



BORDER BUDDIES MINISTRIES

*Bringing the heart of Christ to
the heart of Honduras.*

CONSTRUCTION TEAM **LEADER'S MANUAL** for Short-Term Construction Missions Teams Border Buddies Ministries, Inc.

Welcome new and current leaders. This is our BBM Short-Term Missions Manual for TEAM LEADERS. It is a guide to better inform you and your team how to prepare your short-term missions team to have a successful and fulfilling trip. We hope that as you look through the following pages that you will get some sort of an idea of all that needs to happen in order to lead a team with Border Buddies Ministries Inc. It may seem overwhelming, but with God's help, and ours, you can do it. Our Missions Director is there to help you or point you to the person that can help. Don't hesitate to ask for help, after all, this is a major undertaking.

We thank you for listening to the voice of God, and saying, "Yes, I will lead a short-term mission team". Isaiah 6:8, "Then I heard the voice of the Lord saying, "Whom shall I send? And who will go for us?" And I said, "Here am I. Send me!" That is what brought you to missions and also the team leadership.

This is not only a human undertaking but, more than anything, a spiritual journey for you and everyone on your team. Continue to pray. Deuteronomy 31:8 "The Lord himself goes before you and will be with you; he will never leave you nor forsake you. Do not be afraid; do not be discouraged."

TABLE OF CONTENTS

Section 1: Introduction from Michael and Glenda Miller	page 3
Section 2: Statement of Faith	page 4-5
Section 3: General Information, Costs, Staying in Honduras	pages 6-9
Section 4: Team Leader	
Letter to Team Leader	page 10
Spiritual Preparation	pages 11-12
Timeline for Team Formation	page 13
Team Leader Responsibilities	pages 14-15
Example Chore rotation schedule	page 16
Recap Sheet	page 17
Section 5: Forms	
Adult Team Leader Application	pages 18-21
Adult Team Member Application	pages 22-24
Medical Release	page 25
Adult Liability Release	page 26
We Want To Know You More	page 27
Youth Application Form	pages 28-29
Minor Authorization Form	page 30
Dress Code Policy	page 31
Section 6: Travel & Immunization Information	pages 32
What to pack list	page 33
Useful Spanish words/phrases	page 34-35
Section 7: Fundraising	
Sample Letters	page 36-39
Donation Deduction information	page 40
Donor forms - must be used by donors	page 41

Introduction to Border Buddies Ministries Inc.

Our ministry was started by Michael J. Miller, Jr. and Glenda E. Miller and we are full time missionaries living and working in Tegucigalpa, Honduras. Michael is President and founder of Border Buddies Ministries Inc., a 501 (c) 3 non-profit corporation. We are sponsored by family, friends and members of various denominations throughout central New York. Since February 2004 we have been working in the prisons ministering to men, women and youth by leading bible studies, assisting them when they exit, and working with gangs in helping them get a fresh start in life; we remove tattoos from ex-gang members, we work with youth groups teaching and leading bible studies, taking them on outings and giving them hope for a better life.

We are looking for groups who want to come to Honduras to help with construction projects that benefit the public schools here. The public schools are run very differently than in the United States. In the States the schools are taken care of by your taxes. However in Honduras the taxes only cover the salaries of the Honduran teachers. Provision of school supplies such as books, chalk, markers, paper, Encyclopedias, dictionaries, desks, repairs on buildings, computers and much more is all dependent upon the families of the neighborhood. Because of extremely low income and very high unemployment, the neighborhoods simply do not have the financial resources. Most families that send their children to these public schools can hardly feed themselves, let alone help with school needs. Harder still, they have to pay tuition for their children to attend school. We were told by the Director (principal) of a school that once in awhile the parents do get together and take care of minor repairs on the schools, but for the most part these schools are in very bad shape with overcrowding, leaking roofs, no screens in the windows, peeling paint, doors coming off their hinges, etc. These conditions are dangerous for the children due to their bad state of repair. Those that have money do NOT send their children to public school; they go to private school where they have the best of everything. This is not fair to the disadvantaged children and to the future of Honduras. Since 2005 we have been actively changing the imbalance of this system by working on one school at a time. And because we work on the schools while they are in session (the Honduran school year runs February through November) team members get to interact with the children, staff, teachers and directors.

Since 2005 we have helped rebuild seven public schools in Tegucigalpa, adding new classrooms at ground level or a second story with new rooms; computer rooms complete with computers; and in every school an operating cafeteria that can feed upwards of 300 to 400 children every day of the week. By doing so we give the children a chance at a better future, it greatly reduces the influence of gangs, the teachers and the children and their parents gain pride in their schools and more importantly, in their neighborhoods. Most children drop out of public school at the end of 6th grade, but combined with our One Child Sponsorship Program, a decent meal, and a decent school, we have totally reversed that trend and children are staying in school with greatly improved attendance and performance. We have received recognition and commendations from the Honduran government for the improvements made.

So, this is where you can come into play. Join us for an exciting and challenging short-term construction mission trip that will prove to be life changing. May God bless your prayers as you lift this up to Him.

STATEMENT OF FAITH

WE BELIEVE THE ONE TRIUNE GOD IS COMPRISED OF THREE SEPARATE DISTINCT PERSONS;

the Father, the Son, and the Holy Spirit, who are eternally self-existent, self-complete, self-revealed, and one in essence and purpose. Jesus Christ, who is God manifested in the flesh, is the second member of the Godhead, co-equal and co-eternal with the Father and the Holy Spirit. *(Matthew 28:19, John 1:1-14, 10:30, 14:15-21, 20:28, Colossians 1:15-20, 2 Thessalonians 2:13-17, Hebrews 1:1-19, 1 Peter 1:1-2)*

WE BELIEVE THE BIBLE IS THE INSPIRED WORD OF GOD.

It is the supreme and infallible rule of faith and conduct for the Christian. God's Revelation is superior to conscience and reason; yet it is not contrary to them, only above them and corrective to them. *(Psalms 19:7-11, 119:89-112, Isaiah 55:8-11, Matthew 5:17-18, 2 Timothy 3:16-4:2, Hebrews 4:12)*

WE BELIEVE IN THE SACRAMENTS OF BAPTISM IN WATER AND THE LORD'S SUPPER...

...and in the Church as Christ's Body on earth, in the oneness and unity of that Body, in the resurrection of the dead, and in Life Everlasting. *(Matthew 28:16-20, Ephesians 4:1-13, 1 Corinthians 11:23-26 and 15:1-11, John 3:16, 10:28, 17:20)*

WE BELIEVE THAT HUMANITY WAS CREATED IN THE IMAGE OF GOD, BUT BY VOLUNTARY TRANSGRESSION FELL FROM INNOCENCE.

Our only hope of redemption is through the atoning death of Christ on the cross. Salvation is by Grace, through faith in Jesus Christ faith evidenced by love for God and neighbor; growth in holiness, and a life lived to God's Glory. Good works are to be done out of gratitude for grace received. They cannot "earn" anyone salvation for they have no merit with God. *(Isaiah 64:6, Luke 17:10, Galatians 2:15-21)*

Rather, these good works flow forth as an inevitable expression of a life that has been changed and made new by the Holy Spirit. *(Titus 3:1-8, Genesis 1:26-3:19, John 14:7, Matthew 5:16/ Acts 4:12; 26:20/ Ephesians 2:1-10 and 4:17-32, Galatians 15:6, 19-26)*

WE BELIEVE THAT THE CHURCH WORLDWIDE IS THE BODY OF CHRIST,

the habitation of God through the Spirit, encompassing all who in reality repent of their sins and trust in the Lord Jesus Christ to save them. To this Body, Christ gives various gifts for the edification of His Church, the advancement of His Kingdom, and the fulfillment of the Great Commission. Every true believer, born of and sealed by the Spirit, is an indispensable part of His Body and should be actively supporting the work of the local church which is the visible expression of His universal Church. *(1 Corinthians 3:16-17, Ephesians 2:19-22; 4:1-16, Acts 2:38-41, Romans 3:21-26, John 3:3-8)*

WE BELIEVE THE CHURCH HAS BEEN COMMANDED TO TAKE THE GOOD NEWS OF SALVATION THROUGH JESUS CHRIST TO EVERY TRIBE, TONGUE, PEOPLE AND NATION.

