not be able to supplement their supply from the NVM inventory since this is supplied and maintained by the teams who order their stock through NVM.

Note: Please be sure to pack your glasses in such a way that they will not break or be damaged when you arrive in Honduras.

- o Option #2: WGO handles the purchase of supplies for your team, ships them to you and your team brings them in the checked baggage.
 - WGO will order all optical supplies needed for the optical station through New Vision Ministry and supply the translator and equipment.
 - The cost would be \$1,650 for 4 days or \$825 for 2 days.
 - These costs include reading and prescription glasses, sunglasses, medicine, and translators.
 - If you choose the 2-day option, optical care would be offered on the 2nd day of each outreach site.

All teams choosing options 1 or 2 will be able to use the auto-refractors, hand instruments, etc. and have the help of our optometry assistants.

- **Bibles:** For \$450, your team can buy 2 boxes of Bibles (total of 48): one box is for the pastor at each site and 60 New Testaments for each day at both sites. We hope that all teams will provide full Spanish Bibles. If purchased through WGO, your team won't need to transport them. If the team purchases Bibles, you will be giving them to the pastors of each church to distribute to the people that come to know Christ and return to the churches. We have been giving 24 Bibles to each church.
- **Children's Supplies:** Instead of transporting these supplies from home, your team can buy enough regular shampoo, conditioner, gel and detangler from WGO for \$30 for your entire week. Lice shampoo can be purchased for \$60. Other items you need to purchase in the U.S. and bring are hair pretties (about 600) and combs (about 200). Your team needs to bring 300-500 salvation bracelets for your week.

Five Required Forms to Read, Complete, and Sign at least 2 months before your mission trip

Everyone needs to read these 5 forms. They are found at the end of this packet and on our website.

1. Statement of Faith Affirmation

This statement needs to be read and affirmed by each Team Member. WGO is willing to accept some non-believers when the Team Leader feels that they will fit into the team. In those cases, the Team Member will sign a Statement of Cooperation.

2. Personal Conduct Commitment

Each Team Member is required to read the WGO **Personal Conduct Commitment**, which outlines important policies of our ministry.

3. Serve Team Member Information Form- to be filled out online

The Serve Team Member Information form should be filled out online by each Team Member. Go to www.wgoreach.org/teamforms. Type in your team's number. Click Submit. Complete the form. Click Send Application. (If a Team Member does not have internet access, they should ask their Team Leader for help).

4. Emergency Medical Information Form- to be filled out online

This form will assist you and WGO in handling any health situation of a Team Member that might arise during travel or your stay. Immediately after submitting the Serve Team Information Form online, there is a link to this form which Team Members should complete and submit.

5. Liability Release Form- print it to sign and turn in

WGO needs this form signed from each Team Member. This releases WGO and the directors from any liability. The Team Member's signature on this form also means they agree with the Statement of Faith Affirmation and the Personal Conduct Commitment. Everyone needs to print this form and turn it in to you.

Official Documents Everyone Needs to Bring to Honduras

Passport: All Team Members must have their own passport at the airport.

Collect 1 copy of each Team Member's signed passport- a black & white copy is fine. Bring the copies with you to Honduras. Please explain the following information to your team before collecting their copies. A valid passport is required to enter Honduras. Every person traveling to Honduras must make sure that his/her passport is valid for at least six months from the date of the return flight back to the United States. If the passport will expire prior to 6 months from the return home date, it must be renewed ASAP. Passports must not be damaged in any way. If it is, you will be refused entrance to the secure areas of the airport by TSA.

U. S. citizens are not required to have an approved visa before they arrive in Honduras if they plan to visit less than 90 days, but they are required to have a round-trip ticket which they may be asked to present when coming through Immigration.

Non-US citizens will need to check with a Honduran consulate to see if they are required to have an approved visa before arriving in Honduras. A list of contact information for Honduran Consulates in the USA can be obtained at this link <http://www.hondurasemb.org/> or search "Honduran Consulate" on the Web. Phone numbers for the main three offices:

Houston 713-622-4572 Chicago 773-342-8281 New Orleans 504-522-3118

WGO is not liable for anyone refused entry with a non-USA passport.

If You Miss Your Flight or it is Cancelled

- If FTI booked your flight, please call their 24-hour desk (**800-235-9384**) and leave a message. They will call back in about 10 minutes. Then call the WGO Mission House at 713-344-1449 and let them know that you will not be on the flight.
- If you booked your own flight, check with your airline to arrange the next best option. Then call the Mission House to tell them what your plan is.

Cancellation Policy

- If a Team Member must cancel their trip, their \$200 deposit is non-refundable.
- If the ground fee has been paid, a credit memo will be issued so that the Team Member can go on a different trip in the next 12 months. WGO cannot reimburse donations for trips since a tax-deductible receipt would have already been issued.
- If you purchased the airline ticket through FTI, you need to contact Joan Hazelwood at FTI ASAP. If the cancellation is after the airline ticket has been purchased, the Team Member will receive a voucher, and it would need to be used in the next 12 months. Each airline has a different charge for rebooking the voucher. It has been \$100 – \$200.
- If WGO cancels the trip, the group will receive a credit memo (voucher) that the team can use toward the ground fee portion of their next trip cost, as long as that trip takes place before Dec. 31 of the following year.

