

# **THE WORD AT WORK**

## **TEAM LEADER SURVIVAL GUIDE**



**2018 Edition**

The Word @ Work  
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(a 501 (c)(3) nonprofit organization)

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We believe God has prepared works in advance for us to do and He leads us through the process of discerning His will and taking action (Ephesians 2:10). God is at work in His world; our desire is to join Him in that work wherever He leads us.

Our Ministry's Goal is to further the work of God's kingdom by fostering relationships that are based on humility, accountability, and sensitivity. Working in unity with all Christian denominations, we seek to connect team members and our friends in Belize in ways that are mutually beneficial for spiritual growth.

Our Leadership Role in your trip is flexible—we can provide intense leadership including pre-trip orientation, and facilitating every aspect of your trip or we can also provide contacts and minimal leadership for churches that have a lot of experience ... or anything in between!

We Share what we have learned regarding how we go about missions in order to foster independence, dignity, unity, accountability, humility and sensitivity within our teams and in their relationships with our Belizean friends. These attributes flow both ways.

We Invite you to join us as we pray for God to reveal needs and opportunities for service. Will you come alongside the poor and be open to relationships that will develop? Will you be open to God's provision of resources to fill the needs He reveals?

Our Vision for your team is to:

- Make an initial vision trip, ideally a group of 8-12 who will discern areas of ministry and service;
- Return with a group that is prepared to serve; ideal candidates are those who have prayerfully considered their gifts and motivation. Screening suggestions are included in this document;
- By year three or four, we are hopeful your group will consider sending long-term volunteers to maintain a presence year-round.

***We welcome you in the Work the Word has set before us!***

# TEAM LEADER CHECKLIST

## *90 Days Prior to Departure*

- \_\_\_\_\_ Secure airline reservations
- \_\_\_\_\_ Confirm all passports are current within 6 mths of arriving in Belize
- \_\_\_\_\_ Screen/Interview Participants
- \_\_\_\_\_ Utilize assessme.org or other gift assessment tool
- \_\_\_\_\_ Set Pre-trip Team Meeting Schedule (minimum of 4—time spent together before = richness in Belize!)
- \_\_\_\_\_ Review Team Member Guide with team

## *60 Days Prior to Departure*

- \_\_\_\_\_ Submit Team Member Worksheet to TWAW office
- \_\_\_\_\_ Remit 50% deposit based on Expense Planning Sheet to TWAW office

## *30 Days Prior to Departure*

- \_\_\_\_\_ Remit Trip Balance
- \_\_\_\_\_ Secure background checks and submit proof to TWAW office
- \_\_\_\_\_ Confirm international insurance coverage, submit proof to TWAW
- \_\_\_\_\_ Submit to TWAW office completed Notarized Releases of Liability
- \_\_\_\_\_ Be sure all minors travelling without parents (one or both) have a letter signed and notarized granting permission for them to travel with the present parent or guardian.

## *15 Days Prior to Departure*

- \_\_\_\_\_ Submit FINAL Rooming List to TWAW office
- \_\_\_\_\_ Submit to TWAW office copies of drivers license for those driving rentals
- \_\_\_\_\_ Register in the [Smart Traveler Enrollment Program](#)
- \_\_\_\_\_ Share trip schedule with team



# Team Leaders FAQ's

## *How much will the trip cost?*

There is no single answer because no two trips are the same! Your trip estimate will include the following expense categories—the length of your stay will obviously affect:

### *Lodging*

Lodging varies from hotels in Belize City, to Banana Bank near Belmopan, groups “rough it” in Old Belize or dorm-style housing at Kings Children’s Home.

Range: \$11—\$95/night/person

### *Meals*

Your trip type and lodging choice can affect meal cost.

Range: \$15-\$30/day/person

You may want snacks, bottled water, and don’t forget tips!

We encourage you to plan for extra folks at meal times as well (Belize ministry partners who are joining in your work)

### *Transportation*

Van rental and fuel costs for TAWA vehicles will be calculated based on the length and type of trip.

Transportation is arranged through an auto rental agency at the airport—your group is asked to make payment with credit card at the time of rental.

Guideline: \$150/day van rental; \$60/day fuel/vehicle. TAWA may also charge for a construction vehicle or luggage transport.

### *Project*

We ask each team to submit \$100/person as a project fee—this helps cover construction materials, supplies for VBS or Sports Camp, or other materials.

We also ask for \$25/day for our Project Manager’s vehicle when needed.

### *Staff Expenses*

Our goal is to staff your trip with qualified personnel who will help your team have the best trip possible. We estimate their expenses based on airfare, lodging, meals, and incidentals. Estimate \$1000—\$1300.

### *Optional Recreation/Sight-Seeing*

You may decide to take an afternoon to see a Mayan Ruin or go horseback riding at night; prices vary, see your Expense Planning Sheet. Don’t forget to allow for meals and additional fuel cost.

### *Debrief*

Your team’s last day and night in Belize will be spent on a tropical island. Be sure team members pack a Bible and journal so they will gain the full experience and be able to capture what God has to say to them in this amazing setting. The debrief is a pivotal part of the mission trip experience with The Word at Work. Prepare your team to listen for God’s leading (and experience the wonder of his creation on a short snorkeling expedition).

Range: \$165—\$195/person depending on location and accommodation.

#### *Airfare to Belize*

You will be responsible for making your own airline reservations.

We suggest contacting the Group Reservation Desk for flexible ticketing and discounted rates. You may be able to purchase a “block” of seats from TACA, United, US Airways, Delta, Southwest or American.

Try to fly in early and depart late! Be sure to watch for flights that complete the trip in one day—you may be required an overnight stay in a connecting city. The least expensive day to purchase tickets is Wednesday. **Please do not purchase your tickets until your trip dates have been confirmed via e-mail by our Staff.**

The airport code is **BZE**.

#### *Calculating the Cost*

Once your trip dates and itinerary are set, we will provide an Expense Planning Sheet (a sample may be found on page 33). We request a 50% deposit 60 days prior to departure with the balance being paid 30 days prior to departure. Payments are accepted by check, ACH (automatic draft), or wire transfer.

We suggest having your church support your team financially including fundraising events to encourage connection for the congregation. Team members might write letters of support to their loved ones. Fundraising can be applied to the overall cost of the trip and bring down individual cost.

