



Mission Team Manual 2012

So then, just as you received
Christ Jesus as Lord,
continue to live in Him,
rooted and built up in Him,
strengthened in the faith
as you were taught, and
overflowing with thankfulness.
Colossians 2:6-7

For information, please contact Ginny at: ginny@groundworkguatemala.org
or call Rachel at our stateside base at 480-898-4935
713 E. Jasmine St, Mesa AZ 85203
www.groundworkguatemala.org



I'm Going to Guatemala!

"I'm going to Guatemala!" You may be experiencing a variety of different emotions as you and your team begin preparing for your mission trip to Guatemala. If you're like me, you may have had to get out a map to find out exactly where this country even is! You may be excited. You may be a little afraid. You may feel overwhelmed. But one thing of which you can be certain is that the Holy Spirit has called you to take this journey of faith and servanthood and will be with you each and every step along the way. What a comfort!

We at Groundwork Guatemala are thrilled and honored to know that you will be joining us in service to the people of Guatemala. It is a privilege for us to work with God's people, taking the message of salvation to the lost and equipping the found to be His disciples. We are the hands and feet, the face of Christ! Seems like a daunting task, doesn't it? But as the Holy Spirit guides, directs and empowers us, we know that God will accomplish His purposes through our acts of love done in His name.

Welcome to the journey! Welcome to Guatemala!



A Little Bit About Groundwork Guatemala

Our mission is to take the Living Word, Jesus Christ, to the lost of Guatemala and equip the found for a life of service to their Savior.

The poor... the lonely... the hurting... the disconnected... the sick... the lost... Groundwork Guatemala exists to assist the least of these spiritually, emotionally and physically. Our awesome team of Guatemalan missionaries has a deep desire to grow in faith through the study of God's Word. As we share Jesus with adults, teens and children in Guatemala City and the surrounding villages and communities a strong spiritual foundation is laid. Through caring relationships, people come face to face with Christ and His love as we visit and pray with them in their homes and neighborhoods. Medical care and increased awareness provide a healthier environment for those we serve, allowing them, in turn, to better serve their Savior.

Our American team of volunteers includes Kevin and Ginny Holmes, and Randy and Rachel Stauner. Kevin and Ginny spend most of the year in Guatemala helping to support and equip our Guatemalan missionaries and host the mission teams that come to serve with Groundwork Guatemala. Randy and Rachel handle all of the U.S. bookkeeping, sponsorship and website responsibilities, spending the majority of their time at our stateside base in Arizona, while staying connected to the ministry with trips to Guatemala as time allows.

As we and our Guatemalan missionaries follow God's call to serve the Guatemalan people through Groundwork Guatemala, we trust Him to guide and direct us as we seek His perfect will. It is to our awesome God that we give all glory and honor.



Dates to Review and Remember

It’s going to be a busy time as your team prepares for service in Guatemala, so it is extremely important for each team member to be present at every team meeting. Your attendance is crucial! While we suggest a minimum of six, your team leader will determine how many meetings you will need in order for the team to prepare for your trip. Mark your calendars!

- Meeting #1: _____ at _____
- Meeting #2: _____ at _____
- Meeting #3: _____ at _____
- Meeting #4: _____ at _____
- Meeting #5: _____ at _____
- Meeting #6: _____ at _____

Packing Day: _____

Commissioning Service: _____

Travel Details

Departure Date: _____

Airline: _____

Flight #: _____ Leaves from: _____ at _____

Arrive in: _____ at _____

Flight #: _____ Leaves from: _____ at _____

Arrive in: Guatemala City Airport at _____

Return Date: _____

Airline: _____

Flight #: _____ Leaves from: Guatemala City Airport at _____

Arrive in: _____ at _____

Flight #: _____ Leaves from: _____ at _____

Arrive in: _____ at _____



What Will We Be Doing?

Your week of service will be filled with opportunities to share the gifts and talents with which God has blessed you. Depending on the makeup of your team, you will find below the types of activities that you may be participating in. Your team leader will receive a list of your team's more specific tasks. These activities will be provided at several possible sites: Buena Vista, Amatitlán, a public and/or private school, and other locations.

- ♥ Children, Teen and Adults Faith Lessons - priceless opportunities to share the love of Christ. Your team's presentation may occur at various settings from a cement floor to children sitting on the dirt. You can do the children's, teens' or adults' faith lessons, or chose to do only one or the other, depending on your team size and gifts.
- ♥ Visits to Homes, Individuals and Neighborhoods – an integral part of the ministry for outreach, relationship building and discipling as you accompany our Guatemalan missionaries as they visit people in their homes and neighborhoods. This is an invaluable opportunity to share God's Word with the people we are visiting and to pray with them. *You may want to spend some time before your mission trip searching the Word to find passages of love, hope, encouragement and healing which you might share.*
- ♥ Medical, Dental or Eye Clinics – caring for the sick brings the hands of Christ to the people of Guatemala through health care visits and clinics. Sharing your expertise in any of these areas is truly a blessing and always a need. Contact Kevin or Ginny directly if you wish to participate in this area. We can create a schedule together depending on your desired level of comfort and involvement.



Risk and Safety

No matter where we go, whether in our own neighborhood back home or in far off Guatemala, we are at risk of danger or accident. Of course, we may know in which parts of our own city we need to be extra cautious. However, there are times that, no matter how many precautions a person takes, random things happen that cause people harm. You will be traveling to a third world country, which typically means that we need to be extra cautious all the time. Please be assured that the staff of Groundwork Guatemala will do everything we can to keep you safe. Because we live here, we are aware of situations that may be of more risk or danger and ask you to respect the restrictions we may put on certain activities. At times it may seem that we are being overly cautious or overprotective, but we would much rather ere on the side of caution than to risk your safety or that of someone on your or our Guatemalan team. Your safety is of the highest importance to us.

Ultimately, whether we are back home, in Guatemala or anywhere else, we place our lives in the hands of our loving God each and every day, knowing He is sovereign and in control of each breath that we take. We are never out of His sight and it is in His hands that there is perfect peace.

"I trust in the LORD for protection." –Psalm 11:1



Team Costs

EACH TEAM IS RESPONSIBLE FOR:

- ✚ Team Deposit – As soon as your team has chosen an available date to serve with Groundwork Guatemala, a non-refundable \$500 deposit should be sent to the stateside office to reserve that date on our ministry calendar. This deposit is due within one month from choosing your date. As our team numbers grow, this is critical to reserving your space, as certain times of the year are booked far in advance. (NOTE: Your \$500 team deposit will be subtracted from your team’s overall balance.)
- ✚ \$1300 to cover the cost of transportation while your team is in Guatemala. This cost could be divided between team members.

