



Team Hand Book  
Port-Au-Prince/Thomassin, Haiti

Team Member,

We are very excited that you have chosen to join our team to Haiti! We believe that the Lord has placed this desire for you to join the work He is doing there, for this specific time, season and purposes that are known only to Him. We look forward to sharing in this journey with you. We pray, that along the way that your heart will be awakened, that your mind will be renewed and that your life and lives in Haiti will be changed forever through this work.

Our vision within, a door to hope, is to be the living love of Jesus within Haiti and in the United States. We yearn to be the Gospel by sharing Truth and being the hands and feet that assist in providing love, sustainability and hope to broken communities around the world.

On this trip to Haiti, you will engage in several different projects that will work to make a difference in the lives of many. We pray that this journey and adventure will bring hope to the Haitian community and be more life changing for you that you could ever expect.

Again, we are so excited about the Lord's work and His plans for this week in Haiti! If you have any questions about the information included in this Team Handbook, please do not hesitate to give me a call or send an email any time.

In a Living Love,

Misty Sena  
Director of *a door to hope*  
[misty@adoortohope.com](mailto:misty@adoortohope.com)  
615.331.4600



# Preparing for Your Trip

## Travel Arrangements

You are responsible for making the reservation for your round-trip airfare from your point of origin to Haiti. We require that you use Stow Travel to book your airfare. Please call Sarita at 1-800-610-7846 as it is required that ALL team members travel together to the country of Haiti. We STRICTLY enforce this rule due to travel arrangements in country and for YOUR safety.

On your day of travel, if you should have a travel emergency, please call (615) 331-4600. Leave a message on the emergency voice mail with your name and number and a staff member will contact you.

## Passports

A valid passport is required to travel into Haiti. On the days you are traveling in and out of Haiti, be sure to have your passport with you at all times. If you lose your passport while abroad, report the loss to the nearest U.S. consulate or embassy immediately. You can get a 3-month temporary passport directly from the consulate, but you must fill out a "loss of passport" form, follow the same application procedure and pay the same fees as the original. We recommend that you make a photocopy of your passport and keep it separate from your passport while traveling, in the event that your passport is lost.

U.S. passports are now valid for 10 years from the date of issue. The expired passport itself is not renewable, but must be turned in along with your application for a new and valid one. Passport renewal can be done by mail, but anyone applying for the first time or anyone under the age of 18 renewing a passport must do so in person.

For more information such as application forms and prices, call the Washington Passport and Visa Service at 1-800-272-7776 or go to



www.wpvs.com. You can also find information at the US Dept. of State website: [www.travel.state.gov/passport](http://www.travel.state.gov/passport).

## Health

You are encouraged to visit your personal physician before traveling outside the country. Travelers must have a current tetanus booster. It is also advised but not required that travelers take and complete the following:

- Malaria Prevention
- Completion of Hepatitis A Vaccination Series
- Completion of Hepatitis B Vaccination Series

BGM- A Door to Hope covers all mission team members with trip insurance. The cost of insurance is included in the fee for the trip. Trip insurance is a supplemental insurance to your current personal medical insurance coverage and only covers mission trip-related medical needs. A copy of the insurance card is included in this booklet. Please keep this with you at all times.

## Health Notes

1. Other than your time spent at the Guest House, please wear closed-toe shoes at all times. At the Guest House, please do not walk around barefoot (flip flops are fine).
2. Stay out of direct sun for long periods of time. Wear adequate sun block.
3. Do not touch open sores of sick children, but remember that hugs go a long way!
4. Do not drink water outside the Guest House. All water at the Guest House is safe to drink and we encourage you to drink lots of it.
5. We suggest that you only eat food prepared at the Guest House unless otherwise advised by your team leader.

## Packing

American Airlines allows for one 50-pound suitcase and one carry-on bag per person free of charge. A second 50-pound suitcase is an additional \$30 fee (fee changes) for your bag of supplies. *a door to hope* requires at least one 50 lb checked bag to be filled with a specific list of supplies that you will receive about a month from your travel date. We suggest packing most of your personal items in your carry on suitcase so that you can bring as many supplies as possible to the Haitian community. Of course you can pack your liquids in your checked baggage. If your team is bringing in medical supplies, separate them into as many suitcases as possible. The clinic is not able to accept any expired medicines, so please take care to check for any expired items before packing supplies.

