



United Christians
International



Short Term Mission Handbook

UCI Mission Costs

What are the costs of a Haiti mission?

1. Team Fee of \$45/day per diem for lodging, food, and local transportation around UCI—team will have to include more funds for transportation costs to and from the airport (see options below), due at least 2 weeks before your trip (the sooner the better—so it can be deposited directly to Haiti before your team gets there)

2. Vehicle surcharge of \$50 per person, due when per diems are paid. This is not to be confused with transportation costs as this surcharge helps us with the maintenance/repair of our vehicles

3. Tourist Fee at the Port-au-Prince airport. \$10 US/person to be paid before entering the passport area.

4. Airfare from US/Canada to Haiti:

group fares available through commercial airlines such as American Airlines (Port-au-Prince or Cap Haitian), Spirit, Delta, Air France, etc. The trip from the Port airport to UCI is shorter than the trip from Cap Haitian to UCI. Flights need to arrive into Port before 5 PM or we will ask that a guesthouse in Port be reserved for the team for the first night. This is due to security factors. It is not entirely safe to drive at night.

MFI (Missionary Flights International—has to be reserved approximately 9-12 months in advance), also well worth extra money for the round trip to Pignon which is a few miles from UCI—or commercial airline plus

5. Transportation from airports to UCI:

MAF (Mission Aviation Fellowship—gets you right into Pignon. \$320 for a 5-seater charter plane with very limited on amount of luggage—25#/person or \$640 for a 10-seater charter (with basically unlimited luggage) Reservations made on MAF website

If you choose not to fly to UCI from Port Au Prince or Cap Hatien, you can choose one of these options:

- UCI bus for \$400/one way trip
- van that can hold 10-12 people and their luggage (if luggage is not excessive) \$200/one-way trip
- taptap pick-up \$150/one-way trip--useful for excess luggage
- UCI vehicles \$75/one-way trip--Hilux pick-up holds 5-6 people inside, Land Cruiser holds 13 people inside.

6. Out-of-pocket expenses—you should plan for some souvenirs, offerings to national churches, some food or snacks on the way—each team member is responsible for their own needs

7. Extra “Team Money” for special projects, determined by each team (this could be for a special building project, craft items, Bibles, materials, etc.)

*All checks should be payable to United Christians International (UCI). For donations to be tax-deductible, team members’ names should NOT be written anywhere on the check, including the memo line. Instead, attach a note indicating what the donation is for—all unused portions of donations go to UCI-Haiti.

What does the Team Fee cover?

*on-field accommodations and meals

*laundry (done by hand)

*safe drinking water and sodas

*local transportation around UCI, unless UCI vehicles cannot handle the size of your team

*pre-field training and materials (ask for via the UCI, Box 51 address)

*on-field leadership, translators

*guards on the UCI-Haiti compound

Who makes the travel arrangements?

UCI recommends the Team Leader arrange air travel. Another possible resource would be www.wideworldtravel.com. Others are available on the web.

Important travel notes:

When planning your air travel, remember all team members **should** arrive at the mission destination at the same time and depart at the same time. Get UCI's approval of your **complete** itinerary *before* actually purchasing tickets.

UCI TEAM APPLICATION FORM

United Christians International (UCI)
Box 51, Orange City, Iowa 51041 and Haiti

Answer all questions and submit to UCI with a photocopy of your passport

Today's Date		Dates of your team's mission	Depart		Return	
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Name as appears on passport				Nickname??			
(First/Middle/Last)							
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Age*		Personal weight**	(pounds)		
*at time of trip				**must know for MFI or MAF flight only!!			
Birth date		Birthplace		Citizen of			
(Month/day/year)		(Country)		(Country)			
Occupation			Passport number			Expiration	
Available forms of ID (Check if you have)			<input type="checkbox"/> Driver's license or permit		<input type="checkbox"/> Birth certificate		

Address						
		(Street)	(City)	(State/Province)	(Zip Postal Code)	(Country)
Telephone	Home		Work/Cell (optional)			
(Area code + number)						
Email			Additional Email			

List a character reference whom we may contact, a pastor or leader.

Name			Relationship to you			
Address						
		(Street)	(City)	(State/Province)	(Zip Postal Code)	(Country)

Telephone	Home		Work/Cell (optional)	
(Area code + number)				
Email				

Home Church

Church Name				Pastor	
Address					
	(Street)	(City)	(State/Province)	(Zip Postal Code)	(Country)
Telephone	Home		Work/Cell (optional)		
(Area code + number)					
Email					

In case of emergency, please notify

Name			Relationship to you	
Telephone	Home		Work/Cell (optional)	
(Area code + number)				

If applicable, who will be your parent-approved supervisor?

(If 17 years or younger, must be accompanied by a parent-approved adult supervisor 21 or older.)

Name			Relationship to you	
Telephone	Home		Work/Cell (optional)	
(Area code + number)				

Describe your relationship with Jesus *in your own words.*

List any talents/skills that the Lord may use on this mission.

(Art/crafts/music/drama/electric/plumbing/carpenter/construction/mechanic/pastor/teacher/special categories [example: love children, enjoy gardening], etc.).