EACH TEAM MEMBER IS RESPONSIBLE FOR:

- ✚ \$150 Trip Cost per Team Member, payable to Groundwork Guatemala, which includes:
 - ✓ Housing (linens and towels are provided)
 - ✓ Your food during your week of service
 - ✓ Safe drinking water
 - ✓ A day in historic Antigua
- ✚ Airfare
- ✚ Traveler’s Health Insurance (Typically, stateside insurance plans don’t cover travel abroad)
- ✚ A \$3.00 (or 20Q) Departure Tax upon leaving Guatemala
- ✚ Personal Spending Money (Used for donations for ministry crafts and coffee and for shopping in Antigua’s artisan’s market, generally \$50-\$200)



Gathering Support

Gathering both financial and in kind support should begin as soon as you have a dedicated team, ideally six to nine months before you travel. There are many different ways groups raise support for their trips. Some groups ask for a \$100 deposit from team members with their applications, and then raise the rest together as a group. Others ask for 1/3 of the cost of the trip from team members, 1/3 from the church budget, and 1/3 from group fundraising. Some of our groups, especially students, send out individual support letters. In other teams, individuals simply pay for the whole trip themselves. Each group can decide how they will fund their trip.

While certainly not the most looked forward to part of the preparation process, working together to raise support and collect in kind donations can help to build relationships between your team members and also gives individuals and groups in your congregation or school, as well as family members and friends, a chance to be a part of your support team, as well. You can find some ideas for raising support on page 20 of this manual.

As your team gathers financial support, donors should make their checks payable to your congregation. At the designated time, a check for your team’s balance should be made to “Groundwork Guatemala” and sent to the address on the front of this manual. Your team’s total balance is due two months prior to your team’s arrival.

Keep in mind that God pays for what He orders! If He has called you to be a part of this mission team, He will provide all the resources needed for you to go! Pray that God would bring to mind people whom He has blessed to be able to support you. Remember that God is calling you to physically go on this mission and He will call others to give in other ways, whether through prayer, time, talents, or gifts. Don’t answer for them...“Oh, they’d never want to give anything”...give them the opportunity to prayerfully consider helping you and your team financially. We have found that support for our mission teams sometimes comes from the most unlikely places.



Sharing Your Gifts

You will soon discover that God has brought together an incredible mix of talents and gifts in the members of your mission team. You will each have an opportunity to share those gifts, as you prepare for service in Guatemala. Remember, you do not need to do your job alone! Enlist the help of your team members and other people in God's family!

_____ **Spiritual Leader** is responsible for team Bible studies at team meetings, arranging the Commissioning Service and for arranging for daily evening devotions for the team while you are in Guatemala.

_____ **In-kind Donations Coordinator** is responsible for all collections and distribution of receipts. Your team leader will receive a list of the things your team is asked to collect for the ministry.

_____ **Faith Lesson Coordinator** is responsible for developing the teaching plan and organizing materials for your assigned story/theme; leading the individuals on your team who will present the teaching, including, e.g., crafts, activities, lessons and songs. This job can be divided among team members to cover different ages or groups (children/adults).

_____ **Music Coordinator** is responsible for selecting and leading songs. A guitar is available for your team's use in Guatemala, although it is totally acceptable to sing without instruments.

_____ **Forms / Human Care Coordinator** is responsible for collecting health forms from team members, making sure everyone has the proper immunizations. You will also apply for the team's traveler's health insurance.

_____ **Medical Team Coordinator** (if medical personnel are present on your team) coordinates all on-site clinic activities in Guatemala with the staff in Guatemala. Also coordinates in-kind medical donations, preparing the inventory of these donations to Guatemala before you travel.

_____ **Travel Coordinator** is responsible for making travel arrangements for your team, purchasing the team's airline tickets. You will oversee the travel experience both stateside and in Guatemala.

_____ **Packing Coordinator** is responsible for checking with the airline for weight guidelines for checked and carryon baggage; making sure each team member has proper bags which will be used to transport your in-kind donations to Guatemala; responsible for coordinating the packing of the bags and for the preparation of a detailed inventory sheet to be given to the staff in Guatemala.

_____ **Communication Coordinator** is responsible for communicating information to the congregation to involve them in the mission trip. Prepares updates through posters, bulletin announcements, church talks, submitting requests for in kind donations, sending thank you's, etc. Prepares group email addresses and oversees the daily field communication home via e-mail. (Some teams have different members write each day, others choose one person to write them all. Should be a person who can "paint the picture" of your team's experiences, rather than just a list of events without telling the story.)

_____ **Treasurer/ Fundraising Coordinator** is responsible for implementation and coordination of all team fund raising activities, support letters and recording of incoming donations. You will work with the overall group leader to submit necessary funds to Groundwork Guatemala. This can be divided between two people.

_____ **Photographer** takes photos while travelling and in the team house and Antigua for trip documentation; collects all photos taken by the Guatemalan staff and the team and prepares group CD/DVD's for team members, as well as sending one to the ministry base in Arizona. Digital photography will be allowed only in certain areas during the week as a safety precaution. Someone on staff will take pictures for you throughout the week. We encourage you to bring a few good quality disposables to use for taking pictures on house visits. Be sure to bring an 8G thumb drive to Guatemala (one 8G is better than two 4G's, if possible).



In Kind Donations

God has richly blessed Groundwork Guatemala and we are committed to putting every resource to the most effective use. We realize and appreciate the sacrifice that the supporters of this ministry are making and have made it our goal to use every dollar and resource wisely. Teams and visitors to the ministry usually ask if there are things they can bring down that would be useful and help keep our operating budget as low as possible. We have compiled a list of in kind donation suggestions for your team, which may include school and craft supplies, hygiene kits and vitamins, among other things for the office, household, medical and education departments. Your team leader will receive this document via email and you can find it on our website, as well. We appreciate any donations that your team is able to collect through your months of preparation. Realizing that each congregation and team has different rules and guidelines for such things, we understand if you are unable to bring everything on the suggested list. We simply appreciate the gifts that you offer.