(Matthew 24:14

and 28:16-20, Act 1:1-8, Romans 10:1-15, Revelation 7:9-10)

WE BELIEVE THAT JESUS CHRIST ROSE FROM THE DEAD, ASCENDED INTO HEAVEN AND IS COMING AGAIN TO JUDGE THE LIVING AND THE DEAD;

The impenitent and unbelieving to be banished from His presence, and the redeemed to be joyfully espoused to Him for all eternity. *(John 20:1-31, Acts 1:9, 1 Thessalonians 4:17 and 5:1-11, 2 Thessalonians 1:6-10, Revelation 20:11-15, 2 Corinthians 5:10)*

UPON THIS FOUNDATION OF FAITH,

We covenant with one another and with God to pray, live and labor together in love and unity of the Spirit as true disciples of Jesus Christ.

Therefore I, a prisoner for serving the Lord, beg you to lead a life worthy of your calling, for you have been called by God. Always be humble and gentle. Be patient with each other, making allowance for each other's faults because of your love. Make every effort to keep yourselves united in the Spirit, binding yourselves together with peace. For there is one body and one Spirit, just as you have been called to one glorious hope for the future. There is one Lord, one faith, one baptism, one God and Father of all, who is over all, in all, and living through all.

– Ephesians 4:1-6 NLT

GENERAL INFORMATION

Upon arrival at the Tegucigalpa airport, you will be met by Mike and Glenda Miller who will bring you to their mission home where you will be staying during your time in Honduras.

Address:

Mike and Glenda Miller
Colonia Lara, 2nd Calle,
2nd Avenida, Casa #727
Tegucigalpa, Honduras

Michael's cell phone in Tegucigalpa: 011-504-3391-7564

Glenda's cell phone in Tegucigalpa: 011-504-9869-0696

E-mail: mjgm2004@yahoo.com

Accommodations:

The mission home has laundry facilities, bunk beds, running water, hot showers, and WIFI. You will be eating American style food prepared in a fully modern kitchen. It's almost "home away from home".

Internet and phone - There is a router in the house. Wifi passwords are posted in several places. Be aware that if everybody is on at the same time it will slow things down and could affect Skype or FaceTime. We recommend either extending your phone service to include international calling, or better yet, to utilize "WhatsApp" on your phone to call or FaceTime for free.

The work will consist of:

- Physical improvements to existing school buildings in poor barrios of the city. There are jobs for everyone from light work such as painting, wiring, sweeping, cleaning up, making re-rod cages for concrete columns, keep tool room in order; to heavy duty such as shoveling sand and gravel, mixing and pouring concrete, wheel-barrowing materials, moving and stacking cinder blocks, or sheet rocking. Skills are very helpful but not necessary.
- Interaction with the school children, school staff, parents, and local helpers.
- Cross-cultural experience

Purpose:

To bring hope to the Hondurans. To work and learn with our brothers and sisters in Christ in another culture; and to help build a better future for the poor children of Honduras by giving the poorest of the poor a chance to receive the best education possible in the best conditions possible, thus improving their chances for a better life and for them to help improve Honduras' chances for a better future.

Age Restrictions:

Minimum age allowed is 12 years old per Border Buddies Ministries and must be accompanied by parent(s) or guardian(s) - see application requirements page 20.

There is NO maximum age.

NEW IN 2024 - YOUTH STATUS - UP TO AGE 21 IS CONSIDERED A YOUTH.

Recent changes to Honduran laws, necessitated by human trafficking issues, has changed the age parameters of “youth”. <https://hn.usembassy.gov/important-frequently-asked-questions/>

Under Honduran law, children under age 21 who are traveling unaccompanied or with only one parent must have written, notarized permission to travel from the non-traveling parent(s).

If notarizing a permission letter in the United States, the letter should be apostilled by the U.S. state registrar where the notary is registered. Honduran immigration authorities may also accept permission letters notarized at a Honduran embassy or consulate in the United States.

If there is no second parent with legal custody of the child (e.g., the second parent is deceased, one parent has sole custody, etc.), travelers can provide copies of the relevant paperwork such as a court decision, birth certificate naming only one parent, death certificate, etc.

Education in Honduras:

Schooling is required for six years beginning at age seven. However, while nearly all children begin their schooling, many drop out before the end of school year and most never go further than sixth grade. This is especially true among the public schools, where teachers are not well prepared, rarely paid, and only the barest, if any, of curriculum or materials are supplied. To further complicate things, schools suffer from severe overcrowding of classrooms and buildings that are in desperate need of repair. The children face complications at home from lack of food and pressure from the gangs. Furthermore, they are expected to work, at any age, to help support their family financially. Uneducated parents rarely support their children completing school. The literacy rate in Honduras is 72%. The National University of Honduras and some trade schools provide higher education, but only 9% of the population advances to those levels of study.

Language Often your biggest frustration while in the country will be your inability to verbally communicate. You will get tired of saying Hola. Suggest that you take some time before leaving and learn some basic words or short sentences, which can be found toward the end of this manual. Be extremely careful if you try to communicate in Spanish, it can lead to rather unexpected misunderstandings. If you are unsure, please seek out Mike, Glenda or a hired translator. Do not make any promises of financial support, or of possible future correspondence with individuals you meet there. It can cause irreparable damage to the work of the ministry.

COST OF THE TRIP

- Each person must pay for their own passport, plane ticket, food during travel and miscellaneous expenses such as souvenirs, gifts or items needed during the trip.
- Construction teams up to 12 people have to meet a minimum \$6,000 toward construction materials for their project. Teams larger than 12 require an additional \$500 per person (and will need special permission from Michael Miller). This extra financial requirement is sometimes provided by a church's own mission board, in part or in whole, or some teams need to raise their own funds through a variety of projects
- Food, purified water, transportation and housing are \$50.00 per person per diem (per day). (A 10 day stay will run \$500.00 per person for per diem costs).
- The money for per diem costs and project costs are deposited with Border Buddies. We will need the funds for the projects and living expenses to be deposited into our account one month in advance of arrival to the country of Honduras.
- Multi-Day side trips and overnights are the choice of the team. A trip to Copan or the Pacific Ocean can be arranged. Side trips will be paid for by each individual. If you are thinking about going to the Copan Ruins it is a 6 hour drive from Tegucigalpa where the team will be staying. The hotel room cost will be shared between two people who will share the room. The meals are very inexpensive. So plan at least 2 to 3 days extra if you want to visit the Mayan Ruins of Copan.
- Trips to Valley of Angels and Picacho Mountain Park (which are local) the gas is included with the per person groups.
- These prices do not include going out to restaurants, ice cream, etc.
- The money for these costs and the costs for each project is deposited with Border Buddies. We will need the funds for the projects and living expenses to be deposited into our account one month in advance upon arrival to the country of Honduras.
- Individuals are to reimburse Border Buddies for any unexpected costs that arise during the trip and are paid temporarily by Border Buddies for you (i.e. luggage, medical, or prescription costs)

All checks can be made out to Border Buddies Ministries Inc. and mailed to our New York office at; PO Box 1254, Elmira, NY 14902

Keep in mind that airfare costs can rapidly change in this post-covid world.