A word about being sent by your church ... financial and prayerful support by your home church is essential—even if team members are not in need of financial assistance. Team members are accountable to Jesus Christ, to their sending church, and to The Word at Work as our representatives. Encourage church members to write notes of encouragement for team members; likewise, it's important for team members to thank the church and report back about their experience in Belize.

***All in-country expenses are the responsibility of the team—upon return to the United States, a reconciliation of your trip will be prepared and any outstanding charges may be billed to you.***

#### ***First Select Members for Your Vision Team***

The first trip you will take with us is called a Vision Trip. We encourage you to build a team of visionary type church members from varied backgrounds who will help lead your further interactions in Belize (Pastors, Elders, Deacons, Lay Leaders, Mission Committee Members). The ideal vision team consists of 8-10 people. After this initial trip, you will have a better idea of where you would like to begin working with us and begin planning your return trip!

## ***Then Recruit Your Returning Team(s)***

### ***Team Member Recruiting & Screening***

We encourage you to actively recruit members to your team who display an interest in mission work. Ideal candidates value unity, display a Christian faith, and may be active in your local outreach efforts. This may seem like an obvious statement; however, our experience has taught us that not all willing participants are appropriate candidates for serving in the foreign mission setting.

As the team leader we expect that you will affirm our essential beliefs:

- ◆ Jesus' death on the cross was a sacrifice of atonement; He died as our substitute, paying the price for the sins of all who believe.
- ◆ Christ Jesus was resurrected from the dead on the third day, and ascended to the right hand of the Father; His victory over death secured eternal life for all of His children.
- ◆ Jesus is the only way to salvation; He alone is Lord and Savior.
- ◆ Jesus is fully divine being the Son of God; Jesus was fully human being born of the virgin, Mary.
- ◆ The great commission of Matthew 28 is Christ's command to His Church to spread the good news of the Gospel to all nations.
- ◆ The Bible is God's inspired, inerrant Word; the only infallible rule for faith.

We rely on you as the team leader to pray, discern, and screen applicants for your team. Discipleship of team members is one aspect of a foreign mission trip, however it should not be the main goal of your team. While we understand your church's sensitivity to persons who are seeking a relationship with Christ, our ministry's focus is not evangelizing mission team members. Generally speaking we expect Christian participants. If you have questions about this guideline, please feel free to discuss it with a TWAW staff member.

We suggest utilizing an application (see page 27 for a sample). Organize a small committee of two or three to review the applications. It can be difficult to tell a church member that they don't qualify for this noble endeavor. It softens the blow a little bit if in advance everyone is aware that there are a limited number of spaces, that not every person who volunteers will be chosen, and that it will be a committee decision. If one person is responsible for the screening, they might become the villain or be accused of excluding someone because of personal issues.

Your goal should be to have a sense of where an applicant is:

- ◆ Theologically (see our essential beliefs)
- ◆ Socially (will they play well with others or hinder unity?)
- ◆ Psychologically (are there medications to consider? Trips can be emotionally taxing)
- ◆ Physically (will heat or physical exertion be an issue?)

- ♦ Character (is there a reason to question integrity or honesty?)
- ♦ Attitude (humble vs. arrogant; respect for authority vs. rebellious or independent; teachable vs. rigid).

### *Pre-trip Orientation & Team Building*

Pre-trip orientation and team building are absolutely essential! The goal is to create a unified team, prepared to serve Christ and others while growing in faith. Take time to know one another and develop caring relationships (John 13:35). We encourage you to schedule several meetings. There are many resources available on the internet for ice breakers and team building exercises. Consider asking the group to find a Bible verse that will be their touchstone during the week. Meetings should be more about why, and what than where and how—and they should be FUN! Facts about the trip may be shared up front, but use this time to build relationships within your team and to cultivate a desire to be changed by the experience.

This is also a great time to help participants understand how damaging thoughtless attitudes or remarks may be to the witness of Christ. When alarmed by living conditions or cultural differences, encourage team members to privately discuss these things at a later time. Be mindful of language, dress, and jokes that might be offensive. Consider wardrobe choices, “bling”, consumption of alcohol, etc.

If this is your first time to the country, consider assigning team members to investigate Belize—finding out about the culture, their government and history—and have them report back at your regular pre-trip meetings.

### *Suggested Reading*

Check out these titles—consider having the whole team read them and use the included study guides. We suggest reading them in the following order:

*The Whole in Our Gospel*, Richard Stearns

*When Helping Hurts*, Steve Corbett, Brian Fikkert & David Platt

*Friendship at the Margins*, Christopher Heuertz & Christine Pohl

### *Expectations*

William Shakespeare wrote, “Expectation is the root of all heartache.” It is easy to fall into the trap of having certain expectations for the trip and missing God’s movement when the experience doesn’t line up. One of your tasks as group leader is to help team members let go of preconceived notions about “doing missions”. Encourage humility and gentleness; pray for hearts to be open to what God will reveal to each person on this trip. **This is our prayer—that this will be a spirit-expanding experience for you and our Belizean friends.**

### *Who Will We Serve?*

Many people miss the communal aspect of mission trips—help your team understand that they are the Body of Christ to one another while in Belize. Help them



grasp how to care for and encourage one another. Serving others won't cease when the project day is over—team members will be serving one another also. Consider asking your team members to make a Covenant Agreement with their teammates—see page 28.

### *Team Assignments*

Rooming assignments are a great idea—once your team has been solidified, send us a list of how you would like the rooms grouped—this information is also required by some of the lodging establishments.

We suggest assigning a team photographer for your trip. While we understand wanting to share your experience with folks at home, our priority is making sure our Belizean friends feel respected; this can be hindered when half-a-dozen flashes are going off while ministry is taking place. **Ask before taking photos any place where there are children—some orphanages strictly prohibit them to protect their children.**

Perhaps designate a journalist, someone who can document your team's experience. We hope you will share the highlights with us! We have Dropbox and a Facebook Page, too: [www.facebook.com/TWAWministry](http://www.facebook.com/TWAWministry)

Have someone keep track of “ideas for next year”. Inevitably, teams want to do more for their new friends—it's paramount to **NOT promise anything**—but keep a list of what you might like to do in the future for a school or a family and share your desire with The Word at Work staff. We will help your resources meet the needs of others through the local church whenever possible. These notes will be useful when planning your return trip as well!

