

## THE AMAZON MISSION FELLOWSHIP Trip Leader Responsibilities

The role of the trip leader is an integral part of the sister church relationship and can influence whether or not the partnership is successful. It is the leader's job not only to communicate with MMI and AMF in organizing the trip, but also to coordinate team members, to help his/her group bond, to set expectations for the group, and to ensure, to the best of his/her ability, that the group's time in Peru is meaningful and productive.

Responsibilities of the trip leader are:

- ☼ To communicate with MMI, in Columbia, SC. As the parent organization to AMF, Medical Missions, Inc. originally set up and continues to maintain the infrastructure necessary for AMF's ministry to function in Iquitos. As such they are the official trip coordinators for the mission teams. MMI, in conjunction with the Iquitos missionary and Cecy's Travel in Lima, sets the cost of the trip and assists with travel arrangements. MMI also organizes the information below for all mission groups and communicates it to the Iquitos missionary.  
The trip leader of an AMF church must:

- \* decide whether you will organize all air travel for your group or if you would prefer that MMI book flights and inform MMI of this decision
  - ☞ if you are arranging your own air transportation, please provide MMI with a detailed itinerary including the specific airlines you will be traveling on, flight numbers, and arrival/departure times
- \* ensure that deposits and payments for the trip are sent to MMI in a timely fashion according to their schedule
  - ☞ the land cost is \$1000 per person with \$250 of that being a *non-refundable* deposit
  - ☞ the total amount owed per person to MMI is determined by who handles airfare
- \* have every member of your mission team complete a trip application (used solely for record keeping purposes) and a waiver form and return these to MMI
- \* provide MMI with a list of your mission team members and their passport numbers, and the breakdown of specific rooming assignments

☀ To communicate with the Iquitos missionary and/or other AMF leaders about any and all pertinent issues including, but not limited to:

\* housing arrangements

☞ please determine the room assignments for your team

☞ please determine who will stay in the hotel and who will stay at El Jardin – El Jardin currently has two guest rooms available and can accommodate up to 5 people (one room can function as a triple room if necessary)

☞ communicate this information to your team prior to arrival in Iquitos in order to expedite the process of leaving the airport once you land

\* work projects and other activity plans

☞ all projects and activities are subject to the approval of the AMF board and the Iquitos missionary

☞ the Iquitos missionary must be kept informed at all times of plans in to assess the feasibility and/or appropriateness of projects/activities

☞ it is requested that you plan to purchase or coordinate the purchase of your project supplies once you arrive in Peru, but if you need assistance with that, the Iquitos missionary will help

☀ To be actively involved in trip planning by communicating with the contact person (the one who regularly exchanges emails with a Peruvian pastor) in your church if that does not happen to be you. You are vital to the planning and execution of all projects and activities for your mission team.

☀ To keep the following important information for every team member:

\* a paper and/or electronic copy of each person's passport

\* emergency contact information

\* custodial papers or other legal documentation for minors

\* medical information such as allergies, known illnesses, and other pertinent information that would be needed in the event of an emergency in which the person him/herself would be unable to communicate

- ☀ To be responsible for your group not only while traveling to and from Peru, but also while you are in Peru. AMF/MIMI staff are facilitators and do not assume leadership of your mission team once you arrive.
- ☀ To organize nightly devotions for your group. God should be the center of the trip. A lot happens during the day, so it is important to refocus the group each evening, reminding them of why they have come to Peru, allowing them a time of fellowship, and providing them with a ‘debriefing’ opportunity. This is also the appropriate time to make daily announcements regarding meal times, meeting times, and departure times, and to address any issues or concerns that arise within the group.
- ☀ To encourage your team to be very flexible. The best laid plans are always subject to change. Whining and complaining will only make things worse, not better. Present any snags, rearrangements, or trials while on the trip as a means of growing the spiritual fruit of patience.
- ☀ To educate your group on the following:
  - \* **Cultural Sensitivity** – It is important to prepare your team members for trip experiences (i.e. poverty, homelessness), that can sometimes be overwhelming. It is also critical to make them aware of some cultural do’s and don’t’s:
    - ☞ Do not take photos of adults without first asking for permission.
    - ☞ Do not give out toys, clothing, candy, or other gifts either to adults or to children in the cities/villages. If you have such items, they should be given to the pastor at the end of the week. He will distribute them in the most appropriate manner.
    - ☞ Do not give away money.
    - ☞ Do not make promises of future financial or material assistance.
    - ☞ Do not give away bottled water, cokes, or food to villagers during the work week.
    - ☞ Be aware of the Peruvians’ perceptions regarding alcohol, smoking, and dancing – they view these activities as indicators that Christianity is not authentic. AMF does not condemn these activities; we are simply ask you to remember that you are on a mission trip and to be aware of your witness.

\* **Safety** – Iquitos is a relatively safe city, but you must remember that you are in a foreign country and a third world setting, so make wise choices:

- ⌚ There is safety in numbers. Never go anywhere alone – use the buddy system. Minors should be in the company of an adult at all times.
- ⌚ Stay within established boundaries when exploring the city.
- ⌚ If there are minors in your group, set up a nightly curfew and enforce it. They will thank you for ensuring that they get enough rest.
- ⌚ Do not allow minors to room together without an adult.
- ⌚ Leave jewelry at home. Even if it is costume jewelry and not valuable, it attracts attention. It is not uncommon for people to have necklaces ripped off their necks while walking down the street, or dangling earrings pulled from their ears.