A typical 10-day mission trip:

Plan on \$800 to \$1300 airfare + \$500 food/lodging + \$50 + travel meals + \$150 spending money = \$1500 to \$2000 TOTAL

(insurance coverage costs are treated separately)

Any questions please email us at mjgm2004@yahoo.com

Staying in Honduras

- The team will stay in the Mission House. Separate areas are provided for men and women. Sleeping quarters utilize bunk beds.
- Team size can be a minimum of 8 or up to 18 people. Minimum age is 12 years old.
- Four bathrooms with hot showers are available.
- A washer and dryer are on site for use by the teams.
- A fully modern kitchen is provided for use by the teams.
- Individuals are to reimburse Border Buddies for any unexpected costs that arise during the trip and are paid temporarily by Border Buddies for you (i.e. luggage, medical, or prescription cost)
- Going out to restaurants, ice cream, pizza, etc. are extra individual expenses.
- Trip costs to Valley of Angels and/or Picacho Mountain (which are local) is covered by the per diem fee.
- Multi-day side trips and overnights are the choice of each team. A trip to Copan or to the Pacific Ocean can be arranged. Inquire for more information.

REMINDERS

In the bathroom DO NOT:

1. DO NOT flush toilet paper down the toilet. Put it in the receptacle provided.
2. DO NOT brush your teeth with tap water. Containers with purified water are provided..
3. DO NOT open your mouth while in the shower
4. DO NOT leave the drain cover off the drain after taking a shower.

In the kitchen DO NOT:

1. DO NOT wash the dishes until you understand the system.
2. DO NOT cross contaminate by using the same utensil on different foods.
3. DO NOT use the kitchen unless YOU pick up afterward.

Dear Team Leader,

Thank you for taking on the responsibility of leading a short-term mission team. It is an awesome responsibility, not to be taken lightly. You will have 8 to 18 lives you are responsible for. You will have over \$10,000 in funding and expenses you are responsible for. You will be part of your team's life for upwards of nine months as you plan, acquire members, raise funds, travel, work, sweat and try to make sense of an entirely different culture. Your actions and demeanor will set the tone for the team. You are not just moving a group of people from North America to Honduras and back. You are also responsible for their spiritual preparation and more importantly yours. Because, above all else, this is a mission trip, a Christian mission trip; a team that is going, moving, doing, and interacting in the name of Jesus Christ.

We consider the spiritual preparation of your team the most important function of the team leader and to that end you will need to fully digest "Spiritual Preparation for a Border Buddies Missions Trip" and put it to practice for yourself immediately. Then we expect you to ask everyone on your team to do the same. Print it out and hand it out, please. We understand everyone is not a 'saint' and that all of us who call ourselves Christians are at a wide variety of places in our walk and in our understanding, but these principles will get you all on the same page as nearly as possible. A team that understands these principles will most likely operate in the Spirit of God rather than 'on it's own understanding'; it has a great chance of "being one in the Spirit", thus avoiding needless rancor and possible arguments. If you can do this then your mission experience will likely be a very positive one and you will be able to withstand the many challenges and problems that come at you from every conceivable direction.

Secondly, team preparation is vital as well. That includes setting a timeline of events, collecting necessary forms, purchasing tickets, gathering funds, making payments, and administering a set of meetings that not only builds your team, but allows you to plan and execute fundraising, if needed. You can plan on gathering items to take with you for distribution, such as clothes, shoes, volley balls, jump ropes, vitamins, bibles, tracts and so forth. To that end you will find a sample timeline to use as a guide. Making payments to the airlines and to Border Buddies on time is crucial.

After the completion of your short-term mission trip we ask that you and each of your teams write up individual testimonies of what the trip meant to you, including how it affected you spiritually and what direction you will take as a result. These may be used, with your permission, on our website, newsletter and FaceBook page to help promote teams and spiritual growth.

We commend you for the task you are assuming and will do all in our power to help you succeed. We have learned since 2004 that by putting God first in all things the rest will fall in line and ultimately God will receive the glory He is due.

Thank you and God bless you.

Most sincerely,
Mark Erway
Past Vice President

See pages 11-12 for "Spiritual Preparation"

See page 13 for sample timeline

SPIRITUAL PREPARATION For A Border Buddies Missions Trip

There are some very practical ways to help prepare spiritually for your mission trip to Tegucigalpa, Honduras. Please read the information below, and prayerfully ask the Holy Spirit to ‘highlight’ those particular areas in which He wants to touch you.

1. **Find time to just ‘be’ with God.** Those of you that understand the principle of ‘soaking’ in God’s presence need to make time to do that in the weeks ahead leading up to the trip. Step away from the busyness of work and family, etc. to spend time now, asking God to show you things He wants to do while you are on this trip. Start stirring up faith now by spending time in God’s presence.
2. **Keep yourself pure.** Watch what goes in your ‘eye gate’ or your ‘ear gate’ (what you listen to) or what comes out of your mouth – watch your speech. Eye Gate: Give God the right to speak into any TV shows/movies that you watch. I would suggest that you “fast” those shows that display ungodly content. He speaks to you about and keep yourself ‘pure’ so that the Lord can pour in even more of Himself. Remember if you fill yourself with ‘garbage’ before you go, all that garbage will need to come out somewhere on the trip. Try not to get drawn into negative, criticizing conversations – especially regarding authority! Guard your lips – allow God to convict you if there is bad language, gossip, slander etc. that you are speaking out. Start speaking blessings now. Even think about what you are listening to: get into worship music, things that bring you into the presence of God. Before you leave, why not empty yourself of things that would be competing for your focus and would try to rob you of God’s presence? It is not that hard. The more of God’s presence and power you make room for...the more of God’s presence and power you will have!! Remember, it is about preparation. You are preparing yourself for God to move mightily through you!
3. **Keep your attitudes at the ‘home front’ pure.** If you have any unforgiveness in your heart, bitterness or anger towards someone here, my strong suggestion is that you deal with it before you leave for this trip. You do not want to take that kind of ‘baggage’ with you and you do not want to give the enemy a legal right to cause trouble between you and others on the trip. So...keep short accounts at home and in your workplace. Practice walking in forgiveness and peace.
4. **Spend time reading your Bible.** Ask God to give you scriptures to stand on, promises He wants to give you and even scriptures to take for others on the team, or to people in Honduras. Get His word into you. Get His promises into you. They will be a source of strength and encouragement. Also, it is always powerful to be able to pray the word over someone.
5. **The week of the trip, get some REST!!** Don’t just try to ‘get through’ the week, or tackle the week like you normally do. If at all possible, take time to rest. Get to bed on time. Take care of yourself. As simple as it sounds, it is important that you do not start the trip already exhausted physically, emotionally or spiritually. Pace yourself. Say ‘no’ to trying to get ‘caught up on’ everything before you go. Don’t take on extra things if you do not have to. Make time to rest and be with God. Come already rested and ready to pour out.
6. **Get your own Personal Intercessors** on board NOW. Each person on the team should have at least 2 people who will commit to covering you in prayer while you are gone. You can always have more than 2, but it is essential for each of you to actually organize your own personal intercession. Then, you must actually GIVE them something to pray about – so send through prayer requests, from the simplest to the most personal: “I’m struggling with fear regarding ” – that kind of thing. We may or may not be

able to send home prayer requests while we are gone, so it is important that you inform your personal intercessors regarding those areas that you are struggling with before you go – and also those things that you are wanting to see God do in your life and through you, while you are away. Get your prayer activated!!

7. Lay down your Rights. The biggest stronghold we will all face is the stronghold of ‘self’. Any ‘rights’ we hang onto will be played upon by the enemy to cause trouble, disunity, offenses etc. None of us is perfect, or expected to be perfect, BUT at the same time, since we are going to be actively advancing and walking in Kingdom stuff, we need to NOT give the enemy any legal rights to harass us! We must be willing to give up our ‘rights’ so that we can work together:

- The right to be offended
- The right to our time
- The right to do what we want with our possessions
- The right to self-pity
- The right to self justification
- The right to be understood
- The right to criticize.

