



# MISSION TRIP MANUAL



*Bringing the HOPE and LIGHT of Christ into the darkness*





# GVCM Mission Guide

## Page 2

### Ministry Mailing Address

PO Box 880817

Port St. Lucie, FL 34988

### Emergency Contact

Yves Prophete: 772-812-9228

Ruth Prophete: 772-985-7534

### GVCM Missions Campus

Imp. Five Oaks

Route National #3

Leider, Haiti

## TABLE OF CONTENTS

INTRODUCTIONS PAGE 3

### BEFORE YOU GO

Scheduling your trip PAGE 5

Costs PAGE 5

Personal Preparations PAGE 5

Packing PAGE 6

Passports PAGE 7

Embassy Registrations PAGE 7

Background Checks PAGE 7

### TRAVELING

Flying to Haiti PAGE 8

Travel through Haiti PAGE 9

### WHILE IN HAITI

Accommodations PAGE 10

Dress Code PAGE 11

Policies/Guidelines PAGE 12

### GOING HOME

Traveling Home PAGE 15

First week home PAGE 15

STAYING IN TOUCH PAGE 16



Bringing the HOPE and LIGHT of Christ into the darkness

## Who we are as a ministry -

GVCN is a nonprofit Christian ministry on a mission to bring the Hope and Light of Christ into the darkest places of Haiti. We build the church (Acts 20:28), impact communities with practical projects (Matthew 22:36-40) and support children (Proverbs 22:6).

To learn more about who we are visit [www.gvcm.org](http://www.gvcm.org)

## Who will you be serving with -



### **Pastor Yves Prophete**

Yves is our Executive Director. He began the ministry in 2000 and has spent most of his time in Haiti ever since, ministering to the people and overseeing operations.



### **Markes Josselin**

Markes has been with the ministry for many years and has served in multiple areas of the ministry. Currently he is helping with our missions ministry while also in charge of keeping our orphanage compliant with government regulations.



### **Odette Tharite**

Odette, or Nana as she is more well known, is our designated Mission Teams Cook. She is extremely talented and dedicated. You will be blessed through her cooking in Haiti.

Bringing the HOPE and LIGHT of Christ into the darkness



## Tell me about Haiti

Christopher Columbus discovered the island of Hispaniola in 1492. In the 16th century, the Spanish maintained a loose control over the island in power struggles with the British, French and Dutch. During this time, the modern Haitian island of Tortue was in its heyday as the infamous pirate stronghold of "Tortuga." By the 17th century, the western third of the island fell under French dominion, and the eastern two thirds was ruled by the Spanish. Most of the native population (the Taino) was annihilated by disease and replaced with slaves from West Africa. The brutal treatment and small population of masters led to a series of slave revolts that culminated when Haiti eventually declared independence from France in 1804. They changed the name of their country to Haiti, a Taino word for "Land of Mountains."

For most of the 19th century, Haiti experienced the tumult of a series of emperors, kings, and presidents. Haiti's international relations were strained, largely due to its status as the only independent black country in the hemisphere. The French collected "reparations" amounting to about \$21 billion in today's dollars and the United States occupied the country from 1915-34 over concerns about German influence and debt default. From the 1950's to 1980's Haiti was dominated by a powerful father and son dictatorship "Papa Doc" and "Baby Doc" Duvalier. Since 2004, all of Haiti's governments have been democratically elected and power has mostly transitioned peacefully.



## Scheduling your trip

When you are ready to book your trip you will get in contact with our Missions Coordinator. They will ensure you are properly prepared for your trip - from organizing logistics to helping answer any questions you may have.

## Costs

- FLIGHTS: We allow you to find the best airfare for you and your team. We suggest checking sites like Kayak.com to find the best cost for your flight.
- IN COUNTRY: We charge \$100/night/person for all in-country fees. This includes: transportation, lodging, 3 meals a day and translators.
- DISCOUNT: For a team of 10+ people, one person's in country fees are waived and stays for free.

## Personal Preparations

We suggest every team member begins preparing for their trip in prayer. Ensuring we lift our trip, team members and plans up to the Lord is of great importance.

Ensure you have an updated passport (not set to expire in the next six months) - it usually takes 4-6 weeks to get your passport so plan accordingly if needed.

Check with your doctor to ensure you are up to date on vaccines. We do not require any vaccinations in order to travel but HIGHLY recommend Hepatitis A and B, Tetanus and Typhoid.

***Bringing the HOPE and LIGHT of Christ into the darkness***



## Packing suggestions

Before you begin packing for your trip, be sure to check all baggage allowances with the airline you will be flying with.

