

# Short Term Team Manual

## YWAM Heredia Costa Rica

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# SHORT TERM TEAM MANUAL

**Thank you for your interest in bringing a Short-Term Team to join with the ministry of YWAM Heredia Costa Rica!**

This manual is designed to help guide and prepare you as you plan your mission trip. We hope that you find it helpful. If you have any questions, please contact us at [jucumheredia@gmail.com](mailto:jucumheredia@gmail.com).

## Youth With A Mission *Statement of Purpose*

*Youth with a Mission (YWAM)* is an international movement of Christians from many denominations dedicated to presenting Jesus personally to this generation, to mobilizing as many as possible to help in this task, and to the training and equipping of believers for their part in fulfilling the Great Commission.

*As citizens of God's Kingdom, we are called to love, worship, and obey our Lord, to love and serve His Body, the Church, and to present the whole Gospel for the whole person throughout the whole world.*

*We, of Youth With A Mission, believe that the Bible is God's inspired and authoritative word, revealing that Jesus Christ is God's son; that people are created in God's image; that He created us to have eternal life through Jesus Christ; that although all people have sinned and come short of God's glory, God has made salvation possible through the death on the cross and resurrection of Jesus Christ; that repentance, faith, love and obedience are fitting responses to God's initiative of grace towards us; that God desires all people to be saved and to come to the knowledge of the truth; and that the Holy Spirit's power is demonstrated in and through us for the accomplishment of Christ's last commandment, "...Go ye into all the world and preach the Gospel to every creature." (Mark 16:15)*

# YWAM Heredia

## Mission statement:

- ... Guide and teach individuals to find salvation and abundant life in Jesus Christ
- ... Support and teach communities toward biblical transformation and development
- ... Help, support and strengthen the local church and mobilize it to world missions

We are located in Los Angeles de San Rafael de Heredia. The property is on the northern hills of the Central Valley and sits at 5100 feet above sea level. It is 5 acres of cypress, fruit trees, and pasture. We are in the process of purchasing this piece of land that we have been renting for the past several years. The average temperature is 72 F and we get about 100 inches of rain per year.

Since the beginning it has been our desire to eventually open a University of the Nations campus so that we could offer all the secondary schools which are not available in Central America. For many Central Americans the cost to travel and difficulty obtaining visas makes it almost impossible for them to go to other countries to study. A campus right in the heart of Central America would put it within \$100 and a one day bus ride for most students. We currently have capacity for teams of up to 50 people and hope to be able to house as many as 200 in the near future.

## OUTREACHES

God has greatly used short-term teams to reach Costa Rica with the Gospel. The “ticos” (Costa Ricans) are very open to foreigners and to listening to what they have to say.

At YWAM we design the outreach schedule together with the team leader according to the interests, giftings and calling of the team. It is important that you confirm your dates and send us all the proper information early on. It is also very important that you prepare and plan the outreach with prayer together with your team members. God wants to show your team His heart for Heredia and often puts specific things, burdens and tasks on the teams’ hearts.

### **As we plan and prepare outreaches, there are few principles that we follow:**

Ministry is based in relationships and focused on the community. We believe this reflects God’s love and character better than any other approach. The work that the teams do that are short-term supports ongoing ministries and long-term ministry goals of YWAM in Heredia and Costa Rica.

We work together with the local churches and pastors, supporting them in the vision God has given them and guiding new converts to them.

## Information we need from you as early as possible:

### **Dates**

Complete number of people coming, a full list of names, ages, professions/abilities

Full name, address, phone number, e-mail address, fax number of the team leader

Full name, address and contact information of the sending church and pastor/school/ywam base

**Flight information** with dates, times and flight numbers (arrival and departure)

**Ministry Interest and Focus** What you want to do on your outreach.

**Special needs/diets/illnesses...**

**Bible Distribution Project** If you are going to participate in the Bible Distribution project, how many Bibles your group will sponsor at \$3 for each Bible.

**Free Day** What will your team do on their free day, do you need us to book hotels, organize tours...

The teams evangelize and serve others, but we also desire that the preparation and outreach time will help each participant to grow in their personal relationship with God. This is very much up to the team leader. It is important to prepare a devotional schedule and material to be used by the team members individually and to plan ahead of time how you will spend your 'team times'. In the outreach schedule there will be times for individual devotions, worship and intercession times together with the YWAMers at the base and separate 'team times' for your team that can be used for reflection, teaching, worship, prayer, discussion, sharing, ministry prep etc. If you as a leader are motivated and excited about the outreach, looking forward to what God will do in you and through you, the team members will take the same attitude.

