



Short Term Mission Team Leaders Manual

Preparation & Information Packet

OUR OFFICES

www.haitiarise.org

Founders & Directors: Marc & Lisa Honorat

Canada

PO Box 85267, Albert Park
PO, Calgary, Alberta T2A
7R7 Phone: (403) 272-6493
info@haitiarise.org

Team Coordinator:

Michelle Guenther
Teams and Trip Info
1-306-380-0661
finance@haitiarise.org

USA

PO Box 609, Montesano, WA
98563 Phone: (360)
539-7377
infousa@haitiarise.org

Education Fund Admin:

Tania Thorne
Sponsorship Info
1-403-526-2791
education@haitiarise.org

Haiti

#50 Rue de Taino, Thozin,
Grand Goave, Haiti WI
Phone: 011-509-4165-0844
haiti@haitiarise.org

Media & Communications:

Tammy Love
Fundraising Info
media@haitiarise.org



Welcome Haiti Arise Team Leader

Thank you for choosing to partner with Haiti ARISE Ministries for your short-term mission team experience. We are looking forward to working together with you through the preparation process and onto the field. Our goal is to raise up godly leaders through spiritual and practical education. The vision of Haiti ARISE is to:

Actively **R**aise **I**ndividuals to **S**erve and **E**vangelize

Communication and prayer are vital keys to making this team and mission trip a successful one. The following information in this packet is designed for you as the team leader to help you plan your team's trip. Included you will find:

- Responsibilities: Yours & Ours - page 3
- Pre-planning Logistics - page 5
- Finances - page 7
- Financial Logistics - page 8
- Day of Travel & Arrival - page 9
- On the Ground & Security - page 11
- Ministry Outreach & Preparation - page 14
- Mission Guidelines & Policies - page 18

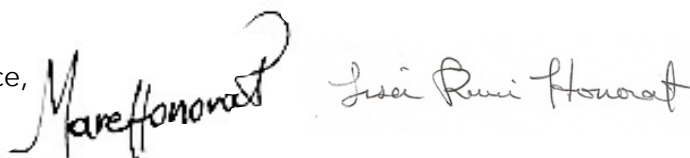
Keep this guide handy during preparation, in route to Haiti and in-field.

Once your **Team Application** has been approved, and you have received and returned the **Trip Confirmation** document, you, as the leader for your team, will be required to take a short-term mission leaders training provided by STM Network. They will be in touch with you to start a six-session online course. The cost for this training is included in your team's trip budget. You should also have the **Team Member Preparation & Info Packet** for each team member that includes information concerning finances, travel, health, personal & language preparation and mission policies and covenant. Be sure to go through this thoroughly with your team so everyone is fully prepared and in unity. You will also find the application packet which includes the following forms: **Personal Information, Health History, Covenant and Release Waiver Form.**

You and your team are in our prayers. We also ask for your prayers for Haiti ARISE, for Haiti and the people we serve. It is our desire to be in God's will and to do our best to facilitate a great short-term mission experience.

If you have any questions, please do not hesitate to contact our Team Coordinator, Michelle Guenther.

In His Service,



Marc & Lisa Honorat, Founders and Director

Responsibilities

The **Team Coordinator** who is in North America and works with the team leader in coordinating the trip will provide the following materials to the team leader:

- Short Term Mission Team Application (can be found at haitiarise.org/volunteer)
- Trip Confirmation Document (upon acceptance of the Team Application)
- Team Leader's Info Packet
- Team Member Preparation & Info Packet which includes:
 - a) Travel guidelines, dress code, luggage limits, what to bring list, passport & document instructions, suggested immunizations, and mission rules & policies.
 - b) Three (3) forms required of each team member, which must be completed and returned to Haiti ARISE **at least twelve (12) weeks prior to travel:** (1) Personal Information; (2) Health History, (3) Covenant and Release Waiver.
- Arranges dates for travel and works with the team leader to book flights and hotels.

The **Team Host** who are on the ground in Haiti works with the Team Leader & Team Coordinator to plan on the field logistics and projects and host the team on arrival. They will:

- Communicate with the team leader important information during the planning period such as ministry supply needs list, team schedule, and suggestions for ministry and project preparation.
- Coordinates all in-field activities (takes into consideration needs, abilities, skills, objectives of the team members, as well as of the mission/missionaries and the in-field nationals to whom we minister)
- Conducts an in-field orientation to the mission, community, facilities, staff, projects, culture, and ministries.
- Conducts a team debriefing session, near the end of the trip, including reverse culture shock discussion, presentation of Haiti ARISE vision & team challenge.

The **Team Leader** from the sending organization will work in collaboration with the Team Coordinator & Team Hosts in preparing their team in the following ways:

- Submit Short Term Mission Team Application to request a dates for a trip travel to Haiti ARISE.
- Upon approval of application, review, sign and return Trip Confirmation Document. This will be the confirmation of your team's spot being held.
- Promote the mission trip and Haiti ARISE to sending organization.
- Recruit and build the team from within the sending organization (church, school, campus ministry, etc.). Team should be **selected at least 16 weeks (4mo) prior to trip dates.** See *guidelines on team selection*.
- Distribute and review Team Ministry Preparation & Info Packet with each team member. Make sure every member has a printed copy to refer to.