Checked Bags

Check with your airline for the most recent updates and restrictions on checked bags, as the restrictions change according to the time of year. There are times when an airline will simply not accept trunks or any container over 50 lb. It's called an "embargo", so check your airline website to see if there is an embargo in effect when you are traveling. Know the dimensions, weight limits and number of bags each Team Member can have and make that information clear to your Team Members.

Your collected supplies can go in "storage lockers with wheels" / Contico trunks (available at Container Store or Walmart, for example), duffels or suitcases. If your Team Members are checking 2 pieces each, it's wise to plan to be able to fit one inside an empty one for the return flight to save the bag fee. Let Melissa know how many checked bags the team is planning to bring one week before your arrival.

Please put an identifying tag on all bags. You will be able to get bright ones from Joan at FTI. Please mark all bags with names and which ones are "team supplies" or "personal" so that upon your arrival at the Mission House, our welcome team will know. They will unpack the bags with team supplies. When the bus arrives at the Mission House, you will be able to grab your personal luggage, check your room assignment, stretch your legs, relax and enjoy a snack before the first team meeting which is approximately 30 minutes after your arrival.

The trunks for your week will have already been packed for your first Serve Team site, ***so if there are things that you will want on Monday, please pack them with your personal items.***

In the weeks leading up to your week, WGO may be in contact with you to request some items that we need at WGO. It would be a blessing to us if you are able to fit them into your team's checked bags.

When packing supplies, the order of priority should be the following:

- 1. Medical, dental and optical supplies**
- 2. Other items for donation to WGO**
- 3. Items for WGO missionaries**

Carry-on Luggage

Baggage can be delayed several days, so it is very important for Team Members to pack clothes and toiletries in their carry-on luggage. If you take any medications, please bring a 10-day supply in your carry-on. Each person should bring enough clothing for the week without having to do laundry. **Laundry service is not available.** We do have scrubs available for you during the week. See the **Packing List** on page 16 for suggestions.

What Not to Bring: Expensive jewelry and watches, Lap tops, iPods, or electronic games—anything of value that could be a stolen, damaged or anything that might prove to be a distraction to your team or ministry. WGO does not assume liability for missing/damaged items.

The Transportation Security Administration (TSA) has revised its list of banned carry-on items. You can view the list at: <http://www.tsa.gov/traveler-information/prohibited-items>

Arriving in Honduras

Airport Procedure:

Arrival at the airport in Tegucigalpa, clearing immigration and customs, retrieving your luggage, and loading the bus will take time. Please encourage the Team Members to be patient and follow your instructions and those of the WGO staff that is meeting you. If the team is a combination of your team and others, coordinate with the other Team Leaders.

When filling out immigration and customs forms on the plane before landing, use the following address, phone number and information:

World Gospel Outreach	Phone: #2211-8660
Casa de Esperanza	
10 Km Lomas de El Hatillo	
Tegucigalpa, Honduras, CA	Purpose of visit: Tourist

Collect the team's baggage claim tickets while on the airplane during the last leg of the flight into Tegucigalpa. Count the tickets and place them in numerical order - include tickets for carry-on luggage that the airline required your team to check at the last minute.

If any of your team's baggage does not arrive on the flight with you, you must report it to the airline representative in the Baggage Claim area before leaving that area. Be certain to get the telephone number to call back to check on its arrival and leave WGO's telephone number (2211-8660) as your local contact. Ask for the time of when to call back to check on the arrival of the baggage.

Our staff will greet you and direct you for efficiency in the Baggage Claim area. If we are unable to meet you there, we will meet you just outside the door of the Baggage area.

Try to position yourself to be the first person from your team through Immigration. Assign someone as the last one in the group to come through Immigration so you will know when everyone is through.

The team does not need to change money at the airport. There may be people offering you or your Team Members to change money - warn your team that they do not need to do so. The shop keepers in the community where your team may shop will accept dollars and credit cards.

In the unlikely event that the airport in Tegucigalpa is closed, or the weather is bad and diverts you to San Pedro Sula, please stay with the airline. They will have to get you to your final destination, either by bus, or air the next time they can fly in.

Please note that at times air travel is restricted into or out of Tegucigalpa. Any additional costs due to delayed or missed flights and subsequent hotel costs must be paid by the team.

While in Honduras

1. Staying Healthy/Hygiene

Do not drink the water from the tap or use it to brush your teeth. Use only the purified water from the containers provided in the bathrooms or the dining room. If purchasing food from stores or restaurants, it is best to check with the WGO staff first as to the food's safety. It is strongly recommended that you wash and sanitize your hands prior to each meal. In addition, we urge you to keep your hands away from your eyes and mouth (no fingernail biting, etc.). Following these guidelines is the best way to avoid microbes that can be passed through the mouth. **Please do not eat food from street vendors.**

2. A Spiritual Journey

The time that you and your team spend in Honduras is, of course, an opportunity for you to minister to the Honduran people. But it is also an opportunity for the Lord to minister to you! We believe that every member of your team can leave Honduras changed, having received a fresh vision of the Lord Jesus Christ.

