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team handbook: ecuador

Lifeline Christian Mission | Lifeline.org

Welcome!

Dear Mission Team Members,

Thank you for choosing to partner with Lifeline Christian Mission for your short-term mission team experience. We look forward to working together with you to glorify God and lift up the name of Jesus Christ.

Preparation begins in your heart long before you arrive at your destination. Get ready, God is going to minister both in you and through you.

We will be praying for you and your group, as you begin to seek God's will and prepare for your short-term mission trip.

Living to serve,

Keith Dimbath, Vice President of Missionary Development
Christi Dimbath, Missionary Development Director
Lifeline Christian Mission

Team Handbook: November 2018

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Frequently Asked Questions

Where will we sleep?

- In an apartment with multiple bedrooms. It is furnished with bunk beds, showers and modern restrooms.
- Bedding and towels are provided unless otherwise instructed.

What will we eat and drink?

- Bottled water will be provided.
- Meals are prepared by team members at the apartment. Some meals will be in local restaurants.
- **Allergies:** Lifeline must be informed in advance as to the nature and severity of the allergies and past history. Those with more severe allergies, such as gluten type allergies, should bring their own special food products to supplement the meals we provide.

What will we do?

- Your team leader has received information about all aspects of your trip, including in-field activities and pre-field preparations.
- Pre-trip meetings will be conducted to review schedules, go over policies, etc. to help you prepare for ministry in the field.

- Be flexible! Schedules often change on the field.
- **Devotions**
 - All team members should be prepared to share a devotion of their choice for one of the daily team devotion times. You may be paired with another team member. Contact your team leader if you need assistance.
 - The devotion schedule will be included in your Final Packet which you will receive approximately 10-14 days before your trip.

What should we bring?

- Airline ticketing information (will be sent to the team leader)
- Bible
- Clothing (modest apparel; see below for guidelines)
- Clothing – 1 or 2 nice outfits for church service & first day of teaching
- Devotion
- Earplugs – there might be a snorer in your room 😊
- Flashlight and extra batteries
- Water bottle
- Journal/pen
- Money for tips and food at airports

- Money for souvenirs on shopping day in the mission field
- Passport and also a copy of the first two pages
- Personal medications (pack in carry-on bag)
- Phone numbers and email addresses of emergency contacts (parents, guardians at home)
- Photo ID, such as driver's license (optional)
- Shoes - including protective shoes for working and walking, such as sneakers or work boots and shower shoes
- Sleepwear
- Snacks for your personal use (optional).
- Sunglasses
- Sunscreen and lip balm
- Toiletries (toothbrush, shampoo, etc.)
- Travel alarm clock
- Umbrella and/or raincoat

*Sheets, pillows and towels are provided

Can I bring electronics?

Team members will have access to Wifi at the guest apartment. Cell phones may be used during free time only. They are not to be used during the scheduled activities, meal times, devotions, team meetings, ministry times, etc.

For your safety and that of the group, cell phones, expensive cameras, etc. should be tucked away when out in public. Same thing applies to money and other valuables.

Upon arrival at the guest apartment, our staff will send an email to the emergency contact(s) you listed on your online application to inform them of your safe arrival.

What should we NOT bring?

- Alcohol, cigarettes, e-cigarettes, tobacco, illegal drugs
- Secular books, magazines or music
- Computers, IPODs, computer games, etc.
- Exposed underwear, holes in jeans, etc.
- Clothing with alcoholic beverage logos, secular band logos, or anything that would negatively impact Christian witness
- Bad attitude
- Anything flashy – expensive (or expensive looking) jewelry, expensive cameras, etc.
- **Females:** Halter tops, spaghetti straps, low necklines, bare midriffs, dresses shorter than knee length, shorts, leggings, yoga pants or other tight fitting pants.

What is the average temperature?

Quito is at **9,350 feet above sea level**. During the day, it rarely gets any warmer than 75F degrees. Once the sun goes down, it can get down to 50F degrees until morning. It is best to dress in layers.

However, because Quito is at zero latitude, you should protect yourself against the sun.

Due to the altitude, altitude sickness may occur. It is important to drink plenty of fluids and take it easy the first day or so. Some symptoms include fatigue, persistent headache or nausea as well as insomnia.

