



This arm of the **Fundación Centro de Sueños** brings 650+ volunteers a year into Guatemala to assist in various aspects of our projects and also with like-minded organizational partners reaching into the community.

Teams come typically for a week – a 7-day, Saturday-to-Saturday experience. They serve and take these experiences home to expand what can be done beyond themselves in their home communities.

Our hope is to assist other organizations to grow in their exposure and involvement to go beyond themselves. We do this by providing effective, short term, low-vulnerability Central American experiences.

*Remember – You can't change Guatemala in a week, but Guatemala will change you and your team! Catch the vision of what your team can do on a short-term, purposeful trip!*

It is our hope that you will find this **Team Leader's Guide** helpful as you plan for this opportunity with us in Antigua Guatemala.

## Table of Contents

.....	03 FAQ's
.....	04 Our Vision
.....	05 Our Services
.....	06 Pricing & Payments
.....	07 How to Prepare
.....	08 Travel Information
.....	09 What to Pack
.....	09 Food, Water & Hygiene
.....	10 Safety Concerns
.....	10 Insurance
.....	11 Resources
.....	11 Sample Week



## Frequently Asked Questions

**Q. Do I need a passport?**

Yes. You can go online for passport information here:

<https://travel.state.gov/content/passports/en/passports.html>

**Q. Do I need vaccinations?**

They are NOT required only RECOMMENDED.

**Q. Is food provided?**

Yes. Three meals a day are provided from arrival to departure.

**Q. Is transportation provided?**

Yes. Vehicles will be picking up and dropping off your team from the airport and worksites outside of Antigua.

**Q. Will there be an opportunity to shop or sightsee?**

Yes. These opportunities will be built into your mission trip experience, in coordination with your team leader.

**Q. What is the weather like?**

Weather conditions vary from season to season and region to region. The dry season is from October to early May and the rainy from late May until the end of September. The average high temperature is 77°F and the low 55°F in the highlands.

**Q. Where are accommodations located?**

You will be staying in trusted hotels in the Antigua area.

**Q. Where are the worksites located?**

Locations are in and around the greater Antigua area, usually within a 30 mile radius.

**Q. Will there be interpreters?**

Yes. As needed, translators with our staff are provided.

**Q. What are hours of the work day?**

Approx. 7am until 6pm. (See the sample schedule included with this package.)



6ta Avenida Norte #33, La Antigua, Guatemala, Sacatepéquez, C.A.  
502) 2378-1354 Guatemala - 727 245 1733 US VoIP - IDCmissions.org

## **Our Vision**

Our purpose is to assist International and Local Leaders to effectively lead others to carry out the Great Commission (win, build, send) and the Greatest Commandments (Love God, Love Others). We coordinate opportunities and resources to serve those with physical needs, while using these demonstrations of God's love to share the Gospel and prepare hearts for a closer walk with God. In essence, we encourage the interaction of ideas and teamwork of the International Church and the Local Church.

Our goal is to mentor teams toward a defining and long-term change in their worldview, relationship with God, and passion for ministry. Below are just some of the outreaches that are performed by our teams.

### **House Sponsorship**

Shelter is a basic necessity. There are many in rural areas of Guatemala that are living in bamboo or corrugated sheet metal houses. These structures typically have many sanitary problems and do not perform well in bad weather conditions. IDCmissions actively supports MilCasas - The Project ([milcasas.org](http://milcasas.org)) and their hope to build 1,000 homes in the Department of Sacatepéquez.

### **Water Filtration -**

Clean drinking water is essential to healthy living. Enabling a family to provide clean water that is suitable for drinking and cooking in way that is easy to use and maintain is invaluable. Not only are we able to greatly improve their quality of life, but we have an open door to share Christ and his love and concern for their family.

### **Children's Programs**

The future of Guatemala lies in the hands of its children as does the spiritual future of the country. It is necessary to plant the seed of God's love into the hearts of the children before those hearts are turned toward spiritual darkness. IDCmissions partners with many schools and ministries in the Antigua area who serve and minister specifically to children.

### **Construction & Maintenance**

Many like minded ministries struggle to keep up with ongoing needs. Your team can further the kingdom ministry by helping to maintain or improve the infrastructure needed to carry out the vision of each ministry. Often this includes cleaning, painting, electrical or plumbing needs and more.

### **Evangelism**

As a people group, Guatemalans are generally very friendly and open to conversation. La Antigua, Guatemala is like many U.S. cities full of opportunity to share the gospel. This city is also a mecca for international tourism and therefore provides opportunity to reach people from all over the world.

