



**Servant Events Mission Trips
Handbook and Forms**



Ysleta Lutheran Mission Human Care

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Objectives of the Servant Event Ministry

- With the help of God, the Servant Event Ministry will help facilitate an opportunity for fellow Christians to express their gratitude to the Lord by offering themselves in tangible service to Him, spreading His love and His Gospel through tangible acts of kindness.
- With the help of God, the Servant Event Ministry will help facilitate the use of talents, time, and treasures to fulfill the good works God has prepared ahead of time for His children throughout North America so they can help meet the physical and spiritual needs of congregations and communities throughout El Paso, TX, and northern Mexico.
- With the help of God, the Servant Event Ministry will help facilitate an intercultural experience for mission-minded Servant Event teams, guiding them in developing new perspectives to the gifts, as well as needs, of those living in conditions different from theirs, with the goal to help them learn to give and receive across cultural boundaries.
- With the help of God, the Servant Event Ministry will help facilitate the spiritual, emotional, physical, and intellectual growth of both Servant Event participants and the people they will be serving in partnership with.

Section I: For Servant Event Mission Team Leaders

Registration Checklist and Payment Deadlines

- Contact YLMHC's Servant Event Facilitators at (915) 858-2588 or via email at service@ylm.org to schedule your mission week (Saturday to Saturday is standard) and inquire on the current fee schedule and possible projects/events.
- A minimum of 6 people is required for construction projects; therefore, we request a **non-refundable** deposit of \$100.00 per person for a minimum of 6 people along with your **Group Registration Form**. As your group size increases, you can send in their deposits.
- Please have a Certificate of Insurance Liability (COI) issued by your church's insurance **with Ysleta Lutheran Mission Human Care as the Certificate Holder** and mail, or email it, to the YLMHC Servant Event Logistics Facilitator two months prior to your arrival date. Your COI needs to be dated and valid for the time of your event.
- If your mission team is doing a project where you are providing the funds (construction in Mexico or repairs and renovations in El Paso), please send the project funds agreed upon **6 weeks prior to your arrival date**. This will give the YLMHC Servant Event Projects Facilitator the time necessary to acquire supplies and materials needed for your project.
- If you choose to hire the YLMHC Caterer, please send in the funds agreed upon **6 weeks prior to your arrival date**. This will give the caterer enough time to plan your menu and shop for all necessary supplies.
- Please send in the remainder of your balance **NO LATER THAN four weeks prior to your arrival date**. Earlier is OK! The YLMHC Servant Event Logistics Facilitator will request your invoice with your remaining balance eight weeks prior to your arrival date. These monies are needed prior to your arrival to pay for any requests you made, such as the YLM caterer, interpreters, materials, or necessary van rentals.

- Please provide a copy of 1 or 2 adult driver's licenses along with a copy of their full-coverage insurance policy for them to drive our YLM vehicles throughout your stay.
- Reproduce the participant forms (Medical Information Form, COVID-19 Release Form, Liability Release Form, Authorization to Travel and Consent to Medical and Dental Care Form, and the Servant Event Covenant Form) and have your Participants fill them out completely. For Participants under 18 years of age, ensure signatures of legal guardians and they **MUST** be notarized. These forms are found at the conclusion of this handbook. You can mail/e-mail all paperwork to:

Ysleta Lutheran Mission Human Care
 Attn: Servant Event Logistics Facilitator
 301 S. Schutz Drive
 El Paso, TX 79907
 service@ylm.org

Keep in touch with the YLMHC Servant Event Facilitators regularly with any questions or concerns. Be at rest knowing the YLMHC Servant Event Facilitators will stay in touch with you to help confirm and work out all details of your trip!

YLMHC Cancellation Policy

Non-Refundable Deposit

If, for whatever reason, you are forced to cancel a Participant on the team, your Servant Event team, or YLMHC must cancel the team due to safety concerns, please understand you will forfeit your **non-refundable deposit** of \$100.00 per person.

- The **non-refundable deposit** of \$100.00 per person is holding the dates requested, and as such, it is non-refundable.
- The **non-refundable deposit** of \$100.00 per person can be transferred to another participant within the same year your mission trip is scheduled, if the original paid participant cannot attend.
- If a participant whose **non-refundable deposit** of \$100.00 was paid cannot attend, and his/her place cannot be taken by someone else, the **non-refundable deposit** of \$100.00 can be applied towards the remaining balance **IF** you let the YLMHC Servant Event Logistics Facilitator know four weeks prior to the team's arrival.

Project and Catering Fees

These fees are 100% refundable **if you cancel 4 weeks prior** to your arrival. **After the four weeks**, these fees will be assessed individually with each team and refunded at the discretion of YLMHC.

Registration Fees

Your registration fees are 100% refundable **if you cancel 4 weeks prior** to your arrival. **After the four weeks**, 80% of the registration fees will be refunded. 20% of your registration fees will be applied as a donation, and a tax-exempt letter will be provided to your team or church.

Work Projects

The goal of every Servant Event Missions Team is to love and serve God and others! The YLMHC Servant Event Team (Logistics and Projects Facilitators) will work with you to help plan a project that pairs with your mission

team's abilities and goals, and to ensure this will meet the needs we encounter as closely as possible. Below are some of the common projects Servant Event Mission Teams take on:

1) Human Care

The needs of the people in El Paso and Mexico are great and vary throughout the communities in which we serve. Servant Event Mission Teams help fill people's material, as well as spiritual, voids by building and repairing homes, distributing donations (food, toys, school backpacks, jackets, etc.), and conducting medical, dental, and eyeglass clinics in extremely impoverished areas. They have also performed services such as sewing lessons, English as a second language courses, haircuts, massages, manicures, and health checks.

