



**Aanglidesh**  
*Agencia Anglicana  
para el Desarrollo de Honduras*

ANGLICAN AGENCY FOR THE DEVELOPMENT OF HONDURAS

## Short Term Mission Handbook

**ATTENTION ALL SHORT TERM MISSION**

**2010**

Revised November 09

## **INTRODUCTION**

The Episcopal Church of Honduras in its mission to eradicate poverty, has created the Anglican Agency for the Development of Honduras, AANGLIDESH, as part of the diocesan organizational structure, in order to provide technical assistance in the elaboration and administration of projects; provides planning services, facilitation and organizational service for brigades interested in supporting the missionary work of the Diocese of Honduras.

Aanglidesh mission is to generate quality services of integral development, under Christian principles.

This manual has an objective to present and to disseminate to the Episcopal Church in Honduras the guidelines that will rule the coordination and direction of the brigades visiting the various deaneries of the Episcopal Diocese of Honduras.

The activities undertaken by the brigades are oriented to the following areas: evangelism, christian education, construction, environmental conservation, development of micro-enterprises, medical assistance such as, dental, ophthalmology, and veterinary.

## **RESPONSIBILITIES OF THE BRIGADES COORDINATORS**

The brigade's coordinators will be responsible for:

### Communication:

1. Serve as a liaison between the Honduras mission and the leader of each brigade outside Honduras, maintaining direct communication to make logistical arrangements before, during and after the brigades visit.
2. Elaborate schedule and programming of activities of the brigade in coordination with the Deanery that will receive them.

These planning activities must begin approximately six months prior to the arrival of the brigade to the country.

3. Maintain constant communication with the Dean, Vicar and Pastoral Leaders in the community in order to guarantee that the logistics will be ready.
4. Schedule the visits of the brigades in the "Brigade Chart" of the corresponding year and distribute it in all the deaneries.
5. Plan a follow-up visit to the brigades work site, to assess the needs of the group and community.
6. Send a copy of the communication established with the brigade to the Deans and leader of the community they will visit and to the project coordinator.

## BRIGADES LOGISTICS

Between October and January, the brigade coordinator must update all the lodging and transportation costs accordingly to the season during their visit to Honduras.

In November the brigade coordinator will prepare the next years \*FAQ letter for each brigade leader and it must be sent by the Executive Director and it must include:

- ◆ Lodging
- ◆ Transportation
- ◆ Type of work to be done: construction, medical or veterinarian, evangelization, micro-business, recognizing of the are (pilgrimage)
- ◆ Currency exchange rate
- ◆ Options of places to purchase medicine
- ◆ Security
- ◆ Groceries/Meals
- ◆ Departure taxes
- ◆ Tourism
- ◆ Purified water.

**Group information:** This is the information that will be requested to the group for logistic details:

- ◆ Name of the leader and contacts
- ◆ organization or church that represents
- ◆ Working Agenda (sent 2 months in advance)
- ◆ How many people is the group?
- ◆ Amount of baggage that the group brings?
- ◆ How many men and women are in the group?
- ◆ How many children or teenagers are in the group?
- ◆ Room distribution
- ◆ Are there any vegetarians or persons with special diets within the group?
- ◆ Is there anyone within the group that needs to bring medicine for their personal use?
- ◆ What equipment will be needed for the development of your work?
- ◆ In how many communities do you want to work?
- ◆ Tourism activities you want to do

\*FAQ= Frequently asked questions

## **RESPONSIBILITIES PRIOR TO THE ARRIVAL OF THE BRIGADE**

### **Brigade's file**

The brigades coordinator should open a file for each brigade and file all communications of any kind: emails sent and received, permission requests, quotations, budgets, hotel confirmations, etc.

### **Lodging / Hotels**

The brigade coordinator will be responsible for negotiating with Episcotours the hotel rates in different cities and make reservations for groups with at least 3 months notice, preferably.

The following should be considered

- ◆ Hotel facilities that will be needed by the brigade such as: conference room, pool area, restaurant, business center)
- ◆ Who will share room?
- ◆ If the group will need an extra room or storage for materials and / or food.
- ◆ Location, special prices, rules or regulations of accommodation.

