



# Team Leader Guide

Taking Your Group on a  
Maranatha Project



# WHAT’S INSIDE:

- The Leap Into Missions . . . . . 4
- Why Plan with Maranatha . . . . . 5
- What Maranatha Provides . . . . . 6
- Your Team’s Responsibilities. . . . . 7
- Types of Projects. . . . . 10
- Your Team During a Workday . . . . . 11
- A Solution for Smaller Teams . . . . . 12
- Guidelines for Group Travel . . . . . 13
- A Checklist for Your Budget . . . . . 18
- Marketing Your Mission Trip. . . . . 19



## THE LEAP INTO MISSIONS

Congratulations! By reading this guide, you've completed the first step of coordinating a mission project: getting informed. However, it is only one step in the process of many. A mission trip is a huge undertaking where the best planning won't prevent surprises, but it can help you avoid many problems.

Maranatha has been organizing short-term mission trips since 1969. Over time, our staff have become experts at helping volunteers prepare for every aspect of a project. From travel logistics to site preparation to recommending a fun excursion for your team, Maranatha can help make your mission trip be a pleasant and rewarding experience. It's our job to ensure that the basic groundwork has already been completed. After all, coordinating a group of people in a foreign country can easily get complicated. There are plenty of details to worry about without having to concern your team with site locations, church building design, and in-country support.

So sit back and get out your highlighting pen. There's good reading ahead, and you'll want to pay close attention. If you need more clarity about a certain topic, jot down your question and send it our way via phone or email. And if at any point you feel overwhelmed, remember that while planning a mission trip requires a great deal of energy and time, the blessings your team gains will be invaluable and, hopefully, change the life of each volunteer.

We look forward to working with you on an outstanding mission trip.

Sincerely,

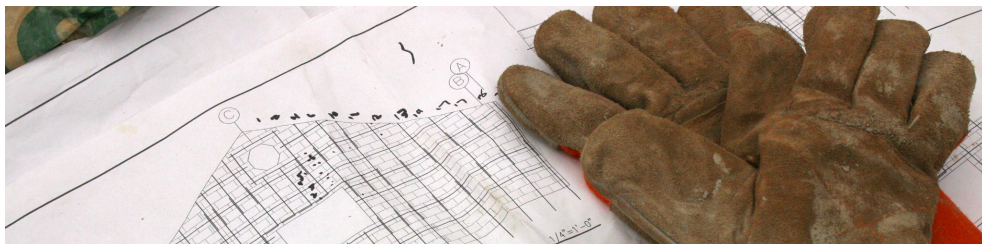
Volunteer Projects Department



## WHY PLAN WITH MARANATHA?

There are many reasons to plan your service project with Maranatha. After 50+ years of focusing on construction-oriented mission projects, Maranatha has mastered the process. Here are just a few reasons to plan with Maranatha.

1. **Great Track Record** – From local church members to church officials to volunteer team leaders, people agree that Maranatha is reliable and gets things done.
2. **Local Support** – It is vital to have someone in the country of your project before your arrival to scout out details and make arrangements for your group. Maranatha has bilingual local support personnel that will assist you throughout the entire process.
3. **Quality Construction Support** – You don't have to be a construction expert to build a project with Maranatha. Our qualified crew prepares the project site before you arrive and stays with your group to teach and supervise.
4. **Office Support** – A Maranatha's group project specialist will be your primary contact, providing planning resources and answering any questions you have along the way.
5. **Adventist Church Support** – Maranatha is an independent organization that works hand-in-hand with church leadership around the world. Every Maranatha project has been selected and approved by the local Adventist conference and division. This ensures that the project you construct will continue to receive the full support of the larger church and will continue to grow throughout the years.



## WHAT MARANATHA PROVIDES

Maranatha is a nonprofit organization that provides service opportunities for volunteers. We are totally dependent on donations in order to operate.

