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Welcome & Introduction

Heart for Lebanon eagerly welcomes short-term mission teams. We understand the value that a mission trip can have on individuals, teams, churches and organizations. Lebanon is a wonderful country to visit with dynamic, successful and beautiful people. Short-term mission teams add tremendous value to our work when the proper expectations are met. Our desire is to be an extension of your team member’s spiritual journey.

With the conflict in Syria and Iraq, and refugees flooding into Lebanon with very little, clearly the work is plenty and more help is always welcome. It is Heart for Lebanon’s belief that each and every one of us is part of the Kingdom of God and shares a common mission – to make disciples.

As such, the Great Commission given to us by Christ Jesus is OUR mission- to make disciples of all nations and share with them the eternal love and hope found only in Jesus.

It is our hope that the emphasis is on mission and not just trip. We want you to see Lebanon and experience the people and situations, both thriving and dire, but we also want each individual on the trip to find his or her place in God’s story. We will make every effort to match projects to your purpose so that you can experience many different areas of ministry. Heart for Lebanon believes we are all on journey, therefore we do not take being part of your journey lightly.

We have projects from food packing and distribution, to summer camp activities, to children’s sports activities to Vacation Bible School (VBS). The attached application is designed to help us learn more about your goals.

A first time orientation is required once the application has been accepted and approved.

Heart for Lebanon Ministry

Ministry Background:

Heart for Lebanon is a faith-based ministry, founded in 2006, that employs a holistic approach to serving the marginalized, rejected and under resourced people in Lebanon, including the increasing number of Syrian and Iraqi refugees. Rather unique among the relief work being done in Lebanon is our three-prong approach to care: transactional, relational, and transformational relief.

Transactional relief takes the form of food & hygiene portion distributions where we are able to address the needs of the whole family, and non-formal education programs, which allow our teams to address the needs of children. Relational relief is the next component of serving holistically. Once the family has been given practical care in the form of basic goods, we work to address the emotional and spiritual needs of the families through regular home visits, monthly spiritual programs, and children’s activities building lasting and authentic relationships, helping us to share the love of Christ. Once a relationship has been developed, transformational relief can begin, and this is how we then lead individuals and families to a deeper and more long-term level of self-sustainability both spiritually and vocationally. Heart for Lebanon not only provides for physical, emotional and spiritual needs, we integrate them so that they are better served and we work to achieve our mission of discipleship.
Heart for Lebanon focuses on two initiatives:

- Relief & Community Care
- Children at Risk

**Mission - Make Disciples**

It is Heart for Lebanon’s belief that each and every one of us as part of the Kingdom of God has the same mission – Then Jesus came to them and said, “All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.” (Matthew 28:16-20) The Great Commission given to us by Christ Jesus is this mission, and by it we are called to make disciples of all nations and share with them the eternal love and hope found only in Jesus.

**Vision** - Driven by the compassionate heart of Jesus Christ, Heart for Lebanon exists to see lives changed and communities transformed

**Passion** - We are passionate to reach the lost and broken, advance peace, justice, and equality and empower the marginalized and rejected.

**Short-Term Missions Team Requirements**

The expectations that follow are based on years of experience working with short-term mission teams. All expectations pertain to the safety and security of your team, the H4L Team, the integrity of the Gospel message, and bringing honor and glory to God as we seek to serve. Participating with H4L on a short-term team basis is a privilege and not a right. From experience we recognize the need for:

- Guidelines to help our short term team members maximize their experience.
- Each team to provide us with their overall purpose for the mission trip. This way we will make every effort to match projects to this purpose so that your purpose as well as our needs can be met.
- H4L to be a part of your spiritual journey. We do not take this privilege lightly. Therefore we value each person of the team as a unique individual created by God for a specific purpose. H4L will do all we can to help each team member take their next step spiritually. Therefore we love to answer questions; however, we do ask that questions be asked away from the people we serve.

