

PRE-FIELD ORIENTATION FOR MINISTRY TEAMS

This document has been prepared for the purpose of helping those who are preparing for short-term ministry in Venezuela. It is my desire as a missionary that your ministry here will prove to be a positive and enriching experience. I also hope that you will be prepared for your cross-culture missions experience in the best way possible. Hopefully, the following information will help your team achieve the goals and purposes of your missionary assignment.

ATTITUDES

It is important that every team arrive in Caracas with a “flexible” mindset. Though the on-site personnel are well prepared for the team and its work, you will be in Latin America, not North America. Every MAPS team returns home with stories of great experiences and also great frustrations. If you are not flexible in dealing with everyday situations and Latin building methods your attitude will easily spoil all the work you do. Group prayer times starting long before the trip are crucial. Your church might even consider a prayer chain while you are in Venezuela so that there is prayer for you every hour during the working day. Remember, you are perceived by the local people as missionaries. The work you accomplish is secondary to the example that you as a group portray. You minister through relationships as well as the actual work you will be doing.

YOUR RELATIONSHIP WITH THE PEOPLE

As soon as you arrive in Caracas, you will certainly notice the warmth and friendliness of the people. The “Venezolanos” are always eager to express their kind hospitality and help you with their culture and language.

You will probably note several cultural differences during your visit to Venezuela. Nothing is more important to a Venezuelan than relationships. Much of their time is spent on building and maintaining relationships. You will notice this on the work-site among the nationals that you will be working with. It is important to take time daily and greet your Venezuelan co-workers and even the pastor of the church you are working with. A handshake or even a hug will mean a great deal to these brothers and sisters in the Lord.

Because of the emphasis on relationships, time is considered with less importance by the Venezuelans. Events and people are very important while goals and time are of less importance. You will notice this on the work site. Most likely you will not meet all of your construction goals. But, try to remember that for the people whom you are serving here, the fact that you come and work, is most important.

Language barriers will limit your ability to communicate. Again, you can say many words through a smile, a hand shake, a hug and a positive attitude. Your Christian witness can shine through without speaking a word. Included with this information is a list of Spanish words and phrases that will help you with conversation.

YOUR RELATIONSHIP WITH THE MISSIONARY IN CHARGE

All of your correspondence should be directed to the missionary. The missionary will be in charge of all of the logistics of the trip (with consultation of the team's pastor or leader) such as, the per diem, lodging, food, transportation, and scheduling of all activities.

Your group will be functioning as a unit both for work and activities. The missionary will arrange activities that will enable you to have the best possible opportunity to get a taste of the life, culture, and beauty of the country and people of Venezuela.

YOUR RELATIONSHIP TO THE PROJECT

All coordination for your project with the MAPS office must include the project number. Please be sure to use that number when sending funds so that the money is deposited into the proper account. The missionary in charge will be responsible for reporting to the Division of Foreign Missions regarding construction funds. No funds of the project will be kept, or used for the personal use of the missionary.

The missionary will be happy to help you get any additional money to where it will best serve the national church of Venezuela. **IT IS STRONGLY RECOMMENDED** that you channel any personal funds through the missionary and not give the money directly to the Venezuelan pastor or to church members.

It is not the goal of myself or the national church that a project necessarily be completed, but that each team member understands that you come primarily to minister and to serve the national church. The principal goal of any project is that the team members involved have a meaningful exposure to foreign ministry and that your missionary vision be enriched and enlarged so that the people at home may understand the important and significant role they play in the missionary enterprise both at home and abroad.

YOUR RELATIONSHIP WITH THE HOTEL

We will be using the Hotel Eurobuilding/Raddison in Caracas. The telephone number is 58-212-902-1111. They have a business room equipped with internet for checking and sending emails. The hotel also has a very nice gift shop with great prices. For emergencies your family can call the cell phone of the missionary at 58-414-321-1004. While the hotel is not new it is very nice, safe and clean. Please don't come expecting the hotel standard to be the same as in the States. If there are any problems, the staff will be glad to help.

Remember, that you are coming as "missionaries". Your behavior in the hotel will reflect your testimony and the reputation of the missionary. Please try and be a positive witness to the hotel employees so that they will want to become a Christian, too. A small tip at the end of your stay in the hotel for the cleaning people will be appreciated.

CONSTRUCTION INFORMATION

Construction of most projects in Venezuela are beyond putting up four block walls and a tin roof. The government of Venezuela have strict requirements now. For a non-Catholic church to build or enlarge, they must show how that building is going to help their society. For that reason, most churches are now adding schools, doctor's offices, financial planning areas, etc.

There will be blocks to lay, rebar to bend and long hours. Be prepared to mix mortar by hand. The material will be delivered in advance to help conserve time. Along with some men from the national church there will be a national supervisor that the team will be working under.

The electrical and plumbing installations of the church are kept simple, but within the local code. Unfortunately, it is often the case that standards used are less than those of which you are accustomed to.

AND FINALLY

I as the missionary will be doing everything possible on this end to make your time here a positive and fruitful experience. But please remember, in Latin America everything doesn't always go as planned. There are interruptions to the best-made plans. Please be patient and understanding if the schedule or plans change at the last minute. It will only be because of circumstances beyond our control. This will give you a small taste of living in Latin America.

Thank you for coming to be a part of what God is doing in Venezuela. You will not only be blessed by coming, but you will be a great blessing to the national church of Venezuela. Although we have not yet seen the great outpouring of God's Spirit in Venezuela as in other Latin countries, WE WILL. God is going to give us a great revival. I believe it. As you minister here through your team you will have a part in this beginning stage of revival.

