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Welcome Laborlink Team Member!

The Lifeline Christian Mission staff are excited that you are considering a short-term mission trip with us. We are prayerfully making plans, setting goals and organizing projects. We have high hopes of what will be accomplished for our Lord. If you are still uncertain about God's will for you in this area, let us both pray that His will shall be done.



This handbook contains information that will help prepare you for your work crusade experience. Included is information about travel, dress, luggage limits, health concerns, immunizations, items to take and mission requirements.

A very important document is our Mission Policies and Covenant; you must agree to abide by the policies in this handbook to become part of a work team. When you sign this document you enter into a covenant agreement with Lifeline Christian Mission and promise to abide by and respect the policies and rules listed in this handbook. If you are not willing to do this, then this work crusade opportunity is not for you. If you plan to participate on the team, read and sign the Covenant and have a witness sign it. Your team leader will provide you this document, but a copy is also on pages 16. You are accountable to the person who witnesses this document, to Lifeline, and to our Lord Jesus Christ to honor this covenant. If you have questions on any area of this handbook, we are open and eager to discuss them with you. Do not wait until you are in Haiti or Honduras to express doubts or questions. Direct any questions to your team leader.

Your team leader has been given important forms that **MUST** be returned to us. These forms must be in our office before airline tickets will be issued: Health History, Release, Personal Information, signed Covenant Page, and copies of your Passport. See your team leader for this deadline.

You and your teammates are in our prayers. We also ask for your prayers for Lifeline, for Haiti and Honduras and the people we serve. It is Lifeline's desire to be in God's will and to do our best to facilitate a great short-term work crusade experience. We look forward to the Christian fellowship that accompanies work in the field, and for the opportunity for you to share in Lifeline's ministries.

If you have any questions that we have not answered in this handbook or that your team leader has not addressed, please do not hesitate to contact our office: Lifeline Christian Mission, 184 Olde County Line Road, Westerville, OH 43081. Phone 614-794-0108, fax: 614-794-0109, email: Laborlink@Lifeline.org.

You are urged to visit our website, www.Lifeline.org, to learn more about Lifeline's diverse ministries. You will be actively involved in many of these ministries while in the mission field.

Serving Christ and His children,
Bob & Gretchen DeVoe, Founders and Directors

Short-Term Mission Trips...Reasons to Go



Each year, many people choose to experience short-term, cross-cultural work crusade experiences through mission organizations, such as Lifeline Christian Mission.

Lifeline began hosting work teams in 1982 with one team of 30 people. The popularity of this life-changing venture has increased over the years, and Lifeline hosts and leads over 500 persons in the mission fields each year on short-term work crusades.

Why should you take advantage of such an opportunity? Here are just a few good reasons:

- **Enhance personal spiritual growth.**
- **Cultivate a servant's heart as you minister physically and spiritually to needy people.**
- **Increase mission awareness and involvement.**
- **Experience a foreign culture.**
- **Meet sponsored child and "foreign" Christians.**
- **Worship God with nationals.**
- **Encourage others.**
- **Give hands on help to the mission.**
- **Be a witness of Christ's love abroad and witness Christ at home.**
- **Bonding with team members and foreign nationals.**
- **Exercise faith and increase your faith.**
- **Obey "The Great Commission".**
- **Build and strengthen home churches.**
- **Open oneself to possible full-time service.**

Organizing, preparing, hosting and leading work teams requires much effort for everyone involved. Planning, preparation and prayer on the part of sending, as well as receiving organizations must take place to assure the best experience for the participants. Providing for a quality experience is a full-time ministry for Lifeline. Our desire is for team members to experience a good overview of the missions, the mission field and Lifeline's work, by affording each person the opportunity to have hands-on ministry opportunities.

Many factors affect the outcome of a work crusade: (1) Good, strong leadership and a clear sense of goals and direction must exist and must be communicated to the subordinate leaders and team members; (2) Respect for the missionaries and their methods must be given by team members; and (3) A willing attitude on the part of the missionary hosts to be facilitators for team members to learn.

After all the preparation has taken place, including planning and preparing, then everyone must relax and let God work. When all of these things take place, lives are changed and Christ is lifted up. God's Word reminds us that if Christ is lifted up, He will draw all men to Himself.

Laborlink...What is it?

Lifeline's goals call for us to work with people both spiritually and physically. This applies to all areas of our ministry, including Laborlink, our short-term work crusade program.



Hundreds of people travel each year to the mission field with Lifeline to share in a cross-cultural experience. Each work crusade is tailored to the individual participant's needs and abilities, but each trip has certain standard, built-in activities that Lifeline believes provide for a well-rounded experience.

Each participant:

- **Shares their own prepared devotion with the team.**
- **Participates in home visits for personal witnessing, prayer and sharing with the people in the communities where Lifeline is ministering.**
- **Has the opportunity to teach children and adults through programs such as Christian schools, VBS, Ladies Bible Studies, Men's Bible Studies, Medical/Dental Clinic Devotions, Nutrition Program, and much more.**
- **Shares in physical projects such as construction, painting, gardening, electrical work, masonry, carpentry, plumbing, cooking, distributing clothing/toys/food, cleaning, medical and dental work and much more.**
- **Has a time of rest, relaxation, recreation, site seeing and shopping for native cultural crafts and artwork.**

In addition to the above activities, Lifeline provides opportunities for team members to utilize any specialized skills, talents, gifts, experience or vocational skills such as preaching, music, sign language, artwork, performing puppet programs, sewing, teaching woodworking/crafts, mechanics, leading/teaching physical education, holding teacher training sessions, health/hygiene related teaching and more.

