

## **INTERNSHIP WITH RICK BONFIM MINISTRIES**

The internship program is for those who are interested in full-time ministry or who desire greater definition regarding a call to Christian service. A potential intern first must have an interview with Rick Bonfim Ministries. RBM must be convinced that the applicant is fit to live in Brazil and will adhere to all conditions of the internship.

### **Some things to prayerfully consider before deciding to apply for internship with RBM:**

- 1) Do you have in your heart a desire to serve God? If so, has this desire been proven in the local church?
- 2) When seeking to discover your call, have you consulted your local pastor and discussed options which will help in this endeavor?
- 3) Will you be able to spend a period of thirty days, three months, six months or twelve months overseas, away from family, school, job, and friends?

### **General information which will help the applicant understand the benefits and challenges of internship with RBM in Brazil:**

#### **Purpose**

The experience in Brazil is about discipleship. The intern will be exposed to the revival in South America and introduced to a life of discipleship in Jesus Christ. Several times a year, RBM takes groups of Americans to Brazil for short-term mission trips, averaging two weeks each. (See [www.latterain.com](http://www.latterain.com) for the dates of mission trips scheduled throughout the year). Whenever a group is at the mission, the intern will fully participate with the group in daily Bible studies, prayer, group activities, outreaches and worship services. When no group is there, the intern will work in various sectors at the Daniel Bonfim Mission. These tasks can be challenging and will require discipline, cooperation, effort and time.

The emphasis of ministry at RBM is prayer. At the worship services, learning will occur by ministering at the altar over and over again. The intern will learn how to pray and how to minister to others flowing in the gifts of the Holy Spirit. This is not a charismatic experience. On the contrary, it is basic Christianity 101. The intern must be ready to engage in this process and to apply what he is learning in the worship services.

#### **Travel**

Travel to Brazil must be on Delta Airlines with a purchased ticket. No “buddy passes” or other flight arrangements involving “standby” or flexible traveling dates may be used. The dates of travel to and from Brazil must be set by our office so that we can safely guarantee the travel arrangements for every intern.

#### **Cost (Subject to change)**

Without exception, the full amount due for the internship must be raised and in the office before the internship begins. **The cost of the 30-day internship is \$4650 based upon an average airfare from Atlanta to Brazil of \$1400. If the ticket costs more than \$1400, the intern will pay an additional fee equal to the increased fare.**

The money paid for the internship covers the following:

- ❖ All meals and travel while with a group, including any hotels and outings.
- ❖ All meals at the mission while a group is in Brazil. There are 3 group meals served daily.
- ❖ All travel to and from the airport in Brazil
- ❖ Materials for reading provided by the counselors

- ❖ A room with an air-conditioner and a private bath. When groups are present in Brazil, the intern may be assigned a roommate or asked to change rooms temporarily.
- ❖ A counselor assigned to disciple and lead daily activities
- ❖ Materials to help in construction, repair, and assistance of needy families
- ❖ Daily 2-hour Bible study led by leaders of RBM
- ❖ Small medical and dental care emergency services

Each intern will need to have money for personal expenses, such as toiletries, snacks, gifts to bring home, phone calls, and offerings to local churches.

### **Security rules**

The first month in Brazil is especially important for the intern to learn about and observe security, curfews and boundaries. RBM takes security of the mission and of our interns very seriously. We want to make sure that the intern is well cared for. The intern needs to be in her room at the time prescribed by the curfew, which is typically 10:00 p.m. on weekdays and 11:00 p.m. on the weekends. When groups are present at the mission, bedtime will be set by the group manager depending upon the activities of each day. No intern is allowed to make plans to travel or leave the mission without consent. No intern may leave the immediate area of the mission in St. Barbara without a staff member. All regulations established by RBM regarding schedule, buildings, keys, doors, and use of rooms must be strictly observed. When groups are present at the mission, the intern should set a good example and help the members of the group understand the security procedures.

### **Work Sector**

Each intern will be assigned to a sector of the mission for work, and will be under the supervision of mission staff. The sectors which operate at the mission include the evangelism office, the feeding program, the radio station (Joy FM96.1), Igreja Evangelica da Mission (our local church), the clinic, and the bakery.

The mission is under the direct supervision of the mission administrator and, when groups are present, the group manager. The intern may be asked to use skills such as typing, cooking, computer work, medical experience, cleaning, building, repairing, organizing, and teaching. Interns are expected to set an example of discipline, enthusiasm, punctuality, helpfulness, and cooperation.

### **Application form**

A five-year visa is preferable if it can be obtained. Each intern needs to acquire a visa for 90 days or longer. An extension will be sought in Brazil for another 90 days in the case of a six-month internship. In the case of a twelve-month internship, a separate visa will be required. The intern needs to work with the RBM office to insure that the visa is in order.

# *Rick Bonfim Ministries*

**P.O. Box 250  
Bogart, GA 30622-0250  
[www.latterain.com](http://www.latterain.com)**

We are excited about having you join us on one of our life-changing Brazilian mission trips. **Enclosed please find information on our upcoming trips and all necessary application materials.** Follow the instructions for each part carefully, particularly as you apply for your visa and/or passport.

**In order to facilitate the application process effectively, we must receive your completed Application Form (p. 2-7), signed Financial Agreement form (p. 10), Brazilian Visa Information form (p. 8), and notarized Release form (p. 11) into our offices at least 3 months prior to your trip's departure date.** Please send your completed forms to:

**Rick Bonfim Ministries  
P.O. Box 250  
Bogart, GA 30622-0250**

If the 3-month deadline has already passed, please send your materials in to us as soon as possible.

