

HANDOUT A

Vocabulary Worksheet

-Source: <http://archive.elca.org/globalmission/welcomeforward>

Learning a few words in the language of your companion can help foster communication. Below are some useful words and phrases. Ask someone who speaks the language of the country to help you translate the phrases.

Please _____

Thank you _____

Hello _____

Good bye _____

I'm pleased to meet you _____

Good morning _____

Good evening _____

Good night _____

God bless you _____

God be with you _____

Peace be with you _____

Breakfast _____

Lunch _____

Dinner/supper _____

Where is the restroom? _____

How much does this cost? _____

Very nice (general compliment) _____

Where is the church? _____

... the hotel? _____

... the bus? _____

... the market? _____

HANDOUT B

Accompaniment Kyrie

Leader: As you walked in the Garden with Adam and Eve,
People: Accompany us, O Lord.

Leader: As you watched Jacob walk to meet his brother Esau,
People: Accompany us, O Lord.

Leader: As you led your people through the desert with a pillar of fire,
People: Accompany us, O Lord.

Leader: As you inspired Ruth to faithfully follow Naomi,
People: Accompany us, O Lord.

Leader: As you walked with your disciples, healing and preaching,
People: Accompany us, O Lord.

Leader: As you joined Cleopas and his companion on the road to Emmaus,
People: Accompany us, O Lord.

Leader: As you traveled with Paul and Timothy on their missionary journeys,
People: Accompany us, O Lord.

All: Amen.

HANDOUT C

Cross-cultural Relationships

–Roberto Chené, *Intercultural Community Leadership Project*

1. Peerness should be the principal characteristic of our interaction with those different from us. Each human being is valid and should be actively affirmed by others.
2. We should be willing “to get to know each other.” This relationship process cannot be rushed. It is at the heart of establishing trust.
3. Expect some distrust until you have had time to establish your credibility. This will usually involve action, not just words.
4. Each of us should take full pride in our cultural identity and expect to be fully validated for who we are. We should want others to feel the same about themselves and learn to validate them.
5. Each of us should expect to cooperate with others, not feel that we or they have to accommodate or deny part of who we are for the sake of the interaction.
6. We should be fully aware of the various ways in which society excludes and discriminates against some members. We cannot be naïve about the realities of our social context.
7. When it occurs, we should admit to ourselves that we are afraid of those who are different from us. At times it is appropriate to admit this to others.
8. We should expect to make mistakes in cross-cultural relating. It helps to be able to say, “I’m sorry.”
9. We should not expect to have attention for this work if we have not taken care of nourishing our own support system.
10. It is important to consciously develop ally relationships with people from our culture. We need friendships.
11. We need to be able to share our history and ask them for theirs.
12. Periodically feeling like a failure is part of the process. There will inevitably be mistakes as we relate across differences.
13. Be able to articulate how cross-cultural relationships are in your self-interest.
14. Strive to understand just how you may have been taught to have biased feelings and attitudes toward others.
15. Acquire as much accurate information about other people as you possibly can.
16. Any effective relationship needs to have at its roots a sense of personal empowerment and self-confidence.

HANDOUT D

Cultural Norms Worksheet

–Source: <http://archive.elca.org/globalmission/welcomeforward>

What are the main food staples? _____

What kind of dress is customary? _____

What languages are spoken? _____

What holidays are celebrated? _____

Are there other specific customs that may be unfamiliar? _____

How do people regard physical proximity? _____

In what situations is behavior formal or informal? _____

To what extent are openness and confrontation valued? _____

With whom is it best to be discreet and polite? _____

What are the established roles for men? For women? _____

How do the genders relate to one another? _____

What is the concept of time? _____

What role does tradition play? _____

Is the orientation more towards immediate conditions or the future? _____

To whom, from whom and how is respect shown? _____

What are the local definitions of honor and dignity? _____

HANDOUT E

A Code of Ethics for Tourists

—First issued in 1975 by the Christian Conference of Asia

Travel in a spirit of humility and with a genuine desire to learn more about the people of your host country.

Be sensitive to the feelings of other people, thus preventing what might be offensive behavior on your part. This applies to photography as well.

Cultivate the habit of listening and observing, rather than merely hearing and seeing.

Realize that often the people in the country you visit have time concepts and thought patterns different from your own; this does not make them inferior, only different.

Instead of looking for that beach paradise, discover the enrichment of seeing a different way of life through other eyes.

Acquaint yourself with local customs. What is courteous in one country may be quite the reverse in another. People will be happy to help you.

Instead of the practice of knowing all the answers, cultivate the habit of asking questions.

Remember that you are only one of the thousands of tourists visiting this country, and do not expect special privileges.

If you really want your experience to be a “home away from home,” it is foolish to waste time and money on traveling.

When you are shopping, remember that the bargain you obtain is only possible because of the low wages paid to the maker.

Do not make promises to people in your host country unless you are certain you can carry them through.