The schedule allows for daily meetings for worship and sharing. We will provide cross cultural training on Saturday. This should help Team Members share their faith in a different culture.

Meeting times will include opportunity for Team Members to share their hopes for the week, their experiences here in Honduras, and insights they have gained during the week.

We recommend that Team Members take a "technology fast" for their week. We understand that you use your cell phone as a camera/alarm clock, but ask that you limit your use to those functions. Unless it will be used specifically for your ministry in Honduras, please do not bring video games or personal computers. WGO assumes no liability for missing items.

3. Journal

We encourage you to keep a journal of your activities and reflections on your experiences. The quiet hours of late night or early morning can be wonderful times of prayer, Bible study, and hearing from God.

4. Devotions

Team devotions: You will want to have someone prepared to lead each of the 7 morning team devotions- Sunday through Saturday. You may want to recruit musicians to assist with worship. The morning devotion time needs to be 15 minutes at most.

Personal devotions: It is also important for and your Team Members to find time to continue with your personal devotions. You will need to find time in the morning or evening for this.

5. Evening Sessions-Team Sharing

There are 5 evening sessions for you to lead your team in processing the experiences they've had that day. Saturday and Wednesday a WGO staff member will lead the evening session.

Out and About in Tegucigalpa

Please follow staff instructions regarding safeguarding your valuables (cameras, etc.), locking vehicles, and closing windows. Only WGO staff will be driving our vehicles.

- 1. Taking Photographs:** Many of you will want to take photographs to record your experiences in Honduras. Feel free to take pictures at the Mission House, the Serve sites and places of interest to you. **But**, please do not take pictures of police, soldiers or police buildings without asking their permission.
- 2. Culture:** Please avoid flirting in this culture. Firmly ignore any stares, whistles, and comments. Avoid all behavior that could be interpreted as suggestive. Withhold displays of romantic affection — including within your own group (with the exception of spouses) and with the World Gospel Outreach staff. Team Members should not wear bandanas and should cover any tattoos — both are symbols of gangs here.
- 3. Jewelry:** Jewelry draws attention to you and we would rather the attention be on our ministry. So please do not bring jewelry of any value to Honduras. Do not take any valuables to the sites. Theft is a way of life

for many of the poor people in the neighborhoods where you will be ministering. No pierced body jewelry should be visible. Women may wear earrings, and men should not wear earrings!

- 4. Shopping:** You may purchase coffee (grown at our Rancho Ebenezer), vanilla, and typical Honduran souvenirs at the Mission House. WGO will accept personal checks, most major credit and debit cards (not cash). There is also time for shopping at the airport on the way home. A variety of items are available including Honduran sport's jerseys, hammocks, clay products, woodcarvings and leather goods. Credit/debit cards, dollars and lempiras are accepted in most shops. It is very important to notify your bank that you will be out of the country so that they notate your account; otherwise, they may invalidate your card when you try to use it.
- 5. Weather:** Honduras has a tropical climate, and many days will be rather warm and humid. However, the Mission House is at an altitude of over 4,000 feet, so we enjoy much cooler mornings and evenings than down in the city. You will be glad that you brought that sweatshirt or light jacket.
- 6. If You Get Lost:** We ask that you all stay together, but if you are separated from the group, if you have a phone, call Gunther 9737-6903, Otniel 9843-5393 or the Mission House 2211-8680. If you do not have a phone, you will have to take a taxi to Casa de Esperanza, 10 Km Lomas de El Hatillo, Tegucigalpa. Keep a copy of your passport with you at all times.