2) Evangelism

Each year, Servant Event Mission Teams organize, and lead, ministry programs designed to educate and strengthen men, women, and children at various mission sites. Groups have led Vacation Bible School, kids' camps, performed concerts, distributed Bibles and Children's Bible story books (in Spanish), or walked neighborhoods to pray for people and invite them to hear the Good News.

3) Church Maintenance/Improvement

Among all the mission sites YLMHC partners with, as well as the 4.2-acre historical campus of YLM in El Paso, there are always facilities in need of repairs, some minor and some major, clean-ups, and other maintenance projects. Because Servant Event Mission Teams ensure our churches have plumbing and electricity that function, roofs that don't leak, floors that aren't concrete, etc., our missionaries and church leaders can reach out to more people with ease due to not having to seek out funding and workers to cover property maintenance needs.

4) Combination Projects

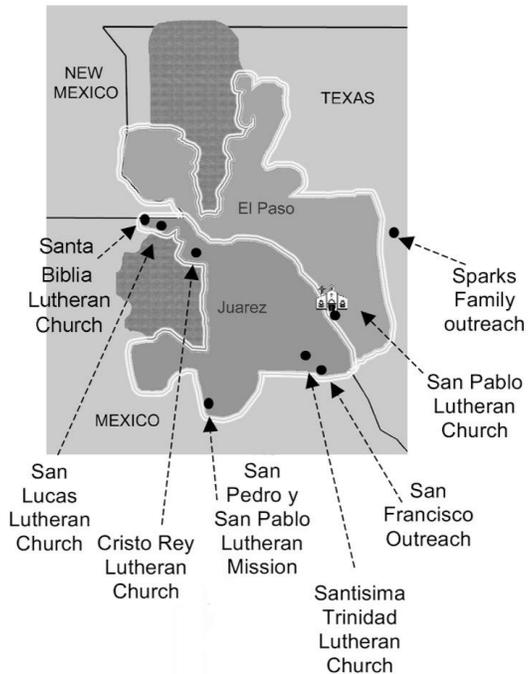
We are flexible! Servant Event Mission Teams can divide their time (one type of project in the mornings, another in the afternoons) or their group (some people work on one type of project and some on another).

You may choose to work in El Paso and Juarez, although medical, dental, and eyeglass opportunities may be limited in the US, as well as whole house-builds.

A Word about Construction Projects...

YLMHC will provide your group with all necessary tools and equipment, as well as a construction manager to help oversee the project. It's fantastic when groups can bring additional tools and skilled persons along, however, it is imperative you follow directions given by the YLMHC Servant Event Projects Facilitator, particularly with full house builds. The YLMHC staff know best how to keep the project within your budget and time constraints.

Where We Work



Cristo Rey Lutheran Church -founded in the 1940s by the Mexico Lutheran Synod with the assistance of the LC-MS, this church was the only Lutheran church in Juarez until the 1990s. Nestled in a densely populated neighborhood, we continue to partner with this congregation, providing needed resources for their congregants and community.

San Pablo Lutheran Church -located in the center of the YLMHC campus, San Pablo was a mission-church plant founded in 1982 by Zion Lutheran Church and the Rocky Mountain District. Many of the ministries done through YLMHC were begun by San Pablo Lutheran Church.

Santisima Trinidad Lutheran Church -founded in the 1990s, Santisima became the second recognized Lutheran church in Juarez. Pastor Hernandez was installed in 1997 and continues to shepherd this congregation.

San Pedro y San Pablo Lutheran Church -this mission-church meets at the home of one of its members in KM30, an area with no running water and limited electricity. Santisima Trinidad has been supporting Pastor Hernandez as he works to establish a permanent church in this location.

San Lucas Lutheran Church -just off the main Rancho Anapra “highway”, this mission-church has been serving its surrounding community for close to thirty years. San Lucas has been a place of refuge for migrants, for the education of future deaconess in partnership with the Seminary in the Dominican Republic, and it continues to meet weekly for Sunday worship and Wednesday Bible study.

La Santa Biblia Lutheran Church -a short storage container and a metal tin roof canopy, along with a free-standing bathroom, are the only buildings on the property where this church congregates every week. La Santa Biblia has been a mission-church site for over fifteen years, and it was the main mission-church that stayed open and continued to serve through the pandemic year(s). It is the fastest growing congregation (in 2018, they had 28 baptisms in one day) that supplies as many resources as they can to its surrounding community.

Lodging -El Paso

Servant Event teams stay in Building #12, the Dormitory, which has 7 available rooms (each has between 3 to 5 sets of bunk beds, some of them doubles), community bathrooms for men and women, a laundry room, linen closet, fully stocked kitchen, and a meeting room/living room where the team can meet to plan, relax, do devotions/Bible studies, or play games. Bed linens, pillows, and towels are provided. The Dormitory is heated in the winter and cooled by swamp coolers in the summer.

Depending on the size of teams and the time of year, know your team may be sharing the dorm with another team. This will allow for opportunities to fellowship with believers from other churches, and to learn and grow in faith together. YLMHC will work with each team to ensure they have what is necessary to achieve their goals for the week.

