



Short-Term Missions

TEAM LEADER'S MANUAL

Steven & Karla Stoffelsen
HOUSE OF REFUGE STREET MINISTRIES | GUATEMALA

SECOND EDITION

Contents

A Note from The Directors	2
Who We Are – Knowing Our Heart and Purpose.....	2
Our Vision Statement.....	3
Mission Statement	3
Local Church	3
Short-Term Mission Teams	3
Qualifications for Team Membership:	4
Short-Term Mission Teams Expectations	4
HRSM Responsibilities.....	5
Steps in the Mission Trip Process.....	5
Airport Information.....	5
Things to Pack	6
Ground Costs.....	6
Pre-Trip Orientation for Team Members.....	7,8
Team Protocol	9
Your Promise to Your Team	100
Some Ways Your Team Can Help While You Stay at House of Refuge	10
Household Rules to Live By	12
Your Team’s Mission, Attitude and Promise.....	122,13
Your Return Home	104
Appendix 1 – Guidelines for Prayer Ministry	15,16
Appendix 2 – Application and Pastoral Recommendation	17,18

A Note from The Directors

Greetings! We thank you so much for considering House of Refuge Street Ministries (HRSM) as a place for you and your church to do a short-term mission. At HRSM our motto is “Loving the Unloved, Reaching the Unreached!” Our focus is to reach the lost and show them the love of Jesus in action in all that we do.

We are honored to serve you in every way. We pray that your time with us will be life changing. We want you to experience all that God has for you and your team. Our prayer is that you will leave here with a fresh fire of revival burning in your heart.

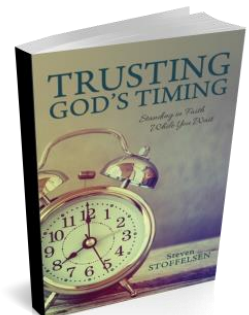
Please be sure to read through and familiarize yourself with all sections of this manual as well as the participants’ manual in preparation for leading your mission experience.

Founders - Steven & Karla Stoffelsen

Who We Are - Knowing Our Heart and Purpose

It is vital that, when you come to Guatemala to serve, you arrive well prepared and with knowledge of the work and ministry we undertake. These links will assist you with foundational foresight for prayer and ministry details when you arrive. Please review them either as a team or individually.

- An introductory video is posted on You Tube at _____. Be sure to watch this presentation by Steven and Karla in order to understand the history and goals of this ministry.
- Additional specifics and testimonies are found on our website at www.houseofrefuge.ca for House of Refuge Street Ministries and the City of Refuge Project of Guatemala.
- Check out our Facebook Page, “House of Refuge Street Ministries”, for recent updates, photos, and activities. Our email is steve@houseofrefuge.ca if you have questions.
- Consider purchasing a copy of Steven’s book called, “Trusting God’s Timing”. This book reveals some of the challenges we have faced along the way as well as some encouragement in understanding the ways of God. It is available in bookstores and online. Steven’s book & blogs can be found at www.stevenstoffelsen.com. A kindle version of the book can be ordered on Amazon or other websites.



Our Vision Statement

Our vision is to impact society's most rejected men and women, introducing them to the unconditional love of Jesus. With eyes of faith, we see them saved, transformed, trained and bringing into the Kingdom others around them who are still lost and rejected. We see them fully released into all the world in their apostolic, prophetic, teaching, pastoral and evangelism anointings and giftings.

Mission Statement

"Loving the Unloved; Reaching the Unreached!" Our mission is to deliver hope, restoration and opportunities for transformation to those without hope who have lost their families and loved ones due to drug and alcohol addiction. By providing life skills and training in trades, we will prepare men and women to value their roles in society, contribute in a productive manner and, with God's help, see their families reunited and whole.

Local Church

HRSM strongly believes in the importance of being a part of a local church. We consider ourselves a ministry centre and therefore need to have a local church to call home. In Guatemala Steven & Karla are co-pastors at Shaddai Church Chiquimulilla. It is our preference that all who are coming to serve in Guatemala do so under the covering of their local church.

Short-Term Mission Teams - Description

Throughout the year we have several teams come to HRSM Guatemala. They usually stay for a period of 7-10 days. Teams take part in all aspects of the ministry and also work alongside other partnering ministries.