## MINISTRY OPTIONS

There are many exciting opportunities for ministry in Heredia. In order to make your experience effective and enjoyable, we ask that in your first few meetings as a team, you take the time to pray about what ministry God is leading your team to do. What is the heart of your team? What are the strengths of your team members? We have found that this gives the team more ownership of what they are doing and makes them more effective and excited about their ministry! We know that God has a purpose for each team and we want to do everything possible to make sure you are doing the ministry that fits your team the best. Here are some ministry opportunities, but please keep in mind that you are not limited to these. Feel free to suggest other ideas and combine different areas of ministry!

**Worship** – Worshiping God in strategic places and towns, leading worship in churches, organizing worship seminars. We recommend your team to learn some songs in Spanish.

**Intercession** – Strategic and organized intercession in different places, teaching churches about intercession.

**Teaching** – Bible teaching in churches, youth meetings, camps etc.

**Base support** – Helping the YWAM base with practical needs like painting, fixing, maintenance and construction.

**Community Service** – Helping the local communities by cleaning parks, fixing schools, painting community buildings or any other kind of practical work. The team normally raises the funds for material expenses.

**Children's ministry** – Communicating God's love to children in villages, orphanages or schools. Team should be well prepared with games, crafts, face paints, balloon animals, Bible stories, songs, and dramas for children, puppets... Work can be done with the same group of children for several days or each day with a different group. If you plan on giving gifts to the children,

think well what you are going to give. One well thought gift of good quality is much better than many small and cheap toys that will break the following week. Gift ideas: Bible story books in Spanish, toothbrushes and paste, soaps, school supplies, soccer balls, flash lights...

**Sports ministry** – Soccer schools, sports camps, soccer games, donating soccer equipment, training coaches, surf ministry.

**Music ministry** – Bring down a music group that could play concerts.

**Drama** – Have at least five well prepared and practiced dramas. Train the team members to explain the dramas and use them for sharing the Gospel. Presentations in various locations.

**Evangelism** – Train each team member to share the gospel person to person, using their own testimony. Go through the Gospel message with them, prepare them to answer the most common questions. Bring tracts in Spanish!

**Discipleship** – Working with local churches and Christians in the area of discipleship. Spanish Bibles, books and discipleship material is much needed!

**Bible Distribution** – This is a nation wide effort led by YWAM to place a Bible in every home in Costa Rica. There are 1.3 million homes in Costa Rica. We will need donors to purchase bibles (at \$3 each) and teams to assist in the distribution of these bibles.

**Abstinence / Pregnant teenagers / young mothers** – Doing abstinence presentations, visit teenage mothers, help with one of the Maternity Courses for pregnant teenagers, do a special activity for young mothers, bring down baby clothes and supplies.

**Drug prevention** – Drugs are a growing problem among the high school students. You can prepare a drug awareness presentation to present to high school groups, parents and churches.

**Open air evangelism** – Presenting music, dramas, testimonies and short messages in public areas like parks.

**Construction** – Fixing or building a school, a classroom, a playground, a community building or building a house for a poor family. The team has to raise funds for this that will be wired to YWAM Heredia several months prior to the outreach.

**Youth Ministry** – Youth meetings, camps, friendship evangelism.

**School visits** – Organized visits to primary or high schools. Music, drama, abstinence presentations etc.

**Medical teams:** Responding to the medical needs in the poorest and remotest communities. Team needs to bring doctors and nurses and medical supplies.

# PREPARING FOR THE OUTREACH

We recommend that you have the group together, dates confirmed, information sent and ministry defined six months before the outreach. This gives you six months for fund raising, team building, training and other preparations.