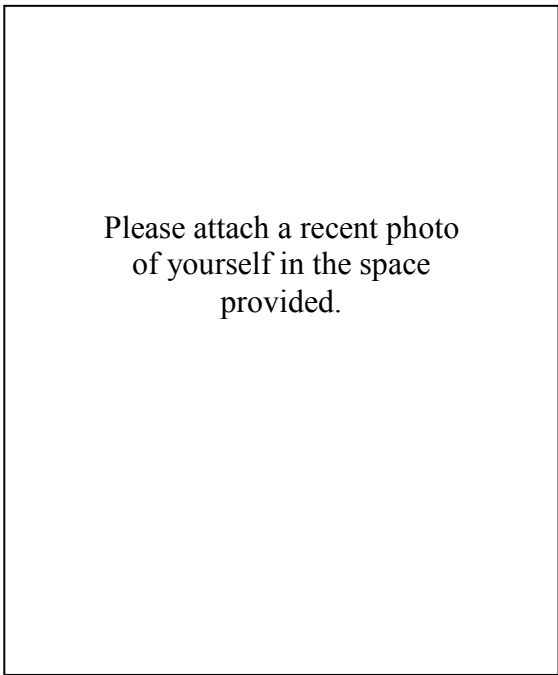
**Once we have received your forms, we will send you fundraising letters and envelopes** so that you may begin fundraising for your trip. The details regarding fundraising are outlined on page 9 of this packet.

**If you have any questions** concerning your trip or the information enclosed in this packet, please do not hesitate to **call us at 706-353-1546 or 770-689-9637.** We thank you for your interest, and may God bless you richly in this exciting endeavor.

In His service,



**Rick Bonfim**  
Rick Bonfim Ministries, Inc.  
[rbm@latterain.com](mailto:rbm@latterain.com)  
706-353-1546 or  
770-689-9637



Please attach a recent photo of yourself in the space provided.

# Rick Bonfim Ministries

## Application Form

**PLEASE PRINT LEGIBLY IN INK OR TYPE.  
COUPLES, PLEASE FILL OUT SEPARATE FORMS**

*Note: The information included in this application is for use by office staff and mission team leaders exclusively. All information is treated with the utmost sensitivity and held in absolute confidence.*

### Section I: Primary Contact Information

(Mr., Mrs., Ms., Miss) First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ Preferred Name (Nickname): \_\_\_\_\_  
 Current Street Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Country: \_\_\_\_\_ Dates Address is Valid: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

If you are planning on moving from the above address in the near future, please indicate your future address and the dates you will be living there. This is so that we may correspond with you regarding trip preparation.

New Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Dates: \_\_\_\_\_  
 Phone Number (if different from above): \_\_\_\_\_

## Section II: Emergency Contact

Full Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## Section III: Church Information

Name of Your Home Church: \_\_\_\_\_  
Denomination: \_\_\_\_\_ Pastor's Name: \_\_\_\_\_  
Church Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Church Phone: \_\_\_\_\_

## Section IV: Passport Information

Your Name (as it appears on your passport): \_\_\_\_\_  
Issuing Country: \_\_\_\_\_ City & State Where Issued: \_\_\_\_\_  
Passport Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

***NOTE: If you do not have a valid passport (or if your passport expires less than six months from the end of your trip), you must apply for a new passport immediately. The typical wait time for receiving a new passport is 6 to 8 weeks. You may expedite the process by paying a \$60 fee (ask about this at any US Post Office that issues passports). There are instructions on applying for a passport included in this application packet.***

## Section V: Previous Missions Experience

Have you ever been on a mission trip with Rick Bonfim Ministries before?  Yes  No

If yes, on what dates? 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Have you been on any other mission trip (one unaffiliated with RBM)?  Yes  No

If yes, where and when? 1) \_\_\_\_\_ 2) \_\_\_\_\_

What was the nature of your missions work there?: \_\_\_\_\_

What did you enjoy most about your missions experience(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Section VI: Leadership Information

Please briefly describe a few leadership responsibilities you have had with your school, work, church, or other Christian groups.

<i>Leadership Role/Title</i>	<i>Brief Description of Responsibilities</i>
1) _____	_____
2) _____	_____
3) _____	_____

## Section VII: Personal Information

Birthdate: \_\_\_\_\_ Gender: \_\_\_\_\_

Occupation: \_\_\_\_\_ Highest Level of Education Completed: \_\_\_\_\_

Special Skills/Talents: \_\_\_\_\_

Marital Status:  Never Married  Married  Separated  Divorced  Other: \_\_\_\_\_

If married, what is you spouse's name: \_\_\_\_\_ Is he/she a Christian?  Yes  No

## Section VIII: Language Proficiency

What is the primary language you use to speak and write?: \_\_\_\_\_

Do you speak any other language(s)?  Yes  No If so, please indicate which ones below:

<i>Language</i>	<i>Simple Phrases</i>	<i>Basic Conversational</i>	<i>Fluent</i>	<i>I Can Translate</i>
1) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Section IX: Musical Abilities

Do you sing well?  Yes  No If so, what vocal part do you sing? \_\_\_\_\_

Do you play any musical instruments?  Yes  No If so, please indicate your level of ability below:

<i>Instrument</i>	<i>Fair</i>	<i>Good</i>	<i>Exceptional</i>	<i>Am Willing to Perform on Trip</i>
Guitar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboard/Piano	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drums	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vocal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Section X: Evangelism and Ministry Experience

Please indicate your level of experience in the following areas of evangelism and ministry:

<i>Area of Evangelism/Ministry</i>	<i>Little</i>	<i>Moderate</i>	<i>Extensive</i>
Personal/Friendship Evangelism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door-to-Door Evangelism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open-Air Preaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Ministry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arts Ministry (music, drama, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other form of Evangelism/Ministry:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Section XI: Medical Information