We are there to serve the people of Honduras, the leaders there, and to honor and serve one another. Let’s come already walking in a spirit of humility towards one another. Come willing to learn from one another, our team leaders and of course the people we have come to bless. You may find you come home with more than you ever gave away. Again...come in humility – with a servant’s heart. Be sure to use this time before you go to constantly ask the Lord to remove any ‘haughty’ feelings that would want to rise up in you. Offenses and/or a prideful spirit WILL affect how you are able to pray with the team and for others. So don’t wait until you leave – begin now by spending time asking God to give you ‘clean hands and a pure heart’, and ‘to put a right (willing) spirit’ within you!

8. Be Humble – willing to learn new things. Be open to learning new ways of working with others – even if you have done this before – consider this your first trip and come willing to do whatever is asked of you, in the way the leaders would like it done: that’s what servants do! Also be willing to learn new ways of prayer and ministering – even if you are used to doing it a certain way, lay down those rights and be willing to learn something new. You can always go back to doing things your way when you get home. In the meantime do not rob yourself of an opportunity to learn some new tools in ministering and prayer. Again – ask God to help you to lay down any preconceived ideas, or ministry techniques you may feel you are comfortable with, and to come open and willing to have Him show you new things. If you come empty of yourself, He will fill you up! That won’t happen on the plane – start now, each day, asking Him to remove anything that would cause barriers between you and Him, between you and team members, and between you and effective and fervent prayers on behalf of the Honduran people.

I want to remind you that you have amazing value in Christ. Each one of you is vital to the team. You are the carriers of the life and love of Jesus and by partaking in this spiritual preparation you will find yourselves going out in strength, seeing the release of the gospel of Jesus as the main focus, and so they will embark on an exciting life giving and life changing adventure.

Adapted from a piece by Christina Stewart, Impact Nations

A TIMELINE FOR TEAM FORMATION & ACTIVITIES

<p>God's time</p> <p>Six months before</p>	<p>Ratify your commitment to lead, pray, start to gather team members</p> <p>TEAM MEETING – Lead a devotional to start off; introductions; hand out & go over Team Member Manual; instruct members to go to Border Buddies Ministries website > Missions > Managed Missions > choose trip > apply; \$200 will be due upon acceptance of the application.</p> <p>Review Donor Sponsorship Forms & letter; review needs; make plans for fundraisers or collections and get volunteers to head them up; go over Spiritual Preparation (this is also located on Managed Mission in the Team Member Manual); get people started raising funds for themselves and your \$6000 project cost; select a financial treasurer to receive fundraising funds & tracking funds on Managed Missions; acquire passports (for those who have one, have them check expiration date); get immunizations as needed; identify musicians to lead worship in Honduras for devotional time; establish due dates for Airline Tickets & Balance due date</p>
<p>Five months before</p>	<p>TEAM MEETING – check progress/status of fundraising; welcome new members and go over the information above; go through “We Want To Know You More” form as a team building exercise and send completed form to Mission Director; secure a Group Airline Ticket if possible, check on items to be taken to Honduras; Accepted applicants need to fill out all forms that need to be notarized</p>
<p>Four months before</p>	<p>TEAM MEETING - Secure Group Airline Ticket, check progress of fundraisers; check on individual trip payments & due dates</p>
<p>Three months before</p>	<p>TEAM MEETING – start loading up “2nd Checked Bag” suitcases with items for Honduras; check fundraising progress & individual trip payments; Go over Dress Code Policy & have them each sign one & fill out & hand in all notarized forms (Send to Missions Director)</p>
<p>Two months before</p>	<p>TEAM MEETING –</p>
<p>One month before</p>	<p>TEAM MEETING – All fundraising complete, monies turned in, pay Group Airline Ticket</p>
<p>Two weeks before</p>	<p>TEAM MEETING (if necessary) – Tie up all loose ends; suitcases all set</p>
<p>One week before</p>	<p>COMMISSIONING – have your church “commission” you as missionaries</p>
<p>D-Day</p>	<p>FLY OUT IN COUNTRY RETURN HOME</p>
<p>One to three weeks later</p>	<p>Write a short testimony about experience from the trip, ask your team to do the same. Share your experiences in church or in local faith groups as a team and send write-ups to social media coordinators.</p>
<p>One to three months later</p>	<p>REUNION!</p>

Stay in touch with your team. Their lives have been greatly affected, emotions moved, and sometimes struggling with things. You can listen.

Team Leader Responsibilities

Spiritual Preparation

Pray about/make commitment to God and BBM to lead a team

Lead or delegate devotions for team during planning meetings

Assign a devotional schedule for your trip (1 devotional per day of trip unless otherwise noted)

Designate someone with musical abilities to lead worship at meetings and on trip

Encourage each member to pray through each step of the Spiritual Preparation Packet

Assign “get to know you partners” among your team members to help them form connections with each other (optional but can be beneficial)

Financial Preparation

Establish a team treasurer that will keep track of fundraising monies and collectively raised funds. All funds go to BBM through Managed Missions, Stripe, Paypal & mail. Team leader & team treasurer will be responsible for tracking all funds on Managed Missions. Specify if funds go to the team’s general funds or a particular team member.

Take or delegate responsibility for planning any fundraisers that are happening with your team. Stay on top of dates for these fundraisers and remind the team about them consistently.

Keep team informed about due dates of payments

Administrative Preparation

Know the timeline for your team and adhere to it. Setting a schedule and sharing it with your team is extremely important for full cooperation.

Give each team member a Team Member Manual, have them fill out the application online. Go to Border Buddies Ministries website - Missions - Managed Missions - choose trip - Apply. Have them fill out “We Want to Know You More,” Dress Code Policy, & notarized forms & email to the Missions Director.

Discuss needs in Honduras with BBM and coordinate or delegate collection of additional items in 2nd suitcase your team will be bringing down & fill in “Item Declaration” sheet (See page 44)

Establish a chore rotation for cleaning the house while we are there (see example on pg. 16)

Travel Preparation

1. Establish/Confirm dates of your team's trip with BBM
2. Collect passport information and CHECK EXPIRATION DATES. They must have 3 months validity beyond the last day you will be in Honduras. Have those who do not have a valid passport begin process for getting/renewing one immediately

3. Immunization Information - Discuss recommended immunizations so team members have time to get them: Check with CDC and/or State Department guidelines.

As of November 2024 - Required: Honduras currently requires travelers arriving from or traveling to Panama and every nation in South America to present proof of yellow fever vaccine. Effective March 22, 2023: Travelers are no longer required to provide proof of vaccination against COVID-19 or negative test results for a PCR, Antigen, or ELISA test prior to entry in to Honduras. Airlines may still require additional documentation prior to boarding.

Suggested: measles, rubella, rabies, hepatitis A, hepatitis B, typhoid.

Make sure your TETANUS SHOT is up to date, please.

4. Remain in contact with BBM Board reps as necessary for travel/ticket information, etc.
5. Work with Border Buddies Helping Hands volunteers to get 2nd suitcases ready to bring down
6. responsibility for all payment and ticket information during travel

7. Supplies being brought into Honduras:

Honduras Customs Declaration Form - Before your departure from the US - Make sure you fill out the online form for the luggage you will be responsible for. Found here at <https://www.citaconsuladoshonduras.com/en/customs-declaration/>

8. Post-trip Responsibilities

Organize a time where the team can share their experiences with the church or group you are a part of. Encourage participation from all team members.

Ask each team member to write a testimony about the trip, obtain permission for BBM to share it anonymously in newsletters and online. Share these testimonies with Mike and Glenda as well as BBM's social media coordinators & fill out a Recap Sheet (see example on page 17).

Plan a team reunion

***Be available to support all team members in general throughout the planning process and during the trip. It is likely that concerns or difficulties will come up and your team members may look to you for support.