## Here are some practical tips for outreach preparation:

- ... Have the team members do research about different aspects of Costa Rica and present it to the rest of the team.
- ... Have regular intercession meetings for Costa Rica and for the outreach.
- ... Do a background check on team members that you don't previously know.
- ... Make sure each participant has right motives and reasons for participating.
- ... Find out and inform us about any physical disabilities, sicknesses, food allergies and special needs. Please make sure each person signs the Medical Release Form.
- ... Find out the giftings and abilities of each team member, see how they can be used on this outreach
- ... Divide responsibilities among the team (first aid, passports and tickets, ministry areas, devotions, worship...)
- ... Find someone to teach your team basic principles of different cultures, religions, cultural differences and inter-cultural learning.
- ... Make sure the team has a good understanding of the Gospel and is prepared to share it at any time and that the team members are prepared to lead a person to Christ.
- ... Have each team member prepare their personal testimony (3-5 min.) and practice it with the team.
- ... Teach the team members about the importance of intercession and worship.
- ... Find out in what practical ways you can involve other people who are not going on the outreach, like have other church members donate money for Bibles, collect school supplies for the team to donate to a local school or organize intercession for the team in the church...
- ... Have everyone learn at least few words and phrases in Spanish.
- ... Stay in good communication with us!
- ... Establish guidelines for dating and other areas within your team. Go through the dress code instructions with your team.
- ... A passport valid for at least one year is required for every person entering Costa Rica, regardless of age. The leader needs to keep a copy of everybody's passport with him/her at all times. Start the process early!

## COST AND PAYMENTS

The cost for outreach teams is **\$60/day/person**. This will cover food (3 meals a day), housing and transportation while in Costa Rica. Your arrival and departure days count as one payment day.

There is an **exit tax of \$29/person** that must be paid before you leave the country. This will be done at the airport before you check your luggage and must be paid in cash. Please verify this with your airline before you come down as the cost is subject to change.

Please plan on raising extra funds for Bibles, community service projects, building projects or any other ministry expenses.

You can pay your outreach in advance through a bank transfer. The money has to be transferred at the latest one month prior to arrival. Please see the transfer information form. We cannot accept checks.

Please note that your free day transportation and activities away from the base are not covered in the costs mentioned here.

Team members can bring extra money for purchasing snacks and drinks or doing laundry at the base. They can pay in dollars. You can stop at a good souvenir store to buy gifts to take home. These stores take dollars, debit and credit cards.

For your information, all the leaders and staff members at the YWAM Heredia base are non-paid volunteers who have to raise support for covering their living, ministry and personal expenses. They don't receive any money from the fee your team pays. If you would like to support them, we highly recommend you to add that in your general budget per person or to collect a love offering for this purpose.

## SCHEDULE

Daily schedule consists of devotionals, worship and intercession times, meals, ministry times, team time and some free time. There are three parts of a ministry day: morning, after lunch and night. Normally two parts of the day are filled with ministry and one is left for you to have your team time. Breakfast is normally at 7 am and everyone needs to be dressed and ready for the day before that. Lights off time is normally at 10 pm.

The team schedule will be prepared well in advance and sent to you for suggested changes. Last minute changes always happen in this culture, so we ask you to be flexible even though we will do our best to follow the agreed schedule and expect you to follow it as well.

The YWAM Heredia base prepares three meals daily, if the team is going out to do ministry, they pack lunch to take with. The food is a combination of traditional Costa Rican foods with some international flavor. We do our best to guarantee balanced and healthy nutrition.

## FREE DAY

As a part of your outreach we do allow the opportunity to take free days (one free day per 6 days of ministry). Here are some ideas that you can present to your team and then let us know what you are interested in. We can give you prices as soon as you let us know.

*Free day activities and transportation are not included in the **\$\* 0/day/person**.* You will still be charged the **\$\* 0/day/person** during your free day. Free day money must be brought in cash and paid separately from your payment. You will be responsible for the cost of free day activities, transportation and meals while away from the base, so please plan accordingly. If you would like staff members to travel with you, you will be responsible for their cost as well.

## SOME FREE DAY OPTIONS

**Beach:** Visit one or more of the beautiful Pacific Beaches. Hotel stay possible. Souvenir shopping close.

**Canopy tour:** Zip lines are made for adventure seekers, 2-4 hours zipping through forests. Horseback riding, lunch and swimming.

**Poas Volcano:** A one day tour, recommended early morning departure to beat the fog.

**Arenal Volcano:** Need to stay overnight. This is the world's most active volcano and surrounded by lots of stuff to do. If you catch it on a clear day, you can see the smoke and lava. Also horse rides, waterfall, hot spring waters, souvenir shopping...

**River boat tour:** 2-3 hours by boat on rivers where you can see beautiful nature, crocodiles, birds, monkeys, lizards...