We suggest you pack all essential items in your carry on bag, as there is always a chance that baggage doesn't make it to its intended location.

Feel free to leave any items behind after your time in Haiti. If your items cannot be used within the orphanage we will be certain to donate them to someone in need in the community.

## Packing Specifics

*Travel Needs:* passport, ID Card, flight details, travelers insurance, cash (to know how much cash, see page 14)

*Daily Needs:* Clothing, cotton blanket, tennis shoes and sturdy sandals, snack food, Bible and journal (linens provided)

*Toiletries:* toothbrush/toothpaste, dental floss, deodorant, hand sanitizer, body soap, shampoo/conditioner, disposable razors, lotion, comb, wet wipes, Q-tips, travel mirror, feminine products, towel and washcloth

*Medication:* Ibuprofen/Aspirin/Tylenol, Immodium, Dramamine, Tums, Cold Medication, Band-aids, Hydrocortisone cream, Sun Screen, Bug Spray

*Connection Items:* photos of your family, books, 1:1 games, jump ropes, chalk, bubbles, glow in the dark toys, easy crafts

Be sure to connect with your team leader to know of any other specific items you may need for your week of ministry.





## A Note on Passports

The Haitian authorities require all Americans entering Haiti have a valid passport. You will not be allowed into Haiti without one, and it cannot expire within six months of your travel date.

For more information: <http://travel.state.gov/passport>.

## Embassy Registration

We recommend all team leaders register their team with the local Embassy.

Registration helps the Embassy to provide important services for American citizens residing or traveling abroad. You can register your team here:

<http://travel.state.gov/content/passports/english/go/step.html>

You can also obtain travel alerts and safety information at this site.

## Background Checks

Because of how close you will be working with children, each team will be required to provide background checks on all team member traveling with them.

Your team lead will be given a form to complete which states that all individuals have passed a background check in the past year.



## Flying to Haiti

On your travel day there will be much to do - just remember who it is that called you to this mission and the truth that there is no safer place to be than in the will of God.

When traveling with a team these are the suggestions we have to help make your travel day go smoothly:

- Never leave your luggage while traveling, and ensure that each bag has been labeled with your name and address.
- Always keep your money, passport and ID with you at all times.
- On the plane into Haiti you will receive two slips of paper, fill out both and hold onto them for customers." *Contact information in Haiti is found on page 2.* If you don't get your forms on the plane you will get them as soon as you exit the plane.
- Once you arrive in Haiti you will go through customs. Your first stop will be to pay the entrance tax of \$10/person. They will hand you a receipt - hold onto this.
- Next you will proceed to the customs counter. You will hand them your passport and the green slip you filled out on the plane. They will take the top portion and return to you the bottom - **you will need this when you leave Haiti, put it somewhere safe.**
- Once the entire team has made it through customs you will go to pick up your luggage. If needed there are luggage racks to rent for \$2/rack. You will want to pick up luggage at the carousel.
- After everyone has their luggage follow your leader out of the terminal. Before you leave each person will have to show the following items: entrance tax receipt, luggage tags, white customs form.
- Many people will ask to help with your luggage - if you'd like their help a tip of \$5/person is sufficient.





## Traveling through Haiti

As you drive through Haiti there will be an overwhelming amount of smells, sights and sounds that are new and unfamiliar. Don't feel as though you need to process it all immediately. Take your time. Be content just taking it in and processing it.

We highly encourage you to discuss any feelings of anxiety or distress with your team leader, do not try to 'be strong' and hold it in.

Your trip from the airport to the main campus will take about 1.5 - 2 hours. The first half of it will be through Port-Au-Prince, the capital of Haiti. After you exit Port-Au-Prince you will travel a 1/2 hour through the mountains. This is a beautiful drive that can also be unsettling for some individual's stomachs, if needed you can take Dramamine before leaving the airport.

After you've made it through the mountains you will have about a half hour of traveling through the beautiful rural towns of the central plateau. These towns best represent the communities you will be serving during your time with us.

Finally, you will come to our main compound where the majority of our ministry centers. It is here where you will sleep, eat, and spend time with the 130+ children and staff members we have on site. We will talk more about what to expect here on the next page.

## Accommodations

While staying with us in Haiti you will be staying in one of two housing locations.

### LARGE TEAMS

Larger teams (6+ people) will stay in our Joshua Building. The team accommodations are the top floor of this building which include:

- Two bunk rooms with 5-6 bunk beds
- Two bathrooms, each with two showers, a toilet, and a sink
- A meeting room
- A kitchen area including: A fridge, coffee Pot, table and sink



### SMALL TEAMS

Smaller teams (5 or less people) will stay in our Administrative Building.

