



Leader's Packet

Comprehensive Guide for Planning and Leading Your Radius Serve Trip.

For Group Leaders | group.info@radiusinternational.org

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Radius Serve Objective Letter

Dear Leader,

Greetings from Mexico! We are excited that you are planning to come to Tijuana to work with us. We have enclosed materials to assist you in the preparation of your trip. We strongly encourage you to read through this packet in its entirety.

We recommend that you send the registration fee in as soon as possible to secure your reservation. As a reminder, the cost per shelter is \$1,500. The building fees are due to Radius Serve one month prior to your arrival in Tijuana.

Radius Serve is a mobilization ministry. Our focus is to present God's plan for worldwide missions and His mandate for believers to be involved. The teachings will be pointed and focused towards those values.

It's important that you understand the purpose of this ministry so that you may accurately communicate it to those on your team regarding this trip. There will be opportunities to minister to others through building shelters and interacting with children, but those activities will be a secondary focus. The greatest benefit derived from coming to Mexico will be what God does in the lives of Radius Serve participants.

Please come and bring your team with the desire to serve and to learn about what God is doing.

In His Service,

Spencer Hoyt

Radius Serve Director

The First Steps

Make the Trip

If this is the first time your church is sending a team to Radius Serve, we recommend sending at least one of your leaders to Tijuana to see the ministry. It is hard to lead somewhere you have never been.

Build a Radius Serve Team

The ministry focus is high school and college students. Adults are welcome. You need to provide one leader/sponsor for every 8 students (1:6 for those younger than high school). We strongly recommend those younger than high school come with their parent/guardian. Group size will be limited by available space (we can accommodate up to 85 at a time). At times you may share the dorms with other groups.

Please be selective. Choose those who are mature, cooperative, and teachable. We are looking for those who come to be servants and learners, not those who come to be tourists. All applicants should be approved by recommendation only, whether by pastor, youth pastor, youth leadership team, missions committee, elders, deacons, etc.

Register Your Team

Fill out the registration form and submit it to begin the process, upon receiving the online form we will contact you with further steps. You will receive an email to our dashboard – from there you will receive tasks to complete as you plan your trip. You may also contact the office to discuss your trip details. Please keep in mind we do not take weekend groups in the summer. Register early as we fill up quickly. Once the date is agreed upon, payment of the Registration Fee guarantees those dates on our calendar.

Confirm Your Reservations

Payment of the registration fee, which is non-refundable and non-transferrable, serves as your deposit and guarantees your spots on our calendar. The registration fee for your weekend or week-long group will be calculated for you during application.

Trip Planning

We are here to help during your planning process. All questions can be directed towards our group coordinator. Email: group.info@radiusinternational.org

Online Dashboard

The dashboard has all the information you need to start planning your trip. In your account you will find:

- Trip Planning Checklist
- FMM Visa instructions
- Driving instructions to our dorms
- Packing List
- Van Rental Information
- Ministry Day planning documents
- Safety Documents and video

Waivers

All participants will be required to sign our waiver. Please follow the instructions on the dashboard and send waivers to each participant to sign.

Background Checks

We want every team member—especially minors—to be cared for and protected while serving together. Because these trips often include participants from multiple churches who may not know one another, Radius requires a background check for all participants age 18 and older.

All Adults (18+): Every adult must have a completed background check. Radius does not need to receive copies for all adults; however, a designated leader must verify that background checks have been completed and must notify Radius if any concerns or issues arise.

Group Leaders and Team Leaders: Adults serving in a leadership role must either complete a background check through Radius or provide confirmation of a completed background check from another source. Radius must have a confirmed background check on file for all leaders.

If a leader is unable to share background check documentation, they will be asked to complete the Radius background check process.

We also ask church leaders to communicate to Radius any known history of sexual abuse or drug abuse connected to a participant, even if it would not appear on a background check. Radius will inform Group Leaders prior to arrival of any known histories so teams can serve wisely and with appropriate safeguards.

We believe this approach protects the vulnerable, strengthens trust across the group, and allows ministry to happen with clarity, grace, and integrity.

