



APOSTOLIC CHRISTIAN

HarvestCall

PROCLAIM CHRIST & SERVE OTHERS

Work Team Leader Training Manual

Section 3 – Work Teams to CCCD & other Jamaica locations

TEAM LEADER INFORMATION

For Jamaica Work Teams

The following checklist is provided for all Work Team Leaders for Jamaican Work Projects and should be used in conjunction with accompanying files and forms for Jamaica work teams.

1. Prayer is an essential aspect of life, and thus is an essential aspect of a work team as well. Pray specifically for the team and ask the team members to pray as well.
2. A passport is required to pass into Jamaica and to return to the US. A passport application is available at most US Post Offices and requires 6-8 weeks to process. (3-4 if expedited). Make sure all potential team members are aware of this requirement asap.

Team Member First Informational Packet

Send this initial packet at least 2-3 months prior to departure.

3. Medical Information – At this time no additional shots or medication needed.
4. Guidelines for Work Teams Booklet and Waiver Sheet : “Waiver_and_Release of_Liability Signed and returned is mandatory and the waiver sheet needs to be carried to Jamaica (by you) in the event of a medical emergency. **You will send these sheets to Loren Dettwyler upon returning.**
5. File: “Team List” Include name, address, phone number, e-mail address, and member/convert/friend status of everyone going.
6. In the final letter sent to team members should include the following information:
 - ***Lights out by 12:00 midnight.**
 - *If you plan to use your charge card, you might want to call customer service before you leave and notify them that you will be making purchases in Jamaica.
 - Information about exactly what to expect in Jamaica such as...
 - i. The days schedule. **This information can be obtained from your team leader.**
 - ii. Appropriate clothing
 - iii. Rooming arrangements
 - iv. Jamaica electricity—same as in US

7. Make sure each team member has health insurance.
8. File: "EVALUATION WORK PROJECTS – Make copies and take to Jamaica with you. It works best to pass these out on your final night of fellowship and collect them that night. A recent team leader had his team write down their best memories on the back. Neat idea! **These need to be sent to Loren Dettwyler when completed.**
9. ***The minister of the team is responsible for the spiritual leadership and organizing devotions.** If you do not have a minister, you will need to take responsibility for organizing devotions.
 - Appointment of morning devotions and prayer
10. File: "Minister Expense Voucher Please give the minister voucher to team minister.
11. **Team list with name, addresses, phone numbers, e-mail, and member/convert/friend status. A copy of this needs to be sent 5 weeks prior to departure to Loren Dettwyler.**
12. **Evaluation forms**
13. **Waiver and release of liability sheets (these are kept on file)**
14. **Missionary travel and medical evacuation insurance (If going to CCCD it is furnished by them).**
15. **If you are taking your team to support the deaf in Jamaica it is recommended that you take a deaf interpreter with you if possible.**