By providing a well-rounded experience, team members return home with a better understanding of (1) missions in general (practicing The Great Commission); (2) foreign culture; (3) God's church worldwide; (4) Lifeline Christian Mission; and (5) themselves. Additionally, they grow spiritually from the experience of living and working day and night with other Christians who are also seeking to please God and to better know His will for their lives. As a result of these experiences, many team members have been influenced and even directed into Christian service and vocations.

We welcome you into this ministry partnership with Lifeline Christian Mission and pray that in all ways everyone will be blessed.

Travel Information



- Mode of travel to the mission field will be via commercial airlines.
- Your team leader has been sent the flight schedules, costs, deadlines and terms/conditions of the airlines.
- A final information packet will be sent to your team leader approximately 10 days prior to your departure, which includes: airline flight schedule, all in-field activities, schedules, emergency contact information, etc.

Financial Contribution Covers:

- Lifeline has established a two-part payment plan for your trip. The first payment covers Lifeline's fixed expenses, which include airfare, airline and airport taxes, team member insurance, all meals, hotels (as scheduled), ground transportation, etc. The second payment is a contribution for the various Lifeline ministries/projects that you will participate in.
- Remember: The total amount paid to Lifeline is a TAX-DEDUCTIBLE contribution when paid through your church, directly to Lifeline or through other charitable organizations such as your campus ministry, etc.
- Your Team Leader has information on who to make checks payable to and deadlines.
- You will receive a receipt from Lifeline in January each year indicating all you have contributed, including work crusade moneys.
- Lifeline accepts all major credit cards including VISA, American Express, MasterCard and Discover. Your team leader has forms to complete for charging your trip. Applicable fees will apply to all credit card payments.

Non-Covered Expenses (not included in your financial contribution to Lifeline):

- Passport and immunization expenses.
- Flight interruption costs, such as hotels, meals, tips, etc. that are unexpected and not part of the original plan or cost.
- Cancellation penalty imposed by airline if you cancel your trip after ticketing deadline.
- Additional spending money for items such as souvenirs is recommended and approximately \$75-\$100 should be adequate. Money will be exchanged into the Haitian/Honduran currency for you in the mission field; you are not permitted to use US currency there. Please do not bring all \$1.00 bills - you will lose money in exchanging \$1 bills.
- Bring money for snacks at airports, meals and tips during travel. Most airlines only provide a small snack in flight.
- If you sponsor a child through Lifeline, you may bring a gift and extra money for your child and/or their family. You will get to visit your child and their family and present the gifts and money. You may choose to send the money in advance to Lifeline's main office and it will be given to you in the field. By doing this, it will be on file at the office and become a tax-deductible contribution. We recommend \$25-\$50 for each sponsored child.
- If you do not sponsor a child, but would like to, please sign up BEFORE you go to the mission field so that you can obtain information on your new sponsor child, permitting you to bring gifts and extra money to that child. If you wait until you are in the mission field, please come prepared with gifts and extra cash to give your child. They will be disappointed if you don't and you will feel badly when other children are receiving goodies and your child does not. You cannot "choose" your own child in the mission field.

Travel Information

You MUST have the following documents as proof of United States citizenship for travel to HAITI and HONDURAS:

- Passport (Your passport must be valid for at least 6 months after entry into Haiti or Honduras)
- A second form of photo ID (for example - drivers license) if possible; not required.



Required Forms:

- Your team leader has several forms that MUST be completed and returned to Lifeline ASAP (EVEN IF YOU ARE A RETURN WORK TEAM PARTICIPANT). The required forms are the Health History, Release, Information Sheet, signed Covenant Page, and a copy of your Passport.
- Airline Tickets will NOT be issued and no one is permitted to travel until these forms are received by Lifeline. These forms are required for EVERY work trip with Lifeline.
- Bring an additional copy of your passport photo and identification pages and of your Health History form to be given to Lifeline's leaders in the mission field.

Luggage Requirements:

- Check with your team leader before you pack regarding the luggage requirements for your team.
- Most teams are required by their team leader to pack all their personal belongings in their carry-on bag, allowing the checked luggage space to be used for ministry needs. In some cases, team members are permitted to share one checked bag among several members. Consult your team leader on this.
- If you are joining a team but are not from their church/organization, check with the Laborlink Coordinator at Lifeline's Westerville office.
- Although the airlines will mark your luggage with destination tags, additional nametags are available at the airport counters, if needed.
- Lifeline has provided large, colored tags for each bag to make your team's luggage easy to identify in baggage claim areas.

Safe Drinking Water:

- The food and drinking water served by the airlines is safe to eat and drink.
- In the mission field, ASK about drinking water BEFORE you drink. All water provided by the mission is safe to drink.

Devotions:

- All team members should be prepared to give a devotion. See your team leader if you need assistance. In large teams you may be paired with someone else for devotion time; you WILL have time in the field to plan/prepare your devotion with them. The Final Packet will include the devotion schedule.

In-Field Projects:

- Your first day in the mission field will include an orientation period, review of the team assignments/schedules and a tour of all facilities.
- Your team leader has received a manual that provides extensive information on all other areas of your trip, including in-field activities and pre-field preparations needed.

