For the villages will be filled with the knowledge of the glory of the Lord as the waters cover the Amazon.  
*Habakkuk 2:14 (AO Version)*

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GENERAL INFORMATION

WHO ARE WE? HOW DO WE FIT IN?

Amazon Outreach has partnered with churches on the Amazon River that are currently involved in evangelizing the people living in the Amazon River basin. The pastors and missionaries proceed us, follow us, and have a good knowledge of the people and the culture. We are dealing with 3 cultures in our ministry; the American culture, the Brazilian culture, and the Village culture. It is not our desire to change any of our cultures but to work in harmony together. The Brazilian churches we partner with have developed their own mission strategies to reach the remote villages of the Amazon and our most important job is to help build relationships with these villagers and break down barriers so we will open doors for the gospel. We need to remember first and foremost that we are in Brazil to serve God and serve the Brazilian leaders.

TRIP COSTS

- $2970 base price as long as airfare doesn't exceed $1570. Base price covers airfare, food, lodging, transportation, medical/life travel insurance, and laundry. It does not cover personal items such as passports, vaccines, airport meals, or tips. We provide training and a personal fundraising link for tax-deductible online fundraising.

- Tell interested trip participants all of the estimated trip costs upfront. Use the document POTENTIAL TRIP EXPENSES found in MM under IMPORTANT TEAM INFORMATION

- This should be done at the Information Meeting.

- Don't forget to make the information available to trip members who join the trip after the Information Meeting.
MONEY/ SUPPORT

- All Trip Deposits and any other expenses incurred preparing for the trip (i.e. shots, passports, etc.) are NON-REFUNDABLE in accordance with 501c3 non-profit guidelines.
- Ensure each trip member knows to write a “Thank You” note immediately upon receipt of support (prayer and financial), as well as send one upon return.
- Encourage supporters to NOT give you cash. If a trip member receives cash, they should write a check themselves for the amount of the cash and give the check to you OR they can simply use the cash to pay for other trip expenses (shots, travel meals, etc.).
- Encourage everyone to donate online through Managed Missions (MM).
- There are sample support letters in the Mission Handbook and in MM

HELPFUL HINTS

- If possible, get to know each member of your team before the trip.
- Go over all rules, expectations, and important items with your team prior to the trip.
- If a disagreement arises, handle it immediately. Take all concerns and go to a private area and talk through the problem. Don’t assume it will go away. You can’t afford to let this affect the mission of the trip.
- Plan meaningful devotional and worship times.
- Choose Ministry Captains to take the lead in each area of ministry.
- Every effort should be made to have a medical doctor, nurse, and dentist on your team.
- Keep the boat clean and in good order.
• If a team member has been through any kind of crisis or trauma (divorce, death in the family, recovering from drugs or alcohol, mental breakdown) within the last 6 months we strongly suggest they wait for a future time to go on a trip.

• We strongly suggest a child is at least 12 years of age to go on a trip, but there may be exceptions.

• Have the team “historian” send any written stories, videos, or team pictures to Phyllis Woodward phyllisw@amazonoutreach.org after the trip.

• Inventory/Clean-up is a must on every trip.

• Closets – There are two main ministry closets. The left closet on the main floor is for VBS. The right closet is for Eyeglasses, Evangelism, Men, and Women. During the trip keep closets clean and organized. If you have crafts leftover you can give them to a village school teacher or local missionary.

• Pharmacy – The medical team can help get the right amount of meds back on the shelves and appropriately arranged for the next trip.

THINGS TO REMEMBER

• If you have been on a trip before, your next trip will be different than the last one.

• The ministries are the key to opening doors for the gospel message.

• Most of the time your plans change when you arrive at the village.

• Our job is to follow the lead of the Brazilian leaders and not to go with our planned agenda.

• Brazilians are extremely relational people and would prefer a casual conversation than a “planned program”. Talk to these people and let them respond! Getting to know them is one of the best parts of this ministry.
• Brazilians rarely consider time important. Remember we are not there to change their culture but to serve them. Be flexible! Look for where God is working and go there! Expect the unexpected!

PRAYER & FLEXIBILITY
In EVERY contact you have with trip members (meetings, emails, telephone calls, etc.), remind them the 2 KEY components of a trip are PRAYER and FLEXIBILITY. Keep FLEXIBILITY in the forefront of your trip members’ minds for the months leading up to the trip. The flexibility required for these mission trips is one of the hardest areas for many Americans. As Americans, we are accustomed to and geared toward schedules and deadlines and being on time and agendas. Brazilian culture is the EXACT OPPOSITE of our American culture. The enemy is WELL aware of this fact and he will USE this to weaken your team. You can disempower him in this area by reminding your team about these differences and begin praying diligently about following the Holy Spirit’s lead.

PRAYER:
• Provide them with SPECIFIC things to pray for (different aspects of the trip).
• Utilize the 40 DAYS OF PRAYER GUIDE in MM under IMPORTANT TEAM DOCUMENTS in Managed Missions.

TOPICS OF DISCUSSION REGARDING FLEXIBILITY:
• “Brazilian time” - encourage them to leave their watches at home;
• Airport delays – God’s timing for this trip might include a 10-hour delay in airports, or a rerouting of the plane, etc.
• Which ministry team they will serve on - remind them this is GOD’s trip and He may want to use them on a ministry team where they don't feel “comfortable”.
• Lost luggage – God knows what every trip member needs and He will provide it even if their luggage and/or carry-on bags don't make it to Manaus when they do.

SPIRITUAL WARFARE
• “What does spiritual warfare have to do with trip administration?” The administrative piece of the trip is an area where the enemy frequently attacks. For many trip members, the warfare will begin the moment they decide to go on the trip and will continue throughout the trip preparation time.

