



AMIGO FIEL

A Ministry of Equipping the Saints

Team Leader Guide

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General Guidelines:

- Mexico is different from the United States. Tasks are not accomplished as quickly in Mexico. Please be patient and flexible as things do not always go as originally planned.
- Because physical labor is a part of the ministry your team will participate in, there is the possibility of injury. Although, we have a small first aid kit at our base, we do not have a staff nurse. At your option, you can provide your own first aid kit that you would feel is adequate to meet the needs of your team. Also, be prepared to make decisions on behalf of any member of your team regarding medical attention that you deem necessary.
- Our mission base does not have laundry facilities available for teams. Please make sure your team members pack enough clothing for the entire length of the trip.
- There are separate dorms for men/boys and women/girls. There are enough bunks for thirty in each dorm. We will provide each person with a sheet that fits onto the mattress. Each person will need to provide their own bedding. There are only two showers and a toilet per dorm. With larger groups, it is necessary for team members to limit their use of the bathroom and shower to five minutes.
- There will be opportunities to go to downtown Juarez and street witness. Skits, dramas, and puppets are great tools for sharing the Gospel. We would encourage you to prepare a five to ten minute skit and be ready to present it to our staff upon arrival. Your skit will be used to draw people in to hear the Gospel, so it would be most effective if it were energetic and clearly expressed. Wordless skits are recommended due to the language barrier, but if needed, we will have an interpreter available. We will also provide you with tracts to hand out and share with the people.
- One of our main ministries here in Juarez, is spending time teaching and feeding kids that come daily to our afternoon program at "Amigo Fiel" (Faithful Friend). Your team will be able to participate with lunch, crafts and games. Each day, we focus on a different age group of kids ranging from ages two to sixteen.
- Occasionally, we have clothing distributions to provide clothes to the needy in the community. If your team is interested in bringing clothes or other items to give to the needy we will make every effort to have your team participate in giving the clothes away. However, we cannot guarantee that everything will be distributed while you are here.
- It is important when we are away from the mission base that you are careful not to lose or leave behind anyone in your group. This could end up being awkward for all parties involved. Therefore, please arrange an effective method of ensuring that all members are present at departures, arrivals, and during daily activities. Usually a counting off number system works well. It is beneficial to practice ahead of time.
- The cost for staying at the mission base is \$30.00 a day per person. This includes three meals a day, transportation while in Juarez, and all ministry materials.
- We recommend that team members be at least 14 years old unless accompanied by their parent. We may make exceptions to this rule if your situation is discussed with us ahead of time.

Timeline Guidelines:

These guidelines are designed to assist you in the preparation of your team. As you plan for your trip, use this timeline to help you complete everything needed to have a successful trip. If you have any questions please contact Carlos Garcia at carlos@amigofiel.org.

As soon as Possible

- Determine the dates that you want to plan your mission trip for, and contact Carlos Garcia right away to reserve your time. Our schedule gets booked up quickly, so you will want to do this as soon as possible. If you are planning to come for a week, we recommend that you schedule for a Sunday afternoon or Monday morning arrival and a Friday or Saturday morning departure. This allows us a day of preparation for the following week.

At Least Six Months from Departure Date

- Decide on size of your group and whether there are any size limitations. The main consideration is what you hope to accomplish on your trip and whether you desire it to be youths, adults, or a mix of the two.
- Have your sign-up list available. You should probably put more spaces than needed on it because many people who initially sign up will have to cancel before you purchase the tickets
- Begin making announcements for people to sign-up.
- Begin informal meetings with interested people explaining the trip and what you hope to accomplish. Give each person a sheet to fill in so they can list their gifting or abilities such as children's ministry, construction, cooking, evangelism, drama, or music.
- Develop a plan for covering the costs of your trip which may include: church contributions, individual, or fundraisers.

Four Months before Departure Date

- Begin getting commitments from interested people.
- Establish your team leadership.
- Begin regular mandatory prayer meetings (This will help establish unity and focus of your team and weed out those who are not committed. You may want to have some type of Bible study that will help prepare them for serving in Juarez. You can also use this time to practice skits, dramas, puppets, etc.)
- Determine your transportation plans to and from El Paso, Texas.
- Start collecting funds needed for the trip.
- Try to have some ministry projects that are done as volunteers as well as those that raise funds. You can have yard clean-ups, church clean-ups, car washes, hot dog sales, yard sales, etc. These tend to be great opportunities to build team cohesiveness. The more you can get the team to work together, the better you will see how they will work on your trip. Plan any skits, dramas, puppets, children lessons, and/or any outreach programs that would help fulfill your vision for the trip.