### *What About Medical Care?*

We encourage teams to assign a team member responsibility for the team's minor medical needs. A medical kit is also wise, including normal first-aid items (TWAW keeps a kit on location as well). Your medical consent forms should be kept with the team at all times (we provide one here, or you may use your own); the team nurse should be familiar with information included there including medications and allergies. Healthcare in Belize for basic items can be arranged fairly simply.

*Beginning January 2013, we require proof of insurance for your team.* Many churches carry this coverage for traveling teams. You may also purchase Mission Trip Insurance for a nominal fee, which can cover evacuation to the US for treatment if necessary. Check out [www.missiontripinsurance.com](http://www.missiontripinsurance.com)

### *Does The Word at Work Require Background Checks?*

Yes—we require all trip participants over the age of 18 to undergo a criminal back-

ground check. Sadly, the church has become a safe haven for those who would take inappropriate advantage of children. Most churches now require background checks for their volunteers. Since many of our teams work closely with the children of Belize we seek to protect them as well.

If you need assistance with having the checks run, we provide this service at an extremely low cost (\$5/person + one-time \$10 processing fee per batch). You will find an authorization form included in this packet. Please contact our office for more information about having these completed 30 days prior to your departure.

### ***Is There Paperwork to Complete?***

Included in this document are all of the forms required by TAW. These are also available online and in pdf form. You may have others required by your church/sending organization. **Items in bold should be returned to our office 30 days prior to your departure.**

We ask that you compile a notebook with the following and bring it to Belize:

- **Copy of passports (good to leave a copy at your home, also)**
- **TAW Release of Liability (we must have original, notarized)**
- **Medical Consent Form (yours or the one provided here)**
- **Proof of Insurance & Background check if performed by your church**
- **Copies of Passport**
- **Copies of Drivers license for those who will be driving the rental**
- **Any form your sending agency requires**
- **Authorization for completion of criminal background check**

You will receive a Team Member Worksheet that we ask you to complete ahead of your trip. **Be sure to note medical conditions, gifts and passions of team members, and areas where they would like to serve. This information helps us design a truly meaningful trip.**

Please be sure to complete email addresses! We want to stay connected to you and your team, and we will follow up your trip with a Trip Survey. We will also add you to our mailing list. It's easy to opt out of these messages if you choose to do so.

***We do not share your information with any other organizations. All passport copies are shredded after the completion of your trip. We do all we can to protect your privacy.***

#### **A Note About Travelling with Minors**

*According to the US Embassy in Belize, all minors travelling without both of their parents must have a notarized letter granting permission for them to travel with the present parent or leader. The letter should include dates of travel and the name of the parent or leader the minor is travelling with.. In the case of a deceased parent, a copy of the death certificate will suffice. This letter should be on the minors person on travel days, and a copy kept in your leader notebook.*

### ***What about Technology?***

When The Word at Work began we didn't really need to address this issue. We now invite our team members to truly submerge themselves in this mission experience and cut out distractions from home. Leaders might consider asking their team to turn their phone off each day. This will encourage connection among team members and also keep unexpected phone charges from appearing! Belize does not have international agreements with many cell phone carriers. There are spots with wifi available if connection is needed—but there won't be much time for surfing the web!!

Your TAWW leaders will have cell phones available for the team to use to make calls back to the US to loved ones—extra phones may be rented in Belize and minute cards are purchased at the team's expense.

Be sure to leave emergency contact information with your loved ones at home as well. A list of numbers is included on page 20—please remember these are for emergencies only. It is always a good idea to direct loved ones to the sending groups office for updates as well.

### ***What Do We Bring?***

Each Team Member Book includes a list of what to bring. An additional copy is on page 19. This may have additions depending on the type of work you may be doing in Belize.

Teams often bring in medical supplies for local clinics. One of our ministry partners, MAP International, can provide deep discounts on much needed health supplies. Coordinate what is best with your TAWW leader. ([www.map.org](http://www.map.org) or [www.blessings.org](http://www.blessings.org)). Contact us about medications that are needed ahead of time.

### ***A few notes about packing and traveling...***

#### ***At the US Airport:***

Check with the airline regarding weight restrictions and fees for additional luggage. Remember Airport employees by law cannot exhibit a sense of humor. (No terrorism jokes).

EAT!! Please be sure your team members are fed on the way to Belize and have snacks on hand. It could be a while before stopping for a meal on your arrival date!

#### ***Travel partners?***

A buddy system can sometimes help ensure no one misses a flight from being detained at a restaurant or in a bathroom.

#### ***Passports***

Does everyone have one? They are Essential to get into Belize—your passport

must be valid for six months from the date of your arrival to Belize . **They are never to be placed in your checked luggage.**

***Make two photocopies of each passport. Leave one at home with your emergency contact and give one to your trip leader.*** It's a good idea to give all the passports to a responsible person for safe-keeping once in Belize. Visas are not required for travel to Belize.

#### *Customs and immigration in Belize*

You will be asked to complete two forms before entering Belize. For the immigration form you will need to enter your passport number; your purpose for visiting should be "pleasure or vacation" and you may put "Belmopan Area" as the location for your stay unless otherwise directed by TAWW staff.

The second form is for Belize customs. Everything that appears to be a gift or donation may be taxed. Anything that is for personal use can not be taxed. Try to arrange things so that even the gifts or supplies you are bringing look like items for personal use (for example: If you want to bring 12 toothbrushes, give one to everyone to put in their bag). If you are carrying a supply trunk for TAWW you will be advised the value to declare.

Once you are through the immigration check, you will go through customs. Get in the exit line on the right under the sign "Nothing to Declare".

If you have an obvious supply trunk you will need to get in other lines for duty fees. These fees will be your responsibility unless previously arranged with TAWW staff.

#### *Baggage and tipping:*

We usually allow local Porters to take our luggage from the customs area to the loading area, and let them help us load the bags into our vehicles. This provides income to working men, and helps us get to know the people at the airport. The cost is a mere \$1US per bag. If you want to do this, simply allow the porters to help you after you get through customs. If not, politely refuse.

#### *Preparing for the Island: Debrief*

**St. George's Caye & Royal Palm Caye**— We do not need to take everything to the island. We can stash extra suitcases in secure storage where we catch our boat. Be ready to leave island and from head directly to the airport with the luggage we stash on the mainland. Only if we get way ahead of schedule do we consider getting back into our luggage.