• Consider making “Spiritual Warfare” a topic of discussion at an early trip meeting. You’re not trying to scare the trip members, but simply making them aware of some of the enemy’s “proven” antics will help them to recognize these attacks when they occur.

• Don’t think that you are not susceptible to the enemy’s attacks. Essentially, you are part of the leadership, and what better way to get to the team than to attack its leadership? Be cautious not to over-emphasize or under-emphasize spiritual warfare. The Bible instructs us in Ephesians 6 to, “Be strong in the Lord and in his mighty power. Put on the full armor of God so that you can take your stand against the devil’s schemes.” We are to rely on God’s power, not our own.

ADMINISTRATIVE DETAILS

DEPARTURE INFORMATION

1. Check luggage all the way through to Manaus.

2. Have your team members download WhatsApp on their phone for making calls back to the US or to another team member while in Brazil. It only works when you have cell reception or wifi. Cell reception is mainly possible in Manaus and occasionally along the river.

3. Give your team members and their families Steve Trammell’s number 903-520-2167 or Phyllis Woodward’s number 214-274-0594 for an emergency contact person in the U.S.

4. Have a list of all the team members’ cell phone numbers and give this list to each person traveling.
6. Arrive at the airport on time (2 1/2 hours before departure time). There are ALWAYS delays checking in with a group.

7. Keep a low profile while arriving in Brazil. Do not wear team t-shirts or name tags.

8. When you arrive in Manaus, we will go through customs in small groups of 2, 3, or by family. You do not want to look like a group.

**ADMINISTRATIVE DUTIES DURING THE TRIP**

As you are traveling to Manaus, remind trip members to hold onto the receipt from customs (put it in the back of their passport). AS SOON as you get on the bus or boat in Manaus, begin collecting passports, and receipt from customs FROM EACH TRIP MEMBER. This is NOT optional. They MUST give you these items. Put them in the bag or folder you have brought with you specifically for them. When you get to the boat, give the bag/folder containing these items to the captain. He will put them in the boat safe for safe (and DRY) keeping.

**DOWNLOAD THE MOBILE PASSPORT APP**

Zoom through Customs at Dallas Fort Worth International Airport by using Mobile Passport, now available through DFW Airport’s official mobile app. By using the new Mobile Passport feature, you can expedite the Arrivals process into the U.S. from an international trip.

**BOAT LIFE**

Put 25 short-term missionaries, 10 interpreters, 5 pastors, and local church members, plus 10 crew members on an 85-foot long boat, in the middle of the Amazon, and you'd better all get along. For this to happen, there should be a real need and love for each other
that is apparent by the way everyone respects each other. Below are a few notes and ideas that might help.

- Always keep the area around your hammock organized and clean. If you are on the third deck you need to roll up your hammock each morning and stow it under the bench.
- Please help set up the tables and chairs before each meal.
- Always put your dirty dishes in the proper containers and clean off the table where you were sitting.
- Remember to respect others by keeping the noise level down early in the morning and at bedtime.
- During the morning many travelers are reading their Bibles and having devotionals. Please respect this quiet time.
- Please wear proper attire. Low-cut, tight-fitting tops are prohibited. All bathing suits must be one piece and appropriate for a Christian mission trip.
- Bathing suits must be worn when showering on the back shower porch.
- Please do not use inappropriate language.
- Off-color jokes or insinuations are prohibited.
- Flirting or “romance” between short-term missionaries and interpreters or other short-term missionaries should be avoided at all costs. This always distracts from the goal of the mission.
- Only one person will be allowed in a shower room or toilet room at any one time.
- Only one person will be allowed in a hammock at any one time.
- Smoking, drinking alcohol, chewing tobacco, or taking drugs (other than prescribed by a physician) will not be allowed at any time on any part of a mission trip including the plane trip to and from the Amazon. Doing any of these will greatly damage your witness since Brazilian Christians do not believe you can be a Christian and smoke, drink or do drugs.
- Complainers and controllers should be talked to in private and given positive direction so it will not hinder the mission.
- Pitch in and help at all times. Don't be a sitter, get involved!
● We are here to represent HIM and be an example of HIS love and compassion.

SAFETY RULES FOR THE BOAT
More detailed safety measures are in MM under LEADER RESOURCES/ EMERGENCY LEADER PROTOCOLS

● The first thing to remember is that the Captain is always in charge. Not the trip leader, the Amazon Outreach employee, or a volunteer. The Captain is the final word on the boat

● Never swim, dive or go out in a speed boat or canoe without the permission of the Captain.

● Never remove tables, chairs, or any boating equipment without the permission of the Captain.

● There is absolutely no running on the boat decks. These decks can be extremely slick.

● Do not make a game out of jumping in or over hammocks.

● Please be very careful not to get water on the decks and please clean up any spills.

● Be extremely careful with bug repellent, sunblock, and other sprays. They make the deck very slick.

● If someone is hurt or sick to a point where the Captain or a medical doctor says that they need to be evacuated the Captain will call “Wings of Help” for a plane.

● Never sit on the railing while the boat is underway.

● Never shower on the back “Shower Porch” alone while the boat is underway.

● Never go out on a speed boat without a life jacket, water, and a GPS unit.
• Please keep all gear stowed out of the walkway.

• Never go on top of the third deck roof. Not even if you are the leader.

• The following areas are completely off-limits to everyone except those listed.
  ▪ Engine Room and any area in the Hold – Crew only
  ▪ Pharmacy and Surgery Room – Approved medical personnel only
  ▪ Supply Room on Second Deck – Crew and Trip Leader Only
  ▪ Pilot House – Do not enter this room and do not block the vision of the Pilot.
  ▪ Kitchen - Kitchen Crew only. If you need something out of the Kitchen, please ask.