Travel Information



Parental Consent:

- Youth under 18 years of age **MUST** have a signed/notarized authorization from their parents, designating the team leader to act on behalf of their parents in case of emergency or sickness/accident.
- This authorization **MUST** include permission by parents for child to leave the United States without their parent.
- This form is available from Lifeline at your request.

Communication:

- Tell your family that you will **NOT** be able to call home. In Haiti we have email and your Team Leader will be permitted to email home the first night; in Honduras your Team Leader will give the name of a contact person to email at home and our staff administrator will send the email.
- Emergency contact numbers for the mission field will be available through your group leader prior to departure to the mission field.
- You may use your cell phone during travel to and from Haiti and Honduras, but not during the mission trip. You must turn your phone into the team leader upon arrival at the mission.
- Laptop computers are not permitted. Your team will have an opportunity to e-mail back to your home church to inform them of your safe arrival.

What to Bring (Personal Items)

- Additional copy of Health History form and copy of the information pages and photo page of your passport to submit to Lifeline's leader in the mission field
- Airline ticketing information (see team leader)
- Bible
- Blood type
- Camera, extra film and batteries
- Clothing (see page 10 for guidelines)
- Devotions (1 per person. See schedule in Final Information Packet for schedule.)
- Insulated drinking bottle/sports bottle with straw
- Flashlight and extra batteries
- Gifts and money for your sponsored Lovelink children
- Insect repellent: purchase "pump", lotion or wipes. Aerosol containers are not permitted in carry-on luggage, per federal regulations.
- Journal for keeping a daily log/journal of your trip
- Lock for your locker in dorm; you may also use the same lock as the TSA lock for your personal duffel (see below)
- Malaria prophylaxis medicine (Chloroquine, etc.)
- Money for tips, snacks, and food at airports (\$20 - \$50)
- Money for souvenirs on shopping day in the mission field (\$50 - \$100)
- Medications of a personal nature that you must take (pack in carry-on bag)
- Passport and a copy of the first two pages of your passport
- Phone numbers, fax and email addresses of parents, guardians, family and/or friends at home
- Photo ID, such as drivers license (if you have one)
- Shoes - including comfortable heavy duty/protective shoes for working and walking, shower shoes and sandals for casual wear. Flip-flops and sandals NOT permitted for working. Flip flops/ shower shoes are never permitted outside of dorm/sleeping rooms.
- Sleepwear (never permitted outside of dorm or sleeping rooms).
- Snacks for your personal use in the mission field; there is no opportunity to purchase them in the field.
- Sunglasses
- Sunscreen
- Swimsuits, beach towel, sandals, water shoes/aqua socks
- Toiletries (toothbrush, shampoo, etc.)
- TSA locks for duffel bags, if you are permitted by your group leader to bring a personal checked piece of luggage. "TSA Approved Locks" are special locks (for security purposes) that you can purchase; the airport security personnel have master keys and can unlock, inspect, and relock your duffel bag. If you do not have these, there is increased chance of your luggage being rummaged and pilfered.
- Two nice clothing outfits for church services
- Team Member Handbook (this booklet) and Final Information Packet (most recent information provided by Lifeline just prior to your trip; see team leader on this).



Climate and Dress



- The climate is tropical and around 95°F during summer months and 80-85°F during the winter months.
- Dress is casual and men and women should dress modestly and appropriately for working.
- Do not wear your best clothing to work in; it will get heavily soiled.
- Shoes: Remember to have comfortable walking and work shoes - heavy duty/protective shoes for working and walking, sandals for casual wear and shower shoes/flip flops for dorms. Flip-flops and sandals NOT

permitted at the worksites and NEVER GO BAREFOOT. Flip flops/shower shoes are never permitted outside of dorm/sleeping rooms.

- Laundry facilities are available but limited in the field. You will be able to send laundry several times during the trip, but plan on enough clothing for 5 days in case of laundry limitations.
- In Haiti, aqua/beach shoes are strongly recommended for snorkeling on the coral reefs.

Ladies:

- Please wear conservative clothing to church services; no halter-tops, sundresses, tank tops, spaghetti straps or low cut blouses/dresses. Dresses or blouses are REQUIRED to have SHORT SLEEVES for all church services and Bible studies.
- Sleeveless shirts ARE permitted at the worksites but NO spaghetti or halter type tops or straps.
- Low-heeled "flats" or nice leather type sandals are suggested for church.
- In Haiti, dress is modest and ladies must ALWAYS wear dresses or skirts. Culturally, Christian women DO NOT wear slacks or pants of any type.
 - Women MUST NOT wear shorts, jeans, culottes or slacks throughout the entire trip, including on the airplanes to and from Haiti.
 - You MAY take shorts to wear UNDER clothing for construction work and for the beach/swimming ONLY.
 - Shorts, slacks or culottes are ONLY permitted INSIDE the sleeping rooms and at the beach.
- In Honduras, dress is modest.
 - Ladies ARE permitted to wear slacks, jeans and capri style pants for work, recreation and shopping. No shorts, culottes or Bermuda length shorts are permitted.
 - Dresses, skirts and blouses are REQUIRED for all church services, Bible studies and VBS programs.
 - Shorts ARE acceptable in the sleeping/dorm rooms only.

