

PREPARING FOR YOUR TRIP TO

# LOS ANGELES



# TABLE OF CONTENTS

- 3 LOS ANGELES AT A GLANCE**
- 4 10 WAYS TO HAVE A LIFE CHANGING TRIP**
- 5 TIPS FOR LEADING A TRIP**
- 6 GROUP LEADERS & CITY HOST**
- 7 TRIP LOGISTICS**
  - HOUSING**
  - MEALS**
  - WHAT TO BRING**
  - TRANSPORTATION / PARKING**
  - SAFETY / HEALTH**
  - CANCELLATION POLICY**
- 10 PREPARATION CHECKLIST**
- 13 SAMPLE SCHEDULE**
- 14 CODE OF CONDUCT**
  - GUIDELINES**
  - DRESS CODE**
  - IN THE CITY**
  - AT OUR HOUSING**
  - RESTAURANT ETIQUETTE**
  - CELL PHONES**



# LOS ANGELES AT A GLANCE

As of the 2010 census, more than 35% of the population of Los Angeles was foreign born. This does not include the thousands of the immigrants that stream through, using Los Angeles as a point of entry before moving to another city. The native lands of Los Angeles residents represent more than 140 different countries throughout the world.

There are at least 25,000 homeless people each night in Los Angeles. About 10,000 homeless people live on “Skid Row”. This is a ten square block area at the center of downtown Los Angeles. At any given time at least half the homeless population literally sleeps on the streets. The average age of homeless person is around 40 years old. One third to one half of the homeless population is women and girls.

Los Angeles also illustrates the huge gap between rich and poor present in so many of our nation’s cities. The central city financial district (which employs over 100,000 commuting suburbanites and includes the Biltmore Hotel, one of L.A.’s most expensive) sits just two blocks away from Skid Row, where tens of thousands of people live in flophouse hotels or literally out on the street.

The Bible commands us as followers of Christ to meet the needs of the “least among us”. At CSM you will rise to this challenge but serving all around across LA.



# 10 WAYS TO HAVE A LIFE-CHANGING TRIP

- 10** Remember that your culture may differ from the people you are serving. Do not make fun of the dress, actions, food or music of those with whom you come in contact.
- 9** Remember that serving other includes both labor-intensive and relational ministry. Be open to both types of service.
- 8** Be willing to try new foods, talk to different types of people and do things that you've never done before.
- 7** Set aside any group tension/ conflict before you come so that these issues do not interfere with your ability to love others.
- 6** Come ready to learn from those who you are serving. They have so much to teach us about life and faith.
- 5** Be Flexible. Your schedule is a guide for your week, but sometimes things change and adjustments need to be made. God is in control. We trust Him with details.
- 4** Bring a journal and record your experiences and feelings throughout the week so that you can take them home with you and share them with others.
- 3** Be willing to set aside all preconceptions about the inner city, and see the city with new eyes throughout the week.
- 2** Pray. James 5:16 says "The prayer of a righteous person is powerful and effective." Dedicate the trip to God, and pray for your group and those you will come in contact with.
- 1** Expect God to do amazing things in your life and in the lives of your fellow group members.

# TIPS FOR LEADING A TRIP

## PREPARE

- Research the city. Read the news. Be informed about what is going on there. There is a lot of pretrip training on the CSM website in the leader's section—utilize it!
- Pray and ask the Lord to prepare your heart. Ask for an open mind and a teachable spirit. Ask for unity in your group.
- Think through your team. Have the students meet together before they leave and begin to get to know one another. Set the tone of learning. Get them excited about the experience!
- Communicate with the City Staff:
  - Read the emails that are sent to you. A lot of information is sent to help you feel most comfortable as you are preparing.
  - If you have questions, ask! They won't know unless you voice it.
  - If your numbers change, let us know! We want to be fully prepared for how many students you are bringing.

## IN THE CITY

- Remember first that you are chosen, holy and loved. The Lord has called you to this place and these students in this season. Leading a group of students can be challenging—give yourself grace!
- Leaders set the tone. If you are excited, your group will be too.
- Remember that you are a visitor. Some things will be different than what you are accustomed to. Respect the people that live there every day. Resist the urge to quickly judge a situation.
- Ask questions (who, what, how). Listen to the answers.
- Be kind to your City Host. A simple “thank you” can go a long way.
- Thank ministry partners. They are working in this context every day.

## RETURNING HOME

- Keep in touch with ministry partners so you can continue to pray for them and support them.
- Spend time debriefing the trip with your students. Much of processing and understanding of a serving experience happens once students return back to what is comfortable.
- Don't let serving stop here! Find ways to serve in your own community.

