

## **A Few Guidelines (18) for Conference Speakers (and Visitors) with Christian Growth Ministries (CGM) in the Philippines**

January 2014

Hello dear friend. Thank for your willingness to serve God by serving His servants in the Philippines. We trust the following information will help you as you pray and prepare:

1. Your Passport will need to be up to date. No visa is needed for those from the USA, Canada, UK or NZ (if stay is only 21 days or less).

In order to receive the 21-day tourist visa, a traveler's passport must be valid for at least six months after entry, and he or she must have an ongoing ticket to return home or go to another country. Below is from the Philippines - Consular Information Sheet, October 31, 2013:

“ENTRY/EXIT REQUIREMENTS: U.S. citizens may enter the Philippines without a visa upon presentation of their U.S. passport valid for at least six months after the date of entry into the Philippines, and a return ticket to the United States or an onward ticket to another country. Upon your arrival, immigration authorities will annotate your passport with an entry visa valid for 21 days. If you plan to stay longer than 21 days, an extended visa may be applied for at the Immigration Office at the arriving airport. A Passenger and Service Charge (airport tax), currently 2261 pesos (approximate USD equivalent \$50, subject to change), must be paid when departing the country from international airports.” For further information on entry/exit requirements, please go to [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_999.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_999.html)

2. Arranging for Your Travel and Packing. You may be traveling for 20 to 30 hours to Manila, so try to get as much sleep on the plane as possible. Carry an extra change of clothes (also Bible, notes, tickets and passport) in your hand-carried luggage in case your checked-luggage is lost or separated for any length of time. Be sure to check with your airline for the check-in baggage weight and quantity for specific information. Pack loosely so you will have room to bring back gifts for family and friends. For travel from USA or Canada, check with Delta, EVA Airlines, China Air, Hawaiian Airlines, Pacific, Korean Air, Japan Airlines and Cathay Pacific, United Airlines, All Nippon and Philippines Airlines. IMPORTANT: Please let us know your arrival time, airline, terminal and flight number! Most airlines arrive at Terminal 1. Philippine Airlines arrive at Terminal 2 (also called Centennial). Cebu Pacific and All Nippon Airways arrive at Terminal 3 and other airlines may begin using that terminal so please be sure to inform us which terminal your airline will be using. Your arrival and pick-up instructions will be different if you use Terminal 2 or 3, so please let us know and we will send different instructions.
3. Arrival at Manila International Airport. On your flight into the Philippines you will be given an immigration and customs form to fill out (address to use in the Philippines is: Christian Growth Ministries (CGM) 129 13<sup>th</sup> Ave Cubao, Barangay Socorro, Quezon City). Fill it out and present it with your passport and return or on-going ticket when you arrive at the Immigration area in the Manila International Airport. The Customs portion of the form will be returned to you. After you pass through Immigration, obtain a luggage cart (usually no charge) then get your luggage. When you pass through customs -- use the “Nothing to Declare” counter and give them your Customs form. If you are asked, tell the customs official you are visiting Christian ministries/ missionaries. After you pass the Customs counter, you will give your customs form, and sometimes they ask for your check in stubs to the officers at the door.
4. Change of Money. Right after customs but before exiting the building, there are windows (banks) to change money. Suggestion: change about US\$50 cash per day (one week \$350 to \$500 or so) (P40 to 42 = US\$1) for room and board, snacks, gifts, etc. **Do not** bring checks or travelers checks, but cash (\$20 and \$50 bills are fine). You will also need about \$15 cash departure tax at the airport when you leave the Philippines. (You can also exchange your pesos back to US\$ at the airport when departing at very little loss.)
4. Pick-up at Airport. As you exit the terminal you will go down one of two long ramps, which lead to a curbside waiting area. **Please stand and wait at the curbside under “Bay 1” for CGM** (there are waiting areas marked Bay 1 to 15). You will be met soon by someone from CGM carrying a small sign with your name on it. While waiting you may be approached by several friendly people asking if you need a taxi or hotel. Politely say “No, thank you. Someone is meeting me.” (If you happen to arrive at Terminal 2/Centennial or Terminal 3 simply follow the signs and wait outside until someone meets you.)
5. Shots and Pills. No shots are necessary. Be prepared for a little stomach problem when traveling. A much traveled doctor friend suggests one Pepto Bismol tablet daily and 2 to 3 acidophilus tablets (yogurt) each meal. Obtain these before coming to the Philippines. Also be sure to bring your personal medicines (prescriptions). Put these in your carry on so you are sure to have them with you. If you have special medical or dietary needs please notify us of these prior to your arrival. Some conference venues are not able to accommodate special diets, so be prepared to be flexible and/or to bring food items you eat that do not require refrigeration. Also bring and use insect repellent especially

during the rainy season (June – August) to deter mosquitoes. Always request bottled water when eating in restaurants.

