

RECOMMENDATIONS FOR CONSTRUCTION TEAMS

Purpose and Organization of this Document

You cannot prepare you for every situation that will happen during your visit, these are some principles we have developed. We pray it helps you.

Purpose and Organization of this Document	1
CIS Baltic Republics A/G Mission Statement	2
Proper Approvals	2
Preparing a Team Budget	2
Arrival and Customs Information	3
On the Airplane	3
Additional customs information	4
Luggage Limitations	5
Excess baggage when departing the US:	5
Excess baggage upon entering Russia:	5
Ministry baggage upon entering Russia:	5
Domestic flights within Russia:	5
Team Size	5
Customs	6
Visas	6
Visa Classification:	6
Visa Requirements:	6
Housing	8
Food	9
Security	9
Communication	9
Cell phones and notebook computers:	9
Transportation	10
Ministry Projects	12
Flexibility, Humility, & Teamwork:	12
Normal work day schedule:	12
Extra ministry	12
Entertainment/Free Days	13
Gifts	13
Bringing Gifts:	13
Leaving Lasting Gifts:	14
Giving Out Addresses & Inviting Nationals to America:	15
Medical Care & Insurance	16
Cultural Notes	16
What to Pack	17
Recommended Websites about Russia	18
ONE LAST NOTE	18

CIS Baltic Republics A/G Mission Statement

To fulfill the Great Commission in partnership with the national church through leadership development.

Proper Approvals

Before visiting any country, the Area Director and Country Coordinator need to be aware of and approve your ministry. Your local missionary should be handling this for you.

Approved teams may claim their expenditures for World Ministries Giving credit.

Preparing a Team Budget

This section is to help those leaders who may not have had to prepare a budget for a team in the past. Although we will mention specific items as you read through this document, here is a list of what you may need to include. The actual prices may vary:

Low season 6 night 7 days in Russia estimate \$1350.00 - \$1400.00

High season 6 night 7 days in Russia \$1650.00 – \$1700.00

Fees do not include obtaining USA passport, state side visa application. Entertainment on free days or souvenirs to take home.

- Airfare, normal prices \$700-900 in low season, \$900-1200 in high season.
- Overweight baggage – beware of this cost! See luggage limitations
- Lodging for team members, host missionaries, and interpreters. \$35 double occupancy, per person per night. In some cases, someone may insist on a single occupancy room. This person should be prepared to pay the price a double occupancy room. The actual price will be worked out with the hotel director, upon arrival. Normally, a 3-room occupancy room does not exist in Russia. Exceptions have been known to occur. .
- City registration fee. \$8-\$16
- City tax for those over 18 years old. Minimal
- Food for team members, host missionaries, and interpreters 20.00 per day.
- Visa application stateside (also see Letter of Invitation fee) \$95.00.
- Local transportation, figure \$5.00 per day may vary based on location.
- Interpreters' salaries, 15.00 per day
- Gifts to bring, groups discretions.
- Building materials, tools, equipment you wish to bring, etc. Varies on project.
- Entertainment on free days for team and interpreters (Note that many groups choose to make this a personal expense of the team members.)
- Plus 10% for unforeseen expenses, i.e. special gifts for assistance from local officials.

As for money you will bring into the country for expenses here, bring new bills. All bills must be crisp, the newer style (with large faces of presidents), and in denominations of 20's, 50's & 100's. You may have problems exchanging old, dirty money. Please NO TRAVELERS CHECKS.

Arrival and Customs Information

On the Airplane

As you are about one hour out of Moscow, you will be issued a customs declaration. Read carefully and fill out each line of the declaration even if you state "none" in some of the blanks. You do need to state all cash you are carrying.

Also, at the bottom of this form, it asks if you're shipping in other things into the country separate of this flight ("unaccompanied luggage") and how much. Here is where you will list the number of boxes coming in through the shipping company. This normally does not apply to construction teams. Now is where we will give seemingly strange advice for groups. Decide as a group ahead of time which of you in the group will use the green line, nothing to declare line. The green line saves a lot of time getting through customs, however if you are planning to take US dollars out of Russia you need to have a declaration. You need to go through the Red line to get one. Solution – Give money and declaration items to a designated person in the group to go through the red line and declare all items and money. Be careful on overweight.

In the airport at Passport Control

This will be the first area where you must line up. Watch the red lines on the floor. Wait your turn behind this area until the person ahead of you has completed his entrance. Officials appear rigid and unfriendly. Just face them and stand quietly. Do not let them intimidate you. This is their usual mannerism. Often, the passport official will ask if you can give them a photocopy of your passport and visa. (Yes, they'll probably ask in Russian but thankfully the words sound similar!) A copy of your passport and visa may help them to expedite your entry to Russia.