If a second team is scheduled during the week your team will be serving with YLMHC, team leaders will be notified ahead of time. Should your team be sharing the dorm with another team, and either team has minors

participating, we ask adults to refrain from purchasing and consuming alcohol while on YLMHC property. Should both teams consist of all adults, alcohol consumption can only take place inside Building #12.

If you and your team would like to invite YLMHC staff to join you for fellowship, all you need to do is ask.

Transportation

All local transportation is provided for Servant Event teams, including airport pick-up and drop-off for groups flying into El Paso International Airport, transportation to and from worksites, and any sight-seeing activities planned by the team.

YLMHC has two 15-passenger vans made available to Servant Event teams. If there is a need to rent more vehicles due to the size of the team, additional funds will be required to cover the cost of renting additional vehicles. If the Servant Event team is asked to rent vehicles due to unavailability of YLMHC's vans, a copy of YLMHC's Motor Vehicle Tax Exemption Certificate will be provided along with a **\$60/day rental discount**.

If you drive YLMHC vehicles at any time, please know El Paso and Juarez has a no cell phone restriction ordinance that could result in a \$500 fine for drivers caught talking/texting behind the wheel. The driver will be responsible for covering the fine.

All Texas laws require everyone in a vehicle to wear their seatbelt, regardless of seating position. This is also necessary when driving in Mexico. If your team's driver gets pulled over for speeding, whether stateside or Mexico, they will be responsible to pay the fine of the ticket.

Who can drive YLM vehicles?

There will be times, in accordance with the size of your team, when drivers from your team will be needed. The requirements are the driver must be 18 or older with a full coverage insurance policy that covers the driver and any vehicle they are driving. A copy of the assigned driver's license, as well as the driver's full coverage insurance policy, must be provided to the YLMHC Servant Event Logistics Facilitator prior to the arrival of the team. It is advisable for the team to have several assigned drivers, and if that is the case, a copy of their license and insurance policy is needed as well.

If there are no eligible drivers within your team, our YLMHC staff covered by our vehicle insurance will be your drivers for stateside outings, such as sight-seeing or going to stores/restaurants, in accordance with their availability.

Driving in Mexico

Considering the limited amount of YLMHC staff available to accompany the Servant Event teams into Mexico, there will be a need for members of your team to drive YLMHC vehicles to and from Mexico. We ask your team to assign responsible drivers prior to your arrival. We will need a copy of their driver's license and full coverage policy.

In case of a vehicle accident while driving YLMHC vehicles

If you are driving a YLMHC vehicle in Texas, or Mexico, and are in an accident, these are the steps to take:

- 1) Please reach out to the Servant Event Facilitator as soon as you've established everyone is safe.
- 2) Provide your driver's auto insurance information.
- 3) Obtain all the information about the other driver: a picture of their license, and their insurance policy.
- 4) If a police report is taken, obtain the report number and name of the officer.

About Health Insurance

It is recommended each participant have personal health insurance. Please ensure each participant always carries proof of their insurance with them. Please check with your church policy and/or individual policy to see if the team members will be covered while in Mexico in case of a healthcare emergency. If not, we strongly advise you to purchase short-term international insurance from your primary carrier. If you choose not to purchase international insurance, be aware that after you cross the border into Mexico, you are no longer covered by any insurance and are therefore responsible for all medical costs, and those related to medical care.

Sightseeing and Fun Activities

El Paso is a vibrant area with lots of things for visitors to do during the weekend and evening free time. There are several nearby attractions to view as part of a day trip as well! Most Servant Event teams working in Juarez also spend an afternoon shopping at the Mercado in downtown Juarez if safety allows for this, which is decided at the discretion of YLMHC. For those working in El Paso, we have an arrangement with one of the market vendors who is willing to bring a truckload of his wares to the mission. Just let the YLMHC Servant Event Projects Facilitator know if you would be interested in having him come during your team's week.

The YLMHC Servant Event Facilitators will be happy to accompany you or provide you with directions to several sightseeing locations. We also have a list of restaurants highly recommended for dinner out in the town!

- Scenic Overlook (overlooks the lights of El Paso/Juarez/Las Cruces, NM)
- Swimming at Pavo Real pool
- El Paso Chihuahua baseball home games
- Chamizal National Memorial
- White Sands National Monument Park (1 hr, 45 min away)
- Hueco Tanks State Park & Historic Site (45 min away)
- Carlsbad Caverns (3 hrs away)
- Old Mesilla, NM (1 hr away)
- Franklin Mountains State Park (45 min away)

Bible Studies

Effective, concise Bible studies and devotions are key elements of Servant Event mission trips. What better place and time to help your participants fix their eyes on the Lord and grow in their faith? Make sure to plan Bible studies for your group to do together during the mission trip week, especially in the evenings (although most groups also hold morning devotions).

Excellent devotions written specifically for Servant Event teams can be found on the LCMS website at <http://www.lcms.org/ca/dcs/SERVEevents/SEResources.asp>. The YLMHC Servant Event Facilitators will be happy to work with you to plan your Servant Event Bible studies, so let us know if you have questions, concerns, or would like help in leading these studies for your group. We are praying for God to use this time to show His love to your team and fill your hearts with His joy as they serve Him and others!