**Eligibility & General Requirements**

Short-Term Mission Teams should meet the following requirements in order to serve:

- Current or potential partner with Heart for Lebanon
  - If affiliated with a church, should have their church’s backing to serve with Heart for Lebanon
- Must be over the age of 18 or have signed parental consent to serve
- Applicants must be aligned with the mission and vision of Heart for Lebanon and agree to further – and not hinder – its ministry
- Team should be able to converse in English and/or French
- Should be fully supported financially
- Have valid Passport by initial travel date
Preparing to Serve as a Short-Term Missions Team

Requesting to Serve:

Thank you for your interest in coming to serve with the Heart for Lebanon Ministry! We are delighted to have you join us in Lebanon and want to make this as smooth a process as possible. As such, we a general process for requesting to serve with Heart for Lebanon as a Short-Term Missions team:

- Initial contact is made by the potential Short-Term Missions Team with either our CEO (Camille Melki) or our COO (Tom Atema)
- Dates are arranged and set for the team to come to Lebanon
- Communication is passed over from either the CEO or COO to the Beirut H4L Hosting Coordinator who will be in contact with the team prior to their departure

Pre-Trip Timeline:

Once your team has been approved to come and the dates have been set on the calendar, there are a number of pre-trip items that should/will be completed. The following is a rough timeline of what you can expect:

- Orientation with the U.S. H4L office: During this time, our COO, Tom Atema will give a general orientation that will cover what you can expect as a short-term missions team as well as answer any trip-related questions or concerns you and your team may have
- Purchasing Tickets & Travel-Related Items
- Trip Schedule: This will be sent to your team leader a few weeks prior to your departure and will be catered to the desires and talents of your team members. These schedules are flexible, however, and have the ability to change at any point in your trip.

Important Travel Information:

As with traveling to any foreign country, there are rules and regulations of that country that should be respected and abided by. One very important regulation of traveling to Lebanon is the status of your passport. Please note that any previous travel to Israel that is documented on your passport will prevent you from entering the country and you will be barred from passing security by Lebanese airport officials.

To ensure that you and your team have a smooth arrival to Lebanon, please make sure that you do not have any visa/stamp of this country on your passport. If you have any questions or concerns about this, you can contact H4L’s COO Tom Atema via email.

During Your Trip

What to Expect

While each trip and each Short-Term Missions Team is different, there are a few things that are regular components to serving with us that we as the H4L Team incorporate into each trip.
Airport Transportation: Heart for Lebanon will provide transportation to and from the airport and will meet you and your team at the airport following your arrival.

Orientation in Lebanon: This is done either by the Hosting Coordinator or our Managing Director within the first day or two of landing.

Serving in the Warehouse: Each food portion delivered to a family in need is not only providing physical sustenance but helps to build a relationship that is real and lasting; it is through this relationship that Heart for Lebanon is able to do it’s ministry. As a result, we try and give each and every team the opportunity to pack food in the Warehouse as this is the first step in what they will be doing the rest of the week.

Traveling & Serving throughout Lebanon: As H4L we have a number of ministries located in different areas of Lebanon. The H4L team will try as much as possible and in alignment with your team’s purpose and talents to provide you with an overall picture of each ministry by traveling to serve with them. This is can change based on the current security situation in the country.

Culture: Do’s and Don’ts

Lebanon is a country rich in history and culture; we strongly encourage you to purchase or rent books from your local library and read up more about Lebanon prior to the trip (here is a good [website](http://example.com) to try as well). Here are a few basic cultural do’s and don’ts to get you started and to remember when coming to serve with Heart for Lebanon:

- Lebanon is a very relational culture; meal times, beverages and food are a big part of taking time and being relational. Understanding that food is a central part of the culture in Lebanon, please make every effort to accept offers of food so as to not to offend anyone, unless you believe that eating or drinking will be a risk to your health. Who knows, you might like something new!

- Lebanon has a wide variety of people from different cultures and religious backgrounds, many of whom we have the privilege of serving! As a result, we ask that you follow a dress code guideline that we have laid out in the packing guide.