Luggage

After you go through Passport Control, collect your luggage. Here's how to get your luggage through customs easily. Hire a skycap. We suggest this for all people going through the Red (Declare) line. There's sure to be some man standing around hoping for some American or other foreigner to hire him. Do it! He will get you through customs quickly and hassle free. You see, the quicker he gets you through the line, the faster he gets to move onto the next customer to make more money. These men will take U.S. dollars, and will tell you how much you owe after you are through the customs area. It is best to negotiate the amount before you hire them. They often try to change their minds after they get you outside to meet your transportation. Cost should be about \$3-5 a bag.

Customs of Items Brought with You on the Flight

This section is for those going through the red line. After gathering your luggage, make your way to customs with your luggage and skycap. There are two lines, red and green. Do not enter the green line. Use the red line. Your skycap may want to take you through the green line. Please, don't follow him. You need the declaration slip. Your group is depending on you. Luggage may be X-rayed again as you pass through the customs area. Be ready to open anything you have with you. Often they will only open one piece of luggage

or box. And if you're using a skycap, this process tends to go more quickly for the reasons stated in the above section.

Know the exact amount of currency you are carrying. You should have this written already on your customs declaration as discussed in the section "On the Airplane". You may or may not be asked, "to show" this money. If so, ask to be taken to a private room for your protection.

Keep this customs declaration with your visa and passport. It will be stamped and returned to you by the customs officer. ***YOU WILL NEED IT AS YOU DEPART RUSSIA.*** Be **SURE** the customs' agent stamps your declarations before you leave the airport that day.

Note: Passport control and customs can take from 20 minutes to 2 hours.

Additional customs information

Upon entry to the Russian Federation all foreign currency being brought in should be declared on the customs declaration form. Traveler's checks are subject to declaration upon entry and can be carried out without limitation. However, cashing travelers checks is time consuming and cumbersome in Russia. Credit and debit cards are not limited and do not require any accompanying documentation. The customs declaration should be presented to customs authorities at the port of entry after passport control and after baggage claim procedures. It is important that the declaration is reviewed and stamped by customs authorities. Since the "Green Corridor" is for custom free entry, it is highly recommended to go through the "Red Corridor" if you want to take any US dollars out of the Russia.

What should be done for safe departure:

After the customs declaration is stamped it should be kept in a safe place until departure from Russia. Otherwise one will not be permitted to leave the country with any foreign currency. Upon departure, have the documents ready to present to customs authorities.

Additional tips:

If during your stay in Russia you have received any sum from abroad through a bank transfer (with or without opening a foreign currency account), it is important to make sure that the local bank which will cash in the money provides you with a certificate Form No. 0406007. You will need to present the document to Customs authorities when you depart from Russia along with the declaration. The certificate Form No. 0406007 will confirm to customs authorities that you are taking out of Russia the money that you received by a bank transfer.

It is important to know that in Russia, ATM slips received when withdrawing foreign currency from cash machines are not recognized as adequate documentation by customs authorities. Therefore, if you withdraw any sum from your account through a cash machine, it is recommended to withdraw only the sum which you plan to spend in Russia.

Additional documents:

Form TC-28 Certificate is another document that can serve as confirmation that foreign currency has been brought into the Russian Federation. Customs authorities issue a TC-28 certificate when requested by foreigners bringing in sums exceeding \$10,000.

Leave Airport and Go Rest

Once you exit customs, your missionary or representative will be there to meet you and give you directions. Please stay in a group. Pickpockets hang around at the airports. The airport is normally a confusing place. Keep alert. Our group will gather in a free area and make plans and give directions. You will be taken to your hotel. Rest, rest, rest!

Luggage Limitations

Excess baggage when departing the US:

Most airlines allow you to bring two bags at 70 lbs. each plus one carry-on and often allow you to ship excess baggage for a surcharge or sometimes for free. Verify this with your airlines.

Excess baggage upon entering Russia:

In spite of the fact the airlines will tell you that you can carry in 70 pounds per person, Russian Customs allows 50 kilos (about 110 lbs) per person for ALL BAGS combined. They will most likely charge you excessively per kilo for anything over that (as much as \$5 per kilo). So if you pay for excess baggage coming, be prepared to pay again on this end. This is the Law here. Customs revenues make up 40% of the federal budget.

Ministry baggage upon entering Russia:

Team members are encouraged to pack one bag and carry on and use the remaining allowance to bring the Russian church ministry and humanitarian gifts. See "leaving lasting gift" section.

Domestic flights within Russia:

On domestic flights in Russia the baggage allowance is only 20 kilos, all bags including your carry-on luggage. So try to fly straight to your destination without changing planes in Russia. For instance, if you are ministering in St. Petersburg, try to fly straight there rather than to Moscow where you'd take a domestic flight to St. Petersburg. If you're ministering further into the country, like in Siberia, you will probably have to change to a domestic flight within the country. Excess baggage for domestic flights is about \$2 per kilo. One kilo = 2.2 pounds.