What should we wear?

Bring seasonally appropriate, modest clothing. We want to be sensitive to the culture of the Ecuadorian people and to the local customs and expectations.

- Bring clothing for church, teaching at the school and a few work outfits (grubby type). It is cool during the day and cooler when the sun goes down. It is best to dress in layers. No sleeveless shirts, please.

Men:

Church services and 1st full day: Professional casual - pants (khakis type) or dress jeans and a collared shirt.

Work projects: Jeans. No shorts, holes in jeans or exposed underwear.

Shirts must be worn at all times.

Women:

Church services and 1st full day: Professional casual – Skirts or dresses (at least knee length) or nice pants and top.

Work projects: Jeans, pants or capri length pants (below the knee). No holes in jeans/capris/etc. No low cut tops, halter tops, sleeveless tops, low necklines, exposed underwear, low armhole shirts or bare midriffs.

All:

Other days at the school & shopping/visit Quito:

- Modest casual- nice jeans or pants and nice top/shirt.
- Laundry facilities are available.

Shoes (both men & women)

- Comfortable walking/work shoes, such as sneakers for working and walking
- Flip flops/shower shoes for in guest house. Never go barefoot.

What currency is used in Ecuador

The U.S. dollar is accepted in Ecuador. It is best to bring small bills. Anything larger than a \$20.00 bill can be difficult to get change, even at a bank. You may be given change with Ecuadorian coins.

Will we have an opportunity to visit our sponsor child?

- If you sponsor a child through Lifeline, you may bring a small *gift for your child. You will have an opportunity to visit with your child and present the gift.

*Gifts may contain **only** the following items:

*Book or coloring Book – English or Spanish

*Article of clothing

*Game for the family

*Close to trip date, sponsor may also be made aware of a specific need for your child.

- If you are interested in sponsoring a child, we recommend you contact the Lifeline office at 614-794-0108; email Sponsor@Lifeline.org or visit our website Lifeline.org/Sponsor several weeks prior to your trip departure date to select a child. This will allow enough time for you to receive the information packet about your new sponsor child, permitting you time to purchase appropriate gifts for that child. If you plan to wait until you are in the mission field to select a child, online payment must be made before a visit with your child can be arranged.

What does it cost? When will our trip payment be due?

- Your Team Leader has information on trip costs, who to make checks payable to and payment deadlines.

- All payments are **non-refundable**.

Additional expenses *not* included

- Passport and immunization expense.
- Flight interruption costs, such as hotels, meals, tips, etc., that are unexpected and not part of the original plan or cost.
- Money for snacks, meals, baggage fees and tips during travel; money for shopping and souvenirs.
- Cancellation penalty imposed by airline if you cancel your trip after ticketing deadline.

What documents/forms are needed?

Lifeline Christian Mission Forms:

- Your team leader has a link to the **Online Application Form** that all team members MUST complete ASAP (including returning mission team participants).
- In addition to the online form, the following must be received by the Payment #1 deadline:
 - **Copy of passport** (picture pages)
- Your airline ticket will not be secured until these forms and Payment #1 are received by Lifeline. Please return the forms in a timely fashion so that airline tickets can be purchased at the best rates. These forms are required for EVERY work trip with Lifeline.

- Bring an additional copy of the first two pages of your passport (photo page) to Ecuador with you. Pack passport copy separate from passport.

Passport:

- A passport is required. Apply early. Your passport must be valid for at least 6 months after entry into Ecuador.
- You may also bring a second form of photo ID (for example – drivers' license. (Optional)

Parental Consent

- Youth under 18 years of age, traveling without *either* parent must have a signed/notarized authorization from their parents. This document must include parental permission to leave the country without their parent and designate an adult on the team to act on behalf of the parents in case of emergency or sickness/accident.

Are immunizations/medications required to travel?

No immunizations are *required* by the U.S. government, Lifeline or the country of Ecuador. You should consult your personal physician to determine what is recommended for your personal health needs.