Spiritual Renewal & Devotions

Spiritual renewal and devotion is essential to an effective ministry. There are several verses in the Bible that talk about this. Here are a couple examples: Psalm 37:4-6 & Psalm 111. As a team member, please work into your daily schedule a time to commit to be with the Lord in order to bring all concerns and decisions of the day before Him. When we seek the Lord’s guidance first on all issues, it helps us filter those items that may be questionable, helps to resolve issues, and gives a better servant attitude.

Security: Personal, Social Media, & Others

Personal Protection

Your team’s safety is a big concern for us at H4L. Therefore, we pray for your physical safety but we also want you to be aware of a few items that are practical to safety and security while in the
environment of Lebanon. It is our desire that you have a great time with us and that you get to experience everyday life in ministry here in Lebanon.

Just like in the nation you are from we have big cities and we have farm country. We have great places to visit and some places that might not be so great for a foreigner to visit. For your safety and protection we would like to provide some guidelines for you:

- We ask that no one go out without another team member unless approved by your leadership. This is for your protection and the security of the entire team. Team Leaders need to check with H4L leaders before granting permission to team members to go out on their own.
- Your team leaders should always know where you are.
- Please do not disclose any information that may place you or others in harm’s way. Check with your team leader prior to disclosing any sensitive information to a government official or anyone outside of our team.
- We know you love your nation like we love ours, but not everyone has the same opinion. As a guest, please avoid talking about politics with or in the presence of non-team members. If you are directly asked what your opinion is about politics, try to emphasize a biblical perspective concerning the relevant issues.
- Many times when a person gets tired they make mistakes. Therefore, we ask you to be responsible in getting adequate rest and respecting your roommate’s sleeping patterns (if you have one). This may include following guidelines established by the Ministry Team Leaders in order to ensure team members are physically rested and effective.

**Internet & Social Media**

We love and use social media at H4L; it has a lot of benefits. However, in other cultures things that can be innocently posted could cause real security concerns for your team and the H4L team while in Lebanon.

For the security of the entire team and our national hosts, this would be a good time to take a break from social media. If you must - then PLEASE do NOT post any information on networks (Facebook, Instagram, MySpace, Twitter, or any other blog or website) that may compromise the security of the team, be political, or express a religious view. This is for the security of the H4L team members and the people we serve. We also ask that you do NOT put specific locations where we are working. Turn off location finder in your electronics.

Here are some general guidelines that we as H4L have devised for posting on social media:

- Political posts and sharing political sites is not allowed – especially politics concerning the Middle East
- Religious posts that could be perceived as blasphemous or insulting other religions in any way are prohibited
- Sharing or posting things on your personal social media about the H4L ministry should be accurate. If you are unsure about the information, please ask the H4L office first. Posts should always be linked to the H4L page
- Insulting, degrading or criticizing other people, parties, organizations or companies is not allowed

In general, when in doubt – leave it out!
Photography

We understand that each one who visits wants memories that will remind them of their experience. We also want to encourage the team leader to provide a video report back to the church or group you represent. Please refer to the Photography and Videography Permission and Agreement Form at the end of this Handbook. If you are interested in taking photographs we must receive the signed Photography and Videography Permission and Agreement Form prior to any photographs taken.

As a general policy we ask that in videos or in presentations you do NOT use the names of our teams’ members or the faces of our regional directors. Taking their picture from the side or back is fine. We also ask that you do NOT take pictures of the faces of the people we work with without asking specifically if you can do so.

Team members who breach the above policies (internet, social media, and photography) will be given a warning. Should the behavior persist H4L reserves the right to ask them to leave the trip early at the expense of the mission team.

Finances & Money

Money & Currency

Lebanon trades in the US dollar. We ask that you do not give financial gifts to anyone on the H4L team or to those we minister to without permission from your Team Leader who needs to review the request first with the Executive Director of H4L.

For your information and for a smoother purchasing process while in country, the current exchange rate for the local currency (Lebanese Lira (L.L)) is: 1,500 L.L is worth $1.00.

Trip Costs

Trip costs are specific to each team and are directly related to the length of your stay in addition to other variables. As such, trip costs will be discussed with the team leader during the orientation process in the U.S. given by the COO Tom Atema.

