

THE WORD AT WORK

TEAM MEMBER SURVIVAL GUIDE



2016 Edition

The Word @ Work
1400 Wolflin Ave—Amarillo, TX 79109
(a 501 (c)(3) nonprofit organization)

www.twaw.org

www.facebook.com/TWAWMinistry.com

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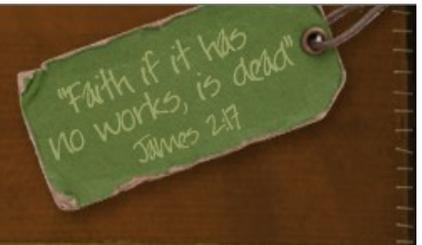
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INTRODUCTION TO TWAU



We believe God has prepared works in advance for us to do and He leads us through the process of discerning His will and taking action (Ephesians 2:10). God is at work in His world; our desire is to join Him in that work wherever He leads us.

Our Ministry's Goal is to further the work of God's kingdom by fostering relationships that are based on humility, accountability, and sensitivity. Working in unity with all Christian denominations, we seek to connect team members and our friends in Belize in ways that are mutually beneficial for spiritual growth.

We Share what we have learned regarding how we go about missions in order to foster independence, dignity, unity, accountability, humility and sensitivity within our teams and in their relationships with our Belizean friends. These attributes flow both ways.

We Invite you to join us as we pray for God to reveal needs and opportunities for service. Will you come alongside the poor and be open to relationships that will develop? Will you be open to God's provision of resources to fill the needs He reveals?

We welcome you in the Work the Word has set before us!

About Belize

Belize is located in the southern portion of the Yucatan Peninsula, bordering Mexico and Guatemala, with the Caribbean Sea to the east. The coast is at-or-below sea level with swamps, mangroves, lagoons and sandy beaches. The Maya mountain range lies to the west and south, rising to over 3,000 feet at some peaks. The capital, Belmopan, is in the center of Belize, near the Maya Mountain foothills



Belize City, over 300 years old and the country's main commercial area and seaport, is the largest city with over 80,000 residents.

Many come to vacation in Belize for its beautiful beaches, casinos, scuba diving off the 2nd largest barrier reef in the world, and its smattering of quaint islands. We spend 1 of the 8 days on TWAW mission trips recuperating and reflecting on the past week on a private island right near the barrier reef.

The Word at Work is involved in ministry in every district of this nation. We support and serve a wide variety

of ministries including children's homes, schools, churches, hospitals, clinics, elder care, providing housing and so much more.

History

The center of the Mayan empire for almost 1,000 years, the Spanish arrived in the 16th century and used the area primarily for logging. During the next two hundred years, many British and Spanish pirates inhabited the area, battling for naval supremacy. Finally in 1798, the British navy defeated the Spanish and laid official claim to the area. In 1862, Britain formally named the territory "British Honduras," a title that lasted until 1962 when a peaceful independence was granted and British Honduras became Belize. The country gained full independence by 1981.

Language

Belize is the only country in Central America where English is their official language. Creole is often spoken among the locals, along with Spanish, Creole, Garifuna, Chinese, German/Mennonite, Mayan (3 dialects), and East Indian.

Climate

Belize has what's called a subtropical climate the entire year. The rainy season lasts from late August through November, followed by a dry season from December through March. Normal highs all year are 85-90 degrees Fahrenheit, while temperatures never drop below the mid-60's. However, your comfort has something to do with where you'll be serving... Belize City is on the Caribbean, so the sea breeze keeps things feeling a bit cooler. If you're in the jungle regions of central Belize there is no breeze to speak of, so it does feel a bit warmer.

Critters

The flora and fauna in Belize is incredible! So too can be the annoyance of biting insects! If you are one of the unfortunate who have allergies to bites or extremely sensitive skin, be sure to stock up on what works for your body type. We've heard recently of a product called Cactus Juice, available online. DEET products also work well.

Economy

Belize's economy is seeing steady growth due to an increase in international tourism. Its jungles are touted as destinations for eco-lodges; being located next to the world's second longest barrier reef makes it a great destination for scuba diving, snorkeling and fishing. The per capita income, however, is just over \$3,000USD per year and unemployment rates hover at 35%.

Food

Typical Belizean fare is stew chicken with rice and beans. Most restaurants serve a good variety of foods, from chicken to steak to shrimp, a variety of fish, Indian and Chinese cuisine, and even pizza. Local fruits, such as mangoes, bananas and pineapples are widely available and taste great. **REMEMBER:** Check with TWAW staff before eating fruits and vegetables or consuming water.