Here we have a family style accommodation with two adjoining rooms each containing two bunk beds.

In this same area we have another bedroom with sleeping accommodations for 2-4 people.

Just down the hall there is a shared bathroom with a shower, toilet and a sink.





## Dress Code

Our focus in our mission, both at home and abroad, is to spread the gospel to the best of our ability. While we don't believe or follow many practices of other cultures, we must be sensitive to their beliefs and do our best not to hinder our testimony while serving them. That is the basis for all the guidelines in our dress code. I

1. Modest clothing is extremely important.
  - o Women: No low-neck lines, shoulders should be covered. Dresses or skirts that extend to the knee are requested. However, on the orphanage grounds, it is acceptable to wear pants, capris, or very modest shorts. Modesty includes no tight-hugging, curve-hugging dresses and skirts and please ensure your dresses do not have slits up the side. If you plan on swimming you should wear one-piece swim suits or tankinis.
  - o Men: May wear shorts or pants (but no shorts to church services). If you are preaching or teaching, it is proper to wear pants, collared shirt, and closed toe shoes.
2. Haiti is very hot and humid most months. We encourage you to wear lightweight clothing.
3. Scrubs are encouraged for medical professionals on medical trips.
4. In Haiti, body piercings and tattoos are culturally have negative connotations; both relationally and spiritually. Therefore, we ask that you help us with the children we are raising, by respecting the cultural differences and removing body piercings and cover (if possible) tattoos. Single ear-piercing jewelry is acceptable but all other, please be respectful of the local culture and leave the rest out (preferably at home).
5. Fingernail polish is another aspect which has different implications and hidden meanings in the Haitian culture.





## Substance Abuse Policy

GVCM is a Christ-centered organization and we want to be at our very best physically, mentally, and spiritually. As mentioned on the last page, we want to ensure that through our actions, we are bringing glory to God. Therefore, on our mission trips, use of the following WILL NOT be permitted:

- Use of illicit drugs.
- Use of tobacco (including e-cigs). However, smoking cessation products (i.e., the patch, gum, etc.) will be allowed.
- Consumption of alcoholic beverages on GVCM property or while serving in the mission field.

## General Guidelines

Carry yourself in a way that honors Christ, and be a positive witness.

- When asked to do something, do so with a cheerful attitude.
- Avoid conflict and criticism of each other, leaders, and staff.
- Be courteous to those around you.
- Do not leave the area without letting your leader know.
- Keep your personal area clean always, and clean up after yourself. as you will probably be in close quarters with others.
- Conserve water.
- Be mindful of how much food you put on your plate.
- If you are served something you are not interested in eating please remember to be respectful to the cooking staff as they work very hard to feed teams.
- Please be respectful to those who may go to bed early.

## Cultural Tips / Guidelines

The following may seem harsh, and even heartless, but please, believe us – we have learned these things the hard way, with multiple people being hurt in the process. There are cultural considerations and ramifications of some actions that would take pages to explain. We ask for your trust and compliance in the following for the good of our communities, mission, and team members, even though your heart may tell you otherwise at times:

- If a Haitian asks you for something of yours, do not say 'maybe'. "Maybe" means "yes" to Haitian ears. Do not give away personal items! – You just need to politely say "no". Any exceptions need to be approved in advance, by GVCM (or your team leader).
- Please do NOT give out money other than to a GVCM Staff member. Unfortunately, doing this has created somewhat of a 'begging' culture, as Haitians know Americans are big-hearted, eager to help, and gullible to sad stories, and so are an easy target (creating a potentially huge safety risk). Again – if there is someone you want to help, go through GVCM staff to do this.
- DO NOT give out: your email address, Facebook info, phone number, or mailing address to Haitian friends. You can communicate with them through GVCM. We kindly ask that you do not communicate with the children outside of GVCM approved methods.
- Visitors are in no way permitted to attempt to bring Haitians to the United States, even for a "visit". This is a complicated and risky endeavor. The mission is here to help and reach Haitians for Christ. It is NOT to be an "escape route" for Haitians to find ways to leave their country.
- Romantic relationships with Haitians, including Haitian staff, cannot be tolerated. Violators may be dismissed to go home early, and may not be accepted back to the mission for future trips.



## Additional Tips and Guidelines

**WATER:** Please drink only the water that is provided to you. You should not drink or brush your teeth with any water in Haiti except for designated places at the orphanage, or the water in the big blue jugs when traveling.