Some teams are choosing to raise funds rather than collect the items on the list, then we purchase the items in Guatemala. To help, we have indicated the approximate costs of some items, such as, hygiene kits, school supplies, etc., on the in kind list, if that's the direction your team would rather go. Some teams have said many in their congregations would rather make a donation rather than shop, and others are going this direction so they have less to store, pack and get through customs. Regardless, we know that God will provide for all He has called us to do in Guatemala! He is always good!

Gathering in kind donations allows your entire congregation and other groups to be involved, making them part of your team even though they are not traveling to Guatemala! This can be done by:

- ♥ Having special collection days at your church
- ♥ Having your VBS or Sunday School children collect school supplies
- ♥ Going to local merchants to ask about direct donations from them for this mission
- ♥ Asking family or friends to have special "drives" to help you with your collections
- ♥ Put up a "chili tree" with needs on each chili pepper, similar to Angel Trees. (eg., 4 bottles of glue, 1 backpack, or if you are collecting funds instead, \$10 for hygiene kit, \$15 for school supplies, etc.)



Travel Arrangements

Your team's Travel Coordinator will be responsible for securing the best airfare possible from your departure location to Guatemala City.

While we at Groundwork Guatemala are able to be somewhat flexible, we ask you to follow these guidelines:

- ✓ Your travel arrangements should be secured two months from your departure date.
- ✓ Plan to arrive in Guatemala on Saturday afternoon or evening and depart the following Sunday morning.
- ✓ ***Please have your itinerary approved by Ginny before purchasing your tickets.***
- ✓ Email your itinerary or any changes that occur to ginny@groundworkguatemala.org as soon as your tickets have been secured.
- ✓ If you plan to attend Spanish school in Antigua before or after your week with Groundwork Guatemala, you are responsible for making these arrangements, as well as for your transportation to Antigua, and transportation from Antigua to the ministry on Saturday afternoon or evening.



Forms: Health and Legal Documentation Explanation

PASSPORT: You should apply ASAP online or at your local post office. It generally takes about 6-8 weeks, so please do not delay in applying!

The following explains how to complete each required form:

Team Application

This form is general information about the applicant wishing to participate in the mission trip. A copy of this application should be sent to the ministry office as soon as your team has been formed, at least 3 months from your departure day.

Health History

This form contains the applicant's allergies, medical conditions, and current medications. It is a simple history of health conditions. A physician's signature is required if you have any of the conditions listed under "Medical Conditions Requiring Doctor's Approval." You will indicate on this form if you have gotten the immunizations recommended by your physician. By the time your team travels at least the first of the series of Hepatitis A & B immunizations should be completed.

Waiver and Release Form

This is a legal document that releases Groundwork Guatemala of any liability during the participant's stay in Guatemala. It also authorizes Groundwork Guatemala to use the participant's name, pictures and verbal evaluations for ministry use. Complete with current date, team member's name, address, county, state and country. Fill in the dates of your short term trip. On the back – the team member needs to sign and have someone else sign as witness of the signature. Any team member who is under 18 years of age must have a notarized parental signature.

General Release Form

This is a more detailed legal document that waives claims of any nature against Groundwork Guatemala.

Authorization to Disclose Health Information

The new Federal Health Information Privacy Act (HIPA) has made it more difficult to obtain medical information when needed. This form will allow your emergency contact person to get critical records from medical care providers. In case of an extreme emergency, a Groundwork Guatemala representative will contact this designated person.

Complete as follows and leave a signed copy of this form with your emergency contact person:

1. Team member's name, birth date, phone number, address & social security number (optional unless needed to obtain records)
 2. Name, address and phone number of doctor or the clinic that provides your care
 3. From: your birth date To: end date of travel
 5. Groundwork Guatemala staff and an emergency contact person
 9. Emergency contact person
- Team member's signature. Any team member who is under 18 years of age needs to have a parental signature.

Durable Power of Attorney for Health Care

This form is to be used in conjunction with the Authorization to Disclose Health Information only during the time of your trip. It will allow Groundwork Guatemala to provide emergency care until we are able to reach your emergency contact person who will then authorize special medical procedures, if you are unable to do so.

Complete as follows:

Current date

1. The person to whom you wish to appoint Power of Attorney
2. a) List limitations if you desire
b) Read through the levels of treatment and initial the one with which you are most comfortable
3. Date of departure for Guatemala
4. Day following return home
5. Second emergency contact person
6. Not necessary unless it would be different from your emergency contact person
7. Team member's signature (Principal)
Witness' signature and address – to indicate he/she saw the person sign the form

Forms and Copies to Collect

**Please send a copy of each team member's application to:
Groundwork Guatemala
713 E. Jasmine St.
Mesa AZ 85203**

You should have three (3) copies of your passport, driver's license and traveler's health insurance card and two (2) copies of your health and waiver forms. Distribute your forms and copies as follows:

Emergency contact person for each team member receives:

- ✓ Copy of passport, driver's license and traveler's health insurance card
- ✓ Originals of all health, waiver and power of attorney forms

Forms Coordinator and/or Team Leader brings to Guatemala for each team member:

(to be carried along with the team at all times while you are in Guatemala)

- ✓ Copy of passport, driver's license and traveler's health insurance card
- ✓ Copy of all health, waiver and power of attorney forms

Each team member carries:

- ✓ Copy of passport, driver's license and traveler's health insurance card to be carried with you at all times while outside of the house in Guatemala



Immunization Requirements

We encourage the following medical preparations:

1. Hepatitis A vaccinations (a series of 2 injections)
2. Hepatitis B vaccinations (a series of 3 injections)
3. Tetanus (If you have not had a tetanus injection within the past 10 years, it is recommended that you receive a booster)

Regarding Malaria pills – we have been advised that these are unnecessary as long as insect repellent with DEET is used on the day we are in Buena Vista. However, this is a personal decision we leave to each team member.

We recommend bringing a prophylactic broad spectrum antibiotic (Cipro) to Guatemala, used to treat intestinal bacteria that you may encounter and perhaps traveler's diarrhea and/or other intestinal upsets.

A doctor's signature is needed only if conditions listed on the bottom of the Health History form exist.



Traveling

Before you depart...