**Zoo Ave:** Beautiful habitats created to house a variety of local animals.

**Coffee tour:** see how the best coffee in the world is grown and produced

**White Water rafting:** For all skill levels, lots of fun, but limited to weather conditions.

## THINGS TO BRING

### *EACH TEAM MEMBER*

Sheet, pillow, light sleeping bag or sheet set

Water bottle

Bed pad (for teams not staying at the base)

Sunscreen

Insect repellent

Hand Sanitizer

Towel

Shower supplies

Hand sanitizer

Clothes for hot weather

Work clothes that can get dirty, work gloves

Bathing Suit (one piece for ladies)

Comfortable shoes

Hat

Bible and notebook

Rain gear (for teams coming between June and December)

Flashlight

Spending cash (for snacks and souvenirs)

## EACH TEAM

Good first aid kit

Instruments, if you play any

Tracts, Bibles and Christian literature in Spanish

Camera (one assigned photographer per team is a good idea, so everyone won't be taking pictures all the time. We will need high resolution photos to put on website if you would agree to this.)



Drama and ministry supplies

Emergency fund of \$20 per person for possible doctors' visits, unexpected changes etc.

Things you wish to donate for local churches, schools, the YWAM Heredia ministry or individuals

**Please note:** Because of your ministry schedule and our remote location, there will not be any time to go shopping for things that you forgot or did not want to pack. Please be sure to bring everything you will need during the trip.

There are limited laundry facilities at the base for the use of your team, but we recommend that you bring enough clothes for your entire stay and don't depend on washing them. Cost of laundry is \$2/load to wash and \$2/load to dry.

**Construction teams: please check with us about additional things to bring.**

## DRESS CODE

Because we have people working from many nations and cultures, there are differences in our thinking regarding appropriate dress. We need to be sensitive to others and to the culture in Costa Rica. Here are a few guidelines to help you out with your packing.

Preferably loose fitting shirts

Shorts that are just above the knee and loose or comfortably fitting are acceptable for free time, for the YWAM Heredia base and for service projects.

Usually no shorts for church. Khaki pants, nicer shirts, dresses and skirts (at least knee length and no tank tops) are good.

Sleeveless shirts are acceptable, but no spaghetti strap for ministry.

Designs on clothing should be appropriate.

Shirts should cover your stomach and lower back

One piece swim suits for ladies, knee length, loose fitting shorts for men.

**Helpful hint:** When in doubt, don't bring it!

## OTHER THINGS TO REMEMBER

**INSURANCE:** We recommend that each person have insurance when coming to Costa Rica, just in case of emergency. Please check with your insurance company to see if they will cover you internationally. In case of minor injury or illness, there are clinics that we can take you to and we will be able to get you any necessary prescriptions.

**SHOTS:** This is always a big concern for teams because of a fear of the unknown. There are no big threats medically that would necessarily require any shots, but if you want to play it safe, the most accurate information can be found and the Center for Disease Control (in the United States). Their website is [cdc.gov](http://cdc.gov) We do recommend that everyone's tetanus shot is up to date.

**MEDICAL RELEASE FORMS:** We require that everyone coming with your team have one of our medical release forms filled out and signed. There is one attached to the back of this packet. Please bring these down when you come and present them upon your arrival.

**WATER:** The water here is safe to drink. If your team is going to an area where it is not safe, we will send bottled water or a filter with you.

**LUGGAGE:** Please check with your airline about baggage limitation, but we recommend that you limit your participants to one personal medium size checked bag and encourage them to bring only essentials. Make sure all luggage is labeled with name and address. There is very limited space for personal belongings in the dormitories.

**CHANGING MONEY:** We can take the team leader to a bank in the first couple of days to change money. We recommend the leader change a small amount (\$10-\$20) for each team member. Do not change money at the airport; the exchange rate is very bad! You can also get local money from the ATM machines.

**WEATHER:** 18° to 25° C (60-75 F)

**TRANSLATORS:** Don't worry about the language barrier while you are here. We will provide your team with a translator that will be with you during all your ministry time.

**COMMUNICATION WHILE IN COSTA RICA:** Only the leader will have access to a phone and e-mail during the outreach. The YWAM Heredia phone number can be given only for emergencies. Please have a person at home with whom the leader can be in touch with and who then can let everyone's friends and family members know what is going on with the team.

**USING ALCOHOL OR DRUGS, SMOKING, SEXUAL RELATIONSHIPS BETWEEN UNMARRIED PERSONS, HOMOSEXUALITY AND NON-CHRISTIAN MUSIC ARE NOT ALLOWED DURING YOUR STAY IN COSTA RICA.**

We know your time with us here in Costa Rica will be amazing experience for all of you. We look forward to meeting and working with you all.

**YWAM Heredia, Costa Rica**