## Clothing and Personal Items to Bring

Light weight, comfortable, summer cotton clothing is best to wear. Modesty is encouraged to reflect an appropriate self-respect. Please do not wear expensive watches or jewelry during your visit. Do not bring expensive electronic items. If you choose to bring these items, please know that BGM- *a door to hope*, is not responsible for them, or the loss of them. Please wear your *a door to hope* T-Shirt on the day of departure to Haiti so the team will be easily recognizable to airport staff and for the staff picking you up. Also make sure you are wearing closed-toe shoes upon arrival in Haiti.

This is a list of items you will need to be prepared for your trip.

### Misc Items

- \*Bible, Pen, Journal
- \*Battery powered fan with EXTRA batteries. We do not have a supply
- \*Powdered Drink Packets
- \*2 towels / Washcloths
- \*Personal Toiletries
- \*Bug Spray (At least 40 Deet)

- \*Bug Coil to burn at night- Grand Goave only
- \*Shower to Shower / Gold Bond Powder
- \*Hand Soap- Grand Goave only
- \*Work Gloves
- \*Sun Screen
- \*Strong Flashlight & Extra Batteries
- \*Personal water bottle! (32 oz. Plastic Water Bottle!)
- \*Ear Plugs (optional)
- \*Personal snacks/ energy bars
- \*Drawstring Backpack
- \*Multipurpose Knife (optional) \*must be packed in checked bag\*
- \*Cash-\$1, \$5, \$10 – There is no change in Haiti
- \*Sunglasses, Hats, Bandanas, Ponytail Holders
- \*Face Wipes (Baby Wipes work also)
- \*Laundry Bags, Ziploc Bags
- \*Antibacterial Hand Sanitizer -Waterless
- \*Warmer clothes to sleep in (Only on the mountain, Calabasse trip. This is not needed in Grand Guave!! 😊)
- \*Snorkel gear (optional for free day at beach) – Grand Goave only

### Clothing

You do not want to bring good clothes as it will many times be ruined as we work during the week

- \*Thin cotton is the best choice for any clothing
- \*Extra underwear and socks
- \*Flip Flops for showering
- \*Work Shoes/ Tennis Shoes (closed toed shoes are required off the premises)

### Women/ Girls

- \* Women are required to wear skirts/ dresses when off the premises. Skirts/ dresses must be of appropriate length. (shorts or spandex are recommended to be worn under skirts.
- \*If bathing suits are worn at a pool or beach ONE-PIECE bathing suit is required or a tank top on top.
- \* If women wear tank tops during the week it needs to be a two inch tank, no spaghetti straps.
- \*Church Clothes- Nice skirt or dress outfit for Church on Sunday is required (shoulders must be covered at church)



\*Casual shorts of appropriate length are acceptable on premises where we stay and the days of travel.

### Men/Boys

\*Church Clothes- Long pants (not jeans) and a collared shirt must be worn to church which we attend on Sunday (Ties would be nice but not required).

\*Durable Shorts and Pants are suggested for construction projects

\*T shirts for working (shirts can not be removed on work sites)

## Currency

The U.S. dollar is best for traveling to Haiti. You will have several opportunities to give during the offering time at churches. We suggest a \$1-\$5 donation. It is best to bring small bills (\$1, \$5 or \$10). You will also be responsible for purchasing your meal on Friday, free day, at the either Baptist Mission or at Grand Guave beach. You will also have an opportunity to shop at some local vendors. Again, small bills are suggested. There is no change in Haiti.

## Arriving in Haiti

### Immigration

Upon arrival at the Port-au-Prince airport, you must pass through immigration. You will need to show your passport at immigration. On the plane, you will receive a visa card that you must fill out. You will write that you will be staying at the Bethel Guest House in Thomassin. There is a sample visa form included in this packet to walk you through the process of filling out the form. Please make sure you carry this packet with you while you are traveling so that you have all of the information needed.

### Luggage

Claim your luggage and any packages sent with you for the trip at the luggage carrousel. When traveling with a team, it will take a united effort to identify everyone's luggage. A Door to Hope luggage tags are sent with your team t-shirts. We recommend you place a



luggage tag on each piece of luggage for easy identification, as well as wrap your luggage with several strips of brightly colored duct tape. Before you exit the airport, your team leader will collect your airline luggage claim tickets to turn into the customs agent. If you do not receive all luggage, hold on to your luggage claim tickets and notify your team leader. You will need to fill out a lost luggage report before leaving the baggage area. At the far end of the baggage claim area is a counter for claims. An airline representative will give you a lost baggage report form.