6. Attire is dress casual (casual but neat). Bring change of clothes enough for 4 or 5 days. The key is to dress **appropriately** for the occasion, **modestly** at all times and **moderately** (not excessive jewelry and accessories). Men—no shorts, cut offs, t-shirts or flip flops. “Hawaiian” type pattern shirts are discouraged when speaking. Collar shirt, dress slacks & shoes (not sandals or tennis shoes). **When speaking**, dress shirt (and sometimes a tie and coat). Women—dresses/skirts/dress pants (not sleeveless) for meetings, nice slacks/ blouses for other occasions and **modest at all times**. Even though it is hot in the Philippines please do not dress as if you are going on a vacation to the beach! (Men and women—you can bring modest shorts, vacation casual clothes, tennis shoes, and modest bathing suit if you will be at a resort or hotel sometime during your visit.) If going to a nice restaurant or if there is a special occasion, men should wear a long sleeve dress shirt and women wear a nice dress. Cotton is recommended as many synthetics do not breathe well and become very uncomfortable. Pack rubber sandals that can be worn in the shower or in heavy rain that would ruin regular shoes.
7. Grooming (this is very important!). Please shower at least once or twice daily or more if needed!!! Use deodorant! Men, you will perspire a lot so **always** wear an undershirt to help absorb the sweat. Change clothes daily! Also shower and change before going out in the evening for meetings or dinner. **Remember, please use deodorant often!**
8. Conference and Church Speaking. Speak slowly as English is the second language of the audience. Do not use American idioms such as: “I was so angry I lost my head,” or “I hit the roof,” or “I am so hungry I could eat a bear.” You can joke about yourself. Give a little of your testimony so the audience will know about you and your family. Your messages need to be Biblical and easy to follow with practical illustrations. Magnify the Lord Jesus, encourage and build up the pastors and church in the Lord in their life and ministry. If a translator is used, please allow time as needed. Due to language differences it may be helpful to use handouts or visual aides to assist the audience in understanding the theme of the message.
9. The People and Country:
  - a) People are very friendly (but do not hug the opposite sex).
  - b) Do not ask “why?” but “that is interesting, tell me about it.”
  - c) Do not say “what is this food?” but “please tell me about this dish (or food)”
  - d) You will have lots of rice (and bread, fish, chicken, pork, beef, vegetables)—similar to Chinese food. Eating is usually with a big spoon in one hand and fork in the other.
  - e) Smile and be friendly to Filipinos. Be Christ-like, humble and helpful. Ask questions about their life and family.
  - f) Please do not compare the Philippines with your country nor discuss politics.
  - g) The country is “the Philippines” (not the Philippine Islands); people in general are “Filipinos” (not Philipinoes). Men are Filipinos, women are Filipinas.
  - h) Main languages are Tagalog (Pilipino), Cebuano, English, Ilocano, and Hiliganan.
  - i) The population of the Philippines is about 100 million; Manila is about 12 million at night, 20 million in the day. It is the world’s largest parking lot!
  - j) April and May are the hottest months and January the coolest, but it is usually hot and humid throughout the year. June to December is usually very rainy with monsoons or typhoons.
10. Sponsorship. Christian Growth Ministries (CGM). There are an estimated 41,000 pastors throughout the Philippines with little or no training! CGM has many one to four-day conferences and seminars as possible to encourage (and help train) many pastors in their life and ministry. BookShare/CLAIM book sets are also distributed.
11. Finances (as Missions Project) for Conference Speakers. CGM funds are designated and used in ministry. Our work is mainly with the poor. There are no general funds for extras. Therefore, as a missions project, we ask conference speakers to trust the Lord for your travel (to and from the Philippines – you will need to purchase a ticket) for the conference and all expenses (while in the Philippines)! This will include about US\$2800 for the needy pastors’ one-day conference (this includes provision for a CLAIM book set for each needy pastor, and all expenses for the conference) plus US\$50 per day for guesthouse expenses, some travel, meals, etc. For example, for 7 nights this will be \$350 (\$50 x 7 nights = \$350) plus \$2650 for the pastors conference, come to a total of \$3000.

Please note: For the three-day CGM Pastoral Care Conference in August, the expense of the conference is shared by two (2) main speakers (\$2000 to \$2500 each).

To Repeat: your travel to and from the Philippines will need to be made by you the speaker and your local church through your local travel agent; the funds for the conference can be sent to Christian Growth Ministries.