### **Maranatha's services to teams include the following:**

- Assisting a team in choosing a project that fits their needs.
- Providing consultation for team leaders and others involved in leadership.
- Providing an online management tool to help with communication in regards to tasks and deadlines.
- Ensuring that the project site is ready when volunteers arrive.
- Providing in-country volunteer support and information about the country.
- Offering forms and lists to help organize your group.
- Ensuring that the project is completely finished after the group leaves.

### **Maranatha prepares the project site by:**

- Completing underground plumbing and electrical. (Where applicable)
- Pouring foundation and sometimes floor slab.
- Erecting steel frame. (In some instances)
- Purchasing materials & equipment and having them at the project site.
- Providing on-site construction supervision, and assistance.

### **Maranatha works with the team's construction superintendent and communicates with him/her regarding:**

- Construction blueprints.
- List of tools you need to bring.
- Actual building process.
- Safety and quality expectations.

### **Maranatha assists the team with details at the location by:**

- Coordinating a site visit.
- Providing a volunteer support coordinator to assist during site visit.
- Facilitating arrangements for food, housing, transportation, outreach, medical and excursion.





# YOUR TEAM'S RESPONSIBILITIES

## 1 Send Application and Deposit

- Application (enclosed or obtained from website) and a \$50 application fee should be received by the Maranatha office at least six months prior to project.
- Projects are assigned on a first come, first served basis after application and deposit are received.

## 2 Recruit Team Leadership

*More detailed job descriptions will be provided to you once your group is confirmed.*

- **Project Coordinator** oversees the volunteer logistics, from pre-trip planning to on-site coordination.
- **Construction Superintendent** oversees the building project. Best if he/she has experience in the building industry or masonry.
  - **Safety Officer** works closely with the Construction Superintendent to assure the general safety of volunteers on the project construction site.
  - **Masons** support the construction superintendent and help teach the volunteers how to lay block. (If applicable)
- **Spiritual Leader** guides the spiritual experience of the participants and the group as a whole.
- **Cook** coordinates meals for the volunteers.
- **Team Medic** prepares a first aid kit and is the point person for minor injuries.
- **Translators** facilitate communication with nationals.
- **Communication Officers** are in charge of taking photographs, filming, and gathering facts and stories from the mission trip. This will help in sharing your experience with others (including Maranatha) when you return home.



### **3 Recruit Project Participants**

- Recommended group size, 15-35 people
- One adult per four youth, 14-17 years of age
- One adult per child 13 years of age and under

### **4 Make a Site Visit**

Maranatha has found that a critical component of a successful mission project is a site visit. During the site visit, the project coordinator and/or one or more other group leaders, will have the opportunity to determine your group's housing, cooking facilities, transportation, outreach options, and excursions. Project coordinators are encouraged to make the visit approximately three months prior to the project to make the necessary arrangements. You will schedule your site visit with Maranatha to ensure that you will have the support of local Maranatha personnel during your visit.

For teams going to Latin America, a site visit is required. Teams going to India or Africa are not required to make a site visit, and will instead receive budgets and planning information from Maranatha staff located in those areas.

### **5 Arrange Group Travel**

See *Guidelines for Group Travel* later in this packet (page 13).

### **6 Purchase Insurance Through Maranatha**

See *Short-Term Travel Insurance* section later in this packet (page 16).

### **7 Complete & Submit Participant List to Maranatha**

You will be given a template to fill in with your volunteers' names, contact information, and passport details.



## **8 Pay Project Fee**

Teams assigned a project are required to pay a project fee of \$150 per person. This fee helps to cover the cost of a Maranatha project, beyond the actual construction. This includes shipping fees, volunteers support, and site preparation. Teams that choose to sponsor the entire cost of the building do not have to pay a project fee.

Maranatha Volunteers International has committed to construct many churches. Some of the churches have already been funded, but Maranatha commits to most building requests before complete funding is found. Groups are assigned to build these churches in the order that the application, with deposit, is received.

In the instance where there are no more sponsored churches or schools available for assignment, teams have the choice to either raise funds (cost varies per project and country) to cover the construction costs of the building or wait until another sponsored church or school becomes available, if your group wants to lay block or install metal walls.