Timeline Guidelines Continued:

Two Months before Departure Date

- Get final commitments from interested people.
- Begin purchasing your transportation (The timing on this will vary some depending on the size of your group and the means of transportation.)
- Collect all Medical History and Release of Liability forms and fax or mail a copy to the Amigo Fiel Office in Santa Fe, New Mexico. The Team Member Guide includes a copy of this release form.
- Begin purchasing any supplies you need for the trip, including material for the classes at “Amigo Fiel”. You may want to have a bin available for donations of needed items. This allows the entire church to participate in the ministry, even if they are unable to go.
- On the trip, the team will have devotions and worship in the morning and evening. You will want to prepare ahead of time what to share during devotions and whether you may want to choose other team members to participate in leading devotions.

One Month before Departure Date

- Make sure all transportation plans are completed.
- Make sure any supplies needed are purchased and ready to go.

Rules for Mission Base

- Do not drink water from any faucets. It is unsafe and can make you sick. Use bottled water only. There is purified water available in the water cooler outside.
- Drink plenty of water. Carry a water bottle with you everywhere you go. Put your name on it and keep with you the entire time you are here.
- Do not flush any paper products including toilet paper and hygiene products down the toilet. The Mexican sewer system is not designed to handle it.
- Brush your teeth at the bathroom sinks only. Do not spit toothpaste outside. It attracts flies.
- The kitchen and office are for staff use only. Please do not go into either area unless you have been requested to by staff.
- The refrigerator and freezer are not available for team use. The only exception is for medicine that requires refrigeration.
- Please take good care of the property. Do not sit on tables or put feet up on tables or walls. Please do not climb the trees or climb over railings. Please do not play ball in the courtyard.
- Please do not rearrange any of the furniture. This includes the tables and benches in dining hall, the metal tables and chairs outside, and the bunk beds in the dorm rooms.
- Please do not leave any of your belongings in the dining room, outside, or in any of the bathrooms.

- No boys in the girl's dorm room or on their balcony, and no girls in the boy's dorm room or on their balcony.
- Please keep the dorm rooms and bathrooms clean. Keep your belongings on or under your bunk.
- Because of the high cost of heating water, please keep your shower time to a maximum of five minutes. If you are with a large group, your leader will develop a schedule for taking showers.
- No food or beverages (except water) are allowed in the dorm room. If you brought snacks, you can keep them in your suitcase as long as they are in a sealed container.
- Always wear some type of hard sole footwear anywhere at the base except in the dorm rooms.
- Shorts must be no shorter than just above the knee. Do not wear clothing that is too revealing.
- Please do not eat any food from the local stands unless it has been approved by staff. The food could be contaminated and make you very sick.
- Please do not have any interaction with any local persons of the opposite sex. If you want to talk with someone, make sure you have someone of that sex with you.
- You must stay in groups of at least three and have your leader's permission to leave the base compound. Your leader should know where you are at all times.
- Do not touch any dogs or cats outside the base.
- You will be notified of the time for lights out. Lights out means that you are in your bunk at that time and all lights are out.

If you have any questions or needs, please ask any of the staff, and we will be happy to help you in any way we can.

Please understand that these rules apply to everyone whether you are a team member or a team leader. Enjoy your stay here at the mission base.

Amigo Fiel Ministry:

God bless your team’s willingness to serve cross-culturally in Mexico. As director of Amigo Fiel’s Children’s Ministry, I am especially looking forward to the positive relationships that your group will build with our precious students. This ministry supports 70-80 needy children, from ages 2-16 on a Monday through Friday basis. I have outlined our ministry schedule below so that your team might be better aware of how you’ll be working alongside of our staff at Amigo Fiel, formerly known as ‘Blue House’.

Monday	Tuesday	Wednesday	Thursday	Friday
1:30-2:10pm- Children eat lunch	1:30-2:10pm- Children eat lunch	1:30-2:10pm- Children eat lunch	1:30-2:10pm- Children eat lunch	1:30-2:10pm- Children leave for local park
2:15-3:30 pm- Classes taught for: 1) Ages 2-4 2) Ages 5-7 Remaining ages play activities with American teams	2:15-3:30 pm- Classes taught for: 1) Ages 2-4 2) Ages 5-7 3) Ages 13-16 english as a second language Remaining ages play activities with American teams	2:15-3:30 pm- Classes taught for: 1) Ages 2-4 2) Ages 13-16 Remaining ages play activities with American teams	2:15-3:30 pm- Classes taught for: 1) Ages 2-4 2) Ages 10-12 Remaining ages play activities with American teams	2:15-3:30 pm- Park/Picnic Day for all ages
3:35-4:15 pm- Clean-up	3:35-4:15 pm- Clean-up	3:35-4:15 pm- Clean-up	3:35-4:15 pm- Clean-up	3:35-4:15 pm- Clean-up

If your team is large, I suggest that you divide them into smaller groups of 8-10 people. Designate a particular day for each small group to feed and teach the children from 1:30-3:30pm. It is the ministry’s desire to see every team member and leader assist, at least once, during the meal and Biblical instruction.