Religion

The majority of Belizeans declare some sort of faith. Many are Roman Catholic, while Christian Protestantism continues to grow. Jehovah's Witnesses, Hindu and the occult may also be practiced.

We encourage teams to dig deeper!

There is much to learn about the culture of Belize that will help you prepare.

Consider how to bridge our differences and embrace your new environment

Ministry Opportunities

Tailor-fit Trips for Every Team

The Word at Work is keenly aware of areas of need in the country in Belize. Because of our relationships with so many in different walks of life in the country, the opportunities for relationship building and working with those in need, with orphans, women, prisoners, the aged and dying, are vast.

We are dedicated to finding where God is working all ready so that we may join Him there. Our focus is to remain humble in our service to His people.

The design of each trip begins with assessing your team members gifts, passions, and strengths. We then match your assets with the needs that exist in Belize. Our staff will work closely with your team to find a good match for you. Remembering our Growth Plan that encourages Vision Trips followed by return teams who are seeking a specific area of ministry and eventually sending long-term missionaries, we ask trip participants to complete a gifts assessment to help identify their spiritual gift and how it may be utilized in ministry in Belize. In addition, our staff works very closely with your team leader to design a trip that is tailored to your gifts, skills, passions and resources.

The most helpful step you can take is a simple gift assessment to identify your individual skills and gifts. Check out www.assessme.org. Share the results with your team leader as well as what you are passionate about, and any specific skills you have that might be useful in the Work.

The scope of the Work in Belize is constantly changing and growing. Our website gives an idea of some of these areas, but is not an exhaustive list! Check back often: www.twaw.org or follow us on facebook: TWAWMinistry.

Larger Projects

The work in Belize is year round and continues with volunteers from within the country as well. We regularly build needed schools, homes, and churches. These projects require additional funds. Consider raising money separate from your team to get your church involved!

Building projects require additional funding; for example a single family dwelling costs about \$6,000 US.

You Need to Know

Passports and Visas

Passports are required to enter and exit Belize. Visas are not. Allow 6 weeks for your passport to arrive—we must have your passport number (included in the team participant sheet) in our offices two weeks prior to your departure. Check the date on your passport—it must be current within 6 months of your arrival date.

Passport applications are available online at travel.state.gov or at your local post office. (Don't sign your application until you submit the application at the Post Office.)

Minors traveling without parents or guardian will need a notarized letter stating they have permission to travel to and from Belize with a designated adult. This is also true for a child traveling with a divorced parent.

Money

The exchange rate is \$2 Belizean to \$1 US. American currency is preferred, so you will not need to exchange your currency. Items not included in your trip, such as souvenirs and extra snacks, etc. are the team member's responsibility. You will need money for airport meals so spend wisely. You will not be able to exchange your Belize dollars for American currency back in the states, so consider this during your time in Belize. Check with your bank re: ATM compatibility. Many places do accept Visa, MasterCard & Discover.

Remember to bring small, crisp bills and refrain from flashing cash or giving cash to individuals who may ask. This is an important mission principle—we work closely with Belizean churches and outreach organizations. If you would like to make a donation to one of these organizations, please speak to TWAW staff.

Gratuities are highly encouraged for your island debrief staff. You will certainly experience their warmth and hospitality in this setting. Most of the them have families in-country who they are supporting and tips help to improve their lives greatly. 10% is a good guideline for tipping in restaurants.

Health & Safety Precautions

Water

Clean drinking water is very important—it is easy to become dehydrated in the heat and humidity of the jungle. Helpful Hints :

1. Keep your mouth closed when showering.
2. Bottled water is the best alternative (unless you are told the water is filtered/purified).
3. Use bottled water when brushing teeth.

4. Most places provide filtered ice and water as well as bottled water that is safe to drink; when in doubt ask your team leader.
5. Because fruits may be washed in unfiltered water, avoid fruits that have been boiled or that still have peels intact.

Medications and Vaccinations

If you have not had a tetanus shot in the last ten years, it is highly recommended. You will be asked to supply complete medical and medication information to your trip leader to insure proper care should a medical emergency arise.

Additionally, this is not a good time for team members to make a drastic life change, such as going on a strict diet or going off of prescribed medications. Discuss any concerns or changes with your trip leader.

The Center for Disease Control has vaccination recommendations at: <http://wwwnc.cdc.gov/travel/destinations/belize.htm>

Neither the CDC nor TAW requires any specific vaccinations outside of Tetanus.