During Your Stay at the Mission House

- 1. Conservation:** Please help us to conserve our water, which is in **very limited supply**. You may take only one short shower per day. Only flush the toilet when necessary – “When it’s yellow let it mellow, when its brown flush it down!” Please help us conserve electricity by turning off lights when leaving a room.
- 2. Daily Schedule:** Bells will be rung for mealtimes, devotions and bus departures. So, whether it’s a meal, a meeting or a bus departure, please gather or load the bus immediately when you hear the bell, so that we can keep things on schedule! (See page 16 for a typical Team Schedule). As Team Leader you will be responsible to ring the bell.
- 3. Scheduling Changes:** Remember, **“Blessed are the flexible, for they shall not be bent out of shape!”** Circumstances may lead to changes in scheduled activities **at any time**.
- 4. Privacy:** **Please respect the privacy of all staff living areas** (Pharmacy area and apartments on the first and second floor). After 10 pm, please do not take showers or use hairdryers, and be silent except in the living room and dining room where you may visit with the doors closed. In the mornings, until the devotion bell rings, please respect people’s personal devotion time.
- 5. Laundry:** On Tuesday and Saturday mornings you will put all dirty towels and washcloths in the hallway outside your bedroom. They will be replaced with fresh ones. On Wednesday and Saturday, you will put the Mission House scrubs that you used, in the hallway outside your bedroom.
- 6. Duties:** Everyone will have some duties during your week at the Mission House. At each meal, four Team Members will be assigned to help in the dining room and the kitchen. All will be asked to help load and unload the cargo truck. A few volunteers will be asked to make sure our lunch and all the children’s ministry hair supplies get on the bus each day. Everyone will be asked to help count pills that the pharmacy needs. Please come with the attitude to pitch in where needed!
- 7. Security and Safety:** **Do not leave the Mission House site except for official excursions.** WGO has hired a private security company with armed guards. We ask you to not distract them from doing their job! Please do not smoke or light fires- it is not permitted anywhere on the Mission House grounds or while you serve on a Serve Team. The dog will eat anything you leave outside, including medicine, cameras, books, hats and shoes. Please check your bed, bags, shoes and clothes for any insects or critters that may be hiding there.
- 8. Accommodations:** During your stay at the Mission House, you will be roomed with members of the same gender from your team. (Some weeks there are 2 teams). Rooms have bunk beds and house between 8-16 people. We ask that our more “mature” Team Members be the first to use the lower bunks. Each room has 3 toilets, 3 sinks and 3 shower stalls. You may consider bringing ear plugs if the snoring of

others bothers you.

9. **Meals:** All your meals will be provided during your stay with WGO. You will experience a combination of typical Honduran and North American fare.
10. **Communications:** There is a phone in the lobby that can be used to make calls back to the States. The cost of each call will be \$2.00. We ask that you limit the number of calls that you make back to the States, and the length of the call, as other Team Members will be waiting to make their calls. We will have a clipboard available with your name on it. Just mark a tally next to your name and you will pay at the end of the week. To get a message to you in case of an emergency, your family can call 1-713-344-1449 and leave a message or they can email melissa.pantoja@wgomission.org

At the Serve Team Sites

1. **Overview:** We will set up at two churches for your week, the first on Monday and Tuesday, and the other on Thursday and Friday. Many people from the communities will line up to obtain one of the services we are offering. When we arrive at the church we will need the help of each Team Member to unload the cargo truck and get each area set up as quickly as possible. We will start with an opening each day with the team and the church members, and we will have a closing on the second day before we leave.
2. **Safety/Hygiene:** **It is not safe for your Team Members to leave the Serve Team site.** Exceptions to this would be to visit the bathroom that may be located outside the church. **Always** go accompanied by another Team Member and remember to bring your toilet paper. Also, the children's ministry may be located outside, or near the church, and again you should always go there accompanied by another Team Member. **Never eat any food that is being sold by the street vendors.** Only eat food that is provided by or has been approved by WGO staff. **It is important** at the site to use hand sanitizer often, especially before lunch. Make sure that you drink a lot of water on the site to stay hydrated. Your body will not be accustomed to working in these conditions and you can become dehydrated. **Drink plenty of water!**
3. **Admission of patients to the Serve Team site:** People will be put in three lines outside the church. They will register for the service they are in most need of, and then be brought to that area by one of the church collaborators. ***They are allowed one service only. If we let them have more than one, there will be some people that will not get in at all.***
4. **Assignments:** You will make assignments for your Team Members for each day to the various areas of the site. Rotating their assignments each day will make it more interesting for all. #5 - 12 below are descriptions of each area. (The non-medical people would give you their preference on #7-12 only) It is beneficial to the Team Member's experience to have the opportunity to serve in as many areas of the site as possible. A way for you to facilitate this is to make a list of the areas and let each Team Member give you their preferences on what areas they'd enjoy serving in – rating them from 1-6. That will help you in making assignments. It will also tell you if someone is **not** able to serve in an area, i.e. in dentistry, because of seeing blood, or in concrete floor area because they have a bad back.
 - A. **Medical:** There will be 2 - 4 medical stations set up (only the professionals on your team are assigned to this station). Our Honduran doctor will always have one station, and the others will be manned by qualified licensed Team Members. We cannot work legally without a Honduran Doctor.
 - B. **Chiropractors and therapists:** If your team has a chiropractor, a physical therapist or a massage therapist, any patient can see them, as well as choosing one of the other services.
 - C. **Pharmacy:** After seeing the medical staff, patients will be brought to the pharmacy to receive their medications. You will assign some Team Members to gather those meds and place them in a basket. They will then be dispensed to the patient by the WGO Honduran staff that has been trained to know dosages, and watch for any discrepancies between what was prescribed and what is being dispensed.
 - D. **Dental:** We normally have 3 dental stations that are staffed by our Honduran dentists. If your team has dentists or dental hygienists, they will fill up to 2 of those stations. Up to four Team Members may be assigned to the dental area and can expect to assist the dentists by way of holding a tray of tools, brushing the patient's teeth, giving them mouthwash, holding a nervous patient's hand, and

praying for them.