## TYPES OF PROJECTS

Projects can range from pouring foundations, assembling structures, laying block, to painting a finished building.



### Foundation

Pouring a floor and foundation for a church or school is an important and impactful part of the building process.



### Structure and Roof

Assembling a church structure and roof allows the local congregation to choose the material for their walls.



### Block

Laying block, mixing mortar, and tying rebar are a few of the skills that volunteers will learn how to master on this type of project.



### Painting

Ideal for teams of 10-20 people. Volunteers will be asked to paint the exterior and interior walls as well as complete finish work (i.e. plumbing and electrical) for a building previously completed by Maranatha.



## YOUR TEAM DURING A WORKDAY

Unless you've chosen the project option of painting, your team will be working on construction for the majority of your trip.

**At the work site, volunteers can choose between (however are not limited to):**

- Pouring floors and foundations
- Assembling the frame
- Installing roof (corrugated metal sheets)
- Installing panel siding (One-Day School)
- Assembling & installing windows and door units (One-Day School)
- laying block (masonry)
- mixing mortar
- delivering mortar to the masons
- cutting rebar or concrete blocks
- sifting sand for mortar
- cleaning up on site

**Volunteers can also rotate through these additional tasks:**

- kitchen duty
- laundry
- worship

### Outreach

Although it is not required, teams are encouraged to coordinate outreach activities such as a medical/dental clinic, children's ministries, or evangelism meetings. Providing outreach activities helps give your team members a broader perspective of missions.

Maranatha can also provide support to your team if you're interested in having a medical or dental team. Maranatha can provide you with materials and resources and assist you with the permissions needed for international medical work.



## **Partnership**

We suggest coordinating with the local church community in having a few of the members work on the project site. These details should be arranged during the site visit. Maranatha is encouraging this collaboration to give the nationals an opportunity to be actively involved in building their church. Remember, we are helping to build their church. Please ask your team to be flexible with the national volunteers, even if it means re-shuffling job assignments. However, teams will not be required to share meals with the nationals. Arrangements for meals should also be made in advance during the site visit.

## **Worksite Safety**

Maranatha has a very high safety record on the worksite, and volunteer safety is one of our top priorities. We require everyone on the construction site to wear a hard hat and gloves at all times. Your group will be asked to bring all necessary safety gear. We ask that you please exercise caution while working on the construction site and be extra careful when working on or around scaffolding.

# **A SOLUTION FOR SMALLER TEAMS**

Small groups—do not dismay! If you have less than 15 people but would like to be involved in a short-term mission trip, you can participate in a Multiple Group Project. This project is an ideal way for volunteers to become familiar with leading a mission project. It allows a project coordinator to bring a group even if your team doesn't have all the necessary leadership and gives you the opportunity to see how an experienced project coordinator leads the group while on the project. Your team will combine with several other small groups under leadership coordinated by Maranatha. The same adults-to-youth/children ratio applies. The Multiple Group Project is usually scheduled to take place in March.



# GUIDELINES FOR GROUP TRAVEL

## Arranging Airfare

You will be responsible for researching and purchasing the airfare for your group. There are a variety of methods you can pursue:

1. **Third Party Websites:** Sites like Kayak, Travelocity, Expedia, Orbitz, Priceline, and Hotwire pool prices from many different airlines for easy comparison of fares and itineraries. This is a good starting point to see prices, connections, and which carriers fly to your project location.
2. **Airlines:** Going directly to the airline website or contacting a ticket agent can sometimes result in good fares and connections. Booking with the group desk can potentially give you additional benefits as well, such as extra baggage allowances, ability to change ticket names, and flexible payment schedules.
3. **Travel Agent:** Knowledgeable employees can greatly reduce your stress by providing itineraries specified to your needs. Before contacting a travel agency, you should have the following information ready:
  1. Travel Dates
  2. Number of people in your group
  3. Departure and arrival airports
  4. Copy/scan of passport photo page (before ticketing)

### *Recommended Travel Agents*

**CI Azumano Travel:** 800-454-4099, at [corporatetravel@ciazumano.com](mailto:corporatetravel@ciazumano.com)  
[www.ciazumano.com](http://www.ciazumano.com)

**Butler Travel:** 503-879-5005, at [info@butlertravel.com](mailto:info@butlertravel.com),  
[www.butlertravel.com](http://www.butlertravel.com)



## Entry and Exit

Each country has specific requirements that need to be followed in order to enter or exit the country. Because each country can be different, it is important that you research this process and be prepared for the requirements where your group will be traveling.