Are you currently taking any prescription medications?:  Yes  No If so, please indicate which ones, how often, and at what dosage: \_\_\_\_\_

Please indicate any current medical conditions, allergies, or disabilities: \_\_\_\_\_

Please check whether you have or have had the following (indicate frequency and dates on the line):

- |  |   |
|--|---|
| <input type="checkbox"/> AIDS or HIV+ _____        | <input type="checkbox"/> Hypoglycemia _____             |
| <input type="checkbox"/> Anemia _____              | <input type="checkbox"/> Incapacitating Headaches _____ |
| <input type="checkbox"/> Anorexia Nervosa _____    | <input type="checkbox"/> Insomnia _____                 |
| <input type="checkbox"/> Asthma _____              | <input type="checkbox"/> Leukemia _____                 |
| <input type="checkbox"/> Bulimia _____             | <input type="checkbox"/> Bipolar Disorder _____         |
| <input type="checkbox"/> Cancer _____              | <input type="checkbox"/> Motion Sickness _____          |
| <input type="checkbox"/> Depression _____          | <input type="checkbox"/> Nervous Breakdown _____        |
| <input type="checkbox"/> Diabetes _____            | <input type="checkbox"/> Professional Counseling _____  |
| <input type="checkbox"/> Disturbed Sleep _____     | <input type="checkbox"/> <i>For What?</i> _____         |
| <input type="checkbox"/> Drug Use/Abuse _____      | <input type="checkbox"/> Psychosis _____                |
| <input type="checkbox"/> Epilepsy _____            | <input type="checkbox"/> Rheumatic Fever _____          |
| <input type="checkbox"/> Fainting Spells _____     | <input type="checkbox"/> Stomach Ulcers _____           |
| <input type="checkbox"/> Hepatitis _____           | <input type="checkbox"/> Thyroid Trouble _____          |
| <input type="checkbox"/> High Blood Pressure _____ | <input type="checkbox"/> Tuberculosis _____             |
| <input type="checkbox"/> History of Abuse _____    | <input type="checkbox"/> Other _____ :                  |

What is your level of physical fitness?:  Very In Shape  Moderately In Shape  Easily Fatigued

Comments: \_\_\_\_\_

Please check if you are physically able to endure:  Rigorous Outdoor Activity (i.e. work projects)

High Altitudes  High Temperatures  Low Temperatures. If you answered “No” to any of

these, please explain: \_\_\_\_\_

Do you have any special dietary needs for us to consider when choosing the trip menu?:  Yes  No

If so, what are those needs: \_\_\_\_\_

For Women Only: Are you currently pregnant?  Yes  No If so, when is your due date? \_\_\_\_\_

NOTE: If you become pregnant before you are scheduled to go on a certain mission trip, please contact our offices (770-689-9637) so that we can arrange to provide appropriate care for you.

### **Section XII: Trip Preference**

Please indicate the upcoming Brazil Mission Trip you would like to participate in:

- Fall Brazil Mission Trip (October 1 – October 15, 2010)
- Ladies Brazil Mission Trip (November 29 – December 10, 2010)
- Winter Brazil Mission Trip ( January 14 – January 26, 2011)
- Summer Brazil Mission Trip (May 30 – June 11, 2011)
- Summer Brazil Mission Trip (June 16 – June 28, 2011)

Where did you first hear about Rick Bonfim Ministries?  Former RBM Mission Trip Participant

Rick Bonfim Meeting or Conference  Rick Bonfim Literature/Media  RBM Website/Mailout

Pastor or Church Leader  Friend  Other: \_\_\_\_\_

What do you expect to gain from this missions experience?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you expect to contribute to this missions team and the overall missions experience?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Rick Bonfim Ministries

## Brazilian Visa Application Information Form

Please provide the following information, which will be used by the office of RBM to assist you in applying for your Brazilian visa (this **MUST** be completed in full):

Name on Passport: \_\_\_\_\_

Number on Passport: \_\_\_\_\_

Place of Birth (city and state): \_\_\_\_\_

Passport date of Issue: \_\_\_\_\_

Mother's full name: \_\_\_\_\_

Father's full name: \_\_\_\_\_

Profession (even if student): \_\_\_\_\_

Name/Address of school or business: \_\_\_\_\_

\_\_\_\_\_

Permanent residential address: \_\_\_\_\_

\_\_\_\_\_

# Rick Bonfim Ministries

## Payment Options

Dear Applicant,

We are delighted that you are joining us on one of our Brazilian mission trips. In paying for your trip, you have the following two options:

- 1) **You may raise all (or part) of your funds through our proven fundraising method.** This is the most common way participants choose to pay for their mission trip. We provide you with all necessary fundraising materials (fundraising letters and contribution envelopes) and assist you through the fundraising process step-by-step. For more information, please contact our office at 706-353-1546.
- 2) You may pay for your trip yourself. We accept payment in the form of check or credit card. **Please make checks payable to: Rick Bonfim Ministries.** We accept the following major credit cards: **MasterCard, Visa, American Express, and Discover.** Please be aware that **there is a 4% processing fee for all credit card transactions** through our administrative offices.
- 3) **Because of IRS regulations, we are unfortunately unable to refund any money to trip participants or their contributors at any time for any reason.**
- 4) **Regarding the purchasing of your plane ticket: We must have a valid credit card number on file for you in order to hold your ticket for this trip. No charges will be made to this card without your permission. This is to secure your ticket by our set deadline in case funds haven't come into our office on your behalf by the deadline.**

Please contact our offices immediately (706-353-1546) so that we can discuss these options with you and help facilitate your trip's financial preparations.