- Collect Team Member Application Forms (Personal Information, Health History, Covenant & Release Waiver) and return **at least 12 (3mo) weeks prior to travel.**
- Collect and track all trip fees from each team member and send to Haiti ARISE Ministries Team Coordinator.
- Send team deposit of \$1400/person **8 (2mo) weeks before trip dates.** Flights will not be booked until these funds (for all team members) and team application forms have been received.
- Conduct pre-trip team building, training & orientation.
- Oversee team members in their adherence to mission rules and policies (Covenant).
- Provide spiritual oversight of team members.
- Handle and resolve conflict within group.
- Provide oversight for packing.
- Travel with team and coordinate all travel to/from airport, including handling and distributing boarding passes, passports, etc.
- Prepare team members for Preaching, Teaching, Evangelism, Sharing Testimonies and Devotional Opportunities that occur in the field.
- Coordinate the collection of all materials needed for the trip including ministry supplies for team members to distribute in the field. These include specific project supplies, medical supplies, crafts, etc. from needs list provided by the mission.
- Provide debriefing for team members upon return home, as the sending organization deems necessary.

Pre-Planning Logistics

Initial Planning of Trip Dates

All mission team leaders must first communicate with the Team Coordinator to check dates available for your team. We have a set team schedule, so the dates your team would prefer may not be available, but the Team Coordinator will work with you to try to find dates to suit both your team and Haiti ARISE. Once dates have been chosen, the team leader should complete the Short Term Mission Team Application and send to the Team Coordinator. Following receipt of the application, a Trip Confirmation Document, outlining dates, deadlines and policies will be sent to the team leader.

Team Selection

Size: The recommended team size is ten (8-10) people, with a maximum number of 12 team members. These numbers are set based on our transportation capabilities and ease of doing activities. There is often more than one team on the ground at the same time. If a team slot is open, there is the possibility of one group sending two teams at the same time.

Age Limits: Haiti ARISE welcomes families and team members of any age. For minors traveling without at least one parent or guardian, the minimum age is 15 yrs old. Team Leaders may set their own, more restrictive limits. All minors (under age 18) not accompanied by BOTH parents,

MUST have a signed, notarized parental authorization to travel out of the U.S & Canada (many airlines require this document also). Keep a copy for travel to present to the airline if requested. If one parent is traveling with the child, then the form should be filled out and signed by the parent staying behind. Parents should keep a copy of this signed document, and send a copy to the Haiti ARISE Team Coordinator with their applications.

Selection Criteria: In screening and selecting team members, we recommend setting standards for character, commitment, willing to learn and skills/talents. You want to ensure your team is made up of individuals that will mesh and become a unified group that will represent your church/organization well. Consider criteria before selecting your team members and clearly communicate what qualifications are being expected. It is also highly recommended to conduct a criminal record check and child safety training. You may also be looking for specific skill sets in forming your team for certain projects or programs. You will want to have everyone fill out an application and may also want to conduct interviews with interested people to help ensure they will positively contribute to your trip. The ideal team member has a heart to serve and is flexible, in good health, and has the endurance to withstand heat and difficult conditions. Many short-term trips will require manual labour or walking long distances. Many of our sites are located in places where they will experience more extreme heat than they are used to.

Haiti ARISE Ministries' is an evangelical Christian organization. Our primary objective is to enhance the evangelistic work of the ministry through all activities. Non-Christians or members of other Christian faith backgrounds are welcome, as part of a team, but must abide by Haiti ARISE's policies/rules and must respect the doctrinal position of Haiti ARISE Ministries, doing nothing contrary to or against our mission beliefs. Haiti ARISE requires that all teams must have at least 50% ratio of Christians if non-Christians will be participating.

Suggested Deposit: When the applicant commits to serving on your team, we suggest you ask them to make a non-refundable deposit to hold their spot. This will help you separate out serious team members from those who are just looking. Suggested \$100 deposit with application. These funds could be set aside as an emergency contingency fund, held by the team leader.

Upon receipt of all required personal team forms, Haiti ARISE will assess the information and structure the team projects and activities to fit the abilities, talents, age, and skills, of the team participants, taking into account the project needs in Haiti at the time of application. It is important that this information is complete and accurate. It is beneficial to always have skilled team members in areas of carpentry, welding, mechanics, tiling and other trades. Other skills are also beneficial depending on the teams' makeup.

Haiti ARISE reserves right to refuse participation to those with high-risk health problems or high risk for injury, and those who have created problems or conducted themselves in an improper manner on past trips. All participants must be physically and emotionally able to share in the scheduled activities. All participants must sign the Covenant and abide by the mission policies.

Team Meetings

Initially: Hold an informational meeting to provide all the pertinent details of what the mission trip will look like, where, when and have Team Member Application & Info Packets available. Provide dates and schedules for application deadlines, team meetings, financial deadlines & travel dates as well as requirements of all team members should they commit to joining the team.

Participants need to be thoroughly informed by their team leaders, about deadlines, flight itineraries (and the reasons for the one chosen for your team), and the terms of the airlines (e.g. tickets non refundable, etc.). Once a ticket has been purchased, a team member will not be reimbursed, should they decide not to travel. Because a team member or other person has made the donation to Haiti ARISE, and will be receiving a tax receipt for the trip, the ticket belongs to Haiti Arise, and the donation cannot be reimburse. This is Revenue Canada policy.

STM Training: Haiti ARISE has partnered with STM Network and STM Leader to help provide training for our team leaders. All team member leading teams to Haiti ARISE are required to complete the 6-session STM training, which is a part of the teams budgeted costs. We have found all of our team leaders have enjoyed this training and have been able to more effectively lead their teams.

Regular Meetings: Additional meetings should be held, as the leader deems necessary. These meetings are for planning, support raising, team building, practicing for ministry and organization. It is recommended to meet at least 2 times per month at the beginning, and then once per week the last month before the trip, to prepare and pray for the trip. We highly suggest that team members read the books that are suggested in The Team Member Preparation & Info Packet and then discuss them at your weekly meetings.