**FOOD:** While in Haiti, it is best to eat only foods prepared by our cooks. It is good to carry small snacks like granola bars or nuts. Sometimes meals are far apart.

**WASH YOUR HANDS:** It is very important that you have hand wipes or sanitizer with you at all times, and that you wash your hands often.

**MONEY:** The amount of money you bring will depend on your desire to buy souvenirs. We recommend bringing \$50-\$100 in cash for souvenirs and emergency situations. Do not bring bills larger than \$20, and we recommend you bring several \$1 bills.

**WEAR FOOTWEAR AT ALL TIMES:** Microscopic parasites can enter through your feet, so please don't go barefoot at any time.

**INSECTS:** Insecticide sprays or lotions are recommended for repelling mosquitos (which can carry malaria and other diseases); and other bugs such as chiggers (which bite your ankles).

**PHOTOGRAPHY:** Ask individuals if it is okay to take their picture. Some Haitians do NOT like their photo to be taken. We need to focus on building relationships, rather than being tourists. When you do take pictures, please be respectful.

**COMMUNICATION:** Communication is limited to the United States. (AT&T is one carrier we know that provides a service plan). The mission trip coordinator from the states and/or the GVCM staff will do it's best to send an e-mail home to confirm that you had a safe arrival. Some teams set up a google group, where one email sent can go out to multiple emails of your designated family & friends. Wi-Fi is usually available at the orphanage.





## Traveling Home

Traveling home will be similar to traveling into Haiti.

- We suggest you give at least 2 hours to drive to the airport.
- You will want to arrive at the Haiti airport 3 hours in advance
- You will stop at customs on your way out of HAiti - where you will need your green slip you recieve at the begining of the trip.
- You will go through customs again in the USA

**TIP: To save you time in customs download the Mobile Passport App**

## Your first week home

We know that sometimes the transition from a mission trip back to the 'real world' can be difficult. Physically, emotionally, culturally and spiritually you are worn out and torn between two worlds.

All of this can be hard to work through.

Here are a few things to help you process during that first week home:

- Rest: giving your body time to catch up on sleep lost and to gain back the energy that was used while serving in Haiti is of immense importance.
- Food: while in Haiti your diet was full of fresh foods as well as plenty of carbs and oil. Transitioning back to your normal diet should take time. We highly suggest that you hold off on any greasy meals for a few days and that you drink plenty of water.
- Prayer: you are going to expirience many emotions, thoughts, and spiritual attacks as your return home. Give them all to God in prayer and surround yourself with praying friends.

***Bringing the HOPE and LIGHT of Christ into the darkness***



## After Your Trip

Tell your church, family and friends about the work God is doing through the mission and how they can help. We rely on people like you to spread the good news about our ministry. When you return home, please 'like' GVCM's Facebook page, use your God-given talents to write letters, give presentations, share photos, and develop blogs, or a website about your trip.

We also want you to share your trip with us. Upon your return to the States, get in touch with us as we'd love to hear about your trip. Give us an update about your experience, what your team did, people you met, and of course we'd like to add your pictures to our photo album.

## We'd love to visit you!

We are humbled with your sacrifice of time, energy and finances in order to come visit us in Haiti. Now we want to repay the favor and come visit your church.

Contact us at [info@gvcm.org](mailto:info@gvcm.org) about scheduling a weekend for GVCM to come and visit your church to share all God is doing in and through GVCM.

## Online Reviews

Online reviews help us to further spread the impact God is making through GVCM to others searching for a ministry to serve with. There are three places where your reviews would greatly impact our ministry:

- Facebook - <https://www.facebook.com/gvcms/>
- Google Maps - Search "Global Vision Citadelle Ministries"
- [Greatnonprofits.org/org/global-vision-citadelle-ministries](http://Greatnonprofits.org/org/global-vision-citadelle-ministries)



## Child Sponsorship

Your monthly donation of \$35 and ongoing prayer will be the tools God uses to reach these children. Your commitment reminds them of the truth that they, like us all, are loved fiercely by our Heavenly Father.

## Church Partnership

The GVCM Church Partnership Program allows a church in the United States to establish a close relationship with a Haitian church, or help to plant a church in an area in Haiti where there is a need.

## Ministry Partner

Becoming a ministry partner helps for our ministry to be able to fund the critical, everyday, behind-the-scenes tasks that make our ministry function. It could be to buy medicine for the clinic, or repair a school bus, or replace a toilet, or countless other things.

**To learn more about any of these programs email us at [info@gvcm.org](mailto:info@gvcm.org) or visit our website at [www.gvcm.org](http://www.gvcm.org).**