Men:

- Have clothing appropriate for church services but suits are NOT required for men. Ties are required for those teaching or preaching. Men CANNOT wear jeans, shorts, or tank tops to any church services.
- Tennis shoes or nice leather type sandals are acceptable for church and Bible studies. Dress shoes are not required for church.
- Men may wear shorts or jeans to work in. Tank tops are also permitted for work. Shirts must be worn at all times except when swimming. Men are not permitted to work without shirts at any time.

Not Permitted

The following are not permitted AT ANY TIME throughout the entire trip and to/from Haiti or Honduras:



- Alcoholic beverages and/or consumption of them
- Arguing and/or conflicts, especially in presence of Haitian/Honduran nationals
- Cell phones. No cell phone use allowed during the mission trip. You are permitted to use during travel to and from Haiti and Honduras but not during the trip. You must turn your phone into the team leader upon arrival at the mission.
- Computer games
- Cursing or profanity of any type
- Derogatory conversations/remarks about leaders, Haitian/Hondurans, staff, other team members, the mission work, etc.
- Extreme hairstyles or coloring of hair (such as red, blue, etc.)
- Females:
 - No halter-top type dresses or shirts
 - No spaghetti straps, tank tops, sundresses or low cut blouses/dresses for church services. All church clothing must have sleeves.
 - No bikini swimsuits
 - No dresses above the knee
- Females in males' sleeping rooms; males in females' sleeping rooms
- Head sets
- IPODS
- Lap top computers. Your team will have an opportunity to e-mail back to your home church to inform them of your safe arrival.
- Leaving your group/team to go off alone into the communities
- Males:
 - Earrings of any type
 - Ponytails/effeminate hairstyles or hair below the ears
 - Beards must be neat and cropped or face shaven; no beginning of a beard while on trip
- Pairing off of couples that are dating on the teams. All such romantic relationships MUST be put on HOLD for this trip. No hand holding, kissing or other conduct that would draw attention to such a relationship.
- Pairing off/romantic relationships between team members and Haitians/Hondurans
- Secular music
- Secular books or magazines
- Smoking or smokeless tobacco of any type
- T-shirts that display secular music groups, violence, or any slogans that would negatively impact Christian witness (beer, cigarettes, nudity, profanity, sexual innuendos or unwholesome conduct or talk).
- Tattoos and body piercing must be covered at all times and/or rings, etc. removed.

**Do not let any unwholesome talk come out of your mouths,
but only what is helpful for building others up...
Ephesians 4:29 (NIV)**

Health Information



Lifeline Christian Mission's Medical Director, David Pound, M.D. shares his current recommendations for work crusades on the following pages (adapted from the Centers for Disease Control and tailored for the Lifeline traveler). These are recommended; nothing is required by the countries of Haiti and Honduras, the U.S. government or by Lifeline. You should contact and consult your personal physician to determine what he/she recommends for your personal health needs or if you suspect that any of these measures might impact your health negatively.

In both HAITI and HONDURAS first-aid supplies are available in case of minor cuts, abrasions, diarrhea, etc. and Lifeline has clinics and medical staff present. However, if you have medication in which you must take regularly or that you prefer, be certain to pack it in your carry-on bag.

More information regarding specifics of these recommendations are provided on the following pages. Dr. Pound will be glad to furnish information regarding these recommendations. You may contact him if necessary. Home number: 317-298-4730; work: 317-865-2955 or email POUNDHOUSE@aol.com.

Recommendations:

Hepatitis A Vaccine (permanent)	Recommended
Hepatitis B Vaccine	Recommended for health care workers
Immunization for Tetanus/Diphtheria	Recommend being up to date
Aralen (chloroquine) for malaria prevention	Recommended
Oral vaccine for Typhoid	Optional
Antibiotics for Traveler's Diarrhea	Prophylaxis not recommended

At present it is recommended by health officials that malaria prophylaxis be taken when going to Haiti or Honduras. This medication is CHLOROQUINE (generic; the brand name is ARALEN) and may be obtained through your family physician. The usual adult dosage is 500 mg. once a week and should be taken on the same day each week, seven (7) days apart. The medicine should be started one (1) week prior to departing for Haiti or Honduras and should be continued for four (4) weeks after returning home.

Health Information

MALARIA

Mosquitoes carrying the protozoan parasite plasmodium transmit malaria. Wearing protective clothing and applying insect repellent to both skin and clothing can reduce the risk of acquiring malaria. The most effective repellents are those containing DEET.



Chemoprophylaxis:

All species of plasmodium including *P. falciparum* in Haiti, Dominican Republic, Central America west of the Panama Canal Zone and the Middle East are sensitive to chloroquine. Chloroquine (Aralen) remains a mainstay of chemoprophylaxis. Aralen side effects: dyspepsia (upset stomach, nausea) is most common, itching (especially in dark-skinned persons) and flares of psoriasis.

Precautions:

Choroquine should be used with caution in the setting of liver disease or alcoholism, in conjunction with known hepatotoxic drugs or 6-G-PD deficiency.

Directions:

Adults: 500 mg. once weekly (the same day each week), beginning 1 week before departure and for 4 weeks after leaving the malarious area. Take all the medicine. For children, the dose is weight based. Children: 8.3 mg/KG once weekly in the same regimen as adults, up to 500 mg.

HEPATITIS A

The hepatitis A virus is transmitted via a fecal-oral route, which might occur in areas of poor hygiene via contaminated food and water or close contact with infected individuals (e.g. infected children or patients in health clinics). The average incubation is one month.