Section II: For Servant Event Participants

Packing List

- Bible
- Journal, pens, highlighters, books, small games
- Hat and/or sunglasses
- Toiletries (including hand sanitizer and sunscreen –lots of sunscreen)
- Sweatshirt or light jacket (even in the warmer months, it can get cool in the evenings)
- Spare pair of glasses if you wear contacts
- Work clothes/shoes (and any of your own tools you'd like to have)
- Long sleeve shirt and long pants (this is especially necessary for construction on day insulation is installed)
- Phone charger
- Camera
- Re-usable water bottle
- Nice clothes for church on Sunday (including closed-toe shoes if you will be attending a service in Juarez)

***We recommend leaving expensive jewelry and electronics at home

***Group leaders should also bring: flashlight, first-aid kit, copies of each group's Medical Information Form, notarized Authorization to Travel for minors, and Consent to Medical and Dental Forms.

***A note on clothing: No spaghetti straps, short shorts, or ripped/torn clothing may be worn to YLM worksites for safety reasons. Remember, even though you will be working hard and will be hot and sweaty, you run the risk of serious sunburn.

If you forget something, Wal-Mart is less than 2 miles from the mission!

Dormitory Rules

1. Help keep the building clean, particularly those areas that are shared with others. This is how servants serve one another!
2. Lock all doors if you are the last person to leave the building.
3. Be courteous of other groups or individuals staying in the dorms, respecting quiet hours and not leaving personal belongings in the common areas (meeting/living room, kitchen, bathrooms)
4. Recycle any paper/cardboard, aluminum cans, and plastic.
5. Provide your own detergent if you wish to use the laundry facilities.
6. Before you leave, please strip your bed and leave the sheets/pillowcases and towels on the bed.
7. Let the Servant Event Facilitator know if you left any food items behind (especially perishable ones).
8. Turn in your room and vehicle keys, along with evaluation forms, to the Servant Event Facilitator. You can leave them in the wooden box to the left of the front door if the Servant Event Facilitator isn't available.

Section III: For Leaders and Participants Traveling to Mexico

Mexico Safety Precautions

Traveling to serve in Juarez raises questions of safety. YLM always makes the safety of Servant Event teams its first priority. There is no place in the world or any activity that is risk-free; however, these guidelines have proven effective in helping us avoid problems while serving in Juarez:

- Make sure you bring proper ID with you (see “Required Travel Documents for Mexico” below)
- Stay within the area where you are working
- If you need to leave for some reason (i.e. to visit another worksite, to purchase a soda from a corner store, etc.) ALWAYS have at least 4 people in your group including an adult and ALWAYS tell someone where you are going
- Do not bring unnecessary valuables and keep track of belongings that you do bring
- ALWAYS keep vehicles locked and designate a person to keep the key(s)
- Make sure you leave with enough time to be AT LEAST in line to cross into the United States by dusk. This will vary based on date and location; refer to the Servant Event Facilitator and/or your construction foreman
- Follow all directions given by mission pastors and YLM staff members

YLM will have back-up projects ready in the United States should a need arise to change plans to avoid danger in Juarez.

Protocols for Servant Event Teams Building in Mexico

Please know YLM’s employees and volunteers have background checks on file.

Having served as facilitators for multiple Servant Event Mission Teams desiring to do missionary ministry through Ysleta Lutheran Mission Human Care (YLM) in the Juarez, Mexico area for over 30 years, the following protocol has been set in place to ensure the safety of all Servant Event participants in the following areas:

1) Age Restrictions

Historically, most Servant Event teams consists of participants under 18 years of age. For the churches, schools, or families bringing down minors to serve in Mexico should consider the following factors:

- A good adult/minor ratio is considered 1:6. However, this is a decision to be made by the team leaders.
- Any minor that is younger than 15 years of age should be accompanied by one parent.
- For children younger than age 10, parent is responsible to supervise child throughout the time in Mexico and El Paso

2) Project Requirements

Majority of the Servant Event teams who serve in Mexico dedicate their funds and labor to building a two-room house for an individual or family in need. For a construction team, a minimum of 6 participants over the age of 15 is required. Experience is not required but it is highly encouraged when recruiting participants.

- The use of powered tools such as nail guns and table saw are necessary. For this reason, adult presence and supervision is required when teenagers 15 years and older are operating machinery.
- Any participant under the age of 15 is not allowed to operate power tools without constant supervision, however, they can help with painting, sheetrock mudding, carrying material, cleaning work areas and other building related activities. They will also have ample opportunities to do ministry through interaction and play with the local youth and children present at the building site.
- Please refer to **the Home Building Task List** on Appendix C to get an idea of the necessary tasks needed to complete a 2-room house.

3) Safety Procedures

There will be so many opportunities for Servant Event participants to connect and build friendships despite the language barrier. One of those opportunities involves invitations by local youth and children to go to the nearby *abarrotes* (home stores) to buy snacks and drinks.

- Minors are asked to employ the buddy system when leaving the building site, preferably of three or more, and to always have an adult with them. Local youth and children of the community will go along with them.
- If you bring a cell phone, camera, video-cam, or a backpack, please always keep it on you or keep in vehicles, which need to be kept locked at all times.