It is a general requirement that each traveler will need a current passport valid for at least six months beyond the scheduled return date for your trip. While some countries only require a passport, others also require a visa. Some countries allow you to purchase the visa upon arrival while others require that you apply for the visa ahead of time and send your passport to the embassy for processing. Some countries also require additional items like a yellow fever vaccination certification.

On your site visit, it is also important for you to note the travel process including unique immigration and customs aspects, entrance form requirements, addresses for lost luggage, etc.

## Traveling with Minors

Minors are more than welcome to join any Maranatha project, but there are some additional aspects to consider.

First, Maranatha requires a specific ratio of adult sponsors to minor

participants. Second, if both legal parents or guardians are not traveling with the minor, they are required to sign and notarize two original parental consent forms. One original is kept by the assigned guardian and the other original is kept by the group leader. Third, some countries have additional entrance requirements for minors traveling without their guardians. Keep this in mind as you plan your project.

### Staff/Participant Ratio

1:1	13 yrs and under
1:4	14 yrs - 17 yrs





## Health and Safety

While Maranatha does everything in its power to ensure the safety of their volunteers, it is important and advisable that you do your own research when it comes to travel, culture and medical precautions for your group.

## Travel Safety

Understanding the culture and educating yourself about travel in the country you are traveling to is the best way to keep safe. Below are a few tips for you to consider.

- Leave valuables (expensive or sentimental) at home.
- Dress conservatively; a flashy wardrobe attracts more attention.
- Use a money belt or concealed pouch for passports and cash. Watch your wallet.
- Don't leave valuables unattended in open sight.
- Avoid marginal areas of cities, dark alleys, and crowds. Use caution and keep moving if strangers, including vendors, approach you on the street.
- Don't travel alone or at night.

## Worksite Safety

Maranatha has a very high safety record on the worksite. This is, in part, because we require everyone on the construction site to wear a hard hat and gloves at all times. Please bring flexible work gloves, a well-fitting hard hat, long work pants, plenty of sunscreen, and safety glasses. Please exercise caution while working on the construction site and be extra careful when working on or around scaffolding.



## **Short-Term Travel Insurance**

Maranatha mission projects are construction projects where people can get hurt. It is not possible for Maranatha to analyze everyone's insurance policy to see whether his or her insurance is current and the coverage is in effect at the location of the project. The Maranatha Board of Directors decided that the safest route was to require everyone to purchase the insurance coverage through Maranatha's carrier.

All volunteers will be covered by a primary insurance policy from the time they depart their country of residence for the project until they return to their country of residence. For volunteers who have extended travel by arriving before or staying after a project, the insurance would start and end on the Maranatha project dates based on the project application.

The policy that volunteers are covered on depends on location of project and home residency of the volunteer. Both of the international and domestic policies are primary policies that do not have a deductible. As with all insurances, some exclusions apply. For a more comprehensive description of coverages, please review our insurance page on our website at [www.maranatha.org/insurance](http://www.maranatha.org/insurance).

## **Insurance for Domestic Projects**

For volunteers participating on projects in their home country, coverages include accident, medical, and dental coverage, as well as emergency medical evacuation, accidental death or dismemberment, and repatriation of remains. Maranatha does not carry or maintain health, medical, workers compensation or disability insurance coverage.



## **Insurance for International Projects**

For volunteers participating on projects outside their home country, coverages include the domestic policy coverages as well as medical coverage for both accident and illness, trip cancellation, trip delay, return airfare, lost baggage and security evacuation. Maranatha does not carry or maintain health, medical, workers compensation or disability insurance coverage.