Recommendations:

It is recommended that these immunizations be up to date:

- **Tetanus/Diphtheria:**

- **Measles/Mumps/Rubella**
- **Poliovirus Vaccine**

Typhoid: *Optional*

Hepatitis A Vaccine: *Recommended.* You can get hepatitis A through contaminated food or water in Ecuador.

Hepatitis B Vaccine: *Recommended for healthcare workers.*

Traveler's Diarrhea (TD): In general, the CDC does not recommend taking antibiotics to prevent TD. For more serious issues, Cipro is recommended.

First-aid supplies are available for the treatment of minor cuts, abrasions, diarrhea, etc. However, if you have medication you must take regularly or over the counter medications that you prefer, be certain to pack it in your carry-on bag.

Pack **prescription medications** in original containers, with pharmacy labels in your carry-on luggage.

Travel Information

Travel to the mission field will be via commercial airlines. All airline reservations are scheduled by the Lifeline office.

- Flight schedules, payment deadlines and terms/conditions of the airline will be sent to your team leader.

- Check with your team leader before you pack regarding the luggage requirements for your team.
 - If you do not have a team leader check with Lifeline's Travel Manager, Cathi Lester at cathi.lester@lifeline.org or 614-794-0108.
- For easier identification in baggage claim areas, consider using large, colored tags or ribbons for each bag.
- A **Final Information Packet** will be sent to you via email approximately 10-14 days prior to your departure. It will include: activity schedule, devotion schedule, kitchen crew schedule and last minute information, etc. If you do not have email access, check with your team leader.
- Your Team Leader will receive airline flight schedule and T-shirts approximately 2 weeks before travel.

Travel Tips

At the airport:

- Each person is allowed two checked bags. The airlines will charge a fee for each bag. There are also airline fees for overweight and excess luggage. Lifeline does not reimburse or pay baggage fees, excess baggage or overweight bags. Check with the airlines prior to packing.
- Only ONE carry-on and ONE personal item (purse,

camera bag, etc.) is also permitted per team member.

- Not all airlines allow us to pre-assign seats, so you might not all sit together. Be flexible.
- Keep passports easily accessible on the final flight into Ecuador. The immigration forms for each team member require information from the passport.
- **If you have flight problems in the US/Canada, please call:**
 - Lifeline Ohio office: phone 614-794-0108
 - Cathi Lester (in Ohio): 614-794-0108 (work) or after 5 p.m. & weekends: 614-949-8879

Entry process into Ecuador

When you arrive at the airport:

- Have passport ready to present when you arrive at Immigration.
- After clearing Immigration, put passport in secure place. You will proceed to the baggage claim area to retrieve your checked luggage.
- **Stay together as a group and do not exit the airport separately.**
- Check **names** on tags of every bag to avoid taking someone else's bag by mistake. Many bags look alike.
- After allowing ample time for bags to come in, determine if all bags have arrived.

- **Missing luggage:** First, match claim tickets to luggage to determine which claim checks are for the missing luggage (process of elimination). 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 individuals name was on each bag.
- Go to the Baggage Claim Desk to make a claim BEFORE you leave the airport. Give missing luggage claim checks to airline representative. Give the following Lifeline number as a contact and keep a copy of the lost bag form:
Nuevos Amigos: 593 0 998 587 168
- After all luggage has been located (or a claim for missing luggage has been filed). Together proceed to final security checkpoint.
- All luggage, including carry-ons, purse, etc. must go through a security check.
- The group may be directed to go through the customs/inspection line. Continue to exit unless told to stop.
- As you exit, **Baggage claim checks** may or may not be collected & matched to luggage.
- Lifeline staff will meet you and give instructions for loading the bus.
- If you allow airport employees to help with your bags, be prepared to give them a tip *after* bags are loaded

in the Lifeline vehicle (Approx. \$2.00 per checked bag).

- In field we will review what to expect upon your departure.

Important Phone Numbers

Make note of these phone numbers in case they are needed during your trip.

- **U.S. phone numbers**

- Lifeline Christian Mission (U.S.): 614-794-0108
(Monday – Friday 9am – 5 pm EDT)
- Cathi Lester: 614-794-0108
(Monday – Friday 9am – 5 pm EDT)
614-949-8879 (after 5:00 p.m. & weekends)

- **Ecuador phone numbers**

- Nuevos Amigos 593 02-320-1918
593 02-225-3597
- Please feel free to contact Keith or Christi (keith.dimbath@lifeline.org or christi.dimbath@lifeline.org) or call 614-794-0108 if you have any questions.

