



United Christians International

**SHORT TERM MISSION
Leader Guide**

Mission and Strategy	3
UCI Team Leader Responsibilities	4
Inside-Team and Outside-Team Responsibilities	4
Non-negotiable Responsibilities	4
Roles and Responsibilities: Spiritual Development	7
Roles and Responsibilities: Recruiting Your Team	7
Roles and Responsibilities: Communication	8
Roles and Responsibilities: Involving Others	9
UCI Mission Trip Costs	11
Finances	12
Travel Information	13
Health	13
UCI Mission Trip Application	14
Haiti Missions Packing List	14
Trip Tips - What to know before you go	19
How can I serve?	21
Evangelism	21
Mercy (Service, Creative)	21
Construction	22
Leader Checklist	22
Links available to Team Leader:	25

Mission and Strategy

Thank you for partnering with UCI by leading a trip to serve in Haiti. By serving as a trip leader, you are helping fulfill UCI's vision:

- Teaching the Word of God
- Equipping Future National Leaders through Education and Training
- Uniting Christians around the World

Going one step further, our vision is for UCI trips to be opportunities for people to pursue spiritual growth while serving and sharing the gospel with the people of Haiti.

Everything you do as a trip leader should be focused on the overall mission and vision of UCI. It is your job as the team leader to cast vision and keep your team focused throughout the trip process.

We want to empower you to lead your team with that end in mind. Our hope is that this leader guide will give you the tools, knowledge, and understanding to do this. Thanks again for the difference you are making in the lives of the people you will serve on your team as well as in Haiti.

God Bless,
UCI Team

UCI Team Leader Responsibilities

Leading a mission team is an important privilege. The character of the leader will establish the dynamics of the entire team. One key characteristic required for leading a team to Haiti is FLEXIBILITY. 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.

Non-negotiable Responsibilities

1. **Required Pre-Trip Training** - Leading a team to serve in Haiti will be a fulfilling but sometimes tiring endeavor. The better trained your team is, the successful and God glorifying your time in Haiti will be. The fewer culture clashes we encounter or cause, the more we will allow the Spirit to flow through us and the better witnesses we can be of the gospel. Being called to missions, even short-term, will require some sacrifice on everyone's part. In addition to the financial and time cost, team members may need to adjust their words, actions and dress while in country to better reflect or respect the Haitian culture. Adhering to these will allow you to be a better communicator of the gospel, as our American/Canadian cultural norms will be less likely to get in the way. Please train your team members in all these areas.
 - a. **Political**—Never speak against a national government or leader; if you have

questions, talk with the Field Facilitator at an appropriate time.

- b. 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.*
- c. Theft**—Keep your belongings safe at all times when leaving the mission compound. 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. While at UCI, a lockbox is available for team use.
- d. 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.
- e. 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 Iowa, California, etc" can be easily misconstrued as invitations. Never give out your phone number. And only give out your email addresses or social media information with direct approval from JeanJean and/or your team leader. Access to your social media AND all of your contacts can easily be abused. (Young ladies: Some young men can be very persistent in asking. Simply tell them that the Field Facilitator has your contact information and they may ask him for it. They will then know that you are aware of how inappropriate the request is.)
- f. 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.
- g. Friendships with the opposite sex-** *Team leaders - you are responsible for training your team, monitoring this and stepping in when needed.* Especially among young people, be very, very careful and discerning with all interactions with the opposite sex. Many Haitian youth's attitudes about Americans is fueled by movies and advertisements and Americans (especially young women) may be viewed as being loud and easy. What Americans see as super friendly and open or even a bit flirty will be viewed by Haitians as aggressive or even loose. In general, please try to develop friendships with your same gender, being polite in all situations, but not pursuing friendships with the opposite sex.
- h. Technology**—*Team leaders are responsible for monitoring appropriate use of electronics and WIFI and understanding and communicating how misuse may be detrimental to the unity of the team.* Please exercise limited use of electronics, especially phones for texting, calling, facetimeing and social media usage. 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. While the internet is more reliable than previously, it is also a precious resource and vital for the ministry to function effectively. Teams may not monopolize the WIFI. The WIFI will be made available to teams from 12:00pm to 2:00 pm and from 4:00pm to 7:00pm.