Prophylaxis:

Gamma Globulin, which is good for one time short-term protection, is generally not available to individuals going on short-term missions. The other option is vaccination. One can receive Hepatitis A vaccination alone or in combination with Hepatitis B vaccination (Twinrix). If one is a health care worker or likely to be traveling on a repeated basis, the combination may be a good option.

Immune Serum Globulin (Gamma Globulin). Prophylaxis is generally recommended to individuals traveling to developing countries unless they have a prior history of hepatitis A (and therefore immune). It is given as a deep intramuscular injection (hip). The site may be sore for 1-3 days after injection. It should be taken within 1-10 days of departure.

Dosage:

For length of stay less than 3 months: 0.02 ml/KG (2.2 pounds = 1 KG). For stays greater than 3 months: 0.06 ml/KG, to be repeated every 5 months.

Hepatitis A Vaccine:

Is a vaccine; requires 1 injection at least 1 month prior to travel and a booster 1 year later. This vaccine is permanent. The vaccine is suggested for frequent international travelers and health care workers.

Twinrix (Hepatitis A Inactivated & Hepatitis B (Recombinant) Vaccine:

This vaccine combines protection against both hepatitis A and B. It is taken intramuscularly in the deltoid muscle on a schedule of 0, 1, and 6 months.

Health Information



TRAVELERS DIARRHEA

Etiology:

The most common cause of TD is usually a bacterial infection with enterotoxigenic *E. coli*. Other bacteria such as *Salmonella*, *Shigellae*, and *Campylobacter* are responsible in some cases. Parasites and viruses are less common.

Illness:

TD is usually a self-limited illness lasting several days. Travelers to areas with poor hygiene should be advised to avoid foods served at room temperature, fruit they have not peeled themselves, unboiled tap water (including ice), undercooked meat and seafood, raw fruits and vegetables and dairy products.

Prevention:

In general, the CDC does not recommend taking antibiotics to prevent TD, but Pepto-Bismol can be taken prophylactically as 2 oz or 2 tablets four times a day.

Treatment:

Ciprofloxacin (Cipro): 500 mg. twice daily for 3 days

Pepto- Bismol: 2 tablets taken every 30 minutes for eight doses. (Do not take if allergic to aspirin, if on anticoagulants or have kidney problems.)

Rifaximin: 200 mg taken 3 times a day for 3 days. This is a newer antibiotic and has the advantage of not being absorbed.

Imodium (antidiarrheal): 2 mg.: 4 mg. initially, then 2 mg. orally after each loose stool, to a maximum of 16 mg. per day. Do not use if having fever or bloody stools.

The diet should be reduced to clear liquids, soups, and toast.

DENGUE FEVER and DENGUE HEMORRHAGIC FEVER (DHF)

Dengue is transmitted by *Aedes* mosquitoes carrying the viruses. Most commonly the mosquito carrier is a "daytime" biter, but it can also bite at night. There is NO vaccine prophylactic medication available. Therefore, prevention by wearing protective clothing and applying insect repellent containing DEET is a MUST for both Haiti and Honduras.

The illness usually presents after an incubation of 3-14 days with high fever, severe frontal headaches, joint and muscle pain and rash. DHF can cause severe hypotension, shock, and hemorrhage and even be fatal. Fever should be managed with acetaminophen. Aspirin and nonsteroidal products, such as Ibuprofen should not be used.

TETANUS AND DIPHTHERIA

Persons should receive a primary series of immunizations against tetanus and diphtheria (if not previously done - usually in childhood) and a tetanus-diphtheria toxoid booster injection every ten years.

TYPHOID

A live oral vaccine is as effective and better tolerated than the injectible vaccine available. The dose is one enteric-coated capsule every other day for a total of 4 capsules, beginning at least two weeks before departure. Lifeline travelers are at very low risk for exposure to typhoid.

Insurance

Most U.S. health care insurance plans through an employer do NOT cover medical care or emergencies outside the United States. Therefore, Lifeline Christian Mission provides short-term work crusade insurance while on your trip.



Your team leader is provided a copy of the overview brochure giving the name of the underwriter and a brief description of the benefits and coverage.

If you become ill or have an accident while traveling out of the U.S. during your trip and you are forced to seek medical attention that requires you to pay at the time of service, you must do the following:

1. Pay the bill.
2. Receive a receipt for the payment.
3. Contact the insurance company upon return home.
4. Obtain a claim form from the insurance company upon return home.
5. Complete the claim form and submit bills to the insurance company.
6. Wait up to several months to receive reimbursement.

If you have difficulty obtaining payment or the needed information on the insurance carrier, contact Lifeline's office for more information.

Coverage period terminates upon your return from your work crusade trip.

Always notify your team leader when you have problems relating to health or insurance benefits.

Lifeline is not responsible for loss suffered due to illness, accident, theft or injury occurred at any time in relationship to your work crusade.