- E. **Optical:** Your team will have an optical station **if you choose to purchase this option**. 2-3 Team Members will be assigned to this area to work the auto-refractor (after being trained), locate the correct prescription from the trunks and help fit glasses. We partner with New Vision Ministries for our optical services. If you want optical for your week, you can recruit an optometrist or ophthalmologist, or WGO has some doctors who might be able to come and serve with your team. Inform Melissa Pantoja of your decision.
- F. **Children's Ministry:** The children aged twelve and under that come to the site will go to their own area. We will work with groups of around fifteen children at a time. We will sing with them and tell them the story of the Gospel. Each child will be given a "salvation bracelet" to help them remember the story of the Gospel. They will have their hair washed and treated for lice, if needed. Our translators are responsible for checking which children need the lice treatment. The girls have their hair styled in ponytails or braids. The boys have gel added and their hair spiked. You will assign several Team Members to serve in this area each day.
- G. **Evangelism:** The medical services are what get the people here – **sharing the Gospel is why we are here!** We are aware that many Team Members are nervous about sharing their faith. Many of our first-time Team Members have never shared the Gospel one on one. Many will feel a little apprehensive. Take time in your team meetings for training. Role playing this scenario is effective in helping them prepare so that everyone is better equipped with some basics for sharing the Gospel. It is helpful for Team Members to come prepared with verses that they would like to share. A page of Scripture verses that are helpful in sharing the Gospel will be sent to you with the Evangelism material. We encourage you to have each Team Member observe in this area, at least for a half day.
- H. **Service Projects:** In general, one service project per day would have up to 5 Team Members assigned. WGO decides with the pastor of the church you are serving which project is to be done. Possible projects are painting, installing water filter systems, or making a concrete floor for a family living on a dirt floor which includes hauling buckets of water, mixing concrete, sand and water – in other words, hard physical labor!

Team Leader Timeline before the trip:

10 months: Team Leader requests airline seats with FTI or on their own

7 months or more: Start recruiting Team Members

6 months: Send out Team Member Packet to your members, and review it with them at team meetings

4 months: Each Team Member's \$200 deposit due to **Hattiesburg, MS** office

4 months: Joan from FTI will tell you the commitment dates, and when she needs your final name list. Verify that all passport expiration dates are 6 months beyond your return home date. You will need to give Joan the **exact** passport names. This is a good time to ask her to send bag tags for the checked luggage.

4 months: Choose the optical level for your team and inform Melissa Pantoja.

3 months: Decide on concrete floor or project option, and number of Bibles to purchase - inform Melissa.

2 months: Full airfare due to the **Hattiesburg, MS** office

2 months: Optical payment due to the **Hattiesburg, MS** office

2 months: Leilani will send you a letter at least 2 months ahead of your trip date to explain how to set up the Kingsway Charities order for meds. You should order 6-8 weeks before, so you can have it delivered in time to pack the order before you leave.

2 months: All Team Members should have submitted their Serve Team Information forms and Emergency Medical Information online. They should have turned in to you their completed Liability Release forms.

2 months: Medical licenses due to Melissa

1 month: Food or health issues due to Melissa

1 month: Final \$590 from each Team Member is due to **Hattiesburg, MS** office

1 week: Let Melissa know the total number of checked bags your team is bringing. Designate how many are team supplies and how many are Team Member's personal checked bags.

Packing List for Honduras

1. Clothing:

- A. Women: Dress, long skirt, or dress pants for church Sunday
- B. Men: Long pants & collared shirt for church Sunday
- C. Comfortable clothing (sweats) for evenings at the Mission House
- D. Socks for a week
- E. Underwear for a week
- F. Sleepwear
- G. Comfortable shoes (sneakers or walking shoes) we suggest 2 pair
- H. Work boots/shoes, and clothes to do concrete – if you are assigned to do floor construction

All days: No tank tops, spaghetti straps, halter tops, low cut tops, see-through clothing, t-shirts exposing the navel. No exposed tattoos, or bandanas should be worn—these are synonymous with gangs in Honduras. Men must not wear earrings. Women may wear earrings.

No body piercing may be worn by anyone while in partnership with WGO. No running shorts, short shorts, torn jeans, or tight clothing such as yoga pants. Knee-length shorts are acceptable.

No bare feet, except in bunkrooms and bathrooms.

Sunday: Men should wear nice long pants and nice collared shirt.

Women should wear a dress or skirt that at least covers their knees, or nice pants with a modest top.

Days at Serve Team site: Men and women should wear WGO's scrubs, or jeans. We suggest women wear a T-shirt under the scrub top.