The Team Member Trip Preparation & Info Packet should be reviewed together during your team meetings and again as a team one week prior to trip departure, **specifically read over the Mission Policies** document so that all team members are familiar with the expectations to be adhered to while in Haiti and on Haiti ARISE campus.

Packing Party: Planned shortly before the trip, this is a great time for the team to bond and enjoy gathering all that they've collected. Emphasize size & weight limits on checked bags and carry-on bags. Have members keep their personal items limited to their carry-on and if needed 1/4 of a checked bag. The bags should be reserved for packing mission supplies and materials. Most airlines are now charging a fee (usually \$30) for the second bag, so it is wise to decide what is most important and needed to take with you. Do not simply bring all items donated just because they were given to you. Please put some thought into what you are bringing. If in doubt you can ask the Team Hosts.

Team T-shirts: Haiti ARISE requests that team members wear a Haiti ARISE team shirt while traveling. These will be sent to the Team Leader by the Team Coordinator, one month before the trip. The cost is included in the trip fees. We recommend you pass t-shirts out on the day of the packing party to ensure proper size, or on the day of departure at the airport to ensure all team members wear it.

Passports

When traveling internationally, **your passport must be valid, and can't expire for at least 6 months after entry** into the country. Once a team member has decided to go on the trip, they should apply for their passport, if it is not current. It can take 4-6 weeks to receive the new passport. Flights are not booked until Team Coordinator has a copy of all current passport pages for all team members.

Make 2 copies of everyone's passports. Leave one copy at home and bring one copy to be kept in a separate place apart from the passport in case of loss or theft.

Finances

Trip Expenses

Total trip costs are estimated at \$2,500 to \$3,000 per person.

This includes flight costs estimated between \$1,200-\$1,500 (depending on your departure city and season you are traveling), \$350 for travel medical and hotel en route to/from Haiti and approximately \$950 per person to cover the following expenses

(dependent on the number of team members and current US exchange rate):

- meals and lodging for 10 days,
- transportation in Haiti,
- translators,
- team t-shirt,
- team admin,
- STM Network training for the leader

Teams are required to raise a minimum of \$2,000 CDN/ \$1,500 USD as a team for projects while in Haiti.

Additional Expenses

- Vaccinations, passport costs, baggage fees
- Airport tax in Haiti to enter the country is \$10 USD or \$10 CDN
- Each additional day's lodging at Haiti ARISE in Haiti is \$60 USD.
- Each additional trip to PAP outside of the planned airport trip is \$100 USD.
- Restaurant meals and staying at other hotels in Haiti
- Church offerings, snacks, souvenirs: suggested \$150 - \$200 USD

Note: There will be opportunity to visit a Haitian market and souvenir shop. We encourage all team members to go prepared to make purchases to support the local economy.

Financial Deadlines to Haiti ARISE

Eight (8) weeks prior to trip dates A deposit of \$1400/person

Upon receipt of the entire team's deposit, flights will then be booked.

Once the flight totals are determined, the balance owing is communicated to the Team Leader.

Four (4) weeks prior to trip Remaining team balance is due.

Other expenses to consider:

- Exchange rate: 80 HTG = \$1 USD (subject to change)
- Travel with: USD \$ can be used in most places where you will be.
- Bring small denominations only \$1's, 5's, 10's. We cannot change large bills.

All in-field expenses associated with the trip are tax-deductible when paid through your church, other tax-exempt organization or through Haiti ARISE.

NOTE: Any funds remaining once all expenses have been paid will be used at the discretion of Haiti ARISE Ministries. According to CRA & IRS, donations cannot be returned.

Financial Logistics

Team Project Designation

Each team will be assigned a **team name** to identify them. All donations and cheques received for your team will be designated toward your trip and project. If you are not able to funnel donations through your church or organization, and will be sending individual cheques for team members to Haiti ARISE, via the Team Coordinator, please state the following:

“Cheques should be made payable to: Haiti ARISE. The Team Name should be written on the memo line of the cheque, so that your team budget can be credited. Also, include whether it is for the project or trip expenses. All donations made to Haiti ARISE Ministries on behalf of your team will be issued a tax receipt. For cash donations that require a tax receipt, the name and contact information for the person must be submitted with the donation. In order to satisfy the policies of CRA, please DO NOT write the name of the individual (team member) on the memo line of the cheque. Put only the Team Name. Mail the cheque to the Haiti ARISE Team Coordinator.”

We would prefer team member trip fees be given through your church or organization to be receipted by your treasurer. This drastically cuts down on our administration, and it simplifies the process. The Haiti Arise Treasurer will send an acknowledgement of receipt for total payment, and an invoice outlining the costs to the sending organization.

The funds will be deposited to the Haiti ARISE Ministries account on behalf of your team and will be used to pay the expenses of the trip.

Once flights are booked, they are non-refundable. Should a team member decide to cancel their travel to Haiti, they will not be reimbursed and Haiti ARISE will not be held responsible for the expense.

Fundraising & Gathering of Supplies

Plan fundraising activities that will involve the whole team. We recommend that you allow family, friends, church family, co-workers etc. to get involved in supporting you through prayer and financial help, and plan to fundraise for your team budget and projects as a whole.

Participants are encouraged to write a support letter. This letter should be sent to family and friends and should be sent as soon as you know you have been accepted by the team. This will allow you to raise awareness for your trip, recruit prayer and financial support, and give others the opportunity to join you in understanding how God is working around the world.

A list of needed ministry items will be provided to the team leader, approximately one month prior to trip dates. These items should be solicited and taken to the mission field to allow team members to participate in the various ministries. Asking for donations of items is another way to encourage involvement. Be prepared for last minute requests for your team to bring, (sometimes only a few days before your trip) as sometimes there is no way to foresee in advance about a particular item or supply that might be needed.