The deadlines for all mission trips and internship programs are as follows:

- 1) **Three months** (90 days) prior to the Mission Trip/Internship, the following are due into our offices: application forms (pages 2 to 7), signed Financial Agreement form (p. 10), notarized Release Form (p. 11), and a non-refundable \$100 application fee.
- 2) **Three months** (90 days) prior to the Mission Trip/Internship, a \$1,400 - \$1,600 deposit is due into our offices. This deposit is used to purchase your plane ticket(s) for the trip.
- 3) **Two months** (60 days) prior to the Mission Trip/Internship, the remainder of your money is due into our offices.

If you have questions regarding deadlines or difficulty in meeting them, please contact us at the office (706-353-1546). We are here to serve you in any way we can.

Sincerely,



**Rick Bonfim**

Rick Bonfim Ministries, Inc.

[rbm@latterain.com](mailto:rbm@latterain.com)

706-353-1546, Telephone

# Rick Bonfim Ministries

## Financial Guidelines &

## Financial Agreement Form

Rick Bonfim Ministries, Inc. is a proud member of the ECFA (Evangelical Council for Financial Accountability). In accordance with ECFA and IRS regulations, we are required to adhere to the following financial guidelines:

- 1) We must open an account for each new missions participant. Our Financial Secretary coordinates each account and corresponds with participants concerning their account status.
- 2) All donors must send checks directly to RBM (with checks payable to Rick Bonfim Ministries).
- 3) All financial contributions are tax-deductible. Tax-deductible contributions are defined as anything given without receipt of goods or services.
- 4) All financial contributions are used to meet the financial costs of each trip participant (airfare, lodging, meals, etc.). If you raise more than the trip cost, **all your extra money will go toward your trip offering. All trip offering money is used to pay our ministry expenses at the Mission in Brazil.** The two major costs at the Mission include: funding the extensive feeding program at the mission (which serves 5,000 meals per month) and funding the extensive medical clinic (which provides free medical services to roughly 150 needy families). We also use these funds for Mission Projects and other miscellaneous ministry needs.
- 5) **Because of IRS regulations, we are unfortunately unable to refund any money to trip participants or their contributors at any time for any reason.**
- 6) **There is a \$200 penalty that must be paid along with the remaining balance of a trip if the balance of the trip is not paid on or before the given deadlines.**
- 7) **Regarding the purchasing of your plane ticket: We must have a valid credit card number on file for you in order to hold your ticket for this trip. No charges will be made to this card without your permission. This is to secure your ticket by our set deadline in case funds haven't come into our office on your behalf by the deadline.**
- 8) **ALL TICKETS ARE NON-REFUNDABLE AND NON-TRANSFERRABLE (NOT RE-USABLE FOR OTHER TRIPS OR OTHER PEOPLE) AS PER DELTA AIRLINE.**
- 9) **AFTER ISSUANCE OF TRIP TICKET, THERE IS A \$300 AIRLINE PENALTY (SUBJECT TO CHANGE) FOR ANY SEGMENT CHANGES.**

10) If you have any questions about any of the aforementioned Financial Guidelines, please give us a call at 706-353-1546, or you may email us at [rbm@latterain.com](mailto:rbm@latterain.com).

I have read the Financial Guidelines above. I understand them clearly and agree to them all.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

*Please sign and date this form. Make a copy for your records and then return it to:*

**Rick Bonfim Ministries**

**P.O. Box 250**

**Bogart, GA 30622**

# Rick Bonfim Ministries

Release Form --MUST be notarized and returned to the office of RBM.

KNOW ALL MEN BY THESE PRESENTS:

THAT , “the undersigned,” has released and forever discharged, and by these Presents does not for himself/herself, his/her heirs, representatives and assigns, remise, release and forever discharge the said RICK BONFIM MINISTRIES, INC., and its successors and assigns, of and from all manner of actions, cause of actions, suits and demands whatsoever in law or in equity, which against the said RICK BONFIM MINISTRIES, INC., its successors and assigns, he/she ever had, now has or which his/her heirs, representatives and assigns hereafter can, shall, or may have for any reason.

The undersigned hereby agrees to hold the said RICK BONFIM MINISTRIES, INC., its successors and assigns, harmless from any responsibility or liability for sickness, accident, disease or death incurred while traveling within the United States or to or from or within any foreign country while on the business of the said RICK BONFIM MINISTRIES, INC., its successors or assigns, or any other of those autonomous, independent entities which are non-profit corporations, companies, trusts, or unincorporated associations or movements known broadly and internationally as Rick Bonfim Ministries, whether or not such entities are organized or operating within or outside of the United States of America.

IN WITNESS WHEREOF, the undersigned has hereunto set his/her hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_\_.

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
A Notary Public in the State of \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Signature of parent or guardian if applicant is under 18 years old

My commission expires \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY \_\_\_\_\_

***Please sign and date this form. Make a copy for your records and then return it to:***

***Rick Bonfim Ministries***

***P.O. Box 250***

***Bogart, GA 30622***

# Rick Bonfim Ministries

## Mission Trip Check List

Dear Applicant,

In order for us to process your application, we kindly request that you include the following components in the package you send back to us:

**I. Application Phase (Due 3 months prior to departure date):**

- Application Form
- \$100 Application Fee
- Notarized Release Form (NOTE: This form must be signed and stamped by a Notary Public. That notarization service is available through most local banks.)
- Signed Financial Agreement Form

**II. Financial Payment Phase (Due by the indicated deadline):**

- \$100 application fee is due 3 months prior to departure date.
- \$1,400 - \$1,600 plane ticket deposit, depending on departure city is due 3 months prior to departure date.
- The remainder of all trip costs is due 2 months prior to departure date.