### **Transportation**

The brigade coordinator, in collaboration with the Dean, Vicar, Deacons and Pastoral Leaders, is responsible for finding transportation providers.

If necessary, the transportation services will be through Episcotours.

The drivers will receive training or orientation from the brigade coordinator prior to the brigade's arrival, which will include: schedules, customer service, security rules, behavior, personal presentation and active participation, and must meet the following requirements

The drivers must:

- ◆ Be 25 years or older.
- ◆ Have a valid driver's license
- ◆ Have more than 2 years experience
- ◆ Have flexible schedule
- ◆ Good habits, moral and Christian values

## **Activities Schedule:**

The coordinator must request from the brigade's leader a draft agenda of their desired activities in order to share with the Dean, Vicar, Pastoral Leaders and clergy the execution of joint activities.

## **Feeding**

Things to consider:

- ◆ Hygiene in the preparation of food
- ◆ Special diet within the group, due to sickness or personal decision
- ◆ Identify the place where the brigade will have their meals:
  - Restaurant
  - Preparation of food in the community
  - Purchase of food in the supermarket and / or local markets.

If this is the brigade's choice, the following should be taken into account:

- ◆ Confirm restaurant's serving hours
- ◆ Confirm the times when food will be served. In case of delay from the brigade, request that the food is served to go.
- ◆ Request and/or prepare menus in advance
- ◆ Confirm if they accept credit cards and from which company
- ◆ Order meals in advance
- ◆ Negotiate the best price for the brigade

## **Food Preparation in the Local Community:**

If this is the case, the brigade's coordinator should ask the person in charge of the kitchen to be present in the planning meeting of the Deanery.

## **Buying groceries in the supermarket and / or local markets:**

Some groups send their shopping list to the Brigades Coordinator, this information will be shared with the Dean, Vicar, Deacons and Pastoral Leaders to plan and carry out purchases, as well as its delivery of such to the previously appointed location.

In other cases, the groups request to buy their own groceries in the supermarket and/or local market upon their arrival to Honduras. In this situation the brigades coordinator must collaborate with the shopping along with the Dean, vicar, Pastoral Leaders and Deacons.

**Do not forget to buy bleach and cleaning supplies**

## **Water**

The brigades send advance money for the purchase of purified water.

- ◆ The brigade coordinator should contact the water company to order prior to the arrival of the team, the necessary amount of water
- ◆ It is suggested 3 liters of water per person. Do not forget to include the Honduras team.
- ◆ In the case where the food is prepared in the community, add to the list two bottles of 20 liters of water per day (minimum). Consider the size of the group.

## **Translators**

The coordinator of brigades will be responsible for finding translators according to the needs of the brigades, preferably volunteers who are young and / or adult Episcopalians.

If the translators are hired, the brigade's coordinator must suggest to the group a range of costs for these services.

We should be very careful with the translator who will work at the pharmacy.

### **Requirements for the translators who will assist in the pharmacy**

- ◆ Responsible
- ◆ Excellent English language
- ◆ Older
- ◆ Preferable, with previous experience working with a pharmacy

## **ARRIVAL AND DEPARTURE OF THE BRIGADE**

The brigade's coordinator will confirm with the mission's leader in the USA the flight number, arrival time (check the local time or time changes), airline and place of origin of the group.

The brigade's coordinator and/or clergy, pastoral leader or dean are the ones in charge of receiving and saying good-bye to the group at the airport or at the work place.

## **During the stay of the brigade**

The coordinator of brigades along with the dean, vicar, pastoral leaders, deacons and members of the community should organize an introductory meeting for the brigade when it arrive at the work area, in order to know the internal logistics of working in the community. (Safety measures, church authorities, workplaces, schedules, etc.)

The brigades' coordinator must provide a brief orientation on general topics such as:

- ◆ Local culture
- ◆ A description of the area where they will be working, location and needs.
- ◆ A description of the job they will perform
- ◆ A description of the logistic services they will receive
- ◆ Security
- ◆ Any other considered necessary
- ◆ Deliver welcome kit, it must include all emergency numbers.