Day of Travel & Arrival

Travel Hints

The Team leader should take charge of all ticketing information, papers and documents pertaining to the trip. Plan on arriving at the airport at least 2 ½ to 3 hours before departure, depending on the size of your team and amount of luggage to check.

Packing/baggage:

1. **Check with airline prior to packing** for current guidelines on baggage weight, and to see if there are any embargoes imposed on certain types of baggage. Do NOT have luggage overweight but PACK TIGHTLY; airlines charge much more for overweight items than extra pieces of luggage. DO NOT lock bags, as customs & immigration will most likely inspect them, but do clip or tape them tightly closed. If using bins, use plastic ties to secure, leaving extras inside the bin in case airport security opens for inspection.
2. Keep carry-on bags separate; they will not be needed at check-in.
3. Keep passports in alphabetical order for faster location.
4. **Group leader should remind airline agent to check luggage all the way through to final destination,** so you will not have to claim them at stops along the way. They usually do this anyway but it's wise to "remind" the agent at the counter of your final destination AND provide all ticketing information if more than one airline is involved in transporting the team.
5. A carry-ons & personal item such as a purse or laptop bag are allowed per team member. Pack all essential items, personal medicines, and clothing in carry-on bag in case some luggage might not arrive on the same flight. Anything that they need to take that will NOT fit in the carry-on should then be put in plastic bags (with the person's name on the bags) and included in the checked bags with the ministry supplies.
6. Most airlines now charge a \$30 fee for the first bag, so teams should evaluate which supplies and personal items are most needed to take with them.
7. Toiletry items must be packed in checked bags if they are sharp or contain liquid in any larger quantity than 1 oz.
8. Put light colored duct tape on each checked bag and write Haiti Arise on each, so that your bags are more easily identifiable. Number all bags and keep a list of contents.
9. Baggage claim checks need to be kept together and presented upon departing the airport customs areas each time bags are claimed, especially in Haiti.

Customs/ Immigration:

On the plane into Haiti you will have to fill out individual immigration & customs cards. They are simple to complete but there are 2 areas you might have questions about:

- a) Purpose of visit = Pleasure.
- b) Haiti trips:
 - i. Address while in Haiti = #50 Rue de Taino, Grand Goave, Haiti
 - ii. Haiti ARISE Ministries phone number in Haiti #4165-0844 (not international)
- c) Do NOT claim anything in customs unless it is a large number of medications, in which the team would also have an accompanying authorization letter to bring them in country.

- When you land in Haiti you will first pay the airport tax of \$10, then go through immigration, one at a time. You will have to show your passport and turn in the green visitor's card. They will keep all copies of the card EXCEPT ONE. This MUST be returned on departure; don't lose it!
- After clearing immigration, put passport and visitor card in secure place and then go into the baggage area where your checked luggage can be claimed; allow ample time for all luggage to come in before determining if it has all arrived. There are sky caps available to help locate bags for a small tip. Choose one or two to help.
 - a. Luggage carts are available for \$2 USD. Have \$5 - \$10 US handy for tipping once all bags are loaded in our vehicles. DO NOT tip anyone inside the airport.
 - b. It is a good idea to assign several people to wait in one place with the carry-on bags while the rest of the group locates the checked bags.
 - c. If some of the luggage does not arrive, determine which claim checks are for the missing luggage. Keep a note of the missing bags claim check numbers & person's name on each bag. Do NOT let go of those claim checks for missing bags until you make a claim and turn them in. Keep a separate note of the numbers on claim checks of missing bags and make note of which person's name was on each bag.
 - d. Give missing luggage claim checks to an airline representative. You must make a claim BEFORE you leave the airport. The claim desk in the PAP airport is at the far right end of the baggage room.
 - e. Once all luggage has been located then the group can begin going through the customs/inspection line together.
 - f. Note that FREQUENTLY Haiti ARISE groups are passed through WITHOUT opening bags. Don't open them unless asked to do so. If they ask you in advance what is in the bags tell them "clothing, food, gifts, and shoes" or supplies for a mission. Do NOT readily volunteer that medicines or tools are inside as they may confiscate these to check expiration dates on medicines or try to charge duty on valuable tools. This process can markedly delay a team's receipt of luggage in time to use the medicines or equipment on their trip.
 - g. Upon exiting the airport, look for the Team Host and staff with Haiti ARISE t-shirts. It is VERY important to not allow anyone else to touch your luggage. Give tip money for any porters to the Team Host, who will in turn pay the proper porters.
- In field we will review what to expect upon departing and on returning back to U.S. or Canada.

On the Ground

Guest House

Teams stay at the campus residence building in dormitory style rooms with bunk beds. There is indoor plumbing & power. All meals are prepared on site by Haiti ARISE staff. If there are couples on the teams, they should be prepared to stay separately in dorm rooms with their gender unless rooms are available and have been requested ahead of time.

Teams could be, and most likely will be sharing the residence with another team.

Field Related Items

- An in-depth orientation will take place shortly after arrival, along with a tour of the facilities, mission compound and community.
- Schedules of all in-field activity, including devotion schedules, speaking opportunities, daily activity schedules and special activities geared toward your team will all be sent to the team leader approximately one week prior to the trip and reviewed in the orientation upon arrival. All schedules are considered tentative and subject to change.
- A short planning meeting may happen between the Team Host and Team Leader to discuss any project or ministry activity logistics.
- Within the first day or two at Haiti ARISE, the team leader will be able to make a phone call or send an email to notify family & church back home of your team's safe arrival.