Spend time reflecting on your daily experiences in an attempt to deepen your understanding. It has been said that what enriches you may rob and violate others.

HANDOUT F

Team Member Roles

First aid organizer/giver

This person is aware of participants' medical conditions and gives first aid attention if necessary. Medical knowledge, including CPR and the Heimlich maneuver, would be helpful. He/she should assemble two small first aid kits, packed in different suitcases, containing:

- Band-Aids®;
- Ace® bandages;
- heat/cold packs;
- analgesics;
- decongestants;
- fever reducers;
- Pepto-Bismol®;
- antidiarrheal medicine;
- antibacterial ointments;
- laxatives;
- antihistamines;
- sunburn relief;
- sterile syringes, for use in medical emergency;
- gloves; and
- Epipen® (antidote for bee sting).

Gift coordinator

Lists and coordinates group gifts for local hosts: small or handmade gifts symbolic of the synod or area, or an expression of Christian fellowship, such as books, music,

banners or recordings. Pack in several suitcases.

Photographer

Takes photos on behalf of group so that eight people don't try to get the same shot. Consider two photographers, one with a conventional camera and one with a digital camera, for a variety of media presentations upon return. On site visits, this person should ask local leaders for permission to take photos *before* anyone begins snapping.

Name and note taker

Records, with correct spelling, the names and titles of people who make presentations to your group during the trip—a detail that is often overlooked and is difficult to reconstruct later. Notes addresses as well, for sending thank you notes after the trip.

Telephone/e-mail tree person

Phones or e-mails home when communication is available, initiating a phone tree to contact the families of other travelers. This is especially important if traveling to places where unrest may leave families at home anxious.

HANDOUT G

Journaling Worksheet

–Source: <http://archive.elca.org/globalmission/welcomeforward>.

Use your journal to:

- capture impressions of the journey;
- process the experience as it happens; and
- remember the experience when it is over.

Observe and record

Include details that capture the breadth of your experience: who you meet; what you see and do; what everything looked like.

Feel

Feelings can serve as a barometer by alerting you to what's going on and can help you understand your reaction to a situation. They also help you clarify your expectations. What's hard? Hurtful? Challenging? Joyful?

Link observation and feelings about crossing cultures

A good way to process cross-cultural settings, recommended by L. Robert Kohls, is to divide the journal page into two columns:

1. Observation/description

On this side of the journal, describe what you saw. Anything that strikes you as different, funny, weird, sad, and so forth is appropriate. Feelings, emotions, judgments should not be expressed on this side. Just stick to the facts.

2. Opinion/analysis

On this side of the journal, describe your thoughts, feelings, and so on about the event. Then try to analyze why you feel this way. What in your cultural makeup may be affecting what you feel? How is that different from whatever values or assumptions may be at work in the new culture?

Interpret

Capture meditations that allow a pattern of meaning to emerge.

- What about this experience is particular, that is, has to do with you who you are, what you intended?
- What has to do with objects, people and causes in the world?

Reflect

How does this experience fit into your life story? What is its meaning for you? What makes this experience uniquely yours? What makes it universal? How does this experience help you understand your life as a person of faith, and to what does God call you in relation to it? What did you learn? What did you use from your education in the midst of the experience?

Reread

Reread your journal entries once or twice during your trip. If more time in the country has changed or deepened your impressions, make notes. Save space for more entries when you return home. Reread your entries again, and write new ones about your feelings and observations now that the trip is over. What ideas were challenged? Questions answered? Hypotheses confirmed? Highlight or circle important passages you want to reread later. Use another color ink to make notes on your entries in the margins. Number the pages and, on a blank page, create an index ("p. 20: Tuesday, October 2; visit to Iglesia San Juan and lunch with parishioners").

Things to include

- Notes from speakers, including time, date, names and places;
- Specific quotes you hear;
- Day-to-day agenda;
- Sights, sounds and smells that you are experiencing;
- Questions that arise;
- Experiences that happen outside the formal agenda;
- Stories, poems, sketches;
- Dreams;

- Hopes and visions you have for the people you meet and your loved ones back home; and
- Commitments you make to yourself or others, especially as they relate to your life back home.

Make it easy

Don't worry about grammar or even complete sentences. A list of sounds and smells or a couple of phrases can capture the feelings of the moment.

Start now

Before you leave, answer these questions in your journal:

- Why am I taking this journey?
- What am I anticipating most about this journey?
- What are my fears?

- What questions and concerns do my family and friends have?
- What are my key questions?
- When did I have a "journey" experience in the past?
- What was the effect of that experience on my life?
- What does that experience tell me about preparing for the upcoming journey?
- Who are some of the people I wish could accompany me on this journey? Have I told them? What are some ways in which they can accompany me?
- How will my faith affect my attitude as I travel to a culture very different from my own?

Put your name and address in your journal, so it can be returned if it is lost.