Payments

The non-refundable, non-transferrable registration fee is due to Radius Serve as soon as possible after you have made your reservation - this will secure your spot for the dates requested. Building fees are due to Radius Serve no later than one month prior to your arrival.

Methods Available

- *Online payment:* can be made through our dashboard and the Radius website. This is the preferred payment method.
- *ACH:* can made online through the Radius website.
- *Checks:* Make checks payable to "Radius Serve."

Mailing address:

Radius International
10810 N Tatum Blvd
Suite 102-730
Phoenix, AZ 85028

Canadian Churches please send payments via money orders in US Dollars

Logistics

Travel

You are responsible for transporting your own team into and around Tijuana. Vans are better than cars and buses. We strongly recommend that buses be a last resort. Please be aware that the terrain is rough. You will be working in teams of 7-15 people and each team must be able to travel independently.

If you fly into San Diego, you can rent vans. Reserve early for spring and summer as rentals book fast. Weekly rental fees range from \$800 to \$1200 for 12 or 15 passenger vans. This price range does not include taxes or insurance. Be sure that the rental company understands you will be driving in Mexico and that you'll need Mexican insurance.

Rental Car Companies:

- Mission-Rent-a-Van (619-387-8267) - Most groups use this option - please see our van rental documents for specific directions using this option
- EZRent-a-Van (760-846-6223) - Have been easy to work with & consistently cheaper
- Enterprise (619-294-3313)
- www.rentalcars.com will shop various providers.

IF you have an international phone plan, simply put "Mexico Caravan Ministries" into google maps and it will direct you to our facility.

Lodging

You will be staying in a dormitory in the Mariano Matamoros section of Tijuana. The accommodations at the dorm are rustic. You will be sleeping on wooden bunks, with a foam mattress. There are indoor restrooms (though no showers), running water (most of the time!) and electricity (most of the time!). You will use local public showers, which are very clean and offer complete privacy. Please note that you could be sharing the dorms with 2 or 3 other groups during high-demand times.

Weeklong Group arrival time to Radius Serve should be no earlier than 3pm on Sunday. Departure time should be no later than 9:00am on Saturday.

Weekend Group arrival times can vary. The departure time should be no later than 9:00am on Sunday. This allows our interns and staff to go to their churches.

Meals

Breakfast – Please keep it simple – e.g. cereal, juice, rolls/muffins, fruit, etc. Most teams stop at Costco in San Diego before the cross and pick up continental breakfast items. A coffee maker, microwave & refrigerators, stove (upon request) are available for your use at the dorm.

Lunch – The majority of the families will provide lunch for you. In rare instances, they are unable to cover this expense. You will be able to buy food in Tijuana to make sack lunches. Note: Bring wipes or hand sanitizer to clean hands on the work site.

Dinner – Eat out at local restaurants or taco stands. The intern staff will direct your group and help you order. For budget purposes, \$16-18 person/meal should be sufficient for dinner out. Cash will be required for your evening meals – U.S. or Mexican currency is acceptable – small bills are best.

Water – Filtered water will be provided for your stay in Tijuana. Please bring your own water bottle.

Shopping – Plan on buying the necessary groceries (including disposable cups, plates and utensils) for breakfast and lunch. For budgeting purposes figure on about \$15 person/day for food, including your dinner.

Budget & Fundraising

Building Your Budget

Start building your budget and determine your per-person costs. Please use our [online budget sheet](#) to estimate your team costs.

Raising Support & Fundraising

The benefits that are derived from raising support for the trip are twofold:

1. Raising support contributes to the team-building process. Working together to achieve a common goal is a valuable and unifying exercise.
2. Raising support can be a faith-building activity. It's a great way to watch God graciously and faithfully provide for both individual and group needs.

Some ideas to consider:

- Prayer – Require each participant to have at least two prayer partners prior to and for the duration of the trip.
- Supporters – Send out individual or team support letters. Let friends and relatives know what you are doing.
- Church Budget – In many churches there are designated funds for short-term mission trips.
- Adult Sunday School Class – Often adult classes respond to the challenge of raising funds for building a shelter. The cost per house is \$1,500 each.
- Activities – Some fund raisers which have worked for other groups: Tamales sale, Collect pennies, Hire a student for a day of work, Car wash, Rummage Sale

Team Selection

Use an application process to select team participants. The ministry focuses on high school and college students; however, adults and families are welcome as well. Be selective. Choose those who are mature, cooperative, and teachable.