If you have any questions or concerns about these financial matters (i.e. deadlines), call 706-353-1546 and ask for our Financial Secretary. He will be happy to assist you.

In His service,



**Rick Bonfim**

Rick Bonfim Ministries, Inc.

[rbm@latterain.com](mailto:rbm@latterain.com)

706-353-1546 or 770-689-9637,

Telephone

# Rick Bonfim Ministries

## Enclosed Trip Information

Dear Applicant,

The following information includes everything you need to know before going on your mission trip. **Please read this information carefully.** In so doing, you will receive answers to most any question you might have regarding your missions experience.

The enclosed information includes the following:

- 1) Statement of Purpose for the Mission Trip
- 2) Answers to Frequently Asked Questions (FAQs)
- 3) Instructions on What to Pack
- 4) Instructions for the Day of Departure
- 5) Instructions Regarding Your Passport
- 6) Official Passport Application

After reading the packet, if you still have any unanswered questions, please feel free to contact us at 706-353-1546 or 770-986-9637 for assistance. We would be delighted to help you.

Sincerely,



**Rick Bonfim**

Rick Bonfim Ministries, Inc.

[rbm@latterain.com](mailto:rbm@latterain.com)

706-353-1546 or 770-986-9637,

Telephone

# Rick Bonfim Ministries

## Trip Information

### *Statement of Purpose for the Mission Trip*

The purpose of our mission trip is:

- 1) To share the gospel of the Lord Jesus Christ with the lost in Brazil
- 2) To build the kingdom of God in you, through Bible study, worship, fasting, prayer, and fellowship.
- 3) To support the ministry of RBM's Christian mission in Brazil (Missão Daniel Soares Bomfim)
- 4) To return home as dynamic witnesses of Jesus Christ

### *Answers to Frequently Asked Questions (FAQs)*

**1) Question: What exactly will we be doing on the trip?**

**Answer:** The trip activities and itinerary varies from trip to trip, but for most trips, you can expect to have:

- Several trips to various churches around Rio de Janeiro. Rick will preach and then the entire missions team will minister to the church members at the end of the service.
- Frequent Bible studies, praise & worship times, and prayer times at the Mission.
- A day when your team leader takes you on a tour of Rio de Janeiro, visiting places like: the famous Christ the Redeemer statue, the famous mountain called "Sugar Loaf," a magnificent Brazilian buffet-style restaurant, and/or a mall for shopping.
- Outreach projects such as distributing clothing to some needy families who live in the poor areas near the Mission, working on the mission facilities, or shopping for food for needy families.

**2) Question: Will I need to get any shots or vaccinations in order to go on this trip?**

**Answer:** No, you will not. However, please call our office to verify this for each trip.

**3) Question: What exactly is included in the trip cost?**

**Answer:** The trip cost includes all of your trip expenses, such as:

- Airfare from Atlanta, Georgia to Rio de Janeiro, Brazil
- All meals from the time you get to Brazil until the time you leave Brazil (unless the team splits up for a meal—i.e. at the mall)
- All transportation costs in Brazil
- All lodging costs in Brazil
- All the expenses on your tour of Rio de Janeiro

However, you are responsible for covering the following:

- All transportation costs to/from Atlanta, GA (i.e. airfare, car expenses, etc.)
- All airport meals in the US and Brazil
- All personal shopping expenses
- All offering contributions
- Some miscellaneous expenses (i.e. meals at the mall)

**4) Question: Why do we need to come to Atlanta first?**

**Answer:** The primary answer is that it is important for our group to be formed and travel as a group. Another major reason is that part of our ministry in Brazil consists of clothing distribution to the poor, and we have enormous amounts of clothing to take to Brazil. Therefore, we have each mission team member take one suitcase of clothes for us. In the aftermath of 9-11, most airlines will not allow you to check-in other bags once you've already checked-in for the first time. Thus, for our trip, we purchase tickets for each person starting in Atlanta and proceeding on from there. Our official policy (effective April 2005) is for all team members to rendezvous at the airport in Atlanta.

**5) Question: Because we have to rendezvous in Atlanta, how do you recommend that I get there and get back?**

**Answer:** It depends on how far away you live. If you live within 2 to 4 hours, we would recommend having a family member or friend drive you and pick you up. If you live more than 4 or 5 hours away by car, we recommend flying. We can get your connecting flight to and from Atlanta for you. **We will be able to get it at a discounted rate.** Thus, if you would like us to get your connecting flight to and from Atlanta for you, please contact us at 706-353-1546.

**6) Question: How much money should I bring with me to Brazil?**

**Answer:** Everything is included in your trip cost, so you will need only spending money if you plan to shop for souvenirs and other items. You will also want to bring an offering for each of the churches we visit (usually 7 or 8 churches per trip). We suggest \$100 to \$300 spending money. If you know you want to do more shopping and giving, bring more.

**7) Question: Should I bring my extra money in the form of traveler's checks, cash, or using some other method?**

**Answer:** PLEASE bring **cash**. The team leader and/or trip administrator will cash your dollars for you once we get to Brazil. Traveler's checks are accepted in very few places. Another option is using an ATM in the airport once you get to Brazil or an ATM at the mall (if the team leader takes your mission team to the mall). ATMs provide a very good exchange rate. Of course, you may use credit cards (Visa and Mastercard are widely accepted; Discover and American Express are accepted at some places). Credit cards also have excellent exchange rates. **MAKE SURE YOU CALL YOUR CREDIT CARD COMPANY AND TELL THEM YOU WILL BE IN BRAZIL OR YOUR CARD MAY BE DENIED. THIS IS VERY IMPORTANT.**

**8) Question: How much should I bring for the trip's love offering?**

**Answer:** It is really your own prayerful decision. However, just to give you an idea, gifts tend to range from \$50 to \$500 and up.