## Transportation – Airport to Guest House

Once leaving the airport, you will find that there are a very large number of people outside the building asking to assist you with your luggage. Tell everyone, “No.” The Team Leader has already made arrangements for help with your luggage and will lead you to the bus/van. Once arriving at the bus/van, we suggest that the majority of the group get on the bus/van right away with their carry-on bags.

### Traveling to the Guest House

The Guest House is located 25 miles northwest of Port-au-Prince. The ride from the airport to the Guest House can take anywhere from 1.5-2.5 hours depending on traffic. We recommend that you fill your water bottles with fresh water at the Miami airport. PLEASE refrain from taking any obvious and direct photography of the people through Port-au-Prince. We understand that during this ride you will want to capture photos but it is also very important to understand that photography of citizens can be VERY offensive and can oftentimes create conflict. PLEASE be respectful of the culture and aware of the safety of the team.

## While you are in Haiti

- Ladies please keep a male with you at all times when away from the Guesthouse.
- Please listen and follow the Team Leaders directions @ all times.

- There will be no exchanging of personal information between the Haitian natives and team members- Especially of the opposite sex.
- No inappropriate gestures or joking with translators or Haitian Guest House staff.
- Rest during idle times
- We do take several multi-mile walks (this may not be a trip for someone who has physical limitations)
- BE FLEXIBLE!!!
- Come with an open heart, mind and readiness to work hard!

## Serving with a door to hope in Haiti

Visitors to the Thomassin/Kenscoff region serve in a variety of ways: food distribution, assisting in the orphanage, school and/or church projects, medical mission projects, teaching, leading Bible studies/ VBS and construction projects, etc...

A tentative daily schedule is as follows:

7:00 am Breakfast

7:30 am Prepare for daily activities

8:00 am Work/Ministry time

12:00 pm Lunch

1:00 pm Work/Ministry time

6:00 pm Dinner

7:30 pm Daily Recap

10:00 pm Quiet time/lights out

## Church Services

Your presence will be a blessing to the Haitian Christians and to your life as well. We have a lot to learn from the Church Community in Haiti. Be prepared to share a greeting or minister in music. An offering is taken at the church services. This time is exciting to share in community with our brothers and sisters!



# FACTS ABOUT HAITI

Area: 10,714 square miles (27,751 km)

Population: Approx. 9,000,000

People: 95% black, 5% white

Religion: 80% Catholic, 20% Protestant, but majority of Haitians practice voodoo

Language: French, Haitian-Creole

Literacy: 52%

Capital: Port-au-Prince

Government: Presidential Republic

Time Zone: Eastern (no daylight savings)

Currency: Gourdes

Employment: More than 2/3 of the population is unemployed

Life Expectancy: 60 years of age

Things to know:

Haiti is the poorest country in the Western Hemisphere, ranking as the most “food-insecure” country.

Haiti occupies the western third of the island of Hispaniola. The Dominican Republic makes up the rest of the island.

Haiti is located just 700 miles southeast of Florida.

The name Haiti means “mountainous.” It is the Arawak Indian name for the island.

Only 50 percent of Haiti’s population has access to safe drinking water, while only 55 percent of Haiti’s 9 million people live below the poverty line of US\$1 a day.

The mortality rate of Haitian children under the age of five is 10 times greater than that for children in the United States.

Few social assistance programs exist and the lack of employment opportunities remains one of the most critical problems facing the economy, along with soil erosion and political instability.

## BASIC CREOLE LESSONS

### Getting to Know You

Hello or good morning \*Bonjou  
Good afternoon or evening \*Bonswa  
Good-bye \*Bay-bay (Orevwa)  
Thank you \*Merci  
Welcome \*Bien-vini  
How are you? \*Kouma ou ye?  
I'm fine. \*Mwe bien.  
You're welcome. \*Padekwa.  
I'm very well thank God. \*Mwe tre bien  
gras a Dieu.  
I'm not bad. \*Mwe pa mal.  
I'm not too bad. \*Mwe pa tro mal.  
I'm not worse. \*Mwe pa pi mal.  
I'm not good. \*Mwe pa bon.  
Everything is fine. \*Tout bagay mache  
bien.  
What is your name? \*Kouma ou rele?  
child \*ti moun  
little girl \*tifi  
girl \*fi  
teenage girl \*genfi  
married woman \*madame  
woman \*fanm  
little boy \*tigazon  
man \*msie  
sister \*ser  
brother \*frè  
mother \*mama  
father \*papa  
pastor \*pasteur  
worker \*travaye  
teacher \*professeur  
someone in authority \*chef  
friend \*zami  
everyone \*tout moun