Our goal with the teams is to impart into your lives as you serve. We pray that each team member leaves with a fresh vision for their city and that God would use them in mighty ways. While in Guatemala you will see the immense need of the people. We ask that you also take the vision home and become advocates of what we are doing. Let others know what you received from HRSM in Guatemala and encourage their support and involvement.

Qualifications for Team Membership:

- Team members should be born again Christians (exceptions available upon approval) and at least of high school age unless accompanied by a parent. It is up to your pastoral overseer to approve the individual team members. (See Appendix #1 for pastor's recommendations that must be used in this process unless your local church has prepared their own). We want the trip to be an amazing experience for every team member.
- People must be flexible as times and programs are subject to change, sometimes without any prior notice.
- Team members must be submissive to their team leadership and team leaders must set the example for their team in how to serve the local leadership. There are things in Guatemala that need to be done differently than in North America. Missionaries have been there for longer periods of time and know what is best to do and not to do. We respect that team leaders and members may have personal passions for ministry, but the short-term mission is not a platform for introducing new vision or methods that have not been previously submitted to the local mission leadership. Observe and learn.
- Team leaders must understand that any rules or restrictions made by the ministry are done so for their safety and cultural reasons and must set the example of respect for those boundaries.
- As this ministry focuses on getting people free from addictions, prospective team members are asked to prayerfully examine their own lifestyles prior to coming and be certain that they are addiction free. It is the responsibility of the team leader and the covering pastor to ensure that there are no unexpected surprises in this area once the team is on the ground. Preparation should include discussion and honesty about these issues.

Short-Term Mission Teams – Expectations

Expectations are outlined in detail in your participant manual.

The HRSM Team Coordinator Responsibilities:

These responsibilities are outlined in detail in your participant manual.

Steps in the Mission Trip Process

As team leader, your responsibilities will include:

1. Prayerfully consider your involvement in a short-term mission trip. Remember the most important part of preparation is the preparation of the heart.
2. As the assigned team leader, you will be the contact person with HRSM and will disperse the information to the rest of the team members.
3. Via email we will help you choose the available dates for the time of year you would like to plan your trip.
4. Receive a team manual and a team leader manual via email or in person.
5. Initiate, with your pastoral overseer, the process of team selection and preparation (Team leader and pastoral overseer are responsible for team member approval).
6. At least 10 weeks before trip, finalize purchase of airline tickets.
7. Email team flight information to us: steve@houseofrefuge.ca
8. Assure that all team members have their passports prior to the trip. (It is also good for team leaders to have a photocopy of everyone's passport in case of emergency).
9. Immunizations for Hepatitis A & B and tetanus shot are recommended.
10. Raise budget and donation monies.
11. Decide with confirmed team members and communicate with us about the areas of interest for ministry for the team. We will begin to work on drafts of a schedule for your time in Chiquimulilla.
12. Be sure that all team members procure short-term mission team medical insurance.
13. Discuss with HRSM leadership any medical or health conditions of participants that may require onsite adjustments or additional care to ensure they can be accommodated.
14. Send in ground costs to House of Refuge Street Ministries at least 6 weeks before arrival date. Note: ground costs should be collected by you and sent to HRSM as one payment for total. Team members should NOT send in their payments individually.

Airport Information

Expectations and instructions are outlined in the participant team manual.

Things to Pack

Suggestions are outlined in detail in your participant manual. Please ensure that you have clearly articulated, to your team, the expectations regarding suitable attire.

Ground Costs

- Passport – varies by country. A passport is required for your trip to Guatemala.
- Personal Expenses for your day off (food and souvenirs) – suggested \$100-\$150 US (depending on how many souvenirs you want to buy). Please bring spending money in US currency. It is best bigger bills (\$50 or \$100). All bills have to be in perfect shape or the bank here will not accept them.
- Team Expense: For one week the cost is \$430 USD equivalent per person. For 10 days the cost is \$650 USD per person
- This cost includes your transportation, meals (except for the day in Antigua, Guatemala, two meals are not provided that day), lodging, etc.
- Costs should be sent in at least 6 weeks prior to your arrival date. If these monies are not received in time, we will not be able to make necessary purchases (such as food, supplies, etc.) before your team arrives. As a result, your schedule while in Chiquimulilla may be impacted.
- The cost for your team members to stay with us (\$430.00 or \$650.00 USD is to be sent in ONE TOTAL PAYMENT covering the expenses for the entire team to:

HOUSE OF REFUGE STREET MINISTRIES

19 COMMERFORD STREET, THOROLD, ON L2V-4P5

- Make cheques payable to: **House of Refuge Street Ministries** or **HRSM**.
- IMPORTANT: Please put your team name “_____team” on the memo line.**
- If your team is able to bring extra suitcases of donated items for HRSM, please email steve@houseofrefuge.ca for a list of present needs and requested items.