# GROUP LEADER RESPONSIBILITIES

- DEVOTIONS** There is a 30 minute time slot built into your schedule each morning. Your CSM host will not join you for this, so it is up to you how you want this time to look. An optional Devotional packet is available in the group leader section of our website.
- DISCIPLINE** Your host does not know your group like you do. You are in charge of discipline issues if they arise during your trip. We will provide the guidelines and ask you to ensure that they are being followed.
- OTHER** We require 1 leader for every 5 students, no exceptions!

# CITY HOST RESPONSIBILITIES

Your group will have 1 City Host per every serving group who will handle all logistics during your trip—directions around the city, handling money for all meals, acting as a liaison between your group and the community partners and between your group and the directors, leading debrief sessions.

City Hosts live on site with your group, in a separate part of the housing site.

Hosts are there for several months at a time. There will be moments throughout the week where they may step back at ministry site to plan a later event for your group or to take a short break—please give them the grace to take care of themselves!

They may also need to meet with the director staff and be away from a ministry site for approximately one hour. They will make sure that you are aware of when this meeting occurs



# TRIP LOGISTICS

**HOUSING** Our housing site is located in Koreatown in a church called the First Church of the Nazarene. The church is huge and is used for various groups and activities. They have a spanish-speaking, english-speaking, filipino-speaking, and a korean-speaking congregation that all meet at the church. They also have a charter school for for 6th and 7th graders, food outreach ministries, bible studies, and more.

We at CSM use mostly just the basement area to eat and the second floor to sleep and shower. We have two rooms with bunkbeds. One holds 36 beds and the other holds 28.

We have 6 shower heads in a bathroom off the second floor gym. When there is more than 1 CSM group, we split the males and females every other day (males shower Tue, Thur, Sat and females shower Mon, Wed, Fri). Our shower hours are 6am-8am and 8pm-10pm. If there is only one group in, the group can decide if they would like the females to shower in the mornings and the males in the evening or visa versa.

Our co-ed hang out area is in transition and I'm not sure where it will be yet. But it will most likely be in the basement. We also have an outside playground area groups can hang out in until 10pm.

**MEALS** Your registration fee will cover all meals listed on your schedule. Breakfast and lunch are usually served at the housing site (cold cereal, fruit, muffins for breakfast and sandwiches, fruit, chips, granola bars/cookies for lunch.) If your schedule does not allow time to return to the housing for lunch, sack lunches will be packed and taken to your service site. Your group is welcome to bring snacks and water/drinks.

Our evening meals are eaten at family-owned restaurants. Your city host will pay for these meals. Your meals are determined in advance, based on your schedule. If you have particular food needs in your group, please communicate this well in advance.

# TRIP LOGISTICS

- WHAT TO BRING**
- Personal toiletries (towels, soap, shower shoes, etc.)
  - Bible, pen and journal
  - Water bottle
  - Work clothes (see Dress Code)
  - Church clothes (if your group will be in town for a Sunday morning)
  - See “Housing” section for bedding needs
  - Optional items
    - Backpack
    - Extension cords and power strips
    - Snacks for in-between meals
    - Money for CSM t-shirts

Come prepared for your sites. We will send you a document one month prior to your trip with more details about your service sites—read this thoroughly and plan accordingly.

- WHAT NOT TO BRING**
- iPods, iPads, electronic games, etc.
  - Anything that is not replaceable or has significant value (jewelry, etc.)
  - Large sums of money
  - Drugs, alcohol or tobacco products

## TRANSPORTATION & PARKING

Your group is responsible for bringing vehicles that can drive you to and from ministry sites. Be sure to have a spot open in the van for your City Host! Your hosts are not allowed to drive your vehicle.

We recommend 12 or 15 passenger vans. Mini buses are not permitted! Your driver(s) will be parallel parking.

Please budget \$10/ vehicle/ day. \$5/ vehicle/ week should be in quarters.



# TRIP LOGISTICS

## **SAFETY/ HEALTH**

CSM will operate with your safety as a high priority but this will require the cooperation of your group. Our housing site and the service sites that we work with are highly respected safe havens in their communities.

Following evening activities, groups will remain inside the housing site and the door will be locked.

All CSM staff are certified in First Aid and CPR and are equipped with First Aid kits. Please advise CSM staff of any allergies/medical conditions of your group members prior to arrival and report all injuries (minor and major) to your CSM host (if injury occurred while with CSM).