Example Chore Rotation Schedule

	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.
Devotional									
Laundry									
Dishes (Lunch and Dinner)									
Breakfast Cleanup									
Trash									
Water (house and worksite)									
Clean Bathrooms									
Sweep									

TEAM RECAP

Trip Date:

Team #

Type of Team:

Organization:

Organization Contact:

Team Leader:

Team Co-Leader:

Team Members:

#1 Name:

Address:

Email:

Phone:

Amount Paid:

Trip Base Cost:

Donations:

Fundraisers:

Financial Donations:

Total Raised:

Expenses:

Team/Work Site Goals:

Accomplishments:

Testimonies:

Videos:

Concerns & Resolutions:

Updates

SHORT-TERM MISSION ADULT TEAM LEADER APPLICATION

Thank you for your inquiry about the Border Buddies Missions program and serving the Lord Jesus Christ in this way. Volunteers who serve with us do so with the understanding that they are responsible to raise all funding necessary to be a team member. AN ADULT IS AGE 21 AND OVER. Please complete this application and submit to our Missions Coordinator. This information will be shared with our Board of Directors of Border Buddies Ministries. Your acceptance into this program will depend upon approval from this Board. Once approved, a non-refundable \$200 deposit is required to be paid online or sent to Border Buddies Ministries, Inc., PO Box 1254, Elmira, NY 14902.

Personal Information

Full Name (As it appears on Passport): _____

Passport Number _____ Expiration Date _____

Country of Origin: _____ Citizenship: _____

Present Address _____
(Street or P.O. Box)

(City) (State) (Zip Code) (Country)

Permanent Address (if different from present address) _____
(Street or P.O. Box)

(City) (State) (Zip Code) (Country)

Home Phone () _____ Cell Phone () _____

Email _____ Facebook or other _____

Date of Birth ___/___/___ Sex (M___ F___) Place of Birth _____

Ethnic Identity _____ Marital Status: Single Married Divorced Widowed

Name of Spouse (if married) _____ Cell Phone: _____

School Name (if applicable) _____ Grade/Level _____

Church Affiliation _____
(church name)

Name of Pastor _____

Church Address _____ Telephone _____

What volunteer or paid positions do you presently have or had in the past in your church?

Previous Mission Trips Taken & Dates: _____

What trip are you applying for? _____

What led you to participate on this trip? _____

Do you speak Spanish? Yes _____ No _____ Beginner _____ Basic _____ Conversational _____

Is your family supportive of your participation? _____

Do you have any special or unique skills or talents that would be an asset to the team? Please list them whether or not they apply to your trip: _____

Are you willing to live and work under conditions that may be uncomfortable, unfamiliar, and require your flexibility, understanding and respect for the local culture and Missionary Leadership?
Yes _____ No _____

Health/Medical Information

Contact name in case of Emergency: _____ Phone # _____

Doctor name: _____ Office Phone (____) _____

After hours emergency # (____) _____ Blood type if known: _____

For Insurance: Name of Beneficiary _____ Relationship _____

Health Insurance Company: _____ Phone: _____

Policy # _____ Group: _____

If you are unable to speak for yourself due to an accident or illness, the team leader will act on your behalf with your permission: I Agree _____ I disagree & want the following person: _____

Tetanus Vaccine Date: _____ Hep A Vaccine Date: _____

Dietary Restrictions: _____

List any medical conditions that you have, including allergies, and the medications you take for it:

Condition:

Medications being taken:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Statement of Faith: Please write your testimony including when you accepted Christ as Lord & Savior, how you view your spiritual life, & how you feel your present relationship with Christ is.

Finances: Please note that you are responsible to provide all your own expenses - personally, or through family & friends. The total cost of the trip includes flight, meals & lodging. We encourage you to raise up a team of partners for prayer & financial support. There will be financial due dates that confirm your participation. If the due dates are not met, a flight ticket will not be purchased for you & monies already raised & deposited will be forfeited to the ministry.

References: Name, address & phone numbers of 2 references (Pastor & one other - not relatives)

1. _____

2. _____

Confirmation of Faith:

- I have accepted Jesus Christ as my personal Lord & Savior, & have assurance that I am a child of God.
- I believe that the Bible is the inspired word of God, life changing in power, & has personal application to my life.
- I strive to walk in obedience with the scriptures as I am led by the Holy Spirit.
- In areas where I may differ with BBM doctrinally, I will respect BBM's position. I will not promote any teachings or doctrines contrary to the doctrines of BBM. I will defer to the authority of BBM & its leadership in all such matters.

Signature: _____

Date: _____

Should my application be accepted, I agree to be bound by the Statement of Faith of BBM & to refrain from unscriptural conduct in the performance of my service on behalf of BBM. The full staff members (&/or board members) of BBM reserve the right to remove a mission's team member at their discretion.

Signature: _____

Date: _____

Note: Approval for mission trip participation is complete after review of this application & submission of the \$200 non-refundable deposit to be mailed to the address above or paid online.

T-Shirt Size: _____

Once your application has been accepted, you will need to print out the Release Forms on pages 26-27, fill them out and email them to Michael Miller at mjgm2004@yahoo.com

SHORT-TERM MISSION ADULT APPLICATION

Thank you for your inquiry about the Border Buddies Missions program and serving the Lord Jesus Christ in this way. Volunteers who serve with us do so with the understanding that they are responsible to raise all funding necessary to be a team member. AN ADULT IS AGE 21 AND OVER. Please complete this application and submit to your Team Leader, or online by going to Border Buddies Ministry website - Missions - Managed Missions - Choose trip - Apply. This information will be shared with our Board of Directors of Border Buddies Ministries. Your acceptance into this program will depend upon approval from this Board. Once approved, a non-refundable \$200 deposit is required to be paid online or sent to Border Buddies Ministries, Inc., PO Box 1254, Elmira, NY 14902.

Personal Information

Full Name (As it appears on Passport): _____

Passport Number: _____ Expiration Date _____

Country of Origin: _____ Citizenship _____

Present Address _____

(Street or PO Box)

(City)

(State)

(Zip Code)

(Country)

Permanent Address (if different from present address) _____

(Street or PO Box)

(City)

(State)

(Zip Code)

(Country)

Home Phone () _____ Cell Phone () _____

Email _____ Facebook or other _____

Date of Birth ____/____/____ (min. age 18 yrs) Sex (M____ F____) Place of Birth _____

Ethnic Identity _____ Marital Status: Single Married Divorced Widowed

Name of Spouse (if married) _____ Cell Phone _____

School Name (if applicable) _____ Grade or Level _____

Church Affiliation _____

(Church Name)

Name of Pastor _____

Church Address _____ Phone # _____

What volunteer or paid positions do you presently have or had in the past in your church?

Previous Mission Trips Taken & Dates _____

What trip are you applying for? _____

What led you to participate in this trip? _____

Do you speak Spanish? Yes ___ No ___ Beginner ___ Basic ___ Conversational ___

Is your family supportive of your participation? _____

Do you have any special or unique skills or talents that would be an asset to the team? Please list them whether or not they apply to the trip: _____

Are you willing to live & work under conditions that may be uncomfortable, unfamiliar, & require your flexibility, understanding & respect for the local culture & Missionary Leadership?

Yes ___ No ___

Health/Medical Information

Contact Name in case of emergency: _____ Phone # _____

Doctor Name _____ Office # _____

After hours emergency # () _____ Blood Type if known: _____

For Insurance: Name of Beneficiary _____ Relationship _____

Health Insurance Company _____ Phone # _____

Policy # _____ Group _____

If you are unable to speak for yourself due to an accident or illness, the team leader will act on your behalf with your permission: I Agree ___ I disagree & want the following person: _____

Tetanus Vaccine Date: _____ Hep A Vaccine Date: _____

Dietary Restrictions: _____

List any medical conditions that you have, including allergies & medications you take:

Condition:

Medications being taken:

_____	_____
_____	_____
_____	_____

Finances: Please note that you are responsible to provide all your own expenses - personally, or through family & friends. The total cost of the trip includes flight, meals & lodging. We encourage you to raise up a team of partners for prayer & financial support. There will be financial due dates that confirm your participation. If the due dates are not met, a flight ticket will not be purchased for you & monies already raised & deposited will be forfeited to the ministry.