### **Medical Care**

The need for medical care is on-going. Often the focus of many mission teams, the basic care such as dental, pediatric, vision and hygiene are very important. Medical missions carry many more logistic requirements as well with the obvious need for doctors and nurses. An evangelistic component in a medical mission is always welcome. IDCmissions can provide the logistical support for a medical team, but the group is responsible for providing medical personnel (i.e. doctors, nurses, etc.).



6ta Avenida Norte #33, La Antigua, Guatemala, Sacatepéquez, C.A.  
502) 2378-1354 Guatemala - 727 245 1733 US VoIP - [IDCmissions.org](http://IDCmissions.org)

## Our Services

IDCmissions is able to provide everything logistically required for an incoming team with the exception of airline tickets. Airline tickets are best handled by the team leader.

- **Lodging** - We utilize trusted hotels in Antigua for our housing. Lodging is included in the base cost with an allotment of rooms based on three people per room. For a fee, additional rooms can be arranged based on availability.
- **Food** - All meals are provided by the mission including sufficient pure drinking water while in the field. Accommodations can be made to suit specific dietary needs such as lactose or glucose intolerance.
- **Transportation** - Transport can be very slow depending upon road conditions and local celebrations. IDCmissions staff members have the needed experience in navigating the roads in and around Guatemala and will be responsible to transport you to and from the airport, worksites, etc. All transportation costs, including fuel and maintenance, are included in the base cost.
- **Language** - Spanish is the commonly spoken language in Guatemala; while there are over 22 additional indigenous languages as well. Spanish translation will be provided.



6ta Avenida Norte #33, La Antigua, Guatemala, Sacatepéquez, C.A.  
502) 2378-1354 Guatemala - 727 245 1733 US VoIP - IDCmissions.org



## Pricing & Payments

### Price

For current pricing please check our website or contact us directly. The individual base cost includes all of the mission team's food, housing, transportation, translator needs and most free day excursions. Things not included in the baseline cost are money for personal snacks and shopping, medical insurance, airline tickets and project expenses.

### Payments

We currently receive all payments and donations through "The Guatemalan Dream Center" in Florida. There are two options available for submitting payment.

#### Option 1 - Electronically

Payments can be submitted online ([centrodesuenos.org](http://centrodesuenos.org)) - COMING SOON

By electronic check or direct Deposit:  
INFORMATION COMING SOON!!

#### Option 2 – By Mail

**Payable to: The Guatemalan Dream Center**

*Memo - Organization Name / Trip Date / Purpose of Funds*

**Mail to: The Guatemalan Dream Center**

944 Alcazar Way S, St. Petersburg, FL 33705

### Registration Fee

This fee is non-refundable and is required to secure your desired dates and is due upon application. After receiving payment, within 10 business days, you will receive confirmation of your trip dates. The registration fee in full will be applied to your final balance.

### Adjustments and Cancellations in the 4 Month Window

The 4 Month Window - This is the period of time before the expected arrival day in GUA. Prior to the 4 Month window teams can make adjustments and/or cancellations to the projected trip.

**Registration fee will not be refunded.** Within the 4 Month window each cancellation will be charged 40% of the baseline cost, per individual. Other adjustments and/or additions will impact the final charges accordingly.



6ta Avenida Norte #33, La Antigua, Guatemala, Sacatepéquez, C.A.  
502) 2378-1354 Guatemala - 727 245 1733 US VoIP - IDCmissions.org

## How to Prepare

There are many aspects of the mission trip which are time sensitive. Some scheduled events may be mandated by your church or organization, such as training and these events should be taken into consideration in your overall planning. Please use the following checklist to ensure you have all necessary details in place.

- Deadline for team signup
- Medical Issues addressed
- Recommended immunizations received
- Passports obtained
- Team meeting schedule distributed
- Deadline for fundraising goals
- Payments due IDCmissions
- Airline tickets reserved/purchased
- Team Information submitted to IDCmissions
- Team packing date set.
- Phone/Skype call w/ the IDCmissions Coordinator
- Stateside Travel Arranged

## Team Leader Expectations

Choosing a team leader is vital to the success of the mission team. The team leader will serve as the administrative organizer, spiritual leader, and point man for communication with IDCmissions. Some of these tasks can also be delegated to members of the team if preferred. While in the field, the team leader will be responsible for observing team behavior, attitude, and health.

The role of team leader spiritually is critical. The focus of a team can often go quickly from sharing and experiencing God together to just completing physical assignments. Prayer is required for a successful mission. The team leader should ensure that some time at every meeting is set aside for prayer and spiritual preparation.