#### Personal Packing for Island:

Travel Clothes

Flash light

Play clothes: For water....swim suits, towel

Bible, pen, journal

Fishing gear (optional)

For Sun..... Sunscreen, hat, and long sleeves  
For bugs & cool night – bug spray, long sleeves,

Group Packing Items for Island:

Guitar/drums	Songbooks
Additional bug and sun stuff	First-aid

*At the Airport*

Being to the airport on time is the highest consideration. A large group with an international flight has an enormous amount at stake. (10's of thousands of dollars in tickets; schedules that effect numerous lives.) We must be ready in case we have a problem with boats, cars, traffic, etc.

Departure Schedule: Leave the island minimum of 3 hours prior to our scheduled flight. TAW will return snorkel gear.

Checking in

- We “check in” for an international flight 2 hours in advance.
- **Before check in make sure passports and tickets are in hand.**

After Check in

- If desired....Meals available at restaurants upstairs after check in
- Refuel rental vans and TAW vehicles at airport.
- Return phones chargers and vehicles.

Donations: As you pack we encourage you to leave behind clothing and any other items the local church might use in their ministry for the poor. This includes flash-lights, bug spray, toiletries, etc. Even soiled clothes will be washed and distributed. Move all donations to a designated area.

***Driving & Insurance in Belize***

A valid U.S. driver's license is required to drive in Belize.

The Word at Work insures all of its vehicles in Belize and coverage extends to our volunteer drivers. We reserve the right to request the deductible from the team if necessary.

We request that groups purchase the insurance offered by the van rental company as a precaution. In case of an accident, the group renting the vehicle is responsible for any deductible and/or damages incurred as a result.

Back in 1961, Belize traffic laws were changed and vehicles began driving on the right hand side of the road. One remnant of this change is an obscure law that was meant to ease the transition but today can cause great confusion.

When attempting a left hand turn, drivers must pull over to the RIGHT and allow traffic behind to pass BEFORE making the left hand turn—regardless of traffic coming from the opposite direction.

The roundabout is a popular traffic device in Belize. When entering the roundabout, yield to traffic approaching from the left. Entrance to roundabout depends on your intention...if making an immediate right, enter from the right. If going straight or left, enter the roundabout in the innermost lane, and work your way out. You will encounter bicycles and motorcycles who weave in and out—slowing down will likely cause an accident as they are gauging your vehicle's speed...better to maintain a constant speed.

And then there are speed bumps! Belize utilizes speed bumps to control traffic and speeds at bus stops and crosswalks. Some are marked and some are not! When driving on any highway, be aware that speed bumps are likely as you approach villages.

### ***I Have Another Question!***

This Trip Leader Guide is in its “Beta” form—2013 is the first year of it's publication. As such, there may be more you need to know to make your trip a great experience—please keep notes and share them with our office!

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Use the Team Leader Checklist !

See page 4



## About Belize

Belize is located in the southern portion of the Yucatan Peninsula, bordering Mexico and Guatemala, with the Caribbean Sea to the east. The coast is at-or-below sea level with swamps, mangroves, lagoons and sandy beaches. The Maya mountain range lies to the west and south, rising to over 3,000 feet at some peaks. The capitol, Belmopan, is in the center of Belize, near the Maya Mountain foothills



Belize City, over 300 years old and the country's main commercial area and seaport, is the largest city with over 80,000 residents.

Many come to vacation in Belize for its beautiful beaches, casinos, scuba diving off the 2<sup>nd</sup> largest barrier reef in the world, and its smattering of quaint islands. We spend 1 of the 8 days on TWA mission trips recuperating and reflecting on the past week on a private island right near the barrier reef.

The Word at Work is involved in ministry in every district of this nation. We support and serve a wide va-

riety of ministries including children's homes, schools, churches, hospitals, clinics, elder care, providing housing and so much more.

### History

The center of the Mayan empire for almost 1,000 years, the Spanish arrived in the 16<sup>th</sup> century and used the area primarily for logging. During the next two hundred years, many British and Spanish pirates inhabited the area, battling for naval supremacy. Finally in 1798, the British navy defeated the Spanish and laid official claim to the area. In 1862, Britain formally named the territory "British Honduras," a title that lasted until 1962 when a peaceful independence was granted and British Honduras became Belize. The country gained full independence by 1981.

## **Language**

Belize is the only country in Central America where English is their official language. Creole is often spoken among the locals, along with Spanish, Creole, Garifuna, Chinese, German/Mennonite, Mayan (3 dialects), and East Indian.

## **Climate**

Belize has what's called a subtropical climate the entire year. The rainy season lasts from late August through November, followed by a dry season from December through March. Normal highs all year are 85-90 degrees Fahrenheit, while temperatures never drop below the mid-60's. However, your comfort has something to do with where you'll be serving... Belize City is on the Caribbean, so the sea breeze keeps things feeling a bit cooler. If you're in the jungle regions of central Belize there is no breeze to speak of, so it does feel a bit warmer.

## **Critters**

The flora and fauna of Belize is incredible! Unfortunately, so can the bites of some of their smallest inhabitants! Encourage those who are allergic or sensitive to bug bites to bring plenty of what works for them! We've heard of a product called Cactus Juice that scuba divers swear by for the sand flies or mosquitoes. DEET products also work well.

## **Economy**

Belize's economy is seeing steady growth due to an increase in international tourism. Its jungles are touted as destinations for eco-lodges; being located next to the world's second longest barrier reef makes it a great destination for scuba diving, snorkeling and fishing. The per capita income, however, is just over \$3,000USD per year and unemployment rates hover at 35%.

## **Food**

Typical Belizean fare is stew chicken with rice and beans. Most restaurants serve a good variety of foods, from chicken to steak to shrimp, a variety of fish, Indian and Chinese cuisine, and even pizza. Local fruits, such as mangoes, bananas and pineapples are widely available and taste great. REMEMBER: Check with TWAW staff before eating fruits and vegetables or consuming water.

## **Religion**

The majority of Belizeans declare some sort of faith. Many are Roman Catholic, while Christian Protestantism continues to grow. Jehovah's Witnesses, Hindu and the occult may also be practiced.

*We encourage teams to dig deeper!*

*There is much to learn about the culture of Belize that will help you prepare.*

*Consider how to bridge our differences and embrace your new environment*



# Ministry Opportunities

## *Tailor-fit Trips for Every Team*

The Word at Work is keenly aware of areas of need in the country in Belize. Because of our relationships with so many in different walks of life in the country, the opportunities for relationship building and working with those in need, with orphans, women, prisoners, the aged and dying, are vast.