Pre-Trip Orientation to be done with your Team Members

Team leader(s), please go over the following with each team member several weeks before your departure date for Guatemala. This information will help them to be prepared for their experience in Guatemala. HRSM will give more details and answer any questions at the orientation meeting upon the team's arrival.

Do not drink tap water in Guatemala. **Do not** brush your teeth with tap water. Be sure you use bottled water to brush your teeth.

Drink **LOTS** of purified water (Agua Pura). We provide the water, but we ask that you bring reusable, non-breakable water bottles for daily use.

Do Not put toilet paper in the toilet under any conditions. Use the trash can provided by the toilet. The septic system in Guatemala cannot handle toilet paper or any paper products. This will cause the toilets to overflow. This is a general rule in Guatemala.

Please see your host/team director for any toiletries, towels, linens if needed.

Please turn off all water taps and insure your toilet does not continue to run.

Please turn **off** all fans and lights when **not** in use to help conserve energy. Electricity is very costly. Re-check your room to see that everything is turned off before you leave for the day.

Please keep all personal belongings in your assigned room and not on the dining tables.

Laundry machines are available - ask us for detergent and for instructions. The cooks can also do laundry if you ask and give them your clothes.

It is important that you **always** stick together. Make sure that you have someone with you at all times. Never walk alone. Women make sure to have a man with you.

MEALS are served at 8:30 am, 12:30 pm and 5:30 pm. The cooks will let you know when the food is ready. On Tuesday & Friday evenings we all eat dinner after the House of Refuge service.

Please wear something on your feet at all times. **Check** the inside of your shoes before you put them on. (Occasionally little critters like to crawl in them)

We encourage wearing a **hat** and using **sunscreen** when working or ministering outside. The sun is very hot as we are close to the equator and sunstroke or sun burn can happen quickly.

Please do not give out your personal information (Facebook, email, telephone #, etc.) to people without consulting Steven or Karla first. Tell people to talk to us if they ask you to give your personal information.

Always have your **passports** on you when travelling. Put them in a safe place where you will be able to find and remember them. It is wise to make several copies of your passport. Give one copy to your team leader to keep in a file and keep an extra copy in your luggage just in case your passport goes missing.

QUIET TIME IS 10:00PM – Please respect our neighbours.

Children are **not allowed** to be in your rooms at any time. This is for your safety and theirs. You can play with them in the open areas.

If you feel 'led' to give a gift (financial or material) please ask and we can find a way to direct it and have it done right. This is not to 'control' your giving but rather to help guide it as we have seen the after effects at times. This will be explained in more detail when you arrive.

We encourage individual and team **Devotions** and **Prayer** times.

Please remove all trash and personal items from vehicles after each use.



Team Protocol

- Each team will have one team leader who will be responsible for communications with HRSM team coordinator on planning for the trip. The team leader can delegate tasks and responsibilities to others, but all communications should go through the designated team leader. In case of an unexpected illness or inability to continue, a team leader should have a prepared assistant who has leadership and administrative skills and has been kept well versed on the team leader information.
- All team members should arrive and depart from Guatemala at the same time. It is at least a 2-hour trip from the mission base to the airport. It is inconvenient and costly to pick up people at different times or consecutive days.
- The Team Leader will be responsible for the behavior of the team members. The HRSM Team Coordinator will make the team aware of expectations, but it is up to the Team Leader to enforce those expectations with team members. Every team member must read and sign the HRSM Code of Conduct in the Team Manual. Please bring copies of these signed documents for the HRSM Team Coordinator who may need to refer to them should any inappropriate situation occur.
- It is appropriate and anticipated that the Team Leader will be responsible to plan for a daily meeting of a devotional and/or time of sharing with their team. A suggested time will be written into the schedule, but the Team Leader can decide what works best for his or her group. This is often a useful area for growth in team members who you may delegate to share or lead.
- While teams generally come with generous hearts and wanting to bless the local people, we want to be cautious to not be “Santa Claus” or one more group of “rich Canadians/Americans.” Avoid, at all times, giving gifts, email addresses, money or other items directly to community members. Giving is a delicate issue and will be addressed by the HRSM co-ordinators upon arrival. Any gift giving must go through the HRSM ministry team co-ordinators.