Financial Documentation

Your daily rate covers all your expenses except your personal items. For those on a short-term mission trip with us, we would like to ensure as smooth a financial documentation process as possible. Therefore, we have set the following guidelines for you to consider when donating to H4L while in Lebanon:

- Funds given to H4L for services rendered are considered a donation to the ministry of H4L and therefore are under the full control of H4L.

- H4L can only issue documentation for donations actually given directly to H4L. Funds given to a third party cannot be documented for by H4L (ex: paying for a taxi ride directly to the taxi company is not something that H4L can issue documentation).
- H4L will provide documentation for the funds received by H4L. If you are donating funds for your expenses in country (housing, food, transportation, etc.), this will be documented as income to H4L’s “Learn, Grow, Share Opportunities” budget. If you donate funds to an initiative or project like food packages for Syrian refugees, the documentation will tell the amount of funds donated to the “Relief & Community Care initiative”.

- H4L can give you as much documentation as your financial department needs. If more documentation is needed please let our Managing Director or COO know before arriving or as soon as possible after arrival.

‘Packing Guide’

CLOTHING - Romans 14:13, tells us not to be a stumbling block or obstacle in your brother’s way. In order to represent Christ-likeness with humility and sensitivity to others in the Lebanese culture and the culture of the refugees we serve, do not bring attention to yourself by what you wear or what you have.

- Men - Please be conservative in your dress. Blue jeans are fine as long as they do not have holes in them. Khakis are great and shorts are permissible in some of our work; please ask the night before the activity. Shirts are required at all times. (Be careful with t-shirts that have messages on them.) You will need sturdy shoes or sneakers on assignment.
- Ladies – Please be very conservative in your dress. Jeans or slacks are acceptable without holes. Modest shorts are OK for some activities but please ask the night before about acceptability for the activity. Please bring shirts with sleeves, either long or short (no tank tops), and limit the messages on the shirts and pants. You will need sturdy shoes or sneakers to wear on assignment.

EQUIPMENT - Cameras, video cameras, and cell phones are good to bring with you. However, check with your phone carrier for details and the cost of calls and texts from Lebanon before arriving; Wi-Fi is available in the location where you will be staying.

SUGGESTED PACKING LIST –
- Appropriate Dress
- Appropriate Shoes
- Bible
- Journal
- Sunscreen (if coming during the summer)
- Personal Medication
- Pepto Bismal/Anti-Diarrheal Medicine
- Toiletries
- Passport (including copies)
HEART FOR LEBANON
Photography and Videography Permission and Agreement

Heart for Lebanon is granting you or your organization permission to photograph or video property owned by Heart for Lebanon and ministry areas where Heart for Lebanon works according to the following guidelines:

- You must be accompanied by a member of the Heart for Lebanon Staff or Board of Directors, prior to taking photographs or video at a property owned by Heart for Lebanon and ministry areas where Heart for Lebanon works.
- We ask that you respect the privacy and dignity of individuals and refrain from taking photos or video at food distributions, HOPE Centers, Hope on Wheels, Bible Studies, Events and personal living areas before asking for permission from a Heart for Lebanon Staff and the individual.
- Photography and videography will not interfere with family privacy, home visit conversations and assessments.
- The images and video taken by the Photographer are for personal use by him/her and their friends and relatives. Sale, publication, commercial or any other use of the photographs and video is not allowed without prior written permission from Heart for Lebanon.
- Images, including video, will not be used to exploit individuals and their circumstances, whether through personal use or any other purpose.
- Images, including video, will not be used to promote or raise funds for another organization or ministry other than Heart for Lebanon. Prior to using the photographed and video images, even to raise funds for Heart for Lebanon, the photographer or sending organization of photographer must receive prior written permission from Heart for Lebanon.
- Credit must be given to Heart for Lebanon for all photography and videography taken.
- The Photographer agrees that the provisions contained herein shall be binding upon his/her successors, legal representatives and assigns.

_______________________________________________
Signature of Photographer

Date

_______________________________________________
Print Name of Photographer

Organization