We are dedicated to finding where God is working all ready so that we may join Him there. Our focus is to remain humble in our service to His people.

The design of each trip begins with assessing your team members gifts, passions, and strengths. We then match your assets with the needs that exist in Belize. Our staff will work closely with your team to find a good match for you. Remembering our Growth Plan that encourages Vision Trips followed by return teams who are seeking a specific area of ministry and eventually sending long-term missionaries, we ask trip participants to complete a gifts assessment to help identify their spiritual gift and how it may be utilized in ministry in Belize. In addition, our staff works very closely with your team leader to design a trip that is tailored to your gifts, skills, passions and resources.

The most helpful step you can take is a simple gift assessment to identify your individual skills and gifts. Check out [www.assessme.org](http://www.assessme.org). Share the results with your team leader as well as what you are passionate about, and any specific skills you have that might be useful in the Work.

The scope of the Work in Belize is constantly changing and growing. Our website gives an idea of some of these areas, but is not an exhaustive list! Check back often: [www.twaw.org](http://www.twaw.org) or follow us on facebook: TWAWMinistry.

## *Larger Projects*

The work in Belize is year round and continues with volunteers from within the country as well. We regularly build needed schools, homes, and churches. These projects require additional funds. Consider raising money separate from your team to get your church involved!

Building projects require additional funding; for example a single family dwelling costs about \$6,000 US.

# You Need to Know

## Passports and Visas

Passports are required to enter and exit Belize. Visas are not. Allow 6 weeks for your passport to arrive—team leaders are advised to carry copies of each individual passport with them. Check the date on your passport—it must be current within 6 months of your arrival date.

Passport applications are available online at [travel.state.gov](https://travel.state.gov) or at your local post office. (Don't sign your application until you submit the application at the Post Office.)

Minors traveling without parents or guardian will need a notarized letter stating they have permission to travel to and from Belize with a designated adult. This is also true for a child traveling with a divorced parent.

## Money

**The exchange rate is \$2 Belizean to \$1 US. American currency is preferred, so you will not need to exchange your currency.** Items not included in your trip, such as souvenirs and extra snacks, etc. are the team member's responsibility. You will need money for airport meals so spend wisely. You will not be able to exchange your Belize dollars for American currency back in the states, so consider this during your time in Belize. Check with your bank re: ATM compatibility. Many places do accept Visa, MasterCard & Discover.

Remember to bring small bills and refrain from flashing cash or giving cash to individuals who may ask. This is an important mission principle—we work closely with Belizean churches and outreach organizations. If you would like to make a donation to one of these organizations, please speak to TWA staff.

Gratuities are highly encouraged for your island debrief staff. You will certainly experience their warmth and hospitality in this setting. Most of them have families in-country who they are supporting and tips help to improve their lives greatly. 10% is a good guideline for tipping in restaurants.

## Health & Safety Precautions

### *Water*

Clean drinking water is very important—it is easy to become dehydrated in the heat and humidity of the jungle. Helpful Hints :

1. Keep your mouth closed when showering.
2. Bottled water is the best alternative (unless you are told the water is filtered/purified).
3. Use bottled water when brushing teeth.

4. Unless otherwise instructed, avoid water and ice cubes in beverages at restaurants in Belize.
5. Because fruits may be washed in unfiltered water, avoid fruits that have been boiled or that still have peels intact.

### *Medications and Vaccinations*

If you have not had a tetanus shot in the last ten years, it is highly recommended. You will be asked to supply complete medical and medication information to your trip leader to insure proper care should a medical emergency arise.

Additionally, this is not a good time for team members to make a drastic life change, such as going on a strict diet or going off of prescribed medications. Discuss any concerns or changes with your trip leader.

The Center for Disease Control has vaccination recommendations at:  
<http://wwwnc.cdc.gov/travel/destinations/belize.htm>

Neither the CDC nor TAW requires any specific vaccinations outside of Tetanus.

### *Insurance*

Check with your insurance carrier to be sure you will be covered in Belize. Some churches provide additional coverage. All team members are required to provide proof of international health insurance coverage. A company we suggest investigating: [www.missiontripinsurance.com](http://www.missiontripinsurance.com)

### *Avoiding Crime in Belize*

All items should be removed from vehicles when in public areas, and teams are reminded to lock door on all vehicles. Irreplaceable items (jewelry, expensive cameras, etc.) are best left in the US.

Team members must travel in groups. We encourage relationships with our Belizean friends; however, we also exercise caution and thoughtful behavior at all times.

Should an emergency arise, our network of Belizean partners will be accessible and available to come to our aid. Belize is not a large country and we are never far from friends! We have governmental and medical community connections to assist us. Most importantly, we are in God's service—our dependency on Him is honored by His faithfulness.

### *Jaguars, Toucans & Tapirs Oh My!*

Be mindful of critters in Belize—stray animals may carry disease. There will be insects of all kinds—as well as reptiles—these will likely not harm you, but it's best to not attempt to pick them up and cuddle them! In particular be aware of black scorpions (their sting is painful) and snakes (stay on sidewalks at night and

always bring a flashlight!) It's great to observe unfamiliar creatures, but please refrain from touching them—an unpleasant rash might ruin your experience!

### *Construction Site Safety*

We have guidelines on the jobsite for two reasons—first for your safety; secondly because we want to represent the body of Christ in a way that is respectful.

Team members are asked to wear closed toed shoes, long pants and t-shirts (no tank tops or tees tied up or sleeves tucked under) while on the jobsite—long sleeve shirts also offer protection in the bush as well as from the sun. Pants should not have rips or tears in them. Gloves should be worn, especially when clearing debris—watch out for critters! (see item above)

### *Working with children and those in need*

Focusing on our call to forge relationships with those that we serve, we ask our teams to be very aware of any action or behavior that might make our Belizean friends feel like spectacles. Toward this end, we ask that you check with our staff before taking photos, especially with children—in fact, designating a team photographer is strongly suggested.

Our ministry has been entrusted with the care of Belizean children—so screening is vital for our team members. We require that all team members over the age of 18 provide proof of completion of a criminal background check. Members with sex offenses on their record will not be allowed to participate.

If you are a guest at the prison, recognize this is a privilege and represent Christ with compassion. Refrain from remarks that might embarrass our friends or damage our testimony for the One we are representing when you are faced with poverty or poor living conditions.

