



INVESTING IN THE LIVES OF CHILDREN IN ROMANIA

LEADER EXTRAS

This information is a few extra things for team leaders to go along with the team manual. Feel free to share this information with your team as you deem necessary.

MONEY

- **Team expense funds:** The per capita team funds raised will cover ground transportation (diesel/mileage expenses) upon arrival to Romania, lodging, meals/water, translator, driver, and entrance fees for sightseeing and tour guides. Team funds do NOT cover airfare and misc. travel expenses to and from Romania, personal souvenirs and snacks or items at mealtime beyond budget (e.g. specialty and more expensive coffee/drinks or food items above budget). Per capita amount per person, per day on field will be discussed with team leader prior to arrival to allow enough time for individual team members to raise sufficient funds.
- **Project funds:** Depending on the project the team will be working on there may be additional team project funds to be raised. These funds assist with expenses related to project for which the team will be serving with (e.g. ladies tea food and drinks).
- **Individual personal funds:** The only funds that a team member will have on their person will be personal funds for the purchase of souvenirs and personal snacks/drinks while traveling or other personal items. On this note, as we travel around and stop at locations where you may purchase snacks/colas etc. please keep in mind the Romanians who may travel with us and please do offer to purchase something for them as well. Also it is customary in this culture to not eat food in front of others without first offering something to others. If we are in a vehicle and Romanians are with you, please offer something you may have brought. **Thank you for helping us take care of those who are helping to take care of you.**

- **How funds are handled:** Once you arrive on field, the missionary will take care of all team and project fund expenses. This will expedite and simplify the paying of team expenses. One receipt with a breakdown of expenses will be issued within two weeks after the departure of the team. Team members will be responsible only for their individual personal funds.
- **How to bring funds to field:**
 - Cash: Most teams bring cash. Cash must be brand new with no writing, tears, and not worn out. Checks or Travelers Checks are NOT accepted in Romania.
 - Exchanging Cash: Do not exchange dollars into the local currency (Lei/RON) prior to your arrival or at the airport upon your arrival. You will lose significant amount of cash in the exchange. We will allow time after your arrival to exchange your cash into the local currency. Do not exchange cash on the street or with an individual, as this is illegal.
 - Debit cards: ATMs are available, however, access to them may be more difficult. While out in villages and traveling they will not be available. In addition our time is very limited and tight and making bank runs for individuals will not work with our schedule. If an ATM is needed we will plan for a specific time and location for the entire team to have access. *Your bank should be notified of your travel plans prior to arrival.*
 - Credit cards: Some locations will allow for payment with credit cards (some gas stations and larger grocery stores, but this is not guaranteed). Cards should have a chip inserted and many places require a PIN. It is best to have cash available in case credit card does not work. Your bank should be notified prior to arrival.
 - Bank Transfer: It is possible to transfer team/project funds into the bank of missionary in advance under certain conditions:
 - Funds need to be posted in the bank a minimum of 1 week prior to the arrival of the team. In some cases it can take several days to a week to send funds to a bank. Please plan in advance and allow several days to a week for the fund transfer. There is a limit as to how much funds we can take out per day and in many cases it will take multiple days to pull out the funds that are sent. Once the team arrives the missionary will not have time to make bank runs to pull funds and will need at least a week to allow time for this.
 - Additional funds will need to be added above and beyond the team budget. This is to cover the bank fees, which will be incurred through the withdrawal of funds. The amount needed will depend on the amount of funds being transferred. The average amount of bank fees is 2%. If, for example, your team budget is \$2,000 plan to add an additional \$40 to help cover the bank fees.

- **Handling of cash:**

- Be extra cautious with your cash. Do not hold large amounts of money in your hand at any time if you are preparing to pay for something. If you prefer to carry a cash belt either around your neck or waist it is best to not put all your cash in the belt as this will cause difficulty for direct access and you do not want to draw attention to yourself. It is best to keep what you need on hand in an easily accessible location. A safe is available at the ministry center if you would like to store money there until you need it.

- **Excess team/project funds:**

- Excess funds, if applicable, will be returned to the team leader at the end of the trip to be used at the team discretion. If the team would like to make a donation to Kidz Romania ministry, know that the funds will be used for one of multiple projects depending on the time of year the team comes (e.g. summer kids camps to sponsor children from villages, Christmas evangelism outreaches etc.).

INSURANCE

It is important to purchase insurance for your trip. If you are a team from the United States, please purchase and fill out all necessary forms through Mission Assure. This is the travel insurance provider that the General Council of the Assemblies of God requires for all trips and travel, foreign or domestic. Their website is: <http://www.agfinancial.org/mission-assure/>

If you are a team from a country besides the U.S. please talk with your local Assemblies of God leaders and with us about insurance providers for your trip.

GIFTS

If you desire to leave a tangible gift (monetary or a personal item) for either a pastor, individual/family in local church, a child, or a particular Kidz Romania staff member we ask that you first discuss this with the missionary. Please never just hand out money or gifts to people. The only exception is Sunday morning during the offering time. Kidz Romania leaders have a reason for this and it is for the sake of future relationships and ministry unity. Kidz Romania leaders have a process and method for distributing such gifts and we ask that teams respect and follow our process. This will be discussed further during orientation.

While out in the villages, or anywhere for that matter, please do not give little gifts to children (piece of candy, balloon etc.). This is for your safety (that one child could quickly multiply into a large mob), safety of children (older and bigger kids/teens may beat up smaller kids for that item) and for witness to the community (if you start handing out gifts on the street and there is not enough for all the kids and some leave crying that leaves a bad witness and the church is left paying the price for this).