Team Size

Depending on the details of your trip, we may ask you to limit your team size. Teams of 15-25 do not bring a lot of attention. We are concerned with your personal safety. Larger teams attract attention. Sorry, but at this time we need to exercise caution when dealing with teams from the USA. Team size is also factor in transportation delays. With a large team, we need to hire a driver and rent a bus. This can be expensive and they are not easy to find. It is not like you can call a charter bus service in these cities. There is no such thing. You have to ask around to find who has a bus and would be willing to drive us. So you get some driver (maybe) you know nothing about --- is he reliable, is he safe, what is the condition of his bus, etc.

These are all question that we will work through on the field. If you have any questions ask your assigned missionary.

Customs

You will need to fill out a form on the plane called a Customs Declaration. It is very important for you to fill this out accurately. Declare ALL cash you are bringing into the country. Those carrying more than \$1,500 in undeclared cash into the country could see it confiscated under a Russia customs rule. Foreigners who want to take foreign currency out of the country must either have a declaration stamped on arrival or get a special bank receipt. This form **must be** stamped by customs on the way into the country so insist upon it. Quite simply, you need this form to take **any** money OUT of the country. *These laws change daily; so get updated information before you come.*

Your visas must also be stamped. Make sure this is done. Customs can be very intimidating. Don't worry, don't fret, and don't draw attention to yourself.

If you are carrying a large amount of cash and Customs wants you to count it, ask for a private secured area. When you declaring anything be sure to walk through the RED line.

Visas

Visa Classification:

We recommend that all people (construction teams) come under religious visas. Rules are tighter than they were in past years and we do not want to create any trouble with the local officials. We have been asked to show documentation to them, and so if you come under a "tourist" visa, this could create trouble for you. However, we have found that on many occasions, local officials have worked with us and been present to protect us because we did have the proper paperwork.

Visa Requirements:

1. Inviting missionaries are responsible for getting an approval for their guests to come from Country Coordinator (Richard Lang for European Russia) or Area Director (Omar Beiler).
2. A copy of the front page of the passport (the page with the photo and passport number) is required. This must be scanned with low dpi or faxed to Moscow at fax number: 011-7-(095) 269-16-13 or 011-7-(095) 959-2921. Scanned documents are clearer and more legible. Dates of your visit and cities that you will visit: We need the exact dates of your visit and your travel schedule (to get the right type of visa: double entry, multiple entry or single one).

You also need to let us know to which Russian Consulate in the USA you would like us to send your visa application. This is very important, because we'll use the information you provide us to send Letters of Invitations directly by telex to the Russian Consulate of your choice. This telex is the actual LOI sent to the Russian Consulate you have designated. Once the Russian Consulate has your Letter of Invitation on file you may apply for your visa. You will want to write this telex number on your visa application. This makes it much easier for the office to match your application to the Letter of Invitation. The telex number is good for 45 days. We cannot apply for your Letter of Invitation more than 45 days prior to the first day on your

visa. If your application is not received in the 45 day period, your letter of invitation is discarded and you will have to begin the application process over again. This could be costly and delays should be expected.

If you have any questions contact Olga Asachyova in ERCC office in Moscow
e-mail ccl@online.ru or tel. 095-269-16-13 and fax 095-268-72-01.

San Francisco

Address: 2790 Green Street San-Francisco, CA 94123 **Telephone:** (415) 928-6878 **Fax:** (415) 929-0306 **Office hours:** Monday - Friday 9:00 a.m.-12:30 p.m. and 2:30 p.m.-5:30 p.m. **Open to public:** Monday - Friday 9:00 a.m.-12:30 p.m. and 2:30 p.m.-5:30 p.m. **Consul General:** Yuriy V. Popov

Seattle

Address: 2323 Westin Building, 2001 6th Avenue, Seattle, WA 98121 **Telephone:** (206) 728-1910 **Fax:** (206) 728-1871 **Office hours:** Monday - Friday 9:00 a.m.-12:30 p.m. and 2:30 p.m.-6:00 p.m. **Open to public:** Monday - Friday 9:00 a.m.-12:30 p.m. and 2:30 p.m.-6:00 p.m. **Consul General:** Andrey V. Veklenko

New York

Address: 9 East 91 Street, New York, NY 10128 **Telephone:** (212) 348-0926 **Fax:** (212) 831-9162 **Office hours:** Monday - Friday 9:00 a.m.-12:30 p.m. and 2:30 p.m.-5:00 p.m. **Open to public:** Monday - Friday 9:00 a.m.-12:30 p.m. **Consul General:** Pavel A.Prokofyev

Washington D.C.

Address: 2641 Tunlaw Road, N.W. Washington, D.C. 20007 **Telephone:** (202) 939-8907, (202) 939-8913, (202) 939-8918 **Fax:** (202) 483-7579 **Office hours:** Monday - Friday 9:00 a.m.-12:30 p.m. and 2:30 p.m.-6:00 p.m. **Open to public:** Monday - Friday 9:00 a.m.-12:30 p.m. **Head of the Consular Division:** Sergey K.