- ✓ We have found it easier to get through customs if the team wears business casual and not team shirts.
- ✓ Two checked bags should be assigned to each person, who will be responsible for these bags and for knowing their numbers and contents. It is easier to pass through customs if you do not have all matching bags and if each bag contains a variety of items rather than all of one kind, such as, notebooks or meds.
- ✓ You will be given declarations papers to fill out during your flight or just before you reach the immigration area in the Guatemalan airport. You can use the following address for your “foreseen address” in Guatemala:

**23 Avenida 6-25
Kaminal Juyu 1, Zona 7
Ciudad de Guatemala, Guatemala**

Your team leader should have this address available on the flight.

When you arrive...

- ✓ There will be plenty of free baggage carts for you to use at the Guatemala City airport. There are now two sides to the baggage claim area, so it’s best to ask the airport personnel which baggage claim your bags will be arriving on. Don’t know Spanish? Just say, “Delta?” or “American?” or whatever your airline, then “Dallas?” or “Miami?” or whatever city you are arriving from. They will point to the one you need.
- ✓ Be sure to check the tags on the bags you take to make sure they are yours **before** you leave the airport.
- ✓ There will be skycaps who will be very anxious to “help you” fill your cart at baggage claim or wheel your carts out of the airport and load the baggage onto the van. If you are willing to tip each of them per bag, you may do so. However, their help really isn’t necessary, so you can simply tell them you do not need their assistance and save the money. If they begin to load your team’s luggage onto a big cart, you would do best to tell them no. Individual carts are best. “No, gracias!” seems to work!!
- ✓ It is best to go through the last customs area in groups of 2 or 3 rather than as a whole team. Here you will present your customs form (that you fill out either on the plane or before you go through immigration). You may be asked to pass through an area where your bags will be scanned. It is best to tell them that the items you are bringing “will be used at the house we’re staying at” or something vague, but honest. Unfortunately, the airport personnel are not sympathetic to your coming to help their people, so telling them you are here on a mission trip to help the poor and the children may cause them to “charge a fee” at their discretion, if you catch my drift. The more like a tourist you can look, the better.
- ✓ If any of your baggage does not arrive with your flight, report it to the airline personnel immediately, **before you leave the airport**. Please give them the “foreseen address” above as the location for them to deliver your baggage when it comes in.
- ✓ Exchanging money: While there are opportunities for you to exchange your money in the airport, we will be able to get a better exchange rate at the bank. Any bills you wish to exchange must be in very good condition, as they will refuse the bills if there is any writing on them or any tears. New bills are best.
- ✓ You are coming to a third world country where things are constantly changing and unpredictable. We will try to keep you updated as much as possible on new procedures and policies. Your flexibility and understanding are greatly appreciated!
- ✓ Re-gather in the large area after customs before going through the last door to the outside rather than dribbling outside in your 2’s or 3’s. We will meet your team outside of the airport, as no one is allowed inside the airport that is not traveling. There are usually quite a number of people standing around, so we will wave our arms and jump up and down until we connect!!



Packing for Guatemala

Each airline has its own baggage regulations, so check to see what they are when you begin your planning and then again closer to your travel date in the event they have changed. It's a good idea to check on baggage fees, as well, as you may need to factor these fees into your fundraising needs. We are unable to have things shipped to Guatemala, therefore it helps us tremendously when teams are able to transport those much needed in kind donations.

As you pack your team's bags, it helps to keep an itemized inventory, so we will know exactly what your team has brought.



Dress Code

Remember that we represent Christ wherever we are and do not want to be cause for someone to stumble in their faith walk. We've set the following guidelines that we ask you to respect while you are serving with us in Guatemala.

Shirts must have sleeves (No tank tops, cut off sleeves, halter tops, tube tops)

Shorts need to be finger tip length

Closed toed shoes (except for flip flops for when you're at the house)

Modest sleeping attire

Cover all tattoos (In Guatemala, they are a sign of being in gangs and a VERY negative thing)

Please no t-shirts with beer, liquor, cigarettes, violent/offensive designs or messages

Your Team Leader and the Groundwork staff has the right to require a change of clothes on the mission field for any reason, even if it is not specifically in the list above.



May I Bring Electronics?

You may bring your personal electronic devices (mp3 players, cell phones) on your trip, **however**, you will not be allowed to take them outside of the ministry house once you have arrived. (The only exception will be that digital cameras may be taken to Antigua on Saturday.) Please leave your iPads and computers at home.

Why the hard stand? We have found from experience that theft happens most when foreigners are carrying electronics. Therefore, we do not allow our team members to carry any backpacks, fannypacks or bags around with them when we are out doing ministry. You may know that only your Bible and sweatshirt are in your backpack, but they don't and it draws curiosity and attention that we do not want. So, in order to keep you, your team and the Guatemalan team safe, we are very strict on this issue.

Computer use is limited to sending team updates.

You have a unique opportunity while you are in Guatemala to step away from the world of technology and to build relationships with your teammates and the Guatemalans – and to deepen your relationship with the Lord.

Enter in!



Packing List for Guatemala

*indicates optional items

Passport
and copy of: (on one sheet)
 Passport
 Insurance Card
 Driver's License

U.S. Cash (\$20-30 for travel)
Credit card (in case of medical emergency)
Cash/checks to purchase bags of coffee in gift bag
 (\$9.00/lb) and ministry crafts or cash for items
 in Antigua (new bills, please) *

Carry-on bag (backpack, etc)
Bible – small for house visits, Old & New Testaments
Pen/Pencil/Small pad of paper for house visits *
Camera – disposables (digital for Antigua?) *
Extra prescription glasses/contacts
Sunglasses / Hat *
Rain poncho!!
Travel Alarm
Book to read in down time *
Booklight if you like to read/journal in bed
Breakfasts (e.g. oatmeal packets, granola bars)
 (eggs, bread, pancake mix and cereal will be
 provided) *
Snacks – for travel, team house *
Water bottle – best w/spout totally covered when
 closed (intäk bottles found at Target are great!)
Flavor packets if you prefer flavored water *
Sugar substitute packets *

Pillows, linens & towels are provided

If you have food allergies or sensitivities, be sure we know about them a month before you arrive. You may want to bring substitutes, especially for those needing gluten free food.

Do not bring – expensive or expensive looking jewelry or watches, etc. (an inexpensive watch is fine)

We also ask each team to please bring:

- ✓ 2-3 boxes of Kleenex
- ✓ 2-3 containers of antibacterial kitchen/cleaning wipes
- ✓ 1 large pump bottle of Purell hand sanitizer (for refilling your small bottles throughout the week)
- ✓ 8G flash drive to transfer all digital photos taken by the ministry staff during your week with us.
- ✓ Plastic grocery bags (they fit our bathroom trash cans perfectly!)