**9) Question: Will they take up any offerings at the churches we will be visiting in Brazil?**

**Answer:** Yes, they will take up offerings at most every service. These offerings are, of course, optional, but we strongly encourage each person to contribute something. Team members typically give anything ranging from a few dollars to \$50 or more. You may give those offerings in the form of American dollars or Brazilian Reais.

**10) Question: What should I wear while we are in Brazil?**

**Answer:**

*For Women:*

**When we go to the churches, we have a mandatory dress code.** You may wear long dresses. Also, you can wear a nice, attractive top (short-sleeved or long-sleeved shirts or blouses). You may not wear a sleeveless top or one with spaghetti straps. Also, you

must wear a loose skirt that is knee length or longer. In other words, it must be a skirt that stays at your knee or below when you sit. For shoes, you must wear nice, attractive dress shoes or dressy sandals. **You may not wear tennis shoes or flip-flops.** In all instances, your church clothing must be modest and tasteful (in other words, please do not wear anything that is low-cut or revealing). Please do not bring expensive jewelry. Jeans are not permissible for the church services.

At the mission, you may wear: shorts, capris, jeans, T-shirts, tank tops, flip flops, sandals, tennis shoes, etc. In other words, you may wear casual, comfortable clothing.

When we go on an outing (i.e. shopping, touring), you may wear casual clothing that is modest. In other words, because we are representing the Lord and the Mission, we must dress in a tasteful, non-revealing, non-offensive way. In terms of shoes, you may wear tennis shoes, but **you may not wear flip flops.**

*For Men:*

**When we go to the churches, we have a mandatory dress code.** You must wear a nice, attractive shirt and a tie. As long as they are not flashy or distasteful, your shirts and ties may be white or colorful. If you are coming to Brazil during the summer months (December to March), you may wear short-sleeved collared shirts (i.e. Polo shirts) instead of a shirt and tie—unless you are preaching (in which case you must wear a shirt and tie). For pants, you may wear either nice khaki pants or nice dress slacks (i.e. black, blue, or grey). **Jeans are not permissible.** Please wear nice, attractive dress shoes to each service (**no tennis shoes, sandals, or flip-flops please**).

At the mission, you may wear: shorts, jeans, T-shirts, flip flops, sandals, tennis shoes, etc. In other words, you may wear casual, comfortable clothing. The same casual clothing is acceptable whenever we go on an outing (i.e. shopping, touring).

**11) Question: Are laundry services available at or near the Mission?**

**Answer:** Yes, we have a washing machine at the Mission. Your team leader will show you how to use it and where you can hang your clothes to dry.

**12) Question: Will I have access to an iron at the Mission?**

**Answer:** Yes, we have irons and ironing boards at the Mission.

**13) Question: Do I need to bring towels, washcloths, or bed linens along with me?**

**Answer:** No, all of these will be provided for you at the Mission.

**14) Question: What are the showers and toilets like in Brazil?**

**Answer:** The showers are different in Brazil, but they have hot water. We will explain how to use them once we get to Brazil. Likewise, the toilets are different in Brazil. The sewage system is not as powerful as ours in the US, but they still work well. The one major difference is that you must dispose of your used toilet paper in a small trashcan next to the commode. In Brazil, toilet paper will not go down the sewage drains. The flushing mechanism is often a string you pull (not a handle like in the US). Pull the flush string very gently until it flushes—otherwise, you will break the mechanism.

**15) Question: Will I need a power converter to plug in my hairdryer, razor, etc.?**

**Answer:** No. The electrical outlets at the Mission use the same voltage as American outlets (110V). However, you will need a non-polarized adapter if the prongs on your electrical device

are two different sizes. Brazilian outlets only accommodate same-sized prongs.

**16) Question: When will we go through Customs?**

**Answer:** On your departing flight, you will go through Customs once we arrive in Rio de Janeiro. On our return flight, you will go through Customs once we arrive in Atlanta, GA.

**17) Question: Will my passports and tickets be safe while we're in Brazil?**

**Answer:** Because this is so important, your team leader will collect all of your important travel materials (your passport, plane tickets, and Customs forms). They will be kept in a safe place (the office safe) for the duration of the trip and then redistributed to you on the day of departure. This is, of course, to prevent them from being lost or stolen.

**18) Question: Should I bring any medicine or other medical supplies?**

**Answer:** That would be a good idea if you think you'll need it. Obviously, if you are taking prescription drugs, bring your medication. However, if you anticipate needing medicine for things such as: headaches, diarrhea, insect bites, etc., bring it with you. In Brazil, it is often difficult to get even the most common American over-the-counter drug. Also, please read thoroughly the "*permitted/prohibited items*" section of this Delta Airlines weblink, which will explain in detail how to pack medications, liquids, and aerosol products as carry-ons: <http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm#content>

**19) Question: Will I be able to call home while we're on the trip?**

**Answer:** Yes – we have a computer at the mission with a Skype phone which you are welcome to use. If you bring your own laptop computer and have a Skype account, you can call using your computer as well. AT&T calling cards can also be used wherever there are public phones.

**20) Question: Will I have Internet access while we're on the trip?**

**Answer:** Yes, there is wireless Internet Access at the Mission. We have a computer for your use – and you are also welcome to use your own computer.