List any medical, first aid, or CPR training

(Licensed medical personnel expecting to practice medicine please attach photocopies of credentials)

Describe your mission field experience, or travel in foreign countries.

(List countries, experience, and any foreign language abilities.)

Please describe your health, including any physical or dietary limitations

(Include any that apply: diabetes, asthma, physical disability, heart trouble, epilepsy, high or low blood pressure, fainting, pregnancy, allergies of any kind [food, medicine, environmental, insect bites/stings], etc.)

Are you currently under a doctor’s care or on medication? (If yes, please explain)

Primary care physician

Name		Clinic	
Telephone		Work/Cell (optional)	
(Area code + number)			

Date of last Tetanus shot		Blood type (if known)	
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(To find out your blood type: donate blood, check with your doctor, or buy a home kit www.testsymptomsathome.com or [888.595.3136](tel:888.595.3136).)

I am able to walk several miles or “rough it” on this mission. YES NO

I agree to abide by the UCI policy to abstain from alcohol, tobacco, and illegal drugs during this entire mission.

YES NO

Tell us anything else we should know about you

Verification of Insurance Coverage

UCI recommends that all participants have adequate medical insurance. Some family health insurance policies cover short-term international travel, some do not. Verify with your insurance carrier that your current policy will cover you while on the mission for which you are applying. If you are not covered in such an event, please get short-term travel insurance that will be valid in Haiti. There are companies that carry insurance specifically for short and long-term mission trips.

Insurance

Provider					
Address					
	(Street)	(City)	(State/Province)	(Zip Postal Code)	(Country)
Telephone					

(Area code + number)			
Policy Number		Group Number	

I have fully read, fully understand, and am in full agreement with the following release of liability and release to obtain medical care:

YES NO

Matthew 18:15-20 and I Corinthians 6:1-8 instructs us to live at peace and to resolve disputes in private or within the Christian church. I acknowledge my concern that the limited charitable resources of UCI should not be dissipated on wasteful litigation. Therefore, I expressly waive my right to file a lawsuit in any civil court or other secular setting against UCI and other organizations and all individuals involved with this mission.

I hereby release all leaders and organizations involved with this mission trip from any and all legal liability. I hereby waive all my rights to any legal liability on the part of UCI or any other individuals or organizations involved, which liability may result from sickness, injury, or death that may occur on or related with this trip. I fully realize that there are hazards, and I am fully assuming these risks, including but not limited to, hazardous traffic, poorly constructed roads, dangers resulting from military or political problems, sickness, and disease. I specifically release UCI and all concerned from any claim of negligence in their duties as leaders, or otherwise, on this mission trip. In the event that I attempt to make a claim in violation of my release and waiver as herein indicated, I hereby agree to, and shall pay, all legal fees and costs incurred by UCI and other individuals and organizations involved. I further agree that such claim or dispute arising from or related to the mission shall be settled by Biblically-based mediation (as specifically described in the then-current rules of procedure for Christian conciliation of the Institute for Christian Conciliation [1.406.256.1583](#)), and if not resolved by said mediation, by legally binding arbitration in accordance with the aforementioned rules of procedure for Christian conciliation.

I hereby further acknowledge my responsibility to provide my own insurance coverage of any and all types, including but not limited to, medical, hospitalization, life, disability, death, lost baggage, lost or stolen personal property, and any and all other insurance which I may need or desire. I also hereby release UCI and all leaders and organizations involved with this mission from responsibility to provide insurance coverage of any and all types. I hereby further authorize the leadership of UCI to make essential decisions on my behalf with respect to medical treatment, emergency surgery, or hospitalization, should such be necessary. However, UCI shall in no way be responsible or liable for payment of any and all such medical treatment. I assume the full responsibility for any and all medical bills incurred related to this mission. My estate and my family shall further assume full and total cost for the return shipping of my body should I die by any cause on this mission.

I have read and am in full agreement with this release and waiver, and fully understand that I am: waiving any rights I may have to litigate and sue, and instead accepting Biblically-based mediation to resolve disputes; accepting full responsibility for all insurance, and all medical costs; authorizing UCI to make medical decisions, if necessary; and agreeing to read and abide by all guidelines policies, and rules pertaining to this mission.

I further agree wholeheartedly to abide by any decisions made by leaders and those in authority.

Signature

(Applicant signature)

Parent or legal guardian signature(s) (If applicable)

HAITI MISSIONS PACKING LIST

LEADER items (in bold print)