Address in Ecuador:

- **Extreme Response**
Casilla 17-17-1227
Calle "A" N37-20y Villalengua
Quito
- **Phone number in Ecuador:**

Team Leader Information/Responsibilities

Preparing for Your Trip

- Cover all of your plans, goals and desires for the trip with prayer.
- Mission trip dates are scheduled through Cathi Lester at cathi.lester@Lifeline.org or 614-749-0108. Schedule trip dates early as the schedule fills up quickly.
- All **first time team leaders** to Lifeline must communicate with Lifeline's Vice President of Missionary Development, Keith Dimbath, at keith.dimbath@Lifeline.org or 614-794-0108, to ensure Lifeline's goals and Team Leader goals harmonize.
- **Maximum number:** Lifeline can accommodate up to 18, depending on gender of team members.
- **Minimum age limit:** 12 years old for international trips. Group Leaders may set their own, more restrictive limits.

- Begin with an organizational meeting early and inform potential participants of costs, deadlines, terms, mission policies and answer questions. Additional meetings for planning, fund raising, team building and organization should be held as the leader deems necessary.
- Have the participants apply for passports early; allow a minimum of 8 weeks for processing. **NOTE: For those who hold a current passport: it must be valid at least 6 months after entry into the country.**
- If desired, you may request a Lifeline representative to come to a team organizational meeting to answer questions (based on availability)

Terms:

- Lifeline reserves the right to refuse participation to those with high-risk health problems, high risk for injury, and those who have conducted themselves in an improper manner on past trips. All participants must be physically and emotionally able to share in the scheduled activities.
- Non-Christians or members of Christian faith backgrounds other than Christian Churches/Churches of Christ are welcome but must abide by Lifeline's policies/rules, respect the doctrinal position of Lifeline and do nothing to teach contrary to or against the mission beliefs. Our primary objective is to evangelize or enhance the evangelistic work of the church/mission.
- All minors (under age 18) not accompanied by a parent, **MUST** have a signed, notarized parental

authorization to travel out of the country. This same document should include an authorization for the team leader or other adult on the team to seek medical attention for the child, if needed.

Payments, Deadlines & Required Forms

- Lifeline establishes a single, set contribution/price for each person. This fee includes airline tickets, exit taxes, insurance, ground transportation, translators, and meals and accommodations in the mission field. In addition, a portion of the contribution is designated for Lifeline's ongoing ministry operation. All contributions are **non-refundable**.
- Once your dates are confirmed, you will receive a **contract and payment vouchers** to be used when submitting payments. Amount due and exact dates will be specified on the vouchers.
 - **Late Fee:** After the due date, please add \$50 late fee per person, per payment due date.
- Your trip balance must be paid in full by the final payment deadline or you may not be included on the trip.
- Lifeline requires that the sending organization (church, campus ministry, college, etc.) be responsible to collect/receive money from the participants, and then send **one check** to Lifeline at each payment deadline.

- Lifeline accepts checks or credit cards. A 3.5% fee will be added for all credit card payments.

NOTE: In order for contribution to be tax deductible, do not include team member's name on the Memo line. You should include this information on a separate sheet of paper and include with the check.

Additional Team Costs Not included in your payment to Lifeline:

Not included: money for personal items, snacks, souvenirs, passport costs, immunizations, emergency fund, checked baggage fees, hotel stays/meals during travel to/from the mission or expenses incurred as a result of canceled flights, delays or missed flights for any reason, etc.

IMPORTANT: Be certain you go over all costs, terms, and deadlines with potential team members early in your meetings. Explain what **IS and IS NOT** covered through Lifeline.