\* **Miscellaneous** – Please also inform your group members of the following:

- ⌚ Have your team members change their dollars for soles in the Lima airport. It is safer and more convenient. They can always change more money in Iquitos during the week if necessary, but this option should be reserved for emergency situations.
- ⌚ Ask your team members not to exchange e-mail addresses with the Peruvians. Communication between sister churches should be relegated to the U.S. church's point person and the Peruvian church's pastor or designated lay person. This removes the temptation for the Peruvians to e-mail individuals later to request money or other resources. If for some reason an e-mail address exchange does take place, please instruct your group members to communicate on a friendly basis only – if they receive petitions for money or other items they should report it immediately to their group leader and/or point person.
- ⌚ Those staying in the hotel should leave their room keys at the desk each time they leave. This ensures that the keys don't get lost and that they don't get picked up by the wrong person. Those staying at El Jardin should take only one gate key when going to work each day.

## AMAZON MISSION FELLOWSHIP IMPORTANT TRIP LEADER INFORMATION

Setting boundaries on mission trips is important. Defining and respecting limitations helps ensure that everyone involved in the mission, both Americans and Peruvians, have a positive experience. These boundaries are also important to the continued relationship between AMF and Peruvian businesses.

- ☐ Within your team:
  - ☞ outside guests (anyone not on your mission team or on AMF/MMI staff) are *not* allowed in hotel rooms or in El Jardín
  - ☞ single individuals (both teenagers and adults) of opposite gender should use wisdom in location and amount of time spent alone together
  
- ☐ Between your team and AMF/MMI staff:
  - ☞ every effort will be made by the AMF/MMI staff to accommodate the needs and wants of your mission team – there will be times, however, when requests will be denied because of long term and/or cultural implications in the future once the mission team is gone – at times the team will not understand this because their experience in Iquitos is limited to a short term mission trip
  - ☞ we welcome the company of your pastor and his family to share a meal with your team during the week, but we do ask the following:
    - ☞ please limit the number of meals your pastor and his family join us for to two – we anticipate this expense and build it in to the price of the trip, but only to this extent
    - ☞ please avoid scheduling afternoon meetings with your pastor around meal times unless it is prior to one of your planned shared meals, otherwise he will assume he is invited to eat – meals are prepared for the exact number expected, so if your pastor “invites himself,” you will either have to tell him he is not welcome or individuals on the team will have to give up their own dinner in order for the pastor and any family members to eat
  
- ☐ Between AMF/MMI staff and Peruvian businesses
  - ☞ there are times when the Peruvians will seek to take advantage of some situations which, if allowed to occur, will damage the relationship between Peruvian businesses and AMF/MMI – we absolutely need your help in addressing and correcting these types of situations
    - ☞ the most common occurrence is with the use of boats – AMF/MMI contract with local boat company owners for river transportation based on the number of passengers to be carried – frequently the pastors, their family members, church members, and friends decide they want to ride with your mission team – this cannot happen – past occurrences have resulted in problems between the boat owners and us and if such practices continue, the businesses will refuse to work with us, leaving us unable to run the mission

## AMAZON MISSION FELLOWSHIP WEEKLY MEAL SCHEDULE

### ☛ Meals

- Saturday: lunch at El Jardin, orientation meeting to follow  
dinner at the restaurant of the group's choosing
- Sunday: lunch at El Jardin unless the group remains in the village after church  
dinner at El Jardin
- Monday: sandwich lunch in village  
dinner at the restaurant of the group's choosing
- Tuesday: sandwich lunch in village  
dinner at El Jardin
- Wednesday: sandwich lunch in village  
dinner at the restaurant of the group's choosing
- Thursday: sandwich lunch in village  
dinner at El Jardin

- ☛ A total of 3 meals will be eaten in local restaurants, unless the trip leader desires *fewer* times. We will not dine out more than 3 times. Following are the restaurants the group may choose from:

Ari's Burger – variety of menu options  
El Mason – variety of menu options  
Fitzcarraldo – variety of menu options  
El Carbon – variety of menu options, but less variety than the previous three  
El Trincherero – rotisserie chicken  
Chifa Long Fung – Chinese  
Chez Maggy – pizza  
Antica – pizza and other Italian style dishes

### ☛ Necessary Information

Please take the following into consideration:

- ☛ Please decide ahead of time which restaurants you would like to eat in and the specific evening you would like to eat at each one, according to the schedule above, and email this information to me.
- ☛ If your group does not plan to return to El Jardin for lunch after Sunday worship, but would prefer to take lunch with you and stay in your village longer, please inform me via email prior to your arrival. This information determines staff weekend schedules.
- ☛ If you plan to invite your pastor and his family to dinner at any time during the week, please coordinate this with him beforehand and let me know the specific night(s) and the specific number of extra people we will have for the meal(s). Please limit guests to the pastor and his immediate family only (i.e. spouse and children, though a member of the church is appropriate if family members are unable to come), and please limit the number of times they will eat with you to two nights.