Visa Submittal:

We request that you provide us the required information 45 – 60 days before coming. There is only one person in the Pentecostal Union who handles this sensitive task and we must allow enough time for this project. Everything takes longer to do here because of the lengthy processes involved.

Costs:

To make it easy for people to pay up front for their Letters of Invitations a special account is available for you at AGWM. Please send money to:

AGWM
1445 Boonville Ave.
Springfield, MO 65802
USA

For proper tracking purposes please note, European/Russia field account (00)

Please let the European/Russia country coordinator office know when you have sent the money. We will proceed then with the LOI process. This is fast and efficient.

PRICES of LOI to get:

Single exit/entry visa for one month (emergency way)	\$45.00
Single exit/entry visa for one month (3 - 9 days)	\$40.00
Double exit/entry visa for one month (emergency way)	\$45.00
Double exit/entry visa for one month (3 - 9 days)	\$40.00

Single exit/entry visa for three months (emergency way)	\$50.00
Single exit/entry visa for three months (3 - 9 days)	\$45.00
Double exit/entry visa for three months (emergency way)	\$55.00
Double exit/entry visa for three months (3 - 9 days)	\$50.00

Multiple entry visa for three months (21 work days, not telex) \$50.00

Multiple entry visa for six months (21 work days, not telex) \$60.00

Multiple entry visa for one year (21 work days, not telex) \$90.00

REGISTRATION IN UVIR (Central Police Passport Department) (takes two work days)

\$16.00 per registration

Housing

Housing will depend on the city in which you are ministering. But in most cases, we would recommend staying in a hotel. We feel there are many benefits:

- It gives your team members time to them selves to pray and relax.
- It gives team members a place of their own so they'll feel more settled.
- It gives you opportunity to have group devotions each day.
- It helps with the registration of your visas, which must be done within 3 days of arrival.

We will check on the number of people that each room can sleep at the hotel. We will then ask you to send us ahead of time rooming assignments. This makes for less confusion in the hotel lobby upon arrival. Please designate which rooms are for men, women or married couples? We will try to accommodate married couples with private room.

When registering at the hotel, the hotel will take ALL passports and visas in order to do a city registration. It is acceptable to travel with copies of your teams' documents. There is a minor fee for city registration, which is usually applied to your hotel bill. Most hotels simply say that the first days stay costs more because they are including this fee. Also, there is a small fee that is a tax for those over 18, which you will need to pay the hotel. Some hotels have been known to present this on the last day of your trip, so be prepared.

You normally turn your key in upon exiting the hotel. Large hotels have key ladies each floor. You will give your key to these ladies for safekeeping. Your rooms will not be cleaned if you don't turn in the key. Bedding is normally changed weekly. If you would like bedding changed more often consult an interpreter.

Food

The food in Russia is not so unusual for most Americans - you may even like it! Be prepared for a lot of hot tea, good bread, and tomatoes and cucumbers. Snacks such as sodas, candy bars, ice cream, and chips abound in every major city. Bottled water is available and comes in two varieties - carbonated and non-carbonated. Most Americans prefer the latter and learn to say "bez gaza" really fast. Unfortunately, sometimes the store may only have the carbonated.

Meals for teams are handled in a variety of ways, based on the situation of the team. Sometimes the hotel restaurant is asked to provide a morning and evening meal. Other times, local Christians may help us put together meals for the team. If this is the case, "*Eat what is before you, please.*"

At the job site it has been suggested to me to ask a person to buy bread, meat, chess, chips, and fruit. Soup is normally part of every lunch and is vary Russian. Everybody make their own sandwich.

Security

No place is completely safe. Be smart keep alert. If we feel that anyone from your team is in an unsafe situation, we will try to remove you from that situation. For example, an excited team member may want to witness to a person, but we may feel uneasy about it and ask the team member to get on the bus.

No one should walk alone. The buddy system works well. The inclusion of an interpreter is even better. Never leave money in the open or valuable items in open sight in your hotel room.

Credit Cards and US dollars

Bring *new, clean* money. US dollars, CASH to exchange. Please no worn money or money with writing on it. Exchange offices can be found in most areas. However, they may be strict, examining the money closely. Please do not get offended. Counterfeiting is a common crime in Russia. Vendors will only take Russian Rubles you must exchange dollars for Russian Rubles. Cash is the preferred method of purchase. Please do not bring Travelers Checks. Credit cards: Visa, Master Card, AMEX are not widely accepted however in an emergency it may be used with special effort. If a medical emergency, hospitals require money upfront. You may need as much as \$5,000.00 available credit on your credit card. Did I say bring CASH? This is very important.

Communication

Cell phones and notebook computers:

Cell phones: Please check with your local dealer as to the compatibility with GSM standers. USA uses a different cellular technology.