Communications

- Telephone service is available at cost with a local Haitian phone card. We encourage teams to use one designated phone, with an international or domestic plan.
- **Haiti ARISE has limited internet. We do not give out the password to team members.**
- We ask that all teams bring only **ONE** laptop to be shared by the team. You and your team are encouraged to 'unplug' electronically while you are with us. Use this time to connect with your team, make new friends and spend time with God. We suggest that teams use the Haiti ARISE Blog to share their daily experiences with family and friends back home and limit emailing by the team leader only. Your team hosts will assist you in accessing the team blog on the website. If you have resistance from team members to contribute to the blog, we suggest that you appoint one or two people who like to blog and can communicate well to be responsible to add to the blog daily and also possibly write entries on behalf of other team members.
- Once you arrive at the campus, the Team Host will give you instructions on how to access the blog for making daily entries.
- Power and water may be limited at times due to the instability of infrastructure in Haiti. Be prepared to haul water and limit power use when necessary. You will be directed by the Team Hosts concerning use of these once on the field.

Security Issues

Security Issues

Although we realize that what happens is sometimes out of our control, we do everything we can to make things as safe as possible. There are things YOU and your team members can also do to minimize potential problems.

- Keep in mind you are entering a third-world foreign country. You do not know the culture. Trust your Team Host to guide you and follow all the rules set out by Haiti ARISE.
- Keep personal valuables such as cell phones, jewelry, cameras, stored away out of sight.
- Do not flash money in public or carry large amounts of money or passports on you. Once the team arrives on the Haiti ARISE campus the team's money and passports will be locked in a safe.
- Our drivers are very dependable. They will be at the airport to meet you, along with other staff members, wearing Haiti ARISE t-shirts to make it easy for you to identify them. Be certain to wear YOUR team t-shirts so that you are easy to spot by our staff, who will be waiting outside the arrival area of the airport.
- The Haiti ARISE staff will do their best to protect the team from anything happening should there be any disturbances, roadblocks or problems in route. If there is an emergency situation requiring a stop or over-night stay in route to Grand-Goave, the Haiti ARISE staff will arrange this with the team leader.
- Our staff that will be meeting you at the airport have cell phones. Haiti ARISE home office will be notified immediately if there are any problems.
- Many airlines typically cancel flights to Haiti when things are really "hot" in Haiti. If that would happen, wait in Miami and contact our Canada office.
- In Haiti our mission campuses are secured and guards work 24 hours for added security.
- When necessary, Haiti ARISE teams are accompanied by a Haitian police officer to/from the airport.
- No guests are permitted to travel or go out alone. There must always be a national HAM staff to accompany the group and they must stay in a group of at least three when leaving campus. Team members are not to go off campus after dark, unless accompanied by the Haiti ARISE Directors & Team Hosts.
- If an emergency situation arises, such as political upheaval or a natural disaster, Haiti ARISE will take the necessary steps to ensure the teams' safety and make arrangements for needed evacuation or departure.
- In case of a medical emergency requiring further assistance than available in country, Haiti ARISE will work with the Team Leader to make the proper arrangements for care.
- For your reference, there is a separate Team Risk Management Document that would be helpful to review with your team before traveling.
- NEVER give your complete name, phone number, address, or destination (i.e. Grand Goave) to anyone/strangers you meet on the airplane or at the airport after you land.
-

There is an included letter on the next page outlining Haiti ARISE's security policies for the purpose of printing and sharing with concerned individuals or groups about your trip. The primary contacts for Haiti ARISE in case of emergency:

Canada Phone Number: Vice-Chair Director, James Roberts Phone: (403) 708-9225 cell

Haiti Phone Numbers: Grand Goave Phone (011-509) 4165-0844 (Marc) or 4179-1693 (Wade)



Haiti ARISE Ministries
USA: PO Box 609
Montesano, WA 98563
(360) 539-7377

Canada: PO Box 85267,
Albert Park PO
Calgary, AB T2A 6Z2
(403) 272-6493

Haiti: #50 Rue de Taino, Thozin
Grand Goave, Haiti WI
011-509-4165-0844

To Whom It May Concern:

This letter is to help address the concerns that some may have for mission teams and individuals traveling to Haiti due to the travel warnings stated on the Canadian/ US government's official website. Haiti ARISE is based in the nation of Haiti and is well aware of the condition of the country, including the possible threats that may be posed since it is considered third world. We believe it is wise for travelers to be aware of the type of situations they may encounter upon their voyage and thus feel it is important to not only be alert to travel warnings, but also get a clear perspective from those who are on the ground in Haiti and can properly assess its state.

Haiti ARISE has been established here since 2003, but we have been traveling to and from as early as 1999. We have hosted teams regularly and continuously since then, on an average of 15 teams a year, even in the height of political turmoil and when the country would be considered highly unstable. The majority of these teams have been youth, but we have had as young as 3 and as old as 85 years or age. We also host long-term volunteers who come to serve for anywhere from 1-9 months at a time. We take seriously our role in assuring that our visitors are kept safe and looked after.

Haiti ARISE is located 45 km west of the capital city, Port Au Prince, in a small town called Grand-Goave. There is not a high amount of serious crime in our area, other than occasional theft due to the desperate need of the people. Even so, we have never felt threatened, and since we are well known for helping in the community, there is a sense of protection from the population. There is police presence in our area that works with us to help maintain security as well. Though Grand-Goave is relatively safe, there is always risk involved in traveling to and within a foreign country like Haiti. For these reasons, we take the following precautions and steps to make security for our visitors a priority:

1. We do not announce anyone's arrival until they are with us in Grande-Goave.
2. Any travelers coming to Haiti ARISE are met at the airport upon their arrival by at least two male HAM staff, accompanied to a HAM vehicle and taken directly to Grand-Goave.
3. When necessary, Haiti ARISE teams are accompanied by a Haitian police officer,
4. The visiting travelers lodge on our ministry compound, which is walled and gated,
5. There is 24-hour security at the compound,
6. No guests are permitted to travel or go out alone. There must always be a national HAM staff to accompany the group and they must stay in a group of at least three,
7. The travelers are escorted directly to the airport upon their departure by HAM staff and in a HAM vehicle.