### At the Airport

airport \*areopor  
customs \*ladwann

suitcase \*malet  
money \*lajan  
need \*bezwen  
help \*ede  
yes \*wi  
no \*non  
where \*kote  
slowly \*dousma  
fast \*vit  
wait \*tann  
understand \*konpran  
English \*angle  
Someone is meeting me. \*Yon moun  
kontre-ak  
mwe.  
How much money? \*Konbien laian?  
Where are we going? \*Kote nou ale?  
I would like to go. \*Mwe vie ale.  
Do you understand? \*Eske ou  
konprann?  
No, I do not understand. \*Non, mwe  
pa konprann.  
Please, speak English. \*Souple, pale  
angle.

### In a school

school \*l'ecole  
high school \*l'ecole secondaire  
What year? \*Ki anne?  
America \*Etazini  
Spanish \*espagnol  
Are you in school? \*Ou ale l'ecole?  
What school do you go to? \*Ki  
l'ecole ou, ale?  
Do you speak English? \*Eske ou pale  
angle?  
Do you speak another language?  
\*Eske ou pale yon lot lang?

I can speak Spanish. \*Mwe kapab



pale an Espagnol.  
 I am in high school. \*Mwe nan l'ecole  
 secondaire.  
 I can speak a little Creole. \*Mwe  
 kapab pale ti cras' Creole.  
 Please speak slowly. \*Souple pale  
 dousma.  
 I am happy to meet you \*Mwe kontan  
 fe konesans ou.  
 Me, too. \*Mwe mem tou.  
 How do you say in Creole? \*Kouma  
 ou di nan Creole?  
 I'll meet you later in front of the church.  
 \*Mwe kontre ak ou pita an fas l'eglise  
 la.

### Meal Times

food \*manje  
 hungry \*grougou  
 sack \*sak  
 card \*kat  
 breakfast \*dijene  
 lunch \*manje midi  
 noon \*midi  
 morning \*matin  
 evening \*swa  
 midnight \*minnuit  
 come \*vini  
 go \*ale  
 now \*kounye-a  
 I'm hungry. \*Mwe grangou.  
 Give me some food. \*Barn manje.  
 Take this food. \*Pran manje sa.  
 I'm going to eat now. \*Mwe pral  
 manje kounye-a.  
 Come get your food. \*Vini pran manje  
 ou.  
 Where is your card? \*Kote kat ou?  
 You need a sack. \*Ou bezwen yon  
 sak.  
 I'm sorry. \*Mwe regret sa.

It's time. \*Le-a.  
 What time is it? \*Ki le li ye?  
 It is noon. \*Li midi.  
 It is midnight. \*Li minnuit.  
 Perhaps another day. \*Petet yon lot  
 jou.

### Times, Days & Months

Monday \*lindi  
 Tuesday \*mardi  
 Wednesday \*mekredi  
 Thursday \*jedi  
 Friday \*vandredi  
 Saturday \*samdi  
 Sunday \*dimanch  
 January \*janvier  
 February \*fevrier  
 March \*mas  
 April \*avril  
 May \*mai  
 June \*juin  
 July \*juye  
 August \*out  
 September \*setam  
 October \*oktob  
 November \*novam  
 December \*desam  
 today \*jodi-a  
 tomorrow \*demin  
 yesterday \*ye  
 One \*en  
 Two \*de  
 Three \*twà  
 Four \*kat  
 Five \*senk  
 Six \*sis  
 Seven \*sèt  
 Eight \*uit  
 Nine \*nèf  
 Ten \*dis  
Miscellaneous

Strength \*Fos  
 Peace \*Pe  
 Eternal life \*La vi etenel  
 Hope \*Espwa  
 God is good. \*Bondieu Li bon.  
 God is good all the time. \*Bondieu Li bon tout tan.  
 The devil is evil. \*Diab la, li move.  
 The devil is evil all the time. \*Diab la, li move tout tan.  
 We have the victory. \*Nou gin la victwa.  
 By the blood of Jesus. \*Pa san Jezi.  
 In the Name of Jesus. \*Nan non de Jezi.  
 Jesus gives me joy. \*Jezi bay-m la jwa.  
 Everyone is a sinner. \*Tout moun fe peche.  
 God is willing for all to be saved.  
 \*Bondieu dako pou tout moun konveti.  
 Be encouraged. \*Pran kouraj.  
 Pray and have faith. \*Prie avek la fwa.  
 God loves you. \*Bondieu rinmin ou.  
 Without Christ, you don't have anything. \*San Kris, ou pa angnin.  
 I will remember to pray for Haiti. \*Mwe sonje pou fe le prie pou Haiti.  
 I hope to return. \*Mwe gin espwa pou tounnin.