Insurance

Check with your insurance carrier to be sure you will be covered in Belize. Some churches provide additional coverage. **All team members are required to provide proof of international health insurance coverage.** A company we suggest investigating: www.missiontripinsurance.com

Avoiding Crime in Belize

All items should be removed from vehicles when in public areas, and teams are reminded to lock door on all vehicles. Irreplaceable items (jewelry, expensive cameras, etc.) are best left in the US.

Team members must travel in groups. We encourage relationships with our Belizean friends; however, we also exercise caution and thoughtful behavior at all times.

Should an emergency arise, our network of Belizean partners will be accessible and available to come to our aid. Belize is not a large country and we are never far from friends! We have governmental and medical community connections to assist us. Most importantly, we are in God's service—our dependency on Him is honored by His faithfulness.

Jaguars, Toucans & Tapirs Oh My!

Be mindful of critters in Belize—stray animals may carry disease. There will be insects of all kinds—as well as reptiles—these will likely not harm you, but it's best to not attempt to pick them up and cuddle them! In particular be aware of black scorpions (their sting is painful) and snakes (stay on sidewalks at night and

always bring a flashlight!) It's great to observe unfamiliar creatures, but please refrain from touching them—an unpleasant rash might ruin your experience!

We recently found information in *Scientific American* suggesting that Jaguars are particularly attracted to Calvin Klein's Obsession for Men! Floral scents also attract biting insects—be careful about cologne or perfume use.

Construction Site Safety

We have guidelines on the jobsite for two reasons—first for your safety; secondly because we want to represent the body of Christ in a way that is respectful.

Team members are asked to wear closed toed shoes, long pants and t-shirts (no tank tops or tees tied up or sleeves tucked under) while on the jobsite—long sleeve shirts also offer protection in the bush as well as from the sun. Pants should not have rips or tears in them. Gloves should be worn, especially when clearing debris—watch out for critters! (see item above)

Working with children and those in need

Focusing on our call to forge relationships with those that we serve, we ask our teams to be very aware of any action or behavior that might make our Belizean friends feel like spectacles. Toward this end, we ask that you check with our staff before taking photos, especially with children—in fact, designating a team photographer is strongly suggested.

Our ministry has been entrusted with the care of Belizean children—so screening is vital for our team members. We require that all team members over the age of 18 provide proof of completion of a criminal background check. Members with sex offenses on their record will not be allowed to participate.

If you are a guest at the prison, recognize this is a privilege and represent Christ with compassion. Refrain from remarks that might embarrass our friends or damage our testimony for the One we are representing when you are faced with poverty or poor living conditions.

Can Anyone Go?

We strongly encourage leaders to utilize a screening process for team members. Going on a mission trip is not a vacation or tourist experience. It's helpful for the comfort and success of the whole team to have a handle on where members are spiritually.

The Word at Work suggests a Covenant Agreement for team members be read and signed by each team member. The purpose of the Covenant is to establish clear guidelines for living in community with your team.

What to Bring

Personal:

Bible, notebook, and pen/pencil
Passport
Airline ticket
Snacks for your traveling days
Flashlight
Prescription Medicines
Toiletry Items (soap, toothbrush, toothpaste, deodorant, etc.)
Sunscreen (water and sweat proof)
Insect repellent - Bounce dryer sheets are good to carry in your pocket!

Clothing:

Sandals/flip flops
T-shirts
Tennis shoes
Work shoes
Work clothes
Jeans
Shorts
Pants or long skirt and nice shirt or blouse (church)
Sweater or jacket
Swimsuit
Rain jacket
Work Gloves (suggest inexpensive cotton gloves with neoprene palms)

Optional Items:

Extra spending money (Save some for food on the way home!)
Snack food
Sun hat/cap/visor
Sunglasses
Camera/film/memory card
Extra batteries
Laundry bag (trash bag)
Watch/Alarm clock

Packing Tips

Medicine Kit - include cough syrup, Pepto-Bismol, Imodium (one for team)

Take clothes that you don't mind getting dirty. You might think about taking work clothes that you could leave in Belize. They can be washed and put to good use.

Remember- we are representing The Word at Work, the U.S. and Jesus Christ.

Don't bring anything that would be offensive to the people we will be witnessing to.

Don't bring anything you can't absolutely live without! Be sure to watch locking the van at all times and not leaving backpacks, etc. in vehicles.

Remember on the worksite to wear closed-toe shoes, long pants, and appropriate shirts - tank tops and shorts are not appropriate.