4) Interacting with the Local Community

It is going to be a wonderful experience for everyone involved when they get to interact with the local community, adults, youth, and children. However, there are certain situations that could happen, and we would like to circumvent by making you aware of the following:

- If someone from the local community asks you for money, please do not give them any and make sure to address the situation to the YLM Projects Facilitator or the team leader as soon as it happens.
- If you bring anything to give to the local children, make sure you have enough for everyone present. Rule of thumb is, when giving out snacks, candy, or toys, bring 10-20 more than what you think you will need. Acceptable items to give to children are the following:
 - Children's Spanish Bibles
 - Children's Spanish Bible Story books
 - Coloring books and crayons
 - Jump Ropes
 - Soccer balls
 - Nerf balls
 - Blow-up balls
 - Beads and strings for bracelets/necklaces
 - Hula Hoops
 - Bubbles to blow
 - Stickers
 - Face paints
 - Gum
 - Snack size chips
 - Capri Sun juice and the like
- Keep in mind you are entering into a different culture from your own, and the language is not the only thing that is different. Relax, be yourself, and be open to communicating in different ways with the local community.

5) Food and Water in Mexico

There are many families who save up prior to the team's arrival to bless them with daily home-cooked meals, but this is not always the case. However, when it is offered, it is a wonderful way for you to show them love and grace by accepting their blessing. If there are dietary restrictions or concerns, let the YLM Projects Facilitator know so they can communicate this to the family before they serve the meal.

- You will be bringing coolers of sandwiches, chips, fruit, and snacks along with jugs of water with you for your lunch at the building site. All food must be eaten or given out prior to returning, as we cannot cross it back into the USA.
- DO NOT drink the water from the faucet in Mexico. Make sure you bring your reusable water bottle so you can fill it up from the jug.
- When families offer you *aguas frescas* (sweet waters such as lemonade, rice water, or hibiscus water), know they are using purified water they get from the nearest water house.
- The home cooking will be Mexican cuisine, and although our caterer will try to make it as mild as possible for you, there's a possibility the food may be spicy.

6) Bathroom Use and Hygiene

There is no running water in most of the Juarez communities we serve. This means that the access you have to bathrooms is limited. Depending on where you are at, you can either walk to a nearby bathroom the family has arranged for your use, which the YLM Projects Facilitator will point out, or bathroom breaks can be scheduled where your team can drive to the partnering mission-church to use the bathroom there.

- For minors, the company of an adult is required if bathroom facilities are away from the building site.
- Please don't flush the toilet if all that is there is urine.
- Do not put used toilet paper in the toilet.
- Bring your own bathroom tissue roll.
- Bring hand sanitizer with you.

7) **Attire**

You will be exposed to a weather different from what you are used to. Most of the year, Juarez is hot and dry, and at times, windy. Also, you are a witness of Jesus Christ in the presence of many people. The following are attire recommendations for all participants for safety and modesty purposes:

- Please make sure to wear closed toe shoes every day you will be working on a building site.
- Wear jeans/shorts and T-shirts (long sleeves recommended for sun protection) every day, along with a hat, and make sure to put on plenty of sunscreen throughout the day.
- On days when the insulation is going up, it is highly recommended to those who will be working on its installation that they wear jeans and a long-sleeved shirt.
- Bring a lightweight sweater or jacket with you for the cool evenings.

8) **Transportation/Travel**

You will have access to the YLM vehicles, among them two fifteen passenger vans.

- Those who drive these vehicles must be an adult with a valid driver's license.
- Please know your registration fee covers the use of the vans, the insurance in the USA and in Mexico, and their maintenance. We are grateful for the help your team gives in covering the gas as a donation, but it is not required.
- Seats can be removed from the vans to make extra room for things, especially with smaller teams. When this is done, please know all people in the van must be in a seat with a seatbelt whenever the van is in use.
- Preference for leaving times will be consulted with the YLM Servant Event Director, however, we ensure teams start cleaning up and packing all things to take back to where they are being stored by 3pm

9) **Crossing the Mexico/USA Border**

You will have the joy of crossing the Mexico/USA Border five to six days during your stay here. There are certain protocols we need to follow to safely and as quickly as possible get back into the USA at the end of your workdays:

- Please make sure you have your passport book or card, enhanced driver's license, or birth certificate and picture ID with you before you get into the van to leave in the mornings.
- If a participant is a minor under 15, they must travel in the same vehicle as their parents.
- Do not take pictures or be using your cell phone when crossing the border into or out of Mexico.
- No joking with the Border Patrol when entering the USA.
- They will be asking you for your date of birth and place of birth to verify your identification, be it a passport or birth certificate.
- If the lines are long, it is possible for participants to get out of the van and walk across the border. If this is the case, each participant will need exactly .40 cents or 7 pesos to pay and go across. The YLM campus is within walking distance of one of the Borders and if it's necessary to walk across, it will be the border crossing used.

10) **In Case of an Emergency**

Medical/Dental Emergencies can occur while you are here. Prior to your trip, make sure your health/dental insurance is up to date and that they are made aware of your trip. Find out if you have foreign coverage and if there are requirements as to where you can receive medical/dental care.

- Please make sure you fill out all medical information requested by YLM and know your Facilitators will be aware of precautionary needs, such as diabetes, motion sickness, allergies, dietary needs, etc.
- When checking your health/dental insurance coverage, let them know you will be in Juarez, Chihuahua, Mexico

Passport Related Emergencies can occur when passports are forgotten in the process of loading up vehicles in the morning.