Use caution when assisting someone in a first-aid situation. If the person is able to help themselves, let them do so. If not, make sure to use rubber gloves. This is true for everyone that you help.

## **CANCELLATION POLICY**

If you need to cancel your trip for any reason, please call the Home Office at 267-928-2620 as soon as possible as we make commitments with our ministry sites for your group to serve.

- If you cancel 60 days or more before your trip, we will transfer up to \$3,000 of your deposit to a future trip booked and served within a year of your original trip. Any fees that you have paid above your deposit will be forfeited.
- If you cancel your trip with 60 days or less before your trip, your deposit and fees paid will be forfeited.
- Deposits on file will not be used to cover the balance due of an already confirmed trip.

# MONTHLY PREPARATION CHECKLIST

## 5+ Months Prior to Arrival

- Read Trip Confirmation Packet
- Review Leader's section of csm.org
- Start to promote the trip to your students
- Start by brainstorming ideas for fundraising
- Schedule your Pre-Trip Planning Meeting with City Staff
- Plan your team meetings
- Begin your process of getting to know the city—research, read news articles, pray

## 4 Months to Arrival: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Form your team of students and leaders
- Host your first team meeting with students and parents
- Schedule fundraising events and set deadlines
- Distribute necessary paperwork
- Go over packing list
- Compile student and parent questions to ask City Staff
- Determine if your group has any preferences for the trip and communicate these expectations to the City Staff

## 3 Months to Arrival: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Pay 50% of your balance due to Home Office
- Host a team meeting
- Host a leader meeting
- Plan travel arrangements to and from the city

How are you getting everyone to the city (vans, cars, train?)

What vehicles do you plan to use during the week?

Who is going to drive these vehicles? Can he/she parallel park the vehicle you are bringing?

Is there enough space in your vehicle for your City Host?

# MONTHLY PREPARATION CHECKLIST

2 Months to Arrival: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Host a team meeting
- Host a leader meeting
- Fill out Pre-Trip questions sent by City Director
- Communicate any food allergies to City Staff
- Plan morning devotions and group debriefs for trip
- Plan night off, if applicable

1 Month to Arrival: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Submit final participant numbers to Home Office
- Pay final balance to Home Office
- Send updated gender ratios to City Staff
- Review schedule sent to you by Associate Director. Reply with questions!
- Review housing site information sent to you by City Director
- Host a team meeting
- Pray for ministries where you will serve
- Complete any waivers sent with schedule
- Review Camp Orientation and Camp Information Packet (if scheduled) and start planning activities
- Compile student questions and ask City Staff

2 Weeks to Arrival: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Confirm travel arrangements and communicate plan to City Staff
- Gather all supplies for camp/ other serving opportunities

# MONTHLY PREPARATION CHECKLIST

1 Week to Arrival: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Host your final team meeting
- Make sure all student waivers are completed and submitted
- Distribute driving directions to drivers

Arrival Day: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- Communicate with City Staff about your estimated arrival time as you travel
- Arrive ready to serve, learn and grow!

After Your Trip:

- Send thank you notes to ministry partners. Seek ways to continue to foster the relationship.
- Plan and schedule a post trip debrief
- Share with your church or school about your trip
- Explore ways to serve locally
- Start planning your trip back with CSM!

# SAMPLE SCHEDULE

**SUNDAY** 5:00 pm Arrive at CSM housing, Orientation  
6:30 pm Dinner at Indian Restaurant  
7:30 pm Prayer Tour  
9:30 pm Debrief  
11:00 pm Lights Out

**MONDAY (day 1)** 7:30 am Breakfast and Devotions  
9:00 am Serve at Men's Shelter  
1:30 pm Serve at Kid's Summer Camp  
6:00 pm Dinner at Puerto Rican Restaurant  
8:00 pm Debrief  
11:00 pm Lights Out

**TUESDAY (day 2)** 7:30 am Breakfast and Devotions  
8:30 am Serve at Food Pantry  
1:30 pm Serve at Kid's Summer Camp  
6:00 pm Dinner at Middle Eastern Restaurant  
7:00 pm Hand out sack lunches to homeless community  
9:00 pm Debrief  
11:00 pm Lights Out

**WEDNESDAY (day 3)** 7:30 am Breakfast and Devotions  
9:00 am Serve meal at Soup Kitchen  
1:30 pm Serve at Kid's Summer Camp  
6:00 pm Dinner & Worship Night (available in most cities)  
11:00 pm Lights Out

**THURSDAY (day 4)** 7:30 am Breakfast and Devotions  
8:30 am Serve at Block Clean-up Ministry  
1:30 pm Serve at Kid's Summer Camp  
6:00 pm Dinner at Thai Restaurant  
8:00 pm Debrief  
11:00 pm Lights Out

**FRIDAY (day 5)** 7:30 am Breakfast and Devotions  
9:00 am Sort donations at Women's Shelter  
1:00 pm Urban Plunge  
6:00 pm Dinner at Malian Restaurant  
8:00 pm Debrief  
11:00 pm Lights Out

**SATURDAY** 8:30 am Breakfast and Devotions  
9:00 am Evaluations, cleaning, pack, load vans  
10:00 am Depart for home!