References: Name, address & phone numbers of 2 references (Pastor & one other - not relatives)

1. _____
2. _____

In areas where I differ with BBM doctrinally, I will respect BBM's position. I will not promote any teachings or doctrines contrary to the doctrines of BBM. I will defer to the authority of BBM & its leadership in such matters.

Signature: _____ *Date:* _____

Should my application be accepted, I agree to refrain from conduct that does not respect myself, others, & the ministry. The full staff members (&/or board members) of BBM reserve the right to remove a mission's team member at their discretion.

Signature: _____ *Date:* _____

Note: Approval for mission trip participation is complete after review of this application & submission of the \$200 non-refundable deposit to be mailed to the above address or paid online.

T-Shirt Size: _____

Medical Release:

In case of unconsciousness, or inability to release myself for medical treatment resulting from illness, injury, or an accident which requires medical attention, I (print your name),

_____ ,
give my permission to Border Buddies Ministries Inc., its representatives, and all attending health care professionals (defined as but not limited to doctors and nurses) to administer medical treatment, to hospitalize, anesthetize, or perform surgery on me as is required. I, (print your name)

_____ ,
the undersigned do release, acquit, and covenant to hold harmless Border Buddies Ministries Inc. and its representatives from:

All actions, damages, or liabilities arising out of their treatment of any illness, injury, or accident incurred during my participation with them. It is the intention of this release that the above Border Buddies Ministries Inc. and its representatives incur no liability whatsoever while attempting to meet all the medical needs that I may require during my participation with Border Buddies Ministries Inc..

Participant signature: _____

Date _____

Adult Liability Release

I, (print your name) _____
in consideration of my acceptance as a participant on a mission trip to Honduras through Border Buddies Ministries Inc. represent and agree that:

1. I am aware of the potential hazards and risks to my person and property associated with serving in a missions capacity, such hazards and risks including, but not limited to illness, injury, or death by accident, disease, weather conditions, inadequate medical services and supplies (in remote locations), criminal activities, and random acts of violence, and I will participate with full awareness of these risks. With respect to, Border Buddies Ministries Inc. and its representatives, I voluntarily assume all risks of illness, injury, death and any damage to my personal property, and I release Border Buddies Ministries Inc. and its representatives from any liability that I may suffer as a result of my participation with them. I further recognize that such risks have always been associated with missionary service. (II Cor. 11:23-28)

2. I am aware of the hazards and risks to my person associated with participation in a mission trip, as described above. I further understand that Border Buddies Ministries does not have insurance coverage that would apply in the event of my illness, injury, death, or damage to my property that may occur during my participation on the trip, and if I desire insurance coverage I am responsible for the costs and arrangements for such insurance.

3. I expressly agree that this assumption of risk agreement is intended to be broad and inclusive as permitted by law. I further state that I have carefully read the foregoing assumption of risk and understand its contents, and I voluntarily sign this release as my own free act. This is a legal document.

Participant signature: _____

Date _____

WE WANT TO KNOW YOU MORE

(info for Michael and Glenda)

NAME: _____

Married Yes No Spouse's name _____

Children Yes No Names and ages _____

What is your profession or planned profession _____

How are you involved in the church presently or in the past?

What is your favorite bible verse and/or bible story?

Why? _____

What are your hobbies/ interests?

What are your favorite foods and drinks?

Do you have any food allergies? No Yes If yes, what?

What type of music do you listen to (rap is not music) Favorite singer/group?

Five words that best describe you 1. _____ 2. _____
3. _____ 4. _____ 5. _____

What are your expectations while on this mission trip, either personally or spiritually?

Anything else that you want the team to know about you?

Border Buddies Ministries Short Term Missions
Youth Application (Ages 12-21)

Name of Youth (As indicated on Passport): _____

DOB: _____ Age of Youth: _____ Male _____ Female: _____ Grade: _____ Shirt Size _____

Names of Parents/Guardians: _____

Home address: _____

City: _____ State: _____ Zip: _____

Home Phone #: _____ Cell Phone #: _____

Parents Email: _____ Youth's Email: _____

Passport #: _____ Expiration Date _____

Attend Church At: _____

Phone/Contact Info of Church or Pastor: _____

Address _____
(Street or PO Box) (City) (State) (Zip)

Name of Pastor: _____

Name of Youth Leader: _____ Phone #: _____

History of Youth (other mission trips - domestic or international, church activities, school activities):

History of when or if you had an encounter with Jesus Christ:

Why do you want to serve on a short-term mission team? (Youth's answer)

Recommendation from Youth's Pastor:
(Spiritual, youth's activity, concerns, and if she or he is ready for an international mission trip)

Tetanus Vaccine Date _____ Hep A Vaccine Date _____ BloodType _____

Dietary Restrictions _____

List any medical conditions, allergies, medications & physical limitations:

_____	_____
_____	_____
_____	_____
_____	_____

Signature of Pastor: _____ Date _____

Signature of Parents: _____ Date _____

Signature of Youth: _____ Date _____

Note: Parents will be advised to sign the "Minor Authorization Form" to authorize a participating team member(s) to be able to make decisions needed during the duration of the trip in Honduras. That form is to be attached to this document.

MINOR AUTHORIZATION FORM

I, _____ authorize _____

to act as temporary Guardian of my son/daughter _____

for the purpose of taking him / her into Tegucigalpa, Honduras, Central America

The time period is not to exceed ____ days, beginning _____, and ending _____,
(mm/dd/yy) (mm/dd/yy)

I further authorize _____

(Team Leader's Name)

to request and receive any medical treatments that may become necessary during this trip.

1. Father/Guardian name (printed)

2. Mother/Guardian Name (printed)

1. Father/Guardian signature

2. Mother/Guardian signature

Very Important Note: If this is a single parent family and only the custodial parent is approving this trip, the team leader will be required to carry the appropriate documentation to prove custody.

Date _____

FIX APOSTILLE HERE

NOTARY PUBLIC (IF NEEDED)

Border Buddies Ministries Dress Code Policy

While in Honduras, you will experience some cultural differences between here and the United States. We, as missionaries, would like to prepare you for these differences. In Honduras 80% of the citizens are Catholic and 15% are Evangelical Christians. There is huge tension between the two Religions. The Evangelicals believe in not participating with worldly things. An example is worldly music (rock, soft rock, love songs, rap, heavy metal, country, etc.) They believe that this music comes from Satan and should not be listened to. They also believe that all songs that come from the heart should be songs of praises to our Lord.

Some, not all, Evangelical Christians have a problem with crosses. They (some) feel that the cross is a form of idol worship, and that goes against God's commandments. The reason is that many of the new Evangelical Christians came from the Catholic Church. In past and current times many foreign missionaries have taught that there should be no idol worship in your life and they have used the cross in this teaching. One of the major problems you'll encounter in Honduras, with both Christians and non Christians, is the Spanish term, "union libre". This means free union with your partner. In other words, many will say they are married when in reality they live with the person without a legal marriage. This has been a struggle inside the churches and in the culture of Honduras.

We pray that by understanding the culture a little bit better, you'll have a better understanding when confronted with these issues or when brought up in conversation. Often, many of these issues are ignored by pastors or Christians out of respect and Hondurans later ask the missionaries (Mike & Glenda) why?

Romans 1:17 " For in the gospel a righteousness from God is revealed, a righteousness that is by faith from first to last, just as it is written: "The righteous will live by faith."

As short term missionaries it is important to understand that our primary goal is to be a carrier of God's love to those we come to serve. While we may not agree with everything about the culture around us, it is not our job to change it, but to allow God to demonstrate His love through us to those who are different from us. As much as possible, without violating God's principles, we seek to honor the culture where we are guests. We are not here to impose our culture.

Refrain from Revealing tops. Refrain from low-cut blouses, if you can see cleavage, don't wear it. Refrain from wearing midriffs (stomach/belly showing). Refrain from wearing short-shorts or skirts. If you are planning on going swimming, swimsuits should be one piece and very modest.