- Team leaders are responsible to ensure all their members have their passport book/card, enhanced driver's license, or a copy of a minor's birth certificate and picture ID before leaving the mission every morning.
- Be assured, if a passport is forgotten, you will not be left in Mexico. However, the process to come into the USA without a passport will be long and arduous, so **DON'T FORGET YOUR PASSPORT.**

Emergency Phone Numbers and Information

In the United States

Emergency: **911**

You are at:

Ysleta Lutheran Mission Human Care/San Pablo Lutheran Church
301 South Schutz Drive
El Paso, TX 79907
(915) 858-2588

Your **YLMHC Servant Event Team:**

Scott Juengel, **Servant Event Director**
(402) 419-6127 –Cell
scott.juengel@ylm.org

Luz M. Soto, **Servant Event Logistics Facilitator**
(915) 315-6704 –Cell
luz.soto@ylm.org

Interim Executive Director of Ysleta Lutheran Mission Human Care

Karla Gonzalez
(915) 346-9020 –Cell
karla.gonzalez@ylm.org

Nearest Hospital

Las Palmas and Del Sol Medical Center
10301 Gateway Blvd. West
El Paso, TX 79925
(915) 595-9000

Nearest Free Standing Emergency Clinic

Sun City Emergency Room

3281 Joe Battle Blvd.

El Paso, TX 79936

(915) 308-4218

Police Information

(915) 565-1441

Police Non-Emergency Line

(915) 564-6900

SunMetro Bus Information

(915) 212-3333

In Mexico

Emergency: **911**

US Consulate in Juarez

Av. Paseo de la Victoria 3650, Partido Senecu, 32543 Cd. Juarez, Chih., Mexico

+52 (656) 227-3000

US Embassy in Mexico City

Av. Paseo de la Reforma 305, Cuauhtemoc, 06500 Ciudad de Mexico, CDMX, Mexico

+52 (555) 080-2000

Mexican Red Cross Delegation Ciudad Juarez, Chih.

Calle Henry Dunant 4324

+52 (656) 616-5089

Mexican Red Cross

Henequen

+52 (656) 624-2324

Travel Warning Hotline

(800) 407-4747

International Travel Warning Hotline

(202) 501-4444

Green Angels Roadside Assistance

(800) 987-8224

If Emergency: 078

24 Hour Hotline for the Mexican Ministry of Tourism

(918) 009-0392 from Mexico

(800) 482-9832 from the US

COVID-19 Information for US Citizens in Mexico

(558) 526-2561 from Mexico

(844) 528-6611 from the US

Required Travel Documents for Mexico

- Adults age 18+ require a US Passport, Passport Card, or an Enhanced Drivers' License. States who have Enhanced Drivers' License available are Michigan, Minnesota, New York, Vermont, and Washington.
- Participants who are 16 to 18 years old traveling with a school/church group: US Passport or copy of birth certificate and a photo ID as well as the notarized Authorization to Travel form.
- Youth under age 16: US Passport or original copy of birth certificate.

Express Lane

There may be cases where the vehicle and driver will be able to cross into the United States using the express lane on the Zaragoza International Bridge. This is a privilege that eliminates waiting in long lines, but all Servant Event participants (unless they are SENTRI card carriers) will be required to exit the vehicle, pay a toll (.50 US, 8 MX), walk across the bridge, and be picked up on the other side by the driver. Your driver will let you know if this option is possible for your group ahead of time; if so, he or she will give you more specific directions.

Rules for Groups Working in Mexico

1. Do not eat anything that you cannot peel or cook.
2. Do not drink the tap water, but drink PLENTY of the water you bring with you...64 oz. is the MINIMUM. Assign someone to be the "water coach" (reminding everyone else when it's time to take a water break)
3. Wear sunscreen, even if it is cloudy.
4. Do not flush your toilet paper! Use the bucket or bag provided near the toilet.
5. Do not joke around with Customs & Border Patrol (CBP) agents at the border crossings.
6. Do not take photos of any CBP agents or members of the Mexican military.
7. Do not record or take pictures while crossing into Mexico or into the United States. The Servant Event Facilitator will let you know when you're able to start taking pictures once you enter Mexico.
8. Always make sure you are rid of all sandwiches and fruit from your lunches before crossing back into the United States. It is illegal to bring these items (any open containers of food) and you could be fined. Leave leftover food items with the family or church you are working with, pass them out to vendors on the bridge, or eat them on the bridge. Do NOT dump out your water coolers; you never know how long the bridge wait may be!
9. Go to the bathroom and fill up your water bottle before loading the van(s) to leave the worksite for the day.

Appendix A: About El Paso and Juarez

History

El Paso is in the Chihuahuah desert in West Texas, bordering on Mexico in the north and New Mexico in the west. Its historic name, Paso del Norte, means “pass to the north”, and refers to the relatively easy river crossing at this location. As Spanish conquistadores and settlers journeyed north, making religious converts to Catholicism in the 1500s, they established many missions to facilitate their ministry. One of the oldest Catholic missions in Texas, the Ysleta Mission, was established two blocks from YLM and is maintained and used for worship to this day. Spanish, Native American, and later Mexican communities grew up around the old missions in this area and eventually evolved into modern El Paso, the 6th largest city in Texas.

Juarez, the Mexican city right across the Rio Grande, was once the capital of Mexico under the leadership of Benito Juarez, the city’s namesake. Fighting took place here during the Mexican Revolution and the treaty ending the revolution was signed in the Customs House downtown.