The dean, vicar, pastoral leaders, deacons and members of the community shall organize a farewell (Eucharist) for each of the brigades received, with thanks for time-sharing and the solidarity shown. All persons involved should participate. A souvenir from the community should be given as thanks.

## **Tourism Activities**

The groups usually ask for ideas and options to spend their leisure time, either at the end of each day's work or when they have completed the project in the community. For this Episcotours will be used as an active part in the quote and contracting of these optional services. This is a commercial transaction between the leader of the group and Episcotours.

Likewise, many brigades request to visit other projects of the Episcopal Church or other organizations, so the Brigades Coordinator must make the arrangements. Expenses incurred by the coordinator of brigades in this, will be charged to the administrative fund account.

We recommend that the dean, vicar, deacons and pastoral leaders should accompany the brigade on this final activity.

## **Budgets**

- ◆ The brigade's coordinator will be in charge of preparing the budget or expenses during the brigade's stay in Honduras, which must be sent at least 3 months before the visit, after review by the project coordinator.
- ◆ The dean, vicar, pastoral leaders, deacon and the brigade coordinator will be in charge of the budget preparation of the infrastructure project or micro-



business to be executed by the brigade, which will be sent by the coordinator of brigades.

Any payment to be requested by the dean, vicar, pastoral leaders, deacons and the coordinator of brigades should be accompanied by an investment plan, which must be in accordance with the budget sent by the dean.

- ◆ In order to reimburse the dean, vicar, deacons and pastoral leaders of the region it is essential that they request payment for the jobs done during the brigade's stay.

## **Reports**

- ◆ The person within the Deanery responsible for receiving the brigade must submit to the coordinator of brigades liquidation costs for the amount received in advance and executed on behalf of the brigade. (Within the last 3 months after the brigade's departure).
- ◆ The brigades' coordinator will receive the narrative and financial reports of each group and will send it to the Project Coordinator. Once the final report is approved the coordinator will translate the report and will send it to the brigade along with a letter signed by the Executive Director.

## **RESPONSIBILITIES OF THE PROJECT COORDINATOR**

### **Communication:**

The Project Coordinator will be responsible for:

- ◆ Finish the project proposal submitted by the Dean, vicar, deacons and pastoral leader.
- ◆ Answer any technical question regarding the execution of the project financed by the brigade, as required.
- ◆ Define the stages in which the project will be carried out according to the financial support received.
- ◆ Supervise the execution of the project which will be done by the mission within the corresponding deanery.
- ◆ Revise and approve the final technical report of each project, prior to delivery of final report to the brigade.

## **Of the relationship with projects**

The Project Coordinator sends the project already socialized, with the changes suggested by the Dean, to the brigade's leader involved. Once the brigade agrees to fund the project (partially or completely) meetings are called by the coordination of brigades to be held between the Project Coordinator, the Dean, Vicar, Deacons, Pastoral Leaders.

## **THE RESPONSABILITIES OF THE DEAN, ADMINISTRATOR, VICAR, DEACONS AND PASTORAL LEADERS**

### **Communication**

- ◆ Answer immediately all questions and /or doubts from the coordination
- ◆ Transmit information regarding the people that will be involved in carrying out activities during the stay of the brigade.
- ◆ Communication with the brigade must be through the brigades' coordinator.

### **Groups' logistics**

- ◆ Organize and appoint a committee to support the brigades in each community visited.
- ◆ Attend meetings on time for planning activities for the brigade.
- ◆ Prepare the entire local logistic that is required previous to the arrival, stay and departure of the group, in communication with the Brigade's Coordinator.
  - Purified water for local use.
  - In places where there is no latrine or toilet, the Dean, Vicar, Pastoral Leaders and Deacons should seek and locate space for this purpose.
  - In cases in which facilities of schools or community centers are used, it will require coordination with teachers and community leaders, including daily cleaning of the place.
  - In case of medical brigades, dental, vision, environment and animal health, the local community must organize everything related to:

- Sufficient physical space where they will attend
- Security
- Furniture (chairs, tables, shelves)
- Transportation of equipment, medical equipment, power plants and compressors.