If you plan to bring Spanish Bibles for distribution by our staff, please bring NVI versions which contain both Old and New Testaments. Children's Bibles are actually great for the reading level of many here, too.

Clothes:

Jeans/cargos/pants/capris (worn during day)
Shorts (can be worn at the house) *
Short sleeved shirts/T-shirts – modest please!
Sweatshirt, sweater or jacket
Socks
Underwear (not optional!)
Jammies
Shoes:
 Tennis or comfortable closed toe shoes
 Flip-flops or sandals for mission house

Bathroom stuff:

Prescription medications
OTC Pain/Allergy meds
Pepto/Tums/Immodium
Antibiotics (Cipro)
Kleenex
Cold medicine/cough drops
Throat drops
Deodorant
Hairdryer, brush, etc.
Soap
Shampoo/Conditioner
Toothbrush/Toothpaste
Hand sanitizer - small bottle & wipes are great
Toilet paper (small travel size pkgs or ends of
rolls...for when we're away from the team house)
Sunscreen (team can bring large bottle)
Insect repellent w/DEET (team can bring)



Emergency Contact Information

For us to contact someone for you while you are in Guatemala:

- ✓ Each team member will need to make a list of 3 people, listed in priority of who should be contacted 1st, 2nd, and 3rd, with their addresses, phone numbers and emails to be submitted to the team leader, who will then compile this list into one list to be given to each team member and each emergency contact at the last meeting.
- ✓ Then, each team member will be responsible for giving their emergency contacts a copy of this list before leaving the country.
- ✓ The team leader should make the list accordingly with the team's complete list in order of priority of contacts as well.

- ✓ **This list should be mailed to our stateside base in Arizona (the address is on the front of this manual). And a copy should be given to the Guatemalan team upon your arrival at the ministry house.**

For people in the U.S. to contact Guatemala:

If there is an emergency at home and a team member needs to be contacted please call:

The stateside base:

Name: Randy and Rachel Stauner

Phone: 954-461-6788 Email: rachel@groundworkguatemala.org

If contact is unable to be made, a call should be made to:

Name: Ginny Holmes

Phone: 011-502-5242-0587 Email: ginny@groundworkguatemala.org

Calls to Guatemala can be quite costly, so try to contact Randy and Rachel first. They will contact Guatemala immediately to notify the team member, who can then call you back.



Traveler's Health Insurance

Through years of experience in doing short term mission teams, we have found a very reliable company that provides medical and evacuation insurance for our short term teams. This insurance is necessary because U.S. based companies will often not cover medical costs incurred out of the country. This insurance provides excellent coverage and reimbursement. (If you are coming from outside the U.S., please check online to see about coverage from your country.)

Your human care coordinator (or someone to whom this task has been delegated) needs to go to the company's website at www.servingabroad.com or call 800-578-2111 to obtain an insurance form for your team. Persons over age 65 may need to complete an additional form. The cost of this health insurance per person for the week is based on age and amount of coverage desired.

When possible, please ask members of your team to bring a credit card (Visa or MasterCard) along with them to Guatemala with a credit line available of at least \$2000 in case of emergency. The insurance works on a reimbursement basis, and our experience with the company has been excellent.

No later than one month prior to travel, your human care coordinator should be sure that all necessary paperwork has been submitted to the insurance company. ID cards will be sent to your human care coordinator.

We have chosen this company as they, too, are a ministry serving missionaries both short and long term.

www.servingabroad.com

800-578-2111

Bringing Meds into Guatemala

Based on the most recent experience of our teams, the following seem to be the rules and procedure for bringing medications and vitamins into the country:

- ✓ All meds must be current and unexpired.
- ✓ Do not pack all the meds together, but rather, distribute them among all the team's bags. (e.g., a bottle of Tylenol, a bottle each of children's, adults and prenatal vitamins, a box of immodium, etc. in each bag.)
- ✓ Each person should have a general idea of what's in the bags for which they're responsible. "Some notebooks, Tylenol, soap and towels" or some other general response seems to be sufficient.



Partners in Prayer

So we have continued praying for you ever since we first heard about you. We ask God to give you a complete understanding of what He wants to do in your lives, and we ask Him to make you wise with spiritual wisdom. Then the way you live will always honor and please the Lord, and you will continually do good, kind things for others. All the while, you will learn to know God better and better. We also pray that you will be strengthened with His glorious power so that you will have all the patience and endurance you need. May you be filled with joy, always thanking the Father, who has enabled you to share the inheritance that belongs to God's holy people, who live in the light. –Colossians 1:9-12

Prayer – the lifeline to our awesome God: Father, Son and Holy Spirit. Through prayer we give God glory and thanks, confess our sins, and receive forgiveness, power, strength and direction. What better way to equip ourselves for His service than partnering with other members of God's family in prayer?!

We suggest that each member of your team would choose at least two prayer partners.

- ✚ Using the Prayer and Study Guide (found on the website), pray each day for you and your team, as well as for the people of Guatemala who will hear the message of salvation.
- ✚ Contact each other weekly for support and current prayer needs.
- ✚ Include your prayer partner on the email updates sent home from Guatemala

Team member's name: _____

Prayer Partner's Name	Address	City/State/Zip	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The people on this list will receive the prayer updates, prayer requests, updates from the mission field and final report at the end of the trip. Give this list to your Communication Coordinator no later than: _____. He or she will compile an email list for your daily updates. Use the sample letter as a way to introduce your prayer partners to this new and exciting adventure of communication with our Heavenly Father!



The Sending Cloth

Again He said, "Peace be with you. As the Father has sent me, so I am sending you." –John 20:21

But how can they call on Him to save them unless they believe in Him? And how can they believe in Him if they have never heard about Him? And how can they hear about Him unless someone tells them? And how will anyone go and tell them without being sent? That is why the Scriptures say, "How beautiful are the feet of messengers who bring good news!" –Romans 10:14-15

Groundwork Guatemala will provide each of our teams with a beautiful piece of Guatemalan fabric to be used as the Sending Cloth. A strip of it should be given to your home congregation(s) to be placed on the altar during the Commissioning Service and the two Sundays your team will be in Guatemala, reminding everyone to pray for the mission team and people you will be serving while you are away. Each member of your team can carry a piece of the Sending Cloth while you are in Guatemala. Also, a piece of the Sending Cloth may be given to each of your prayer partners. Some teams have made small bookmarks out of the cloth; others have cut a small piece to be glued to a bookmark with the names of your team members. There are many ways in which to share this tradition.