### Visiting the Villages

walk \*mache a pie  
 carry \*pote  
 bicycle \*bicyclete  
 Bible \*La Bib  
 know \*konnin  
 far \*loue

close \*pre  
 speak \*pale  
 testify \*temwaye  
 come \*vini  
 listen \*kouté  
 quiet \*silans  
 saved \*konveti  
 not yet saved \*poko konveti  
 Jesus \*Jezi  
 Holy Spirit \*Sint-espri  
 God \*Bondieu  
 I want to tell the people about Jesus.  
 \*Mwe vle kite moun yo, konnin Jezi.  
 Read this verse in the Bible. \*Li verse sa nan Bib la.  
 God has done this for me. \*Bondieu fe sa pou mwe.  
 God can do it for you. \*Bondieu kapab fe sa pou ou.  
 God saves us and heals us. \*Bondieu sove nou e geri nou.  
 Everyone can find life eternal. \*Tout moun kap jouinn la vi etenel.  
 Come to church tonight. \*Vini l'eglise aswera.  
 See you later. \*Na oue pita.  
 God willing. \*Si Bondieu vle.

Additional Notes:

# Haiti Trip Checklist

- ✓ Trip Cost \$650 + Airfare
- ✓ We ask that your church or group help get involved with project fundraising efforts. If are interested in getting involved contact the office to see how you can help. We would greatly appreciate it!

## Immediate attention

- ✓ \$125 Deposit due with Application and Waiver.
- ✓ Get Passport
- ✓ Book Flights on American Airlines through Sarita @ Stow Travel. Her number is 1.800.610.7846

## 2-3 MONTHS OUT

- ✓ Begin considering how you will pack your luggage and what you will be taking. Each team member is allowed two 50 lb checked bags, one is free and the other will require an AA fee. One suitcase will be used for bring BGM-ADTH supplies in to Haiti. We suggest using a backpack and carry-on piece of luggage for your personal luggage.
- ✓ You will need an updated Tetanus shot and seek physician counsel for additional health precautions. Malaria prevention is optional but suggested in addition to the Hep B and Hep A series.

## 1 MONTH – 2 WKS OUT

- ✓ Final payment is due NO LATER THAN 30 days out from trip departure date. If is not received by deadline your spot will be released.
- ✓ You will receive a specific list of supplies you are to collect to fill your 50 lb bag(s)- leaving room for your liquid items.
- ✓ You will receive your t-shirt, luggage tags and any additional information you may need for your trip two weeks out.





**Brotherhood Mutual**  
Insurance Company

Plan Number: **01 SP 585**

Policy Number: **41PLA401057**

**Brent Gambrell Ministries**

**Attention! Medical Personnel or Police:**

In medical emergencies, assistance will be provided to the cardholder.  
Call collect: 1-202-659-7779.

En caso de una emergencia médica, asistencia será provista al individuo que  
lleva esta tarjeta.

Llame por cobrar al número 1-202-659-7779.

**Passport to Ministry** | OPTION 1

**Attention Cardholder:**

*This card is intended to provide you with information about who to call if you need help. Please detach the card and carry it with you at all times while traveling.*

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**Executive Assistance** has a worldwide network available 24 hours a day to assist travelers in times of crisis.  
**Brotherhood Mutual Insurance Company** provides high quality insurance protection for America's churches and related ministries. If you have questions about the insurance benefits and travel assistance services provided through your *Passport to Ministry* program, call 800-876-4994.

**Passport to Ministry** | OPTION 1

In medical or political unrest emergencies, 24 hour assistance will be provided by Executive Assistance Services.

**Call: IDD + 1 + (202) 659-7779**

(direct dial outside U.S. and Canada)

**Email: [ops@europassistance-usa.com](mailto:ops@europassistance-usa.com)**

**For emergencies, please have the following:**

1. Name of caller, phone/fax no., relationship to patient
2. Patient/evacuee's name, age, sex
3. Description of patient's condition/or political situation
4. Name, location and phone number of the hospital and doctor
5. Policy Plan No. 01 SP 585 and Name of Insured

\*Emergency political evacuation services are provided by iJET Intelligent Risk Systems through Europ Assistance USA