Bible, **UCI leaders' notebook**, **CD's/cassettes and word sheets for worship music—or musical instrument(s)**, batteries, airline tickets, passports, immunization record, birth certificate, driver's license, paper, notebook, pens, pencils, **duct tape, computer copies of Scriptures used and forms for daily plans etc (copies can be made in Haiti)**., devotional, camera/film/extra batteries, **locked box for daily security for passports/money/team money/personal spending money available at the Mompremier's house** (and an envelope for each individual's), stationary/addresses for writing supporters/ family/friends and a **"letter to Jesus"**, **cake and frosting mixes for any team member birthdays.**

clothing for work/play/ministry

2-3 long shorts or jeans/capris for work and play on compound, T shirts, skirts/blouses/dress pants/shirts and/or dresses for ministry, 1 lightweight sweater/long-sleeved shirt, underwear, half slip, socks, tennis shoes, dress shoes or sandals, flip flops for showers, belt, hat or cap, pj's,

food (plan to share)

wrapped snacks like peanut butter buddy bars, granola/trail mix, mints, Crystal Lite or other dry drink mixes (for self and VBS), Gator Aid mix, dried foods, peanut butter, coffee creamers, Pringles, crackers for snacks. Cheese spreads, jerky, cookie mixes, rice and noodle mixes, Spam, canned ham, tuna or chicken in pouches for Sunday meal. Gravy, chili, spaghetti sauce mixes; pepperoni, cheese for the ladies in the kitchen to use for meals.

personal

prescription medications (especially antimalarial needed in Haiti) Aspirin/ibuprofen/Tylenol, wet wipes, towels, soap, shampoo/conditioner, brush/comb, head/sweat band, cosmetics, fingernail file/clippers/polish, deodorant, contact solutions, vanilla scent (a natural repellent), tooth brush in container, toothpaste, floss, personal insulated water bottle, razor, ear plugs if sensitive to noise at night, dryer sheets (act as a repellent),

"household"

bug spray, repellent, lotion, plastic line for laundry, clothes pins, flashlight, **TP**, alarm clock, (Sunblock available at UCI)

supplies for ministry (adults and children LOVE crafts of any kind)

VBS-style craft items, glue, glitter, scissors, stickers, construction paper, markers, crayons, pencils, colored pencils, craft kits for children and adults, useful tools (like paint brushes, paint rollers and tray, putty knife, saw, knives, chisel, wire brush, etc.), Miracle Grow (or Walmart equivalent) for gardens, Bibles and tracts in Creole to distribute (to be bought in Haiti--\$10/Bible), at least 1 pair of work gloves, children's clothes (especially t- shirts) for distributing at the nutritional center,

gifts

lotions, soaps, pads of paper, pens, cocoa mix, dish cloths, kitchen towel sets, covered plastic (like Tupperware), glasses/pitchers/containers, candles, candy—especially chocolate, toys for children, **perfumes**, good knives, pocket knives, household decoration, T shirts, tins, kitchen utensils, Christian CDs and DVDs,

other needed items

"kindergarten-type" items, sticky-tacky for hanging things on walls,, laminated posters of learning or inspirational kind, manipulatives, clear Contac paper, peanut butter, pre-sweetened Kool Aid, white chalk

Trip Tips

Plan to leave as many of your renewable supplies as possible for use in UCI ministries or by the missionaries. It is difficult and expensive to get many things we take for granted.

Pack most small items (especially food) in sealable Ziplock bags.

Keep all food items in sealed plastic (not glass) containers, Tupperware, or Rubbermaid—insect and rodent attractions.

Airlines won't allow sharp items in carry-ons, or aerosol cans in regular luggage.

Ladies, wear *minimal* makeup and jewelry. Less is better. No hair blowdryers.

Modesty in dress is never offensive—consider others' preferences before your own.

Leave photocopy of passport at home.

Dress up for Sunday church services—women-dresses and skirts (no sleeveless for church, please) , men-button-down shirt and slacks--many wear ties.

Unwrap new items to pack as they are more likely to pass through customs.

When filling out (on visa when going into the country) the reason for coming to this country, reply “visiting friends”. And when visiting Haiti, put as address: UCI, Caiman area, Bohoc, Central Plateau, Pignon, Haiti.

Take many small bills in to exchange—like \$5's or \$10's.

Give the missionary family FAMILY TIME!

Have a “weigh-in party” the day/evening before to get weight distributed amongst team members, make sure there are no unplanned overweights, and to avoid hassles at airports. It is advisable to have luggage with wheels so you can take care of your own and avoid hassles with luggage carriers and their tips.

UCI Short Term Missions How can I serve?

Evangelism

1. Church leadership training

2. Creating curriculum
 - small groups
 - Sunday school
 - children's ministry
 - youth ministry
 - lay pastors
3. Miscellaneous training in area of your expertise
 - evangelism/witnessing

4. Creative ministry
 - music
 - mime
 - drama
 - puppets
5. Preaching/teaching
 - churches
 - schools
 - music lessons
6. Bible and tract distribution
(must be bought ahead of time)

7. VBS, Bible clubs, children's ministries, day camps, sports camps, etc.
8. Conferences/seminars
 - women or men
 - youth
 - married couples
 - pastors
 - school teachers

Mercy

1. Distributions
 - clothing
 - food
 - school supplies
 - Bible school

2. Prayer walking
Visiting sick & praying

3. Clinics
 - vet
 - medical
 - dental
 - prenatal
 - nutrition
 - first aid
 - sports
4. Helping at the university

5. Conversational English
 - classes
 - informally
6. Visiting door-to-door
 - sick
 - orphans
 - elderly

7. Encouraging missionaries and nationals
8. Serving in any number of ways

Construction

1. Building projects
 - homes
 - churches
 - repair work
 - maintenance
 - playground equipment
2. Painting
 - maintenance