Contact Numbers

Word at Work Office
Trip Coordinator: Jo Cole jo@twaw.org
1400 Wolflin Ave—Amarillo, TX 79109
806.342.3600—806.342.3603 (FAX)

PREFIX

When calling Belize from the USA: 011 (501) XXX-XXXX
When calling the USA from Belize: 001 (XXX) XXX-XXXX

Tim Tam—Word at Work Executive Director
Home: 806/379-8519
Cell: 806/671-9673
Email: timtam@twaw.org
Belize Cell: 501/601-7030

Tim Hagen—Word at Work Staff
Cell: 806/220-3203
Email: timhagen@twaw.org
Belize Cell: 501/627.6742

Kenny Logan—Word at Work Staff
Email: Kenny@twaw.org
Belize Cell: 501/674-7777

Jose (Chepito) Valencia—Word at Work Staff
Email: chepito@twaw.org
Belize Cell: 501/602-9188

Mollie Swafford—Word at Work Staff
Email: mollie@twaw.org
Cell: 806/654-5773
Belize Cell: 501/626-9915

Add your sending agency's and leader information here—

**The Word at Work Liability Waiver—Required
(Form must be notarized)**

Legal Name of Participant: _____

Address: _____

City / State/ Zip: _____ Email: _____

Phone: _____ (home) _____ (cell)

THE WORD AT WORK—AMARILLO, TEXAS—Mission Trip to Belize—Dates: _____

It is my understanding that participating in a program, recreation and other activities of the above mentioned mission sending organization (hereinafter referred to as the "Organization") is a privilege. Prior to my participation in such activities, I acknowledge that there are certain risks associated with the activities, including, for example, physical injury due to activity-related accidents, transportation-related accidents and illness. In addition, I acknowledge there may be other risks inherent in these activities of which I may not be presently aware.

Release of Liability

By signing this Liability Waiver Form, I expressly warrant that I am capable of withstanding both the physical and mental demands of the activities discussed above. I also expressly assume all risks of participating in the activities, whether such risks are known or unknown to me at this time. I further release the Organization and its leaders, employees, volunteers, and agents from any claim that I may have against them as a result of injury or illness incurred during the course of participation in the activities. This release of liability shall include, without limitation, any claims of negligence or breach of warranty. This release of liability is also intended to cover all claims that members of my family or estate, heirs, representatives, or assigns may have against the Organization or its ministers, employees, leaders, volunteers, or agents. I further agree to indemnify and hold harmless the Organization and its ministers, leaders, employees, volunteers, or agents from any and all claims arising from my participation in its activities and programs, or as a result of injury or illness during such activities.

First Aid and Emergency Medical Treatment

I recognize that there may be occasions where I may be in need of first aid or emergency medical treatment as a result of an accident, illness, or other health condition or injury. I do hereby give permission for agents of the Organization to seek and secure any needed medical attention or treatment for me including hospitalization if in the agent's opinion such need arises. In doing so, I further agree to pay all fees and costs which arise from this action to obtain medical treatment.

Publicity

On occasion, the Organization takes photographs or makes audio or video recordings of children and/or adults involved in church activities. Such photographs or recordings may be used by staff and participants to remember the activities and participants. In addition, such photographs and recordings may be used in the Organization's publications, advertising material, or social media outlets to let others know about the ministry. I consent to the use of any such audio or visual record of me to be used, distributed, or displayed as agents of the organization see fit. This consent includes but is not limited to: photographs, video and audio recordings. Furthermore, I give permission to be interviewed by the media, or for such photographs and other recordings to be used by the media.

Health Insurance Insurance Company: _____ Travel Insurance Company: _____

Policy Number: _____ Policy Number _____

Phone Number _____ Phone Number _____

Volunteer Agreement

As a volunteer, I hereby agree to each of the consents and waivers listed above, including the Release of Liability, as pertaining to my own participation in functions, activities, special events, and field trips.

Signature _____ Date _____

STATE OF _____ COUNTY OF _____

This instrument was acknowledged before me on _____ (date) by _____ (name or names of person or persons acknowledging).

Notary Public

Printed Name: _____

My Commission Expires: _____

FOR USE IF PARTICIPANT IS A MINOR

Emergency Contacts

Parent / Guardian: _____ Phone: _____

Parent / Guardian: _____ Phone: _____

I, _____, represent that I am the parent/guardian of _____ who is under 18 years of age. I have read the above Permission/Waiver Form and am fully familiar with the contents thereof.

I give permission for the child named above to participate in the activities of the Organization including any special events/activities described above. In consideration for allowing the participation of the child in the activities of the Organization, I hereby consent to the Permission/Waiver Form, including release of Liability above, on behalf of the child and agree that this Permission/Waiver Form shall be binding upon me, my family, heirs, legal representatives, successors, and assigns.