**21) Question: How many bags should I pack for the trip?**

**Answer:** Upon your arrival at the check-in counter in Atlanta, **Rick will provide you with one large bag for you to check-in as one of your bags.** This bag will be full of clothing that we will distribute to needy families in Brazil. **Thus, you are allowed ONE personal check-in bag and ONE personal carry-on bag.** Please be aware that if your check-in bag weighs more than 50 pounds, you must pay an Overweight Baggage fee that can be **\$150 or more!**

# Rick Bonfim Ministries

## Packing List

***Please pack the following. Check each one off as you pack it in your suitcase.***

***NOTE: Remember, your check-in bag must weight 50 lbs. or less. Anything above that and you will be charged a \$25 overweight fee.***

*Dress Clothes (see page 15 for a more in-depth description)*

For Women:

- A few nice, attractive, long skirts
- A few nice white or colorful blouses
- 1 or 2 pairs of nice, attractive shoes
- Inexpensive jewelry & accessories  
(if any)
- Several pairs of hose and/or nice socks

For Men:

- A few nice, attractive shirts and ties
- A suit and/or jacket (if you are preaching)
- A few nice short-sleeved collared shirts  
(especially if coming Dec. to March)
- 1 or 2 pairs of nice, attractive dress shoes
- Several pairs of nice socks

### *Clothes & Other Items for Everyone to Pack*

- Underwear (one per day + one extra pair)
- Several pairs of socks (for casual shoes)
- Undershirts
- T-shirts (for casual wear; no potentially offensive content please)
- A few pairs of casual shorts
- A few pairs of casual pants (i.e. jeans)
- 1 pair of Tennis shoes
- 1 pair of sandals (optional)
- Swim suit
- Pajamas
- Bible
- Notebook or Notepad (for note-taking)
- Pen(s) or Pencil(s) (for note-taking)
- Camera (and film if camera isn't digital)
- Extra Batteries for Camera
- Alarm clock and watch
- Soap and Shampoo
- Toothbrush and Toothpaste
- Razor (regular or electric)
- Shaving Cream
- Glasses and/or Contacts (if necessary)
- Contact Solution (if necessary)
- Water Bottle (labeled w/ your name)
- Sunglasses
- Suntan Lotion (optional)
- Bug Repellant (optional)
- Medical Supplies (optional; see FAQs)
- AT&T Calling Card (optional)
- Spending Money (no traveler's checks)
- Passport (w/ visa)
- Plane Ticket (if in your possession)
- Earplugs (optional)



# Rick Bonfim Ministries

## Instructions for the Day of Departure

*Please read the following instructions carefully.*

- 1) **We will all meet at the Atlanta airport four hours prior to our scheduled flight departure.** Please go to the South Terminal and go upstairs to meet Rick at Delta international ticketing, which is on the extreme left of the South Terminal upstairs. He will have an extra suitcase for you. If you have a connecting flight, please go downstairs and board the concourse “subway” train and then get off at the baggage claims stop, take the huge escalator all the way upstairs, then go left and keep walking until you come to where Rick is at the Delta international ticketing area.
- 2) Again, **please pack only one large suitcase and one carry-on.** At the Atlanta Airport, **we will give you a large suitcase** filled with clothes for us to distribute in Brazil. You will check this as one of your check-in bags.
- 3) Make sure you have packed your **passport and plane ticket(s)**. Keep them both in a very safe place as you are traveling.
- 4) **We kindly request that you bring a love offering to support our Brazilian mission.** If you decide to contribute, please bring your money **in the form of cash** (no checks, please). Because Brazilian bankers are picky about what money they accept, we ask you to bring only **crisp, unmarked bills**.
- 5) **If you have any problems en route to our rendezvous at the Atlanta airport, please contact our office immediately at 706-353-1546 or 770-689-9637.** Right before we leave on our trip, we will provide you with Betty’s cell phone number so that you may contact her in such a case.

# Rick Bonfim Ministries

## Instructions Regarding Your Passport

*In order to go to Brazil, you must have a valid passport.  
If you already have a valid passport, please see Section I for instructions.*

*If you do not have a valid passport already, then you must apply for a new passport immediately.  
Please see Section II for instructions.*

**If you have a passport, but it expires within 6 months of the day you arrive back in the United States from your trip, you will need to renew your passport. Please see Section III for instructions.**

***NOTE: Please call our offices at 706-353-1546 as soon as you get your passport. Or if you already have a valid passport, please call to let us know that as well.***

### ***Section I: If You Already Have a Valid Passport***

- 1) If you already have a valid U.S. Passport, please make sure that it expires more than 6 months from the date your return from your missions trip. If it expires earlier than that, you will need to apply for a passport renewal (see Section III below).
- 2) Also, make sure that you have signed your passport on the first page. If not, please sign it now.

### ***Section II: Applying for a New Passport (For applicants over 14 years of age)***

- 1) First you must complete the official Passport application (Passport Form DS-11). A copy is included in this application packet. If you wish to fill it out online, you may download it at [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html).

You can also apply for a passport at many U.S. Post Office locations.