Trust God but be wise and careful! You are in our prayers for God's protection

Mission Policies & Covenant



Personal Witness and Conduct / Impact on Haitian/Honduran Culture

- All conduct must be such that Christ is honored, glorified, and presented/introduced to the Haitian and Honduran people through a positive witness.
- Be enthusiastic, positive and supportive of one another, your leaders and the mission at all times. Even “body language” conveys a message.
- Conflict between team members and criticisms of other team members and leaders is OUT!
- Couples who have been dating or are engaged should conduct themselves in a manner that will NOT draw attention to their relationship. Romantic boyfriend/girlfriend relationships must be put on hold for the entire trip. No handholding or any other display of romantic attachment at any time.
- Do NOT discuss political issues, doctrinal positions or controversial issues with team members.
- Ladies should conduct themselves in a conservative manner around Haitian/Honduran men.
- Loud, obnoxious, boisterous, and unwholesome conversation is a poor witness and disturbs neighbors and other team members.
- No romantic relationships between work team members and the Haitians/Hondurans will be tolerated.
- Obscenities, coarse, lewd, or defaming conversation or jokes are never acceptable.
- Observe the conduct of the Haitian/Honduran Christians in church services and follow their example.

Respect For Others

- At mealtime, remember to receive with gratitude what is served and do not complain or refuse food; never ask for “something else”.
- Be aware of the number of people still waiting for food at mealtime and DO NOT return for second helpings until EVERYONE has received their food. Take all the food you want (if everyone has been served), but EAT WHAT YOU TAKE. Wasting food is a poor witness to hungry Haitians/Hondurans.
- Be considerate when loading the bus; don't always be “first” and be sensitive of those who get carsick and need the front seat. If you are asked to change your seat or ride in the truck, please do so willingly and follow instructions. Younger people and those without health issues should ride in the back.
- Be courteous of those who can't climb to a top bunk and let them have a lower bunk.
- Be on time! All scheduled meeting times are posted AND in your most recent packet. Each day the schedule is reviewed. It is rude to keep others waiting; it disrupts the schedules and may cause the team to miss important events.
- Clean up water that splashes out of sinks and showers in dorm bathroom area.
- Conserve water and shower quickly as a courtesy to others. Clean out shower drains after each shower.
- Empty dorm wastebaskets when needed.
- Encourage others.
- If you have personal snacks in the evening, clean up after yourself. Keep kitchen clean always. The daily Kitchen Crew is NOT there to clean up after you.

Mission Policies & Covenant

- Make your beds each morning and get your things up off the floor; keep your sleep area cleaned up in the dorm.
- There is an allotted amount of food for each person. Do NOT give your food to the Haitians/Hondurans who are standing around or to the helpers unless the Lifeline leaders instruct you to do so.
- Those who snore seriously and/or have a sleep apnea problem should see the mission coordinators for a possible alternative sleeping area. This is voluntary.
- When asked or told to do something, do it willingly and promptly.



Respect for Haitian/Honduran Staff

- Collect your laundry when it is clean and do NOT let it accumulate in the laundry room.
- Do NOT discuss politics or the government with the Haitians/Hondurans. Do not engage the Haitian/Honduran workers in lengthy conversations; do not ask personal questions about their jobs, salary, marital status, etc.
- Do NOT give gifts to the Haitian/Honduran staff. They have rules they must abide by. If you give gifts, you are encouraging them to break a rule that could end up in the loss of their job.
- Re-use your towels several times before sending to laundry. Do NOT leave towels and clothing lying around on floors. Hang towels up to dry and re-use them; do not use them for rugs or floor mats.
- Translators and other Haitians/Hondurans are hired by the mission to work with teams. Respect their schedules and remember that they have certain times when they are expected and authorized to be at the mission. Do NOT invite them to stay after work hours or ask them to go places with you or do additional translating for you beyond what is scheduled. They have lives and families of their own AND the mission has times they want them there and times that it is not appropriate for them to be there.

Health, Hygiene and Safety

- ALWAYS keep insect repellent on your skin, day and night (except in dorms during sleeping time). Malaria and Dengue Fever mosquitoes bite day and night. Malaria is treatable; dengue is viral and is more serious and there is no prevention except NOT getting bit.
- Be cautious - don't try doing things that are dangerous, especially if you've never done it before.
- Clean all cuts/ wounds immediately with peroxide, apply antibiotic cream and notify your team leader.
- Do not climb on things.
- Do NOT go barefoot. There are parasites and biting insects in the grass and soil that get tracked into the dorm rooms.
- Do NOT invite Haitians/Hondurans to the mission compound and do not discuss travel schedules, activities, plans, etc with any Haitians/Hondurans you may meet while shopping, eating out or visiting their homes in the villages/colonies. Never invite them to join the group at any time.
- Do NOT leave valuables, cameras, watches, bags, etc. lying around at the work sites or on the vehicles at any time. Only bring with you what you will need for the day.
- Do NOT place books, cameras, water bottles or other personal items on the dining hall tables or kitchen counters, as these items are not clean. There is a table designated for

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all personal items. NEVER put the Haitian/Honduran money on tables. Wash hands after each handling of money.