Please determine a theme for the lessons your team will be responsible for, and let me know the theme you have chosen before arriving in Juarez. Keep in mind that the lesson is taught for four days each week but to a different age group each day. You will need to adjust the message and crafts to accommodate different ages. The only exception to this is 2-4 year olds, who have class every day. Please prepare a daily lesson for this age group accordingly.

You also need to prepare one English as Second Language (ESL) lesson.

Lastly, the Children’s Ministry Wish List has been provided in hopes that your church might donate some of the needs that the Amigo Fiel Children’s Ministry faces. If you have any questions please e-mail me at carlos@amigofiel.org. Thanks and we’ll see you soon!

Amigo Fiel Wish List

NOTE: Donation participation is not mandatory. However, because missionary teams in the past have requested to help provide us with needs in our children's ministry, we have provided this information for all of our church groups to review. Due to logistic and/or available space issues, your ministry team may prefer to give a monetary donation. The Amigo Fiel staff will utilize the cash gift to purchase whatever need(s) your group selects. Thank you for your continued prayers and support!

Craft Supply Needs:

- Markers (large tips)
- Crayons
- Glue
- Tape (clear/brown/silver)
- Permanent Markers (large/small tips-black/ various colors)
- Dry-erase Markers (large tips-black/colors Inks)
- Construction Paper
- Poster Board (white/colors)
- Tissue Paper (white/colors)
- Popsicle Sticks
- Paper Plates
- Glitter (red, green, blue, silver, gold)
- Decorative Materials (sequins, unique buttons, pipe-cleaners, colored felt)
- Bottled, Washable Paints (red, green, blue, black, brown, white, yellow, purple)

Teaching and Sports Needs:

- Spanish Christian Books- Story books, coloring books, and teaching materials would all be useful.
(ages 2-12)
- Spanish Christian DVD's (ages 2-12)
- Spanish Worship Music CD's (ages 2-16)
- Picture Books (varying in topic)
- Wooden Building Blocks
- Large-Piece Puzzles
- Play-Dough
- Bottles of Bubbles
- Soccer and Kick balls
- Basketballs and Volleyballs
- 6 Long, Jump Ropes
- 20 Hula-hoops
- 2 Tetherball Sets
- 2 Mobile Basketball Goals
- 2 Mobile Soccer Goals

Medical History and Release of Liability Form

Please mark any of the following that you have: (C- Current, P- Past, N- Never)

Diabetes: _____ Eating Disorder: _____ Respiratory Problems: _____
Seizures: _____ Fainting Spells: _____ Food Allergies: _____
Migraines: _____ Psychiatric Care: _____ Allergies to Meds: _____
Other: _____ Please Describe: _____

Please explain any of the above whether current or past: _____

Please list any special needs or problems that may arise: _____

Are you currently taking medications? Yes _____ No _____

If yes, please list and explain: _____

PLEASE BE SURE YOU ARE CURRENT ON ALL SHOTS AND IMMUNIZATIONS!

Emergency Contact Info: Name _____
Relationship _____
Address _____
Phone Number _____

Release of Liability:

“Amigo Fiel”, a ministry of “Equipping the Saints” desires to provide a safe and enjoyable time for all participants, but accidents can still happen. I/We understand that there are risks and dangers involved with participation in “out of the country” trips and their associated activities. In consideration of myself/wife/children being allowed to participate in this event, I/we agree to hold harmless to “Equipping the Saints”, its affiliated organizations, employees, agents, and representatives, including volunteer and other drivers, from any and all claims arising from my family’s participation. The release agreement does not apply to claims of intentional (criminal) misconduct or gross negligence by “Equipping the Saints”, its employees, or volunteers. If such circumstances are proved in a court of law, I/we acknowledge and agree that “Equipping the Saints” can assume no financial liability beyond its actual liability insurance policy in force.

In case of accident, illness, or other emergency, I/we give permission for “Equipping the Saints” staff to call paramedics or any licensed physician or dentist. If a life-threatening emergency exists, I/we give permission for “Equipping the Saints” staff to immediately call the paramedics.

I/We authorize and consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment, and hospital care, which best judgment of licensed physician or dentist, is deemed advisable. I/we agree to assume the financial responsibility for expenses incurred as a result of those services being provided. I/ we also agree to be financially responsible for emergency medical transportation.

I have read the above information and have answered the questions to my best knowledge. I release “Equipping the Saints”, its officer, employees, representatives, and volunteers from all liability for personal injury including death, as well as all property damage or loss arising out of my family’s participation in this trip.

Father/ Guardian’s signature and Date

Mother/ Guardian’s signature and Date

Name(s) of children printed