Please remember that the Kidz Romania team and ministry will remain in this country long after teams leave. What a team does in any particular community can have long-term impact (positive and negative) in a community and in some cases if negative, could also potentially close the doors for future ministry in that community.

ACCOMODATIONS

The Kidz Romania team will make all accommodations arrangements for your team. While in Bucharest you will more than likely stay with a missionary family or at the ministry center. While traveling overnight, arrangements will be made to stay in a rental home, hotel or with a host family (this rarely happens). If you are staying with a host family, team members will be placed in pairs or more. You will not be placed in a home on your own. Bedding, linens, pillows and towels will be provided in most cases. We will communicate with your team leader in advance if a team will need to bring additional items (example summer camp swimming towels etc.).

Based on your team budget and team size, we are looking into different housing options for teams including hotels or rental homes (in case we don't have enough space at the ministry center or missionary family home) and will discuss further with you as we are planning.

WASHING MACHINES

Washing machines will NOT be available for use during your stay except in the case of extreme emergency. Please plan accordingly when packing.

TRANSPORTATION

- **To and from Romania:** Team members are responsible for arranging their own flight to and from Romania. You will be arriving at Bucharest International Airport (OTP).
- **Arrival process:**
 - After you exit the plane your first step will be passport control. You may be asked the nature of your visit. Best way to respond is to say you are visiting a friend and are on holiday. Keep explanation short and simple. Do not mention "missions trip" as that will not be understood and may raise additional questions.
 - You also may be asked where you are staying. The address where you will be staying will be provided prior to your arrival (Team Leader: If you do not receive this please remind the missionary to send). The address (and phone number) should also be put on your luggage.
 - After you leave passport control you will pick up your luggage. Free luggage carts are available to assist you if needed. Be cautious as there may be men who will offer you assistance to push the cart for you. They may work for the airport but they are also looking to get extra tips. If you are in need of their assistance be aware of this and plan to give them a dollar or two tip. The Kidz Romania staff who are there to pick you up are also available to assist you once you leave the customs area.

- If, for any reason, a piece of luggage does not arrive you will need to file a report at the office at the far end past the luggage carrousel. Do not exit the customs area without filing this report. You will need to have the address and missionary's phone number for them to contact us and to deliver luggage once it arrives.
 - When you leave you will walk through the area that says "nothing to declare".
 - On occasion a customs officer will randomly stop individuals and request documents and ask about your possessions and may inspect your luggage. If this happens it is best if the team continues to exit. If one person wants to stay with the individual that is fine but if the entire team stops to wait the customs officer may then want to inspect everyone.
 - If you are chosen to be inspected, be sure to say that all your items are personal. If you happen to have luggage which contains ministry supplies (e.g. ladies tea gifts, decorations or other ministry supplies) indicate they are personal items to be used in a conference. Do not mention "donations". This may cause problems and the items may be held (it has happened from past experience).
 - Once past customs, you will enter sliding glass doors. A Kidz Romania staff member will be there to greet you. If for some reason the Kidz Romania staff member is unable to arrive on time (emergency or traffic) proceed to the RIGHT after exiting the sliding glass doors and towards the far end of the area is a waiting area with chairs. Wait there and we will look for you.
- **During your stay in Romania:**
 - STL (Speed the Light) vehicles will be used. STL is a youth ministry missions project of the Assemblies of God where youth in America raise funds for missionary vehicles (and other items). Because Kidz Romania ministers out in villages, a lot of time will be spent in these vehicles. Inform the missionary if you have issues with car sickness so accommodations can be made to have you sit in the front (if possible).
 - Public transportation: It is very rare but on occasion a team may need to use public transportation (bus, tram, trolley, subway, taxi, train). When using public transportation, please stay with the group at all times. No one individual should ever be alone so please be aware of your surroundings and do not wander off. Keep purses and backpacks in front of you at all times and men should keep wallets in front pockets. Detailed instructions will be provided once you arrive in the event you will use public transportation.

HOW TO PREPARE FOR OUTREACHES

- **Pray Pray Pray.** This is the most important thing you can do above all else
- **Prepare testimonies** (see section on how to prepare testimony). Not everyone may share a testimony every day but all should be prepared.
- **Prepare a message** for Sunday morning service. If there are men on the team this should be done by them. If there are no men, one of the women should prepare a longer "testimony".
- Typically with the ladies teas we do a **funny skit** (without words). We have several we do but if you have any ideas we are always open to receiving new and fresh ideas. Please run the skit by us before practicing or preparing. We need to verify whether it is culturally appropriate.
- **Collect donations for ministry supplies:** The missionary will communicate with your team leader what ministry supplies will be needed for the outreaches. A few examples what we may request (this again will depend on what outreaches a team will be doing and is not limited to the list below):
 - Dum dum suckers
 - Crafts (for camp)
 - Game supplies (for camps)
 - Skit props (once approved by missionary)
 - Ladies tea supplies (leader will be informed what exactly will be needed and how many)
 - Dessert sized paper plates (bright colored/floral)
 - Cups (bright colored/floral)
 - Napkins (bright colored/floral)
 - Table cloths (bright colored)
 - Table decorations/center pieces
 - Gifts for each of the ladies (bag filled with various small gifts (for example: lotions, chocolate, chapstick, gloves, doilies, hand made items etc.)
 - Hostess gifts if staying in people's homes
 - Other misc. ministry supplies
 - Personal items for Kidz Romania staff. There may be times where we may ask a team to assist us with bringing personal items we are not able to receive here in Romania. Also if the team would like to bless the Kidz Romania staff who have been working hard to prepare before and during your stay those gifts would be greatly appreciated. Please let the missionary know if this is possible and they will give you an idea what could be brought.