Your Promise to Your Team . . .

I will be kind to other team members even if they are not kind to me, especially when they use my toothpaste, clothes or towel without asking.

I wouldn't even think of being jealous or envious of my teammates when they are asked to do something that I am good at doing, and what do I have to brag about anyway? For it is God who deserves all the glory!

I will demand of myself and not demand my own way.

After long and hard days with little sleep (and no coffee), I will not even know the meaning of unkind words or how to act with irritability or touchiness.

Certainly, there won't be any room for holding grudges for my hands will be busy carrying luggage, candy, props, sound equipment, groceries, boxes, rakes, shovels, brooms, garbage bags and praying for people.

I will remain loyal to the members of this team during both their wins and their misses and will affirm their efforts with grace and patience, providing helpful suggestions when needed.

I will stand by each member, and defend them in prayer, in word and in deed.

Because I am a believer, I will always believe the best of each team member and if there be any gossip or rumors, as far as I am concerned, it is a lie!

I will eagerly expect the success and the prospering of each team member. No matter what they set out to do, I have decided I am going to cheer them on!

I will do my best to communicate plans, details and expectations in a timely manner to promote team spirit and unity.



Some Ways Your Team Can Help While You Stay at House of Refuge

Assigning your team members to help in these areas everyday will make your trip run much smoother and will give team members the opportunity to play a vital part in their stay at the Mission House. This is also a great blessing to us and to our staff.

Breakfast – Check the night before about the time breakfast is served. About 15 minutes prior to that time, help set everything out for breakfast. After breakfast assist with doing the dishes, wipe off the table, tidy the kitchen, and sweep the floor.

Lunch –If lunch is at the mission house, help set out and prepare whatever the cook needs. Help clean up after lunch. This includes washing dishes, wiping off the table, tidying the kitchen, and sweeping the floor. If we are eating lunch somewhere else help pack the lunch and drinks.



Dinner –See how you can help prepare dinner. Set out the dishes and drinks. After dinner help put everything away, do the dishes, tidy the kitchen, wipe off the tables and counters, sweep the floor, and make sure the ice cube trays are filled with purified water for the next day.

House – In the morning your group will wipe down all the bathrooms with cleaner (sinks, toilets, and showers) and empty all the trash cans in the house. Mop the bathrooms if needed. Tidy up the community living rooms.

Ministry – When returning to the mission house, your team is to make sure the van is cleaned out (All the trash picked up and people's belongings are NOT left). Your team is also responsible to tidy any ministry supplies that were used and restock activities if necessary. For example, clean up the face painting, restock balloons and tracts.

Household Rules to Live By

- A. We are all living in the house as one big happy family. We need to respect each other's space and privacy.
- B. We have to share the bathroom, so no long showers. Keep your bathroom time to a minimal.
- C. Maybe plan who will shower in the morning and who will shower at night.
- D. Clean the bathroom after you use it. (it is so gross to use a shower full of other people's hair etc. don't leave your personal stuff in the shower)
- E. Do not flush toilet paper or anything that does not come out of your body down the toilets. Put used toilet paper, etc. in little bags, tie them and put them in the garbage.
- F. Take the garbage out of the bathroom regularly.
- G. Be neat and tidy. Keep your living area neat.
- H. Pick up behind you. Do not leave trash, dishes, and food laying around.
- I. Before leaving the house – turn off the lights and fans. Close the windows.
- J. Quiet time is after 10:00pm – you can hang out in the community areas after 10pm but quietly.
- K. No fighting over the morning coffee... When eating, drinking etc., be considerate of who else still has to eat or hasn't had any thing.