Lifeline's Responsibilities:

- Arranges** all airline travel, insurance, in-field transportation, meals and schedules while on the field, translators and ministry opportunities.
- Provides** the following materials to the team leader:

- **Ecuador Handbook** which includes information to help you and your team prepare for in-field activities/ministries.
 - **Final Information Packet** will be emailed to each team member (approximately 10 – 14 days prior to trip date). This will include a daily work/activity schedule, devotion schedule, kitchen crew schedule and other helpful information. Flight itinerary will be emailed to Team Leader separately.
 - **Insurance coverage** for all team members. Information on filing claims is available upon request. Team member is responsible for filing claims.
- Coordinates** all in-field activities, schedules and work projects which take into consideration needs, abilities and skills 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.

Team Leader's Responsibilities:

Provide each team member with:

- **Link** to Lifeline's [Online Application Form](#). This form is mandatory for **every participant** for **every**

trip taken with Lifeline. Lifeline will provide the link to the online form to share with your team.

- **Ecuador Handbook** – Distribute this booklet and review with team members, emphasizing terms, conditions, deadlines for payments, any airline limitations such as non-refundable tickets, baggage limits, passport requirements and immunization recommendations as well as other important information.

- Oversee** pre-field team building, team members' adherence to mission policies in the field and spiritual oversight.
- Collect** trip money and send to Lifeline by the due dates.
- Prepare team members** for ministry opportunities in the field such as teaching, presenting a devotional, etc. (see "Preparing Your Team for Field Ministry").
- Debrief** team upon returning home to help your team members assimilate back into their own culture. This will also provide a vehicle for which they can find fields of extended mission service, hands-on projects, and mission involvement stateside.
- Lifeline includes one t-shirt per person and asks team members to wear it on travel days.
- At least one month in advance of trip**, send a list of names of sponsored children whom the team members wish to see while in the mission field. Send list to Karen Kennison at Karen.kennison@lifeline.org.

- Coordinate** the collection of all materials needed for the trip.

Deadlines

- **Payment #1 and Application Forms:** In order for airline tickets to be secured, all online forms and requested paperwork **MUST** be completed and received by Lifeline with the first payment (Due approximately 140 days prior to trip/travel date).
 - **Copy of participant's passport*:** copy the first two pages (picture page) and mail to Lifeline. **Team members who do not have a passport at the time they sign up for the trip, still need to complete the online forms by the indicated due date and can submit the passport copy to their team leader when it comes in. The team leader is responsible to collect and send the passport copies to Lifeline's Westerville office.*
- **List of team member's names (complete names as they appear on passport).** Tickets **CANNOT** be secured for a participant until forms are on file. Delays may result in higher ticket prices.
- **Payment #2: Balance due** 60 days prior to trip/travel date. If received after the due date, please add \$50 **late fee** per person.

Anyone wishing to add to the group after the Payment #1 deadline may do so on a space available basis, subject to any increase in airline ticket cost imposed by the airlines. Payment in full will be due immediately at booking.

Preparing Your Team for Field Ministry

The following information will help you prepare your team for ministry on the field.

Teaching

Team members will be teaching students at the Christian School. Lessons will be prepared by the team with input from the school. All teaching materials, supplies, etc. should be brought with you.

Cooking/Meal Preparation for Team

Everyone will serve on kitchen duty. No special preparation is required. Lifeline provides a menu and purchases all food for work teams. Instructions are given in the field as to the team members' responsibilities. The only requirement is a willing heart and everyone must take his or her turn on this assignment. Teams will prepare some meals and others will be eaten at local restaurants.

Construction/Equipment/Repairs/ Maintenance

Your team's specific tasks and labor projects will be determined closer to the time of your trip. Projects may include things such as: painting, carpentry, plumbing, repairing appliances/equipment, gardening, etc. Tools will be available in the field unless otherwise instructed. Team members should bring their own work gloves and water bottles. If you have hand-tools that you'd desire to bring, feel free to do so, according to your skills and abilities (i.e. hammer, screw drivers, drill, pliers, etc.). Teams may be asked in advance to bring paint brushes, rollers, trays, etc. when painting projects are scheduled. Projects are determined by what is accomplished by the teams ahead of your team, team members' skills and the current need.

Music

Anyone with the ability and desire to sing or play a musical instrument is encouraged to do so. There are opportunities for church services and for school chapel. Only Christian music is permitted on mission trips.

Devotions for School Children

There are often opportunities to present a prepared devotion for the children in our Christian school.