3. Planting/Nursery
 - trees
 - plants for food
 - grafting
(in season)
4. Helping in gardens
 - church gardens
 - family gardens
 - clearing fields
5. Furniture construction

6. Your area of expertise
 - mechanic
 - art
 - etc.
7. Road work
 - rock hauling
 - potholes
8. Digging ditches

UCI Evangelism/Mercy/Construction Ministries

The Team Leader(s) are responsible to accomplish this three-fold mission experience in conjunction with the goals, talents, and abilities of the team. It is important to communicate with the Field Facilitators, either pre-field or early on-field, to determine what will be done. Each team should be prepared to do some sort of ministry. It is not just a "trip" or a "vacation". It is mission.

1. **Evangelism** Ministry—**verbally** communicating the Gospel of Jesus Christ, using a variety of methods
2. **Construction** Ministry—working on hands-on building and construction and cleaning projects as needed
3. **Mercy (Service, Creative)** Ministry—mercifully demonstrating God's love to those hurting or in need in orphanages, hospitals, prisons, and infirmaries; providing helpful service to full-time missionaries, medical personnel, local pastors or educators, and local officials; allowing God to use the talents and imaginations of team members to share the Gospel in unique and creative ways (puppets, mimes, music, drama, sports, etc.).

UCI's ministries in Haiti may look like this:

EVANGELISM

1. Church leadership training and/or creating curriculums for

- small groups
- Sunday School
- children's ministry
- youth ministry

-lay pastors—This would be an obvious choice for the pastors that go on the mission. JeanJean would be happy to have someone take over his classes for a day or the whole week—whatever his schedule will allow. Teachers could choose their own topic after discussing it with JeanJean. JeanJean could ask the men from previous classes to come and listen, too, as this would be encouraging to them.

If another of the listed areas is interesting to team members, it would be easy to ask churches UCI works with to send representatives for a seminar. Training is highly valued. Food would be offered with any kind of training seminar. The cost is about \$30 a meal for about 20 people. To make it easier on the missionaries, the team should build these costs into the team budget. Also, it would be absolutely necessary to communicate with UCI ahead of time to allow for preparation of interpreter(s) —usually JeanJean or others that are available.

2. Miscellaneous training opportunities in an individual team member's expertise:

One example would be if a person wants to do a day or several days of instructing teachers, for example, it is fairly easy to gather interested people for a seminar as long as it is planned ahead. Another example would be for a nurse or doctor to do first aid training, teaching on nutrition, prenatal care, etc. Those gifted in mechanics (or any other area) could show how to make parts, fix parts, etc. Another area might be expertise in starting low tech businesses that would enable Haitians to make money on their own.

3. Door-to-door evangelism, visiting, and praying—can be included with prayer walks.
4. Preaching at churches on Sunday or mid week services.
5. VBS—this would have to be on a Saturday or after school when school is in session. This could be in one location or the same materials used for additional communities, usually where the nutrition centers are located.
6. Puppet ministry, etc.—the children that come to the nutrition centers (80+ children plus siblings and parents that bring them) for meals and crafts. The parents and siblings love to be included in the craft and other activities as well.
7. Music lessons of any kind are highly valued.

MERCY (SERVICE, CREATIVE)

1. Clothes distribution—Clothes could be given out to the families of the nutrition center or go to one of the UCI- involved churches and give to the needy in that church. This could be tied into a prayer/singing/children's ministry activity as well. If team members want to give their own clothes at the end of their time there, UCI can later distribute them.

Clothes from the US packed in suitcases would probably cost nothing in customs—just the cost of shipping them.

2. Clinics—would have to be done at the expense of the team, bringing in their own equipment and supplies as there is no current budget for this—or places to buy materials.
3. Food distribution—can be given to widows, the needy of the community, or another church. A big bag of rice costs around \$40 (and is constantly changing), a sack of corn a little less, and bulgur even less. A sack of beans costs \$40 (or more). These bags could be divided to provide several families a week of food. This is a nice gesture for a "missionary trip" to another church.
5. Conversational English—students love to use their English conversing with you and to teach you some Kreyol as well. University students enjoy teams taking the time for them to practice their English skills.
6. Crafts—Arts and crafts instruction is always welcomed. They need people sharing great ideas and materials. The focus is to find

crafts that could be sold so that Haitians can make more needed income--or crafts that can be done with national materials.

7. Training in the area of team members' expertise

CONSTRUCTION

1. Building projects--Depending on the time factor, houses, dorms, and churches could be constructed, foundations poured, or cement floors put in. Corrugated sheets could be put on a roof. Walls could be put up, or an expansion started. This would be especially helpful in churches that only have palm branches for walls or roofs. The UCI campus also has ongoing needs.

2. Painting--Different churches and houses. If the paint is supplied (at somewhere around \$6 a gallon), there are endless projects and needs. There are doors, windows, walls, benches, and buildings that need painted. Be sure to supply paint, supplies, and bring proper clothes.