2. Toiletries:

- A. Soap or body wash
- B. Toothbrush & Toothpaste/ Floss
- C. Deodorant
- D. Shampoo/ comb/ brush
- E. Shaving kit

3. Other Items:

- A. Passport
- B. Bible
- C. Travel size hand sanitizer; Travel size toilet paper or all-purpose wipes to use while in city
- D. Credit card for possible emergency medical payment
- E. Sunscreen & insect repellent
- F. Earplugs, if snoring bothers you
- G. Camera
- H. Sunglasses; Sun hat or ball cap; Rain poncho
- I. Medications (a 10 day supply at minimum); Non-drowsy Dramamine, if you get motion sickness
- J. Pen & journal, small notebook or pad
- K. Fanny Pack
- L. Water bottle
- M. Alarm clock
- N. Flashlight with extra batteries

Team Schedule

Saturday

Upon arrival: General orientation in upstairs meeting room, approx. 30 minutes after arrival.
After Gen.orient. Medical Orientation (Downstairs in the pharmacy)
5:30pm Dinner
6:30pm Team sharing (Led by WGO)

Sunday (Morning times may vary due to church schedule)

7:15am Devotions (Team-led)
7:30am Breakfast
8:15am Depart for church
12:00pm Lunch in the city at local restaurant
1:30pm Return to Mission House. (Upon arrival to Mission House, load the cargo truck for Monday/Tuesday)
5:30pm Dinner
6:30pm Team Sharing (Team Led)

Monday

6:00am Devotions (Team led)
6:15am Breakfast
7:00am Depart for Serve Team site
3:30pm Leave Serve Team site
5:30pm Dinner
6:30pm Team Sharing (Team-led)

Tuesday (Tuesday morning please put towels in the hall)

6:00am Devotions (Team-led)
6:15am Breakfast
7:00am Depart for Serve Team site
3:30pm Leave Serve Team site (Upon arrival to the Mission House, unload the cargo truck)
5:30pm Dinner
6:30pm Team Sharing (Team-led)

Wednesday (Wednesday morning please put scrubs in the hall)

7:00am Devotions (Team-led)
7:15am Breakfast
8:00am Depart for Rancho Ebenezer / Picacho Park
8:30am Depart for Valle de Angeles / Picacho Park
4:00pm Arrive at Mission House (Upon arrival to the Mission House, load the cargo truck for Thursday/Friday)
5:30pm Dinner
6:30pm Group meeting (WGO presentations) (All Team Members meet together in upstairs meeting room)

Thursday

6:00am Devotions (Team-led)
6:15am Breakfast
7:00am Depart for Serve Team site
3:30pm Leave Serve Team site
5:30pm Dinner
6:30pm Team Sharing (Team-led)

Friday

6:00am Devotions (Team-led)
6:15am Breakfast
7:00am Depart for Serve Team site
3:30pm Leave Serve Team site (Upon arrival to the Mission House, unload the cargo truck)
5:30pm Dinner
6:30pm Team Sharing (opening by WGO) (Team-led)

Saturday (On Saturday we need to follow these times. We need to get to the airport on time.)

7:00am Devotions (Team-led)
7:15am Breakfast
8:15am Re-Entry/ Closing thoughts (Led by WGO) (All Team Members meet together in upstairs meeting room)
9:00am Depart for the airport

Parental / Legal Guardian Consent Form

(For Team Members under age 21)

Instructions:

1. Fill out this form. **This form must be signed by both parents regardless of their marital status.**
 - **In cases of divorce**, both parents must sign this form. If both parents cannot sign, then the person with custody must sign and must attach a notarized copy of the custody papers with this form.
 - **If one or both of the parents are deceased**, a notarized copy of the death certificate(s) must be attached.
 - In all other situations, please contact us.
2. Have this form notarized.
3. Keep this form with you. You might need this form along with a proper ID (Birth Certificate or Passport) in order to enter Honduras or Belize.

NOTE: This form must be filled out for all minors traveling with you when both parents are not present. Without a **properly filled out and notarized** consent form the authorities may not allow a minor into their country. The reason for this protocol is that authorities are trying to ensure minors do not enter their country against the wishes of the minor's legal guardians.

We, _____ and _____,
give permission for our son/daughter _____ (passport name),
with passport number _____ to travel to Honduras or Belize in the month of
_____ in the year of _____, under the supervision of
_____ (passport name of the Team Leader),
with passport number _____.

(Signature of 1st parent or guardian)

(Signature of 2nd parent or guardian)

(Date)

(Date)

(Signature of Notary Public)

(Date)

My commission expires: _____, 20_____

World Gospel Outreach

Statement of Faith

WGO is a protestant, non-denominational, evangelical ministry. Our national staff, our full-time missionaries, and our North American teams are comprised of people representing many denominational backgrounds. While there may be some doctrinal differences, we choose to lay those differences aside. What we will not compromise on are the essential truths of the Person and Work of Jesus Christ as revealed in Scripture. We choose to unite around these truths that we unreservedly adhere to, and ask everyone who comes to serve, to be in submission to:

- **WE BELIEVE** in one God, eternally existing in three Persons: Father, Son, and Holy Spirit.
- **WE BELIEVE** that Jesus Christ was conceived by the Holy Spirit, was born of the Virgin Mary, was true God and true man, existing in one person and was without sin. We believe in His representative and substitutionary sacrifice, His bodily resurrection, His ascension to the Heavenly Father, His present life as Lord of all, High Priest, and Advocate, and His imminent personal return in power and glory.
- **WE BELIEVE** that the Holy Spirit indwells and gives life to believers, enables them to understand and apply the Scriptures, empowers them for godly living, and equips them for service and witness.
- **WE BELIEVE** that the Scriptures of the Old and New Testaments are the inspired Word of God, without error in the original documents, fully trustworthy, and the final authority in all matters of faith and life in Christ Jesus.
- **WE BELIEVE** that each member of the human race is fallen, sinful and lost, that the shed blood and the death, burial, and resurrection of Jesus Christ provides the only ground for forgiveness of sins and justification to all who receive Him by faith, and that only through regeneration by the Holy Spirit can they become children of God.
- **WE BELIEVE** that the one, holy universal Church is the body of Christ, composed of all regenerate people. This redeemed community worships God and seeks to proclaim the Good News to all people.
- **WE BELIEVE** in the imminent return of Jesus Christ, in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.
- **WE BELIEVE** that marriage is a covenant between a man and a woman.

If you agree with this page, you should sign on the Liability Release Form.

Personal Conduct Commitment

Accountability: To make your outreach an enriching experience, it is imperative that everyone respects each other. Each Serve Team must have a designated Team Leader who is responsible for a Team Member's conduct during their stay. Each Team Member should have a direct reporting relationship to the Team Leader. The Team Leader is responsible to WGO to insure ministry policies and directives are observed by all Team Members. In the extreme case that a Team Member would refuse to follow WGO policies and directives, WGO reserves the right to send him/her home at the expense of the individual or the sponsoring church.

Gifts to Children NOT under the care of WGO: While WGO appreciates your financial and material donations, please follow WGO staff instructions regarding giving gifts. Team Members are often generous in their desire to give to the children or adults they meet at the Serve Team site. It is our request that no candy (too many dental problems already) or gifts be given.

Gifts to children and young people under the care of WGO: Monetary gifts to children at Rancho Ebenezer are possible through our WGOKids Child Sponsorship program. You can make a financial donation on any child's behalf to WGO. No gifts are to be given directly to any person under the care of WGO. **Because of its importance to the well-being and development of the children that WGO cares for, Serve Team Members who are found to have provided personal gifts of any kind, material or financial, or have exchanged personal information (i.e. emails, addresses, Facebook info, phone numbers) may be sent home at their own expense or not be allowed to return to WGO facilities.**

Gifts to Honduran Staff and Missionaries: It is important that you not engage in any kind of support (outside of recognized and approved programs), helps, or even exchange email addresses, Facebook or physical addresses with our Honduran staff, translators, and medical professionals, or Missionaries during your stay or after your return, as it violates **their terms of their employment**. All Honduran staff members are paid employees. This policy is in place to help guard against the cultural complications that occur among the employees, and between the employee and WGO, when other sources of compensation are offered without full knowledge of the impact it has on the ministry and its staff. For this reason, we are very diligent in setting a policy that addresses this and are serious about both the Team Member and the WGO Honduran staff members adhering to this policy. Any financial gifts that they receive will put their job at risk because it would be violating ministry policy. Please report any solicitation made to you by Honduran employees to the WGO Honduras Field Director. Missionaries are not to receive gifts or support from Team Members. They raise support from their home church, family and friends.

Dress: Please dress modestly. In order to remove barriers to ministry and to protect the reputation and privilege of WGO to minister, please adhere to the following guidelines.

All days: No tank tops, spaghetti straps, halter tops, low cut tops, see-through clothing, t-shirts exposing the navel. No exposed tattoos, or bandanas should be worn—these are synonymous with gangs in Honduras. Men must not wear earrings. Women may wear earrings.

No body piercing may be worn by anyone while in partnership with WGO.

No running shorts, short shorts, torn jeans, or tight clothing such as yoga pants. Knee-length shorts are acceptable.

No bare feet, except in bunkrooms and bathrooms.

Sunday: Men should wear nice long pants and nice collared shirt.

Women should wear a dress or skirt that at least covers their knees, or nice pants with a modest top.

Days at Serve Team worksite:

Men and women should wear WGO's scrubs, or jeans. We suggest women wear a tank top under some scrub tops.

No Smoking or Drinking of alcoholic beverages is allowed while on this outreach or while being a guest at any WGO facility. We are asking this because you are representing our ministry, even on airplanes and at airports. Regardless of where you are in your walk with the Lord or what your feelings are about these practices, they are deeply offensive in other cultures. This practice could expose World Gospel Outreach to great risk of losing its reputation and effectiveness in working in the country. WGO is here by the invitation of the country, not by right, and can be asked to leave at any time. Thank you for your cooperation!

WGO staff will expect Team Members to comply with this conduct policy.

If you agree with this page you should sign on the Liability Release Form.

WGO Emergency Medical Information

Fill out online. If you do not have access to a computer, ask your Team Leader for help.