In order to encourage your prayer partners and congregation to pray for your team, perhaps you could put daily prayer suggestions on the bookmark as well. (e.g., Sunday – that God would soften the hearts of the Guatemalans to receive the message of Jesus; Monday – that our team would have hearts open to serving in whatever way God directs; Tuesday – that those that are visited in their homes would receive comfort and hope found only in Jesus; Wednesday – that the people of Guatemala would look to God for provision of all their needs; Thursday – that all on our team and those in Guatemala would be safe from harm; Friday – that God would continue to use and bless the ministry team of Groundwork Guatemala to reach the lost and disciple the found; Saturday – that God would move the hearts of His followers everywhere to reach out and serve those He has placed in their paths.

Here is a sample of what you might put on a small note card explaining the Sending Cloth.

Thank you so much for agreeing to be my prayer partner! Your prayers for me and our team as we prepare to serve in Guatemala have lifted and strengthened each of us. As we make our final preparations for our departure, we ask for your continued prayers that God's perfect will be accomplished through our service.

Please accept this piece of "sending cloth" as a reminder throughout the coming weeks to remember us, the people of Guatemala and Groundwork Guatemala in your prayers.

Each of us will carry a piece of the same woven fabric made in Guatemala as we take the love of our Savior to the lost and all those we meet as we serve.

Other ideas:

For teachers – if you are in Guatemala during the school year, you can leave a piece of cloth hanging on your desk as a reminder for the class to pray for you and your team daily. Each child could receive a bookmark to be taken home to have their families pray as well.

For congregations – make a bookmark for everyone attending the Commissioning Service. The more of God's people you have praying for your team and God's work in Guatemala, the better!!



Explanation of Teaching Activities

We are so excited that your team will be joining us here in Guatemala! It is both a privilege and an honor to serve with you and your team, connecting people with their Savior, as well as with each person on your mission team. Our week together will, no doubt, be filled with many joys and tears, as we join God at work in the hearts and lives of the people of Guatemala.

Following are several very important pages that are crucial to helping your teaching activities in Guatemala be effective and relevant to the lives of the people you will be serving here. Please read them carefully. *Then read them again after you have begun your planning, just to be sure you're still on track.*

I encourage you to email me with any questions or comments at ginny@groundworkguatemala.org. I'm here to help in any way I can, and I welcome any ideas and suggestions to make the planning process easier and more effective for you and other teams.

Teaching Numbers, Options and Insights

Numbers as of April 2011:

Adults: 200

Children: 400-500

Based on your team's size and talents, you have the options to:

- teach kids only OR kids and adults OR kids and teens OR kids, teens & adults
- simply assist the Guatemalan missionaries in their activities, no teaching by team

Your team should determine what role they would like to play in these teaching activities and inform Ginny at least three months prior to your departure date. It's absolutely acceptable for you to walk along side the Guatemalans as they do the teaching. Perhaps you could just do the crafts. There's lots of options! Just run them by Ginny so we're all on the same page.

You will have an hour to fill, teaching the same lesson at four different locations to four different groups of people during your week in Guatemala. Your hour with the children should include:

- Songs (in Spanish, of course)
- Opening Prayers
- Lesson (story and application)
- Memory verse
- Crafts
- Closing Prayers

Your hour with the adults should include the same, however, crafts are totally optional and not expected. Children are typically sitting on the ground. Adults are on plastic stools. Some adults have Bibles, however many are unable to read, therefore do not.

At this writing, the children's and adults' activities occur at the same time on three of the four days. Some teams like to combine the two groups for singing and/or story telling. However, please note that it is becoming increasingly difficult to combine adults and children as the numbers, especially in Gonzalez Park, are getting too large to be able to project loudly enough for all to hear. If your team is too small to split into two different teaching or singing groups, perhaps you could just teach the children instead and let the Guatemalan team teach and sing with the adults. That's perfectly fine.

Numbers attending each of our activities fluctuate, but we've tried to give you a least/most estimate based on the most recent attendance. We'll keep you updated! Leaders, be sure to pass on the latest!

Teaching activities in general: Basically, you're teaching a Sunday School or VBS lesson. Ask yourself: If I were going to teach just one lesson to my kids, teens, or adults this year, how could I teach it so they really understand what God is trying to tell them in this lesson?

Themes are assigned to each team which fit into the overall theme and plan of the current year. It's important to teach the assigned theme and Bible story to both the children and adults in order to be able to build on each week's lessons.

Here are some lessons learned from past experiences:

- ✓ **Be sure to take your lesson beyond simply telling the Bible story and doing the craft. What is God saying to us through the story? Be sure to APPLY!**
- ✓ **BE CREATIVE!!** Use lots of visual aids...posters, story scrolls or books. You can use a picture book that has English words...just have them translated to tell the story in Spanish! We find that visuals of pictures or flannel graph are more effective than skits as the children focus more on the pictures rather than the silly Americans dressed up in funny clothes. A recent team used a skit then reinforced with pictures to review the story. That worked much better.
- ✓ Humor in English often does not translate well into Spanish... Steer clear of plays on words, slang, and really think about the words you're using. Will they still come across right in another language? Will a four year old understand what we're saying?
- ✓ Our translators are not completely fluent in English. Keep your language simple, avoiding complex words and concepts and situations only North Americans are familiar with. As you write your studies and lessons, always be aware of the language, culture and age factors!!
- ✓ If you do a skit or puppets, prepare your "actors" to pause while the English is read and "act" while the Spanish translation is being spoken. Again, be sure that the silly parts of your skits/puppet presentations are silly in Spanish, too! There are often people in your church, school or job who are fluent in Spanish who would be happy to translate your skit for you. Ask around!! CD players are usually not loud enough for our larger groups to hear, especially since we are outside. We don't want to lose the message in loud Guatemala. Watch the length of your skits/stories...you'll lose the kids if it's too long...just like at church.
- ✓ If your activity is scheduled to last an hour, it needs to fill that time. Several of our activities run simultaneously with other activities. It's best to dismiss everyone at about the same time.
- ✓ Rain, rain go away! It's the rainy season from May through October...not to mention the fact that it's always dusty and dirty. If you have access to a laminator, you should protect any visual aids you might bring. Typically it rains more in the afternoons than the mornings, but you never know!! Be prepared.
- ✓ **Memory verse:** Hiding God's Word in our hearts is a valuable way for those words to become part of our lives, so don't forget to spend some time teaching the suggested memory verse to the children AND adults. There are lots of creative ways to teach the verse, so find that great teacher in your congregation or school to give you some ideas! Use lots of visual aids!! Make it fun!!
- ✓ **Kids' crafts:** Quite often we have teams do the same craft another team had just recently done. Just run your lesson and craft plans by us early in your planning to avoid this awkward situation!
- ✓ **Tie your craft together with your story.** That way the kids can take their project home and tell the story to their parents or siblings! Let's keep spreading the Light!!
- ✓ **Be sure that the words on your Faith Lesson visual aids and crafts are in SPANISH.**