- Do not tell people at the airports and restaurants where you are staying, working or anything about your travel.
- Do NOT wear jewelry. It is suggested that married women leave their good wedding rings at home and purchase a cheap-dime-store type band for the trip.
- Drink LOTS OF WATER all the time to keep hydrated. ONLY WATER is permitted throughout the workday to remain safely hydrated and avoid sunstroke or heat exhaustion; NO SODA POPS during the day.
- Drink NOTHING away from the mission unless you are told it is safe. You can drink bottled soda pops outside of the mission during free time but not during workday.
- If you begin to feel ill with such symptoms as diarrhea, stomach cramps, nausea, etc. notify the mission coordinator, team leader or team medical person to begin treatment immediately to avoid "down time". Report fever, cramps, and light-headedness also.
- Keep lockers locked with your valuables inside (money, cameras, jewelry, wallets, etc.) You do NOT need to carry passports or other ID with you. You may need to share a locker with other team members.
- Keep screen doors and screens closed in dorm rooms to keep out mosquitoes and other insects.
- Keep your hands and arms inside the bus at all times.
- Ladies should never go off by themselves and never go off alone with a Haitian/Honduran translator or any other Haitian/Honduran males.
- NEVER invite anyone onto the bus.
- NEVER flash large amounts of Haitian/Honduran money when shopping or paying restaurant bills. Only take with you what you need for that occasion.
- Never get into the refrigerators or put your personal water bottles in there to cool or freeze due to space constraints and hygiene considerations.
- No one is permitted outside the mission compound gate after dark.
- Wash your hands often, especially after being out at church services, playing with children and working. And ALWAYS wash hands before eating, drinking or getting water from the water coolers. Keep hands away from your face and do not pick at open sores.

Respect for Mission Policies and Facilities

- Do NOT give your address, phone number or email to any of the Haitians/Hondurans. If you wish to correspond with a Haitian/Honduran friend, mail all letters to Lifeline at our Ohio office. Letters will be translated from English to Creole/Spanish for you.
- Do NOT invite Haitian/Honduran friends, strangers, casual acquaintances, sponsored children and/or their families inside the dorm facility, the inner grounds or inside the mission houses.
- Do NOT sit on sofas and furniture with dirty/heavily-soiled clothing. NEVER recline or sleep on sofas. Keep feet off furniture at all times.
- Do NOT walk around eating food at the work sites in front of the children or other Haitians/Hondurans.
- Keep all dishes, cups, utensils, glasses, etc. and all food and drinks INSIDE the dining hall or kitchen. No food of any type in sleeping/dorm rooms or outside of main dorm compound. Disposable cups are used for your main drinking glasses so that you may take them to your dorm room, but PLEASE save them because we wash and re-use them.

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Wash your own drinking glasses between meals. Write your name on your cup and use it throughout the trip.

- No FOOD, CHEWING GUM, snacks, mints or soft drinks in dorm/sleeping rooms at any time. Keep these items in the designated kitchen drawers/cupboards. Personal snacks are not to be stored in refrigerators. Personal snacks are for free time only.
- No males in the ladies dorm and no ladies in the men's dorm unless on official business such as clean up, repairs and etc.
- Please obey and respect the following rule at all times. This is very important and we will be glad to discuss this rule further if you have questions: DO NOT GIVE GIFTS of any type to the Haitian/Honduran people. All giving is done through the structured programs set up by the mission. Much giving will be done throughout the trip, but it MUST be done through organized, structured programs that point people to Christ. Please see the mission directors for any situation in which you have a question on what is appropriate and what is not.
- Please respect the schedule and always be on time!
- Replace all tools, equipment and supplies to their proper storage space at the end of each workday. Leave your work area clean and neat. Pick up trash in your general area.
- Respect the scheduled shopping time. There is ONE TIME set aside for buying from the craft and souvenir vendors. Do NOT invite vendors to the mission to sell items. And only purchase on the established shopping day.
- Show respect for Lifeline's facilities, ministries, philosophies, and rules at all time. Even if you don't understand or agree with them, you have agreed to abide by them when you sign up for this trip. Keep your promises.



Not Permitted at Any Time:

- Computers/Laptops
- IPODs
- Cell phones (turn in to team leader upon arrival at mission)
- Head sets
- Alcohol
- Tobacco
- Secular books or magazines
- Computer Games
- Tattoos (must be kept covered when in public, at church and at work)

Mission Policies and Covenant: Haiti

Respect For Others

- Most transportation in Haiti is by Lifeline bus, but occasionally a trip requires a truck or other 4-wheel vehicle. Be considerate and allow those to ride inside the cabs of the trucks who may have health or other reasons for not riding in the truck bed.
- Do not always try to be first in food line and WASH YOUR OWN plates and dishes during the evening meal.
- Do NOT use the kitchen as a walkway to other rooms.
- Do not play the piano when people are eating meals and trying to talk and fellowship.
- Lights out at 10 PM each night in dorm/sleeping rooms. If you do NOT want to go to bed you should go out to the picnic tables, to the roof, or to the dining hall area, but even

Mission Policies & Covenant



in these areas be quiet and respect the needs of others who may need to sleep. Remember not to drag furniture on the roof. This is extremely noisy in the sleeping rooms and apartment. Everyone should be in dorms by 11 PM. On weekends midnight is final bedtime.

Respect for Haitian Staff

- Do NOT invite Haitians to the beach with the team.
- If you drink the last of the ice water or Crystal Light, tell the kitchen crew.
- Scrape off and rinse your own dishes at all meals.
- When you serve in the kitchen you must wash, dry and put away all dishes and utensils. Do NOT leave pots, pans or anything in the sinks or on counters for Haitians or missionaries to put away. Everything has its place; put it where it belongs so someone else won't have to.