Your Team's Mission

Defend the weak and fatherless; uphold the cause of the poor and the oppressed.
Rescue the weak and the needy. Psalm 82:3

Your Team's Attitude

Love never gives up. Love cares more for others than for self. Love doesn't want what it doesn't have. Love doesn't strut, doesn't have a swelled head, doesn't force itself on others, isn't always "me first," doesn't fly off the handle, doesn't keep score of the sins of others, doesn't revel when others grovel, takes pleasure in the flowering of truth, puts up with anything, trusts God always, always looks for the best, never looks back, but keeps going to the end. Love never dies. **1 Corinthians 13: 4-8** (Message Bible)

Your Team's Promise

He who dwells in the secret place of the Most High Shall abide under the shadow of the Almighty. I will say of the LORD, "He is my refuge and my fortress; My God, in Him I will trust." Surely He shall deliver you from the snare of the fowler and from the perilous pestilence. He shall cover you with His feathers, And under His wings you shall take refuge; His truth shall be your shield and buckler. You shall not be afraid of the terror by night, Nor of the arrow that flies by day, Nor of the pestilence that walks in darkness, Nor of the destruction that lays waste at noonday. A thousand may fall at your side, And ten thousand at your right hand; But it shall not come near you. Only with your eyes shall you look, and see the reward of the wicked. Because you have made the LORD, who is my refuge, even the Most High, your dwelling place, no evil shall befall you, nor shall any plague come near your dwelling; For He shall give His angels charge over you, to keep you in all your ways. In their hands they shall bear you up, lest you dash your foot against a stone. You shall tread upon the lion and the cobra, the young lion and the serpent you shall trample underfoot. "Because he has set his love upon Me, therefore I will deliver him; I will set him on high, because he has known My name. He shall call upon Me, and I will answer him; I will be with him in trouble; I will deliver him and honor him. With long life I will satisfy him, And show him My salvation. **Psalm 91**

PLEASE HAVE FUN AND ENJOY YOUR STAY!

The Return Home

Preparing your team for this before they leave for the mission field will be wise as it will make them aware of the changes they will face from their family and friends.

Upon returning home, you may notice team members who experience an increase in self-confidence combined with an inability to utilize or apply much of what was learned or experienced on your short-term mission. In re-adjusting to the lifestyle back home, they may experience role conflict, feelings of aimlessness, a sense of disillusionment and inner discontent with the things valued in their home country. Their re-entry period may be slightly more difficult and longer than just the day of arrival. Encourage your team to feel free to receive counsel and prayer from your home church and you as the team leader as they reajust. Some may even feel they'll never fit in at home again. Other feelings may include feelings of superiority due to the international experience, social alienation as a result of the trip and uncertainty in personal relationships.

There are 3 questions that may help your team members in a debriefing after the trip. The participants can journal these answers within the first two weeks after return and bring them to a debrief gathering for some sharing and prayer. They can be a checkpoint for future feelings and struggles and will help them become more accountable with God's work in their lives.

What did you learn about God during this trip?

What did you learn about yourself during this trip? How did you grow?

What changes in your life is God asking you to make here at home?

A great debrief of these 3 questions can be found on this **Send International** You Tube video on the web. You could encourage your team to watch it within 48 hours of return and follow the instructions.

https://www.youtube.com/watch?v=RE0tTCrw3_4

Either way, be sure to de-brief with your team and pray for one another within two weeks of your return.



Appendix #1 Guidelines for Prayer Ministry

- Do PRAY the Word and pray in faith. Faith is finding a promise of God and daring to believe it.
- Do align your prayer with the will of God. Be motivated by the love of God and not by the need for acceptance, approval or immediate results.
- Do give the person your full attention.
- Do submit to those over you in the Lord. This includes flowing with what the speaker or mission pastors have requested.
- Do believe for healings and stand on the promises of God. However, do not give advice regarding next steps for stopping medication and never make someone feel the sickness is due to their lack of faith. (The Word doesn't indicate that everyone Jesus healed had to display faith first. Just activate your faith on their behalf and watch God work!)
- Do not push, touch inappropriately, yell, rub backs or "shake" over people. You can be the distraction that keeps them from receiving.
- If you are not familiar with deliverance, your missionaries are there to step in with help. A humble spirit moving in the authority of the finished work of the cross brings freedom.
- Do not force ministry - if you don't see anything happening, relax, pray and move on, encouraging the person to continue "soaking" or "waiting" in the presence of God. Sometimes they need us to stop talking so they can hear from God more clearly.
- Try to pray with a partner for accountability, agreement and safety. Do not hesitate to call on another team member for help. Pray male with males and female with females when possible.
- Do not give correction, direction, dates or mates, but do *pray* prophetically (i.e. giving edification, exhortation, or comfort).
- Do not begin a counselling session. You know very little about those to whom the missionaries have invested much time and prayer.
- Do NOT tell *your* story at length, when someone else shares their pain. Avoid things like, "I know exactly how you feel. That happened to me and....". It's THEIR moment to receive.
- Ask your mission overseers before you anoint with oil to be sure it is culturally acceptable. An explanation is sometimes in order.