There will be time for the team (usually in the evening) to spend together discussing God's Word and His work during the trip. This time is important for the team to digest all that God is doing. The team leader will be responsible to coordinate (or delegate) this time. Many teams read a devotion together, discuss the high and low points of the day, and pray together. A simple list of responsibilities is provided below:

- Register trip dates with IDCmissions
- Determine the number of team members
- Hold regular team meetings (min. of 6 suggested)
- Purchase airline tickets for the team
- Ensure the team has a healthy prayer life as a group and as individuals
- Communicate with IDCmissions coordinator
- Ensure all payments and paperwork are sent to IDCmissions, this includes:
  - Online Application & Registration Fee
  - Team Information Form
  - Project Costs
  - Final Balance
- Ensure all team members have passports. Must be VALID and CURRENT(6 months after trip date)
- Ensure all team members have insurance while abroad
- Communicate expectations while on the field; review mission guide
- Be aware of medical conditions, locations of medicines, and first aid care needs



6ta Avenida Norte #33, La Antigua, Guatemala, Sacatepéquez, C.A.  
502) 2378-1354 Guatemala - 727 245 1733 US VoIP - IDCmissions.org

## Travel Information

### Passport Issues

To avoid any issues during travel be sure to resolve any issues team members may have with their passports. Some of these may include the following: No passport or an expired passport (must be valid for six (6) months beyond trip date), legal issues, child support nonpayment, felonies, etc.

These issues are very common and often take a lengthy time period to resolve. It is best to address them as soon as possible. Copies of your passports should always be at hand with your group leader when traveling into the country. The passports can be safely left in the hotel while in Guatemala. Passports will only be needed when exchanging money at the local banks.

For more information on passports you can visit: <https://travel.state.gov/content/passports/en/passports.html>

### Medical Issues & Medication

If any member of the mission team has any existing medical conditions that are being treated by a physician, it is very important that the treating physician, the team leader and the IDCmissions coordinator are aware of the condition. The team member should ensure that they have adequate medicine and the permission of their physician for the length of the mission trip.

It is also important to follow Instructions given by team leaders and IDCmissions coordinators to avoid the following issues:

- Dehydration – High altitudes and heat can easily cause dehydration..
- Sunburn
- Car sickness – Mountain roads may sometimes cause motion sickness.
- Allergies – Pollen and dust may cause problems in allergy sufferers.
- Gastrointestinal Illness – Commonly brought about by eating contaminated foods and drink.

If you have a regular medication regimen and must bring them with you on the mission trip be sure to follow these guidelines:

- Carry all drugs, medicines, and similar products in their original containers.
- Carry only the quantity that a person with that condition e.g., chronic pain) would normally carry.
- Carry a prescription or written statement from your physician that the medicines are being used under a doctor's supervision and that they are necessary for your physical well being while traveling.

### Immigration Forms

Every team member entering Guatemala will be required to fill out a customs form. Examples of the form is available here at: <https://www.cbp.gov/travel/us-citizens/sample-declaration-form>

### Transport to Guatemala

All teams should plan to fly into **La Aurora, Guatemala City, Guatemala**. American Airlines, Delta, Continental, and Taca Airlines are a few of the several airlines that travel to Guatemala.



6ta Avenida Norte #33, La Antigua, Guatemala, Sacatepéquez, C.A.  
502) 2378-1354 Guatemala - 727 245 1733 US VoIP - IDCmissions.org



## What to Pack

Be sure to check to get a weather report for La Antigua, Guatemala: [www.weather.com](http://www.weather.com)

Dress for Activities - Depending on your ministry activities for the week you will want to be sure to pack appropriate clothing for things like painting, yard work, etc.

Dress for Modesty - Women: no belly shirts, low rider jeans or short shorts. Also, many trips do not require a bathing suit, but if it is necessary, a one piece suit is preferred. If a two piece is the only option, it must be modest and covered with a t-shirt. It is best not to wear shorts. Capri's are a better option for warm weather. Skirts should be knee length or longer. Ask your mission trip coordinator if you have questions.

Here is a simple list that can be distributed to team members:

- Toiletries
- Plastic bag for dirty laundry
- Appropriate dress and footwear
- Tennis Shoes for work
- Sweater/Jacket (evenings can be cool)
- Work Clothes
- Modest Shorts (for ladies we recommend Capri's rather than shorts)
- Casual Sunday attire
- Rainproof windbreaker that folds up small (it may be rainy season!)
- Flip-flops for the shower
- Work Gloves (if doing construction)
- Hat/Sunglasses for the sun
- Sunscreen
- Bug spray
- Hand sanitizer
- First Aid kit
- Anti-diarrheal meds and Dramamine for motion sickness
- Prescription Medications
- Passport
- Camera and accessories
- Bible

## Food, Water, Hygiene Issues

All food provided by IDCmissions is safe to eat and has been prepared and washed appropriately. Likewise, any restaurant you may visit while with us is safe to eat at. It is best not to eat food from vendors off the street or small "ma & pa" like shops. It is a good idea to have some medications like Pepto-Bismal or some form of anti-diarrheal medicine in the case that you experience some difficulty.