Notebooks: We need to be clear on the intended use if there are brought on the trip. If they are going to be used in communication then it is not a good idea. The process involved with getting online can be complicated. If you are a computer wizard and know how to reconfigure the internal settings of your computer and manually access the Internet from anywhere in the world then go for it. But, it is not a simple click of a button. It requires calling in a computer expert, and spending several hours to get on line. Then you will experience a difficult time reaching an open server. If you planning on keeping a diary, finishing that book that you never got around to finishing that maybe.

We hope to have Internet access available to you periodically. It will take the form of an Internet café. It may be the use of a common computer at a church. Perhaps, you will be asked to use the churches email server. In most cases you should have a web-based Internet provider for this trip. Examples: AOL, CompuServe, Yahoo, Hotmail, etc.

We hope to have Internet access available to you periodically.

For emergencies and work management, if service allows we hope to have several mobile phones available to the team. Whenever possible, we need to use local phones, or phone cards, if available. Mobile phones may be costly.

Interpreters

We will divide your team up into mini-teams of four - six people, plus one interpreter. Your budget for your trip should include their salaries, lodging (if they live far away), food, and entertainment. Check with us for the current rates in that area. As far as times of entertainment, such as touring a local site on your free day, we suggest that each mini-team pick up the cost of their assigned interpreter.

Something we like to do for those working in evangelism is to hire interpreters from the local university who are studying English. We have seen time and time again that these young people come to the Lord and become the best disciples in the local church. They are watching your lives every day so they discover the reality of the relationship with Christ. Typically though we will work hard to have at least one Christian interpreter who will serve as the head of the interpreter group.

If we tell you that we will be hiring local university students, begin praying now for their salvation. When we divide you into mini-teams, we will identify which interpreters are from the local churches and which are from the university. Instruct the mini-teams to work hard to build relationships with their assigned interpreter - inviting them to sit with them during meals or on the bus. Instruct mini-teams to be praying for opportunities to lead their interpreter to Christ!

Transportation

Transportation will depend on the size of the team and type of ministry. Often we arrange for a local bus company to transport our teams. This price is included in the overall cost of your trip. Encourage your team to be gracious to this driver and pray for his salvation - we've seen them come to the Lord on past trips!

For safety and legal reasons, we do not want to fill our buses beyond the maximum capacity. If necessary, we will rent an additional bus even though this will mean additional cost for you.

We suggest a numbering system for each bus. Assign team members a number and have them count off so you can be sure everyone is on board before leaving.

Russia Weather/Clothing/personal-comfort

Russia touches 13 time zones so access the Internet before you travel and check the weather conditions in the region. However, this will give you an idea of what to expect.

Yes, with patience you can find items you forgot to pack in Russia. It may not be what you are used to buying. However, it is a cultural experience.

It will be helpful to understand the weather in planning your clothes. There are 4 distinct climates in Russia. Russia is the land of extremes!

1. SUMMER is very hot. There is no air conditioning in most buildings, flats, metro buses, etc. Bring comfortable, cool, cotton clothing (even underwear). Most important is a pair of comfortable walking shoes. You may want heel cushions, insoles, and odor eaters. Shorts are not normally worn in public, but will be needed inside your hotel. Bring a swimsuit - there may be an opportunity to use it.
2. AUTUMN is a transition into winter and you need clothing you can layer. Turtlenecks under sweaters and lightweight underwear are good. A raincoat and water-resistant, comfortable footwear will be needed. The rains are sometimes cold and heavy and the streets retain puddles of water, which make it messy to walk. You will need a sturdy umbrella. No one wears street shoes inside a flat. Shoes take a beating and track up floors with mud and water. As in some of our northern states, it is a Russian custom to take off your shoes when you visit another person's home.
3. WINTER snows can begin in September and end in April, with dangerous ice build-up for walking. Even if you are used to a cold climate in the States, it will seem colder here simply because you spend more time outside in transit to places. Buy a good pair of styling-looking winter boots in the States and bring them with you. Look for those that are waterproof with good tread on the bottom and warm inner lining. (You'll need the waterproof part in the spring especially!) Buy 1 size larger to allow for heavy wool socks or fleece linings. (Note: for those of you who do not live in northern climates, these boots can be almost impossible to find. We do not endorse any vendor, but can say that "Land's End" catalog service does have stylish but practical winter boots.) Heavy coats with hoods are best. Gloves, warm hats, scarves, heavy sweaters, tights, and heavy long underwear are a must. Most people prefer dark colors as jeans. Pants seem to get splashed by passing vehicles and walking through puddles.
4. SPRING is muddy and oily with water standing everywhere when the snow melts and the rains come. You will find it often requires layering early in the day and late in evening. A light raincoat and warm, sturdy, comfortable, waterproof boots are needed. Short sleeve cotton shirts; light T-shirts, anything you might wish for layering clothing is also helpful. Mid-day is warm and nice, while it is cooler in AM and PM.