There is always a risk, when the travel warnings are high, for the cost of flights to be lost, or once in country, for flights to be canceled and potentially interrupt the team's schedule. In the event that the situation in the country would require a team's trip be canceled, we will do our best to inform the team leader before the departure date so that alternate arrangements can be made. Any expenses incurred will be the responsibility of the team (members), not Haiti ARISE.

We hope that this answers any concerns individuals may have with traveling missionaries that are coming to Haiti ARISE. If at any time there are more concerns or questions, please do not hesitate to contact us. We realize that Haiti is not considered a popular vacation destination. Those traveling to Haiti are usually coming to help meet the need of the people and the country, which is our very purpose for being here as well. We desire be agents of change and to see *Haiti arise* to a place where it will one day be considered again the "Pearl of the Caribbean." Thank you for your consideration and support of those who are helping us accomplish this vision.

Sincerely,
Marc & Lisa Honorat
Haiti ARISE Ministries Founders and Directors

Ministry Opportunities & Preparation

Preaching

There will be opportunities for preachers to bring a message to our church. Let the Lord lead you as you prepare your message topics. Avoid using terms, illustrations, or jokes that are not culturally relevant or that they might not know in this underdeveloped country (e.g. pop machines; roller coasters, elevators, water skiing etc.). You will preach through an interpreter, but surprisingly the length of the message need NOT be altered; it doesn't take much longer with an interpreter. If you need further direction in this area prior to your preaching, let the Mission Director or Pastor know and he'll be glad to spend some time with you.

Teaching

Team members will have opportunities to bring a short, 10 minute devotional or evangelistic type message to our various ministry/outreach programs (e.g. church, house to house visitations, children's program, medical clinic, and school students). Choose your own subject; team leader should help if a member needs guidance. It is NOT necessary to sign up for these devotional opportunities in advance. Haiti ARISE team leader will give an idea and schedule of opportunities, a brief description of the group of nationals the team will be speaking to.

Music

Anyone wishing to sing or play a musical instrument in ministry is encouraged to do so. This will be for church services (we will attend approximately 3 services a week) and for our own work team devotion times each morning. We have guitars, drums, a piano and CD player in Haiti. Christian music ONLY is permitted on mission trips. Singing, signing and expressive dance are also acceptable.

Special Conferences

For special programs, seminars and conferences, it is our goal to provide daily meals for all those in attendance. Depending on the focus of your team's trip, this cost will be worked into your project budget. Team leaders or pastors on the team may be asked to be guest speakers. For these special conferences, schedules and plans are made ahead.

Technical School Teaching

Qualified individuals are continually sought who can teach our technical school students in vocational areas such as mechanics, crafts, painting, music, woodworking, typing, sewing, etc. Please contact us further if you are equipped and willing to do this. You would need to bring all teaching materials/ tools, supplies with you.

Kitchen Duty/ Guesthouse Clean Up

Everyone serves on kitchen duty two or three times, to help with dishes & cleanup from the meals. Direction will be given on the field as to how these responsibilities are to be carried out. The only requirement is a willing heart and everyone must take his or her turn on this assignment. The team leader will make up a schedule for kitchen clean duty.

Construction/Equipment/Repairs/Maintenance Projects

Although these tasks & labor projects will NOT be determined until closer to trip time, all teams could be working on such things as major construction, repairing appliances, vehicles, equipment, small construction, mechanics, painting, carpentry, plumbing, laying block, digging, etc. Some tools and materials may be requested to bring to Haiti. For example, teams doing painting may be advised in advance and asked to bring paint brushes, rollers, trays, etc. As we get closer to the team travel date, we will be better prepared to tell you what your actual team construction project(s) will be; this is determined by what gets accomplished by other teams who go ahead of your team, on team project funds that your team raises and the size of your team. Please be aware that last minute supply needs may be communicated to your team as close as 2-3 days prior to trip dates.

Clothing & Food Distribution Clothing

Small toiletries packs can be put together including soap, toothbrush & paste, small washcloth, shampoo, comb and lotion. **Please do not bring tampons or shave gel/foam.** Bring zip loc bags to put the items in for distribution. Items for baby layettes ARE NEEDED (i.e. baby cereal/food, sleepers, nice outfit for church, everyday outfit, baby shoes/booties, diapers, pins, blankets, lotions, powders, shampoo, towel, washcloth, bib, t-shirts, etc.) Breast feeding is encouraged but sippy cups or bottles for baby formula are still useful. Layette items fit nicely into large clear plastic Ziploc bags; mark on them if they are for a boy or girl. These are all items that your church can get donated from church members and community businesses or individuals.

School Supplies/ Toys

During the school year, we regularly give out supplies for school age children and youth. These are items can be collected to bring with the team: pencils, pens, small notebooks, crayons, rulers, scissors, geometry sets, erasers, pencil cases, backpacks and scientific calculators. Small toys like rubber balls, jacks, marbles, stuffed animals, dolls, **(NO 'Barbie' type dolls)** stickers, cars, soccer balls, ribbons & hair barrettes are all good to give out to kids in distribution times and during children's programs. (Please, NO toys requiring batteries, easily breakable, with non-Christian paraphernalia or toy guns.) These are all special ways you can involve people back home in supporting your mission trip.

