

Welcome!

We are so glad that you and your group will be serving alongside us in Dallas, Texas. Maybe this is your first trip, or maybe you've been on many trips with TIME. In any event, our program changes and evolves every year, so we ask you to read this handbook carefully.

Included with this handbook is the Individual Handbook that each member in your group will receive. You are responsible for the information in these two booklets.

Our Mission Statement

The purpose of TIME Ministries is to glorify God through changing lives by leading short-term groups to the mission field to serve local churches in need of additional resources and personnel.

About TIME Ministries

TIME Ministries originated in 1968 when a group of young people from the United States spent a week during Christmas vacation in the village of Pueblo Nuevo in Old Mexico.

At that time, it was called the Teenage Institute of Missionary Evangelism. However, because so many of the Summer-TIMErs in subsequent years have been college-agers and adults, the name was changed to The Institute of Missionary Evangelism, and is currently known as TIME Ministries.

Since the first TIMErs arrived in Pueblo Nuevo in 1968, thousands of people of all ages have visited Mexico and the Dominican Republic and United States on a TIME Trip.

Our Program

We have a full schedule planned for your tour with us. Our program has been very successful. For you, the group leader, this trip will be an opportunity to relax and let us take over. You are free to have your own group meetings, but it has been our experience that youth do not respond well to additional team meetings because free time is already limited. We do encourage you to have group meetings before you arrive on the mission field to help prepare your team. If you want to vary from our established schedule, please contact the Site Director **prior** to the trip to see if it is possible, since there are a lot of factors involved.

Chain of Command

We have a well-trained staff who will be the ones guiding the groups to the work sites, recreation, and evangelistic services. Although these leaders are usually young, they will be the ones in charge. They will work with you, since you know your people better, but keep in mind that our staff knows TIME. We depend upon the group leaders to be the mediators between our staff and the group.

Your team members' attitudes will closely reflect your attitude. It is very important that you are flexible and that others see that. If you find that you are having a problem with the TIME program, please go directly to the Site Director (see Addendum at back of handbook). If you are having a problem with one of our leaders, go to that person first. If it is not resolved, both of you should see the Site Director.

Construction Projects and Project Funds

Every morning your group will be involved in church or camp development work projects. Our staff will teach you and your group how to do specific tasks that will help complete the project during your stay. At the beginning of your trip, there will be an orientation regarding safety and procedures.

Unless someone is ill, our rule is basically—No Work, No Play. We do not ask anyone to do more than their strength permits, but everyone should do something. If the TIMEr does not help on the morning project, then he/she should not be permitted to participate in the afternoon recreation. Please help us to enforce this rule.

Project Funds

Some aspects about project funds need to be clarified. While a portion of the tour fee covers some project monies, it is not sufficient to cover larger projects. Groups who desire to do larger projects need to realize that there must be funds available prior to doing the work. Does that mean that those groups, who do not want to do large projects, should not come? By no means! We want every group to come, even if they cannot afford to do a large project. There are other small projects that need to be done, some requiring very little or even no extra money.

Other Projects

We always have other projects to be done—some large, some small. We usually know about the larger projects in advance. These generally require some financial assistance, either from the group coming or from independent donors. As you are in touch with your group coordinator in the months prior to your trip, you may discuss some of the possibilities. Examples of larger projects are pouring a roof or floor, etc. We may not know about some of the smaller projects until the day that they need to be done. Many of these do not require additional funds. Examples of smaller projects are painting, scraping, clearing land, cleaning, etc.

Your Ministry

Four or more nights, we will have an opportunity to minister to the neighborhood. We want you to do as much of the ministry as possible. The more that you prepare before you come, the more you can do. As you read the following suggestions, keep in mind that there may not be electricity available at the sites. You must come prepared with your own equipment, batteries, etc. East Dallas is a Hispanic community, so please prepare your ministry in English and Spanish.

Whether you use an idea from the list below, or have a different idea, please contact the Site Director for direction so you can prepare your group to be as effective as possible. Ministry opportunities may change depending on the time of year and the needs of our local church.

Suggestions for Group Ministry:

1. **Personal testimonies.** There are many opportunities to give personal testimonies during your stay. If a person in your group is going to give their testimony in Spanish, please have a native Spanish speaker review the memorized or written testimony for grammar, content, and accent. It is a shame when a wonderful testimony is ruined because of an unfortunate error in word choice or pronunciation. There will be many people on the field who can coach in these areas before the testimony is to be given. Otherwise, we have translators you can use to give your testimony in English.