Jewelry: Please refrain from wearing extra body piercings, rings, earrings at the job site.

Tobacco & Alcohol: Against Border Buddies Policy. No Smoking, chewing tobacco, or vaping on Mission House grounds.

Participant Signature _____ Date _____

Travel Information

1. PASSPORT VALIDITY - Passport must have three months validity from the date of your last day in Honduras.

2. Check State Department Guidelines: <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Honduras.html/>

3. Immunization Information - Check with CDC and/or State Department guidelines.

As of November 2024 - Required: Honduras currently requires travelers arriving from or traveling to Panama and every nation in South America to present proof of yellow fever vaccine. Effective March 22, 2023: Travelers are no longer required to provide proof of vaccination against COVID-19 or negative test results for a PCR, Antigen, or ELISA test prior to entry in to Honduras. Airlines may still require additional documentation prior to boarding.

Suggested: measles, rubella, rabies, hepatitis A, hepatitis B, typhoid.

Make sure your TETANUS SHOT is up to date, please.

4. Luggage - requirements change rapidly. *ALWAYS check with your Carrier first.*

5. Emergency Contact information - Make sure you fill out the required information with your Carrier BEFORE your departure from the US.

6. Honduras Customs Declaration Form - Before your departure from the US - Make sure you fill out the online form for the luggage you will be responsible for. Found here at <https://www.citaconsuladoshonduras.com/en/customs-declaration/>

What to Pack List

Essentials

- ***PASSPORT** (expiration can not be within three months of your last day in Honduras)
- *Money: Make sure your paper bills have no tears, writing, or wrinkles. Near pristine.
- *Medications - bring all that you will need during stay, plus some extra.
- *Comfortable “all-day” shoes
- *Casual clothes to wear after we are done working
- *Good outfit that can be worn into town or to church
- *ALL clothing **must be labeled with your initials**, especially underwear and socks.
- *Hat or cap for sun protection
- *Casual shoes
- *Shower scuffs or waterproof sandals
- *Light jacket and/or rain jacket
- *Toiletries (toothbrush, toothpaste, deodorant, hairbrush, soap, travel toilet paper)
- *Extra pair of glasses, if you’re blind without them
- *Towelettes/hand sanitizer
- *Nutrition Bars or granola bars, trail mix
- *Wide mouth personal water bottle and travel mug
- *Bible
- *Devotional materials
- *Backpack
- *Music (if applicable)

Recommended

- *Computer, phone, notebooks, pads & appropriate charging cords, camera, thumbdrive(s)
- *Small notebook and pen for journaling
- *Spanish/English dictionary

Crash Pack (recommended to take as carry-on in case luggage gets lost)

- *Prescription meds
- *Change of clothes
- *Toothbrush
- *Camera
- *Passport & money
- *Any other essentials to get you through a couple of days

Extras:

Any items that you are going to give the children ie. gum, candy, small games, crafts, etc...

There will be a team kit on site that will include the following items that

you do not need to pack: First Aid kit, sunscreen, bug spray, Pepto-Bismol, Imodium

Handy Spanish Phrases

I'm hungry Tengo hambre Teng-go am-bray	What time are we eating? A que hora vamos a comer Ah kay oh-dah vah-mos a co-mare	Where are the bathrooms Donde esta los banos Don-day eh-sta loss bon-yos
I like... me gusta... May goo-stah	How do you say.....in Spanish Como se dice.....en espanol Co-mo say dee-say...en es-pan-yol	Please help me Ayudame por favor Ah-you-da-may poor-fah-bor
Thank you! Muchas Gracias! Moo-chas grah-see-aahz!	How are you? Como esta? Coh-moe es-tah	I'm sorry Lo siento Low see-en-toe
God willing Si Dios quiere! See Dee-ose key-air-day!	I hope that you have a good day Espero que tengas un buen dia Es-sparrow kay tayngas oon bwen dee-a	Speak slower Hablar mas lento Ha-blar mahs lento
God Bless you! Dios te bendiga! Dee-ose tay ben-dee-gah	I hope that you have fun Espero que te diviertas Es-sparrow kay tay dee-vee-air-tas	I don't understand No entiendo No en-tee-en-do
I'm praying for... Estoy pidiendo a dios que... Es-toy pee-dee-endo ah dee-ose kay	I'm sleepy Tengo sueno Teng-go swayn-yo	I don't understand No se No say
Please tell him that... Por favor, dile que Poor fa-boor dee-lay kay...	Nice to meet you Mucho gusto Moo-cho goos-toe	My name is _____ Me llamo _____ May yammo _____
I like Me gusta.... May goosta...	I don't like... No me gusta ... No may goosta...	I need Yo necesito Joe nes-es-see-toe
What time is it? Que hora es? Kay or-a es I have children Yo tengo hijos Joe tango ee-hose	Where are we going? Adonde vamos? Ah-doan-day vah-mose? I have a grand-daughter Yo tengo una nieta Joe tango oona nee-yet-ah	I am from New York Soy de Nuevo York Soy day New-wave-o York I have a grand-son Yo tengo un nieto Joe tango oon nee-yet-toe
I have a husband/wife Tengo un esposo/esposa Tango oon eh-spo-so/eh-spo-sa	I am _____ years old Tengo _____ anos! Tango _____ on-yohs	I'm looking for Estoy buscando Es-toy boo-scon-doe

Handy Spanish Words

Numbers		I need a....	or	please lend me.....	please
1 Uno	20 Veinte	Necesito un...		Presta me	por favor
2 Dos	30 Treinta			Shovel- Pala	
3 Tres	40 Cuarenta			Rake - rastro	
4 Cuatro	50 Cincuenta			Hoe- azada	
5 Cinco	60 Sesenta			Trowel- llana	
6 Seis	70 Setenta			Hose- manguera	
7 Siete	80 Ochenta			Block – bloque	
8 Ocho	90 Noventa			Concrete-concreta	
9 Nuevo	100 Cien			Cement- cemento	
10 Diez	21 Veintiuno			Water- agua	
	22 Veintidos			Cement mix - mezcla	
				Screwdriver-destornillador	
				Rope-cuerda	
Good- bueno	Where- donde			Bend- curva	
Bad- malo	What- que?			Short-corto	
Below-abajo	How- como			Long-largo	
Over- arriba	When- cuando			Piece-pieza	
Right-derecha	Who-quien			Hammer-martillo	
Left-izquierda	Later- despues			Soda- refresco	
Behind-en atras	Now- ahora			Drink- bebida	
In front-en frente				This-este/esto	
				That- ese/eso	
				There-ahi	
I need you to...		I am....		Hose - manguera	
Necesito...		Tengo....		Bucket - balda	
Come here - vengas aqui		cold- frio		Candy - dulce	
To mix - mezclar		hungry-hambre		Bubble - burrbujas	
To put(in) - poner		thirsty- Sed		Jump-rope - lazo	
To rest - descansar				Blessings - bendiciones	
In the name of God - en el nombre de Dios				French fries - papa fritas	
				Hot dog - hot dog	
Tape measure - metro				Donut - donut	
Wheelbarrow - carreta				Napkin - servilleta	
Screws - tornillos				Nails - clavos	
To cut - cortar				Paint brush - brosha (de pintar)	
Cut this - cortar esto				Paint - pintar	
Cut that - cortar eso				Juice - jugo	

Sample fundraising letter that you can send to members of your church and your family

BORDER BUDDIES MINISTRIES SHORT-TERM MISSION TEAM #XX

On May 21st through May 31st, 2018 God has provided a wonderful opportunity for me to be a member of a mission team made up of people from Pennsylvania Avenue United Methodist Church along with other area churches. We will travel to Tegucigalpa, Honduras as a short-term construction team for Border Buddies Ministries, mixing and pouring concrete and laying up cinder block walls.