Morning Devotions

Each morning/evening the team leader will be responsible for leading the group in morning/evening devotions and prayer. Have team members prepare one or two 15 minute devotion or Bible study to share. Every member should have the opportunity at least once during the trip to lead devotion. Songs and prayer time should be included during this time too, as well as personal ministry time to each other when possible. There may be other opportunities for team members to share a short devotional Bible study outside of the morning devotions.

Team Debrief

There will be opportunity to have a debriefing time each evening, where team members can share their experiences and express their feelings from the day's activities. Suggested length one (1) hour. The Team Hosts are willing and available to assist in these debrief times to help lead the team through processing their cultural experiences and answer questions.

Home Visitations/Evangelism

One of our most rewarding areas of ministry for team members is home visitations, because you get the opportunity to see how the Haitians live and spend time talking with them. Groups of two to five team members, accompanied by a translator, go from house to house through the community to share the gospel through testimonies and scripture and extend invitations to the Haitians to come to church services and special programs. Have each team member prepare & practice sharing five-ten minute testimonies about what God has done in their lives, how they came to the Lord, and how their faith has grown. It's good for them to write out their full testimony. Encourage them to steer clear of doctrinal arguments/questions and to share in a simple and effective way to point people to Christ. Have them practice leading someone to Christ through the steps of salvation, the Romans road or similar system to help them know how to "close the deal". Occasionally, small toiletry items or toys can be handed out to families in need while visiting their homes. Money is NEVER to be given to Haitians. French or Creole tracts or Bibles are good items to collect to give during these evangelism times. It is common for Haitians to say that they do not have clothes appropriate for church. We ask teams to encourage the people 'to come as they are'.

Children/Youth Programs

Teams can plan special activities for the children and/or youth, either for Sunday Children's Church or Tapion Church. One leader and a team of three - five can lead a 20 -30 minute Bible lesson that can be accompanied by drama, puppetry, and singing. A memory verse or theme for the program should be selected for the group to learn. Object lessons or use of visual aids are good too! Haiti ARISE has some puppets and a complete set of flannel graph boards and stories for use in childrens' activities. As a part of the program, snacks should be provided, which may include crackers, peanut butter sandwiches and juice/water. This cost should be worked into the ministry team's project expenses. This can be purchased in Grand Goave.

Kids VBS Suggestions and Helpful Hints

Preparations before you come:

- Have enough crafts for 200+ children for 1 or 2 days~
 - Make the crafts simple but nice, interesting, (paper crafts are easily destroyed)
 - Bring everything that you will need because we may not have it here and it's hard to find out what we do have on the ground here in Haiti from Canada.
- Prepare 2 different Bible stories~
 - Stories done in the form of skits are captivating for the kids.
 - Visual aids are strongly recommended.
- Prepare some songs~
 - The kids love singing, this is a small list of songs they know that you will know. Father Abraham, I love my Jesus deep down in my heart, This is the day, Jesus loves the little children, Hallelujah, Praise the Lord chorus.
 - The translators also know other songs and are great at leading the children in that.
 - If you want to teach them a song in English it needs to be short, repetitive and simple.
- Make sure you are prepared to purchase snacks for the 200 kids for 2 or 3 days~
 - A popular snack is peanut butter sandwiches. Fresh baked buns and peanut butter can be purchased locally and is a well loved and nutritious snack.
- Have a few people ready to share a small testimony about something Jesus has done in their life. (if they came to know Christ as a child or a childhood story that the kids can relate to is helpful)
- Plan some fun basic games for the children~

- We separate the boys and the girls and older and younger children. So we have 2 groups of girls and 2 groups of boys.
- Relay and running games are always a big hit with the older children, circle games for the younger children follow the leader, teacher says, duck duck goose.
- Remember everything has to go through a translator **so the simpler the game, craft or story the better.**

Once you are here:

- Meet with the leaders here in Haiti who will help you organize the VBS
- Know the 200 kids is an estimate, we rarely go over but usually have under 200. The kids that come are from our church and elementary school and other children in the community who get invited by the above mentioned children.
- Designate people on your team to be charge of games or crafts (It's helpful if your whole team participates with VBS, depending on the size, the more adults the better control there will be.)
- Make sure all your craft and games materials are prepared ahead of time so you aren't rushing around while trying to control 200 kids.

Outline of a Typical Day of VBS:

- After lunch (around 1pm) on the days you will have VBS meet together and pray and finish last minute preparations.
- Usually we have VBS from 2-4 pm. The kids usually show up late so you don't really start until 2:30.
- Meet at the church first do some praying, singing, tell the story and maybe a short testimony
- You will have translators; you will not be responsible to find them. It is recommended that there be 4; one for each group of kids.
- After the church program is finished bring the children up towards the elementary school.
 - We usually have them line up (at the church) girls and boys with the different age groups. This keeps a bit of order.
 - The boys usually play games first while the girls make the craft and have a snack. Then after about 25 min you switch. The boys come into the classrooms (use 2) and the girls go out to play.
 - Once the boys are finished with their snack/craft then VBS is over and it's time to blow a whistle or make a loud noise to let the kids know it's time to go. (Don't go later than 4:30)
 - Be sure to clean up the classrooms and the yard for any garbage or game/craft materials after each day.
 - It is a good idea to have a debrief with your team after VBS to see how it went and how you can improve or change things for the next day.

REMEMBER BE FLEXIBLE, HAVE LOTS OF PATIENCE, HAVE FUN AND GIVE LOVE TO THE CHILDREN BECAUSE WE HAVE NO IDEA WHAT KIND OF HOME THEY COME FROM!