Another treaty finalized the current border lines and was signed by President Johnson in 1967. The Chamizal National Memorial in El Paso commemorates this event.

Although a political border separates the two cities, historically they comprised only one city. With a current combined population of nearly 2.5 million, the area is filled with people thirsting for the Gospel. The people in El Paso continue to enjoy the culture and traditions of Mexico, many of them being first generation immigrants. It is common for people from the two cities to cross the border frequently, and complex issues abound as a result of this fluidity. Because of the cultural and demographic similarities, the means and methods of ministry are similar on both sides of the border.

Climate

Months	Average High	Average Low
December-January	45-65°F	20-35°F
February-April	65-80°F	40-55°F
May-August	90-100°F	60-70°F
September-November	70-90°F	35-60°F

El Paso (the “Sun City”) averages 302 sunny days per year, receiving only 9.4 inches of precipitation annually. “Rainy season” is late July and early August!

El Paso, a Bi-National Metroplex

- El Paso’s population is 81% Hispanic or Latino according to the Census.gov website.
- El Paso has the 13th highest poverty rate when compared to all large US cities. The per-capita income in 2020 was \$23,450.00 and 18% of the population lives below the poverty line.
- El Paso is the largest of the US/Mexican border cities.
- El Paso is the safest large city (pop. 678,000+) in the United States.
- El Paso metro area population is 868, 859.
- The Tigua Indian Reservation Ysleta del Sur Pueblo (a few blocks from the YLM campus) is one of the 2 Indian Reservations in Texas.

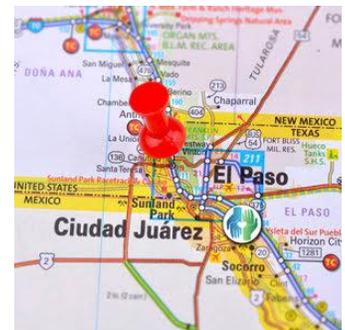
- El Paso is home to six international ports of entry (with over 800 million crossing in 2018), four that are vehicular bridges and two railroad bridges. There are two other ports of entry nearby, one of them the Santa Teresa, NM port of entry.
- El Paso's unemployment rate is 4.7% compared to the national 3.9% according to a 2021 Border Report.
- El Paso's 2019 median income was \$48,542.00 (compared to the national figure of \$68,703), and its per-capita income was \$21,915.00 (compared to the national figure of \$68,309.00).
- Ft. Bliss, first established by the US War Department in 1848, and moved to its current location in 1889, has grown exponentially in recent years and is the second-largest military base in the Army (the largest being the adjacent White Sands Missile Range). Currently, 90,000 soldiers and family members call Ft. Bliss (and El Paso) home, with a median age of 22 and a median household income of \$54,707.00. During 2018 and 2019, the population in Ft. Bliss increased by 7.78% and is estimated to grow even more in the coming years.
- Foreign troops are often trained at Ft. Bliss. For example, the German Air Force has celebrated more than 40 years on base, and there is a German's Officers' Club!
- El Paso is closer to 5 other state capitals than its own in Austin, Texas (Denver, CO; Phoenix, AZ; Santa Fe, NM; Chihuahua, Chihuahua; and Hermosillo, Sonora).
- The margarita was allegedly invented in the El Paso/Juarez region at Tommy's Place on July 4, 1965, by Francisco "Pancho" Morales.
- Gen. John Pershing used El Paso High School's Jones Stadium as a staging area during the pursuit of Francisco "Pancho" Villa.
- El Paso has had a sizeable Chinese population since the 1880s, when many immigrants came to work on the railroad; the first major grocery store in town was Chinese owned.
- Part of El Paso's Concordia Cemetery is an exclusively Chinese sector, one of only a handful in the nation.

Cd. Juárez, Paso del Norte:

- Juarez pioneered the "twin plants" industry in 1965, taking advantage of the borderland's skilled, bilingual, cost-effective labor force to bring over 40 industrial parks (300 "maquiladoras") to the area.
- In May 2011, Cd. Juarez was renamed "Heroica" (Heroic) Cd. Juarez, honoring the 100th anniversary of the city's role in defeating dictator Porfirio Diaz and the revolution to come.
- Juarez is Mexico's 5th largest city.
- The Plaza Monumental de Tijuana bullring is in Juarez.
- Juarez's "message on the mount" (*La Biblia es la Verdad. Leela.* –The Bible is the Truth. Read it –was created by an El Paso pastor in 1987 without anyone's permission! It took 3 months to complete, and it's maintained by Juarez churches throughout the year.

Twin Cities, One Valley:

- The US/Mexico border comprises of 1,254 miles, 48 counties in 4 states, with a binational population of more than 12 million people (2020) and is expected to double to more than 24 million people.
- All along the border, residents on the Texas side have a much lower literacy rate when compared to the US average, while the opposite is true for those south of the Rio Grande compared with Mexico's average.
- El Paso and Juarez are home to 70+ Fortune 500 companies, 17 universities and colleges, and 5 airports.
- There is an international railroad crossing between El Paso and Juarez, which is serviced by the Burlington Northern Santa Fe, Union Pacific, and Ferrymen lines.
- El Paso/Juarez was ranked 8th among land-based foreign trade gateways in 2020.