- i. **Clothing**—Once again, team leaders are responsible for training and monitoring this.* Consider other's preferences for modesty before your own. The Team Leader has the 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 minimum jewelry and make-up are a sign of respect. Immodest (according to Haitian culture) 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. Pay special attention to appropriate clothing for church—Knee length skirts and covered shoulders for women and shirts with a collar, dress pants, and closed shoes for men.
- j. **Evangelism** and [cultural orientation](#)*
- k. **Rules** and guidelines for the dorm: Please review the [On-site rules at UCI](#) during training and once on location*

*I, _____ and I, _____
have read through and understand these Team Leader
Responsibilities. I will train, encourage and monitor all
members of my team in all these areas and use prayer and
this document to empower me to lead in a God-glorifying
way.*

- 2. **Scheduling** - Keeping in mind to balance ministry activities of evangelism, construction, and mercy/creative services.
 - a. **Overall schedule** done with Kristie. A [typical weekly schedule](#) can help understand normal
 - b. **On site tour** - often done with Kristie and review on-site rules
 - c. **Daily schedule and signups** for team members including Devotions, Kitchen Duty, Dorm cleanup, etc.
- 3. **Daily Devotions** AM and PM team member devotions typically include scripture, prayer, singing, and daily debrief.
- 4. **Administrative**
 - a. **Field budget administration and accounting**—both money and record what was done for the day—often can be done on a daily basis
 - b. **Leadership meetings** with Team Leader(s), Field Facilitator

c. On-field evaluations

5. 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 and responsibility to make the final decision, usually along with the Field Facilitator):

- a. Smoking or vaping
- b. Drinking alcohol
- c. Using, selling, purchasing, or possessing any illegal narcotics
- d. Creating serious problems within the team like fighting or immoral behavior.

6. Debrief

- a. Pray together and say goodbyes to people and surroundings
- b. [Re-entry and De-brief](#), what to expect back home
- c. Be aware some people will not want to hear about your experience.
- d. Arrange future meeting with your team to relate experiences and share pictures.

Roles and Responsibilities: Spiritual Development

For trips to be opportunities for people to pursue spiritual growth, we desire for you to diligently pursue your own personal relationship with Jesus Christ. Whether you choose to use the devotions provided, Bible study curriculum, or develop your own team devotions, we ask that you prioritize spiritual development as part of this process. Whichever you choose, we hope this will be a great way for you to connect and prepare your team spiritually before your trip. Use your meeting times as a chance to cheer on their skills and development and possibly share the gospel with those on your team.

Roles and Responsibilities: Recruiting Your Team

Our desire is for each trip to provide opportunities to model and develop healthy relationships through serving. As the leader, you begin this process by selecting and recruiting your team. Beginning with prayer, ask God to open your eyes to people whom He would want you to bring.

We want you to select the best team possible in order to fulfill the mission to which God has called you. When putting your team together, look for people who have the potential to be assets to the team and have a desire to serve.

For example, starting with a couple of experienced team members is helpful, especially if you have multiple members who have never been on a mission trip before. There are many different ministries at UCI, so there is always a place for people to serve. With that in mind, here are a few other things to think about when putting together a team:

- **Medical Problems-** Make sure the person can withstand the mental and physical rigors of the trip.
- **Wrong Motives-** Wrong motives can lead to crippling problems later on in the trip (for example, a desire to sightsee or experience a different culture that is greater than a desire to serve can cause problems).
- **Unwise Decisions-** You may have an applicant who is significantly at risk by going on a trip. Don't let this experience cause someone to lose a job, suffer financially, or stress relationships at home.
- **Emotional Difficulties-** A person may not be ready emotionally for a cross cultural trip
- **No Personal Relationship with Jesus Christ-** It is preferred that each team member have a personal relationship with Jesus Christ. If there is someone you want to take that does not, please take the time to discuss individual details with Kristie at jeankris@ucihaiti.org

Especially regarding the last two risk factors, keep in mind that the issue of spiritual warfare is a reality in Haiti as vodou is practiced regularly. A team member who is not secure in their faith or is at a time of significant emotional weakness may not be ready for a trip.