The team will be staying with missionaries Mike and Glenda Miller and will work on a school called “21st of October Institute” in an impoverished barrio of the city. Our physical mission will be to add a second floor to an existing building and begin work on four new classrooms in order to alleviate severe overcrowding. But our real work will be interacting with the children and the teachers in the school and showing God’s love to the people of that community.

I am asking for your help on this project. Each of us on the team is responsible to encourage a “support team” of family and friends to pray for the mission team and to help with the cost, which is \$1800.00 per person. Tax-deductible contributions for my support can be made out and sent to Border Buddies Ministries at P.O. Box 1254, Elmira, NY 14902 or you can give them directly to me. When you write a check please do not put my name anywhere on the check per IRS rules. Make it out to Border Buddies Ministries, with ”Honduras Mission Team XX” in the memo line and include the enclosed donor support form with your contribution on which you can indicate my name.

Thank you for supporting me; if you are unable to give a monetary gift, please remember to pray for me and for our mission team. This trip promises to be a wonderful and exciting opportunity to serve and share God’s amazing grace.

Sincerely,

Member
Honduras Mission Team #50

“The King will reply, ‘Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.’ Matthew 25:40

Sample fundraising letter that your church can send out

**Ironwood Church
123 Ironwood Avenue
Ironwood, NY 14900**

Ironwood United Methodist Church, along with several other local churches, is helping to sponsor a Missions Trip to Honduras in May. The Missions Team, sponsored by Border Buddies Ministries, will be working on renovations at a local Honduran school. Ironwood is having a Spaghetti Dinner on Thursday March 10th, 2011 as a fundraiser for this Missions Trip. We are asking for your support either financially or a donation of a product toward our spaghetti dinner. In anticipation of your approval, we ask that we post your name as a form of advertisement in return for the donation. Please feel free to contact me at 734-1234. Produce or financial donations can be made to the following address.

*Ironwood Church
123 Ironwood Ave
Ironwood, NY
14900*

Thank you for your continued support towards our ministries.

*John Doe - Team Leader
Border Buddies Ministries team #10*

Sample fundraising letter that your pastor can send to your congregation

Ironwood Church

123 Ironwood Avenue Ironwood, New York 14900

(607) 734-1234

Dear Friends and Family,

On May 25th- to June 6th 2010 God has provided a wonderful opportunity for a ten-person team from Ironwood United Methodist Church to travel to Tegucigalpa, Honduras for a short-term mission experience.

The team will be working on an addition to a public school near missionaries Mike and Glenda Miller's home. The team hopes to finish building the walls and start putting the roof on the second story of the school. We will be interacting with the children in the school and showing God's love in the community.

We would like to take this opportunity to ask you to keep the whole team in your prayers. The team consists of John Doe, Mary Doe, Robert Brown, Mary Black, John Blue, Deborah Naphtali , Nancy Hood, and Bruce Armstrong. We would also like to ask you to consider supporting us financially in some way if you feel led to do so.

This year we are approaching support letters from team members differently. As a member of the congregation you will only be receiving one letter. If you choose to make a donation you can make on your donation slip that you donation goes towards the team expenses, or to a specific person as scholarship money. or you can simply leave it blank and leave it at the team's discretion.

Each participant is responsible to raise a "support team" to pray for the mission team and to help with the cost, which is \$1300.00 per person. Would you prayerfully consider making a donation to Ironwood on our behalf? Tax-deductible contributions can be made out to Ironwood. Please put Honduras mission team 10 in the memo line and include the enclosed donor support form with your contribution. Please do not put my participants name anywhere on the check. Please understand that any contribution to Ironwood is a gift and is non-refundable.

Thank you for considering supporting us, if you are unable to; please remember to pray for us. The trip promises to be a wonderful and exciting opportunity to serve and share.

Sincerely,

Honduras Mission Team #XX

Sample fundraising letter your church/pastor can send to local businesses

Business name

Address 1

Address 2

City, State, Zip

February 20, 2011

Dear _____,

A short-term Mission Team from the Elmira-Horseheads area, representing 3 local churches, will be traveling to Honduras from May 26th- June 5th, 2011. Our team will consist of 11 people that are volunteering to leave their jobs, families and homes to have the ability of helping those less fortunate. Our task will be to participate in the renovation of a school in Tegucigalpa, Honduras.

We, as a Mission Team, would like to request any type of donation that could help us with our goal of \$8500.00. All monetary donations will be used to purchase materials for the renovation of the school. Contributions can be made out to Ironwood UMC, Mission Team #XX at the address below.

We would like to express our gratitude in advance for your support and consideration of this very worthy project. If you have any questions or require additional information we would be glad to provide this information at your request. Thank you again for your consideration. You can reach me at the following address or phone me if you have any questions. Additional information can be found at our sponsoring organization, Border Buddies at mgmillermission.org

Sincerely and Gratefully yours,

Daniel Lyonsden, Pastor Ironwood UMC

Team Members

John Doe	Joy Dewalt	Ron deRaice
Mary Black	Bruce Armstrong	Mary Blue
Deborah Naphtali	Nancy Hood	Elizabeth LeHem
Amanda Botte	Jerry Salem	

Contributions You Can Deduct

Generally, you can deduct your contributions of money or property that you make to, or for the use of, a qualified organization. A gift or contribution is “for the use of” a qualified organization when it is held in a legally enforceable trust for the qualified organization or in a similar legal arrangement. The contributions must be made to a qualified organization and not set aside for use by a specific person.

Travel. Generally, you can claim a charitable contribution deduction for travel expenses necessarily incurred while you are away from home performing services for a charitable organization only if there is no significant element of personal pleasure, recreation, or vacation in the travel. This applies whether you pay the expenses directly or indirectly. You are paying the expenses indirectly if you make a payment to the charitable organization and the organization pays for your travel expenses. The deduction for travel expenses will not be denied simply because you enjoy providing services to the charitable organization. Even if you enjoy the trip, you can take a charitable contribution deduction for your travel expenses if you are on duty in a genuine and substantial sense throughout the trip. However, if you have only nominal duties, or if significant parts of the trip you do not have any duties, you cannot deduct your travel expenses.

Deductible travel expenses. These include:

- Air, rail, and bus transportation,
- Out-of-pocket expenses for your car,
- Taxi fares or other costs of transportation between the airport or station and your hotel,
- Lodging costs, and
- The cost of meals.

Because these travel expenses are not business-related, they are not subject to the same limits as business related expenses. For information on business travel expenses, see *Travel* in Publication 463, *Travel, Entertainment, Gift, and Car Expenses*.

Contributions You Cannot Deduct

There are some contributions you cannot deduct. There are others you can deduct only part of. You cannot deduct as a charitable contribution:

1. A contribution to a specific individual,
2. A contribution to a non qualified organization,
3. The part of a contribution from which you receive or expect to receive a benefit,
4. The value of your time or services,
5. Your personal expenses,
6. A qualified charitable distribution from an individual retirement arrangement (IRA),
7. Appraisal fees,
8. Certain contributions to donor advised funds, or
9. Certain contributions of partial interests in property.

Donor Support Form

****Please include this with your donation****

Yes, I (We) would like to support the Border Buddies Team #___ Honduras Mission Trip

I am enclosing a gift of \$_____ to be applied as indicated (select either or both)

Please apply \$_____ of my donation toward project expenses (our goal is \$6,000)

Please apply \$_____ of my donation toward a specific team Member(s)* as listed

here:_____

*The IRS prohibits Border Buddies from processing donations with the participant's name designated on the check.

For a receipt of your tax-deductible gift, make your check payable to: *Border Buddies Ministries*

Please write in the memo line of your check: *Honduras Mission Team # _____*

*DO NOT write the name of the team member on the check as it will nullify your tax deduction.

Donor's Name _____

Address _____

Phone _____

Email _____

Return this form with your check to:

TEAM # _____

Border Buddies Ministries, Inc.

P.O. Box 1254

Elmira, NY 14902