All participants should apply and be approved by a pastor, youth pastor, youth leadership team, and missions committee, board of elders or deacons.

The value of this trip will be directly proportional to how selective you are in identifying the participants. Consider using a team contract or covenant.

Documentation

Passports: Passports are required to cross the US/Mexican border. There are special considerations given to those under age 19 that are traveling with religious groups. Visit www.cbp.gov.

Car Insurance: You are also responsible to have US and Mexican car insurance. Check with the rental company.

Permission Slips

If applicable - you are responsible for deciding if your team needs to obtain permission slips from each team member. Please reference the CBP website for more information.

Mexico Work Teams

Please have people/teams ready to handle these specific tasks:

- Driving – Please see attachment Drive Safety.
- Meal Preparation – Please refer to the "Meals" portion of this checklist.
- Worship – Have a team prepared to lead worship in morning sessions. Please select music from the online dashboard. We will have slides and music ready for your team.
- Building – Determine your work groups. A work team of 8 to 15 is recommended.
- Dorm Clean-Up – Daily clean bathrooms, sweep dorm, wash dishes and empty trash.
- Debriefing/Prayer – Direct evening meetings for your church group focusing on sharing experiences.

Meetings & Services

Informational Meeting

Hold at least one pre-trip informational meeting to explain the ministry and answer questions. Especially beneficial for parents.

Team Training

We strongly encourage at least six training sessions covering these topics. Require attendance at all sessions as a minimum for trip participation. One seasoned leader of teams to Serve has said, "Maximum impact comes from maximum preparation."

3. Spiritual Journey – Explain the spiritual purpose of the trip and spiritual disciplines to develop (journaling, silence, prayer, meditation).
4. Basic Missions – Overview of the Biblical basis for missions, history of missions, and key definitions.
5. Entry Posture – Attitudes coming into Mexico: Being a Learner, Being a Servant.
6. Mexican Culture – Cover behavior, dress code, language, food/eating, health, safety, and relationships.
7. Team Building – Learn how to be supportive of one another, work together, and solve conflicts. Some teams find it helpful to practice hammering, sawing, and other basic building skills during a planned team meeting ahead of arrival.
8. Trip Logistics – Discuss and distribute copies of the Packing List to each participant.

Commissioning Service

Work with the pastor and/or missions committee to put together a commissioning service on the last Sunday before the team leaves.

Reporting Meeting

Put together a reporting meeting soon after the group returns. Use both testimonies and slide/video presentations.

Daily Schedule

6:30 am – Rise

7:00 am – Personal Devotions

7:30 am – Breakfast and breakfast clean up

8:00 am – Worship and teaching with Radius Serve staff

9:30 am – Load, prep, and make lunches (if necessary)

10:00 am – Leave for work sites

1:00 pm – Lunch (approximately)

5:00 pm – Leave work sites for dorm (approximately)

6:00 pm – Dinner and showers

7:00 pm – Tues. & Thur.: Radius Serve speakers / Mon., Wed. & Fri.: your own team worship

9:00 pm – Everyone inside the dorm

10:00 pm – Upstairs: Quiet and lights out / Downstairs: Quiet conversations, time to settle down

10:30 pm – Discipline of silence – journaling, devotions, quiet time

11:00 pm – Lights out everywhere

Contact Us

Radius Serve

10810 N Tatum Blvd, Suite 102-730

Phoenix, AZ 85028

Phone: 858.309.4741 (8am – 5pm PST)

Email: group.info@radiusinternational.org

Emergency Contact

Following are the contact numbers for when your group will be with us at Radius Serve. Please emphasize that these are for EMERGENCIES ONLY.

- Spencer Hoyt - Serve Director, cell: +1-515-770-2358
- Joe Drullard – VP of Operations, cell: +1-661-444-5600
- Cassidy Hoyt - Operations Coordinator, cell: +1-620-217-4457
- Dorm: 858-309-4741