- ✓ Keep the crafts simple! We have no place to let projects sit to dry before the kids take off. There is quite an age range in our groups (3-12) so be sure they're easy enough for the little squirts to do. They don't need to be complicated for the kids to enjoy making them. You'll have an hour to fill for most of your lessons (with the exception of Buena Vista public school w/half an hour), so crafts are a great way to fill time and give you a terrific chance to sit on the ground with the kids to help them! We suggest having a child do a trial run of your craft before you come down to make sure it will work well for kids.
- ✓ We encourage your team to prepare your crafts as much as possible prior to your arrival in Guatemala. It seems those evenings fly by way too fast, and we want to be sure there is sufficient time for journaling, reflecting and getting to know your team members in a deeper way...oh, and there's always those great PBJ sandwiches to make each night!! And okay...the occasional card or killer spoons playing teams...you know who you are!
- ✓ **Adult crafts:** If you do a craft, it needs to be very, very simple and able to be done in their lap. There are lots of moms holding babies, elderly men and women whose eyesight is failing or who can't read.

For Your Music Director

Both kids and adults LOVE to sing! Adding hand motions to your songs is GREAT!! The kids are full of energy...may as well use it!! Have your whole team learn your songs IN SPANISH by memory. It's a lot more fun and you can really interact with the kids when you're not all holding songbooks or song sheets.

Teaching songs to the groups: Children and adults in Guatemala are used to learning things by rote, so it's easiest to either teach the songs one line at a time...nice and slowly!!...or to have laminated song cards or posters. Large font on 8 ½ x 11 cardstock printed on the computer are easier to laminate and carry around. Keep each song's cards in a large Ziploc. That way you can add pictures, too, which helps those who can't read! I'd suggest that you take the time to teach the song to the group of children or adults rather than just singing it by yourselves, hoping they'll catch on. Pick 8-10 great songs and you'll have a blast! We love to learn new songs down here and it would be great to have a copy of the songs you teach the kids so we can sing them again after you leave.

If you want to sing along with a CD, be aware that they are usually not loud enough for everyone to hear due to the large number of people and the fact that we're outside.

There are songs that have "run the race" and are done by just about every single team, just about every single week. (Mi Dios Es Tan Grande, Padre Abraham, Halelu Haleluia, Cristo Me Ama, etc.) Great songs, but like home, kids begin to tire of the same songs every week. Start searching the internet or your local Christian bookstore for new and refreshing options. There are a lot of great songs out there!!

We love to make noise! Bringing rhythm instruments to have the children play would be great fun!

After all is said and done, you might be saying "But I don't even know where to start with this teaching business!!" Have no fear! There are so many faithful servants to which God has given the gift of teaching. Find them!!! Even if they are not coming to Guatemala with your team, it's a great way for more people to become part of your team by helping you prepare your lessons and activities!!

Our goal is to help your team be prepared for the unexpected. It may rain or be really windy, you may get to Amatitlán or Buena Vista and realize you forgot the bag full of your crafts at the house, your guitar strings might break, the batteries may poop out, or the main character in your skit might lose their voice...

BUT...

Ultimately, the most important goal is to TELL THE STORY!! We want these kids and their parents to hear the message of Jesus' love for them. If all else fails, relax! Just look them in the eyes, show them your heart, give them a big smile and a hug and let them see their Savior's love for them through you!

The Holy Spirit will plant those seeds of faith and will make them grow. We are simply His humble instruments ready to be used as He wills. To GOD be all glory!!



Fund Raising Ideas

- ✓ Personal contact is always the best! Telling someone face to face (or on the phone) why you are going to Guatemala is much more likely to touch hearts.
- ✓ Letter of explanation about your mission trip, asking for prayer and financial support.
- ✓ Brunch – (breakfast casseroles, bagel, fruit, etc.) or Luncheon – (sloppy joes, casseroles, salads, etc.)
- ✓ Chili supper, Taco or Baked Potato Bar, BBQ (hot dogs, burgers, etc) Dessert Buffet or Ice Cream Social
- ✓ Silent Auction or Live Auction – have the team members each be responsible for securing a set number of items, goods, services, meals. Examples might include boat rides, camping weekends, golf games, dinners, baked goods, etc. It is a fun filled and very profitable evening.
- ✓ Service Auction – team members work for others (yard work, babysitting, washing windows, etc.)
- ✓ Monthly door offering – have a team member give a brief testimonial as to why they are going on the trip. Sing a mission song as part of your worship service, and have the team members take the offering as worshipers leave the sanctuary. This Sunday (which you can call Mission Sunday) is also a good time to let the congregation know how you’re progressing with your team planning, funding, etc.
- ✓ Involve the Sunday School children by introducing them to the culture and country your team will visit. They could support in their way by using their collection money to go to some project or needed goods for the children you’ll be encountering. This is a great “bridge builder” between kids.
- ✓ Apply for matching funds from Thrivent and/or your local Thrivent chapter. There may be funds available through chapter projects. You can contact your congregation or regional officer for more detailed information.
- ✓ Publish a church cookbook. You can start to do this as soon as you have secured your trip dates. One group used “Cookbooks” by Morris Press.
- ✓ Expand your support group to include area churches and groups. Inform them of your upcoming mission trip, and invite them to participate in your events.
- ✓ Sponsor a Walk/Run or Fast for the Hungry – Get pledges and get the congregation involved.
- ✓ Hold a car wash or wash cars during church taking donations as cars leave the church.
- ✓ Have a talent show.
- ✓ Hold an “UNEvent Gala” for people to donate money but they don’t have to attend anything!