Appendix B: Vacation Bible School Tips

- Plan ahead! Decide what will be taught, who will teach, who will be assigned to various tasks, how you will set up your area, what your schedule will be, etc. ahead of time.
- The number of children attending VBS varies by location, ranging from 25 kids to 250 kids. Check with the Servant Event Facilitator for more specific information on your location. Be prepared for a lot of kids!
- Consider varying your lessons somewhat, perhaps teaching the Lord's Prayer, the 10 Commandments or other basic Bible stories to give the children a more solid doctrinal base.
- Remember: it is extremely hot in the summer! Plan to have plenty of water for your workers and remind them to drink it, especially if they are playing active games. The kids will be getting thirsty too, so bring an extra cooler or two of water!
- Because many of the families in Mexico, as well as the Colonias of El Paso County, experience financial difficulty, it is always nice if a snack or light lunch is served as part of the VBS. Knowing that food will be served is often the major reason some children will attend. Plan your execution carefully because children are not generally good at forming a line!
- A "station" approach often works well. To accomplish this, set up different areas for different activities (games, crafts, snacks), divide the children into groups and assign leaders to each group. The Bible story and songs could be taught to the whole group at once.
- Remember that few or none of the children will speak English in Mexico. In the US, most understand English but are hesitant to speak it, especially the younger ones. If possible, bring some people along who can speak Spanish. If nothing else, try to translate your Bible stories and other basic instructions into Spanish before you come. If it is impossible for you to bring bilingual people with you, let us know and we will work with the mission-church you'll be serving to help provide interpreter(s) for a small fee or as volunteers, depending on the situation.

Appendix C: Home Building Tasks List

Process and Tentative Day Tasks

GOAL—Within 5 days build a 12'X24' home. We do have a design plan for the layout of the house.

- Wood-framed, wood siding
- 2 windows and 1 door; homeowner selects placement.
- Steel corrugated roof
- Insulation in walls and ceiling
- Electrical outlets and lighting
- Drywall interior walls and ceiling
- Starting in 2024 painting exterior walls is now included in price; homeowner selects colors.

DAY 1

- Load, transport, and unload materials from mission church to worksite(s); daily morning task.
- You will arrive at a completed concrete slab ready for the team to build upon it.
- Square and mark concrete for layout of walls
- Construct 4 wood-framed walls; rough-in door/windows; install siding; raise 4 walls, square, and secure.
- Painting exterior siding before installing to walls is an option.
- Install rafters to add to stability of walls overnight.

DAY 2

- Complete roof rafter installation from previous day
- Install OSB/plywood for roof.

- Drill holes and install wiring for lights, switches and outlets.
- Insulate walls and ceiling.
- OPTIONAL: Paint exterior wood paneling; paint trim boards separately before they are installed

DAY 3

- Install steel roof first thing in the morning; if too windy, it can be deferred until Day 4 or 5
- Hang drywall—ceiling first, walls second; follow up with mud and tape.
- Mud and tape drywall joints and screws. Option: use furring strips to finish corners and as a crown molding where ceiling and walls meet

DAY 4

- Sand and apply second coat of drywall mud.
- Install door and windows.
- Install exterior trim; **NOTE:** It is necessary to have steel roof installed before trim is installed.
- After drywall is all hung, install inside dividing wall.
- Install outlets and exterior and interior lights; test all outlets are functioning.

DAY 5

- Catch up day—usually a half day to complete any tasks not completed; clean up.
- House Dedication Ceremony and celebration lunch with family

MOST IMPORTANT TASK: MEET JESUS! By interacting with the family. Get them involved. Spend time with them. Share the love of Jesus with them. THIS is your first priority. The house is a way for you to get your “foot in the door” and share and grow in Christ.

Frequently Asked Questions

Q: Who can come on a Servant Event Mission Trip?

A: Anyone of any age who has a desire to honor the Lord Jesus Christ with tangible acts of service.

Q: How many people can be in a Servant Event Mission Team?

A: The average size is around 15, but YLM can accommodate groups of any size. There is NO SUCH THING as “too many” people! Our dormitory in El Paso comfortably sleeps 56, but we can bring in extra cots to increase sleeping accommodations.

Q: Do we need to speak Spanish?

A: There is no need! Really. Not only will you learn how to communicate and connect on a deeper level but, if necessary, YLMHC can provide you with interpreters for a fee of \$50 a day per interpreter.

Q: When should our group arrive and depart?

A: We operate on a 1-week format, typically with Saturdays as travel days, so you should plan to arrive on a Saturday and leave the following Saturday. We are flexible and able to work in accordance with your scheduling needs.

Q: What is the border situation like in El Paso/Juarez?

A: Recently, the media has been broadcasting what is called “the border situation” with immigrants forcing their way into the United States along the Rio Grande. However, El Paso is not experiencing that kind of situation, as it is one of the few Border Cities with a completed border wall. The only points of entry are through the Border Checkpoints.

Q: Is a COVID vaccine card required to get in or out of Mexico?

A: If you are a USA citizen, you are not required to show a COVID vaccine card at the border. However, for foreign passport holders with a VISA to be in the USA, COVID vaccine cards are required to get into the USA.

Q: Do we need to get COVID tested to go in or out of Mexico? What about when we fly back home?

A: You are not required to get COVID tested to go into Mexico or to return. As for flying back home, you need to check with your airline COVID requirements and requests, as each airline has its own requirements.



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