Remember, every team member is required to fill out an application and waiver. No application=no plane ticket! This information is critical to ensure that each team member is logistically and physically cared for as well as protecting the UCI ministry.

Roles and Responsibilities: Communication

As the leader, part of your role is to make sure you are communicating with three main groups:

UCI Staff: To help prepare you for your trip, Kristie and Molly would like to meet/talk with you 3-4 times before the trip and one time after the trip.

- **Step 1-** Discuss with Kristie the scope of the trip in order to effectively plan and cast vision before your first team meeting. You will also tentatively set the dates for your trip and look at possible project list.

- **Step 2-** Discuss with Molly team training, logistics, and team dynamics. Will also discuss team financials and processes for getting funds to UCI and Haiti. Molly will give you a Trip ID# that can be used for the Team's individual application process.
- **Step 3-** Debrief with Molly 5-10 days after trip to discuss surveys and next steps.

Supporters: Supporters are an important part of your team. To help them feel more involved, it is a good idea, if possible, to communicate with them while on the trip. Having a team blog is a very effective way to communicate with supporters, church, and family. Email updates with pictures are also a great idea. And please don't forget to thank all of those who donated to the trip or projects when you get home. An official-handwritten thank you card is a bit lost these days, but so warmly received.

Team: Since the time together as a team is short and we wish to encourage those relationships, frequent communication with your team is important. Here are a few ideas for staying in touch:

- Share what you are studying, learning, or praying for and what God has been teaching you in preparation for the trip
- Schedule and explain the importance of attendance at pre-trip training meetings
- Effectively communicate itinerary and fundraising events
- Share encouraging stories and ways you can share UCI's vision after you get home

Roles and Responsibilities: Involving Others

As your team members take ownership in this process and become involved, they may feel more connected to the ultimate mission of the trip if they can take part in planning process. Here are some examples of team responsibilities.

Apprentice: Someone you are training to lead a future trip. Developing the next generation of leadership doesn't just happen. It takes intentionality. For UCI, this model is essential in order to expand the news of Jesus all over the world. You can partner in this

vision by pouring what you know about leadership into someone else on your team. To do this, identify your future leaders early in the process and include them in all steps. This sets them up to potentially take on a future trip as a team leader.

- Project Manager:** Helps plan and make sure any stateside projects are complete, such as VBS crafts, supplies, coloring pages, packets for training, etc.
- Security Specialist:** Responsible for making sure everyone on the team is aware of the security information and guidelines of the trip.
- The Writer:** Create and update a team blog while on the trip. Collect an email distribution list with names of team members, supporter, family and friends for prayer and email updates. Write a follow up article for church publication or to share with UCI staff.
- Country Specialist:** Throughout the preparation process, this person shares cultural, historical, and current events about Haiti.
- Team Coordinator:** Creates and plans team-building activities for meetings
- Team Photographer:** Responsible for capturing your team's adventures on camera and compiling these and other team member's photos to share with friends, family, or church

UCI Mission Trip Costs

1. Team Fee of \$50/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 4 weeks before your trip (the sooner the better☺ so it can be deposited directly to Haiti before your team gets there)

What does the Team Fee cover?