In addition, I/We give permission for the above named child to travel to Belize with

_____ from _____ to _____.
(responsible party's name) (date) (date)

Signature of Parent or Legal Guardian _____ Date _____

Signature of Parent or Legal Guardian _____ Date _____

STATE OF TEXAS

COUNTY OF _____

This instrument was acknowledged before me on _____ (date) by _____

_____ (name or names of person or persons acknowledging).

Notary Public

Printed Name: _____

My Commission Expires: _____

DISCLOSURE AND AUTHORIZATION TO COMPLETE CRIMINAL BACKGROUND CHECK

In connection with my application for employment (including contract for services or volunteer services) or tenancy with The Word at Work. These consumer reports (investigative consumer reports in California) may include the following types of information: names and dates of previous employers, salary, work experience, education, accidents, licensure, credit (except California), etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgments, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

In addition, investigative consumer reports as defined by the federal Fair Credit Reporting Act, gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation and personal characteristics may be obtained.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY TO FURNISH THE ABOVE-MENTIONED INFORMATION.

I have the right to make a request to the consumer reporting agency: AmericanChecked Inc., 4870 South Lewis Avenue, Suite 120, Tulsa, OK 74105; telephone: 800-975-9876 ("Agency"), upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information and the agency, on our behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by the investigative consumer report(s); and the recipients of any reports on me which the agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to your obtaining the above information from the agency. You may view their privacy policy at their website: www.americanchecked.com.

I hereby authorize procurement of consumer report(s) and investigative consumer report(s). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

.. California, Minnesota and Oklahoma Applicants only: Check box if you request a copy of any consumer report ordered on you.

Notice to California Applicants:

You have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (PTZ) Monday through Friday) to obtain all information in your file for your review. You may obtain such information as follows: 1) In person at the Agency's offices, which address is listed above. You can have someone accompany you to the Agency's offices. Agency may require this third party to present reasonable identification. You may be required at the time of such visit to sign an authorization for Agency to disclose to or discuss your information with this third party; 2) By certified mail, if you have previously provided identification in a written request that your file be sent to you or to a third party identified by you; 3) By telephone, if you have previously provided proper identification in writing to Agency; and 4) Agency has trained personnel to explain any information in your file to you and if the file contains any information that is coded, such will be explained to you.

Authorization Form page 1 of 2

Notice to New York Applicants:

For consumers applying for work in New York: I acknowledge receiving a copy of Article 23-A of the New York Correction Law _____. (Initials)

I acknowledge that I have been provided a copy of consumer's rights under the Fair Credit Reporting

Act.

Print Name

Social Security No.

Applicant's Signature

Date of Birth

Date

Any other names used

For purposes of gathering this information, I agree to supply the following information, which may be required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purpose.

Current Address:

Prior Addresses:

State _____ City/County _____ From _____ to _____

Current Driver's License No. _____ State Issuing License: _____

Email Address (if you wish to be contacted this way): _____

Phone Number: _____

Position for which you are applying is: The Word at Work Volunteer

Authorization Form page 2 of 2

USE THIS FORM IF YOUR ORGANIZATION DOES NOT REQUIRE ONE

**MEDICAL RELEASE FORM
ADULT**

In the event of illness, injury, or emergency, I give my permission for the Group Leader,
_____, to make a decision regarding treatment,
to hospitalize and/or to order injection, anesthesia or surgery for myself.

Signed: _____ Date: _____

.....
Special medication, medical disorders and instruction/dosages:

Allergies: _____

Date of last tetanus shot: _____

Family Physician or Medical Group Contact:

Insurance Company and Policy Number (attach copy):

In case of emergency notify:

Name: _____ Relationship: _____

Cell: _____ Work: _____

Email: _____

This form is to be kept by your team leader, during the trip, in case of an emergency.

USE THIS FORM IF YOUR ORGANIZATION DOES NOT REQUIRE ONE
MEDICAL RELEASE FORM
MINOR

I, _____, hereby authorize the participation of my child, _____, in all official activities during the mission trip to BELIZE scheduled for _____. In the event of illness, injury or emergency, I give my permission for the group leader, _____, to make a decision regarding treatment, to hospitalize and/or to order injection, anesthesia or surgery for my child named above.

Signed: _____ Date: _____
Parent or Legal Guardian

Special medication, medical disorders and instruction/dosages:

Allergies: _____

Date of last tetanus shot: _____

Family Physician or Medical Group Contact:

Insurance Company and Policy Number (attach copy):

In case of emergency notify:

Name: _____ Relationship: _____

Cell: _____ Work: _____

Email: _____

This form is to be kept by your team leader, during the trip, in case of an emergency.

NOTES