It is important to drink only purified water in Guatemala. At restaurants you can ask for "Agua Pura" and typically comes in a bottle. During workdays purified water will be provided at the work site. It is important to drink plenty of water to help acclimate to the high altitude. You can get quickly dehydrated in the summer, without realizing it, especially in warmer climates. Signs of dehydration: tiredness, confusion or fuzzy thinking, inability to concentrate, urine that is bright yellow gold, and salty lips when you lick them. The key is to keep hydrated.

Don't forget hand sanitizer or baby wipes, for times when you can't wash hands with water. It's a good idea to wear flip flops in the shower or bathtub. This is good protection against fungal problems.



6ta Avenida Norte #33, La Antigua, Guatemala, Sacatepéquez, C.A.  
502) 2378-1354 Guatemala - 727 245 1733 US VoIP - IDCmissions.org

## **Safety Concerns**

When preparing for mission work in Guatemala, safety for the mission team is a high priority and should be taken very seriously. Crimes committed are no different than many other countries and being street wise will make a big difference in having a successful mission trip.

Some of the many common crimes are car theft; pick-pocketing, credit card fraud and robbery. These crimes are common but can be avoided by using everyday street smarts such as not carrying an excessive amount of cash, locking doors and windows, and staying in populated areas. Safety begins when you pack. Dress conservatively. Avoid the appearance of affluence. Carry the minimum amount of valuables necessary for your trip and don't leave them out in the open.

## **Handling Money/Passport**

While traveling to and from Guatemala, be sure to keep your passport on you at all times. Once in Antigua it is best to keep your passport at the hotel, not out at the worksites. You can carry a copy of your passport on you.

There are several banks where you can exchange U.S. dollars as well as many ATM's available in Antigua. The local currency is the Quetzal, named for the national bird. Exchange rates fluctuate but generally between 7.45 and 7.7 Quetzales per dollar.

## **Insurance**

IDCmissions does not provide insurance for the teams coming to serve in Guatemala. Insurance can become a valuable resource in case of emergencies. The mission does not endorse any one particular insurance agency; however, the following companies provide insurance for missionaries entering the field in foreign countries:

Gallagher Charitable - [www.travelwithgallagher.com](http://www.travelwithgallagher.com)  
2 Pierce Place, Itasca, IL 60143  
(630) 773-3800

Good Neighbor Insurance - [www.gninsurance.com](http://www.gninsurance.com)  
620 S Winthrop St., Gilbert, AZ 85296, USA  
(480)813-9100

## **Arriving & Departing — Guatemala City Airport**

Once your team has collected all their baggage and passed through customs and Immigration, proceed outside the airport building. IDCmissions staff will be waiting to greet you outside and transport you to Antigua.



6ta Avenida Norte #33, La Antigua, Guatemala, Sacatepéquez, C.A.  
502) 2378-1354 Guatemala - 727 245 1733 US VoIP - IDCmissions.org

## Resources

### Guatemalan Websites & Information

Guatemalan Tourism Dept - <http://www.visitguatemala.com/en>  
Guatemala Government Website - <http://www.guatemala.gob.gt/>

### U.S. Websites & Information

U.S. State Department - [www.travel.state.gov](http://www.travel.state.gov)  
U.S. Passport Information - <https://travel.state.gov/content/passports/en/passports.html>  
U.S. Embassy to Guatemala - <http://guatemala.usembassy.gov/>  
Smart Traveler Enrollment - <https://travelregistration.state.gov/ibrs/>

## Sample Schedule

The following schedule is a sample of a mission team schedule where the mission team has multiple focuses including Street Evangelism, Children's VBS, and some light construction.

### Saturday -Arrival Day

1:45 PM – Team Arrives at Airport  
2:30 PM – Lunch en Route  
5:00 PM – Check-In & Orientation  
6:00 PM – Dinner  
8:00 PM – Evening Devotion

### Sunday

8:30 AM – Breakfast  
9:00 AM – Church Service  
11:00 AM – Walking Tour of Antigua  
12:00 PM – Lunch  
3:00 PM – Market Time  
6:00 PM – Dinner  
8:00 PM – Evening Devotion

### Monday - Friday

7:15 AM – Breakfast  
8:00 AM – Morning Ministry / Project  
12:00 PM – Lunch  
1:00 PM – Afternoon Ministry / Project  
6:00 PM – Dinner  
8:00 PM – Evening Devotion

### Saturday

7:30 AM – Breakfast  
8:00 AM – Leave for Airport



6ta Avenida Norte #33, La Antigua, Guatemala, Sacatepéquez, C.A.  
502) 2378-1354 Guatemala - 727 245 1733 US VoIP - IDCmissions.org