- on-field accommodations and meals (Bring and prepare your own food for Sunday Lunch & Dinner)
 - laundry (done by hand) and cleaning in dorm
 - 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 by emailing ucitreasurer@gmail.com)
 - on-field leadership, translators
 - guards on the UCI-Haiti compound
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. Paid in cash when arriving at the airport.
 4. Air Transportation from US/Canada to Haiti: (more [Details about Transportation](#))
 - A. Private Missionary Plane MFI (Missionary Flights International—smaller Plane from Florida, not available everyday
 - B. Commercial airlines such as American Airlines (Port-au-Prince or Cap Haitian), Spirit, Delta, Air France, etc. .
 5. Transportation from airports to UCI: (more [Details about Transportation](#))
 - A. Flying to UCI with MAF (Mission Aviation Fellowship), typically from Port Au Prince to Pignon
 - B. Ground travel to UCI:
 - UCI bus for \$400/one way trip
 - van for \$200/one-way trip
 - taptap pick-up for \$150/one-way trip--useful for excess luggage
 - UCI vehicles for \$125/one-way trip
 6. Out-of-pocket expenses—you should plan for some souvenirs, offerings to national churches, optional honorariums (\$20-whatever), some meals 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.)

Finances

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. You may also choose to have a member of your team be responsible for this element of the trip. In order to honor those sending you and in order to help UCI maintain its high standard of integrity you must be an excellent steward.

Here are some recommendations to help plan and account for your finances:

1. *Record Expenses Daily*--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.
2. *Keep cash in a safe place*-- A trucker's wallet or waist "fanny pack" bag, and keep it secured at all times. A locked box for daily security for passports/money/team money/personal spending money available at the Mompremier's house
3. *Use Envelopes to help stay organized*--For example if your team would like to purchase Sunday dinner from Louismene for \$7 per person, then put the right amount of cash into an envelope labeled "Sunday Dinner" and give it to Kristie when you arrive, so Louismene can purchase the food.
4. *Typical Cash needs for a trip (many of these are optional)*
 - a. *Tourist Fee - \$10/person (required)*
 - b. *Luggage carts in airport \$2/cart*
 - c. *"Tip" for luggage attendants \$20-\$50*
 - d. *BBQ Chicken Dinner from Louismene (Sunday night) - \$7/person*
 - e. *Food Distribution \$100/team (small bills to buy food at market to share with those in need, coordinate with Kristie)*
5. *Personal Cash information found in Packing List*

*All checks should be payable to United Christians International (UCI). For donations to be tax-deductible, team members' names or trip numbers 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.

Travel Information

Who makes the travel arrangements?

The Team Leader is responsible for arranging air travel for the team. This can be done independently or by a group travel agency. See link for additional contact information.

Important travel notes:

When planning your air travel, remember all team members **must** 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.

Health

Immunizations & Medications

Each team member must contact his or her family doctor. You should also know your blood type. Refer to the Center for Disease Control (CDC) recommendations for Haiti at www.cdc.gov.

1. Immunizations
 - a. **Required:** Tetanus (within the last 10 years)
 - b. **Optional:** hepatitis A and B, current flu vaccine
 - c. **Not Required, but talk with your Dr. about:** Typhoid (it has never been seen in the Central Plateau of Haiti)
2. Medications
 - a. **Malaria:** There are several options to consider:
 - i. Chloroquine (We typically use this one)
 - ii. Doxycycline
 - b. **Diarrhea:** Cipro, Doxycycline (also for Cholera), Azithromycin, and Imodium(OTC)
3. **Prescriptions:** Take enough of the prescriptions you usually need to last the whole trip. If you need to take medications at specific times of the day with food, bring some snack foods in Ziplock bags so you have something you can eat whenever necessary.
4. **Over the Counter:** You may want to bring Aspirin, Tylenol, or other pain killers, Ex-Lax(the meals can be quite starchy) or Milk of Magnesia, Immodium, cough drops, decongestants,etc.
5. **Vitamins and nutritional supplements:** Bring what you usually take at home.