# CODE OF CONDUCT

## GUIDELINES

- The key to inner-city ministry is flexibility. We have a schedule prepared for you, but God may have something different in mind. If plans change, just accept it as God's guidance for your trip and go with it.
- You are an ambassador for Jesus Christ. You will want to behave well towards each other and strangers.
- Always be aware of what's going on around you.
- The people of the city work hard at preserving their cultures. Please respect that these may be different from your own.

## DRESS CODE

- Bring attire that you are comfortable in and that you don't mind getting dirty.
- Pants and closed-toe shoes will be required when serving at all shelters or serving food.
- Shorts should be finger tip length.
- Tights/ leggings do not count as long pants and will not be allowed while serving.
- Long-sleeved shirt is recommended for yard work.
- No tight clothing, midriff shirts, short shorts, tank tops, etc outside of the housing site. If in doubt, don't wear it.
- If you will be attending a Sunday worship service, girls may wear skirts/ dresses below the knee, dress pants, or jeans without holes, and guys may wear dress pants/nice jeans and a shirt.
- All sandals must have a back strap (no flip flops).

## IN THE CITY/ MINISTRY SITES

- Nothing is to be left in the vans. Bring only what you want to carry with you. Not all ministry sites have a place to securely keep personal items.
- Never wander off on your own. Stay in pairs or in groups with a leader at all times and stay aware of your surroundings.

# CODE OF CONDUCT

## IN THE CITY/ MINISTRY SITES

- Do not give out your home address or phone number.
- If you think you have uncovered a legitimate need, report it to your CSM host and they will help you address the concern.
- Always ask your City Host before taking a picture of anyone who is not in your group.
- No public displays of affection between males and females.
- Respect all the cultures you will encounter by not telling racist jokes or reinforcing any stereotypes you may have.
- Do not wave, motion or shout out the van windows. Your actions could result in a misunderstanding, could be offensive to someone else, and could put your group in danger.

## HOUSING

- We are guests here. We ask that you respect the building and property.
- It is a shared space so we ask that you leave it the way you found it.
- In the event that **any** part of the facility is lost or broken by someone in your group, your church will be expected to compensate our housing partner for the cost.
- Girls and guys will not be permitted to visit one another's rooms.
- All doors must remain locked, and no one is allowed outside without an adult.
- Drugs, alcohol and tobacco products are not permitted on CSM premises.
- Everyone should be in their rooms and quiet by 10:30 p.m. and lights out by 11:00 p.m. – This enables everyone to get important rest so we can be focused during the day.
- Breakfast and lunch supplies are in the kitchen. These foods are only for breakfast and lunch, not for snacking.

# CODE OF CONDUCT

## **RESTAURANT ETIQUETTE**

- Try everything once. These are foods and customs from other cultures. Different isn't good or bad, it's just different.
- Be aware of noise levels. We want to be respectful to our restaurant partners and staff.
- Don't complain. The people of this city work hard to preserve their cultures.
- Please advise CSM staff about any allergies within your group BEFORE arriving to the city. Remind your staff upon arrival.

## **CELL PHONES**

- No cell phones allowed out at ministry sites or any CSM activity.
- Leaders should always keep their phones on them.
- Student cell phone usage outside of the ministry site is up to the discretion of the group leader.





**MATERIALS FOR**  
**SHARING**  
**YOUR TRIP**



# SHARING WITH YOUR CHURCH

You've registered your group and are ready to head on into the city... Now it's time to get your church excited about your upcoming trip!

Fill out this form on the bottom of this page and pass it on to the individual responsible for your church's bulletins. It can easily be used as your primary announcement. The more your congregation knows, the better prepared they will be to act as the sending component of your mission trip. Help them get involved by teaching about the city you're serving in, sharing specific prayer requests for your trip and even informing them as to how they can help financially if you will be fundraising.

Utilize the [Group Leaders](http://www.csm.org/group-leaders/) section at [www.csm.org/group-leaders/](http://www.csm.org/group-leaders/) for free resources!