4. Planting--This needs to be done during the season when rain will help trees or other plants to grow. From May on is a good time to plant.

5. Gardening--Bringing in Miracle Grow, helping weed and water, clearing areas of rocks, helping plant--all jobs that go on constantly. The UCI nursery always has work to do, including composting and sifting out rocks.

6. Furniture--Shelving is needed. Chairs, benches, tables, desks, beds could be constructed.

7. Various jobs in your area of expertise--Tell UCI your expertise, interests, even hobbies, ahead of time, and they will try to find a niche for you.

OPPORTUNITIES FOR FUN

- visit with nationals--friends, neighbors, relatives

- visit national churches

- hiking up the mountains, exploring nearby caves

- market day

- visit other missionaries and their projects in the area

- visit various gardens, pump coops, and other growing projects--and help out

- work alongside the missionaries

- serve people

DAY TRIPS

-Citadel--This could be done especially on the last day of longer trips, and then stay in Cap Hatien in a hotel for debrief and next morning's flight. A taptap can be rented (\$150) to take you up the winding road to this fortress. It is approximately \$20 (or more--you have to negotiate and use a guide) for a donkey ride up (about 3 miles). Staying at a guest house in Cap costs about \$50 per person with the food included, but reservations must be made ahead of time. Hotels are about \$150 per room--which can be shared. Details would have to be worked out ahead of time.

- Beach--this would take extra money--about \$150 extra for a day, including meals.

- A day in the city--this would be done if a team decided to go to a guest house or hotel.

- Different ideas? Let them know. They want to please and are pleased you are coming.

WISH LIST

- construction of school buildings

- Motorcycle--for use in reaching communities not accessible by road. It would save wear and tear on their vehicles.

- Good vehicles--costs to ship and for customs as well

- Bicycles--for those that come long distances, saves on fuel costs.

- Bibles in Kreyol-- for distribution.

- Musical instruments--accordions, guitars, keyboard, basic sound equipment, etc.

- Baptismal

- Paint and painting supplies

- 4-wheelers

- books (in French), educational materials for the school(s) ETC.

Haitian Creole (Kreyol) Common Words/Phrases

Kreyol

Ayiti
Bonjou
Koman ou ye?
Mwen byen
Kote
Bonswa
Mwen renmen ou
Wi
Mwen rele
M'pa kompran
Kombyen
Twop
Mwen pedi
Mwen grangou
Li bon
Mwen vle
Mwen bezwen
Non
Bon nwit
Aiyayai
Mwen
Ji
Ji yo
Fi
Pran
Se
Ka, kap, ,kab, kapab
Kepsyon
Kisa
Ki
Pa
Ti
Gwo
Bib
Rouj, wouj
Ble
Vet, vert
Nwa
Maron
Gri
Vyolet, mov
Jon
Woz
Zoranj
Blan

English

Haiti
Good morning
How are you?
I am fine.
Where is ____?
Good afternoon (Bon =good)
I love you.
Yes
My name is _____.
I don't understand (comprehend).
How much?
Too much
I am lost.
I am hungry.
It's good.
I want _____.
I need _____.
No
Good night
Oh my goodness!
Me, my, I, mine
Juice
Juices (yo=plural, comes after word)
Girl
Get
Is
Can, capable
Question
What?
Which?
Not (comes after)
Little
Big
Bible
Red
Blue
Green
Black
Brown
Gray
Purple (violet)
Yellow
Pink (rose)
Orange
White

Haitian Creole (Kreyol) Sounds (as compared to English sounds)

a=ah

b (same)

c=sh

d=almost a “dj” sound

e=long a

e=short e

f

g=always hard, gn=ny as in canyon

h

i=long e

j=soft z as in treasure

k

l

m

n=back of throat, nasal except when it has grave, then English n

o=long o

p

no q in Creole

r=not rolled, but in back of throat almost like English w

s

t

u=oo, as in you, mostly seen as ou

v

w

x=eeks

y

z

ch=sh

o=aw as in saw

ou=oo as in food

oua=wa as in watt

an=ahn as in alms

en=as in Chopin

on=long o, like in own

in=an

Haitian Creole (Kreyol) Numbers

0=zewo (z, long a, w, long o)	60=swasant
1=en/youn (long a)	61=swasant en
2=de (long a)	70=swasanndis (60, 10)
3=twà	80=katreven
4=kat (kaht, caught)	90=katreven-dis (80, 10)
5=senk	100=san
6=sis	101=san en
7=set	150=san senkant
8=wit	200=de san
9=nef	500=senk san
10=dis	1000=mil
11=onz	2000=de mil
12=douz	
13=trez	
14=katoz	
15=kenz	
16=sez	
17=diset (10,7)	
18=dizwit (10, 8)	
19=diznef (10, 9)	
20=ven	
21=venteyen	
22=vennde	
23=venntwa	
24=vennkát	
25=vennsenk	
26=vennis	
27=vennset	
28=ventwit	
29=ventnef	
30=trant	
31=tranteyen, etc.	
40=karant	
41=karanteyen	
42=karantnnde, etc.	
50=senkant	
51=senkanteyen	
52=senkantde, etc	

The Seven U.S. Standards of Excellence in Short-Term Missions

UCI seeks to integrate and apply these standards into each stage of team preparation and ministry.