12. Accommodations. Visiting pastors (guests) will probably stay at New Tribes Guest House (NTGH) as this is very central to ministry activities. NTGH is a very comfortable, safe (rooms are air-conditioned) place to stay BUT is not a hotel. Meals are at set times (7:30 am, noon & 5:30pm) and served family style (no special meals can be ordered so if you check the weekly meal schedule and cannot eat what will be served we will need to arrange for something outside at nearby restaurants). Do not leave your air conditioner running when you are out of your room for very long. NTGH has internet hook-up, so emails can be done. You will need to bring some extra money for long distance phone calls, gifts, special meals, and outings when you may not be with the CGM team, as the \$50 daily is not able to cover this.
13. Jet Lag. Arriving in the daytime or late night you will be extremely tired with your internal clock really confused! We highly recommend you spend your first two nights in an air-conditioned guesthouse to rest and sleep. This will probably be at the New Tribes Guesthouse.
14. Sample Schedule. Remember, from North America you lose a day coming to Manila. CGM may arrange for you to speak in a church on the first Sunday so try to arrive in Manila on Thursday or Friday. You will be in a guesthouse on Friday and Saturday night. Speak on Sunday. Monday you will be visiting and participating in various ministries. The three-day conference is Tuesday, Wednesday, and Thursday. Returning to Manila on Thursday and can leave for the USA on Friday (you will gain a day going to North America, so arriving on same day you leave Manila) and in your church to report on Sunday!
15. Checklist :
  - a) Passport and tickets for travel (your responsibility)
  - b) Personal medicines, Imodium, Pepto Bismol, etc.
  - c) Proper clothing (please follow our guidelines, please, please, please).
  - d) Personal hygiene items (especially **deodorant!**). Also bring small packets of tissue since toilet paper is not usually provided in public places. And bring a small bottle of hand sanitizer.
  - e) Folding umbrella
  - f) Mission Project Finances: Conference Expenses can be sent to CGM.
  - g) Bible and messages (for conference and church services)
  - h) Hand carry bag: passport, Bible, notes, plane tickets, medicines, change of clothes.
  - i) Please check to make sure your insurance (life, medical, hospitalization) covers you in the Philippines! You may want to purchase travel and short-term medical insurances as we are not able to provide insurance for visitors.
16. Checklist for Return/Departure:
  - a) Passport & plane tickets
  - b) About \$50 USD cash (or peso equivalent) for departure tax, tips, refreshments, etc. at the airport
  - c) Hand-carry bag plus luggage to check
18. Phone numbers in Manila if needed (if calling from outside the country, dial area code 632):
  - a) CGM Office: 421-7155, 421-7156
  - b) Rosely Fornoles (CGM:) 0917-612-6756 (cell phone)
  - c) New Tribes Guesthouse: 725-2613

We hope the above information helps. We praise God for your participation in the work of God in the Philippines. You are much appreciated!

## Tips for teaching through an interpreter

By Robert B. Reekie

Interpreters are very special people. They clarify and provide understanding. Over the past 30 years I've had the privilege of working in tandem with interpreters on every continent and involving more than 20 languages, including Russian, Chinese, Lingala, Kiswahili, Hindi, Thai, Spanish, and French. Based on these rewarding tandem experiences, I want to share some suggestions that I've found useful as a cross-cultural trainer.

1. **Take time** to sit down with the interpreter. Ask this person about his or her work as an interpreter. What sort of material has he worked with? Has he interpreted the kind of material you will be presenting?
2. **The more** the interpreter knows, the more effective the interpretation. As you share together in conversation, the interpreter will develop a feel for how you, the trainer, talk and how your words flow. Also, the interpreter will gain insight on cadences.
3. **How does** the interpreter prefer to handle translation? Some prefer simultaneous translation, while others are more efficient when sentences are spoken by the trainer and then translated. Generally, simultaneous translation is less effective for training workshops.
4. **Review all** technical terms and words important to your task. Also, talk about nuances, key sentences, and ideas to be covered. Discuss any explicit and implied meanings.
5. **If using** an overhead projector and handouts, be sure to ask the interpreter or someone fluent in the language to translate and prepare these before the workshop. To assist the trainer, it helps to have the language of the trainer side by side the language of the workshop.
6. **When using** a chalk or white board, show the interpreter of what you intend to use. This lets the interpreters see how you handle the materials and where you will be positioned,
7. **Interpretation usually** means trainer will have about half the allotted time to share. So .if the time slot is 60 minutes, the spoken time for the translator will be closer to 30 minutes or less. Keep this in mind when preparing.
8. **When working** with a translator, be sure to watch the faces and eyes of the listeners. They will help you determine whether or not the subject, idea or illustration is being grasped. Be ready to repeat or rephrase.
9. **When working** with interpreters, trainers are more effective when care is taken with word choices and how sentences formed and expressed.
10. **Do not** rush through what you want to say. You want your listeners to learn with understanding, and insight. And you can help learners discover a truth by using an illustration or anecdote. Decide ahead of the talk what is essential and important.
11. **Some interpreters** prefer to work from a manuscript. I'd be cautious about a word-for-word translation. Good interpreters grasp ideas and concepts to give clarity to what is being said. Translation is more effective and enjoyable when trainer and interpreter are a synchronized team, as together they explain, explore, show, and guide.
12. **Interpreters must** also be effective in handling translation from participants who raised a question, give comments, and ask for clarification.
13. **Interpretation is** extremely demanding, so the trainer needs to beware of overburdening the interpreter. If possible, the interpreter should have a backup person.
14. **Not all** interpreters are equal. Some are superb, while others range from good to average to misleading. The trainer will be able to gauge the interpreter's rapport with listeners by feedback from the floor. If an interpreter is not communicating effectively, the trainer will need to talk with him or her and also with the workshop or seminar director.

Never take your interpreter for granted. Always remember that without you mouthpiece—the interpreter—your words and ideas will remain beyond understanding, and you will be out of touch with your listeners.

[Robert B. Reekie is director of training resources for Media Associates International, Bloomington, Ill. This article is reprinted with permission from *MIA's* Trainer Network newsletter.]