### *On Modesty*

“Be careful, however, that the exercise of your rights does not become a stumbling block ... “ 1 Cor. 8:9

Our partners in Belize have asked us to be hypervigilant about modesty among our young women in particular...human trafficking is a serious issue in Belize and our partners are working hard to encourage young women that their value is NOT in their appearance, but in who God has created them to be. While we are casual in our dress in the States, this is not appropriate when working with church groups in Belize. In addition to the guidelines for worksites, please pay attention to how we are dressing for VBS, in the Prison, or any other outreach activity. No short shorts (they should be past the tip of middle finger when arms are relaxed at the side). Tops should be full length, cover shoulders, and opaque.

## **Can Anyone Go?**

We strongly encourage leaders to utilize a screening process for team members. Going on a mission trip is not a vacation or tourist experience. It's helpful for the comfort and success of the whole team to have a handle on where members are spiritually.

The Word at Work suggests a Covenant Agreement for team members be read and signed by each team member. The purpose of the Covenant is to establish clear guidelines for living in community with your team.

If a team member is unable to follow suggestions or is blatantly disruptive or disrespectful, TWAU reserves the right to exclude the team member from inclusion in future trips, or, if necessary, request a participant be sent home early.

## What to Bring

### Personal:

Bible, notebook, and pen/pencil  
Passport  
Airline ticket  
Flashlight  
Prescription Medicines  
Toiletry Items (soap, toothbrush, toothpaste, deodorant, etc.)  
Sunscreen (water and sweat proof)  
Insect repellant - Bounce dryer sheets are good to carry in your pocket!

### Clothing:

Sandals/flip flops  
T-shirts  
Tennis shoes  
Work shoes  
Work clothes  
Jeans  
Shorts  
Pants or long skirt and nice shirt or blouse (church)  
Sweater or jacket  
Swimsuit  
Rain jacket  
Work Gloves (suggest inexpensive cotton gloves with neoprene palms)

### Optional Items:

Extra spending money (Save some for food on the way home!)  
Snack food  
Sun hat/cap/visor  
Sunglasses  
Camera/film/memory card  
Extra batteries  
Laundry bag (trash bag)  
Watch/Alarm clock

### Packing Tips

Medicine Kit - include cough syrup, Pepto-Bismol, Imodium (one for team)

Take clothes that you don't mind getting dirty. You might think about taking work clothes that you could leave in Belize. They can be washed and put to good use.

Remember- we are representing The Word at Work, the U.S. and Jesus Christ.

Don't bring anything that would be offensive to the people we will be witnessing to.

Don't bring anything you can't absolutely live without! Be sure to watch locking the van at all times and not leaving backpacks, etc. in vehicles.

Remember on the worksite to wear closed-toe shoes, long pants, and appropriate shirts - tank tops and shorts are not appropriate.

## Contact Numbers

Word at Work Office  
**Jo Cole—Trip Coordinator—jo@twaw.org**  
1400 Wolflin Ave—Amarillo, TX 79109  
806.342.3600—806.342.3603 (FAX)

### PREFIX

When calling Belize from the USA: 011 (501) XXX-XXXX  
When calling the USA from Belize: 001 (XXX) XXX-XXXX

Tim Tam—Word at Work Executive Director  
Home: 806/379-8519  
Cell: 806/671-9673  
Email: [timtam@twaw.org](mailto:timtam@twaw.org)  
Belize Cell: 501/601-7030

Kenny Logan—Word at Work Staff  
Email: [Kenny@twaw.org](mailto:Kenny@twaw.org)  
Belize Cell: 501/615-4742

Jose Valencia—Word at Work Staff  
Email: [chepito@twaw.org](mailto:chepito@twaw.org)  
Belize Cell: 501/602.9188

Mollie Swafford—Word at Work Staff  
Email: [mollie@twaw.org](mailto:mollie@twaw.org)  
Cell: 806/654-5773  
Belize Cell: 501/626-9915

Add your sending agency's and leader information here—

**The Word at Work Liability Waiver—Required**  
**(Form must be notarized)**

Legal Name of Participant: \_\_\_\_\_

Address: \_\_\_\_\_

City / State/ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

THE WORD AT WORK—AMARILLO, TEXAS—Mission Trip to Belize—Dates: \_\_\_\_\_

It is my understanding that participating in a program, recreation and other activities of the above mentioned mission sending organization (hereinafter referred to as the "Organization") is a privilege. Prior to my participation in such activities, I acknowledge that there are certain risks associated with the activities, including, for example, physical injury due to activity-related accidents, transportation-related accidents and illness. In addition, I acknowledge there may be other risks inherent in these activities of which I may not be presently aware.

**Release of Liability**

By signing this Liability Waiver Form, I expressly warrant that I am capable of withstanding both the physical and mental demands of the activities discussed above. I also expressly assume all risks of participating in the activities, whether such risks are known or unknown to me at this time. I further release the Organization and its leaders, employees, volunteers, and agents from any claim that I may have against them as a result of injury or illness incurred during the course of participation in the activities. This release of liability shall include, without limitation, any claims of negligence or breach of warranty. This release of liability is also intended to cover all claims that members of my family or estate, heirs, representatives, or assigns may have against the Organization or its ministers, employees, leaders, volunteers, or agents. I further agree to indemnify and hold harmless the Organization and its ministers, leaders, employees, volunteers, or agents from any and all claims arising from my participation in its activities and programs, or as a result of injury or illness during such activities.

**First Aid and Emergency Medical Treatment**

I recognize that there may be occasions where I may be in need of first aid or emergency medical treatment as a result of an accident, illness, or other health condition or injury. I do hereby give permission for agents of the Organization to seek and secure any needed medical attention or treatment for me including hospitalization if in the agent's opinion such need arises. In doing so, I further agree to pay all fees and costs which arise from this action to obtain medical treatment.

**Publicity**

On occasion, the Organization takes photographs or makes audio or video recordings of children and/or adults involved in church activities. Such photographs or recordings may be used by staff and participants to remember the activities and participants. In addition, such photographs and recordings may be used in the Organization's publications, advertising material, or social media outlets to let others know about the ministry. I consent to the use of any such audio or visual record of me to be used, distributed, or displayed as agents of the organization see fit. This consent includes but is not limited to: photographs, video and audio recordings. Furthermore, I give permission to be interviewed by the media, or for such photographs and other recordings to be used by the media.