These activities should be made before, during (if any) and after the daily work of the brigade.

- ◆ The Dean, vicar, pastoral leaders, deacons are responsible for the care of the equipment of the brigade, tools and materials, in case of loss it will be charged to the mission.
- ◆ Buy all the necessary for the development of the brigades' activities such as:

Food  
Medicines  
Tools  
Construction material  
Educational material or other required by the group.

Concerning the funds that are used by the brigades each year, the following is responsibility of the Deanery administrator.

- ◆ Manage the funds to pay the costs of the brigade's stay and/or the projects to be done in each mission.
- ◆ Keep accounting of every brigade and every project to be executed.
- ◆ Issue checks and make payments to individual suppliers hired by the Brigades Coordinator to provide services to the brigades

In relation to the equipment, tools and materials used by the brigades, each year, it is responsibility of the Administration of the Deanery to:

- ◆ Make income receipts
- ◆ Manage an inventory of equipment and tools.
- ◆ Know where are located / stored the equipment and tools of the brigades
- ◆ Keep the equipment and tools in good condition
- ◆ Submit a narrative report that includes statistics of community service, financial report detailing receipts and expenditures for services rendered. Both reports will be presented, with their respective invoices and receipts, to the coordination of brigades, detailing all expenses made by each group

### **Infrastructure projects and micro-business**

- ◆ The Dean must submit to the coordination of project profiles or updated strategic plan, not later than October 30<sup>th</sup>, each year.
- ◆ Once the project coordinator receives the profiles, these are reviewed, designed (infrastructure and / or micro-business) and prepares the final budget. Before being sent to the brigade interested in finance, must be socialized and approved by the Dean of the area where the project is to be developed.
- ◆ Meetings for planning logistic and execution of project will be scheduled for February for the South Central Zone and in November for the North-West Zone.
- ◆ All construction projects will be executed according to the technical specifications established by the coordination of projects who will then present it to the brigade.
- ◆

It is the obligation of the missions in each deanery where they will conduct the project to:

- ◆ Make at least three quotations of materials
- ◆ Have on-site construction personnel (including the guard), materials and tools required and necessary **before the arrival of the brigade**.
- ◆ All buildings to be made (churches, parish halls, vicaries) must be built on land legalized in the name of the Missionary Society of the Protestant Episcopal Church of the United States of America.
- ◆ Manage the funds assigned for the execution of the project
- ◆ Keep accounting for each executed project.
- ◆ Assets of the Deanery

## **SOURCES AND DESTINATION OF THE FUNDS**

There are two official accounts to manage the funds coming to the Diocese for the work of the brigades

Sterling Bank, Honduras Hope  
 P.O.Box 569787. 214-678-8000  
 Dallas, TX 75356-9787  
 214-678-8888. 24 hr. account info  
 Honduras Hope  
 14860 Montfort, Dr., St. E. 210  
 Dallas, TX 75254

The U.S. contact person for channeling funds to the Sterling Bank account is Mrs. Michelle Monse; in Honduras are Bishop +Lloyd Allen and the Rev. Roberto Martinez

The brigade leader notifies their deposit and/or money transfer to the contact persons via email with copies to the people involved in the process. Once notified the contact persons issues a check for the designated amount to the corresponding persons.

## **Designated Funds for the Central – South Zone**

### **Danlí and Yuscarán Deaneries**

A check in dollars is delivered to the Deans of Danli and Yuscarán, they make the deposit into their account in Lempiras for infrastructure, logistics and administration.

#### Francisco Morazán Deanery

It is deposited in the Cooperativa Comismal if the funds are for infrastructure and on behalf of the Deanery of Tegucigalpa if the funds are for administrative and logistics costs.

#### Comayagua Deanery

The check is deposited on Banco Atlántida to the account of the Deanery of Comayagua.

The coordinator receives from the deanery a check for logistics costs projected for the attention of the brigade.

### **For the North-West Zone**

#### Valle de Sula Deanery

Funds are deposited in Bamer Bank for the account of the deanery for administration, logistics and infrastructure.