Explanation: UCI is committed to the U.S. Standards of Excellence (SOE) in Short-Term Mission. Representatives from U.S. mission agencies, schools, and churches that send short-term missionaries developed the SOE criteria. This common set of standards helps ensure that individuals or teams sent by U.S. organizations pursue excellence at every stage of their outreach. Training, resources, peer input, data collection, and accountability all are requirements of SOE membership. In agreement with SOE, UCI is committed to do short-term mission well—from preparation to follow-up.

An Excellent Short-Term Mission is Characterized By:

1. God-Centeredness

An excellent short-term mission seeks first God's glory and His kingdom, and is expressed through our:

Purpose—centering on God's glory and His ends throughout our entire short-term mission process

Lives—sound Biblical doctrine, persistent prayer, and godliness in our all thoughts, words and deeds

Methods—wise, Biblical, and culturally appropriate methods that bear spiritual fruit

2. Empowering Partnerships

An excellent short-term mission establishes healthy, interdependent, on-going relationships between sending and receiving partners, and is expressed by:

Primary focus on intended receptors

Plans that benefit all participants

Mutual trust and accountability

3. Mutual Design

An excellent short-term mission collaboratively plans each specific outreach for the benefit of all participants, and is expressed by:

On-field methods and activities aligned to long-term strategies of the partnership

Goer-guests' ability to implement their part of the plan

Host-receivers' ability to implement their part of the plan

4. Comprehensive Administration

An excellent short-term mission exhibits integrity through reliable set-up and thorough administration for all participants, and is expressed by:

Truthfulness in promotion, finances, and reporting results

Appropriate risk management

Quality program delivery and support logistics

5. Qualified Leadership

An excellent short-term mission screens, trains, and develops capable leadership for all participants, and is expressed by:

Character—spiritually mature servant leadership

Skills—prepared, competent, organized, and accountable leadership

Values—empowering and equipping leadership

6. Appropriate Training

An excellent short-term mission prepares and equips all participants for the mutually designed outreach, and is expressed by:

Biblical, appropriate, and timely training

7. Thorough Follow-up

An excellent short-term mission assures debriefing and appropriate follow-up for all participants, and is expressed by:

Comprehensive debriefing (pre-field, on-field, post-field)

On-field re-entry preparation

Post-field follow-up and evaluation

UCI Team Leader Responsibilities

Outside the Team

Many leaders would prefer not to deal with outside hassles, expectations, and organizational communication. Remember to always be FLEXIBLE! Nothing is static, and what works one time may not work in a future situation. Although we plan through prayer, God still seems to use mistakes and errors as one of His greatest teaching tools. Flexibility, understanding, patience, a willingness to forgive and to ask forgiveness—coupled with an ever present commitment to work on interpersonal relationship and communication skills—are critical for any leader wanting to be used by God in UCI team leadership roles.

Inside-Team and Outside-Team Responsibilities

Team leaders have responsibility in the following general categories of leadership functions:

1—*Decision Making*—always in conjunction with the Field Facilitators (usually the missionaries) and your Sending Partner Leaders.

2—*Crisis Resolution*—always in conjunction with the Field Facilitators and Sending Partner Leaders.

3—*Routine Problem Solving*—you will always encounter problems this side of heaven.

4—*Leadership Selection and Training*—looking for and recruiting team members with leadership potential; working with and modeling Team Leadership.

Dismissal of a Team Member

In rare cases, a team member can be sent home at his or her own expense. Grounds for dismissal are (these are listed in the application agreement, and the Team Leader has the authority to make the final decision, usually along with the Field Facilitator):

- smoking
- drinking alcohol
- using, selling, purchasing, or possessing any illegal narcotics
- creating serious problems within the team

General Areas of Caution (Share with Team Members as needed)

Political—Never speak against a national government or leader; if you have questions, talk with the Field Facilitator at an appropriate time.

Donations—If you discern a specific need, consult with the Field Facilitator before trying to meet it. This includes handing out money, gifts, clothes, and even candy. It's important to avoid creating dependency on missionaries and future teams to provide for ongoing needs.

Theft—Keep your belongings safe at all times. Make sure your money is hidden and secure. Men, keep your wallet in your front pocket, never your back pocket. Women, wear your purse in front, with your hand on it. Better yet, wear a money belt. Money is a huge temptation in a country where there is little.

Empty Promises—Never make promises you won't keep. Be people of your word. For example, don't promise to send an item, or take a person's address unless you are certain you will write to them.

Invitations—Never invite nationals to your country, home, or church. It is difficult and expensive to get passports and visas, and we do not want to raise false hopes. Statements like "It would be nice if you could visit the US" or "You'd like it back in Orange City" can be easily misconstrued as invitations.