2. **Mimes and dramas.** They bridge the language barrier and can really bring the point home. Mimes can be 5-15 minutes in length. If your mime is short, you may want to have two prepared. Music greatly enhances the effectiveness and helps draw a crowd. Painted faces and costumes add even more attraction. Keep in mind that speaking dramas are hard to understand in the open air. If spoken words are used, **please prepare in Spanish and English**. The following website has several possible dramas:
<http://www.ywam.org/books/drama.htm>
3. **Vacation Bible School.** If you are interested in doing Vacation Bible School, please inform the Site Director as soon as you decide to prepare this type of ministry. The Site Director can help you think through the details. In order for you to do VBS, you need to be prepared to do the majority of the work and bring materials. This includes all necessary equipment. Although we can usually provide a translator, **please prepare all written materials in Spanish and English**.
4. **Musical performances.** If your group plans on singing, **please prepare in Spanish and English**. It is important that your group present themselves in a professional manner, well-prepared, making eye contact, and dressed appropriately. You should be able to perform as if you are a choir. This is not meant to discourage you; rather, it is meant to encourage your group to do their best.
5. **Personal musical performances.** If someone in your group excels at a musical instrument or solo voice performance, this would be an excellent ministry as well. There may not be a piano available, so plan accordingly.
6. **Puppet skits.** There is almost always a large group of children that come out for evangelistic meetings. Puppetry **with Spanish tracks** on tape is always a great attention grabber, both for children and adults. If you choose this type of ministry, be prepared to bring all of the necessary props, sound equipment, and stage materials you need.

Free Time

Recreation Options

Most afternoons there will be a different opportunity to see the culture, history and sights. Sometimes these activities are optional, as some people in your group may feel they need time to rest and relax in the afternoon.

Devotions

We have devotions in the morning. These are provided by the TIME staff. We discourage additional mandatory devotions apart from our program, because it takes away from recreational/rest time, and may put an undue strain on the groups. If you feel that you must have devotions separate from our program, contact us early so that we can work with you in easing this scheduling tension.

Multi-Group Integration

We sometimes have two or more groups from different churches scheduled for the same trip. We have found that groups enjoy the opportunity to meet other people from other parts of the country. There is a lot of bonding going on between the groups and address exchanging by the end of the week. Sometimes we split the groups to go to different areas for ministry times or

for work projects. But most often, everyone will be together. In any event, we encourage you to build a spirit of unity between your group and any other group who might be there.

What the Home Office Needs from You

With this Group Leader Handbook, you should receive a Group Leader's Planning Guide and Financial Planning Information sheets. Review them and make sure you are on target with dates and fees. We require that the \$50 individual deposits be submitted by November 15th or 30 days after you send in your group's initial deposit, whichever date is later.

Travel Arrangements

Arranging transportation to the field is your responsibility, but we want to help you get there with the least amount of difficulties as possible. Please see the Addendum at the back of this handbook for site-specific details and things to keep in mind to help make the process smoother.

Arrival and Departure

We plan on you arriving on the first date of your group's tour and leaving on the last date of the tour. For example, if your trip is scheduled for July 1-9, please plan on arriving sometime during the day on the 1st, and leaving on the 9th. Please try to arrive between 9:00 am and 6:00 pm, and depart by 3:00 pm. We ask that you always work with these dates as we have other groups coming before and after your group. The dates remain constant year to year. The firm summer dates are as follows:

Tour 1:	June 11 to June 19
Tour 2:	June 21 to June 29
Tour 3:	July 1 to July 9
Tour 4:	July 12 to July 20
Tour 5:	July 22 to July 30
Tour 6:	August 1 to August 9

During the winter and spring, trip dates are always from Saturday to Saturday. If for some reason extra days are scheduled on the front or back end of a trip, please be prepared to pay an extra \$50 per person to cover our extra costs. If you are there for any part of a day, regardless of the meals eaten, please plan on paying the extra \$50 per person daily fee. **Extra days are rarely allowed and must be approved by the Site Director at least 3 months in advance.**

Transportation to the TIME Campus

Please see the Addendum in the back of this handbook for site-specific details for getting to the TIME Campus.

Facilities/Bedding

There are separate boys' and girls' dorms with bunk beds and foam mattresses, and each dorm contains a restroom and shower facility. Encourage your people to drink a lot of water and eat well. Most individuals who get sick do so because of lack of food or water. Be prepared for

the heat and sun. Be sure to bring sunscreen to avoid getting sunburned. A hat is also worth packing.

Each person must provide his/her own bedding. Although it is very hot in the summer, a light sleeping bag or sheet and blanket and a pillow are advised. That way you can sleep on top of the bag/blanket in the heat and also be prepared for the cooler nights as well. If your trip is a winter or spring one, a sleeping bag is better since the nights can get chilly.