UCI Mission Trip Application

[LINK to Application](#)

MISSION TEAM APPLICATION FORM

United Christians International (UCI) - Haiti
 Box 862, Cherokee, Iowa 51012 and Haiti

Today's Date		Dates of your team's trip	Depart		Return	
Trip Leader(s)			Trip # (from UCI treasurer)			

Name as appears on passport				Nickname??		
(First/Middle/Last)						
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Age*				
*at time of trip						
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/Prov)	(Zip Code)	(Country)
Telephone	Primary		Secondary(optional)		
(Area code + number)					

Haiti Missions Packing List

Leader Items

- | | |
|--|--|
| <input type="checkbox"/> Bible | <input type="checkbox"/> Batteries (for flashlights, D for fans) |
| <input type="checkbox"/> Airline tickets | <input type="checkbox"/> Pens/Pencils |
| <input type="checkbox"/> Passports | <input type="checkbox"/> Duct Tape |
| <input type="checkbox"/> Immunization Record | <input type="checkbox"/> Copies of Scriptures used and for forms for daily plans |
| <input type="checkbox"/> Copy of Birth Certificate(On phone or computer) | <input type="checkbox"/> Devotional |
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Camera |
| <input type="checkbox"/> UCI Leader's Notebook | <input type="checkbox"/> Musical Song Sheets for team Worship (Guitar available) |

Clothing for work/play/ministry

- T shirts
- Skirts/dresses (top of knee appropriate--no minis)
- Women-nice skirt and blouse for church
- Blouses/shirts
- 1 lightweight sweater/long-sleeved shirt
- Underwear
- 2-3 long shorts (longer than fingertip length--running/soffe shorts appropriate for dorm only)
- Jeans/capris for work and play
- Socks
- Tennis shoes
- Men-dress pants, collared shirt & closed toe shoes for church
- Dress shoes or sandals
- Flip flops for showers
- Belt
- Hat or cap
- Pj's

***Church Attire: Sleeveless dresses/shirts not appropriate for ladies, dress/skirts required for ladies, Men should wear dress slacks and a polo or button down--does not need to be long-sleeved. Ties are common. Casual flip flops not worn

Snack Food (plan to share--UCI does not provide snacks)

- Wrapped snacks
- Granola/trail mix
- Crystal Lite/ drink mixes (for self and VBS)/ Gatorade
- Dried foods
- Peanut butter
- Coffee creamers
- Pringles
- Crackers
- Cheese spreads
- Jerky

Sunday Lunch and Dinner

***To give the UCI kitchen staff a chance to worship, please plan to prepare your

own lunch on Sunday. You can bring your own food, or many things can be purchased in Haiti, but prior arrangements need to be made with the Kristie. Ideas listed below. For dinner, you can again make your own food or you can make arrangements to have Jean Jean's sister, Louisemene make you a BBQ chicken dinner for \$7/person. Make prior arrangements with Kristie.

Sunday Meal Ideas

- | | |
|--|--|
| <input type="checkbox"/> Mac N Cheese | <input type="checkbox"/> Bear Creek Soup and Muffins |
| <input type="checkbox"/> Pasta packets & canned meat | <input type="checkbox"/> Fajitas |
| <input type="checkbox"/> Deli Sandwiches - bring in your own deli meat | <input type="checkbox"/> Sandwiches-Tuna salad, chicken, salad |
| <input type="checkbox"/> Pasta Salad | <input type="checkbox"/> Pizza |

Personal Items

- | | |
|---|---|
| <input type="checkbox"/> Aspirin/Ibuprofen/Tylenol | <input type="checkbox"/> Wet wipes |
| <input type="checkbox"/> Liquid soap | <input type="checkbox"/> Shampoo/conditioner |
| <input type="checkbox"/> Brush/comb | <input type="checkbox"/> Head/sweat band |
| <input type="checkbox"/> Cosmetics | <input type="checkbox"/> Fingernail file/clippers/polish |
| <input type="checkbox"/> Deodorant | <input type="checkbox"/> Contact solutions |
| <input type="checkbox"/> Toilet Paper for self for duration of trip | <input type="checkbox"/> Prescription medications (especially antimalarial) |
| <input type="checkbox"/> Toothbrush in container/ toothpaste/floss | <input type="checkbox"/> Personal insulated water bottle |
| <input type="checkbox"/> Razor | <input type="checkbox"/> Ear plugs for sleeping |
| <input type="checkbox"/> Lotion | <input type="checkbox"/> Alarm clock |
| <input type="checkbox"/> Sunblock (may be available at UCI) | <input type="checkbox"/> Insect repellent/Dryer sheets/Vanilla scent (all repellents) |