- 2) You will need to obtain Proof of US Citizenship. You will send this in with your passport application. Acceptable forms of certified US citizenship include:
  - A certified birth certificate issued by the city, county, or state (NOTE: A certified birth certificate has a registrar's raised, embossed, impressed, or multicolored seal on it. It also has the registrar's signature and the date the certificate was filed with the registrar's office. A copy of this certificate or any birth certificate without the raised seal on it will not be accepted.)
  - A previous U.S. Passport (mutilated, altered, or damaged passports are not accepted)
  - A Consular Report of Birth Abroad or Certification of Birth
  - Naturalization Certificate
  - Certificate of Citizenship
  - If you do not have a previous U.S. Passport or a certified birth certificate, you will need:
    - i. A Letter of No Record (issued by the State with your name, date of birth, which years were searched for a birth record, and indicating that there is no birth certificate on file for you)

- ii. AND as many of the following as possible: baptismal certificate, hospital birth certificate, census record, early school record, family Bible record, doctor's record of post-natal care (NOTE: these documents must be early public records showing the date and place of birth, preferably within the first five years of life).
- 3) You will also need to obtain a Current Proof of Identity. You will also send this in with your passport. Acceptable forms of Proven Identity include:
  - A previous U.S. Passport
  - Naturalization Certificate
  - Certificate of Citizenship
  - Current Driver's License (must be still valid)
  - Government ID (city, state, or federal)
  - Military ID (military and dependents)
  - NOTE: Your Social Security Card does NOT prove your identity.
  - If none of these are available, you will need:
    - i. Some signature documents, not acceptable alone as ID (i.e. your Social Security card, credit card, bank card, library card, etc.)
    - ii. A person who can vouch for you. He/she must: have known you for at least 2 years, be a U.S. citizen or permanent resident, have a valid ID, and fill out a Form DS-71 in the presence of a passport agent.
- 4) You will also need to provide them with two passport photos. YOU MAY NOT TAKE THE PICTURE YOURSELF. You may get passport sized photos made for you at places like: most U.S. Post Offices, many drug stores (i.e. CVS Pharmacy). Your photographs must be:
  - 2x2 inches in size
  - Identical
  - Taken within the past 6 months, showing your current appearance
  - In color (in other words, no black & white photograph)
  - Full face, front view with a plain white or off-white background
  - Taken in normal street attire
  - Taken without wearing a hat or something that will obscure your hair or hairline
  - NOTE: If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture.
- 5) You will need to pay a Passport Fee. Fees have gone up in 2010; for adults the cost is approximately \$100. Your passport application will state the amount you must pay.
- 6) To pay, you may use one of the following methods:
  - Credit Card (Visa, MasterCard, American Express, or Discover)
  - Debit/Check Card (not ATM cards)
  - Check, money order, or bank draft
  - NOTE: You may expedite your passport for an additional Expedite Fee, plus the costs of overnight delivery by mail. You need to arrange the overnight delivery for both ways.
- 7) After you have all these materials together, make copies of all of them. Then mail them to the Passport Agency nearest you. We strongly recommend mailing via either FedEx or U.S. Priority Next Day Mail. You may get the address for the nearest Passport Agency by either asking at your local U.S. Post Office or looking online at <http://iafdb.travel.state.gov/>. Mail in a padded envelope. Include a prepaid overnight return envelope in with your package.

- 8) It should take approximately 6 weeks for you to get your passport back if you used the regular service. If you paid to have yours expedited, then you should receive it within two weeks.

### ***Section III: Renewing Your Passport***

- 1) You are eligible to apply for a passport renewal by mail if:
- You already have a passport that is not damaged, AND
  - Your passport was issued within the past 15 years, AND
  - You were at least age 16 when it was issued, AND
  - You still have the same name as you had in that passport (or you can legally document your name change)
  - IF YOU MEET ALL THESE REQUIREMENTS, READ ON. IF NOT, YOU MUST APPLY FOR A NEW PASSPORT (see Section II above).
- 2) First you must complete the official Passport application (Passport Renewal Form DS-82). You may download it at: [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html). If you are unable to do this, please call us at 706-353-1546, and we can mail you a copy of the official form.
- 3) Along with your completed DS-82 form, please include the following in the package you mail to the National Passport Center:
- Your most recent U.S. passport
  - Two identical passport photographs (for specifications, see Section II, #4 above)
  - A Passport Renewal Fee which should be approximately \$75.
  - NOTE: You may expedite your passport for an Expedite Fee, plus the costs of overnight delivery by mail. You need to arrange the overnight delivery for both ways.
  - NOTE: If your name has changed since your passport was issued, then please enclose a certified copy of the legal document specifying your name change (i.e. marriage certificate, divorce decree, adoption decree, court order, etc.). No copies are acceptable.
- 4) Once you have all these materials together, please mail them in a padded envelope to:
- National Passport Center  
P.O. Box 371971  
Pittsburgh, PA 15250-7971*

NOTE: Include a prepaid overnight return envelope in with your package.

NOTE: If you are using a delivery service that does not deliver to a Post Office box (i.e. FedEx), then send it to:

*Passport Services – Lockbox  
ATTN: Passport Supervisor 371971  
500 Ross Street, Rm. 154-0670  
Pittsburgh, PA 15250-9971*

- 5) It should take approximately 6 weeks for you to get your passport back if you used the regular service. If you paid to have yours expedited, then you should receive it within two weeks.

***NOTE: AGAIN, PLEASE CALL OUR OFFICES AT 706-353-1546  
AS SOON AS YOU RECEIVE YOUR PASSPORT.***

# Rick Bonfim Ministries

## Instructions Regarding Your Brazilian Visa

Once your completed **Rick Bonfim Ministries Application Form**, **signed Financial Agreement form**, **Brazilian Visa Information form**, and **notarized Release form** have all been received by our office and your plane ticket has been purchased, we will send you a separate packet for obtaining your visa from the Brazilian Consulate.

*In order to allow adequate processing time, you must send in your visa application 2 months before your departure date. **YOU DO NOT WANT TO SEND FOR IT EARLIER THAN 3 MONTHS, BECAUSE YOU MUST TRAVEL WITHIN 90 DAYS OF THE DATE IT IS ISSUED.***