Dating—For purposes of integrity, team unity, and to avoid damage to the missionaries and national church and community where your team will work, we ask for no dating throughout your mission. This includes new couples and couples already dating. Couples must express only their platonic friendship while on the mission. All forms of physical contact (hand holding, kissing, hugging, sitting on laps, etc.) are prohibited both in public and in private. This is part of being a living sacrifice for the mission. Married couples, however, are a different matter. It is good for many countries to observe affection and respect of spouses for one another.

Technology—Leave all portable music devices and personal electronics at home (this includes everything from

MP3 players to laptops to cell phones). We encourage you to use your time on the field to build relationships with other Team Members and nationals—and to deepen your relationship with Christ. Possible exceptions would be Team Leaders bringing devices for safety and for devotional/worship times.

Fund raising—Fund raising can leave you emotionally drained, but it can also bring Team Members together. Give your team periodical updates and progress reports on your latest fund raising activity before planning the next one. Remind the team that the Lord is faithful and will provide for every need.

Clothing—Consider other’s preferences for modesty before your own. The Team Leader has final say in all clothing decisions, especially regarding modesty and appropriate clothing. Swim-wear and sleep-wear are worn in designated locations only. Men wear shirts at all times (even during construction—swimming is an exception), and women, bra straps should not show and minimal jewelry and make-up are a sign of respect. Immodest clothing can hinder the effectiveness of your ministry, so make the short time you spend on the mission the most productive, God-honoring time possible.

Non-negotiable Responsibilities

1. On-location training
 - *site orientation and site tour—often with Field Facilitator
 - *national bonding
 - *evangelism and cultural orientation
 - *language
2. Scheduling
 - *overall schedule done with Field Facilitator
 - *overview of outreach
 - *daily schedule for Team Members
 - *other schedules (devotions and cleaning rotations, etc.)
 - *balance of ministry activities (evangelism, construction/physical/mercy/creative/service)
3. Daily Devotions AM and PM
 - *5 minute (+ or -) Team Member devotions
 - *prayer
 - *singing
 - *Team Leader teaching (AM or PM)
 - *daily debrief—relating to daily events or teaching
4. Administrative
 - *field budget administration and accounting—both money and record what was done for the day—often can be done on the daily schedule
 - *leadership meetings with Team Leader(s), Field Facilitator,
 - *on-field evaluations
5. Debrief
 - *re-entry
 - *de-brief, what to expect back home
 - *co-commitments
 - *pray together and say goodbyes to people and surroundings
 - *future meeting where you relate experiences and share pictures

UCI Team Leader's Pre-Arrival Checklist

- 1-UCI Team Leader's Notebook, Bible
- 2-Airline tickets or copies of e-ticket numbers and air travel itineraries
- 3-Daily planners, various schedules, personal journal, check packing list
- 4-Envelopes and stationary in plastic bag (for "letters to Jesus")
- 5-Copies of registration forms
- 6-Team money for on-field budget plus extra small bills for exchanging, tips, etc.
- 7-Guitar/music/player if acting as worship leader
- 8-Final accountability report, evaluations, etc.
- 9-Copies of team members' passports
- 10-Field hosts names, address, phone numbers

Team Leader's On-Field Travel Checklist

- 1-First aid kit (prefer that someone on team has it)
- 2-Plastic bags (Ziplock type and shopping bags)
- 3-Matches
- 4-Flashlights, batteries, bulbs
- 5-Drinking water
- 6-Guitar/music/player if acting as worship leader
- 7-Devotions schedule and other team schedules
- 8-Bibles and tracts for distribution
- 9-Construction tools
- 10-Copies of team members' passports and airline tickets/numbers, itineraries, etc.

Finances

Record Everything!

As a UCI Team Leader, you are responsible for directing and administering all overseas team-related finances while on the mission field with your team. *Every dollar that exchanges hands must be accounted for.* Receipts are not absolutely necessary as they are sometimes hard to get, but make sure you account for every dollar daily—then you won't forget where it went a week or two later. Any and all separate income must be recorded, and you will turn in your completed report at the end of your trip. Record all income and expenses on the appropriate Road Cash Report in the manner prescribed.

Trucker's Wallet or Waist Bag

The Leader should use a trucker's wallet or waist "fanny pack" bag, and keep it secured at all times. This can be done with a locked suitcase, or sometimes a safe. Team cash (their spending money—and you should request that each bring in *only small bills* for any spending they will do), receipts, and 1st Posting System should be secured as well. You will also keep the Team's passports, immigration papers, airline tickets, etc. in this secure area. You might want to have separate envelopes for each team member for their documents, cash, etc. for each team member for ease in keeping track. It is NOT recommended each team member keep their own.

1st Posting System

Use post-it notes, the back of an envelope, note cards—whatever works for you—to record any cash transactions. Include just these three things on your card: 1) Date, 2) Description, and 3) Amount. Every evening, transfer this information to your Road Cash Report.

Road Cash Report

Every evening post all financial transactions directly from your personal 1st Posting System. Code each transaction with the Financial Code, and strike a final balance at the end of the day. There may be days when no posting is necessary if no cash has exchanged hands. Your biggest time will be at the beginning of the trip when you pay UCI if your church has not taken care of that in advance. All expenditures will be recapped in the final Team's budget report.