Mission Guidelines & Policies

Mission Covenant

This outlines Haiti ARISE Ministries' mission guidelines, principles and policies that we require all visitors to respect at **all** times. This is a part of each individual's commitment to his or her mission trip. Please read through thoroughly and sign the covenant page in your application packet prior to travel indicating that you have read, are aware of and agree to abide by these policies. If questions concerning any of these may arise, don't hesitate to ask your team leader or Haiti ARISE leaders.

If at any time any of these principles and policies are not respected, the Haiti ARISE leaders will follow these Biblical guidelines:

- Talk to your team leader who will be responsible to talk to you.
- If there is no change we will talk to you.
- If the offense is repeated you will be sent home **at your own expense** and at the risk of **not being welcome** to return to work with Haiti ARISE Ministries in the future.

We thank you for your cooperation and understanding.

General Guidelines

Health, Hygiene and Safety

- Always keep insect repellent on your skin, at all times. Malaria mosquitoes bite day and night.
- There are parasites and biting insects in the grass and soil so please keep your shoes on.
- Keep Haitian money off the tables. Wash hands after handling Haitian money. It is dirty. Do not handle or show money in public or in the open.
- Do not eat anything outside of the guesthouse or mission compound, especially 'street food'.
- Drink lots of water all the time to keep hydrated. You can drink bottled soda pops or juice during free time but it is not recommended during work times, as they are dehydrating in the hot sun.
- If you begin to feel ill with such symptoms as diarrhea, stomach cramps, nausea, etc. please **notify** team hosts or team medical person to begin treatment immediately to avoid 'downtime'.
- Wash your hands often, especially after being out at church services, playing with children and working. Keep hands away from your face and do not pick at open sores. Use hand sanitizer.
- When walking around town or out of the compound, always go in groups of 3 or more persons and ladies must ALWAYS have a man with them. Remember, the cars and motorbikes have the 'right of way'. Please do not go off alone with Haitians or away from your team.
- NEVER hand out things to people on the streets or outside of organized programs; this can cause a riot and/or other problems.
- No one is permitted outside the mission compound or guesthouse after dark without permission and accompanied by Haiti ARISE Team Host & Directors.
- You do not need to carry passport or other ID with you. They can be locked in the office safe.

Personal Witness & Conduct

- We strive for all conduct to honor and represent Christ through a positive witness. Be enthusiastic, positive and supportive of one another, your leaders and the mission at all times.
- Observe the conduct of the Haitian Christians in church services and follow their example.
- Keep all conversation away from major political issues, doctrinal positions or controversial issues. Stay away from asking extremely personal questions of the Haitian people.
- Couples who have been dating or are engaged should conduct themselves in a manner that will not draw attention to their relationship. NO romantic relationships between work team members and the Haitians will be tolerated at any time.
- Respect teachers and classroom space while school is in session.
- Ladies should conduct themselves in a conservative manner and are not to engage in conversations alone with Haitian men or vice versa.
- **Females:** Dress is modest and women must wear dresses or skirts and tops with sleeves for ministry and church. Capri's or long shorts past the fingertips are permitted for labor, swimming, in your living quarters and for non-ministry outings. Tank tops may be worn to the beach or in the guesthouse in the evenings. Tunic style tops must be worn over leggings that cover the thigh.
- **Men:** Work must be done with shirts on at all times. For ministry and church times please wear pants and collared shirts. Ties are not required. Sleeveless shirts are not permitted at any time.

The following are **NOT** permitted **AT ANY TIME** throughout the trip **and** to/from Haiti:

- Alcohol and tobacco and/or the purchase or consumption of them
- Obscenities and derogatory conversations/remarks about leaders, nationals, staff, other team members, the mission work, etc
- Extreme hairstyles or unusual coloring of hair
- Bikini swimsuits and immodest, skin exposing clothing
- Females in males' sleeping rooms; males in females' sleeping rooms
- Excessive jewelry and males wearing earrings of any type
- Body piercing removed or covered
- Large tattoos and sleeves must be covered
- Obscene or secular printing on clothing or ball caps

Mission Policies

- Do not give, receive or exchange your address, phone number, email or accept 'friend' requests on social media from any of the Haitians during or after your trip. If you wish to correspond with a Haitian friend, send your letter to Haiti ARISE Ministries email. Letters will be translated from English to Creole for you.
- Do not invite Haitian friends, strangers, casual acquaintances, sponsored children/ students and/or their families inside the residence and campus without permission.
- Do not invite or imply invitation for Haitians to leave Haiti.
- Do not discuss, plan or promise with any Haitian financial assistance, support or material help.
- Do not discuss salary or money with the Haitian staff, leaders, and students.
- Planned home visitation times will be included in the schedule. If you would like to visit someone's home please ask the Mission Directors before planning with Haitians.

- Respect the team schedule, work, prayer and ministry times. You are expected to be involved in all activities and on time, with the exception of being sick.
- All giving throughout the trip is done through structured programs set up by the mission that point people to Christ. Do not give gifts or money to the Haitians. If a situation of question arises, or if you feel God leading you to bless an individual please see the Mission Directors.
- Remember that you are working with & for Haiti ARISE Ministries to help teach and meet the spiritual, educational & physical needs of the community. We are not working for one individual. Please support the ministry and put your efforts into making this mission and school strong.

Thank You!

We are very glad to have you join us for your short term mission experience! We pray it will be one that transforms your life. Please consider partnering with Haiti ARISE on a regular basis.

You can visit us to see all of our programs & projects on the ground or at:

haitiarise.org