Ministry Projects

Flexibility, Humility, & Teamwork:

Your construction work will vary greatly depending on what the Lord has laid on the heart of the leadership of the church here in Russia and your team's abilities.

We cannot overstate the importance of the first item. The Assemblies of God is here to assist the Pentecostal Union in its vision. We do not impart our vision to them because we feel that this is the work that God has given them. So we, your missionary family, will be talking to the local leadership prior to your coming. Some people come to Russia thinking that they will show the Russian church "how a building should be built." However, they soon discover how much our Russian brothers and sisters can teach us. Please know that the Russian building code is one reason we build building the way we do. Experience working in Russia is another factor. Materials are not the same worldwide. There is no standard "nail, hammer, concrete slump requirements. Costly mistakes can be avoided by doing it the Russian way. It is a lesson in humility. Please let your group know that they will be working *alongside* Russian Christians. Missions is about teamwork!

Now with that in mind, let us say that things are known to change here! What you had planned so perfectly all gets rearranged. Blessed are the flexible for they shall not break! This can be especially frustrating for you as a leader (we know), but with a bit of coordination among the leadership (local church leadership, missionary, and you), we can work through these changes as they arise. Be in prayer now for the Lord to bond the leadership team together.

Teamwork also applies to relationships within your group. Satan loves to upset the unity of believers, so be on your guard and let grace abound! Team members will be asked to give a testimony, others will be asked to preach.

Normal work day schedule:

7:30- 8:00	Breakfast.
8:15-8:45	Prayer and planning
8:45-9:00	Leave for job site.
1:00-2:00	Sack lunch at job site.
1:30-6:00	Work
6:00 ff	Rest

Extra ministry

Our schedule will be very busy. Don't plan on other ministry. If ministry comes our way we will join in. However, this is not set in concrete. We will look at each case and see if the national church has a need, and if we can fit in to their program.

Tools

Hand tools are useful. Hand saws, hammers, Meter measuring taps, Squares, Levels. If you have the possibility to bring a high quality hammer drill, it will be vary useful. Remember, Russia uses 220 volt and is on the metric system. With advanced notice tools can be purchased in Russia.

A suggested list of tools to bring may be send to you. We cannot see buying 25 hammers, 25 hand saws, 25 meter measuring taps, 25 squares, 25 string lines, 25 levels etc.

Entertainment/Free Days

In your schedule, be sure to allow some down time for your team. They're going to work hard and deserve some time to have fun, buy souvenirs, and see the local sites. We'll give you an estimate of costs of local sites so your team can bring enough money for themselves and their interpreters for these events.

It's hard to keep everyone together when out in public places. So have a plan to re-gather your team such as, "If you get separated from the group, we will all meet back here at 2:00 p.m."

We will work with you ahead of these days to exchange money in advance. You will simply need to make a list of each person and how much they give you to exchange. This simplifies the process and gives you more free time on your day(s) off. When *possible*, we will try to buy tickets in advance for the team as well.

Note that many places give student discounts. Be sure to have your young people (including college-age) bring their student identification cards along for local sightseeing.

As stated before, make sure all bills are new and clean.

Shopping – Russia is know for it's nesting dolls, and lacquer boxes. However, a wide variety of souvenir shopping exists. Antique paintings or products like an antique samovar or animal products (like a fox pelt), could cause your delays at the customs desk on the way out of Russia. There is not a problem with fur coats, hats or gloves. When in doubt, ask the host missionary.

Gifts

Bringing Gifts:

Russians are also gift givers. But the hint is that they love to receive gifts too. We recommend you bring gifts for the pastor(s) you'll be working with, the bishop (local leader) of the church, your interpreters, and the people in the hotel. We know you pay the hotel and the interpreters, but a small gift means a lot here. This recommendation is not mandatory, and of course, you know what you are able to do.

Trying to count? We'll help you with the number of pastors and interpreters. As for the hotel, let's just make a good guess. Usually you'll bring something for the hotel manager (although you may never meet him or her) and something for the coordinator who helped us find rooms for all of you. There are also some staff people such as maids, cooks and waitresses if you're eating in the hotel restaurant, the guards, and the "key ladies" on each floor or hotel reception. (You will give your key to these ladies for safekeeping as you leave your floor of hotel. Your rooms will not be cleaned if you don't turn in the key.)

What to give all these people? For pastors, we suggest a Christian tie or lapel pin. Such things are unavailable here and so appreciated. For interpreters, we suggest Christian literature and music in English that will encourage them to grow in the Lord. For hotel people, we suggest something nice but inexpensive such as pretty ink pens or bookmarks.

Maybe go to the Christian bookstore and see what inexpensive things they may have. There is so much "stuff" here now, but one thing there is NOT is a nice Christian bookstore.