- Take small bills in to use \$1's and \$5's for the Bohoc market, \$5's and \$10's, \$20's are fine for the souvenir shop and to buy vanilla, peanut butter, coffee from Justin. \$50-\$75 per person is a good amount

Optional Supplies for Ministry

(Adults and children LOVE simple crafts of any kind)

- | | |
|--|--|
| <input type="checkbox"/> Glue(No glue sticks!) | <input type="checkbox"/> Glitter |
| <input type="checkbox"/> Scissors | <input type="checkbox"/> Stickers |
| <input type="checkbox"/> Construction paper | <input type="checkbox"/> Markers/crayons/pencils/ colored pencils |
| <input type="checkbox"/> Craft kits for children and adults | <input type="checkbox"/> Useful tools (like paint brushes, paint rollers and tray, putty knife, saw, knives, chisel, wire brush, etc.) |
| <input type="checkbox"/> Children's clothes for distributing at the nutrition center | <input type="checkbox"/> Miracle Grow (or Walmart equivalent) for gardens |
| <input type="checkbox"/> Bibles (to be bought in Haiti --\$10/Bible) | <input type="checkbox"/> VBS- style craft items |
| <input type="checkbox"/> Biblical tracts in Creole(available online) | <input type="checkbox"/> work gloves |

Optional Gifts for translators/cooks/ drivers/etc

Usually 4 cooks, 2 cleaning ladies, 4-5 laundry ladies, 2-3 drivers, Jid(maintenance) and 3-4 translators. Possibly bring a few extras along.

- | | |
|--|--|
| <input type="checkbox"/> Gifts of money (\$5-\$20) | <input type="checkbox"/> Dish cloths |
| <input type="checkbox"/> Covered plastic (like Tupperware) | <input type="checkbox"/> Glasses/pitchers/containers |
| <input type="checkbox"/> Candles | <input type="checkbox"/> Candy--especially chocolate |
| <input type="checkbox"/> Sunglasses | <input type="checkbox"/> Scarves/handkerchiefs |
| <input type="checkbox"/> Toys for children | <input type="checkbox"/> Perfumes, colognes |

- Good knives/ pocket knives
- Household decoration
- Kitchen utensils
- Lotion, soaps

Other needed items

- Dry-erase markers(always)
- White Chalk(always)
- Kindergarten-type craft items
- Laminated posters of learning or inspirational kind
- Sticky-tack for hanging things on walls
- Receipt Books

Trip Tips - What to know before you go

Packing Tips

What Not to Pack! Electric appliances, especially ones with heating function. While UCI is equipped with electricity for daily ministry needs, it is still a precious resource and should be treated as such.

- **No** hair blowdryers/curling or flat irons/ electric razors
- **No** electric appliances such as coffee makers, crockpots, popcorn poppers, electric kettles, etc.
- Unwrap new items to pack as they are more likely to pass through customs.
- Airlines won't allow sharp items in carry-ons, or aerosol cans in regular luggage.
- Pack most small items (especially food) in sealable Ziplock bags or airtight/peck proof containers.
- Dress up for Sunday church services--see packing list
- Modest clothing - no sleeveless or peek shoulder tops for women at

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

- Ladies, wear *minimal* makeup and jewelry. Less is better.
- Bring cake and frosting mixes for team members' birthdays.
- 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 like: TP, lotion, body wash, shampoo, conditioner, etc. Also: Gravy, chili, spaghetti sauce mixes; pepperoni, cheese for the ladies in the kitchen to use for meals.