Health, Hygiene and Safety

- Do NOT sit on the sides of the walls on the roof. No sleeping on the roof at night.
- Caution: NEVER touch the overhead electric water heaters in the shower stalls. Do not try to "adjust" the showerheads or water flow. Also note that the temperature of the water CAN BE adjusted by turning the water handles on full force (cooler) or lowering the water volume/flow to obtain warmer water.
- During daylight hours when you have free time, you may walk around the village but stay on main roads. Remember, the cars have the "right of way". Always go in groups of 5 or more persons and ladies must ALWAYS have American guys with them. Never go off alone with Haitians. And NEVER hand out things to people on the streets; this can cause a riot.
- No one is permitted in the ice machine except for the kitchen crew. Kitchen crew provides ice for lunch, supper and snack times only. If you desire ice for emergency reasons see the kitchen crew leader. For sanitation purposes, kitchen crew must wash hands before obtaining ice. Return ice scoop to the ice machine. Note that a large cooler of ice is provided and is kept in the dining hall; if there is ice in it you may help yourself, if it is empty then it is not being provided and you must drink water from the large Gatorade coolers or drink it at tap temperature.

Respect for Mission Policies, Facilities

- Do NOT change the speed on ceiling fans. Globes fall and break. They are on medium speed.
- Do NOT eat anything outside of the main dorm in view of the Haitians.
- Do NOT eat or drink anything away from the mission unless we inform you it is OK. You can buy Pepsi, Coke, and other sodas in the village. They are safe.
- Do NOT STAND on any of the chairs. We have a stepladder in the ice room. Do NOT remove chairs or other furniture from the dining hall or other areas. Do NOT take them into yard or to the roof. Keep things where you find them and always leave things cleaner, neater and nicer than you found them.
- Drink from water coolers in the dining hall between meals; the Crystal Light drinks are to be used for meals only. Please do NOT come in to kitchen and wash hands in sink. One cooler has ice water continually...drink often! Soda pops are for special meals only and Lifeline will inform you as to when you may have them.
- No sun bathing on roof or in yard please. The exception to this is at the beach.

Mission Policies & Covenant

- Take all dirty laundry to the laundry room each morning before breakfast and claim all laundry EVERY evening. Do NOT allow your clean laundry to accumulate for several days in the laundry room.
- Please do NOT come into the kitchen and wash hands in sink.



Mission Policies and Covenant: Honduras

Respect For Others

- Dining hall is closed at 10 P.M. every night.
- Honor Lights Out time inside the dorms (10:30 P.M. each night) so others who desire to sleep can do so.
- Please keep doors locked when inside your dorm and keep the key IN THE LOCK in case of emergency or fire so that you can exit quickly without hunting for the key.

Respect for Honduran Staff

- Do not go into the home of the resident caretakers. They are hospitable but need their own privacy. Do NOT ask them to do things for you or to open the main gate.
- Do not go into the garden or pick the crops from the caretaker's garden.

Health, Safety and Hygiene

- A safe is on the premises and your Team Leader will be asked to give passports and large quantities of money to Lifeline leaders for safekeeping.
- ALWAYS use Honduran currency. Do NOT exchange money on the street with moneychangers (it could be counterfeit or cause a robbery).
- Do not handle stacks of lumber or blocks due to the possibility of snakes or scorpions.
- Do not walk through tall grass.
- Drink NOTHING away from the mission unless you are told it is safe. You can drink bottled soda pops outside of the mission but only on "eating out" times at the restaurants and/or when shopping. The restaurants that are chosen for your evening meal are usually totally safe and the water is safe. Check with Lifeline Coordinators if you are not sure.
- NEVER brush your teeth or drink water directly from the tap at Cary Hill or at either of the Colonies.
- No one is permitted outside the compound at any time unless the group is going under Lifeline's leadership and by vehicle.
- On the day that you have a recreational time your group MIGHT go to a pool or the ocean; if this occurs use lots of sunscreen, wear "cover ups" over your swimsuits en route, and always swim the "buddy system" at the ocean.
- The dorms must be locked every morning and after everyone is in for the night (10:30 P.M.). The Dorm Leader will be responsible for the key and for the walkie-talkie. This person needs to lock the dorm and bring the key and walkie-talkie to the dining area every morning. The key is to be hung in the dining area and the walkie-talkie placed in the charger. These items are taken to the dorm at night.
- We will have water and ice available for the large drink coolers and for meals.
- You are permitted to walk around the facility and steps have been cut in the hill on the north side of the property to make it easier to reach prayer decks. But watch your step!

Mission Policies & Covenant



Respect for Mission Policies/Facilities

- A large rack is provided in the dining area for storage of personal snacks. You are responsible to clean up after yourself. Never throw trash in the yard.
- Always turn off air conditioners and all lights before leaving the dorm for the day.
- Do NOT flush sanitary products (tampons) down the toilets at CaryHill; you MAY flush toilet paper, but at the Ocotillo and

Gonzales locations you must put toilet paper in trashcans.

- Do not switch things between different dorms. Never remove anything from the rooms that is not yours. Do NOT take Lifeline towels, sheets, pillows etc. away from your dorm or to the beach.
- Hot water is available for showering; more instructions will be given in Honduras.
- No sun bathing except if your group visits the ocean or a pool.
- When leaving dorm rooms for the day turn off all lights, be certain water faucets are off and toilets don't "run", but leave fans on; dorm leader will lock and secure dorms each morning.

TEAM MEMBER COVENANT

I have read the entire Team Member Handbook and hereby agree to abide by all of the rules within the Handbook and set by Lifeline Christian Mission, recognizing that my participation in this work team is my covenant with Lifeline to respect and abide by their policies at all times throughout the trip.

SIGNED: _____

DATE: _____

WITNESS: _____

DATE: _____

(Participant's Copy)

Notes





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