Sincerely,

Gary Heiney

SPANISH WORDS FOR SURVIVAL

TO GREET SOMEONE

Buenas días	Good morning (before 12:00 noon)
Buenas tardes	Good afternoon (between 12:00 & 6:00 p.m.)
Buenas noches	Good evening (after 6:00 p.m.)
Como esta?	How are you? (How you doing?)
Como le va?	How's it going?
Dios le bendiga	God bless you
hermano	brother
hermana	sister

RESPONSES

for (Como estas?)	bien gracias (Well or good thank you)
“ “	que chevere (everything's great! ...this is a popular word used mainly in Venezuela)

TO SAY BYE

Dios le bendiga	God bless you
Chau	popular word here for goodbye
Hasta luego	bye meaning until later
Hasta mañana	bye meaning until tomorrow

IMPORTANT AND COMMON WORDS

Por favor	Please
Muchas gracias	Thank you very much
Permiso	Permission to pass by or do something
Ayudame	Help me
No hablo espanol	I don't speak Spanish
Disculpe	Excuse me

QUESTIONS

Donde esta el baño?	Where is the bathroom?
Como se llama?	What is your name?
Cuantos anos tiene?	How old are you?
Cuando nacio?	When were you born?
Puede ayudarme?	Can you help me?
Tiene hermanos, o hermanas?	Do you have any brothers or sisters?
Le gusta este trabajo?	Do you like this work?
Donde esta el hotel Hilton?	Where is the hotel Hilton?
Dode esta La casa de cambio?	Where is the place to change money?

RESTAURANTS

Puede darme un vaso con agua puro or favor? sin gas (without carbination)
con gag (with carbination)

Agua	Water
Refresco	Coke, sprite, pepsi, etc.
Pan	Bread
Leche	Milk
Queso	Cheese
Azucar	Sugar
Mantequilla	Butter
Vaso	Glass
Cucharita	Spoon
Tenedor	Fork
Cuchillo	Knife
Servilleta	Napkin

Café Negro	Black coffee (not many people drink it black Because it is VERY strong)
Café Maroon	Coffee with just a little bit of milk (very good)
Café con leche	Coffee with a lot of milk
Me gusto la comida de hoy	I liked the food today
Estuvo muy rico	It was delicious

CHURCH

Me siento muy feliz en su pais Venezuela	I am very happy to be in your country of Venezuela
Es un placer poder visitar esta hermosa ciudad de Caracas	It is a pleasure to visit this beautiful city of Caracas
Todos ustedes son muy amables	Everyone is kind and nice
Deseamos que nuestro trabajo aqui sea de gran bendición	We hope that our work here will be a great blessing
Gloria a Dios	Glory to God

MONEY

The money here is called Bolivares or Bs. for short. So if you bought a t-shirt you would pay for example 500 Bs.

5 Bs.	cinco Bs.
10	diez
20	vente
50	cincuenta
100	cien
200	doscientos
500	quinientos
1000	un mil
5000	cinco mil
10,000	diez mil

VOCABULARIO DE CONSTRUCCIÓN

acarrear	transport, carry
andamio	scaffold
arnero	sifting box for sand
azadon	hoe
almagana, mazo	heavy sledgehammer
burro	sawhorse, smaller scaffold
cavar	dig
excavar	excavate
cuveta, balde	bucket
escantillón, plantilla	template
escuadra	square
escuadrillon	large square
plomo	plumb bob
nivel	level
pita, cuerda	line, stingline
ladrillo	brick
block	cement block
pedrin	gravel, small rock sized 1/4" and larger
arena	sand
concreto	part sand, 2 part rock, 1 part cement
baldoza y vigeta	prefabricated floor/joist system
hierro, acero, varilla	rebar, sized by 1/8" (tres octavos = 3/8")
estribos	stirrups making up part of steel reinforcement system
viga (de base, corona, tapichel)	beam, usually concrete or steel
columna	column of 4 vertical bars of steel or more

mocheta	column of less than 4 bars of steel (usually a reinforcement column)
dinteles	beam over doors and windows, sometimes part of “viga corona”
zapata	footing for posts and piers
muro, pared	wall
muro de retencion contención	retaining wall
pala	shovel
piocha, zapapico	pick ax
trazar	trace, draw on ground
demoler	demolish
ripio	rubble, broken block, throw away stuff
losa	stone or concrete slab, upper level floor or roof
lamina	a sheet of...plywood, tin roofing, fibrolit
nervios, vigeta	prefab floor joist
fundir, llenar, chorrear	to fill or pour with concrete
piso	floor
techo	roof
azulejo	tile
tubería	plastic pipe, PVC
drenaje, cano	drain pipe
plomería, fontaneria	plumbing
hojalatería, herreria	sheet metal, steel work
carpinteria	carpenter
albanil	mason
ayudante	helper
peon	laborer
maestro de obra	
supervisor	supervisor
jefe	boss
contratista	contractor
barreta	crash bar, steel bar
martillo	hammer
sERRUCHO	saw
sierra	electric saw
motosierra	chain saw
carretillo	wheel barrow
plano	plane
tenazas	pliers, especially for tying steel
proyecto	project
cisterna, aljibe	water tank
fosa septica	septic tank
bodega	storage shed, also night watchman’s quarters
cincel	chisel
tonel	water barrel, 50 gallon drum

alambre negro,	tie wire
alambre de amarrar	tie wire
armadura	steel reinforcing for concrete beams, posts, etc.
placa	welding plate, usually imbedded in concrete
cerchas	trusses
canao	gutter for drainage, like roof gutters
tapichel	gable wall
block sisado	struck block mortar
lastre, hormigon	fill for compaction base
cuchara, llana	trowel
pegar block	to lay block
clavos	nails
vidrio	glass
caja de breakers	breaker box
toma	plug
apagador	switch
cielo razo	dropped ceiling

note: construction terms may vary in each country, and many have more than one meaning