Leaving Lasting Gifts:

Assemblies of God policy here is that we prefer funds to go to establishing churches. It is the philosophy of the Assemblies of God World Missions to encourage churches to become indigenous -- self-supporting, self-governing, and self-propagating. If your church wants to help churches in Russia financially, please talk to your missionary. This provides *financial accountability* for the sake of those who gave in good faith. Thus, you won't have to hand-carry the money in here, which is safer for you as well. The missionaries here have access to designated funds and can give the funds to the local church on your behalf.

It is very possible that an existing national church may come to the leaders in your group and ask for financial support. Be careful in your responses when approached. You can simply say you did not come prepared to do this. If they press you, point them back to their bishop (equivalent to our presbyters) and to the Assembly of God missionaries since all funds from the States are funneled through our missionaries.

With the amount of money you are spending to come as a team, consider putting a small portion into bringing something that is really needed here. It is especially wonderful if you can leave behind some of the construction tools that can be usable in the metric, 220-volt environment. Humanitarian gifts and ministry gifts would also be a blessing. The following is an example:

Children's clothes and shoes – Please concentrate your gifts on school age children. Infants and toddler clothing is normally shared among children in orphanages, among relatives, church members, or friends. Clothes for school age children tend to be a way to help. Also, adult clothing is a need. Russia is a poor country, many thousands are homeless, alcoholism touches most people, and drugs are an epidemic. Your gift of adult clothes will be a blessing. Please no neckties. Remember, it is cold in Russia, think warm clothing, blankets, sweaters, coats, umbrellas.

Crayons and scripture coloring book a great gift, toys, stuffed toys, sidewalk chalks etc.

Personal items – lotions, perfumes, colognes, toiletries, tooth brushes, tooth past, comb, hairbrushes, shaving cream.

Cooking and eating utensils – I can not describe to you how I feel when I see a family sharing plates and spoons because there is not enough to even buy a fork.

Vitamins/Medicine – With the unstable diet in Russia, vitamins are welcomed. However, you need to be aware the customs officer looks at vitamins as medicine. If you pack a suitcase full of vitamins you could have problems at the costumes desk in the airport. Please only pack two bottles of vitamins in each suitcase. The same is true with medicine. If the customs officer notices an extreme amount he could cause you trouble. This may range from fines to confiscation. At the very least it will be a delay.

Camp equipment all kinds of equipment needed. Think R.R. camp.
Playground equipment for camps. Duck tape is always useful.

Portable P/A system like the Fender Passport 250. This is a portable P/A system that comes with Two mics, all the cables, the accessory that is available with the P/A that is not part of the package is the 12 v. adapter for the car. We would also like the 12v adapter.

Middle quality acoustic electric guitars.

Mid-quality Synthesizers like the Yamaha 560.

Portable overhead projectors. This needs to be a multi voltage 110-240 range. Copy machine safe transparencies.

Portable video projectors Multi/system NTSC, PAL, SCAM, multi/voltage 110-240 range.

Flannel Graph sets including flannel graph board. 6-8 inch figures.

Offering bags, Communion sets, a set consists of one challis that holds about 3 pints and a bread plate. Metal construction is better than ceramic.

Office Supplies of all kinds.

Pens, pencils, single hole punch, staplers, folders, notebooks, ect.

We have a special need a paper cutter and a low-end notebook computer. These items need not be new but in good working order.

If you want to bring literature you may and it will be disbursed. We can buy New Testament in Russia for .07-10 cents. Russian Authored tracks for less than a penny apiece. You may find it better stewardship to send a designated literature offering. Please send to:

AGWM
1445 Boonville Ave.
Springfield, MO 65802

Please note offering is to be put into AGWM account 224280 8, Sub-account 43. Sub-account 43 is a special literature account. This helps if I need to track the money.

DO NOT BRING SEEDS.

Giving Out Addresses & Inviting Nationals to America:

Russian people are very relational. For one thing, they correspond. If you give them your address, expect a letter! If a team member gives out his address to 100 people, he should expect to write 100 letters in response. In addition, you may discover that many are just looking for a way to come to the United States. We strongly advise that team members do not give out their individual addresses. If a national is very persistent, then we recommend giving out your church or organization's address rather than that of your team member.

Also, please discourage your team members from inviting nationals to America, even if they become dear friends with someone over the course of your visit. The nationals often talk to us afterwards and have a

variety of reactions - from disappointment thinking they never will be able to visit to elation at the opportunity. It is so seldom that these plans ever materialize and thus, we ask you to relay this to the team - and remind them in the middle of the trip as emotions and relationships grow.

Medical Care & Insurance

Medical care is available in Russia and good care is available in the Moscow/St. Petersburg areas. If a serious condition occurs you will be taken to European Medical Clinic/Hospital. Please have Visa, or Master Cards, many times a deposit of \$5000.00 is asked before treatment. You will have to work out insurance at a latter time. The A/G mission has found that insurance is very important when traveling.