Cash Transfers

Cash is considered transferred "in" (credit) to the Road Cash Report after cashing a check to obtain cash. Cash is considered transferred "out" (debit) if you give any amount of cash to any UCI staff member who is also keeping a similar cash report (in this instance, as you transfer "out", the other person would be transferring cash "in" on his/her cash report).

Income

Normally, you will receive little, if any, income. Do not accept any cash gifts or donations from anyone unless it pertains to your team or an approved project. You would then have to record the giver's complete name and address, including zip code. Instruct givers that giving is normally given to UCI direct. Any gift should be accepted only after approval from UCI.

Foreign Currency

Post all money figures using local currency if you are paying in local currency. If you have a conversion problem, UCI staff will help you with conversion rates to gourde and Haitian dollars (5 gourde=\$1 Haitian dollar=? US dollars). The exchange rate changes often, so check what is current.

UCI Devotions on the Field

Devotional style and format:

1–daily announcements

2–open with prayer

3–singing, worship together

4–team member led devotional–only has to be 5 minutes or so–share what the Lord has been saying to you or a “God sighting” for that day

5–teaching by team leader or host

6–discussion questions to debrief the day–go around the circle so all participate

7–close in prayer–open prayer for everyone to have a chance to pray and leader close in prayer

Journal

Day _____ Date _____

Highlight(s) of the day _____

Write about your devotions today _____

How did God use you or work through you today? _____

MY DAILY JOURNAL

Name: _____

Dates: _____

Place: _____

UCI Team Evaluation Form

Your name and date _____

FF=Field Facilitator(s), the missionary(s) on the field that hosted the team

TL=Team Leader(s), the person(s) that led the team to and on the field

This form is to be filled out by all who participated in the mission and given to the TL after debrief to relay on to the FF. TL is to make this form available to all participants. Rate each question on a scale of 1-5 (1=lowest, experience was lacking; 2=okay, but needs some improvement; 3=average and overall pretty good; 4=above average experience; 5=excellent). You are also invited to comment on each area.

1. The FF were well-organized , providing good leadership and preparation before the team arrived. 1-2-3-4-5 _____

2. You had safe drinking water throughout this mission. 1-2-3-4-5 _____

3. The team had well-balanced meals. 1-2-3-4-5 Were there any concerns with the food preparation? _____

4. Transportation and accommodations were adequate. 1-2-3-4-5 _____

5. The schedule included a good balance of the three categories: construction/mercy/evangelism. 1-2-3-4-5 _____

6. The team had enough time for daily morning and evening team devotions. 1-2-3-4-5 _____

7. We communicated well with the FF and interpreters. 1-2-3-4-5 _____

8. Please rate the FF. 1-2-3-4-5 Share anything you would like about the FF. _____

9. Did your FF and TL organize the schedule well? 1-2-3-4-5 Did you need more time for anything? _____

10. The team was prepared ahead of time for construction/mercy/evangelism. 1-2-3-4-5 Do you have any suggestions for the TL for their future planning and preparation? _____

11. The team was prepared cross culturally. 1-2-3-4-5 Do you have any suggestions to add to the pre-field team training that would help teams be better prepared? _____

12. The team met my expectations. 1-2-3-4-5 The team's ministry was well-received by the Haitians. 1-2-3-4-5 _____

Rate your TL. 1-2-3-4-5

Name(s) _____

Priorities:

- Adding a 2nd story to the Girls' Dorm -- \$45,000 (cement and sand have increased in price)
- Adding a 2nd story to the Boys' Dorm -- \$45,000
- University Scholarships -- varies according to degree from \$1080--\$1600/year
- General Fund -- funds all the on-going ministries such as nutrition centers, agricultural projects (tree nursery, demonstration gardens), employee salaries (over 100), national missionaries (3), fuel, taxes, Mompremier's salary
- New High school building with 7 classrooms -- \$70,000
 - Land for high school building \$5000

Other Projects:

- Elementary scholarships -- \$10/month (pays for tuition and helps with the school lunch program)
- Irrigation Pumps -- \$1000 (for generator, tubing, and wheel barrow) for association of 5 farmers
- Cement floors -- \$300
- Complete house -- \$5000 for a 4-room house with a porch--cement floor, tin roof, doors and windows
- Latrine/shower -- \$250
- Purchase a motorcycle for a pastor -- \$1000
- Fund a nutrition center -- \$125/month to feed 30 kids 3x/week
- Goats are \$40 each

Other on-going needs:

- Laptops for university students to rent
- Shoes for school children
- Backpacks for school children
- Peanut Butter for school lunch program
- School supplies such as white chalk, dry erase markers, construction paper, craft supplies, clocks for school rooms, math/geometry supplies,
- French books for libraries (elementary and university)
- Clinic supplies

Food Distribution

- 220 BIG bag of rice (Around \$25 US)
- 70 1 big can tomato paste (Around \$8 US)
- 70 1 large container of oil (Around \$8 US)
- 110 little bag of rice (Around \$12 US)
- 500 BIG bag of beans (Around \$55 US)
- 120 box of bouillon cubes (Around \$13 US)