Name: _____
(Last) (First) (Middle Initial)

Gender: M F Age: _____ Birth Date: _____

Parent's Name (if under 21): _____

Parent's Phone: (_____) _____ Work: (_____) _____

HEALTH INFORMATION (To be completed by all participants):

Check the following boxes (If "Yes" please explain):

- Yes No Do you have any Drug Allergies? _____
- Yes No Do you have any Food Allergies? _____
- Yes No Do you have any Environmental Allergies? _____
- Yes No Has any allergic reaction required emergency room care? _____
- Yes No Do you have a Heart Condition? _____
- Yes No Do you have High Blood Pressure? _____
- Yes No Do you have any Respiratory Difficulties? _____
- Yes No Are you diabetic? Diet Controlled Oral medication Insulin
- Yes No Do you wear contact lenses?
- Yes No Have you had any serious illness or surgery within the past three years? If so, list with dates

 Yes No Have you ever been treated for anxiety, nervousness, or stress related disorders? If "yes" please explain.

Are you subject to: (If "yes" please explain)?

- Yes No Fainting? _____
- Yes No Sleep Walking? _____
- Yes No Frequent Upset Stomach? _____
- Yes No Do you have any condition that would prevent you from participating in any activities? _____

Please indicate **ANYTHING** else that the leaders should know to help deal with any situation that might arise:

LIST ALL CURRENT MEDICATION, DOSAGE, AND WHAT IT IS BEING TAKEN FOR: _____

(Continue medications on the back if necessary)

PLEASE LIST ANY OTHER MEDICATIONS THAT YOU WILL BE TAKING TO HONDURAS: _____

EMERGENCY CONTACT INFORMATION (someone NOT with you on this trip): This MUST BE INCLUDED

Emergency contact: _____ Relationship: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: Home (_____) _____ Work or Cell (_____) _____

Your Primary Physician: _____ Your Physician's Phone (_____) _____

Liability Release Form

Release of All Claims

All Participants:

In consideration for being accepted by World Gospel Outreach for participation in a Missions Outreach, I/we, being 21 years of age or older, on behalf of myself/ ourselves (on behalf of my/our child-participant if said child is not 21 years of age or older) do hereby release, forever discharge and agree to hold harmless World Gospel Outreach and the directors thereof from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by me/us (my/our child participant) while I am (my/our child is) participating in the above described trip or activity.

Furthermore, I/we, on behalf of my/our child participant if under the age of 21 years, hereby assume all risk of personal injury, sickness, death, damage and expense as a result of participation in recreation and work activities involved therein.

Further, authorization and permission are hereby given to World Gospel Outreach to furnish any necessary transportation, food and lodging for this participant.

The undersigned further hereby agree to hold harmless and indemnify said organization, its directors, employees and agents, for any liability sustained by said organization as the result of the negligent, willful or intentional acts of said participant, including expenses incurred attendant thereto.

(If the participant has not attained the age of 21 years):

We are/I am the parent(s) or legal guardian(s) of this participant, and hereby grant our/my permission for him/her to participate fully in said trip, and hereby give our/my permission to take said participant to a doctor or hospital and hereby authorize medical treatment, including but not in limitation to emergency surgery or medical treatment, and we/I assume the responsibility of any and all medical bills.

Further, should it be necessary for the participant to return home due to medical reasons, disciplinary action or otherwise, we/I hereby assume all transportation costs.

If participant is under 21 years of age, both parents must sign unless parents are separated or divorced, in which case the custodial parent must sign.

Father

Date

Mother

Date

Signature of Legal Guardian/Parent

Date

Legal Guardian /Parent's phone number

ALL PARTICIPANTS MUST FILL OUT THE FOLLOWING:

Do you have Hospital Insurance? Yes No

Insurance Company

By signing below, I am acknowledging that I have read and agree with:

- the WGO Liability Release Form
- the Personal Conduct Commitment
- the Statement of Faith

I understand the rules of conduct for all participants and I will abide by them as well as the directions of the leadership of WGO. I understand that WGO might use my photo or video or quote in their publications without asking specific permission.

Print your name

Team Number

Signature

Serve Team Information Sheet

Fill this form out at the WGO website www.wgoreach.org. If you do not have access to a computer, give the completed sheet to your Team Leader.

Name (**exactly as on passport**): _____

Country issuing passport and expiration date: _____
(Needs to be valid for 6 months **after** your return date)

First Name (as you would like it on nametag): _____

Date of Birth: _____(mo./day/yr.) Sex: Male Female

Number of trips on a WGO Serve Team: (e.g. if this is your 1st trip, answer "1") _____

Health: Excellent Good Fair

Spanish: None Little Fluent

Occupation: _____ (If you are retired, what was your occupation?)

Your Personal Mailing Address: _____

City: _____ State: _____ Zip: _____

Your own primary phone number: _____

Your secondary phone number: _____

Your email address: _____

Your Church: _____

Your Church's Address: _____

Your Pastor's name: _____

Your Church's Email: _____