Health Insurance	Travel Insurance
Insurance Company: _____	Company: _____

Policy Number: _____	Policy Number _____
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Phone Number _____	Phone Number _____
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## Volunteer Agreement

As a volunteer, I hereby agree to each of the consents and waivers listed above, including the Release of Liability, as pertaining to my own participation in functions, activities, special events, and field trips.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Participant Full Name

NOTARY SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_  
(Please note notary seal is required)

\*\*\*\*\*

### FOR USE IF PARTICIPANT IS A MINOR

#### Emergency Contacts

Parent / Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_  
Parent / Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

I, \_\_\_\_\_, represent that I am the parent/guardian of  
\_\_\_\_\_, Passport # \_\_\_\_\_ who is under  
18 years of age. I have read the above Permission/Waiver Form and am fully familiar with the contents thereof.

I give permission for the child named above to participate in the activities of the Organization including any special events/activities described above. In consideration for allowing the participation of the child in the activities of the Organization, I hereby consent to the Permission/Waiver Form, including release of Liability above, on behalf of the child and agree that this Permission/Waiver Form shall be binding upon me, my family, heirs, legal representatives, successors, and assigns.

In addition, I/We give permission for the above named child to travel to Belize with

\_\_\_\_\_, Passport # \_\_\_\_\_  
( responsible party's name ) from \_\_\_\_\_ to \_\_\_\_\_  
(date) (date)

Signature of Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

NOTARY SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_  
(please note notary seal is required)

## DISCLOSURE AND AUTHORIZATION TO COMPLETE CRIMINAL BACKGROUND CHECK

In connection with my application for employment (including contract for services or volunteer services) or tenancy with The Word at Work. These consumer reports (investigative consumer reports in California) may include the following types of information: names and dates of previous employers, salary, work experience, education, accidents, licensure, credit (except California), etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgments, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

In addition, investigative consumer reports as defined by the federal Fair Credit Reporting Act, gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation and personal characteristics may be obtained.

**I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY TO FURNISH THE ABOVE-MENTIONED INFORMATION.**

I have the right to make a request to the consumer reporting agency: AmericanChecked Inc., 4870 South Lewis Avenue, Suite 120, Tulsa, OK 74105; telephone: 800-975-9876 ("Agency"), upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information and the agency, on our behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by the investigative consumer report(s); and the recipients of any reports on me which the agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to your obtaining the above information from the agency. You may view their privacy policy at their website: [www.americanchecked.com](http://www.americanchecked.com).

I hereby authorize procurement of consumer report(s) and investigative consumer report(s). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

.. California, Minnesota and Oklahoma Applicants only: Check box if you request a copy of any consumer report ordered on you.

### **Notice to California Applicants:**

You have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (PTZ) Monday through Friday) to obtain all information in your file for your review. You may obtain such information as follows: 1) In person at the Agency's offices, which address is listed above. You can have someone accompany you to the Agency's offices. Agency may require this third party to present reasonable identification. You may be required at the time of such visit to sign an authorization for Agency to disclose to or discuss your information with this third party; 2) By certified mail, if you have previously provided identification in a written request that your file be sent to you or to a third party identified by you; 3) By telephone, if you have previously provided proper identification in writing to Agency; and 4) Agency has trained personnel to explain any information in your file to you and if the file contains any information that is coded, such will be explained to you.

Authorization Form page 1 of 2

Notice to New York Applicants:

For consumers applying for work in New York: I acknowledge receiving a copy of Article 23-A of the New York Correction Law \_\_\_\_\_. (Initials)

I acknowledge that I have been provided a copy of consumer's rights under the Fair Credit Reporting Act.

\_\_\_\_\_  
First Name                      MI                      Last Name                      Social Security No.

\_\_\_\_\_  
Applicant's Signature                      Date of Birth

\_\_\_\_\_  
Date                      Any other names used

For purposes of gathering this information, I agree to supply the following information, which may be required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purpose.

Current Address:

\_\_\_\_\_

Prior Addresses:

State \_\_\_\_\_ City/County \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

State \_\_\_\_\_ City/County \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

State \_\_\_\_\_ City/County \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

State \_\_\_\_\_ City/County \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Current Driver's License No. \_\_\_\_\_ State Issuing License: \_\_\_\_\_

Email Address (if you wish to be contacted this way): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Position for which you are applying is: The Word at Work Volunteer

Authorization Form page 2 of 2

**USE THIS FORM IF YOUR ORGANIZATION DOES NOT REQUIRE ONE**

**MEDICAL RELEASE FORM  
ADULT**

In the event of illness, injury, or emergency, I give my permission for the Group Leader,  
\_\_\_\_\_, to make a decision regarding treatment,  
to hospitalize and/or to order injection, anesthesia or surgery for myself.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
Special medication, medical disorders and instruction/dosages:

\_\_\_\_\_  
\_\_\_\_\_

Allergies: \_\_\_\_\_

Date of last tetanus shot: \_\_\_\_\_

Family Physician or Medical Group Contact:

\_\_\_\_\_  
\_\_\_\_\_

Insurance Company and Policy Number (attach copy):

\_\_\_\_\_  
\_\_\_\_\_

In case of emergency notify:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

***This form is to be kept by your team leader, during the trip, in case of an emergency.***

**USE THIS FORM IF YOUR ORGANIZATION DOES NOT REQUIRE ONE**

**MEDICAL RELEASE FORM  
MINOR**

I, \_\_\_\_\_, hereby authorize the participation of my child, \_\_\_\_\_, in all official activities during the mission trip to BELIZE scheduled for \_\_\_\_\_. In the event of illness, injury or emergency, I give my permission for the group leader, \_\_\_\_\_, to make a decision regarding treatment, to hospitalize and/or to order injection, anesthesia or surgery for my child named above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent or Legal Guardian

.....  
Special medication, medical disorders and instruction/dosages:

\_\_\_\_\_  
\_\_\_\_\_

Allergies: \_\_\_\_\_

Date of last tetanus shot: \_\_\_\_\_

Family Physician or Medical Group Contact:

\_\_\_\_\_  
\_\_\_\_\_

Insurance Company and Policy Number (attach copy):

\_\_\_\_\_  
\_\_\_\_\_

In case of emergency notify:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

***This form is to be kept by your team leader, during the trip, in case of an emergency.***

## Application Form

Belize Mission Trip 2 \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Describe briefly your personal relationship with God.