Small Optional Gifts the Mompremiers Appreciate:

- cookie/cake/scone/muffin mixes,
- Spam, ham, tuna, chicken in cans or pouches
- Crystal light drink mixes
- Rice and pasta sides
- Quinoa/couscous
- Any yummy snack food-surprise them!
- Beef jerky, non-refrigerated bacon
- Fruit leather/fruit snacks/fruit cups
- Cheese!!!
- Flour tortillas
- Chips
- Nuts
- Chocolate!!
- Coffee creamer
- For extra ideas at trip time, please email Kristie and ask what needs they have at that time.

Miscellaneous Travel Tips

Leave photocopy of passport at home. Snap a photo of it on your phone.

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.

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, Nat'l Rte. # 3; Lajeune-Pignon, Haiti. Phone:509-4250-3362

Locked box for daily security for passports/money/team money/personal spending money available at the Mompremier's house (and an envelope/ziplock for each individual's.)

Give the missionary family FAMILY TIME! Plan a couple evenings for your team to NOT need Jean Jean and Kristie.

Encourage your team members to learn basic Haitian Kreyol phrase. Go to this link for helpful phrases:[Haitian Kreyol Common Word](#)

How can I serve?

The ministry continues to thrive and grow and change. One challenge is how to organize and manage such a diverse organization. To better understand UCI's vision, it's helpful to get an overview of the different ministries. Here is a partial list of the major ministries:

1. Training of Pastors
2. UCC and UCB– Primary & Secondary schools(ages 2 – High School)
3. The UCCC University,-- Education, Medical, Evangelism, Agriculture
4. Community Development – several projects (building schools, houses, latrines, etc.), training/apprentices
5. Agriculture – Irrigation, trees, training, livestock, etc.
6. Nutrition centers – for impoverished neighborhoods, run by surrounding churches
7. Local Church – JeanJean is the pastor
8. Hosting teams – a key focus for Kristie

Evangelism

1. Church leadership: training
2. Creating curriculums for small groups, Sunday School, Children's Ministry, Youth Group, Lay pastors
3. Miscellaneous training opportunities in your area of expertise
4. Prayer walking - go to the sick, elderly, nutrition center neighborhoods
5. Door-to-door evangelism, visiting, and praying
6. Preaching at churches on Sunday or mid-week services.
7. Creative ministry such as music, mime, drama, puppet
8. Conferences or camps with youth, children, pastors, married couples, women, men, teachers, etc., VBS, Bible Club, sports camps

Mercy (Service, Creative)

1. Music lessons of any kind
2. Clothes distribution
3. Clinics- medical, dental, child health assessments, veterinary, prenatal, first aid, sports, nutrition
4. Food distribution
5. School supply distribution
6. Conversational English- informal and at UCC school (1:00 on school days)
7. Crafts
8. Shadow day/Home visits with school children
9. Bible Distribution
10. Field trips with elementary school classes

Construction

1. Building projects-homes, churches repair work, general maintenance
2. Painting-bring your own supplies (brushes, trays, rollers, covers and drop cloths)
3. Screening - building screens for windows for insect protection
4. Planting/Nursery - trees, grafting, bring seeds
5. Gardening - church garden, family gardens, clearing fields
6. Furniture - funding and building desks, benches, chairs
7. Road work
8. Digging ditches
9. Various jobs in your area of expertise

***** For a more detailed list of projects and costs and description :**
[Detailed UCI Project List](#)

Leader Checklist

After committing to being a team leader: (9-12 months out)

- Contact Kristie Mompremier at jeankris@ucihaiti.org to set dates of the trip, project options, and transportation
- Begin planning and recruiting your team
- Set up Meeting 2 with Molly at ucitreasurer@gmail.com or 712-371-9475 to discuss team finances, applications, and paperwork

- Set the date for your first informational meetings

Before your first team meeting: (6-9 months out)