#### Copan Deanery

A check in Lempiras is given to the deanery's administration who then makes a deposit in Banco de Occidente to their account for administration, logistics and infrastructure.

#### Maya Deanery

A check is given to the deanery's administration then they make a deposit in Banco de Occidente to their account in Lempiras for administration, logistics and infrastructure.

#### Omoa y Puerto Cortes Deanery

A check is given to the deanery's administration and then they make a deposit in Banco de Occidente to their account in Lempiras for administration, logistics and infrastructure.

#### Atlántida e Islas de la Bahía Deanery

A check is given to the deanery's administration and then they make a deposit in Banco Atlántida to their account in Lempiras for administration, logistics and infrastructure.

#### Santa Barbara Deanery

A check is given to the deanery's administration and then they make a deposit in Banco de Occidente to their account en Lempiras for administration, logistics and infrastructure.

The brigades' coordinator receives from the deanery a check for logistics costs projected for the attention of the brigade.

### **ADMINISTRATION FUNDS**

Each group is asked for a fee of \$30.00 per person to cover administrative expenses incurred during their visit.

These expenses are:

- ◆ Gasoline
- ◆ Toll fees
- ◆ Parking
- ◆ Food
- ◆ Cell phone, telephone, internet and fax costs.
- ◆ Other (Lodging: If the brigade does not pay, packages, transportation, emergencies)

Brigades from our companion dioceses are exempt from this contribution, who must cover the costs of logistics and transportation of the brigade when in the country, both of the coordinators of brigades and the dean, vicar, pastoral leaders and deacons, the cost of logistics for attention to groups that are from the companion dioceses should be included in the budget of the project.

Funds for logistics costs projected for the attention of the brigade are delivered in a check to the coordinator of brigades.

The funds for administrative costs are reimbursed to each deanery, upon receipt of invoices.

The remaining funds for logistics and administration expenses are transferred to the corresponding deanery.

### **Humanitarian aid (grants) Tools and Equipment**

When the brigade has completed its work in the community, humanitarian aid that is left either in goods (clothing, shoes, teaching material, materials, equipment, furniture, etc.) or cash, must be collected by the vicar and delivered to the dean, who will be responsible for equitable distribution of these items to the beneficiaries, groups or communities.

All tools, equipment and furniture must be returned to the deanery under inventory.

In the case of medicine, these must be taken by the vicar responsible or whomever he/she may assign, to the Deanery who in turn will send them to the coordinator of the Health

Committee, who must draw up an inventory of these medicines which will then be delivered to the various clinics and health programs for their corresponding distribution.

## **APPENDIX**

### **CONTACTS AND ADDRESSES**

S.E. Revdma. Lloyd Emmanuel Allen  
III Bishop of Honduras  
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#### **South Central Zone**

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## **Fund Channeling**

Mrs. Michelle Monse

E-mail: [michellemonse@kingfoundation.com](mailto:michellemonse@kingfoundation.com)

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14860 Montfurt DR. St. E 210

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Lic. Carmen Antunez

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23 Ave. "C" 21 Calle SO .Col Trejo

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## **EMERGENCIES**

During the stay of the brigades certain non-routine situations may come up, the most common include:

### **Medical**

In most cases the situations are to seek for a physician, in that case move the patient to:

### **Puerto Cortés:**

In case you are in a rural area move the patient to the closest health center

Costs incurred, will be covered by the brigade.

## **CHANGES OR FLIGHT DELAY**

In these cases, seek the necessary options available, always with the support of the vicar, deacon and pastoral leaders

## **LOSS OF DOCUMENTS**

Go to <http://honduras.usembassy.gov>

## **GLOSSARY**

### **Brigades:**

Is a group of people coming together to provide voluntary service as part of their commitment to support the social projection of the organization they represent

### **Project:**

Idea of something that is going to be done and will be done for the benefit of a specific community, oriented to the community development, infrastructure improvement and the pursuit of self-sustainability of the local church.

### **Coordinator**

Person responsible for directing and / or organize an activity oriented to reach objectives.