

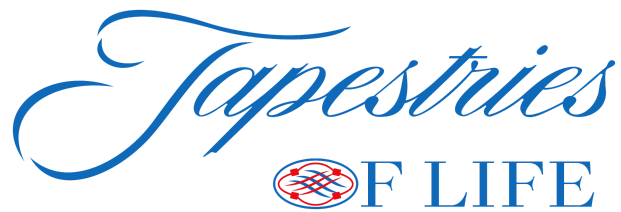
"He executes justice for the orphan and the widow, and shows His love for the alien by giving him food & clothing." Deuteronomy 10:18

Dear Group Leader,

We cannot express our gratitude strongly enough for taking on the role of a Work Group Leader! Truly the harvest is "plenteous, but the laborers few". We know that the group leader position is not a 1-week assignment. We understand that this includes collecting deposits, booking plane tickets, organizing transportation, communicating with Tapestries staff, fundraisers at home, lots of organization skills, and more! Please know that we will be praying for you and the work you will be doing all year long. Below is a bulleted list that you can use as a checklist throughout your year as a resource. We know that each group is unique and we encourage you to use your creativity in fundraising and promoting the trip. Thank you in advance for all of the work that you will be doing! Below is the contact information for a fellow group leader and board member, John Swick. He has offered his contact information below to be a resource to you as you plan so please do not be afraid to reach out for anything at all!

Tips and Reminders in addition to Page 8 in the Team Workbook:

1. **Dates/Reservation Deposit:** Contact TOL staff to secure your calendar dates. Please avoid changing your dates. Send down a 'good faith' \$300 non-refundable deposit.
2. **Plane Tickets:** Look into group plane ticket reservations with airline companies. You do not need to be a travel agent to get a group rate, simply call their group travel office. Most times they only require a deposit to secure your tickets. More info is below. Our closest airport is El Paso (ELP). Driving here is also possible to save money.
  - a. We recommend collecting a non-refundable deposit from each group member to secure their space in your group. This can be small but requires a commitment and investment on the part of the group member.
3. **Cost:** Each person needs to collect \$700 to go towards food, lodging, utilities, transportation, and building materials for the week. Please share that this is an all-inclusive week once you arrive (outside of spending money and airport meals). Children 12 & under are \$350- must be accompanied by parent/guardian.
4. **Paperwork:** Ensure that all [liability waivers](#) (1 per group member) and [group lists](#) are sent down 30 days prior to your arrival.
5. **Sponsor a worker:** If someone cannot physically attend for any reason, they can sponsor a Mexican worker blessing both with employment for the week & the ministry with a worker.
6. **Passports:** Each person needs a passport. Do not deter group members from signing up because they do not have it yet. They should have plenty of time to get this (later than your deposit deadline) as you stay in communication with these people and ensure they apply right away.



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7. **Workbook:** Use the group [workbook](#) and hand it out to your team when you are ready. We recommend using it as a resource for your meetings. Often people will stop listening if you hand them something to read so waiting to hand it out until later meetings may work best.
8. **Inquire** within your group as to who has a skilled trades background and let TLM know about this so people can be used to their gifting and strengths.
9. **Mercy Day:** Encourage all group members to fundraise as the cost of the trip is more than the \$700 they will pay. Mercy Ministry Day on Wednesday costs **\$4000-\$5000** and we ask your group to fundraise this on top of the \$700 per person and plane tickets cost. This should keep all group members motivated and involved in fundraising.
10. **Communicate** regularly with your group and keep them informed.
11. **Signup:** We recommend a signup advertisement 9 months in advance with a deposit due at least 6 months prior to departure. This helps provide enough time to organize and run all fundraisers.
12. **Money Collection:** Ensure all money is sent down 8 weeks in advance of your trip to ensure all building materials can be secured for your group.
13. **Meetings:** We recommend 1 meeting per month leading up to the trip that can be used for the organization of fundraisers, collecting deposits, devotionals, and answering questions.
  - a. Start with general ideas of the week, timeframe, unknowns, dates of travel, a general outline of the week, liability waivers, and passport requirements.
  - b. The final meetings should be focused on packing lists, spending money reminders, etc.
14. **Advertise** your trip with your local media, tell them what you are doing, where you are going, and invite others to join. It is great to include members from outside your group, church, or organization with an open invitation. A general call for workers brings out charity and compassion in many people as we tackle this crisis at the border. Follow up after your trip with a news article as well as pictures to show them what you have done.
15. **Supervision:** You will be responsible for any teenagers you bring at all hours so please be ready for this task. The Tapestries staff is not responsible for supervision in the dorms.
16. **Daily worship & devotions:** Please complete the 7-day devotional prior to coming with your group. Daily devotions by Pastor Steven Brewer are in the morning and evening. Let TLM know if you plan to bring a guitar or music so we can utilize your talents.

Group Leader & Board Member Contact - Please feel free to reach out for tips, schedules, resources, fundraising letters, airline contacts, or anything at all as you plan your trip!

John Swick  
Old Forge, NY  
[johnnyswick@gmail.com](mailto:johnnyswick@gmail.com) or 716-359-4860 - call or text