Describe briefly your activity in the church (include recent office held, etc.)

Why would you like to go on this mission trip?

What do you have to offer (i.e. special gifts, skills)?

What do you hope to receive?

Any experiences in missions, foreign cultures, etc.?

Need financial assistance?

Please return this form to:

Unfortunately, our space is limited to a certain number of participants. The Mission Planning Team will make their selections and contact you personally. Thank you for your interest.

## Belize Team Covenant

We the members of the 2\_\_\_\_\_ team to Belize, Central America, believing that God has called us together to serve, agree together concerning the following:

### OUR VISION

We desire to be a team of people characterized by Christ-like behavior exhibited through unconditional love, unselfish service, and unified teamwork. Our ultimate purpose as a team and as individuals is in accordance with I Corinthians 9:23.

**OUR TEAM OBJECTIVES:** we believe that we can fulfill this vision through the following commitments to each other:

**Teamwork:** we commit ourselves to be a group of individuals who unite as one, striving to accomplish the same goal: glorifying Christ and increasing His Church.

**Communication:** we commit ourselves to resolve all intra-team conflicts according to biblical principles. This involves prayer as the first step, personal confrontation as the follow-up step, and the counsel of a third party (namely, a leader) as a third and final resort. In all issues of conflict, we commit ourselves to maintain a humble spirit of confidentiality, while seeking to obey Ephesians 4:29.

**Forgiveness:** we commit ourselves to the recognition of sin as our common enemy so that we each may be sensitive to our human failings and forgive each other. We recognize that forgiveness is manifested through an understanding, forgetful attitude and the continuation of demonstrated love. In accordance with Hebrews 12:15 we commit ourselves to resolving any bitterness because we realize that bitterness will drag the whole team down.

**Spiritual Growth:** we commit ourselves to personal worship and fellowship with God through obedience to the Lordship of Jesus Christ and an openness to learn from God's Spirit in all situations. We agree to have the same attitude to Paul the Apostle with respect to failure (Philippians 3:12-14) and with respect to perseverance (I Corinthians 9:24-27).

**OUR TEAM STRUCTURE:** we believe that the following structural elements will enable us to carry out our team objectives:

**Team meetings:** our team meetings will be crucial for fulfilling the commitments mentioned above. These team meetings shall include: team devotions, team prayer, time for communication of details and plans, and time for individual relational development.

**Personal quiet times:** we will all attempt to be as faithful as possible in our daily time with God because we believe that growing individually is essential to growing as a team.

**Affirmation:** we commit ourselves to intentionally speak encouraging words to each member of our team.

**Ministry opportunities:** we will seek to be a witness of the love of Jesus to the people we meet all throughout our trip. This includes sharing our lives and exhibiting Christ-like behavior. (John 4:35)

**Work:** we recognize that if our objectives are to be completed we must all commit ourselves to work to the best of our God-given abilities every day. (I Corinthians 10:31)

**Prayer:** we commit ourselves to daily prayer prior to and during our trip.

**Leadership:** we recognize that \_\_\_\_\_ is the leader of our team and that \_\_\_\_\_ are also team leaders. In situations of team concern, these leaders will be the guides. We also recognize that

the Belize Team is an opportunity for us all to develop God-given leadership ability, and we commit ourselves to that end through the pursuing of individual growth opportunities that may arise.

EVALUATION/ACCOUNTABILITY: we shall hold each other on the team accountable to this covenant, and we shall measure our success in keeping this covenant by:

Correcting each other according to biblical and covenant principles. (Colossians 1:28)

Responding without defensiveness when we are corrected, believing that other team members have our best interests and the best interests of the team in mind. (Proverbs 27:5-6)

Meeting as a team within one month after we return home to review the covenant and evaluate our performance as a team.

I, \_\_\_\_\_, as a member of the 2 \_\_\_\_\_ Belize Team, commit myself to abide by this covenant to the best of my God-given ability.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)

Customize this form for your group's particular needs and concerns.



## SAMPLE TRIP EXPENSE PLANNING SHEET \*

Dates of Trip: \_\_\_\_\_ Debrief Date: \_\_\_\_\_  
 # of nights: \_\_\_\_\_ # of Participants: \_\_\_\_\_

AIR TRANSPORTATION	(Fees x Days x # of Participants)
Airline Tickets	
Parking Fee (\$2/vehicle)	
Porters (\$1/bag)	
<b>GROUND TRANSPORTATION</b>	
Vehicle Rental (Tax & Insurance Included)	
Vans (12 or 15 psgr) \$146.25/day	
Toyota Rav 4, Suzuki Vitara (5 psgr) \$112.50/day	
Prado (5 psgr) \$123.75/day	
Hilux (truck, 5 psgr, 5-speed) \$118.13/day	
TWAW Suburban (7psgr) \$25/day	
Fuel (varies—allow \$50/day/vehicle)	
<b>MEALS (per person)</b>	
Meals in restaurants \$10-15 ea	
Banana Bank \$21.38/day (with lunch)	
Old Belize: \$13/day (3/5/5)	
<b>LODGING</b>	
Banana Bank (bkhouse \$15-18pp; other \$35-45pp +9% tax)	
Belize City Hotel (\$50/room; breakfast included; up to 5 ppl/rm)	
Old Belize Utility Fee \$50/night	
Old Belize Mattress Fee \$100/person (2 foam mattresses per person; donated to prison after departure)	
Villa Boscardi B&B Belize City \$65/room single; \$12/person addtl	
<b>ISLAND DEBRIEF</b>	
Varies per location—\$165, \$195/person	
Includes meals, transport, lodging, snorkel	
<b>PROJECT FEE</b> \$100/person	
<b>TWAW STAFF EXPENSE</b>	
Airfare plus all in-country costs (\$1000-1300)	
<b>GRAND TOTAL</b>	

## **SAMPLE TRIP EXPENSE PLANNING SHEET**

**\***

The Planning Sheet included in this booklet is a sample.

This worksheet is meant to help you with estimating the cost of your trip.

An Excel Spreadsheet will be provided to you by our office once your trip dates, itinerary, and number of participants are confirmed.

Your actual Expense Planning Sheet will include information about what expenses shall be paid to The Word at Work prior to your departure and those that will be your responsibility while in-country.

## NOTES