- Confirm that each possible team member has been contacted with information for the first meeting
- Make copies of the application to hand out or have access to computer for team members to fill out
- Discuss trip dates or have optional dates to share with the team for discussion
- Read and sign the Trip Leader Guide
- Print or request UCI Handbook for each team member or make copies
- Discuss any logistics with church leadership that they may want to be included in (Pastor, Treasurer, Missions Committee)

At your first meeting:

- Discuss and finalize dates for trip (make sure to finalize with Kristie first)
- Collect \$100 deposits (Optional)
- Make sure all team members have passports or begin the process of getting one
- Collect or complete UCI Applications and signed waiver
- Discuss fundraising options, letters, meals, etc
- Discuss financial deadlines and logistics of the trip (who will collect checks, dates checks are due, and who will pay out expenses)
- Confirm dates and times of future meetings
- Discuss what flight options would be best for your team (MFI, MAF, or commercial)
- Assign roles and responsibilities (Optional)
- Discuss team member's gifts and begin discussing project options

and how much additional funding will be needed for projects

- Complete and discuss Spiritual Focus or team training
- Discuss other out of pocket expenses such as vaccinations, airport food, souvenirs, tips, or gifts

3-6 Month Before Trip:

- Confirm air and travel details (Please make sure to confirm with Kristie before making final reservations)
- Collect full name as on passport/date of birth/ and passport number for each team member for flight reservations
- Arrange hotel reservations going/returning if needed
- Plan and complete fundraising events
- Plan and complete Meetings 2-4 during this time
- Follow up to make sure all team members have passports
- Continue to work on team agenda, budget, and project list (Remember to include donations for witch doctor testimony or Men's Choir)
- Book travel insurance and trip cancellation (Optional)
- Discuss vaccinations if needed
- Remember to assign an "apprentice", someone you are training through this process with you that could possibly lead future trips

2 Months Before Trip:

- Verify team projects with Kristie to ensure all products and planning are completed on her end
- Arrange in country travel with Kristie, to and from airport
- Finalize and collect all finances with team to ensure all payments are mailed to UCI 30-45 days prior to trip date (this include Per Diem, transportation costs, vehicle surcharge, project money)
- Verify all team members have passports
- Complete team Meeting 5

1 Month Before Trip:

- Make sure all team funds have been submitted and final check has been mailed to UCI (Please see Finance Section for details and make sure to leave in country cash separate from this to take with you!)
- Set packing party date (weigh luggage if possible)
- Verify project list is complete
- Verify all team members have passports and color copy of passport
- Reminder to review packing list
- Schedule Meeting #8

1 Week Before Trip:

- Receive cash for trip from treasurer or whoever is managing trip funds (This should include tip money, \$10 Customs fee, airline baggage fees, project money that has not already been sent to UCI, emergency fund)
- Complete Meeting 6
- Verify packing party date and time (Optional)
- Verify departure details
- Check with airline to verify flight details
- Verify all team members have passports before departing for airport
- Finalize airport shuttle in Haiti and security details with Kristie

After you return:

- Encourage team members to complete survey
- Discuss next steps with team and encourage future involvement with UCI
- Remind team members to send thank you's and follow up letters to supporters within two weeks of returning
- Turn in final accounting records or any remaining cash if needed
- Follow up meeting with Molly upon return (5-10 days post-trip)

Links available to Team Leader:

Please use these links to build/create your own guide/journal for each team member. You may pick and choose what to add at your discretion. This info is here for your use.

- 1) Haitian [Cultural Overview](#)
- 2) [Details about Transportation](#)
- 3) [Examples of Team Devotions](#)
- 4) [UCI Team Evaluation Form](#)
- 5) [UCI Team project priority list](#)
- 6) [Debrief/ Re-entry](#)
- 7) [Weekly Team Schedule](#) (Sample)
- 8) Team Preparation (Detailed Planning for team training)
- 9) [UCI Trip Application Form](#)
- 10) Language [Haitian Kreyol Common Words](#)