Luggage

Make sure your team members do not bring more luggage than they can carry in one trip. This is very important. We do not have a lot of van space for transporting people and luggage to and from the campus to the bus station or airport. The Individual Handbook contains a suggested packing list.

Dress Code

The churches that we work with are very modest, so we expect you to respect their standards as outlined in the Individual Handbook. It is your responsibility as Group Leader to make sure your group clearly understands the dress code expectations and follows them. If anyone in your group feels that they cannot abide by the limits set, or if they are unclear on the expectations, we urge you to contact us so that we can discuss these things before you go. We reserve the right to ask people who are not abiding by the dress code to change for the sake of the ministry focus and testimony.

Food and Water

We work very hard at having an abundance of good, nutritious, American and local flavor foods. Likewise, we always have plenty of purified, iced drinking water and juices.

Health

If there are special health issues for anyone in your group, please contact us. There is a place on the *Individual Application* to list allergies or physical limitations. This is very important due to the possibility of insect bites or illness. Include allergies to medications. **Everyone on your team is required to complete this application.**

Please take time to read and emphasize to your group the section titled "Diet Restrictions" in the Individual Handbook. Persons with medical dietary restrictions must provide for their own needs. We need to be informed of special physical needs before your arrival. We have a limited medical kit and will try to supply basic needs. If something extra is needed, we will not be responsible for buying these items.

Money on the Field

Keep in mind that you will want some monies on the field. Encourage discretion in the amount of money your members bring. We will provide for everything you need once you are to the field. The only things that you will need money for are souvenirs and snacks.

Note: Do not bring Traveler's Cheques.

Telephone and E-mail

We do have both telephone and email on the field. However, please recognize that these are for emergency purposes only. We suggest that you set up a phone chain with your loved ones when you call one of them, so that they can call the rest of the group's families to report your news. There may be extra charges by TIME due to our phone service. **You may not use the telephone or email for personal or business purposes.** Exception: you may call or email your safe arrival and mission updates. The primary reason, aside from the costs involved of long distance calling, is that their usage disrupts the ministry during the mission trip and the ministry of the church which often needs to have the phone available.

Insurance

We ask everyone who is going on a TIME Trip to sign liability and medical releases, as well as a Provision of Insurance. We only have insurance coverage on the vehicles for minimum liability and personal medical.

Good medical care is always available in the U.S. The **group's (or individual's) medical insurance** from home should cover most expenses. If there is a need to fly someone home for a medical problem, **the individual's or church's insurance will be responsible for these expenses.** We do encourage groups to add a rider for your trip to the church insurance policy.

TIME Ministries is not liable for expenses related to medical care.

Offerings for Missionaries, National Workers, or Projects

Sometimes groups wish to leave a gift for the TIME general fund, some national worker, or a special project. This is perfectly in order. Every aspect of TIME Ministries is faith missions. Faith missions are where we rely completely on God through financial partners. Tax-deductible receipts can be issued for these gifts, providing that we know the name and address of the donor. If your group wants to do something along these lines, and no receipt is needed or wanted, we would suggest that some individual be appointed to take up an offering and suggest where the funds should be used. We will do our best to see that the funds are distributed as your group desires. If you want to give a donation to a national worker or project, please discuss your desire with the Site Director first.

Addendum

TIME Ministries – Dallas, Texas

Getting to the Field

By Air-Direct

The closest airports to the Dallas TIME Center are Dallas Love Field Airport and Dallas/Fort Worth International Airport.

Transportation to the TIME Center

It is your responsibility to get to Dallas. We will meet you at the airport, but you must let us know the date and time of your arrival at least **THREE WEEKS IN ADVANCE**. Please call this information into the home office and send this information via e-mail to the Site or Field Director.

By Bus

If you would like information about bus lines from your area, we recommend that you contact High Point Travel.

By Automobile

If you will be driving to the Dallas TIME Center, and need directions, we recommend that you use www.Mapquest.com. A general map of the Dallas area is included at the back of this handbook.

We Hope that this Handbook is Helpful

This handbook may not answer all of your questions, so if you still have questions, please feel free to contact the Dallas Office. The group coordinating the staff there will be happy to answer any questions, or work to find answers.

You are VIPs! If you have any suggestions, please do not hesitate to communicate them to us. We are constantly seeking ways to improve the program. Thank you for your support of TIME Ministries. May God richly bless you and your group, as you serve Him!

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Pastor Pepe and Dora Solis

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