We recommend that, if all possible, you bring someone with your team with some medical experience such as a nurse. Also, pack a first aid kit and other essential medicines (stomach, antibiotics, flu medicines). Whereas we pray that no one will get sick on your trip, it is best to be prepared.

We strongly recommend that your team have health insurance. It gives peace of mind to those on the construction team and their love ones in the USA. Please make certain that all team members have valid health/live insurance in place. Some providers do not have a problem covering with short term trips other require a time sensitive riders. If you are coming through the MAPS department of AGWM you are registered and insured plus you can receive World Ministries Credit at AGWM. Check with the MAPS department of AGWM regarding their insurance.

We do not endorse any insurance company but the following information may help you:

INEXPENSIVE PER-DAY HEALTH COVERAGE FOR SHORT-TERM TEAMS

For as little as \$1.08 per day per team member you can have: \$50,000 of health insurance coverage, medical evacuation, repatriation, \$5,000 trip cancellation, \$25,000 AD&D plus coverage for ambulance, emergency reunion, lost luggage, emergency dental etc. For information packet contact: <jeff@gninsurance.com> or call 480/813-9100; Toll free in USA: 866/636-9100. Check out <http://www.gninsurance.com> and <http://www.missionaryinsurance.org> .

No shots are required for a short-term visit.
Bottled water is available. Please drink only bottled water.

Cultural Notes

Begging:

Begging is a part of life in Russia. But for some people who have never ventured overseas before, it can be quite shocking. Please prepare your teams for this.

Who do you give to? We try to follow the leading of the Holy Spirit as well as the lead of our brothers and sisters in Christ. Here in Russia, we give to the elderly freely. Most have worked hard all their life to now

receive a pension of about \$30 a month. They often stand by the side of the road with a sign asking for help, but seldom approach you for money. However, there are other beggars - often young children by themselves or women with children - who will approach you and may be very persistent. Again, following the advice of our Russian friends, we do not feel that giving to such individuals is wise for a variety of reasons we prefer not to discuss in this setting. Of course, use your own discretion and be in prayer.

Pentecostal Churches:

Pentecostal churches here tend to be more conservative. If you will be working within a church, be sure to bring appropriate dress (ties for men, skirts or dresses for the ladies). The ladies here often wear scarves on their heads throughout the service and we are often asked if this is necessary for visiting teams. We do not feel it is. You are an American, and they know that. They'll be glad you're here to help them share the Gospel.

Politics:

We are strictly a-political. We do not comment in any form on Russian or American politics. The only government we discuss is the Kingdom of Heaven. This is a long-standing and much re-affirmed AGWM policy. Adoptions and obtaining USA visa's are governmental issue. Try to refrain from these things in your conversation with nationals.

Card games:

Please do not bring card games to play.

What to Pack

To Bring:

- Bath a towel and a washrag.
- Comfortable walking shoes!
- Your Bible and a small journal
- Camera, batteries, and film (although you can buy film here)
- One medical kit for the whole team with basic things like band-aids, aspirin, stomach medicines, etc.
- Bug spray (seasonal)
- Sun screen (seasonal)
- Small packets of Kleenex or toilet paper and wet wipes (for when you're away from the hotel)
- Student i.d.'s for all young people

Maybe Bring:

Water Filter - You can usually brush your teeth with the water here without worry. You only need a water filter for drinking water. Remember, you can usually find bottled water here, so a lot of water filters would be unnecessary.

Don't Bring:

- Juice, soda - available here and very heavy in your suitcase!
- A lot of snacks - okay, maybe your favorite snack - but there are lots of goodies here.

Recommended Websites about Russia

The Moscow expiate site	http://www.expat.ru/default.asp
The Moscow Times site	http://www.themoscowtimes.com/indexes/01.html
Russian Embassy	http://www.russianembassy.org/consulate.html

ONE LAST NOTE

After you have read this manual please send your missionary an e-mail saying you have read it entirely. It is also highly recommended for each team member to have a copy to read before they come.

MISSIONS TRIP CHECK LIST

- PRAY
- 1 year or more notify of desire to come. Identify construction strengths.
- Read manual (& e-mail's from missionary)
- Prepare budget (with missionary)
- Identify team members
- Begin fundraising
- 9 mos. Pre-trip, leader(s) comes to "walk through" trip (optional).
- Apply for passports
- 6 mos. Send deposit (keep praying)
- Order Team Shirts (optional)
- 3 mos. Send passport copies for visa application
- Purchase airline tickets & send info to missionary
- Read manual with team members (give each a copy)
- 2 mos. Assemble tools and materials
- Begin weekly orientation/prayer.
- Double Check all documents and travel arrangements
- 1 wk. Start packing – see Manual again.
- 72 hrs Confirm flight. E-mail missionary details.

- Arrive airport EARLY. It is better to wait than hurry and miss something.
Heightened security may require 3 hours prior, check with the airline.