- Do keep your eyes open - it can prevent a problem with safety issues and often helps you see when someone is particularly moved by what you are praying. When this happens, you may want to linger there in silence for a bit to give the Holy Spirit room to move.
- Do instill value with your words.
- Keep your voice at a reasonable volume and listen with care and compassion.
- Pray God's promise, not the problem. (This means that when the person has told you their issues, you do not begin the prayer by repeating it all, such as "Lord, you know how Mary has felt so depressed for two weeks now, and how she had to miss the graduation because she was so defeated and we are so sad that she couldn't drive to church last week, and.....so please Lord....". The person will be even more depressed by this kind of prayer. Rather, begin by recognizing the person's feelings and then move immediately to the Word, " Father, I thank-you that you are right now feeling the pain of Mary's heart in this season of her journey. I thank-you that you are a God of hope and a God who gives strength in times of weakness"and then continue with words of hope and truth.)
- Avoid giving the enemy a lot of your prayer time. Rather pray in the opposite spirit. For example, if you sense fear, remember that faith is the opposite. Instead of doing war with the spirit of fear, call on the power of God to bring faith, hope and love. If you sense suicidal spirits or a spirit of death, pray "life". What you pray "into" the person's life, will drive out the darkness. (Perfect love casts out fear - this is a spiritual principle to remember.)
- If physical manifestations are evident you may want to ask "what do you believe God is doing right now?"
- Words of knowledge may come through pictures, a sensation in a particular part of your body, impressions, words you see, etc. You can pray generally a scripture that fits OR **ask** the person for clarification. Example: I have been seeing a picture of a train track while we have been praying, and I see two signs pointing in different directions. Does this mean anything to you? or Have you been struggling about a particular decision?
- In areas of forgiveness, it is often better to have the person speak out the prayer themselves. Feel free to walk them through this, sentence by sentence, if they prefer. Do not rush forgiveness prayers.

Used with Permission – property of Ruth Teakle



Appendix #2 Team Member or Individual Application Part 1
(if not provided by your home church)

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Team Leader(s) _____

Home Church (with city) _____

1. Explain what has led you to apply for a short-term mission through HRSM.

2. Have you been on or led a short-term mission team previously? When/Where?

3. In what types of ministry would you be most interested? (for example: evangelism, children's ministry, construction, pastors' conference)

4. Indicate whether you are coming alone or how many you anticipate will accompany you.
(Teams are generally minimum 5 – maximum 15)

5. What are your requested dates for the mission? _____

Thank you for your application.

Signed: _____ Position: _____

Appendix #2 Team Member Application Part 2

This portion of the application is to be filled out by your pastor who will send it directly by scanned email to steve@houseofrefuge.ca. Pastors, please do not return this to the applicant.

I, Pastor _____ recommend _____ to be part of a short-term mission team going to minister with House of Refuge Street Ministries in Guatemala on _____ (dates).

Based on my knowledge of _____, I believe that he/she will be an asset to the ministry in the following ways:

As their covering leader, I verify that this applicant is: (Please circle your response)

Committed to the vision of House of Refuge	Yes	No	Unknown
Able to submit to leadership with a teachable spirit	Yes	No	Unknown
Walking out a Biblical Christian world view in their daily life	Yes	No	Unknown
Free of addictions	Yes	No	Unknown

Further comments, hesitations, explanations or helpful suggestions regarding this applicant:

Signed

Dated

Phone Number

Name of Church

Contact email address