

## FOR THE NEW TEAM LEADER

Sandy Bay Lighthouse Ministries does not have funding for mission projects. As you develop a plan of action, keep in mind that your team will also have to raise funds for your mission beyond travel, housing, and meals. As your team forms and you begin to formulate a schedule, we will be able to help you with budgeting and a list of current projects at our Greenfield Children's Home that need attention.

So how should you get started? As a leader it is your responsibility to have a clear reason for going on a mission trip. There is much ministry to be done in Roatan and at our Greenfield Children's Home and Beacon School. If you care to have a conversation about the opportunities, feel free to call or send an email. Discuss your God sent desires with your Pastor or others you trust. If you were to go alone, what do you feel you are equipped to do? What talents do others have that would be helpful?

Most short-term missions either have one specific project they have decided to accomplish – such as building a home, or they plan a diverse set of visions for a team to cover. Our experience has shown us that there are three areas of focus which lend well to a week-long trip:

- 1) Ministry to the children at the Greenfield Children's Home (not babysitting)
- 2) Prayer and provision visits to the broader community
- 3) Construction, maintenance, and repair work at the children's home and school.

The specifics vary with time, so it will be best to contact the Missions Coordinator for Sandy Bay Lighthouse Ministries for the latest needs by emailing to [missions@sblmroatan.net](mailto:missions@sblmroatan.net).

We look forward to partnering with you in ministry and mission to the people of Roatan, Honduras.

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## TEAM LEADER RESPONSIBILITIES

The following is a list to help mission leaders properly prepare to lead their mission team.

- **Initial Responsibilities**
  - Contact Sandy Bay Lighthouse Ministries Mission Coordinator to look at timing
  - Have a conversation with your pastor and missions board
  - Make preliminary decisions
    - What is the vision for the mission?
    - How many participants will there be?
    - When will the mission take place?
    - How will the mission be supported financially?
    - How many "team formation" meetings will there be?

- How will people be informed of your intentions for mission to Honduras?
  - Pre-team formation communications
    - Announcements
    - Informational meetings
- **Team Formation Leadership**
  - Getting to know each other
  - Outlining the draft schedule
  - Spiritual Direction
    - Is this a “spiritual vacation” or a pilgrimage?
    - What is God calling us to?
  - Finding support (prayer & financial)
  - Cultural challenges
  - Gaining skills
    - Construction, maintenance, etc.
    - Prayer and evangelism for home visits to Spanish speakers
    - Children’s activities - bilingual
    - Special projects i.e. building bunk beds, cement floors, etc.
  - Finalizing the plan
  - Collecting donations and packing
    - Be aware of baggage restriction – weigh all bags
- **Logistics (Also see “Logistics” page)**
  - Booking travel
    - To and from Roatan
    - Ground transportation while on Roatan
  - Booking lodging & planning meals
  - Finalizing the budget
    - Gratuities
    - Mission supplies (must cover all expenses for materials used in projects)
    - Offering to the host organization
  - Passports, immunizations, medical histories, and applications completed
  - Obtain mission travel insurance - <https://www.travelwithgallagher.com/>

- **A Final Check-List**

- Have an emergency contact at home base for each mission team member and/or for the mission team to reach in case of an emergency in Roatan
  - A “phone tree” for messages is helpful
  - A copy of this can be distributed to each team member for ready access
- Ensure that every mission team member has their passport
  - Have paper copies to take with them
  - Exit tax in cash should accompany the passport after Honduran check-in
  - The team leader should collect all passports and store in a safe until departure
- Copies of everyone’s driver’s license to leave behind in the states in case of loss during mission trip.
- A medical history for each team member should be collected
  - It can be sealed in an envelope only to be accessed if needed
  - Team leader should keep these during the trip
- cursory background checks for each team member should be made
- Check that lodging arrangements are confirmed
- A gratuity plan to compensate staff personnel at the children’s home is in place
  - Have “thank you” cards for them
- Trip itinerary is complete
  - Include travel to and from the local airport
  - Hotel arrangements are made if necessary
  - Team is aware of immigration services and policies in Honduras and the States
- Team preparation, training, financial arrangements, and orientation have all been completed
- **All team liability release and waivers have been submitted to SBLM coordinator**
- **Team Roster has been completed and submitted to SBLM coordinator**
- **All team members have acquired mission travel insurance**