After returning from your trip, schedule a time during an upcoming worship service (or any entire sharing night!) specifically for the team to share about their trip. This would be a great opportunity to present a slideshow or video that helps the congregation learn about the experience your team had.

---

Hello! Please include the following in our church's next bulletin/ announcements:

We're headed to \_\_\_\_\_! A group from our church will depart on \_\_\_\_\_  
(city site) (departure date)

for a short-term mission trip with CSM. We will be serving in the urban center until

\_\_\_\_\_. To learn more about our trip please talk to \_\_\_\_\_ or log  
(return date) (group leader)

onto CSM's website, [www.csm.org](http://www.csm.org). We are excited to share our experience with you!

# SHARING WITH YOUR CHURCH



Download these graphics in the Group Leaders section of our website to use in your announcement! Also works great as a post on Social Media!



## CONNECT WITH US ON SOCIAL MEDIA



**@ServeWithCSM**

Follow us on Social Media and hashtag your posts with **#ServeWithCSM!**

# TALKING POINTS

## **CSM PROVIDES MINISTRY OPPORTUNITIES TO SERVE THE WORLD'S FASTEST GROWING MISSION FIELD**

With the population explosion in and around the world's urban centers, cities are quickly becoming the world's largest (and most complex) mission field. CSM provides groups with an opportunity to serve through local ministries that have a year-round presence in their communities.

## **CSM HANDLES THE DETAILS, YOU GET TO SERVE**

As a leader or group member, you will be joined by one of CSM's resident staff on your trip. They handle the specific details (from directions to meals) while you have the opportunity to whole-heartedly serve.

## **CSM PROVIDES A LONG-LASTING EXPERIENCE DURING A SHORT-TERM TRIP**

CSM Staff live year-round in the city they serve in. They've formed relationships with the ministries we partner with and you becoming the vital link as these ministries depend on the volunteers CSM provides to remain a vibrant presence in their communities.

## **CSM'S SERVE PROJECTS ARE WORKING WITH PEOPLE**

When serving in the urban center with CSM, you will be coming alongside ministries that focus on serving people. Whether you're serving food at a homeless shelter or playing with children at an after-school program, you will be cultivating relationships throughout your entire trip.

# TALKING POINTS

**CSM ALLOWS YOU TO NOT  
JUST SERVE THE CITY,  
BUT LEARN WHO YOU ARE  
SERVING**

By participating with CSM, you will have many opportunities to learn about who you are serving. By becoming better informed we can better know the needs of the city and, in turn, learn where we can best serve the individuals of the city.

**CSM PROVIDES TRAINING  
AND FOLLOW UP TO ALL OF  
ITS GROUPS**

We believe that both pre- and post-trip training are crucial—not only for the trip to run smoothly, but that participants would be personally changed as they serve. CSM provides in-depth training materials for both before and after your time of service.

**CSM ALLOWS PARTICIPANTS  
TO EXPERIENCE THE RICH  
CULTURES IN THE CITY**

Groups have the opportunity to serve at ministry sites and eat at a different international restaurant that exposes them to the multitude of cultures that make up the city.

**CSM PROVIDES AN  
EXPERIENCE THAT CHANGES  
THE TRIP PARTICIPANT AND  
THE PEOPLE BEING SERVED**

Our goal is for each person who serves with CSM to leave not only more aware of the needs and issues of the city, but also with a heart to serve those that are lost and less fortunate. Awareness brings empathy.

# SOCIAL MEDIA & PHOTO GUIDE



## THE SELFIE IS ALLOWED

You heard right. The selfie is not only allowed, but encouraged! Tag @ServeWithCSM when you post a photo on service with us!



## MAJOR CITY LANDMARKS MUST BE DOCUMENTED

Please take photos around the city and with major city icons, not just the skyline (though those are pretty epic too). Be an artist! Never fear pausing to capture that incredible statue, creative graffiti on a wall, a handshake with Abe Lincoln -- Embrace the opportunities that surround you.



## HASHTAG IT

On every post, use the hashtag #ServeWithCSM with the supplemental hashtag #CSMCityYear. For example, #CSMBoston2017



## PHOTO ETIQUETTE

There is a time and place for photos. Remind your team to be sensitive and discerning. A photo opp should never distract you or someone else from the true purpose of the trip.



## THE GREAT PHOTO COMMISSION

Ready for your charge? Now, you must pass the baton of empowerment and encourage everyone on your team to post a group photo, tag everyone (gather all names & social media handles), and invite your friends to join CSM next year for an opportunity of a lifetime, like you just experienced!