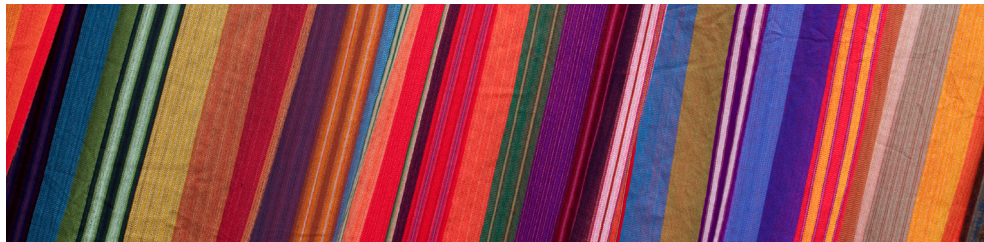
## **Vaccines and Medications**

Maranatha requires that all volunteers have a current Tetanus vaccine. The Centers of Disease Control and Prevention (CDC) [www.cdc.gov](http://www.cdc.gov) also provide up-to-date health advisories and vaccine and medication recommendations specific to the country where you will be working. Maranatha recommends that you schedule a consultation with a travel clinic doctor prior to travel to talk about medical precautions for your trip.

Focusing on prevention is very important on an international mission trip. Taking measures to avoid mosquito and bug bites, safely washing and preparing meals, drinking only purified water, wearing sunscreen, and washing your hands all help keep your group members healthy and happy.

## **Country Packets**

In order to gain a better understanding of the countries where Maranatha is working or the project location you choose, you can reference the country packets available on our website, which describe the culture, entrance procedures, and health concerns in a given country. You'll probably want to do additional research after reading the country packet, but it can serve as a good starting point. Online sites like TripAdvisor or guidebooks published by Lonely Planet or Frommer's are good places to continue your research.



## A CHECKLIST FOR YOUR BUDGET

When it comes to planning a mission trip, there are a lot of dollars to track. So how is the cost determined?

Most expenses are calculated per-person and fluctuate in price depending on location, size of the group and length of stay. Each of these budget categories can be best estimated on a preliminary site visit to the country in which your project is located.

**Below are important expenses to consider when making a budget.**

- Accomodations (hotel, dorm, tents)
- Airfare
- Entrance and exit fees
- Food and water
- Local excursion(s) during the project (some groups decide to have a separate optional excursion that extends 2-3 days past the project dates)
- Local travel / Ground transportation (bus, van, car, taxi)
- Outreach Ministries (medical/dental clinics, children's ministries)
- Project fee @ \$150 per-person\*
- Short-Term Travel Insurance @ \$3.00 per day, per person\*
- Site visit (flight, hotel and transportation for 2-4 days)
- Valid passport / Visa
- Contingency fund (i.e. tipping)

*\* the only funds collected by Maranatha.*

Budget templates and other resources are provided.



## MARKETING YOUR MISSION TRIP

Maranatha has several complementary videos, and a fundraising packet available for group leaders who need help in volunteer recruitment and fundraising. Share the videos, use the ideas and the letter template to write letters to friends, family, and church members, then ask for their support through prayer, donations, or participation.

To explore a complete listing of Maranatha video clips, visit [www.maranatha.org](http://www.maranatha.org) and click "Mission Stories" in the top left hand corner or click on "Media and Events" then "Our Videos." Or contact us with your name and mailing address by writing to [info@maranatha.org](mailto:info@maranatha.org) or call (916) 774-7700.

## What's Next?

Now that you've read this booklet, here is what you need to do next:

- Determine the ideal timeframe for your project.
- Contact Maranatha to see what project options are available during that timeframe.
- Send the [application form](#) and \$50 application fee to Maranatha Volunteers International.
- Sign up for the [Leadership Newsletter](#).
- Continue the planning process with our helpful volunteer projects team!





Maranatha Volunteers International  
990 Reserve Drive  
Suite 100  
Roseville, CA 95678

(916) 774-7700  
[www.maranatha.org](http://www.maranatha.org)