FAQ's!!

What will we eat?

Breakfast – Eggs, toast, cereal, yogurt, pancakes, and French toast will be available. If you're not into that menu, feel free to bring granola bars, oatmeal, or other things that you prefer.

Lunch – When we're on the road we'll be eating PB&J's.

Dinner – Our ministry staff will help prepare a healthy menu for you throughout the week.

Snacks – You are welcomed to bring your favorite snack foods for your munching pleasure!

Where will we sleep?

We have team bedrooms which contain sturdy bunk beds, with air mattresses. Linens, pillows and towels are provided. Depending on the male/female ratio, some may need to sleep on their air mattresses on the floor in our third story room. With a view of three volcanoes, that may be the best room in the house!!

Are there showers?

Yes!! We have a small water heater that will give us HOT showers when we make them quick and stagger the shower taking just right! There are two bathrooms with hot showers, one with a cold shower for those who need that morning jolt, and 2 half bathrooms in the house.

I've heard some funky things about bathrooms...hmmm...

Well, due to the old and not so great plumbing system, beginning with your airport arrival and ending with your departure, there is no flushing of TP in all of Guatemala. Flushing, yes. TP, no. 'Nuff said, huh?

Can we drink the water?

The only water you will drink while in Guatemala is purified, bottled water. You will receive a bottle of "agua pura" upon your arrival which you can refill throughout the week. However, we encourage you to bring an empty water bottle that you can fill up and take on our long days of ministry.

May I call home?

A cell phone with limited minutes will be available to your team while you are in Guatemala, as we realize that you have left your loved ones back home. However, we encourage you to limit your calls to notifying your family of your safe arrival and for emergencies, as we have found that daily calls make it more difficult to be away, more difficult to concentrate on the tasks of the mission team.

May I check my email?

Your team will have limited access to the Internet. Someone should be designated to write the daily emails on behalf of the team. Before leaving home, a group list should be formed to which these emails can be sent. Individual team members will not have opportunity to check or send personal emails unless there is an emergency situation requiring more frequent communication.

I'm a jogger. Can I go for a run?

We're afraid you'll have to put your running or walking shoes away for a few days. It is our policy for reasons of safety that teams remain in the house and adjoining yard except for ministry activities.

What do we do in the evenings?

You'll be putting in some long hours of ministry all day long, so it's likely you'll be pretty tired out. The great thing about being in Guatemala is that's where you are! No distractions of phones, texts, emails or to do lists to make you feel guilty. We encourage you to spend time reflecting on your day's experiences, writing your thoughts in your journal. Deepen your relationship with your Savior through reading God's Word and prayer. Some teams like to play cards or other games or simply sit and get to know each other through conversations that can last longer than the usual New York minute. Cherish these nine days of just being there!

Oh, the cute little kitty...and other furry critters...

There are countless cute kitties and dogs roaming the streets and houses of Guatemala. The unfortunate thing is that almost every one is in poor health, has fleas, or both. So it's very important for you to look, but don't touch, as we don't want you to be infected with any diseases or bring fleas back to the house.

I want to have the "total" Guatemalan experience. Why can't I eat from the vendors on the street?

While many of the foods and fruits you see along the streets may look and smell heavenly, the conditions under which these foods are prepared are less than sanitary and would likely cause you to spend the next day or two back at the house while the rest of your team is out doing ministry. You've waited a long time to get to Guatemala. Don't take your chances and miss anything for the moment's pleasure of eating something off the street.

What if I get sick while I'm in Guatemala?

We pray that won't happen. However, if you do need medical care, we will take you to a quality hospital in Guatemala City. We would have an interpreter with you at all times so you can effectively communicate with the hospital staff.

Can I give people money or items when I see a need?

God has given you a compassionate heart! However, in order to avoid creating dependency, a feeling of entitlement, or jealousy we ask that you do not at any time give out money or other items to the Guatemalans. If you would like to give a donation of some sort, please give your gift to one of the American volunteers who will work with our Guatemalan missionaries to find the best way to distribute your gift.

Can team members be dismissed from the team?

In very rare cases, team members can be dismissed from the team and sent home at their own expense. The following are grounds for dismissal:

- ✓ Smoking
- ✓ Drinking alcohol
- ✓ Immoral relationships
- ✓ Inappropriate language
- ✓ Creating serious problems within the team
- ✓ The use, sale, purchase or possession of any illegal narcotics

I've really connected with the people of Guatemala. How do I sponsor someone?

If you would like to discover or continue a relationship with one of our Guatemalan missionaries or children, you may be interested in Groundwork Guatemala's Sponsorship Projects. Not only will you be supporting our missionaries or helping to provide an education for a child, but you will receive quarterly correspondence giving you a unique connection with your new Guatemalan friend. You can find more information about how to sponsor one of these special Guatemalans on our website, www.groundworkguatemala.org or by writing to Rachel at rachel@groundworkguatemala.org



Team Funds Turn in Form

In order to be certain that proper credit is given, this sheet is to be completed and enclosed with all monies sent to Groundwork Guatemala. Please make copies of this form and your check(s) to enclose with group money. Be sure to keep the copies in your team file.

Enclosed is group money for _____

Date sent: _____

It is designated for:

Amount designated:

Initial trip deposit (**\$500**)
(sent to AZ immediately to reserve your team's dates)

Transportation (**\$1300**)
(sent to AZ address two months before your travel date).

\$150 per team member to cover expenses
(\$150 x number on team - \$500 deposit)
(sent to AZ address two months before your travel date)

Additional love offering for Groundwork Guatemala

TOTAL ENCLOSED



Index

Dates to Review and Remember	3
Dress Code	11
Electronics	11
Emergency Contacts	13
Explanation of Teaching Activities	17
FAQ's	21
Forms	8
Fund Raising Ideas	20
Gathering Support	5
Immunization Requirements	9
In Kind Donations	7
Insurance	14
Packing List	12
Packing	11
Prayer Partners	15
Risk and Safety	4
Safety	4
Sending Cloth	16
Sharing Your Gifts	6
Shots	9
Team Costs	5
Team Funds Turn in Form	23
Teaching Activities	17
Travel Arrangements	7
Traveler's Health Insurance	14
Traveling	10
What Will We Be Doing?	4